

# Chemical Engineering

## Student checklist for procedure BSc Assignment

Mobility Online is a system the UT uses to register graduation assignments. Before you are allowed to start with your assignment, you need to follow a procedure in Mobility Online to get your assignment approved.

This checklist explains the procedure for the Bachelor assignment of ChE. If you have any questions, please consult the Educational Office (BOZ) or the Bachelor assignment coordinator. General manuals about Mobility Online can be found [here](#).

### BEFORE THE START OF THE BACHELOR ASSIGNMENT

- Register in OSIRIS for the Bachelor assignment (module 12, 201500466) to gain access to the Blackboard page with information about the bachelor assignment. A lot of relevant information can also be found on the Blackboard page of module 11.
- Four weeks before the start of your bachelor's assignment, you need to start the graduation registration in [Mobility Online](#) by choosing the **standard registration**. If you are going to do your bachelor's assignment outside the UT, you need to follow the extended registration.
- Sign-in with your UT student number and UT password.
- Fill in the form (proposal form).
  - Make sure the Faculty, Study level and Study fields are correct.
  - Committee information (committee requirements can be found in article 14 of the [Rules of the Examination Board ChE](#)):
    - Committee chair: lecturer
    - Committee member UT: daily supervisor
    - The external member appointed by the board of examiners will be added by the educational office.
    - Any other committee members can be added in the remaining fields
  - Course code: the course code of the bachelor assignment (201500466)
  - Courses yet to be completed: you can leave this section blank. However, you do need to enter this information on the 'overeenkomst bacheloropdracht' form.
  - Title: fill in the (provisional) title of your bachelor assignment.
  - Description: you can leave this section blank.
- After registration, you will receive a confirmation of registration e-mail including login details and a link to sign in. This link should be used to check the progress and if any actions are required.
- The next step is to upload the ChE form to request approval of the Bachelor assignment.
  - Download the "Overeenkomst bacheloropdracht" form from the [ChE website](#).
  - Fill in the form, collect the signatures and upload this form as a PDF file under Upload Application Form.
- Your application form needs to be checked by the board of examiners. The external member will be appointed by the examination board. After appointment, you can find the external member in the committee information under edit/view application. You will also be informed about the external member in a e-mail sent by BOZ.
- When the application is marked as approved by the coordinator, the examination board has approved your application and you are allowed to start with your Bachelor assignment. You will receive an automatic e-mail when your application is approved. You will also receive an e-mail from BOZ confirming your graduation committee and that you are allowed to start.  
**Please be aware that without this approval from the Board of examiners you are not allowed to start!**

### AT THE END OF THE BACHELOR ASSIGNMENT

- When you are in the process of finalizing your assignment and planning your colloquium, sign-in to Mobility Online and check if you need to make changes to for example the title that you filled in before the start of the assignment. Mark the thesis as finished.
  - Click the Edit button to mark the checkbox.

- Click Cancel to go back to the Application workflow.
- The project will be marked as approved or incomplete by the coordinator.
- Send your thesis in PDF format to [BOZ-CHE](#).
- The assignment will be marked as finished after the thesis has been submitted to BOZ and the grade has been registered in OSIRIS.

*If you have questions about the procedure then please contact [BOZ-CHE](#).*