MyCase CEG

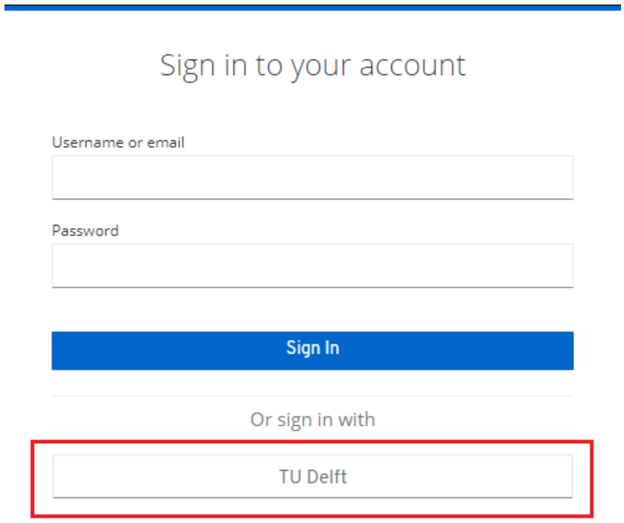
Manual for students

Contents

Manual written by Sanne Dijkstra.
Please send any feedback or improvements to mycase-ceg@tudelft.nl

About MyCase

In MyCase, you create a case that will contain all procedures, documents, deliverables, and approvals that happen throughout the thesis project. You do this in different phases which all contain tasks. These phases are: Preparation phase, kick-off phase, mid-term phase, green-light phase and finalisation phase. In each phase, you will submit information, deliverables and other documentation for your project. This information is reviewed by your supervisor or chair at the end of each phase. Approval in this review triggers the start of the next phase.

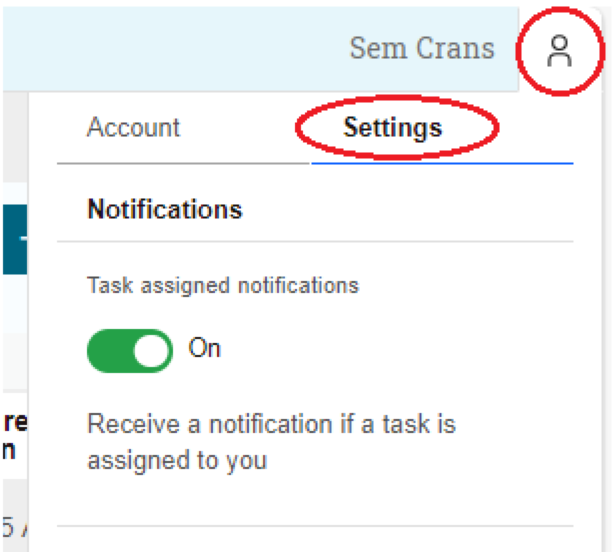


Only staff that you have added to your MSc thesis project can view your case.

