



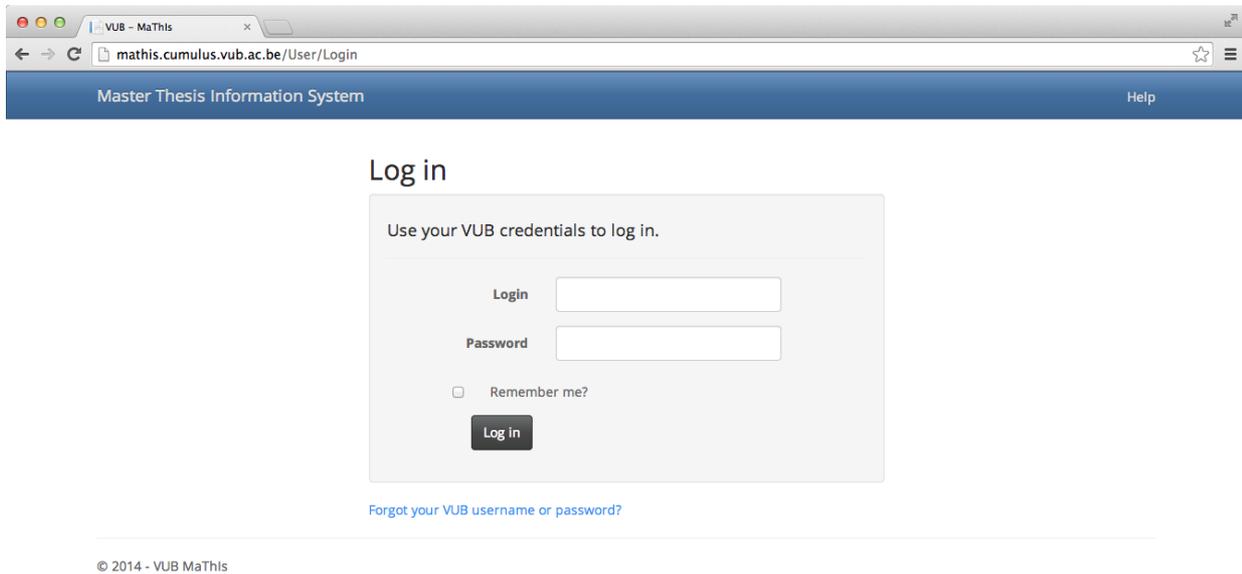
Manual

Jury/Promotor Evaluation in
Master Thesis Information System
v2018-2019

Instructions

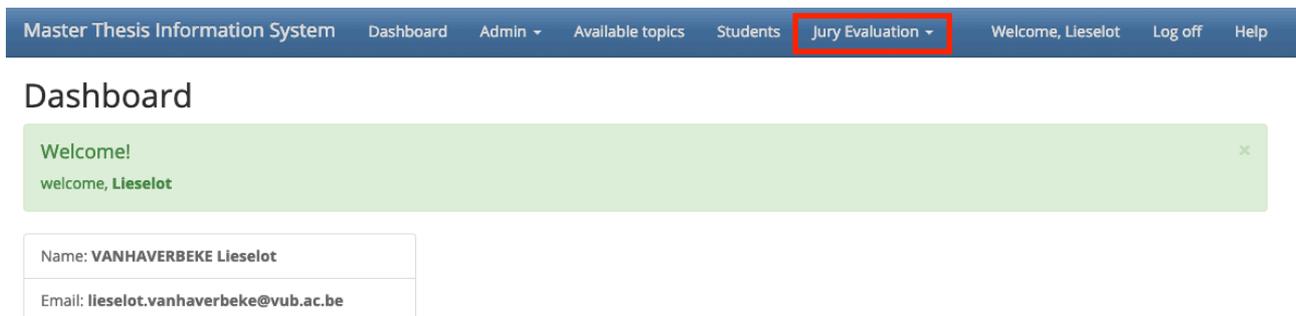
> Go to <https://mathis.cumulus.vub.ac.be>

(don't forget <https://> and in case required, confirm the security exception for the VUB certificate)



> Log in with your usual VUB credentials

> Click "Jury Evaluation" on the right in the top menu.



