

## Thesis Workflow Bachelor - Assessment

June 2017

***Please use the Firefox web browser for SIN-Online. In the @weurk environment the SIN-Online Thesis Workflow does not work correctly with Internet Explorer. You can install Firefox via the @weurk Application catalog.***

The bachelor thesis workflow starts the same way as the master thesis workflow. The master workflow manual can be found here: [Thesis workflow folder](#). After supervisor and student are added to 'My Papers', both can interact and exchange information in 'My Papers' until the thesis writing has finished. When the supervisor decides that the student is ready to hand in his final thesis he asks the secretariat to also register the first reader (second assessor) in 'My Papers'. The supervisor can then activate the next step for the student by changing the status in 'My Papers' to 'Thesis workflow – Hand in final thesis'. When this status has been set a button will appear for the student in 'My Papers'. By pressing this button the student can start the final phase in the thesis process.

The main difference with the master workflow is the absence of a thesis defence, which is why we added steps 3 to 5;

1. After the student has uploaded his thesis the secretariat adds the plagiarism report.
2. The thesis supervisor is notified (by e-mail) that the plagiarism report is ready. He/she evaluates the thesis (process and content matrix).
3. After evaluation by the thesis supervisor the thesis is send to the second assessor. He/she evaluates the thesis (only content matrix) and gives a preliminary grade.
4. The thesis supervisor gets back the feedback from the second assessor and then decides on the final grade for the thesis.
5. The final grade is then send back to the second assessor for approval:
  - a. If the second assessor disagrees with the thesis supervisor, the thesis is send back to the supervisor for regrading. The second assessor adds his/her motivation in the workflow for the supervisor to see.
  - b. If the second assessor approves, the final grade the thesis grade is sent to the exam administration for processing in Osiris.

If the thesis supervisor and second assessor can't agree on the grade for the second time, the thesis is sent to the examination board for review.

You can view the Thesis Workflow Bachelor flowchart here: [Thesis workflow folder](#)