MyCase CEG

Manual for staff

Contents

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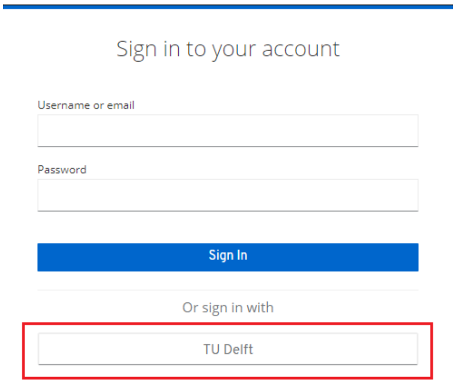
Please send any feedback or improvements to mycase-ceg@tudelft.nl

About MyCase



In MyCase, students create a case that will contain all procedures, documents, deliverables, and approvals that happen throughout the thesis project. Both students and staff have tasks in MyCase.

Use this link to log into MyCase with your NetID
https://mycase.tudelft.nl
Use the “Sign in with TU Delft” button if you are not automatically redirected.

The MSc project in MyCase

Students have to give their supervisors, assessors, chair etc access to their case. You can only view cases that students have added you to. The project is divided into phases: The preparation phase, kick-off phase, mid-term phase, green-light phase and finalisation phase. In each phase, the student submits information, deliverables and other documentation for their project by completing their tasks. The responsible supervisor or chair (depending on the phase) will then review and formally approve of the deliverables the students has submitted, and formally approve of the student continuing to the next phase. These reviews correspond to meetings: The Kick-off meeting, one or more midterm meetings, the Green Light meeting, and the thesis defence.

The student needs their supervisor’s approval via the Review tasks in order to continue in MyCase. We recommend completing the Review tasks during the relevant meeting, as that is more efficient for you as a supervisor or chair, and the student can then continue with the next phase’s tasks immediately.

Roles

A student must have one responsible supervisor in their team, and may have one or more additional supervisors. The responsible supervisor is required to do a number of tasks in MyCase throughout the MSc thesis project. “Regular” supervisors don’t have specific tasks in MyCase, but can use the system to review the information and documentation that the student submits during set moments.

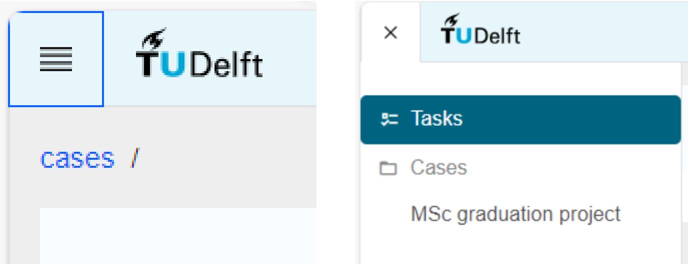
A new feature will be added where all supervisors can give feedback to a student, this is currently being developed.

Nearing the end of the project, the chair of the assessment committee will have a number of tasks.

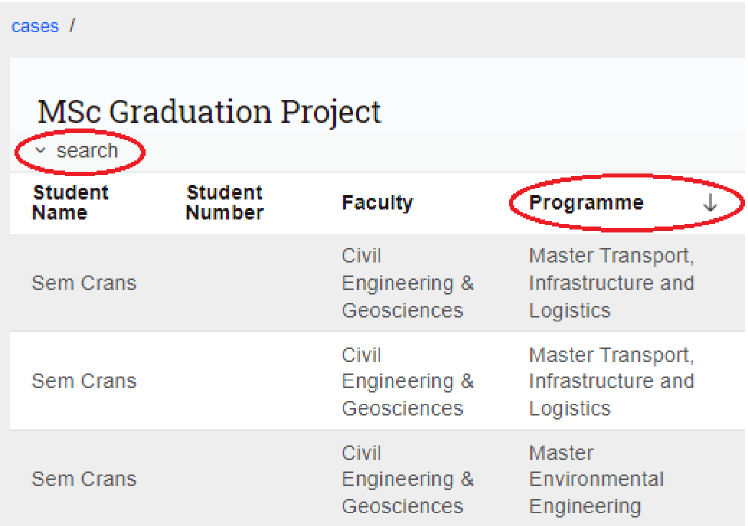
The Study Programme Administration (SPA) and the mandate of the Board of Examiners (BoE mandate) are also responsible for some activities throughout the project.