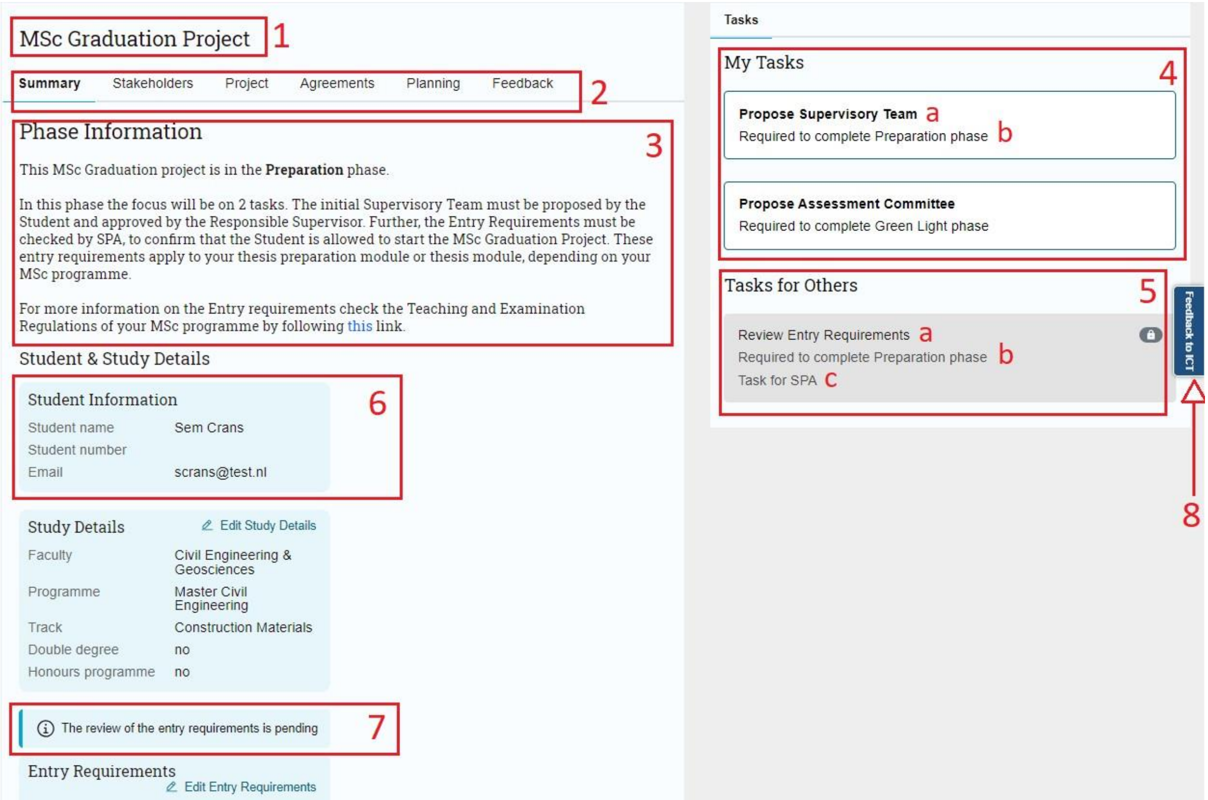
Use this link to log into MyCase with your NetID https://mycase.tudelft.nl
Use the "Sign in with TU Delft" button if you are not automatically redirected.

Notifications

It is possible to receive email notifications from MyCase when you have a new task to complete. 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.



Case overview



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 your thesis project.

Stakeholders: In this tab you can manage your stakeholders: Your supervisory team and assessment committee.

Project: In this tab you can find and edit your project content, such as your proposal, title, deliverables, and presentation details.

Agreements: In this tab you can find information about agreements that may be applicable to your 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. You can edit this planning, but after each end-of-phase review a version of that planning will be approved and locked for future reference.

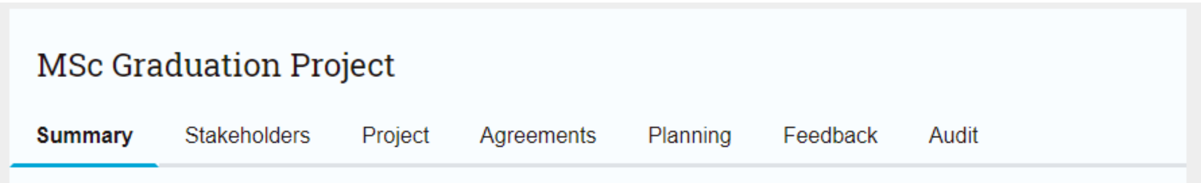
Feedback: This tab contains information of every review that takes place during your project, including comments and documents uploaded by supervisors.

Preparation phase

Start by creating your case using the button in the top right corner of the screen:

Fill in the required information to create your case.
If you are a TIL or CME student: Choose CEG as your faculty.
If you are doing a double degree: Chose one (any) of your programmes, later in the process you will be able to register that you're doing a double degree and register what your other programme is.

