CEG Pilot MyCase

Manual for students

Contents

Introduction

Thank you for participating in this pilot! In this manual you will find instructions on how to use the application and on how to give your feedback. General information about MyCase and this pilot can be found on [this page](#) on the student portal.

The goal of this pilot is to test MyCase, to optimize the system and to make it as user friendly as possible. In order to do that, we need your feedback. In the last chapter of this manual you will find instructions on how to give feedback.

Like MyCase, this manual will be updated throughout the pilot, so make sure to check the [manuals page](#) on the student portal to get the most up-to-date information.

In MyCase, you create a case in which key moments in your MSc thesis project are logged. The project is divided into a preparation phase, kick-off phase, mid-term phase, green-light phase and finalization 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.

In this manual will find an overview of the different elements in MyCase. The rest of the manual will go through each phase and its tasks. The last chapter of the manual covers how to give feedback.

Good luck with your project!

Kind regards,
Dirk Martin & Sanne Dijkstra
Project Management ESA CEG
mycase-ceg@tudelft.nl
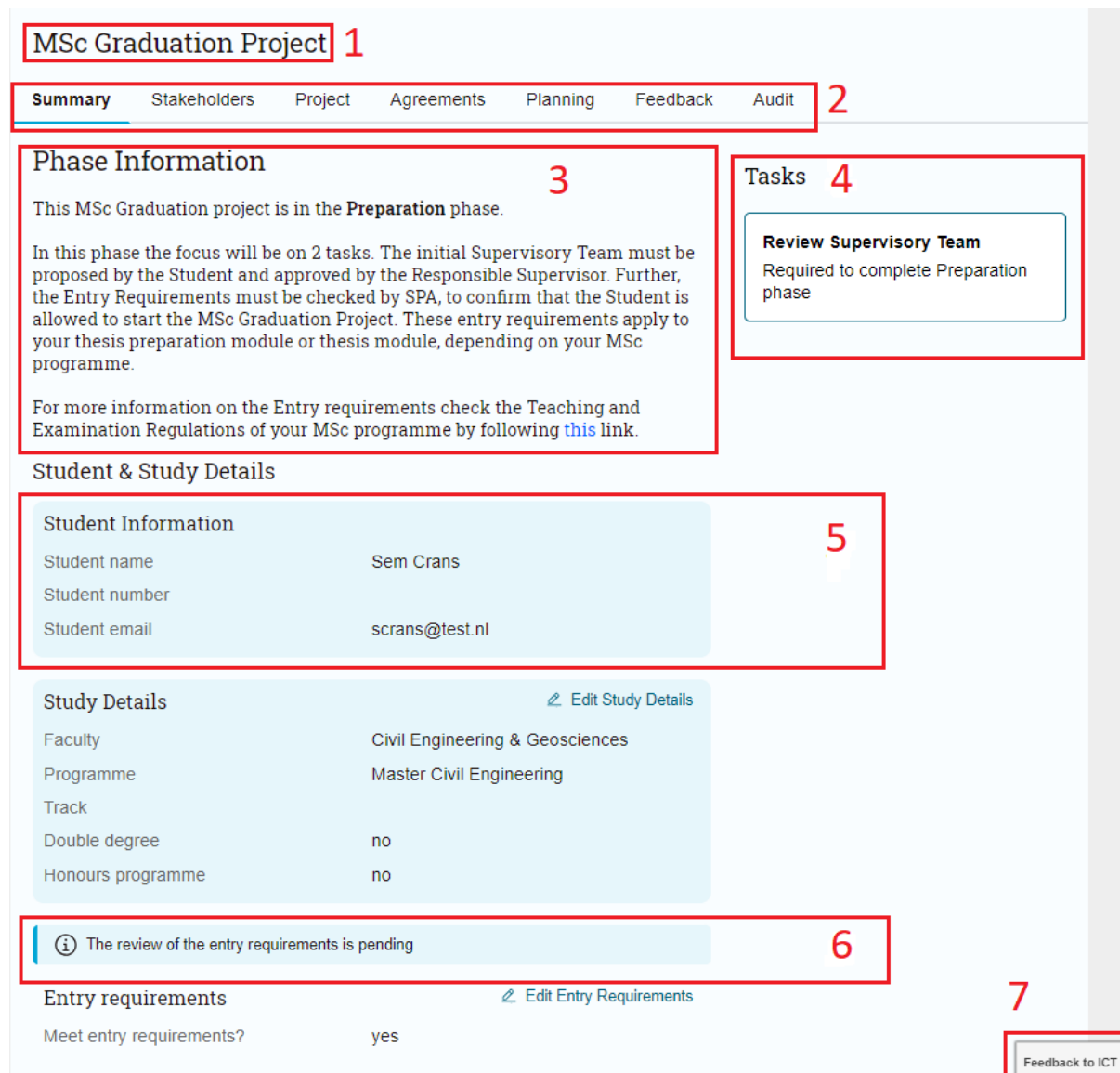
Starting the pilot

