Thesis Workflow Manual

After registration, you will receive a notification when your supervisor has been assigned. Log-in to Sin-Online and go to My Papers.

Figure 1: overview of the Thesis Worklow in My Papers

Here, all communication with your supervisor takes place and your supervisor will keep track of your progress.

On the top of the screen you find:

- Author(s): Your own name
- Supervisor(s): Name of your supervisor
- Channel: The specialisation where you are writing your thesis
- Status: The status of your thesis. The supervisor changes this status when you complete the next step in the process, e.g. "proposal ready", "draft version ready", etc.
- Paper proposal: the supervisor adds your final proposal here
- Final paper: the supervisor adds your final thesis here

The three other items, Deadline, Grade, and Archived, are not used.

Below these items you find the communication with your supervisor. All past messages remain visible, so you can easily look up suggestions or comments from an earlier date.

Click on "New message" to send a message to your supervisor. You can add up to 5 attachments to your message. You supervisor will receive a notification by e-mail that a new message is waiting for him or her. When the supervisor has responded, you will get an e-mail notification.

When sending messages through Sin-Online observe the same etiquette as in e-mails. Be clear, polite and concise in your messages. The ESE e-mail etiquette can be found here: https://my.eur.nl/en/ese/bachelor/code-conduct/mail-etiquette

Figure 2: Sending a message to the supervisor

When the supervisor has selected the final version of your thesis he or she will change the status to "Start final thesis assessment". A button will appear ("Start final thesis assessment") which you need to click to start the assessment process. Please check that the correct thesis version has been selected by the supervisor befor starting the assessment process. You can check this in "My Papers" and with the e-mail that will be sent when the supervisor selects the final version.

Dear student,

This is a confirmation that your paper has been set to final status:

Paper: Test scriptie titel (#65748)
Link to the final paper: 2019-01-16 13:27:06 0 Lorem Ipsum.pdf (38.4K)
Set by: Cheung Tam He, A.K.G.

This message is generated by SIN-Online.

Figure 3: Email confirmation final version thesis.

Author(s):	Desiderius Erasmus
Supervisor(s):	Cheung Tam He, A.K.G.
Channel:	Thesis Workflow
Status:	▮ 02 Start final thesis assessment
Paper proposal:	2019-02-08 14:38:33 scriptie - sparta.pdf (688.7K)
Final paper:	2019-01-16 13:27:06 0 Lorem Ipsum.pdf (38.4K)
Deadline:	⬤ 00-00-0000 (0 days left)
Grade:	
Archived:	No

Start final thesis assessment

Figure 4: The "Start final thesis assessment" button

If the plagiarism scan is delayed (because the queue is long) the button will be greyed out until your thesis has been scanned (see Figure 5). The maximum delay period is 24 hours.

Author(s):	Desiderius Erasmus
Supervisor(s):	Cheung Tam He, A.K.G.
Channel:	Thesis Workflow
Status:	▮ 02 Start final thesis assessment
Paper proposal:	2019-02-08 14:38:33 scriptie - sparta.pdf (688.7K)
Final paper:	2019-01-16 13:27:06 0 Lorem Ipsum.pdf (38.4K)
Deadline:	⬤ 00-00-0000 (0 days left)
Grade:	
Archived:	No

Start final thesis assessment
(Waiting for plagiarism scan)

Figure 5: Plagiarism scan delayed

As part of the hand-in process you first need to fill in some evaluation questions about the thesis process and your programme. Note that you cannot hand-in your thesis without completing all questions. Hence, when you hand-in your thesis make sure that you have sufficient time available. Naturally, all answers are anonymous and the results will not be send directly to your supervisor.

Workflow: Thesis - Hand in final version

Thesis process evaluation

Please fill in the thesis process evaluation befor handing in your final thesis.
The individual answers will not be available to the thesis supervisor or second assessor.
The thesis evaluation will be used to further improve the quality of the thesis process.

I want to graduate for the Bachelor programme:*
- ○ Economie en Bedrijfseconomie
- ○ Econometrie en Operationele Research
- ○ Fiscale Economie
- ○ International Bachelor Economics and Business Economics (IBEB)
- ○ International Bachelor Econometrics and Operations Research (Econometrics)
- ○ BSc2 Econometrics/Economics

Some thesis-related questions.

I easily got a thesis supervisor.*   ○ strongly disagree   ○ disagree   ○ in between   ○ agree   ○ strongly agree   ○ no opinion

I had ample opportunity for consultation with the thesis supervisor.*   ○ strongly disagree   ○ disagree   ○ in between   ○ agree   ○ strongly agree   ○ no opinion

I am satisfied with the supervision by the thesis supervisor.*   ○ strongly disagree   ○ disagree   ○ in between   ○ agree   ○ strongly agree   ○ no opinion

Figure 6: The thesis and programme evaluation

On the next page you then provide the details of your thesis.

Enter thesis information

Welcome dear student,

Please enter your thesis abstract and keywords.

Title*

Abstract*

Keywords

Do you want your thesis to be public? (visible on the internet)   ○ Yes

Non-plagiarism statement

By submitting this thesis the author declares to have written this thesis completely by himself/herself, and not to have used sources other than the ones mentioned.
All sources used, quotes and citations that were literally taken from publications, or that were in close accordance with the meaning of those publications, are indicated as such.

Non-plagiarism statement*   ○ I agree with the non-plagiarism statement

Figure 7: Providing the details of the thesis

The following information needs to be provided:

- Abstract. You can copy-paste the abstract from your thesis.
- A few keywords that describe the content of your thesis well.
- All theses will be archived in the EUR Thesis Repository. Here you need to indicate if you want your thesis to be public. If you tick the box "Yes", your thesis is published online, and everyone can access and read your thesis. If you do not tick this box, your thesis will not be published and can only be accessed by a limited number of EUR employees who have access to the archive.

You then need to agree with the non-plagiarism statement.

When you have successfully submitted your thesis, the final screen will say "Thank you for handing in your thesis" (see Figure 7). Note that you will NOT get a confirmation e-mail. When you see the screen in Figure 7, you can rest assured that you successfully completed the assessment procedure.
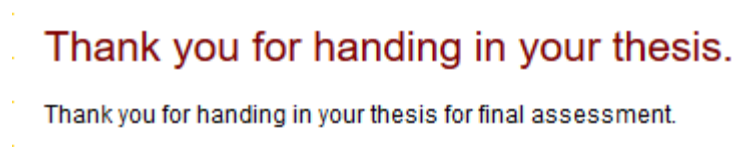

Figure 7: Thesis submitted successfully

You can also check the status and progress in "My Tasks"- "Monitored". If the first status is green then the hand in was completed successfully.

Figure 8: Thesis workflow progress

Bachelor students will receive a message from their supervisor within three weeks. The message will contain the grade and feedback on the thesis.

Master students will receive an e-mail notification within three weeks which states whether the thesis is sufficient to request the defence. If it is sufficient, you will also receive further instructions on how to request your defence. In the meantime, if you have not yet done so, you can already ask your supervisor and second assessor when they are available for your defence.