Views

There are two views you can use: The *cases* view and the *tasks* view. You can choose which view you want to use to by using the menu on the left hand side of your screen, or if the menu is not immediately visible, by clicking the horizontal stripes left of the TU Delft logo:



In the Cases view you will find a list of all cases that are assigned to you, or all the students that you are a supervisor for. You can access the Cases view by clicking on ‘MSc graduation project’. From this view, you can go to a case by clicking anywhere on the row for that case. By using the ‘search’ option, you can filter the cases you see. You can sort your view by clicking on the column names, in the screenshot below the cases are sorted by Programme but you can choose any column. If you want to sort in the other direction, click twice on the column name.



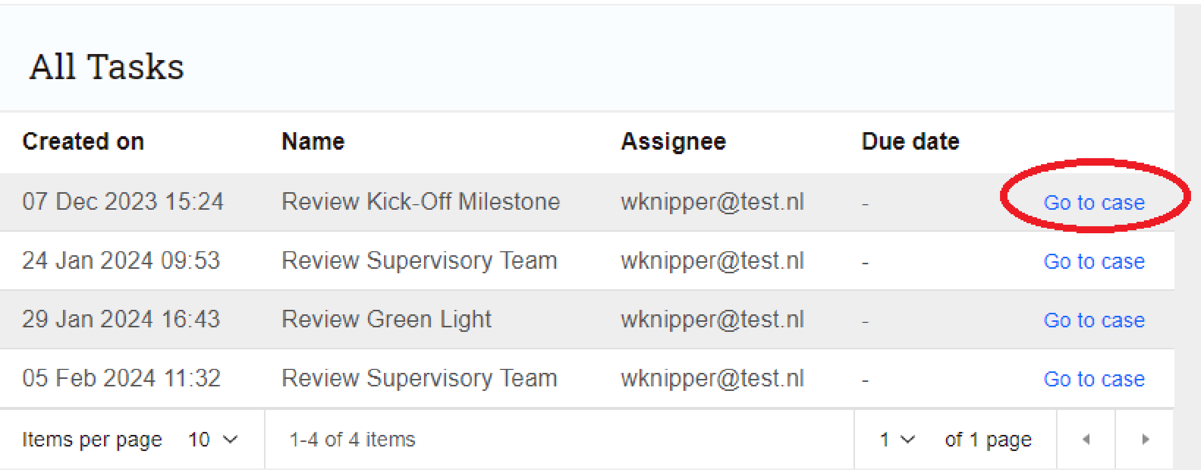
cases /

MSc Graduation Project

search

Student Name	Student Number	Faculty	Programme ↓
Sem Crans		Civil Engineering & Geosciences	Master Transport, Infrastructure and Logistics
Sem Crans		Civil Engineering & Geosciences	Master Transport, Infrastructure and Logistics
Sem Crans		Civil Engineering & Geosciences	Master Environmental Engineering

In the Tasks view you will find a list of pending tasks that are assigned to you. You can go directly to this task by clicking on the row for that task, or you can go to the case to consult the relevant information for that task by clicking on ‘Go to case’:



All Tasks

Created on	Name	Assignee	Due date	
07 Dec 2023 15:24	Review Kick-Off Milestone	wknipper@test.nl	-	Go to case
24 Jan 2024 09:53	Review Supervisory Team	wknipper@test.nl	-	Go to case
29 Jan 2024 16:43	Review Green Light	wknipper@test.nl	-	Go to case
05 Feb 2024 11:32	Review Supervisory Team	wknipper@test.nl	-	Go to case

