

# **Manual thesis monitoring system 'My Papers' in SIN-Online**

Guus Eilers, 6 December 2013

## **Use of a thesis monitoring system**

SIN-Online contains a thesis monitoring system (My Papers) that will be used at the ESE. This thesis monitoring system is already in use at the Erasmus School of Law (ESL). The use of the thesis monitoring system in SIN-Online aims for two goals:

1. Registration of all theses
2. Recording of appointments and pre-versions (e-mail + attachments), eventually with the registration of milestones and deadlines.

Ad 1. The registration of theses in the concerning SIN-Channel can only be done by the thesis coordinator or the secretariat. From each thesis is registered at least:

1. The name/erna-id of the student
2. The name/erna-id of the supervisor
3. The title of the thesis (this can be changed later on, so use for instance 'Thesis of student X' if the title is not known yet)
4. The start date of the thesis (default: registration date)

Ad 2. De thesis coordinator may define milestones. The supervisor of a thesis may define deadlines for the fulfillment of these milestones and for other appointments. The student will get an automatic warning at the approach of a deadline. This supports the thesis supervisor and the student in the progress of the thesis process. Further on the communication in SIN-Online between the student and the supervisor is recorded (e-mails + attachments).

## **Login to SIN-Online**

To login to SIN-Online (and in Blackboard) you can login with your ERNA-id into the portal MyEUR ([www.myeur.nl](http://www.myeur.nl)). After login, you'll see a screen with different windows, including a window for SIN-Online and one for Blackboard.

Next click in the SIN-Online window on My Page. You are now in SIN-Online and see the courses/channels from which you are owner (o) or to which you are subscribed (s). By clicking on the channel name you'll enter the channel/course.

The option 'Channel Management' below in the right column is similar to the 'Control Panel' in Blackboard. The option Channel Management only works for channel owners; via Channel Management you may for instance.

- Define parameter settings (Settings)
- Add folders en files (Folders)
- Send messages (Message archive (new))
- Add new theses (Papers (Archive)) (as coordinator/secretary of a thesis channel)

## SIN-channels for ESE-theses

For the registration of ESE-theses and the use of the thesis monitoring system in SIN-Online, the next bachelor channels en master channels in SIN-Online are available. The concerning thesis coordinators and secretaries are added as owner (mentioned between brackets):

AE : Kruijing, Mes, Viola Gonzales, Van Holten  
BE : Scholte, Steenbeek, Van Florestein, Rietveld, Molenaar, Van Bogaert, Varisli  
FISC : Lieverst, Hamers  
TE : Ramsaransing, De Rave, Beerentemfel, Ettekoven, Ligthart  
ECTRIE: Kop, Van Hees, Kroek, David

### Bachelorscripties

- Bachelorscriptie Algemene Economie (Crutzen + AE)
- Bachelorscriptie Accounting (Van der Wal + BE)
- Bachelorscriptie Finance (Van den Assem + BE)
- Bachelorscriptie Marketing (Hofstra + BE)
- Bachelorscriptie Fiscale Economie (J.E. van den Berg + FISC)
- Bachelorscriptie Behaviourial Economics (Müller + TE)
- Bachelorscriptie Entrepreneurship, Strategy and Organisation (Colantone + TE)
- Bachelorscriptie Health Economics (Van Ourti, Gielen + TE)
- Bachelorscriptie Urban, Port and Transport economics (Van Reeve + TE)
- Bachelorscriptie Econometrie (Paap, Fok, Diris, Van den Heuvel + ECTRIE)
- Bachelorscriptie Economie en Informatica (Van der Wal + ECTRIE)

### Master channels/scripties

- Master Econometrics and Management Science (ECTRIE)
- Master Economics and Business
- Master Economics and Informatics (ECTRIE)
- Master Fiscale Economie (J.E. Van den Berg + FISC)

