

# Mobility online

## Internship/project/research abroad– Students

### Information about registration of your Internship in Mobility Online

For TU/e students it is important they have an international experience during their study. To simplify the application process and to make it as clear as possible for you as a student, we use Mobility Online: an online tool to manage the administrative part your internship/project/research online from the very start until you return and finish the activity.

This manual is to guide you through the Mobility Online tool used for the registration and application of courses abroad.

- **IMPORTANT:** before starting your registration in Mobility Online, you need to carefully read the additional instructions on your department's digital study guide pages. These instructions contain some department specific information that you need to correctly complete your Mobility Online application.
- To start the Registration and Application process through Mobility Online please use this [link](#)
- You do **not** have to register this Internship in Osiris
- You do **not** also have to fill out the Registration Internship form.

**NOTE \*\*\*** - Please bear in mind that an Internship at a university is obliged when you Pre-master is your prior education.

#### **General Remarks Mobility Online**

1. DO NOT change your password. At TU/e we work with Single Sign On meaning that you should be able to log on with your TU/e account (username) and password.
2. DO NOT cancel your application unless you really want to cancel it. When you are not sure, please contact the Departmental International Office first. Once you have canceled your application, no reset is possible. You will need to start over the entire process.

#### **General Remarks Workflow**

1. All steps will be taken by the (Departmental) International Office and by yourself. Hence, from now on, you will need to check and update this workflow on a regular basis. In the workflow you will see:
  - i. The steps that need to be taken/ which steps are already completed

- ii. Who has completed the step and the date of completion
  - iii. Your name, study and date of birth
2. When a step is completed you will see a **green check** (see printscreen).
  3. When a step still needs action, click on the red button describing the action to take (see yellow arrow).

Application checked and student nominated to host institution	✓	21.11.2019	Vanessa Henraat
<b>Before the mobility - Proposal form</b>			
Course list filled out	✓	21.11.2019	Torrent est de Tor
Course list printed	✓	21.11.2019	Torrent est de Tor
Signed Course list uploaded	✓	21.11.2019	Torrent est de Tor

### **Examples of steps in Workflow**

1. This is an example of step taken in the Workflow. Once you hit the underlined action in your workflow the following screen will pop up. As you can see there will be a description (what is expected from you), a question and an answer. After you made your choice hit ‘create’. (see yellow arrow)

2. The screen will refresh itself and will show you when successful “Action Successful!” . To go back to your workflow push ‘Back to the application workflow’. You will return to your workflow overview.
3. And so on! In case you have any questions, please do not hesitate to contact the Internationalization Coordinator of your department.

### **The workflow**

1. To log on please, use this [link](#): from now on you will be able to log in with your TU/e username

and password.

2. THIS STEP MIGHT BE SKIPPED IF YOU LOG IN FOR THE SECOND TIME AND THEREAFTER. After you logged on for the first time, you might get a message from SURFconext. Please accept and continue. If asked, select TU/e as institution and press then continue.
3. To start your application you have to fill out the [registration form](#). You will notice that some of the fields are already filled out for you.

Application details
Open all sub groups
Close all sub groups

Type of person

☒ Student
☐ Teacher \*

Type of application

☐ Incoming
☒ Outgoing \*

Mobility program

Internship

Personal details

Student number

0987654 \*

First name

Floris \*

Suffix

Last name

Wolfs \*

Date of birth

01.01.2000 \*

Gender

☒ Male
☐ Female \*

Nationality

Netherlands \*

Nationality (second)

<-- No choice -->

E-Mail address

j.m.a.v.d.donk@tue.nl ?

Same e-mail address for verification

j.m.a.v.d.donk@tue.nl \*

Study details (at the time you will start your mobility)

Country of the home institution

Netherlands

Home institution

EINDHOV17 - EINDHOVEN UNIVERSIT...

Please select department, study level and study field at the time of your planned mobility.