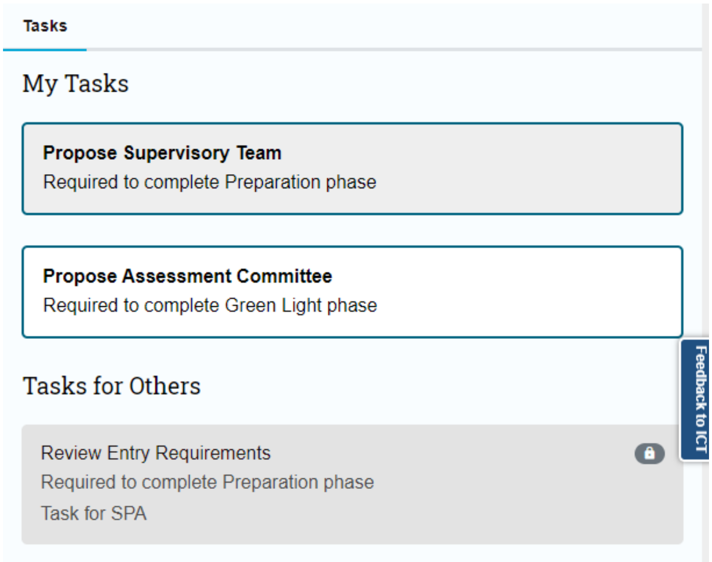
When you have created your case, it automatically opens on the 'Summary' tab. Right now this is the only tab that contains information, but the other tabs will contain the relevant documents information during the process of your MSc thesis project.



The MSc thesis process is divided into several phases, the chapters in this manual correspond to these phases. The text under 'Phase information' will provide you with information about the phase you're currently in. The phase information and tasks should guide you through the process. In this manual, the processes and tasks are explained in more detail.

In the light blue boxes you will find information or documentation you uploaded in your case, the status of a task, or the message "There is no information to be shown".

At the right hand side of your screen, or at the bottom if your screen is small, you will find a task list with two open tasks for you, and one open task for SPA (the Study Programme Administration):



Supervisory team or assessment committee? Supervisor or chair?

Your Supervisory Team is the team of supervisors who you have your progress meetings with and who review your Kick-off and Midterm meetings. It consists of a responsible supervisor and usually one or more supervisors. Your Assessment Committee consists of a chair and one or more assessors, and will review your Green Light meeting, assess your thesis and defence, and determine your final grade. Sometimes there is overlap between your supervisor team and assessment committee, for example your responsible supervisor could be your chair as well. If the same person is your responsible supervisor and chair, you need to propose them in both your supervisory team and assessment committee.

You are asked during the preparation phase who your responsible supervisor and supervisory team are, because it is necessary to have a responsible supervisor to have your Kick-off meeting. You have to propose your supervisory team before you can continue in MyCase.

You are also asked who your assessment committee is during the preparation phase, but this is not required right now: It is required for the Green Light phase. If you already know who are going to be in your assessment committee, you can propose it at the beginning of your project. If you don't yet know your (complete) assessment committee, you can propose it later. If you don't know for sure who your assessment committee will be or what the rules are for your program, discuss this with your supervisor. Be aware that the approval process of your assessment committee takes some time, so don't leave it to the last minute.

Task: Propose supervisory team

This task is required for the Preparation phase, so you have to complete it before you can continue. Click on the task to open it. Fill in the names of your responsible supervisor and (when applicable) other supervisors by typing their name and selecting them from the drop down list. Only TU Delft staff can be added as supervisors at this point. If you have a supervisor from an external party (for example if you are graduating at a company) you can register this at a later point. When you have selected all your supervisors, click 'Submit proposal'.

If you can't find a name of a supervisor in the list, please send an email to mycase-ceg@tudelft.nl.

You can go to the 'Stakeholders' tab to view your supervisory team and see the status of your proposal for the supervisory team. Only people who have been added to your case as supervisor, assessor etc can view the information in your case.

Task: Propose Assessment Committee

This task is required for the Green Light phase, so it is not mandatory to propose your Assessment Committee right now. If you already know who will be your Assessment Committee, it is recommended to complete this task sooner rather than later. After you have proposed your assessment committee, first your chair will review it, then the a mandate of the Board of Examiners will review it. This process can take some time and it is necessary to have an approved assessment committee before your Green Light meeting, so start timely.

After you have proposed your supervisory team two tasks are pending with other parties: The responsible supervisor you have proposed must review your supervisory team, and SPA will review your entry requirements. If you do not meet the entry requirements, you are not allowed to start your project. If your supervisory team is rejected, a new task to propose your supervisory team will appear for you to complete. You can check the status of your entry requirements in the Summary tab, and the status of your supervisory team in the Stakeholders tab.