### Masters programma's/scripties

- Master's programme Accounting and Finance (Van der Wal + BE)
- Master's programme Accounting and Auditing (Van der Wal + BE)
- Master's programme Behaviourial Economics (Müller + TE)
- Master's programme Computational Economics (Dekker + ECTRIE)
- Master's programme Controlling (Van der Wal + BE)
- Master's programme Econometrics (Paap, Fok + ECTRIE)
- Master's programme Economics and ICT (Dekker + ECTRIE)
- Master's programme Economics of Management and Organisation (Crutzen + AE)
- Master's programme Entrepreneurship and Strategy Economics (Burger + TE)
- Master's programme Financial Economics (Van Bekkum + BE)
- Master's programme Health Economics (Van Ourti, Gielen + TE)
- Master's programme International Economics (Crutzen + AE)
- Master's programme Marketing (Donkers + BE)
- Master's programme Operations Research and Quantitative Logistics (Van den Heuvel + ECTRIE)
- Master's programme Policy Economics (Crutzen + AE)
- Master's programme Quantitative Finance (Kole + ECTRIE)
- Master's programme Quantitative Marketing (Paap, Fok + ECTRIE)
- Master's programme Urban, Port and Transport Economics (Van Reeve + TE)

## My Papers

Within the thesis process there are three actors:

- Student
- Thesis supervisor
- Thesis coordinator / Management

Model: the thesis coordinator is owner of the thesis SIN-channel (in this example ESETEST) for all theses within the capacity group.

> SIN-channel ESETEST  
> Channel Management  
> Settings

SIN-Online uses the term Papers for theses.

For each SIN-channel you can define that you use the option Papers/Theses (Show Papers on). From all settings, the next buttons/settings are important for Papers/Theses:

Show Papers:	<input checked="" type="checkbox"/>
Paper deadline mark (red) <=:	<input type="text" value="-1"/>
Paper deadline mark (grey) >=:	<input type="text" value="30"/>
Paper status codes:	<input type="text" value="6"/>
Ephorus enabled for papers	<input checked="" type="checkbox"/>

For each SIN-channel you can define milestones (Paper status codes) within the thesis process, for example:

Id	Sort	Label	#Papers	Delete/Rename
0		None		
242	▲ ▼	Scriptie aangemeld	1	<input type="checkbox"/>
243	▲ ▼	Scriptieopzet gemaakt	0	<input type="checkbox"/>
244	▲ ▼	50% in eerste opzet af	0	<input type="checkbox"/>
245	▲ ▼	100% in eerste opzet af	0	<input type="checkbox"/>
246	▲ ▼	Eindversie ingeleverd	1	<input type="checkbox"/>
247	▲ ▼	Cijfer	0	<input type="checkbox"/>

Within the thesis process agreements are made between the student and the supervisor about these milestones and about deadlines. With coloured bullets you can see in SIN if a deadline is fulfilled / approached / passed:

- Grey : no deadline or deadline is still far away (default >=30 days)  
Green : deadline approaches (default < 30 days)  
Red : deadline has passed (default -1 day)

Let's input a thesis as thesis coordinator:

- > SIN-channel ESETEST
- > Channel management
- > Papers
- > Add New Paper

A new Paper [Untitled] will show up.

- > Click on [Untitled]

### **Channel: ESETEST**

### **Paper: [untitled]**

Author(s):	
Supervisor(s):	
Channel:	ESETEST
Status:	<input type="radio"/> 01 None
Change status:	<input type="text" value="01 None"/>
Deadline:	<input checked="" type="radio"/> 00-00-0000 (0 days left)
Grade:	
Archived:	No

### **Problem Definition**

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[Settings](#) | [New message](#) | [Back to Papers](#)

<b>Statuscodes</b>
01 None
02 Scriptie aangemeld
03 Scriptieopzet gemaakt
04 50% in eerste opzet af
05 100% in eerste opzet af
06 Eindversie ingeleverd
07 Cijfer

- > Click in this screen on [Settings](#)

Fill in the information for the thesis (title, start date, author/student, supervisor, etc.):

