

Manual

# Managing Available Topics in Master Thesis Information System

v20170920

Dear Promotor,

This manual explains how you can manage your available topics in MaThIS. A topic is available when it is open for students to request to work on this topic in the current academic year.

When you log in to MaThIS you can view the list of your available topics by either:

1/ clicking on “Available topics” in menu-bar at the top of your screen;

or

2/ clicking on “Open” under the “Topics” section on your Dashboard.

Both options will direct you to your list of available topics that are open for students to request:

- To view the details of the topic, click “Details”;
- To edit the title or the details of the topic, click “Edit”;
- To remove the topic permanently, click “Delete”.

New topics can also be added to the available topics by clicking “Create New” at the top the list. A step by step explanation for adding new topics with screen shots can be found on page 2.

To view the list of all your topics (open, requested, assigned, to be confirmed, finished), including topics from previous academic years, click “Topics” on your Dashboard. You can use the search bar at the top right side of the list to search for a specific topic. The following actions can be taken to help manage your topics:

- To view the details of the topic, click “Details”;
- To edit the title or the details of the topic, click “Edit”;
- To remove the topic permanently, click “Delete”;
- To duplicate the topic, click “Copy”. A step by step guide for duplicating topics with screen shots can be found on page 5;
- To deactivate a topic without removing it, click “Snooze”;
- To activate a snoozed topic, click “Activate”.

# Entry of a new topic

- Open the web page <http://mathis.cumulus.vub.ac.be>
- Log on with the usual VUB credentials.

Master Thesis Information System

## Log in

Use your VUB credentials to log in.

Login

Password

Remember me?

Log in

[Forgot your VUB username or password?](#)

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- Select “Available topics” in the menu on top of the page.

Master Thesis Information System Dashboard Admin **Available topics** Students Jury Evaluation Welcome, Lieselot Log off Help

## Dashboard

Welcome!  
welcome, Lieselot

Name: VANHAVERBEKE Lieselot  
Email: lieselot.vanhaverbeke@vub.ac.be

Will attend the fair

Only for limited time

Assistents

Subscribe

## Current status

Basket size  
Current basket size: 1620  
Total basket size: 45

Topics Open 8	Supervised Master Theses Business & Technology 1	Supervised Papers Business & Technology 1	Master Theses selected as Jury Business & Technology 0
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- To add a new topic to the list, click “Create New” below the title of the page.

Master Thesis Information System   Dashboard   Admin ▾   Available topics   Students   Jury Evaluation ▾   Welcome, Lieselot   Log off   Help

## Index

[Create New](#)

Show 10 entries   Search:

TitleNL / TitleEN ▲	Programs ⚡	Student ⚡	Status ⚡	⚡
Analysis of the impact of implementing charging infrastructure on the adoption of electric vehicles according to different user profiles. Analysis of the impact of implementing charging infrastructure on the adoption of electric vehicles according to different user profiles.	Business & Technology Management Science		Open	<a href="#">Edit</a>   <a href="#">Details</a>   <a href="#">Delete</a>
Free Topic Vrij onderwerp	Management Science Bedrijfskunde Communicatiewetenschappen Business & Technology Toegepaste Economische Wetenschappen Management Ander Programma		Open	<a href="#">Edit</a>   <a href="#">Details</a>   <a href="#">Delete</a>

- Enter the requested information. Please note that some information is required in both languages.
  - Available Programs - use the CTRL (Windows) or CMD (Apple) key to select multiple programs
  - Topic (ENG/NL)
  - Keywords (ENG/NL)
  - Language - click to thicken or unthicken the available languages
  - Details: It is strongly recommended to enter a short description of the topic, e.g. research problem, methods to be used, data (to be collected, or available?), required background knowledge or course. Also one or a few references are considered particularly helpful. The details can be provided in Dutch, or in English, or both. In case a research proposal is required for the application to be considered, indicate so in this field. In case students may express their preference for a similar topic by applying on this topic, also indicate so in this field.
- Confirm with Create. The topic will appear in the list. In case it is not visible on the first page, request more topics to be shown (drop-down box at the upper left side of the window), click through the pages (buttons in the right lower corner of the window) or search for a word in the title with the search box (right upper corner of the window).

## Create

MasterThesisTitle

**Available programs\***

Business & Technology  
MnM Sociaal Recht  
Bedrijfskunde  
Management Science

**Onderwerp (nl)\***

**Topic (en)\***

**Keywords NL\***

**Keywords EN\***

**Languages**

English  Dutch

**Details**

strongly recommended to add information about  
topic, method, references, ...