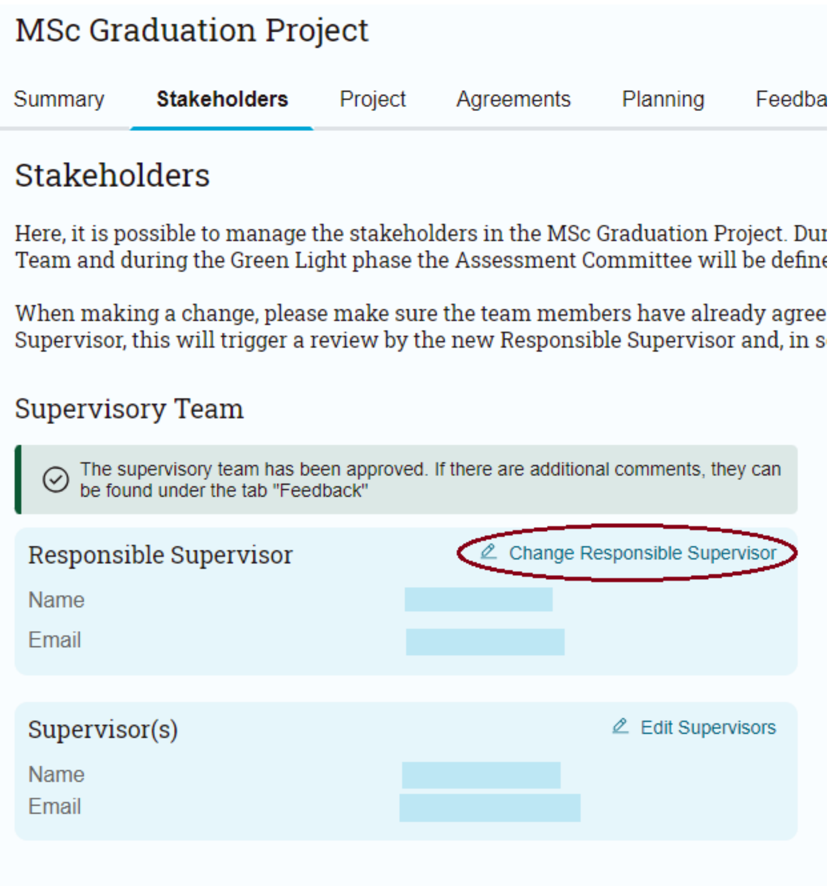
Once both are approved, your project will automatically move into the Kick-off phase. You can consult an overview of the reviewed tasks in the ‘Feedback’ tab, this will be updated throughout your project.

If you have already completed the Propose Assessment Committee task, there will also be a pending task for others to review your assessment committee, but this is not required for moving into the next phase.

Change responsible supervisor

If you want to change your responsible supervisor, you can go to the ‘Stakeholders’ tab and change the responsible supervisor via ‘Edit Responsible Supervisor’. The new responsible supervisor needs to approve this change in MyCase.

You can remove or add other supervisors at any time via ‘Edit Supervisors’. This change does not need separate approval, although your responsible supervisor should be made aware of it.

