

# BACHELOR THESIS: student manual

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## INTRODUCTION

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*Bachelor's thesis/Master's thesis* is a KULoket web application where a student can upload his bachelor's thesis/ master's thesis files (and summary) and define the metadata of the thesis.

Each student with a bachelor thesis "booked" in his individual study programme will be able to see the item *Bachelor's thesis/ Master's thesis* in his KULoket, under the heading "**Student**".



### REMARK

Some operating system and browser version combinations experience upload problems. Please try another browser or computer in this case.

Operating System	Browser version	Hint
Windows 10	Firefox 46.0.1	Try Google Chrome or other PC
Windows 10	Firefox 47.0	Try Google Chrome or other PC
Windows 8.1, 64 bits	Firefox 47.0	Try Google Chrome or other PC
Windows 8.1, 64 bits	Internet Explorer 11	Try Google Chrome or other PC

## WEB APPLICATION - DESCRIPTION

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When you are in KULoket, under the heading "**Student**", you will see the link *Bachelor's thesis/ Master's thesis*. Click on this link to open the web application, as shown in the next image.



All information concerning the thesis has to be entered before a certain deadline, specified by your bachelor thesis advisor.

The web application will not be usable after the deadline.

Five weeks before the deadline is set by the programme until the deadline itself, you can enter or modify metadata or upload the main text and appendix.

This web application is only to be used to upload the final version of your thesis, no drafts.

## ACCESSIBILITY OF YOUR DIGITAL THESIS

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Prior to your upload, you should discuss the (online) accessibility of your digital thesis with your bachelor thesis advisor.

There are several options.

- **No accessibility:** you want confidentiality of your thesis
- **Limited accessibility:** only students and staff of Odisee will be able to consult your thesis (the access is monitored by IP or by user name and password)
- **Complete accessibility:** your thesis will be published as an 'open thesis'; anyone on the internet will be able to find your digital thesis on the platform <http://limo.libis.be/ODISEE>

**Master's thesis**

HME12A : Master Thesis (MIBEM) ( Master of International Business Economics and Management (Brussels))

**Metadata**

**General information**

Student: 0000001 Harry Potter

Programme: Master of International Business Economics and Management (Brussels)

Faculty: Faculty of Economics and Business (FEB)

Course unit: HME12A : Master Thesis (MIBEM)

**Detail**

Original language of title: English

Original title: My master's thesis title

Supervisor(s):

00004144

✖

00010470

✖

Co-supervisor(s):

00036209

✖

00060330

✖

Language of translated title: Dutch

Translated title: Mijn masterproef titel

Evaluator(s):

00050274

Number of pages

350

**Summary**

*Summary in the original language (English/Dutch, max. 3500 characters)*  
*(If your master's thesis was NOT written in English or Dutch, please consult your faculty's website regarding the summary language.)*

*Translated summary (Dutch/English, max. 3500 characters)*  
*(only if required by your faculty).*

English

This paper presents an investigation on how to write a master's thesis.

Dutch

Onderzoek naar het schrijven van een masterproef.

**Files**

File name	Size	Category	Date	
masterproef.pdf	211 kb	Master's thesis	19.04.2016 16:08:14	✖
masterpaper_154mb.zip	154 mb	Appendix	19.04.2016 16:09:43	✖
tussentijdsverslag.txt	3 kb	Other files	19.04.2016 16:11:44	✖

📎

Add file

💾

Save

**Odisee**  
DE CO-HOGESCHOOL

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## WHAT DO YOU HAVE TO UPLOAD ?

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**General information** contains read-only metadata.



- Student, organizational unit, programme and course unit are automatically visible to you when you are uploading your thesis.
- If some of the data is not correct, contact your bachelor thesis advisor and provide a screenshot.

### Detail

- The bachelor 's thesis **title** must be provided.
- The **supervisor** 's name must be selected from a menu. If the name cannot be found, contact your bachelor thesis advisor.
- Names of **Evaluator** and **Co-supervisor** are not necessary.
- **Number of pages** must be entered. This number cannot be higher than 400.
- A **summary** must be given. A translation in Dutch is not obligatory. More information can be provided by your bachelor thesis advisor.

### Files

In this section you get an overview of the files you have uploaded. The following columns are shown.

- File name
  - File names should only contain letters, numbers, underscores ( \_ ) and hyphens ( - )
  - Space is not allowed
  - File names must be unique per bachelor 's thesis
  - The size of a file name cannot exceed 50 characters
- Size
  - The pdf of the main text must be less than 40 MB
  - If necessary, reduce the pdf size
  - There can only be 1 file in the category of main text
- Category: main text, appendix and other files
- Date: the time of upload will be registered by the web application
- The  -button can be used to remove a file when e.g. the wrong one has been uploaded.
- If a  -button is not visible, it means that the deadline has expired. Then it is necessary to contact your bachelor thesis advisor. Only (s)he can override the deadline and set a new one.
- Use the **Add file-button** to add a file to the overview.
- Always end your procedure with a click on the **Save-button** !

**If it is not possible to upload your documents, contact your bachelor thesis advisor.**

When you pass the bachelor 's thesis, you loose access rights to this application.