# ROTTERDAM SCHOOL OF MANAGEMENT **ERASMUS UNIVERSITY**

## DEPARTMENT OF EXAM ADMINISTRATION

# 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/

The deadlines in this document are extremely strict and graduation slots basis. You must make note of the fact 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.

can be directed to:

### **Department of Exam Administration**

Room EB-29

Burgemeester Oudlaan 50, 3062 PA Rotterdam P.O.Box 1738, 3000 DR Rotterdam

+31.10.408 1019 / +31.10.408 2726 E-mail: examens.bedrijfskunde@oos.eur.nl

are assigned on a first come, first served that the thesis defence may be cancelled

Any questions about this procedure

www.eur.nl/rsmmastergraduation/

## YOU

Two months

prior to

graduation

month

For March graduation:

no later than 3 January

no later than 31 March

For September graduation:

For December graduation:

no later than 30 September

no later than 30 June

For June graduation:

You must submit the thesis proposal + the Thesis Proposal Form ultimately two months before the desired graduation month, but preferably earlier, by regular mail or in person to the EA. The Thesis Proposal Form can be found on the website.

### YOU

3

one month

The Exam Administration (EA) will begin essential preparations for your

Confirming that your RSM bachelor results and degree are correctly

Confirming that your master results meet the requirements;

post from the EA stating that you may proceed with the process

You will be notified by e-mail to your ERNA account if there are any

problems. If there are no problems, you will receive a formal letter by regular

successful thesis defence and graduation. These preparations entail:

Confirming that your registration status is correct;

Admission to the Master Thesis Defence Form to the EA ultimately one month before your preferred graduation date. This form carries relevant information about you, your programme and your thesis, as well as the signatures of your coach and co-reader. Your coach and co-reader will only sign this form when your thesis is finished. Only very minor editorial adjustments are allowed at this stage.

You need to hand in a completed

At this point you and the EA will set the date for the thesis defence.

- A. You must submit your final thesis, in electronic form, by e-mail to the EA, ultimately 10 working days prior to the thesis defence (which has now been fixed in time). You can send it to thesis@oos.eur.nl, following the instructions provided in this leaflet. You'll receive an auto-reply to confirm that you have sent this e-mail to the correct address.
- B. At the same time (i.e. 10 working days prior to the thesis defence) you will provide the final thesis, in hard copy, to your coach and co-reader. This version should be identical to the electronic version of the thesis submitted to the EA.

YOU

You defend your thesis and graduate!

# 6

10 working days

The EA sends the electronic thesis by e-mail to you, your coach, and your co-reader as a confirmation that everything is in order. Your coach / co-reader can thus confirm that the final e-thesis is identical to the final printed version (which they receive simultaneously directly from you). In addition the EA sends the e-thesis to RSM's Master Thesis Repository (BIC) for electronic storage.

The EA now sends a graduation invitation to you,

mentioning date, time, and place.



# INSTRUCTIONS ON HOW TO SUBMIT THE ELECTRONIC THESIS

- Make note of the deadline (10 working days prior to the thesis defence).
- Always use your student (ERNA) e-mail account when submitting the thesis. This will allow the EA to verify your identity.
- 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.
- 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.
- The name of the document must start with your student number followed by the words: master thesis. Example: 123456ab master thesis
- 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.
- Submit only one (1) file. Your thesis document and all appendices thereof must be part of this one file.
- 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!

The business school that thinks and lives in the future