> Select "Current period"

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

- Archive
- Current period
- Third Reader
- Evaluation history

On the next screen you see an overview of the Master theses for which you act as jury member or promotor.

Master Thesis Information System Dashboard Your topics Apply for jury Jury evaluation Welcome, Aleksandra Log off Help

Jury evaluations

Generate reports

Show 10 entries Search:

Title	Program Student	Type	Promotor	Student	Status	
An Analysis of the CSR Portfolio of Large Airlines	Management	thesis	Michael DOOMS	Ke-Hua LI	ReadyToEvaluate	Details Evaluate Score

First Previous 1 Next Last

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The Master Theses with status **"ReadyToEvaluate"** need to be evaluated.

For the **next steps**, please refer to

> **page 4 for Faculty ES**

> **page 7 for Faculty RC**

Instructions for Programs at **ES Faculty**

> Click **“Evaluate”** to fill out the report.

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Jury evaluations

Generate reports

Show 10 entries Search:

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An Analysis of the CSR Portfolio of Large Airlines	Management	thesis	Michael DOOMS	Ke-Hua LI	ReadyToEvaluate	Details Evaluate Score

First Previous 1 Next Last

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Please note that the evaluation forms differ between departments:

- > ECON/SCOM: students receive only the remarks you filled out for each section, not the appreciation for of each section.
- > POLI: students receive the evaluation reports exactly as you filled out the form.
- > SOCI: students receive the evaluation reports exactly as you filled out the form.

Important: in case a student submitted his or her thesis earlier in the academic year, but did not pass:

- > You will first see the previous evaluation you submitted (first period form).
- > Scroll down to where you see “Your evaluation for the second period”.
- > Complete the empty evaluation form.
- > Hit “Save” to save the current version of your evaluation and edit it later on.
- > Hit “Submit” to submit the final version of your evaluation.

Overall evaluation

Save Submit

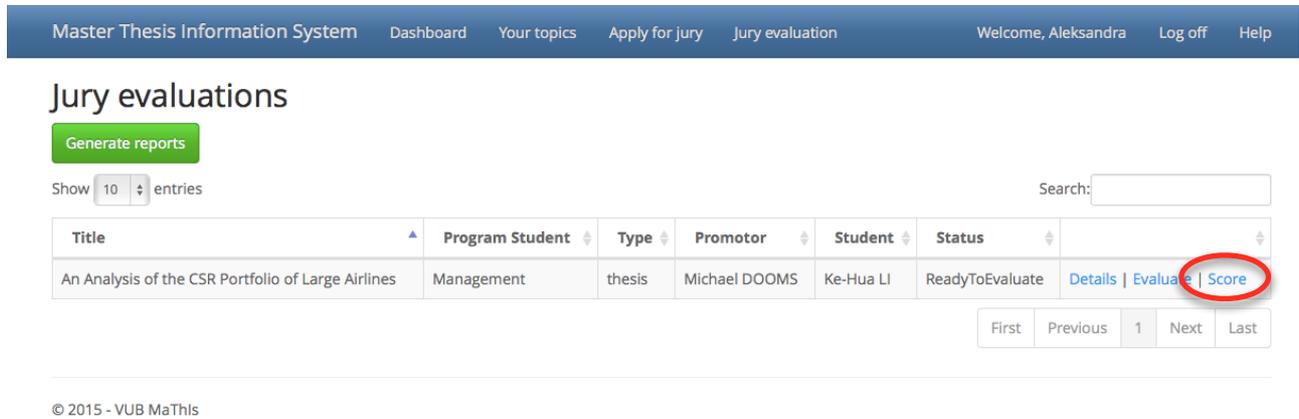
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Note that:

It is necessary that you **fill out all fields** (if non applicable, enter “NA”) to be able to submit your evaluation.
You **need to hit “Submit”** to formally confirm that this version is your final version of evaluation report.

When hitting “Save”, you go back to the overview screen but see that the link “Evaluate” remained unchanged. Only if you have hit “Submit”, the link on the overview screen changes to “Evaluated” and your evaluation form is properly processed.