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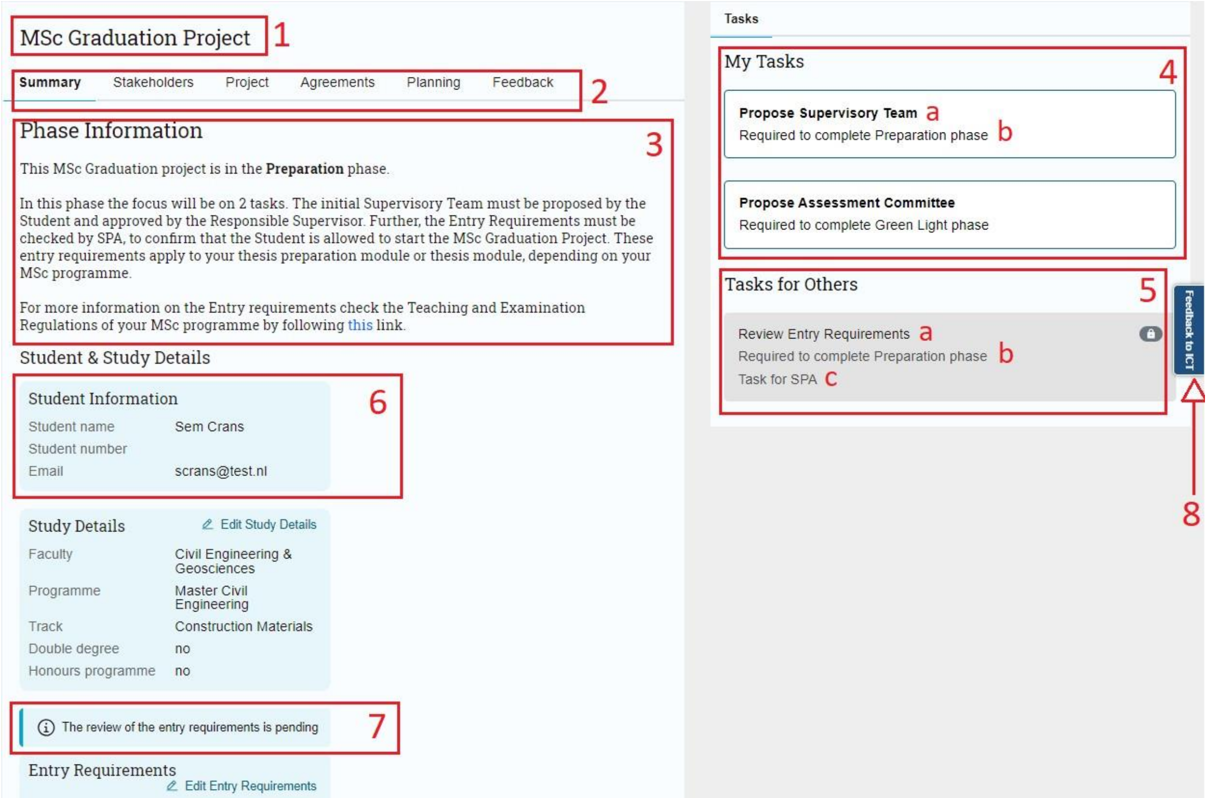
Case overview

This screenshot, taken from a student's point of view, illustrates where everything in MyCase is located.



1. Header
2. Different tabs. In this example, the 'Summary' tab is open. At the start of the project, most tabs contain no information, they will fill out over the course of the thesis project.
3. Phase information. The text on the white background provides general information about what phase you are in and what happens during this phase.
4. My Tasks. Under 'My Tasks' you can see any tasks that are open to you. It displays the task name (a) and when the deadline for this task is (b). Click on the task to open it. You can complete and submit the task, or click 'Cancel' or the x in the top corner to close the task without submitting.
5. Tasks for Others. Under 'Tasks for Others' you can see if there are any tasks open for others. It displays the task name (a), when the deadline for this task is (b), and who the task is for (c)
6. Information about the thesis project is displayed in blue boxes. All information or documents that are uploaded in tasks can be found in these boxes in the relevant tab.
7. Status box. In this example, a review is pending. When a review has been approved or rejected, this will also be visible in a status box.
8. Feedback button. Use this button to report error to ICT and give user feedback about MyCase.

Tabs

Summary: In the Summary tab you will find the phase information and general information about the thesis project.

Stakeholders: In this tab the stakeholders of a project are visible and can be managed: The supervisory team and assessment committee.

Project: In this tab the project content is visible, such as the proposal, title, deliverables, and presentation details.

