

## Information for Students and Master's Thesis Coordinator

### Workflow for upload and archiving Master's Thesis

1. From the academic year 2015-2016 on the Master's Thesis will not be uploaded any more via Toledo. From January 2016 a KU Loker webapplication will be available where a KU Leuven master student can upload his master's thesis files and summary or view the metadata.
2. Each KU Leuven master student with a master's thesis as "booked" in her/his individual study programme, gets the next day the item "Master's thesis" in her/his KU Loker under "Student".  
The Faculty enters a deadline per exam period. Five weeks before this exam period deadline until the deadline itself the student can enter metadata and upload files.
3. The deadline for uploading the Master's Thesis is determined, in accordance with the Faculty Regulations, no later than three weeks before the deliberation date.  
For the academic year 2015-2016 this will be :
  - 1<sup>e</sup> examination period – Wednesday 20 January 2016 (midnight)
  - 2<sup>e</sup> examination period – Wednesday 8 June 2016 (midnight)
  - 3<sup>e</sup> examination period – Wednesday 17 August 2016 (midnight)

Each coordinator can communicate an earlier deadline to the students

4. Via the KU Loker webapplication the master's thesis files, the summary and the metadata must be uploaded in accordance the instructions (<https://icts.kuleuven.be/docs/at/cm/rg/s/mastp/MasterThesis> ).
5. At this moment the coordinator has no access to the uploaded master's theses. Normally this will be possible in a next phase (probably June 2016). Therefore the Faculty administration will, no later than on Monday following the deadline, send the list of uploaded master's thesis to the coordinator.  
Students who have not upload their master thesis in time (before the deadline), will receive as result "NA" (a code NA indicates that the student did not complete the course). In exceptional circumstances, the coordinator may give permission to submit a master's thesis after the deadline. In that case, he will inform the faculty administration ([examen@wet.kuleuven.be](mailto:examen@wet.kuleuven.be)).
6. Embargo  
At the latest before the start of the respective examination period, the coordinator informs the faculty administration of the master's theses who are placed under embargo (min 1 year – max unlimited). Eg under embargo for 5 year.  
In case the information of embargo is not given in time tot he faculty administration, the

master's thesis will become visible in LIAS (Leuven Integral Archiving System) on the day of announcement of the results to the student.

In case the coordinator has doubts whether he is involved, he may ask advice at – or let take decision by – the chairman or secretary of the board of examination.

Master's thesis that are placed under embargo, will not be visible before the end of the embargo. At that time, they will become visible, but only on the intranet of KU Leuven.

7. LIAS (Leuven Integral Archiving System)

Based on the study result, the uploaded master's thesis will be available in LIAS

(<http://www.lias.be/>)

- Passed for the programme + for the master's thesis itself
- Via the metadata the master's thesis will be cataloged

After cataloging the master theses who are not placed under embargo will be available within KU Leuven.