Create

# Copy an existing topic

- Open the web page <http://mathis.cumulus.vub.ac.be>
- Log on with the usual VUB credentials.

Master Thesis Information System Help

## Log in

Use your VUB credentials to log in.

Login

Password

Remember me?

[Forgot your VUB username or password?](#)

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- Click "Topics" on your Dashboard to open the list of all your topics.

Master Thesis Information System Dashboard Admin Available topics Students Jury Evaluation Welcome, Sam Log off Help

## Dashboard

Welcome!  
welcome, **Sam**

Name: **DEPAUW Sam**

Email: **sadepauw@vub.ac.be**

Will attend the fair

### Current status

Basket size  
Current basket size: **2,75**  
Total basket size:

- Search for the topic you need and click “Copy”.

## All topics

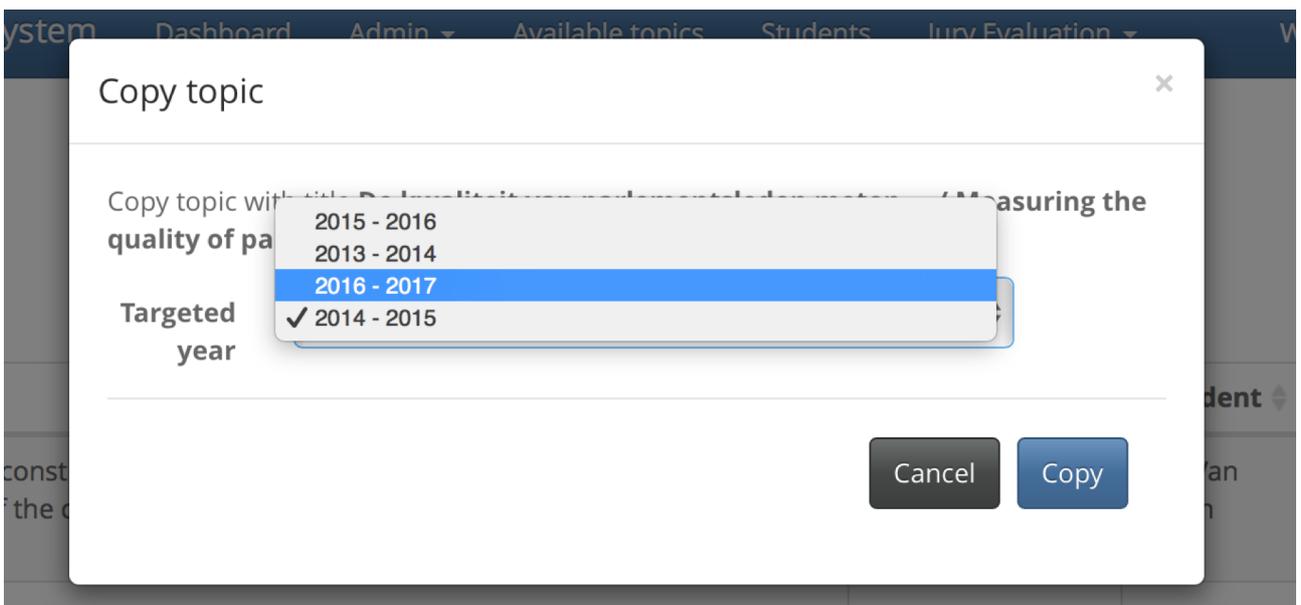
Create New

Show 10 entries

Search:

TitleNL / TitleEN	Programs	Student	Status	
De introductie en gevolgen van de constructieve motie van wantrouwen The adoption and consequences of the constructive vote of no confidence in Belgium (as part of an international research project)	Politieke wetenschappen	Lisa Van Noten	Assigned	<a href="#">Details</a>   <a href="#">Copy</a>
De kwaliteit van parlementsleden meten ... Measuring the quality of parliamentarians ...	Politieke wetenschappen		Open	<a href="#">Edit</a>   <a href="#">Details</a>   <a href="#">Copy</a>   <a href="#">Delete</a>
De specialisering van parlementsleden en de rol van de partij hierin the specialization of Members of Parliament and the role of political parties therein	Politieke wetenschappen		Open	<a href="#">Edit</a>   <a href="#">Details</a>   <a href="#">Copy</a>   <a href="#">Delete</a>
de verdeling van ministerportefeuilles the politics of portfolio allocation	Politieke wetenschappen		Open	<a href="#">Edit</a>   <a href="#">Details</a>   <a href="#">Copy</a>   <a href="#">Delete</a>

- Select the current academic year and click “Copy”.



- The copied topic is now available for students to request.