### Title

De Economische Crisis

Save Title

### Status

Locked:

Archived:

Start date: 22-02-2010

End date: 00-00-0000

Status: 01 None [change status here](#)

Grade:

Save Status

### Users

User	Name	E-mail	Role	Select
00708gei	Eilers, G.A.M.	eilers@ese.eur.nl	Supervisor	<input type="checkbox"/>
277312js	Schildt, J.	277312js@student.eur.nl	Author	<input type="checkbox"/>

Add user:  Role: Supervisor

Add/Delete User

### Private Notes (Supervisor only)

Save Notes

### Problem Definition

Save Problem Definition

**Hint: The coordinator should send a first message ([New Message](#)) to attend the student and the supervisor that the thesis is registered.**

After the thesis is registered by the thesis coordinator, the student and the supervisor are on move. Under My Papers the student and the supervisor can see the communication with regard to the thesis (e-mail + attachments), and also how far the process has made progress (if the milestones are ticked off).

By clicking on the thesis, you enter the thesis window:

## Paper: TEST SCRIPTIE

Author(s):	J. Schildt
Supervisor(s):	G.A.M. Eilers
Channel:	ESETEST
Status:	<input type="checkbox"/> 02 Scriptie aangemeld
Change status:	02 Scriptie aangemeld ▾
Deadline:	<input type="radio"/> 00-00-0000 (0 days left)
Grade:	
Archived:	No

### Problem Definition

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[Settings](#) | [New message](#) | [Back to Papers](#)

By clicking on [New message](#) at the bottom, the student or the supervisor can send a new message with one or more attachments. The supervisor also can set a new deadline. These deadlines me be connected with the milestones, but may also be connected with other appointments:

### New Message

Subject (required):

Beste Jan,

In ons overleg van gisteren (21-2-2010) hebben we afgesproken dat je je eerste scriptievoorstel uiterlijk over een maand inlevert.  
Dus VOOR 22-3-2010.

Veel succes,  
Guus Eilers

Set new deadline:  (optional)

Attachment 1:	<input type="text"/>	<input type="button" value="Browse..."/>
Attachment 2:	<input type="text"/>	<input type="button" value="Browse..."/>
Attachment 3:	<input type="text"/>	<input type="button" value="Browse..."/>
Attachment 4:	<input type="text"/>	<input type="button" value="Browse..."/>
Attachment 5:	<input type="text"/>	<input type="button" value="Browse..."/>

The student will see in his e-mail box an e-mail message with a link to the thesis page in SIN-Online:

**Subject:** Paper 'TEST SCRIPTIE' notification  
**From:** "SIN-Online Papers" <noreply@sin-online.nl>  
**Date:** Mon, February 22, 2010 16:44  
**To:** "J.Schildt" <277312js@student.eur.nl>  
**Priority:** Normal  
**Options:** [View Full Header](#) | [View Printable Version](#) | [Download this as a file](#) | [View Message details](#)

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Someone just added a message to a paper you are involved with.

Paper title: TEST SCRIPTIE  
Message added by: G.A.M. Eilers  
Message subject: Scriptievoorstel  
Paper URL: [http://ese.sin-online.nl/channel/papers/view.html?id\\_paper=3547](http://ese.sin-online.nl/channel/papers/view.html?id_paper=3547)

Please click the URL to read the message.

By clicking on the link, the student will go directly to the thesis page in SIN-Online:

### Channel: ESETEST

### Paper: TEST SCRIPTIE

Author(s):	J. Schildt
Supervisor(s):	G.A.M. Eilers
Channel:	ESETEST
Status:	■ 02 Scriptie aangemeld
Deadline:	● 22-03-2010 (28 days left)
Grade:	
Archived:	No

#### Problem Definition

[Settings](#) | [New message](#) | [Back to My Papers](#)

<b>From:</b> Eilers, G.A.M.	<b>Title:</b> Scriptievoorstel	22-02-2010 16:44
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Beste Jan,

In ons overleg van gisteren (21-2-2010) hebben we afgesproken dat je je eerste scriptievoorstel uiterlijk over een maand inlevert.  
Dus VOOR 22-3-2010.