Academic year

2020/2021 \*

Department

04ME - Department of Mechanical Engineer... \*

Study level

Second cycle / Master

Study field

Control Systems Technology (GRP) \*

Details of planned activity

Type of internship
☐ Project
☒ Internship
☐ Combination of internship and courses \*

Approximate start date (internship/project)
 \*

Approximate end date (internship/project)
 \*

---

Approximate start date (Mobility)
 \*

Please indicate here the date of the first day of travel before your internship/project starts

Approximate end date (Mobility)
 \*

Please indicate here the date of the end of your mobility (excluding personal travelling/vacation after completing your internship)

---

Remarks

Start Internship = 11 weeks  
Start Mobility = 3 months in order to obtain a scholarship

There are still 914 characters available

Internal

I agree with the Privacy Statement
☒ \*

By checking the consent box I agree to the processing of my personal data by Eindhoven University of Technology according to the [Privacy Statement](#)

Cancel registration

Send registration

- When you log on in Mobility Online, you will see the Workflow. This acts basically as your online checklist for going abroad. Steps taken will be checked by your Departmental Internationalization Coordinator. See print screen:

Application workflow					
First name	Floris	Country of the home instit...	Netherlands	Approximate start date (M...	13.04.2020
Suffix		Home institution	EINDHOV17 - EINDHOVEN UNIVERSIT...	Approximate end date (M...	13.07.2020
Last name	Wolfs	Country of host organisation		Study field	Control Systems Technology (GRP) - AT
Date of birth	01.01.2000	Name of host organisation		Mobility program	Internship
Necessary steps	Done	Done on	Done by	Direct access via following link	
Cancel application - Please only use this if you want to cancel your application					
Before the mobility - Application and registration					
Application form filled out	<input checked="" type="checkbox"/>	15.04.2020	Floris Wolfs	<a href="#">Edit application</a>	
Confirmation e-mail online-application	<input checked="" type="checkbox"/>	15.04.2020	Automatically generated		
Online registration	<input checked="" type="checkbox"/>	15.04.2020	Floris Wolfs		
Confirmation e-mail from coordinator received	<input type="checkbox"/>				
Before the mobility - Proposal form					
Explanation when filling out proposal form:					
<p><b>Title of the assignment</b> Describe the title of the assignment, your motives for doing this internship and describe the organization providing the internship (max. 320 words).</p> <p><b>Description of the assignment</b> Describe the internship activities with a focus on the technical / scientific content of the assignment (max. 340 words).</p> <p><b>Additional remarks on the proposal form</b> Describe the personal learning goals (at least 3) and give some information about the planning and agreements on supervision and submission dates if available. (max. 370 words)</p>					
Proposal form filled out	<input type="checkbox"/>				
Proposal form printed	<input type="checkbox"/>				
Proposal form uploaded	<input type="checkbox"/>				
Proposal form approved	<input type="checkbox"/>				

5. Notice that the second step in your workflow is completed by the Departmental Internationalization Coordinator. He/she will send you a confirmation email first.

Before the mobility - Application and registration					
Application form filled out	<input checked="" type="checkbox"/>	15.04.2020	Floris Wolfs	<a href="#">Edit application</a>	
Confirmation e-mail online-application	<input checked="" type="checkbox"/>	15.04.2020	Automatically generated		
Online registration	<input checked="" type="checkbox"/>	15.04.2020	Floris Wolfs		
Confirmation e-mail from coordinator received	<input type="checkbox"/>				

6. After receiving the confirmation mail of the Departmental Internationalization Coordinator you need to fill out the proposal form. Everything that you have filled out earlier will appear in light grey in the application form.

**\*Note\* - You first need to hit the button “edit” otherwise it is not possible to fill out the information.**

Application workflow					
First name	Floris	Country of the home instit...	Netherlands	Approximate start date (M...	13.04.2020
Suffix		Home institution	EINDHOV17 - EINDHOVEN UNIVERSIT...	Approximate end date (M...	13.07.2020
Last name	Wolfs	Country of host organisation		Study field	Control Systems Technology (GRP) - AT
Date of birth	01.01.2000	Name of host organisation		Mobility program	Internship
Necessary steps	Done	Done on	Done by	Direct access via following link	
Cancel application - Please only use this if you want to cancel your application					
Before the mobility - Application and registration					
Application form filled out	<input checked="" type="checkbox"/>	15.04.2020	Floris Wolfs	<a href="#">Edit application</a>	
Confirmation e-mail online-application	<input checked="" type="checkbox"/>	15.04.2020	Automatically generated		
Online registration	<input checked="" type="checkbox"/>	15.04.2020	Floris Wolfs		
Confirmation e-mail from coordinator received	<input checked="" type="checkbox"/>	15.04.2020	Monique van de Donk		
Before the mobility - Proposal form					
Explanation when filling out proposal form:					
<p><b>Title of the assignment</b> Describe the title of the assignment, your motives for doing this internship and describe the organization providing the internship (max. 320 words).</p> <p><b>Description of the assignment</b> Describe the internship activities with a focus on the technical / scientific content of the assignment (max. 340 words).</p> <p><b>Additional remarks on the proposal form</b> Describe the personal learning goals (at least 3) and give some information about the planning and agreements on supervision and submission dates if available. (max. 370 words)</p>					
Proposal form filled out	<input type="checkbox"/>			<a href="#">Fill out proposal form</a>	
Proposal form printed	<input type="checkbox"/>				
Proposal form uploaded	<input type="checkbox"/>				
Proposal form approved	<input type="checkbox"/>				