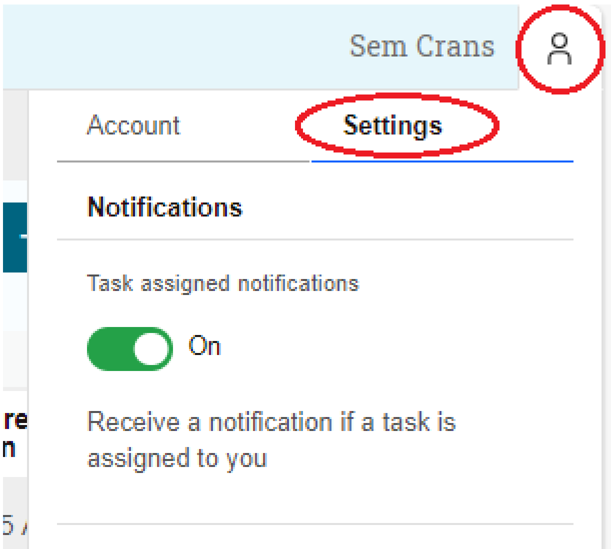
Agreements: In this tab you can find information about agreements that may be applicable to the project, such as external parties, confidentiality agreements, and human participation.

Planning: In this tab you find an overview of the timing of the different project phases. The student can edit this planning, but after each end-of-phase review a version of that planning will be approved and locked for future reference.

Feedback: This tab contains information of every review that takes place during the project, including comments and documents uploaded by supervisors.

Notifications

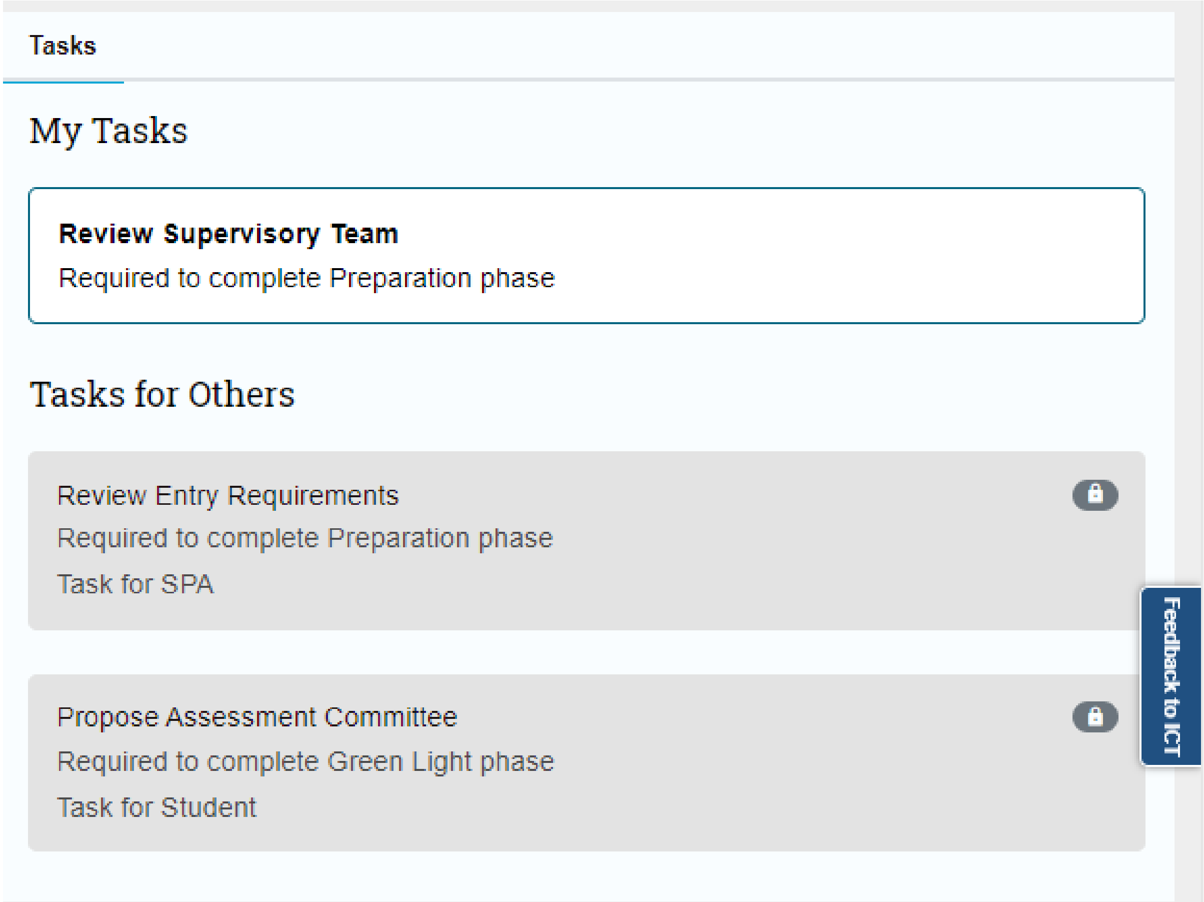
It is possible to receive email notifications from MyCase when you have. To configure your notification preferences, go to the icon of a person in the top right corner of your screen, next to your name. Click on it and go to Settings. Here you can configure a number of different notifications.