Veel succes,  
Guus Eilers

**[Next deadline set to 22-03-2010]**

In the same way, the student can post a message on the thesis page (via [New message](#)) with one or more attachments. The student cannot set any deadline, this option is only reserved to the supervisor.

In fact the whole thesis monitoring system in SIN-Online is archiving all messages and attachments between the student and the supervisor. The advantage is that this communication is recorded, including the agreements that are made. In this way a thesis is also heritable in the case that a supervisor is leaving the ESE.

De thesis supervisor can tick off at any moment which milestones are met:

**Paper: TEST SCRIPTIE**

Author(s): J. Schildt  
 Supervisor(s): G.A.M. Eilers  
 Channel: ESETEST  
 Status: ■ 03 Scriptieopzet gemaakt  
 Change status: 03 Scriptieopzet gemaakt ▼  
 Deadline: ● 06-04-2010 (35 days left)  
 Grade:  
 Archived: No

De thesis coordinator and the management can get an overview of all theses in the SIN-Online thesis channel (via Channel Management > Papers):

**Active Papers for Channel 'ESETEST'**

Supervisor: [-] [Any] ▼  
 Status: >= [01 None] ▼  
 Start: >= [00-00-0000]   
 End: >= [00-00-0000]   
 LastMsg: >= [00-00-0000]   
 Deadline: >= [00-00-0000]   
 Grade: >= [0] ▼  
 Display: [By Paper] ▼

Apply Filter   Add New Paper   Export to Excel

8 matching papers found.

Paper	Supervisor	Author(s)	Status	Msg	Att	Start	End	LastMsg	Deadline	Dist	Grade	Select
<a href="#">[untitled]</a>			<span style="color: grey;">■</span> 01 None	0	0	22-02-2010	00-00-0000	00-00-0000	00-00-0000			<input type="checkbox"/>
<span style="color: green;">●</span> TEST SCRIPTIE	G.A.M. Eilers	J. Schildt	<span style="color: blue;">■</span> 02 Scriptie aangemeld	1	0	22-02-2010	22-02-2011	22-02-2010	22-03-2010	28		<input type="checkbox"/>
<span style="color: grey;">●</span> Onderwerp/titel nog niet bekend	H.A. Post	J. Schildt	<span style="color: grey;">■</span> 01 None	0	0	22-02-2010	00-00-0000	00-00-0000	00-00-0000			<input type="checkbox"/>
<span style="color: grey;">●</span> De Economische Crisis	G.A.M. Eilers	J. Schildt	<span style="color: grey;">■</span> 01 None	5	1	22-02-2010	22-05-2010	22-02-2010	22-04-2010	59		<input type="checkbox"/>
<span style="color: grey;">●</span> Scriptie Jan Schildt	G.A.M. Eilers	J. Schildt	<span style="color: blue;">■</span> 06 Eindversie ingeleverd	3	3	17-12-2009	18-12-2009	02-02-2010	00-00-0000			<input type="checkbox"/>
<span style="color: grey;">●</span> Titel van het paper	H.A. Post	G.A.M. Eilers	<span style="color: grey;">■</span> 01 None	0	0	16-12-2009	00-00-0000	00-00-0000	00-00-0000			<input type="checkbox"/>
<span style="color: grey;">●</span> Scriptie Tionist Li	G.A.M. Eilers	T.Y.S. Li	<span style="color: grey;">■</span> 01 None	0	0	03-11-2009	00-00-0000	00-00-0000	00-00-0000			<input type="checkbox"/>
<span style="color: red;">●</span> Scriptie ESE	H.A. Post, G.P.J. Span, J. Schildt	G.A.M. Eilers	<span style="color: grey;">■</span> 01 None	5	2	03-11-2009	03-05-2010	17-12-2009	30-11-2009	-84	5	<input type="checkbox"/>

Move selected objects to archive

At the top of this page there are a number of criteria for making a selection of all theses. For example all theses that are supervised by lecturer X (Supervisor = X) or the number of theses for each lecturer (Display <By Supervisor>):

Display: [By Supervisor] ▼

Apply Filter   Add New Paper   Export to Excel

8 matching papers found.