In order to get started in MyCase, we need to know the names of your responsible supervisor and other supervisors in your supervisory team. Please use [this form](#) to send us the names and email addresses of your supervisors. As this is a pilot, all supervisors have to be added to the system manually, so without these names you cannot start the procedure. Once you receive confirmation from us that your supervisors are added to the system, you can proceed.

Link to MyCase

Use this link to log into MyCase with your NetID/StudentID https://mycase.tudelft.nl

About MyCase

1. Header
2. Different tabs. In this example, the 'Summary' tab is open. At the start of the project, most tabs contain no information, this will be filled out over the course of the thesis project.
3. Phase information. The text on the white background provides general information about what happens during this phase.
4. Task list. In this example, 1 task is open. When a task is completed, it disappears and the information submitted in the task is logged in the case. When no tasks are open, a message 'All done!' is visible.
5. Information about the thesis project is displayed in blue boxes. Information or documents that are uploaded in tasks can usually be found in these boxes in the relevant tab.
6. Status box. In this example, a review is pending. A review can also be approved or rejected.
7. Feedback button. Use this button to give feedback about MyCase. See the last chapter of this manual for more information about giving feedback.

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.

Once 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 fill out with the relevant 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. This information combined with the tasks at the right hand screen should guide you through the process. In this manual, the processes and tasks are explained in more detail.
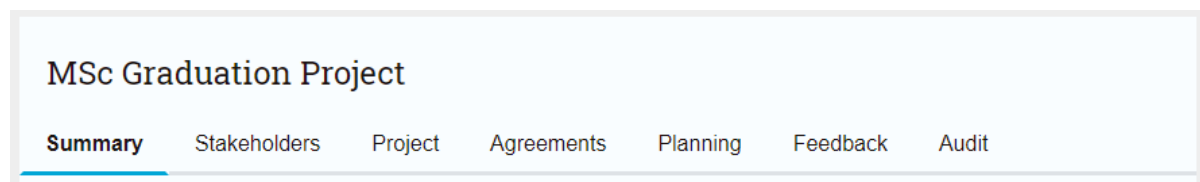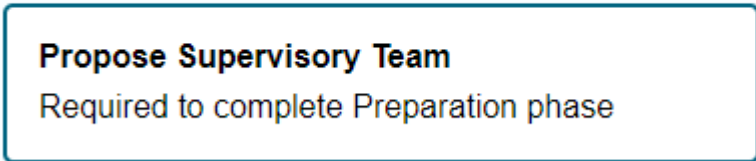
In the blue boxes you will find either information you logged in your case, the status of a task, or the message "There is no information to be shown".

At the right hand side of your screen, you will find a task list with one open task:

Propose supervisory team

Click on this 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 you can register this at a later point. Once you have selected all your supervisors, on 'Submit proposal'.

If you have sent the names of your supervisors to the MyCase pilot team and have received confirmation you should be able to choose their names. If you can't find a name of a supervisor, please use this form or 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.