Below you see the Proposal Form that appears when you click Fill out proposal form:

**Proposal form**

TU/e internship departmental coordinator: Donk, van de, Monique \*

TU/e internship supervisor last name: Steinbuch \*

TU/e internship supervisor first name: Maarten \*

TU/e internship supervisor gender: ☒ Male ☐ Female ☐ Transgender ☐ Intersexual \*

2. TU/e mentor last name: Steinbuch

2. TU/e mentor first name: Maarten

2. TU/e mentor gender: ☒ Male ☐ Female ☐ Transgender ☐ Intersexual

Country of host organisation: Sweden

Name of host organisation: GÖTEBOR02 - Chalmers Tekniska Högskola

Please check if the company or higher education institution can be selected from the list. If not, please enter the data in the fields below.

Last name of the contact person at the host organisation: Carlsson \*

First name of the contact person at the host organisation: Ing-Britt \*

Gender: ☐ Male ☒ Female ☐ Transgender ☐ Intersexual \*

Position of the contact person at the host organisation: Erasmus Coordinator \*

E-mail address of the contact person at the host organisation: ingbritt.carlsson@chalmers.se \*

Phone number of the contact person at the host organisation: 0046-11-1234567 \*

Is the supervisor a different person than the contact person? ☒ Yes ☐ No \*

If yes, you can fill in new fields to enter the details.

Position of supervisor at the host organisation: Supervisor \*

Last name of supervisor at the host organisation: Holgerson \*

First name of supervisor at the host organisation: Emil \*

Gender: ☒ Male ☐ Female ☐ Transgender ☐ Intersexual \*

E-mail of supervisor at the host organisation: e.holgerson@chalmers.se \*

Phone number of supervisor at the host organisation: 0046-11-1234568 \*

Title of the assignment: Test - assignment Chalmers

There are still 200 characters available

Description of the assignment: Test - title assignment

There are still 10000 characters available

Please enter the Description of the assignment

Should the report be considered as confidential? ☒ Yes ☐ No

Confidential until: 31.12.2020 Today

TU/e's has a maximum period of 5 years for confidentiality

- Make sure that the correct Internship code is filled in, so the Proposal form and Learning Agreement are filled correctly. Pick the correct one below from your own research group

<b>MW</b>	<b>Regular</b>	<b>Extension</b>
	<b>4Z605</b> MoM (int.)	4YM00
	<b>4Z603</b> MS (int.)	4YM00
	<b>4Z615</b> POL (int.)	4YM00
	<b>4Z633</b> PF (int.)	4YM00
	<b>4Z645</b> ET (int.)	4YM00
	<b>4Z665</b> CST (int.)	4YM00
	<b>4Z675</b> DC (int.)	4YM00

<b>AT</b>	<b>Regular</b>	<b>Extension</b>
EE	5AT55	5AT60
ID	DZ502	DZ504
IE&IS	0AT21	0YM00
MCS	2IW92	2IN80
ME	4AT99	4YM00

<b>SC</b>	<b>Regular</b>	<b>Extension</b>
EE	5SC55	5SC60
ME	4SC03	4YM00

<b>SET</b>	<b>Regular</b>	<b>Extension</b>
AP	3SE15	3SE05
BE	7SE15	7SRWE0
CEC	6SE31	6SE32
EE	5SE55	5SE60
IE&IS	0SE21	6SE32
ME	4SE30	4YM00