Preparation phase

During the preparation phase, the student will start their case and propose their supervisory team. SPA will check whether the student meets the requirement for starting with the preparation fact. The responsible supervisor reviews and approves or disapproves of this team. You can find this task in the task list at the right side of the screen:

Task: Review supervisory team (responsible supervisor)



In this task you will find an overview of the supervisory team the student has proposed. As responsible supervisor it is your responsibility to make sure that this is the supervisory team everyone has agreed upon, and that the supervisory team adheres to any rules and regulations around supervision of the thesis.

Once you complete this task, a line is logged in the 'Feedback' tab. This is visible to both student and all supervisors. In the 'Stakeholders' tab, a notification confirm that the supervisory team has been approved.

The student can only continue in MyCase after their supervisory team has been approved (and SPA has confirmed that the student meets the entry requirements). This task structure is repeated throughout the MSc project: The student completes their tasks in the current phase, this triggers a 'Review' task for the responsible supervisor, and the student can only continue into the next phase after this 'Review' task has been approved.

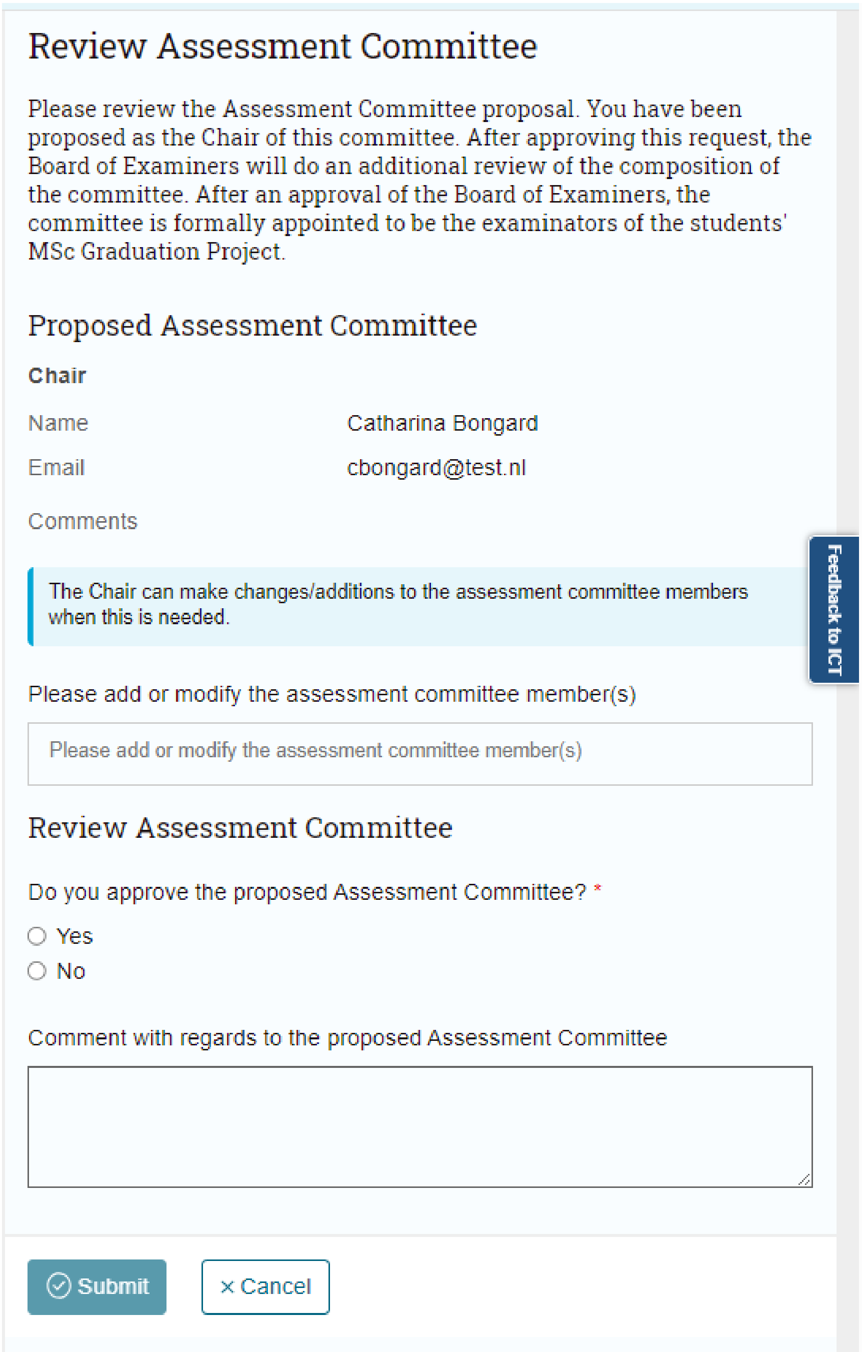
Task: Review Assessment Committee (chair)