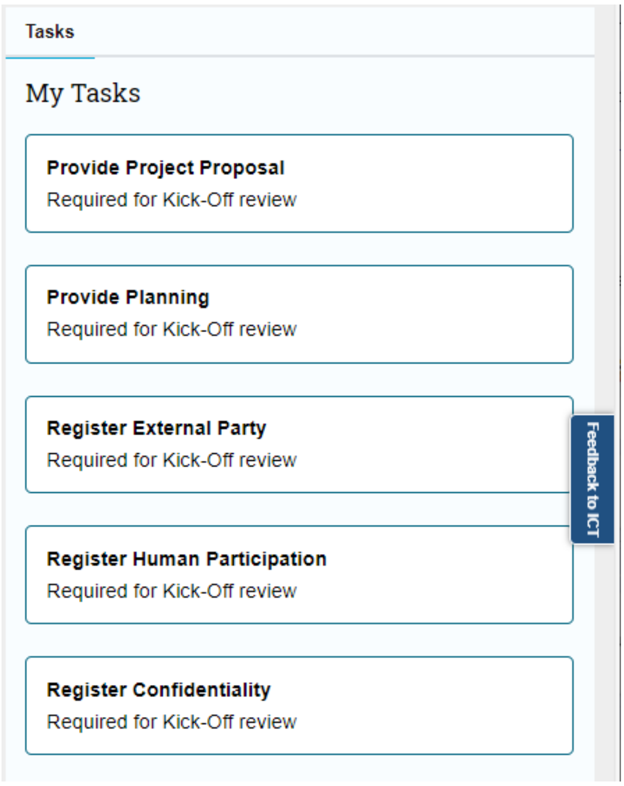


Kick-off phase

In the Kick-off phase you will find a number of tasks that need to be completed before your Kick-off Review. You can complete these tasks at your own pace. After you complete all the tasks, a new task 'Ready for Kick-off' appears which you can complete to signal to your supervisor that you have uploaded all the latest documents for the Kick-off Review.

Your responsible supervisor then will review the information and documents you submitted, usually during your Kick-Off meeting. In MyCase, your responsible supervisor will register a formal starting date for your project, the date at which the kick-off meeting took place, and whether they formally approve of your project 'kicking off'. After your responsible supervisor approves your kick-off in MyCase, the case will move into Midterm phase.

A short overview of the tasks you have to do during this phase and where to find the information in your case once you have completed the task:



Task: Provide project proposal

In this task you have to provide a (draft) title of your thesis project, and upload your project proposal.

Once submitted, you can view this information and the file you have uploaded in the 'Project' tab.

Task: Provide planning

In this task you have to provide a planning for your project. Please indicate in which week you expect to have each meeting. When you fill in the week of your Kick-off meeting, the planning auto-fills based on the nominal thesis duration. You can edit this planning as you wish. 'Finalisation' refers to the week in which you expect to graduate. If your finalisation planning deviates from the nominal planning, you may be asked to indicate one or more reasons for this deviation.

Once submitted, you can view your planning in the tab 'Planning'. You can update your planning throughout the project, but once your supervisor has approved the planning during kick-off review, that version will be saved for future reference and a new editable planning will appear.

Task: Register external party

In this task you have to register whether your thesis project is done outside of the TU Delft (for example, at a company or a research institute). If so, you have to provide contact information for this party and upload your graduation agreement form.

Once you have submitted this information, you can view and edit it in the tab 'Agreements' tab.

Task: Register Human Participation

In this task you have to provide information about whether your project involves human participation. If so, you have to upload your human participation checklist.

Once you have submitted this information, you can view and edit it in the tab 'Agreements'.

Task: Register Confidentiality

In this task you have to provide information about whether your project is confidential. If so, you have to upload your confidentiality agreement.

Once you have submitted this information, you can view and edit it in the tab 'Agreements'.

Task: Ready for Kick-off

When you have completed all of the above tasks, the Ready for Kick-off task appears. Nothing needs to be uploaded in this task, it functions as a signal to your supervisor that all your documents are up to date and you are ready for your Kick-off meeting. When you complete this task, it triggers the Kick-off Review task for your supervisor.

Midterm phase

In the Midterm phase you will upload your deliverables in preparation for a midterm meeting. At least one midterm meeting is mandatory, but the midterm phase can be repeated if you or your supervisor wants to have more than one midterm meeting registered in MyCase.

After one or more midterm reviews, your project will move to the Green Light phase.

Task: Provide project deliverables

In this task you can update the title of your project and upload your deliverables, as discussed with your supervisors, which will be used during the midterm review. You can find the information and deliverables you uploaded in the 'Project' tab.

The midterm review is not an official evaluation, it is a written record of a point in time between the start and the end of your MSc thesis project. You cannot pass or fail, you can only 'continue in midterm phase' or 'continue to Green Light phase', depending on the number of meetings you and your supervisor wants to register in MyCase.