Application workflow					
First name	Floris	Country of the home instit...	Netherlands	Approximate start date (M...	13.04.2020
Suffix		Home institution	EINDHOV17 - EINDHOVEN UNIVERSIT...	Approximate end date (M...	13.07.2020
Last name	Wolfs	Country of host organisation	Sweden	Study field	Control Systems Technology (GRP) - AT
Date of birth	01.01.2000	Name of host organisation	GOTEBOR02 - Chalmers Tekniska H6...	Mobility program	Internship
Necessary steps					
Done	Done on	Done by	Direct access via following link		
Cancel application - Please only use this if you want to cancel your application					
Before the mobility - Application and registration					
Application form filled out	<input checked="" type="checkbox"/>	15.04.2020	Floris Wolfs	Edit application	
Confirmation e-mail online-application	<input checked="" type="checkbox"/>	15.04.2020	Automatically generated		
Online registration	<input checked="" type="checkbox"/>	15.04.2020	Floris Wolfs		
Confirmation e-mail from coordinator received	<input checked="" type="checkbox"/>	15.04.2020	Monique van de Donk		
Before the mobility - Proposal form					
Explanation when filling out proposal form:					
<p><b>Title of the assignment</b> Describe the title of the assignment, your motives for doing this internship and describe the organization providing the internship (max. 320 words).</p> <p><b>Description of the assignment</b> Describe the internship activities with a focus on the technical / scientific content of the assignment (max. 340 words).</p> <p><b>Additional remarks on the proposal form</b> Describe the personal learning goals (at least 3) and give some information about the planning and agreements on supervision and submission dates if available. (max. 370 words)</p>					
Proposal form filled out	<input checked="" type="checkbox"/>	15.04.2020	Floris Wolfs	Fill out proposal form	
Proposal form filled out	<input checked="" type="checkbox"/>	15.04.2020	Floris Wolfs	Display Proposal form	
Proposal form printed	<input checked="" type="checkbox"/>	15.04.2020	Floris Wolfs	Print Proposal form	
Proposal form uploaded	<input checked="" type="checkbox"/>	15.04.2020	Floris Wolfs	Upload Proposal form	
Proposal form approved	<input checked="" type="checkbox"/>	15.04.2020	Monique van de Donk		

8. As soon as the Departmental Internationalization Coordinator has checked the application, a separate confirmation email will be sent to you.

9. Note that the proposal form:

- Must be signed by your mentor or supervisor first
- Must be signed by yourself before the **student uploads the document with 2 signatures** in your workflow in Mobility Online.
- So, do **NOT** wait for the signature of the coordinator. This will be done in the next step  
This is done by step “Proposal form uploaded”

Necessary steps		Done	Done on	Done by	Direct access via following link
Explanation when filling out proposal form:					
<p><b>Title of the assignment</b> Describe the title of the assignment, your motives for doing this internship and describe the organization providing the internship (max. 320 words).</p> <p><b>Description of the assignment</b> Describe the internship activities with a focus on the technical / scientific content of the assignment (max. 340 words).</p> <p><b>Additional remarks on the proposal form</b> Describe the personal learning goals (at least 3) and give some information about the planning and agreements on supervision and submission dates if available. (max. 370 words)</p>					
Proposal form filled out		<input type="checkbox"/>			
Proposal form printed		<input type="checkbox"/>			
Proposal form uploaded	8	<input type="checkbox"/>			
Proposal form approved	9	<input type="checkbox"/>			



10. Then you will reach the step “Proposal form approved”. In this step the Departmental Internationalization Coordinator will check the form specifically on dates, course code and signatures. Then the form will be signed on behalf of the TU/e and the **proposal form with all three signatures will be uploaded by the coordinator** and saves it in Osiris

11. After completing the proposal form, you can start with the application for a scholarship by answering the scholarship questions.

a. Steps to take **before the mobility**

Note that the Learning Agreement:

- Must be signed by yourself first
- It also must be signed by someone at the Internship company then the **student uploads the document with 2 signatures** in your workflow in Mobility Online.
- So, do **NOT** wait for the signature of the coordinator. This will be done in the next step This is done by step “Learning Agreement approved”