The student is required to have an approved Assessment Committee before the Green Light meeting. They can propose their Assessment Committee at any time between preparation and Green Light, depending on how soon they know who their committee is. Please discuss with your student when they can propose their Assessment Committee. The approval process takes some time, so the sooner the better.

Once the student proposes their Assessment Committee, the chair will get a new task "Review Assessment Committee". In this task, the chair can approve or disapprove of the assessment committee, and they can also add or remove assessment committee members.

If the programme requires an additional Assessor to be added to the Assessment Committee after the Green Light meeting, the student can edit the Assessment Committee in the Finalisation phase.

Alternatively, the chair can add this assessor during the Review Assessment Committee task so only one round of reviewing and approving of the assessment committee needs to take place.



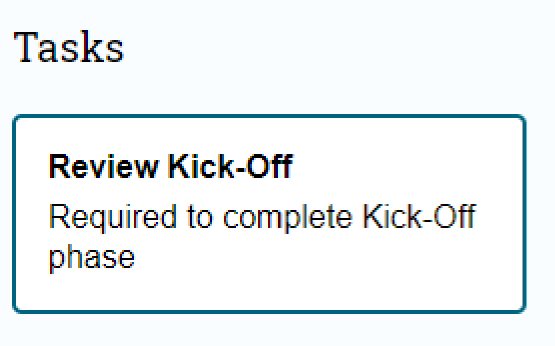
Kick-off phase

During the kick-off phase, the student has a number of tasks:

- Provide a project proposal
- Provide a planning for their project
- Register any external party/parties, if applicable
- Register a UN knowledge embargo, if applicable
- Register human participation, if applicable
- Register confidentiality, if applicable

Once the student has completed all these tasks, a task for the responsible supervisor will appear:

Task: Review Kick-off (responsible supervisor)



All the information the student has provided will usually be discussed during the kick-off meeting. In MyCase, the responsible supervisor provides a formal start date for the students MSc thesis project, and the date at which kick-off review took place. By approving the Kick-off review, the responsible supervisor approves the information the student has provided:

- The project proposal, which can be found in the 'Project' tab
- The planning, which can be found in the 'Planning' tab
- Information about external parties, confidentiality, and human participation, all of which can be found in the 'Agreements' tab
- Any changes to the supervisory team, which can be found in the 'Stakeholders' tab.