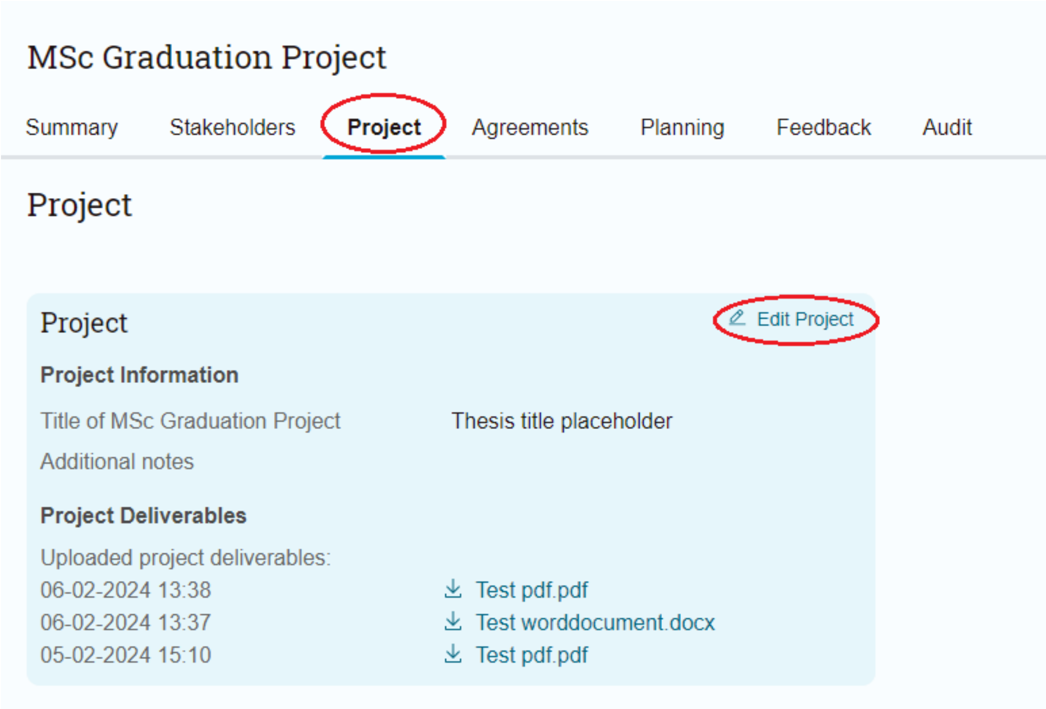
Task: Ready for Midterm

When you have provided your project deliverables, a Ready for midterm task appears. Nothing needs to be uploaded in this task, it functions as a signal to your supervisor that all your documents are up to date and you are ready for your midterm meeting. When you complete this task, it triggers the Midterm Review task for your supervisor.

Once you have completed these tasks, your responsible supervisor will review your midterm meeting in MyCase. Your project will then either move into the Green Light phase, or continue in the Midterm phase, for example if you or your supervisor want to have more than one meeting before Green Light. If you continue in the Midterm phase, a new 'Ready for Midterm' task appears. You can upload new deliverables as discussed with your supervisor and complete the 'Ready for Midterm' task again before your next meeting.

In the ‘Project’ tab, you can go to “Edit project” and change the title for your project and upload a new version of your deliverables. A version history will remain visible. You can do this at any time, even if no ‘provide project deliverables’ task is open.

In the ‘Feedback’ tab, you can go to the overview of all the reviews that have taken place and consult any comments your supervisor may have uploaded in MyCase.



Green Light phase

The Green Light phase is centred around preparing for your Green Light meeting and review. Once your project continues into Green Light phase, two new tasks will appear. You need an approved Assessment Committee to complete this phase and go to your Green Light meeting, so if you have not yet proposed it earlier in the process, do so as soon as possible.

Task: Provide project deliverables

Here you will upload the project deliverable for the Green Light phase, as discussed with your supervisor. You may also upload the details of the plagiarism scan, discuss with your supervisor whether you should do that now or during the next phase, it depends on your program. If your supervisor has decided that you should upload the plagiarism scan after your Green Light meeting, you can leave this open.

You can find the information and deliverables you have uploaded in the 'Project' tab.