Application workflow					
First name Floris		Last name Wolfs		Mobility program Internship - TU/e FIE scholarship	
Necessary steps	Done	Done on	Done by	Direct access via following link	27 / 27
Cancel application - Please only use this if you want to cancel your application					
Before the mobility - Application and registration 4 / 4					
Application form filled out	✓	20.04.2020	Floris Wolfs	Edit application	?
Confirmation e-mail online-application	✓	20.04.2020	Automatically generated		?
Online registration	✓	20.04.2020	Floris Wolfs		?
Confirmation e-mail from coordinator received	✓	21.04.2020	admin (CeMei)		?
Before the mobility - Scholarship 12 / 12					
<p>Note:</p> <ul style="list-style-type: none"> <li>- after you've answered the 'Scholarship question' below and this answer is checked by ESA/Institutional International Office, your workflow will continue and more steps will appear in your workflow, regardless of your answer!</li> <li>- in case you are eligible for a scholarship, beware that all relevant information will have to be filled in and uploaded (if applicable) at least 2 weeks <b>before</b> departure! If you fail to meet this deadline, TU/e reserves the right to decline your application for a scholarship. The complete scholarship procedure is also dealt with in your workflow.</li> <li>- you are <b>not</b> eligible for a scholarship if you live in the Netherlands while doing your internship abroad or if you go to the same country as your nationality. The duration of your exchange abroad has to be at least 90 days to be eligible for an scholarship.</li> </ul> <p>See <a href="http://www.tue.nl/goingabroad">www.tue.nl/goingabroad</a> for more information regarding scholarship eligibility.</p>					
Scholarship question(s) answered	✓	29.04.2020	Floris Wolfs		
Scholarship question(s) checked	✓	29.04.2020	Monique van de Donk		
Home address and bank details filled out	✓	20.04.2020	Floris Wolfs		
Learning Agreement (for internship and eventual courses) filled out	✓	30.04.2020	Floris Wolfs	Fill out Learning Agreement (for internship and eventual courses)	
Learning Agreement (for internship and eventual courses) approved by TUE	✓	30.04.2020	Monique van de Donk		
Grant Agreement downloaded/printed	✓	30.04.2020	Floris Wolfs	Download/print Grant Agreement	
Signed Grant Agreement uploaded	✓	30.04.2020	Floris Wolfs		
Learning Agreement downloaded/printed	✓	30.04.2020	Floris Wolfs	Download/print Learning Agreement	
Signed and filled out Learning Agreement uploaded	✓	30.04.2020	Floris Wolfs	most actual signed and filled out learning agreement uploaded	
<p>Please note that the Learning Agreement, with the signatures of your Departmental Exchange Coordinator, the receiving institution and yourself, has to be uploaded at least two weeks before departure.</p>					
Learning and Grant agreement approved	✓	30.04.2020	Monique van de Donk		
Scholarship application received	✓	30.04.2020	Monique van de Donk		
Once this box has been checked by the Scholarship Office, 75% of the provisional scholarship amount will be transferred within 2 weeks.	✓	30.04.2020	Monique van de Donk		

b. Steps to take **during the mobility**

During the mobility - Notification of having started your mobility				2 / 2
Please complete this section (both steps) as soon as you have started with your international experience abroad.				
Foreign address completed	<input checked="" type="checkbox"/>			Fill out your foreign address
Expected return date filled out	<input checked="" type="checkbox"/>			Fill out return date
During the mobility - Changes in duration				1 / 1
If there are <b>any changes</b> to be made (e.g. to end date, courses in Learning Agreement...) please complete this section as soon as those changes are known.				
If there are <b>no changes</b> to be made, please complete this section towards the end of your exchange abroad.				
Question regarding possible changes has been answered	<input checked="" type="checkbox"/>	30.04.2020	Floris Wolfs	Please indicate whether or not changes need to be made
During the mobility - Towards the end of your mobility				2 / 2
Please do not forget to collect the final signature of your host or supervisor on your Statement of Host Institution <b>before</b> you leave your host institution or host organisation!				
Statement of host institution printed	<input checked="" type="checkbox"/>	30.04.2020	Floris Wolfs	Print Statement of host institution
Statement of host institution uploaded	<input checked="" type="checkbox"/>	30.04.2020	Floris Wolfs	Upload Statement of host institution

c. Steps to take **after the mobility**

After the mobility				6 / 6
Note that in order to have your mark(s) processed in Osiris, you will have to execute your workflow until the last step! For more details regarding the deliverables of your activity (what, when, how, ...), please consult the information provided by your own departmental international office.				
Experience report printed	<input checked="" type="checkbox"/>	30.04.2020	Floris Wolfs	download format experience report
Experience report uploaded	<input checked="" type="checkbox"/>	30.04.2020	Floris Wolfs	Upload Experience report
Statement of host institution and experience report marked as received	<input checked="" type="checkbox"/>	30.04.2020	Monique van de Donk	
After this box has been checked by ESA/Institutional International Office, the remaining scholarship amount will be transferred to your account within approx. 2 weeks.	<input checked="" type="checkbox"/>	30.04.2020	Monique van de Donk	
Transcript of records marked as received by Departmental Exchange coordinator	<input checked="" type="checkbox"/>	30.04.2020	Monique van de Donk	
Activity finished	<input checked="" type="checkbox"/>	30.04.2020	Monique van de Donk	

- Once you have returned from you internship abroad and have finished all steps of the ‘after the mobility’ part, you will receive an email that you have met all requirements and that the activity ‘Internship abroad’ has finished.