

## What do I need to do in order to graduate?

### Description of the necessary steps

In this leaflet you will find an overview of all the administrative steps you need to take in order to be admitted to the Thesis Defence and graduate successfully. Take your time in reading this document carefully: you will be able to plan better, thereby reducing stress and complications for both you and the Exam Administration!

All forms and explanatory documents, including this one, can be found on RSM's master thesis defence website at: [www.eur.nl/rsmmastergraduation/](http://www.eur.nl/rsmmastergraduation/)

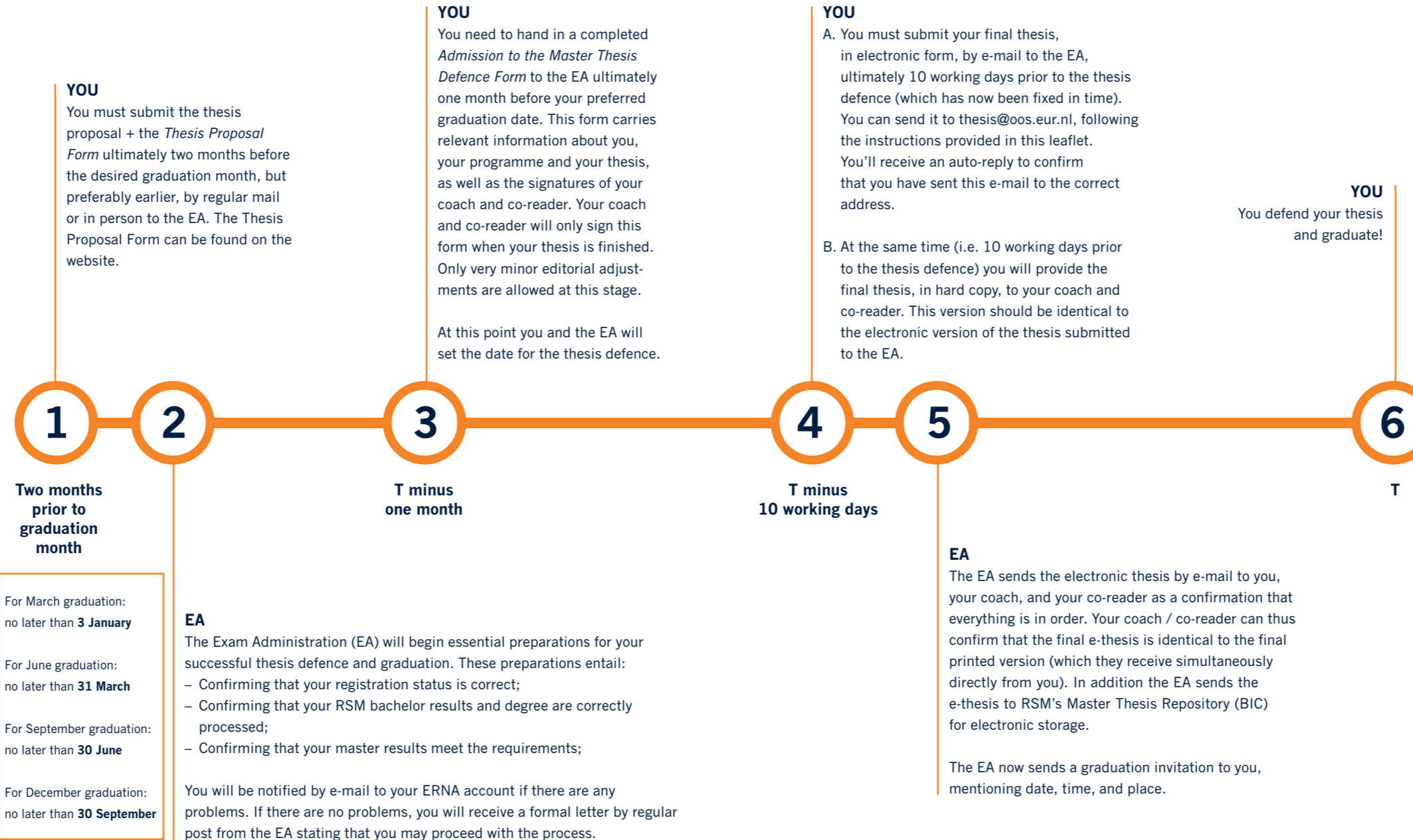
The deadlines in this document are extremely strict **and graduation slots are assigned on a first come, first served basis**. You must make note of the fact that the thesis defence may be cancelled without the possibility of appeal if you fail to meet any of these obligations. A cancelled thesis defence may result in a three-month delay in graduating. Students are therefore strongly advised to submit their documents well in advance of the deadlines.

Any questions about this procedure can be directed to:

**Department of Exam Administration**

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## INSTRUCTIONS ON HOW TO SUBMIT THE ELECTRONIC THESIS

- 1** Make note of the **deadline** (10 working days prior to the thesis defence).
- 2** Always use your **student (ERNA) e-mail account** when submitting the thesis. This will allow the EA to verify your identity.
- 3** Please be sure that your student (ERNA) e-mail account is **not full**. The EA communicates with you through this account. Please note that the EA will not be responsible for any consequences of your mailbox being over the size limit or for any inability to communicate with you as a result thereof. Please note that a consequence may be the cancellation of your thesis defence.
- 4** Submit your thesis in **PDF format**. You may do so using MS Word 2007. You can also download free software which allows you to convert documents into PDF format.
- 5** The **name of the document** must start with your student number followed by the words: master thesis. Example: 123456ab master thesis
- 6** Please fill in your graduation date in the **subject line** of your e-mail. Use the following format: yyyy-mm-dd. Thus 21 September 2009 would read: 2009-09-21. Do not add any other characters or spaces.
- 7** Submit only **one (1) file**. Your thesis document and all appendices thereof must be part of this one file.
- 8** Send the file to **thesis@oos.eur.nl**. This e-mail address can not be used for any other correspondence.

Thank you for your cooperation!