Supervisor	# Papers	Avg Status	# Grades	Avg Grade	<span style="color: grey;">●</span>	<span style="color: green;">●</span>	<span style="color: red;">●</span>	Last Created	Last Msg	Last Deadline
G.A.M. Eilers	4	<span style="color: blue;">■</span>	0		3	1	0	22-02-2010	22-02-2010	22-04-2010
H.A. Post	3	<span style="color: grey;">■</span>	1	5.00	2	0	1	22-02-2010	17-12-2009	30-11-2009
G.P.J. Span	1	<span style="color: grey;">■</span>	1	5.00	0	0	1	03-11-2009	17-12-2009	30-11-2009
J. Schildt	1	<span style="color: grey;">■</span>	1	5.00	0	0	1	03-11-2009	17-12-2009	30-11-2009



When finished, the thesis can be archived (e-mails + attachments) by the thesis coordinator via Select (last column) and the button <Move selected objects to archive>.

3 matching papers found.

Paper	Supervisor	Author(s)	Status	Msg	Att	Start	End	LastMsg	Deadline	Dist	Grade	Select
● TEST SCRIPTIE [x]	G.A.M. Eilers	J. Schildt	03 Scriptieopzet gemaakt	3	1	22-02-2010	22-02-2011	02-03-2010	06-04-2010	34		<input type="checkbox"/>
● Scriptie Jan Schildt [x]	G.A.M. Eilers	J. Schildt	06 Eindversie ingeleverd	3	3	17-12-2009	18-12-2009	02-02-2010	00-00-0000			<input type="checkbox"/>
● [untitled] [x]			01 None	0	0	09-12-2009	00-00-0000	00-00-0000	00-00-0000			<input type="checkbox"/>

Move selected objects from archive to active

[Go to active objects](#)

Archived theses are marked with a [x] behind the name and the coordinator can switch between the archived theses and the active theses.

A supervisor can make a thesis hidden, so it will not appear any longer in the list:

Show hidden objects

Paper	Supervisor(s)	Author(s)	Status	Deadline	Hide
● Scriptie ESE	H.A. Post, G.P.J. Span, J. Schildt	G.A.M. Eilers	01 None	-93	<input type="checkbox"/>
● Scriptie Tionist Li	G.A.M. Eilers	T.Y.S. Li	01 None		<input type="checkbox"/>
● Titel van het paper	H.A. Post	G.A.M. Eilers	01 None		<input type="checkbox"/>
● De Economische Crisis	G.A.M. Eilers	J. Schildt	01 None	50	<input type="checkbox"/>
● TEST SCRIPTIE [x]	G.A.M. Eilers	J. Schildt	03 Scriptieopzet gemaakt	34	<input checked="" type="checkbox"/>
● Scriptie nummer 2	G.A.M. Eilers	J. Schildt	02 Scriptie aangemeld		<input type="checkbox"/>

6 papers found

Save Changes

## Finally

For appropriate use of the thesis monitoring system in SIN-Online, also by the management, it is essential that:

1. All subscribed theses are registered in the system
2. The communication between the student and the supervisor will happen in SIN-Online (and e-mail)
3. Milestones have to be defined in order to monitor the thesis process. Milestones can be defined per thesis channel / capacity group.
4. These milestones have to be ticked off by the supervisor (weakest point in this process).