> Click “Score” to fill out the mark.



Master Thesis Information System Dashboard Your topics Apply for jury Jury evaluation Welcome, Aleksandra Log off Help

Jury evaluations

Generate reports

Show 10 entries Search:

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An Analysis of the CSR Portfolio of Large Airlines	Management	thesis	Michael DOOMS	Ke-Hua LI	ReadyToEvaluate	Details Evaluate Score

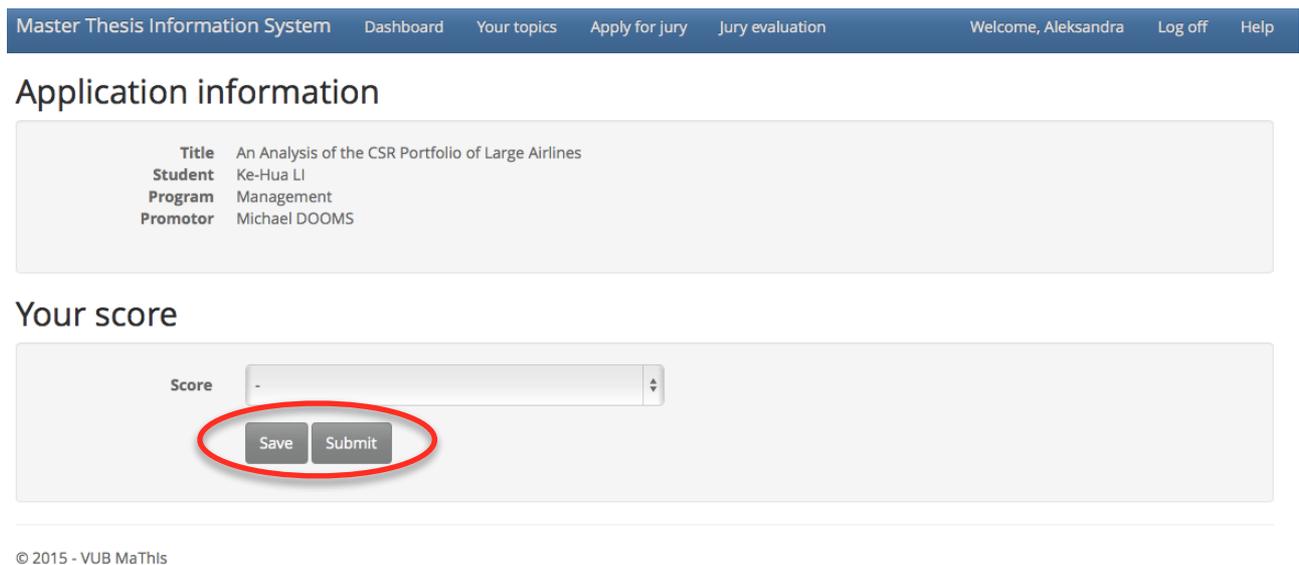
First Previous 1 Next Last

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> Choose an integer between 0 and 20 with the dropdown menu.

> Hit “Save” to save the preliminary mark and edit it later on.

> Hit “Submit” to submit the final mark.



Master Thesis Information System Dashboard Your topics Apply for jury Jury evaluation Welcome, Aleksandra Log off Help

Application information

Title An Analysis of the CSR Portfolio of Large Airlines
Student Ke-Hua LI
Program Management
Promotor Michael DOOMS

Your score

Score

[Save](#) [Submit](#)

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Note that:

It is necessary that you **fill out a mark** to be able to save or submit your score.

You **need to hit “Submit”** to formally confirm that this is your final mark.

When hitting “Save”, you go back to the overview screen but see that the link “Score” remained unchanged. Only if you have hit “Submit”, the link on the overview screen changes to “Scored” and your mark is properly processed.

ONLY IF BOTH LINKS “EVALUATED” and “SCORED” appear next to the Master Thesis Title, your EVALUATION is COMPLETE and PROCESSED.