The responsible supervisor can either decide to approve of the student's kick-off ('continue'), or reject it ('retake'). If the student has to do a retake, MyCase requires them to resubmit a planning. Any other required changes should be discussed with the student. Once the student has resubmitted their planning, a new 'Review Kick-off' task appears to the responsible supervisor.

When the responsible supervisor has approved the kick-off review, the case moves into the midterm phase.

Task: Review change responsible supervisor

It is possible that for some reason the student changes their responsible supervisor. If they do so, the new responsible supervisor will see a task called 'Review change responsible supervisor'. In this task, an overview of the new supervisory team is visible and the new responsible supervisor can accept or reject this change.

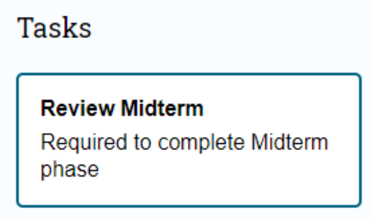
Changes to the "regular" supervisors will not trigger a review task, responsible supervisors should check the supervisory team at the different review moments at the end of each phase.

Midterm phase

During the midterm phase, at least one midterm meeting must take place and be registered in MyCase. This meeting has been planned during the kick-off phase. The student uploads the current version of their project deliverables, which can be viewed in the 'Project' tab. Once the student has done so, a task 'Review midterm' task will be visible to the responsible supervisor.

It is mandatory to have at least one midterm meeting, but the midterm phase can be repeated if you want to register more than one meeting in MyCase.

Task: Review midterm (responsible supervisor)

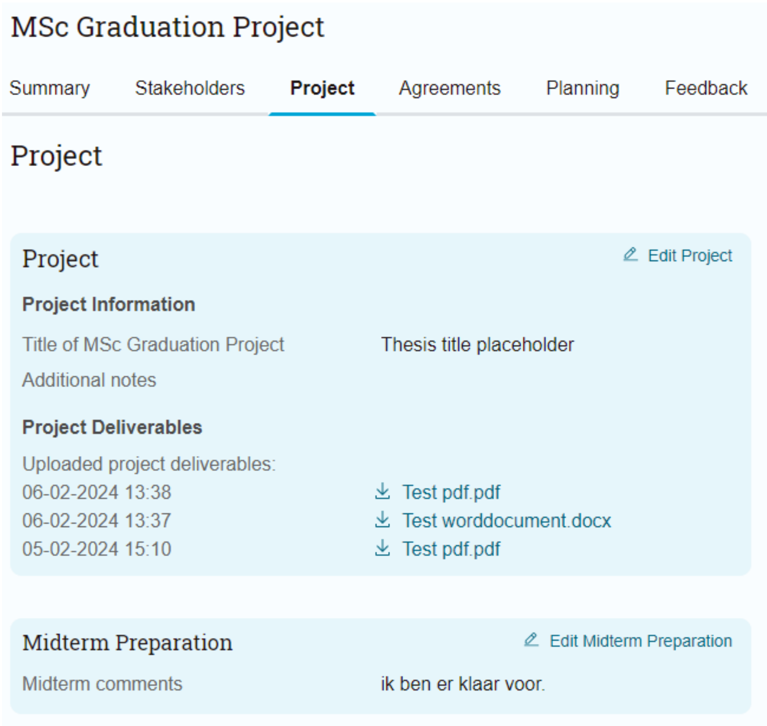


In this task, you will register the date the midterm meeting took place and what will happen next. Make sure to review the whole case. You can decide to:

- 'Continue to Green Light phase', in which case the project will continue into the Green Light phase;
- 'Continue in Midterm phase', meaning the project will continue in the Midterm phase and a new midterm meeting can be planned, deliverables can be uploaded, feedback can be given etc.
- Currently, an option to 'Discontinue' is also visible, please do **not** use this option. If you accidentally misclicked and discontinued a MSc thesis project at the midterm review, contact your faculty admin at mycase-ceg@tudelft.nl. Developers will remove this option but it is currently still visible.

If the project continues in Midterm phase, students can upload a new version of their deliverables and signal to their supervisor when they are ready. When they do so, a new 'Review midterm' task will appear. In the tab 'Project' you can view all the uploaded versions of their deliverables.

It is possible to do many midterm meetings and treat them as progress meetings, or to register just one in MyCase and do the rest informally.