The advantages of the thesis monitoring system in SIN-Online are:

1. Registration of all theses
2. View on (the progress of) the thesis process
3. Simple use by e-mail and attachments
4. Recording of the communication/agreements between student and supervisor (e-mail)
5. Recording of the (pre-)versions of the thesis
6. Online check on plagiarism of pre-versions (attachments). This will prevent unpleasant surprises at the end of the process

What's still missing in the thesis monitoring system in SIN-Online:

1. There is no unambiguous place for the end version of the thesis
2. The Programme Board wants that the thesis process is evaluated by the student for all theses (100% evaluation), similar to the evaluation of courses.  
Of course this evaluation is not anonymous, as with the course evaluations, so the supervisor should only see the evaluation after the grade has been determined (or after the student has passed the master's exam).  
We think of the possibility that the final version of the thesis can only be handed in after completing the evaluation.

The next adjustments are asked via the Change board of SIN-Online:

1. Unambiguous place for the thesis proposal
2. Unambiguous place for the final version
3. Uploading final version after thesis evaluation is filled in
4. Extra role for co-reader
5. Extra field for groups/categories (for instance section)
6. Extra field for name of internship company

## Appendix

### De tentakels van het scriptiemonster

02 februari 2010 / Roger Cohen

Mijn vriendin droomt regelmatig dat ze haar vroegere hoogleraar tegenkomt. Vol enthousiasme vertelt ze hem over haar nieuwe baan. Totdat hij haar onderbreekt en zegt: 'Maar dat kan helemaal niet. Je hebt je scriptie nog niet af.'

Ook bij mij zit het diep. Drie jaar na mijn afstuderen kan ik nog steeds overvallen worden door een gevoel van opluchting omdat mijn scriptie af is. Die hindernis is in ieder geval met succes genomen. Althans, zolang niemand de moeite neemt om alsnog die met inkt bevulde stapel papier goed door te lezen. Ik dacht dan ook dat het scriptieleed mijn wereld uit was. Totdat ik ontdekte dat meerdere van mijn collega's nog steeds niet zijn ontsnapt aan de tentakels van het scriptiemonster.

Afgelopen week biechtte een freelancer op dat hij nog moet afstuderen. Hij is al anderhalf jaar bezig met zijn scriptie. In die tijd heeft hij zijn begeleider slechts drie keer gesproken. 'Je bent eigenlijk de eerste hier aan wie ik het vertel', zei hij.

Het kan nog erger: een andere collega is inmiddels 37. Ze is moeder van twee kinderen, heeft met haar man in Londen gewoond, maar haar filosofiescriptie is nog steeds niet klaar.

#### Afmaken

Het stomme is: ze wil de scriptie nog steeds afkrijgen. Want ook al zou je het aan haar functioneren nooit merken dat ze nog niet is afgestudeerd, toch knaagt het. Alsof ze nog steeds niet voor vol kan worden aangezien omdat ze haar papiertje nog niet heeft.

Ik geef de universiteiten de schuld. Natuurlijk moeten studenten zelfstandig onderzoek kunnen doen, maar te vaak schiet de scriptie zijn doel volledig voorbij. De ene na de andere student verliest zich in overambitieuze onderzoeksplannen, vage vraagstellingen en eindeloos uitstelgedrag. Ik snap niet hoe docenten laconiek kunnen toekijken hoe studenten jaren over hun scriptie doen.

Toen ik mijn eigen scriptie schreef had ik al het vermoeden dat het een nutteloze bezigheid was. Nu weet ik het zeker.



Foto: ANP



#### Wie is Roger Cohen?

Journalist Roger Cohen (27) is een starter op de arbeidsmarkt. Hij en zijn vrienden tasten de arbeidsmarkt af. Minder vrije tijd, overdrijven in sollicitatiebrieven en verbazing over wanorde in bedrijven: Roger schrijft hier om de week over zijn (eerste) indrukken.

[Lees al zijn columns](#)

Bron: Volkskrant online - Banen

<http://www.vkbanen.nl/carriere/expertblog/cohen/757454/De-tentakels-van-het-scriptiemonster.html>