Task: Check study progress

In this task you indicate that you fulfil the requirements for starting the graduation process and whether (to your knowledge) you could graduate cum laude. If you are not sure what the requirements are, contact your course coordinator. If you do not fulfil the requirements, tick 'no' and explain why. You can find the information you indicated in this task in the 'Summary' tab.

Completing this task will signal SPA to formally check whether you meet the requirements for graduation. SPA needs to approve your study progress before your Green Light meeting can take place. This may take some time, so complete this task timely.

Task: Propose Assessment committee

In this task you need to propose your assessment committee. After you have proposed your assessment committee it will be reviewed twice. This process can take some time and it is necessary to have an approved assessment committee before your Green Light meeting, so start this task as soon as you can.

Type in the names of your chair and assessor(s) and select them from the drop-down list. If you cannot find an assessment committee member in MyCase, please send an email to mycase-ceg@tudelft.nl with their name and email address.

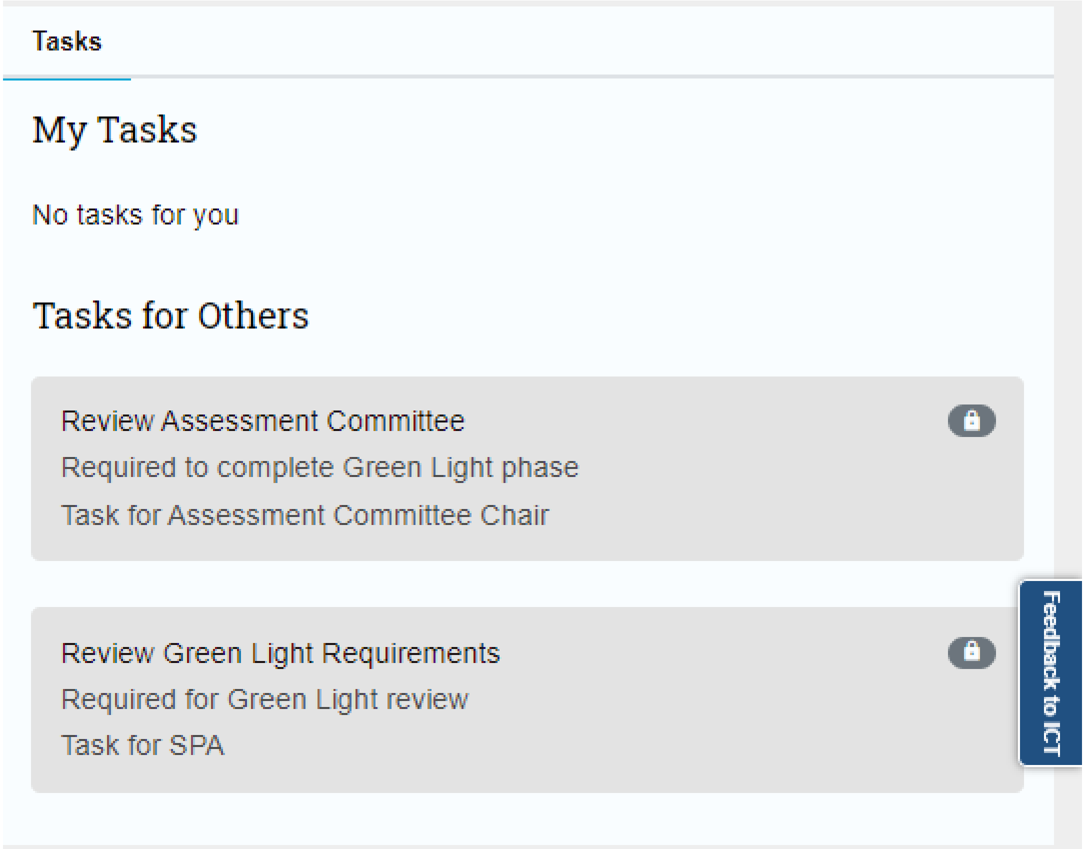
The (proposed) chair of your assessment committee and the board of examiners will then review your proposed assessment committee and if necessary add additional members. If your proposed committee is rejected, a new 'Propose assessment committee' task will appear. You can check the status of your assessment committee in the 'Stakeholders' tab. You need to have a complete and approved assessment committee before the Green Light meeting can take place. Only once the assessment committee has been approved, are they formally appointed to be the examinators of your MSc graduation project.