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

Jury evaluations

Generate reports

Show 10 entries Search:

Title	Program Student	Type	Promotor	Student	Status	
Outplacement in de praktijk	Bedrijfskunde	thesis	Lieselot VANHAVERBEKE	Melissa FALLETTA	ReportsReleased	Details Evaluated Scored

First Previous 1 Next Last

- When all commissioners have submitted their evaluation and score, you will receive an email message with an overview of the scores. For Master Theses with an oral defence (TEW, HI, Business & Technology, International Business), this is for your information and no further action is required.
For Master Theses without oral defence (Bedrijfskunde, Management, Communicatiewetenschappen, Communication Studies), you may use this information to contact the other jury member and discuss the average score. In case a change of score is required, you can send an email with all commissioners in cc to masterthesis.es@vub.ac.be.
- Please note that students will have access to the evaluation reports (and scores) through MaTHIS only after evaluations and scores for all students have been received from jury members. When reports are released by the administrator the students will receive an e-mail from MaTHIS to notify them that their reports are available on MaTHIS.
- After the reports have been released, you have access to your own evaluation report and score in MaTHIS for future reference via the top menu Jury Evaluation > Archive. Master Theses that you evaluated before show up in the lists with the Status “ReportsReleased”.
- On popular request, we have also added a green button “Generate reports” on top of the page. By hitting this button, you can see all your evaluation forms and scores on a webpage (html). Click “Print” to print the all the reports, or choose a PDF-printer (e.g. Preview on Mac or <http://www.pdfforge.org/pdfcreator> for Windows) to digitally save the file as PDF.
- Another popular request is to be able to view evaluations and scores from previous academic years. That is why we added “Evaluation history” to your “Jury Evaluation” menu.

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

Dashboard

Welcome!
welcome, Lieselot

- Archive
- Current period
- Third Reader
- Evaluation history**

On the next screen you see a drop-down menu that contains all the master thesis students for which you have been assigned as jury member or promotor.

Evaluation History

Evaluation history

Student

To retrieve a student evaluation submitted in previous academic years, please select the name of the student using the drop-down menu and click OK. Note: the drop-down lists all students that have been assigned to you, not only those for which you submitted an evaluation.

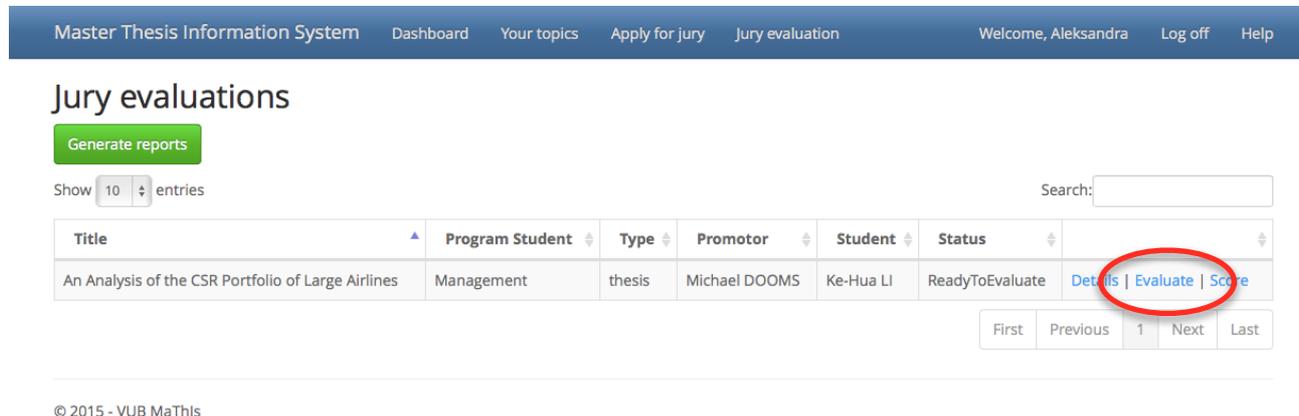
To retrieve a student evaluation submitted in previous academic years, please select the name of the student using the drop-down menu and click OK.

Note: the drop-down lists all students that have been assigned to you, not only those for which you submitted an evaluation.

In case of further questions or remarks, do not hesitate to contact us via masterthesis.es@vub.be

Instructions for Programs at **RC Faculty**

> Click **"Evaluate"** to fill out the report.



