

ROTTERDAM SCHOOL OF MANAGEMENT ERASMUS UNIVERSITY

THESIS ONLINE PLATFORM FOR STUDENTS: ANSWERS TO FREQUENTLY ASKED QUESTIONS

MSc Programme Management, version: 10 August 2017

What is TOP and how can I access it?

TOP stands for Thesis Online Platform. It facilitates and supports the thesis process and is used for submission and assessment of proposal, thesis and defence.

You can access TOP via the site <https://top.rsm.nl> and login with your ERNA credentials (including the '@eur.nl').

When do I use TOP?

You will use TOP to submit your (resit) proposal and your (resit) thesis. The document must be a pdf file and it may not be larger than 12 MB.

What happens after I have submitted a proposal or thesis?

Your coach and co-reader will assess your proposal and thesis and award a pass (admitting you to the next stage) or fail (after which you can participate in a resit).

They will record the assessment in TOP accompanied by additional comments. You will receive their assessment and comments through an automated email. You will also be able to see their assessments and comments online.

The Exam Administration will also receive the assessments and register them in OSIRIS.

What is the exact time of the deadline?

The exact time is 23:59hrs (CET) unless the thesis coordinator has specified it differently.

How long do coach and co-readers have to assess?

Coach and co-readers have two weeks to assess your proposal and your thesis.

What happens after the defence?

Your coach and co-reader will fill in a grading form in TOP with their assessment of your thesis and defence. You will receive their assessment and comments through an automated email. You will also be able to see their assessments and comments online (top.rsm.nl).

The Exam Administration will also receive the assessment. The result will be registered in OSIRIS within a few working days.

What can I edit in TOP?

You can edit your thesis title and keywords. You can do this when you submit your proposal, and once again when you submit your final thesis. Other changes can only be made by your thesis coordinator (for instance a change in coach or co-reader).

When do I receive an email?

You will receive an automated email at the following moments:

- When your thesis coordinator has created your record in TOP
- When your coach and co-reader have assessed your (resit) proposal
- When your coach and co-reader have assessed your final (resit) thesis to determine if you can be admitted to the defence
- When your coach and co-reader have filled in the grading form after the defence

Which assessments are registered in OSIRIS?

The Exam Administration will register the following:

- Pass / fail for (resit) proposal
- Pass / fail for the (resit) thesis (constitutes permission to proceed to the defence)
- The final thesis grade

Does TOP schedule the defences?

No. The scheduling of defences is the joint responsibility of student, coach and co-reader. In some programmes the thesis coordinator assigns 'defence days' well in advance.

My thesis needs to remain confidential. How do I arrange this?

Please contact the Examination Board (Mandeville building T5-41) for the confidentiality form.

Do I need to evaluate the thesis trajectory?

Yes, it is compulsory to evaluate the thesis trajectory, your coach and co-reader before you can submit your final thesis. When you are about to submit you will be given a link to the questionnaire. After you have filled this in, you are able to submit the final thesis.

Your coach and co-reader will NOT have access to your input until your thesis trajectory is finalized and the grade has been registered. You are expected to provide comprehensive and professional feedback.

I've accidentally uploaded the wrong version of my final thesis or proposal. What do I do?

Please contact your thesis coordinator.

I've missed the deadline and TOP won't let me submit. What do I do?

Please contact your thesis coordinator. Please note that late or no submission will disqualify you for participation in the remainder of the trajectory.

Who can I contact with questions about TOP?

Please contact the helpdesk on the 3rd floor of the Mandeville building (T3) with any malfunctions, such as not being able to login, not being able to upload, etc.

Please contact your thesis coordinator about questions related to the thesis process, deadlines, changes in coach or co-reader and so on.

Please contact the Examination Administration (e.rsm@oos.eur.nl) if assessments do not appear in OSIRIS.

