

# Master thesis defence and graduation

On-campus master thesis defences are again the norm at Erasmus School of Economics. This means that the procedure for requesting your defence and diploma has been changed (also visit the ESE graduation website for more information: <https://www.eur.nl/en/education/practical-matters/graduation/ese>).

The procedure is divided into several steps which are explained below.

## **Mypapers and Thesis workflow**

1. You send the final version of your thesis in .pdf format to your supervisor using a regular message in MyPapers in Sin-Online;
2. The supervisor selects the final version, and you start the Thesis workflow by clicking on the button 'Thesis workflow – Start final assessment';
3. After the supervisor has filled out the first assessment an email is sent with approval for requesting the master's diploma and defence to the Study Progress and Diploma team.

## **Defence date and diploma request**

The waiting period between the diploma request and the actual physical defence is a minimum of two weeks. On the ESE graduation website we have included a list of available defence dates. The list also includes the latest date on which you need to request your diploma and the latest date on which you need to hand in your thesis in order to defend on that particular date.

4. You check the available defence dates on the website (<https://www.eur.nl/en/education/practical-matters/graduation/ese>)
5. You discuss with your supervisor and second assessor a defence date and time
6. You apply for the master's diploma:
  - a. Log in to OSIRIS Student;
  - b. Go to the 'Cases' tab and click through to the 'My cases' section;
  - c. Click on 'Start Case' and select the application form for the master's diploma;
  - d. On this form you fill out all the questions including the preferred date and time for the defence;
  - e. If your submitted application is complete the Study Progress & Diploma team will change the application to 'approved application' and will start creating your diploma documents;
  - f. When the application has been approved you, your supervisor and second assessor will receive an email with confirmation of your defence date and time. In case the preferred date or time are not available an alternative will be provided. If the supervisor, second assessor or you are not available on this alternative moment, you can request a different date and/or time by e-mailing to [md.planning@ese.eur.nl](mailto:md.planning@ese.eur.nl).

## **Online defence**

If there is a reason you are not able to have a physical defence (e.g. health reasons or living abroad) you need to request an online defence. The waiting period between the request for an online defence and your actual defence is a minimum of one week.

1. Log in to OSIRIS Student;

2. Go to the 'Cases' tab and click through to the 'My cases' section;
3. Click on 'Start Case' and select 'Request Online Master Thesis Defence'. On this form you also indicate the date and time for your online defence. The date for an online defence is not bound to the date list published on the ESE graduation website. It can take place on any date and time.
4. After your submitted request is approved, you will also need to apply for the master's diploma:
  - a. Log in to OSIRIS Student;
  - b. Go to the 'Cases' tab and click through to the 'My cases' section;
  - c. Click on 'Start Case' and select the application form for the master's diploma
  - d. On this form you fill out all the questions including the approval for an online defence;
  - e. If your submitted application is complete the Study Progress & Diploma team will change the application to 'approved application' and will start creating your diploma documents;
  - f. After the defence and your supervisor has filled out the final grade in the Thesis workflow, the diploma documents will be completed and you will receive an email on your student account when the documents are ready at the Erasmus Student Service Centre (ESSC).

### **Graduating within the academic year**

Students who will be planning a defence in August 2022 and want to graduate in academic year 2021-2022 need to request the master's diploma at the latest on Monday 15 August 2022. If you miss this deadline, you will need to enrol in a new academic year.

### **Questions?**

If you have any questions about your defence please send an email to: Master Defence Planning, ESE ([md.planning@ese.eur.nl](mailto:md.planning@ese.eur.nl)).