Master Thesis Information System Dashboard Your topics Apply for jury Jury evaluation Welcome, Aleksandra Log off Help

Jury evaluations

Generate reports

Show 10 entries Search:

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An Analysis of the CSR Portfolio of Large Airlines	Management	thesis	Michael DOOMS	Ke-Hua LI	ReadyToEvaluate	Details Evaluate Score

First Previous 1 Next Last

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Please note that the evaluation forms differ between departments:

> Rechten: Provide an appreciation for each section with the dropdown menu (you must choose one option) and provide remarks (25-100 words). Students receive only the remarks you filled out for each section, not the appreciation for of each section.

> Criminologische wetenschappen: Provide remarks (25-100 words) for the different sections of evaluation visible on your screen. Students receive the evaluation reports exactly as you filled out the form.



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

Application information

Title Het VN-Verdrag voor de rechten van personen met een handicap: haalt België een goed rapport inzake werk en werkgelegenheid? - The UN-Convention on the Rights of Persons with Disabilities: Will Belgium achieve a good report on work and employment?

Student Tina GRAUWELS

Program Sociaal recht

Promotor Guido Van Limberghen

Your evaluation for the **first period**

Probleemstelling of onderzoeksvraag

- De student slaagt erin om op een duidelijke wijze de probleemstelling te formuleren.
- De student slaagt erin om een duidelijke onderzoeksvraag of vragen te formuleren.
- De student verantwoordt de relevantie van de onderzoeksvraag of probleemstelling.
- De student hanteert een relevante onderzoeksbenadering (en verantwoordt deze zonnodig).

Result *

Remarks * (25-100 woorden)

> Hit "Save" to save the current version of your evaluation and edit it later on.

> Hit "**Submit**" to submit the final version of your evaluation.

Note that:

It is necessary that you **fill out all fields** to be able to submit your evaluation.

You **need to hit "Submit"** to formally confirm that this version is your final version of evaluation report.



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> When hitting "Save", you go back to the overview screen but see that the link "Evaluate" remained unchanged. Only if you have hit "Submit", the link on the overview screen changes to "**Evaluated**" and your evaluation form is properly processed. (In the screenshot below, you can see that the form was saved, not submitted - click Evaluate again and then choose Submit.)

Master Thesis Information System Dashboard Your topics Apply for jury Jury evaluation Welcome, Aleksandra Log off Help

Jury evaluations

Generate reports

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First Previous 1 Next Last

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- > Click "Score" to fill out the mark. Choose an integer between 0 and 20 with the dropdown menu.
- > Hit "Save" to save the preliminary score and edit it later on.
- > Hit "**Submit**" to submit the final score and remarks or questions.

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

Application information

Title	test titel
Student	kcamps10 kcamps22
Program	Burgerlijk en procesrecht
Promotor	Lieselot VANHAVERBEKE

Your score for the **first period**

Score

for RC: questions for defence

Save **Submit**

Note that:

It is necessary that you **fill out a mark** to be able to save or submit your score.
 You **need to hit "Submit"** to formally confirm that this is your final mark.

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Jury evaluations

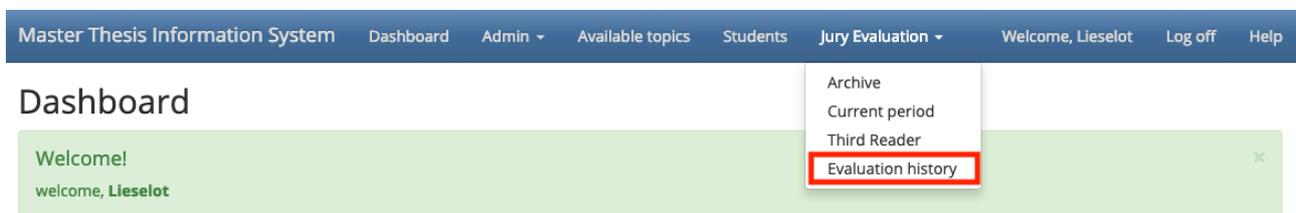
[Generate reports](#)

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