Annex I Screenshot overview screen

ROTTERDAM SCHOOL OF MANAGEMENT
ERASMUS UNIVERSITY

RSM THESIS ONLINE PLATFORM

[HOME](#) [LOGOUT](#)

DASHBOARD - STUDENT - STUDENT PRANCANE

10

▼

 per page

SUMMARY


Search:

Year	Title	Student number	Student	Coach	Dept	Co-reader	Dept	Status	Deadline	Programme	
2014	My thesis is on Non-Public Pastoral Intellectualism in Anti-Networked Masculinity	100001	student Prancane	coach de Lepper	2	coreader Bleys	6	Waiting for proposal	2014-03-15	AC	<div>EDIT</div>

1 - 1 van 1

The business school that thinks and lives in the future

RSM



Annex II Screenshot proposal upload screen

DASHBOARD - STUDENT - STUDENT PRANCANE

SUMMARY

STATUS: WAITING FOR PROPOSAL

DETAILS				
ROLE	ID	NAME	EMAIL	DEPARTMENT
Student	100001	student Prancane	sprancane@rsm.nl	---
Coach	21553idl1	coach de Lepper	top-coach@nosmo-king.nl	2 - Organisation & Personnel Management
Co-Reader	26106abl2	coreader Bleys	ableys@rsm.nl	6 - Finance
MASTER	PROPOSAL DATE	PROPOSAL RESIT DATE	THESIS DATE	THESIS RESIT DATE
Accounting & Control	15 Mar 2014	30 Mar 2014	15 Jun 2014	15 Aug 2014
THESIS TITLE				ACADEMIC YEAR
My thesis is on Non-Public Pastoral Intellectualism in Anti-Networked Masculinity				2014

HISTORY		
STATUS		DATE
Waiting For Proposal		10 JAN 2014 12:53

Thesis title:


My thesis on Non-Public Pastoral Intellectualism in Anti-Networked Masculinity

Please define one or more keywords (maximum seven) to facilitate electronic searches in RSM's thesis repository. Press 'enter' after each keyword to confirm.

Masculinity x

Select and upload document, only PDF file type is allowed, with a maximum file size of 12 MB.

PDF FILE

 Proposal.pdf

SUBMIT FORM

Annex III Screenshot thesis upload screen (detail)

Thesis title:


My thesis on Non-Public Pastoral Intellectualism in Anti-Networked Masculinity

Please define one or more keywords (maximum seven) to facilitate electronic searches in RSM's thesis repository. Press 'enter' after each keyword to confirm.

Masculinity x

Select and upload document, only PDF file type is allowed, with a maximum file size of 12 MB.

PDF FILE


 Thesis.pdf


RSM requires you to submit an evaluation of the thesis trajectory up to this point, before submitting your final thesis. Your comments will not be visible to coach and co-reader until after the defence and grading.

[Evaluation Link](#)

☒ I hereby confirm that I have completed and submitted my evaluation of the thesis trajectory.

Kindly provide us with your permanent email address and mobile phone number, to contact you in case of an emergency relating to your defense after expiration of your ERNA account. In addition we would like to keep you updated on alumni activities.

Please fill in your permanent e-mail  so we can contact you.

Please fill in your mobile phone number so we can contact you .

The undersigned:

- Hereby requests admission to the thesis defence.
- Hereby states that this version of the thesis report is the final version and no further alterations of any kind will be made.
- Hereby states that the thesis project and report is free of any kind of plagiarism, makes due acknowledgement and reference where research, data or publications by others are used and comply with RSM's Code of Ethics as described in the master thesis manual.
- Hereby states that the thesis project and its report are original insofar as (1) it has been completed and written solely by the undersigned and (2) the report has been written with the sole purpose of fulfilling the thesis requirements.
- Hereby agrees that RSM shall have the non-exclusive right to archive digitally, in any file format, this thesis and to make it publicly accessible.

☐ Tick here to declare you have read and agreed to the stated conditions

SUBMIT FORM