If your programme requires an additional Assessor to be added *after* Green Light, you can do so by clicking 'Edit Assessment Committee' in the stakeholder tab. Afterwards, the Assessment Committee will go through the approval process again. Discuss this with your chair.

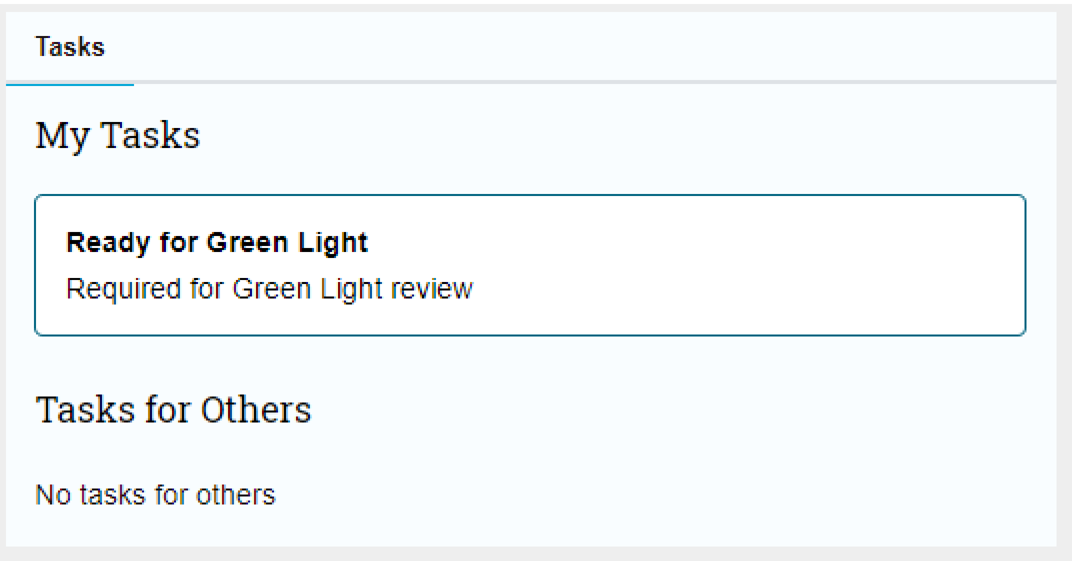
Task: Ready for Green Light

After your assessment committee and study progress have been proposed by you, and have been checked and formally approved by others (with no open "Tasks for Others"), you will see a new task called ‘Ready for Green Light’. Complete this task to signal to your chair that you are ready for Green Light, and to trigger the Green Light Review task for them.

In this example, you still have to wait for your Assessment Committee and Green Light Requirements to be approved:



Once this has been done, the Ready for Green Light task will appear:



Finalisation

The finalisation phase centres around the finalisation of your thesis project, your thesis defence and graduation.

Once your supervisor approves of your Green Light review, two new tasks will appear.

Important: If your programme requires an additional Assessor for your Assessment Committee to be added after Green Light, add them by going to the Stakeholders tab and clicking ‘edit assessment committee’. The new assessment committee will need to be approved by your chair and the BoE mandate again, so do this timely. Discuss this with your chair.

Task: Register presentation details

In this task you will provide the details of your presentation: The title of your thesis and your presentation date. After completing this task, you cannot change your title or planning anymore, this is the information that will be printed on your diploma. Be aware that this registration will not reserve a room, you are still responsible for doing that.

Task: Provide project deliverables

In this task you will upload the final deliverables of your project, the URL to your deliverables in the TU Delft repository, and your plagiarism link (if you had not already uploaded that in the Green Light phase. You only have to upload your plagiarism scan once).

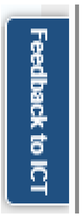
Once these tasks are completed and reviewed by your responsible supervisor and chair, a final task ‘Ready for assessment’ will appear. By completing this task, you signal that you are ready for your final assessment. After completing this task, you cannot edit any information in your case and your assessment committee can prepare for your assessment. The results of this final assessment will be registered in MyCase.

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.