Green Light phase

In the Green Light phase, the student will upload their project deliverables, submit a request to SPA to check whether they meet the official requirements for graduation, and they can submit the proof of their plagiarism check (visible in the 'Project' tab). Please discuss with your student whether they should do their plagiarism check for their Green Light meeting, or before their final defence. Students get two opportunities to submit their plagiarism check details, but this check should only be done once.

Once the student completes these tasks, the chair will see the task 'Review Green Light'

Task: Review Assessment committee (chair)

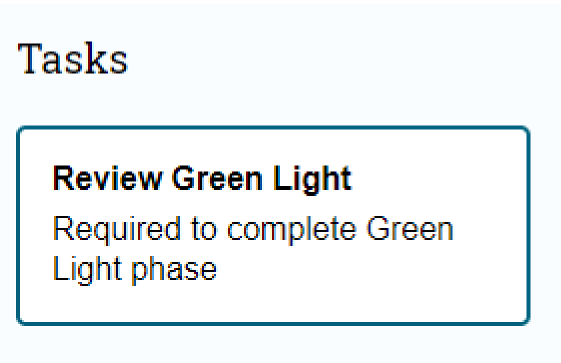
In this task, the chair can approve or disapprove of the assessment committee, and they can also add or remove assessment committee members. If this has not been done earlier, this should be done as soon as possible, as it is a requirement to have a formally approved assessment committee to have a Green Light meeting.

If the programme requires an additional Assessor to be added to the Assessment Committee after the Green Light meeting, the student can edit the Assessment Committee in the Finalisation phase.

Alternatively, the chair can add this assessor during the Review Assessment Committee task so only one round of reviewing and approving of the assessment committee needs to take place.

The assessment committee will be reviewed by the proposed chair of the assessment committee and board of examiners (BoE) mandate. The BoE mandate is the person or position for each programme which is mandated by the BoE to check and approve the assessment committee according to the Rules and Guidelines of the BoE.

Task: Review Green Light (chair)



In this task you should register the date the review took place, check whether the plagiarism scan provides reason to suspect fraud in this thesis, and decide whether the student receives Green Light to proceed to the finalisation phase. If the student will upload their plagiarism scan in the finalisation phase, you can hit 'no'. In the finalisation phase, a 'Plagiarism analysis' task will be open.

Finalisation

In the Finalisation phase, the student will upload their final project deliverables and propose the details of their presentation.

Once these tasks are completed, the student will need to complete the task ‘Ready for assessment’ to signal that they are ready for their final assessment. This will trigger two tasks for the chair:

Task: Plagiarism analysis (chair)

In this task you check whether the plagiarism scan the student has uploaded provides any ground to suspect fraud. If you had already done this during the Green Light review, you can just report the same thing again.

Task: Final assessment (chair)

In this task you register the grade the student has obtained for their final assessment. This grade will then be officially registered by SPA

In case of a grade below 6, the grade will be registered by SPA and MyCase will re-launch a ‘provide project deliverables’ task for the student.

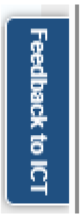
In case of a grade above 6, the grade will be registered by SPA.

Giving feedback

Where to share your feedback

If you have a question about MyCase or if you have any feedback about this **manual** (errors, missing information, improvements etc), please email mycase-ceg@tudelft.nl

If you have any questions regarding your thesis itself or the general graduation procedure, please contact your graduation coordinator.



For all technical feedback, such as errors and bugs, use the blue Feedback button on the right side of your screen in MyCase. This opens a window that you can use for giving your feedback.

How to share your feedback

In order to make your feedback as useful as possible, include the following information in your feedback report:

Summary: Include the name of your faculty and a short description of the issue

Description:

1. Where are you in the system and what did you want to do

In case of a bug:

2. I tried to do:
   This happened:
   This is a problem because:
   What I expected to happen:

In case of a wish or improvement:

2. Describe the improvement or wish

It is very helpful to attach a screenshot.

Please always include your name and email, so we know who the error occurred for and who gave us the feedback.

Please tick the box to include your data, unless you have an objection to this.

Once you have sent your feedback, a case will be created and will be sent to the development team.