All your tasks are now completed, which you can see in your task list on the right-hand side of your screen:

Two tasks are now pending with other parties: Your responsible supervisor 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.

Once both are approved, your project will be moved 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.

Change responsible supervisor

If your supervisory team or assessment committee changes, make the change known to us via mycase-ceg@tudelft.nl or this form. We will check if your new supervisor/assessor is already in the system and if not add them to MyCase and send them instructions for usage. After that we will confirm and you can make the changes in MyCase.

If you want to change your responsible supervisor, you can go to the 'Stakeholders' tab and change the responsible supervisor. The new responsible supervisor needs to approve this change in MyCase.

You can remove or add "regular" supervisors at any time via 'Edit supervisors'.

Kick-off phase

In the kick-off phase you will find a number of tasks on the right hand side. After you complete all the tasks, your responsible supervisor will review the information you submitted. The actual review is usually done 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:

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.

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. 'Finalisation' refers to the week in which you expect to graduate. 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.

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.

Register UN Knowledge Embargo

In this task you have to provide information about whether a UN knowledge embargo is applicable to your project. If so, you have to upload the relevant document. Once you have submitted this information, you can view and edit it in the tab 'Agreements'.

Register Human Participation

In this task you have to provide information about whether your project involves human participation. If so, you have to upload the relevant document. Once you have submitted this information, you can view and edit it in the tab 'Agreements'.

Register Confidentiality

In this task you have to provide information about whether a UN knowledge embargo is applicable to your project. If so, you have to upload the relevant document. Once you have submitted this information, you can view or edit it in the tab 'Agreements'.

Tasks

Provide Project Proposal
Required for Kick-Off review

Provide Planning
Required for Kick-Off review

Register External Party
Required for Kick-Off review

Register UN Knowledge Embargo
Required for Kick-Off review

Register Human Participation
Required for Green Light review

Register Confidentiality
Required for Green Light review

Midterm phase

In the Midterm phase you have two tasks:

Prepare Midterm

Complete this task once you are ready for your midterm review meeting. Your project deliverables are uploaded in a separate task. In the 'prepare midterm' task you don't need to upload any documents, just put down some text to let your supervisor know you're ready for your midterm meeting.

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.

Importantly, 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. There are no passes or fails, only 'continue in midterm' (currently called 'Retake') or 'continue to Green Light', depending on the number of meetings you and your supervisor wants to register in MyCase.

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 if your supervisor wants to plan multiple midterm/progress meetings, continue in the midterm phase. In the case of the latter, a new 'update planning' task will appear in MyCase. Once you complete this task and plan the new midterm meeting, your responsible supervisor will once again be able to evaluate the deliverables in your project and decide whether to move the project into Green light phase or whether to plan another midterm 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.

In the 'Feedback' tab, you can go to the overview of all the reviews that have taken place.

Green Light phase

Once your project continues into Green Light phase, three tasks will appear.

'Provide project deliverables' and 'check study progress overview' are required for the Green Light meeting. 'Propose assessment committee' may be required for the green light meeting or may be done at a later point, consult your supervisor about this. Please be aware that the task 'propose assessment committee' will require some time, so don't leave that to the last minute!

Provide project deliverables

Here you will upload the project deliverable for the Green Light phase, as discussed with your supervisor. You will also upload the details of the plagiarism check. You can find the information and deliverables you uploaded in the 'Project' tab.

Check study progress overview

In this task you indicate that you fulfil the requirements for starting the graduation process. 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.
The Study Programme Administration (SPA) will also check your study progress at a later point.

Propose Assessment committee

In this task you need to propose your assessment committee.

Your assessment committee members may be the same persons are your supervisory team, or they may be different persons. If any assessment committee members were not in your supervisory team and you cannot find them in MyCase, please use this form to let us know their names and email addresses. Because this is a pilot, these names have to be added to the system manually. Please be aware that this can take several days. Once you receive confirmation from us, you can add your assessment committee members and proceed. The (proposed) chair of your assessment committee and the board of examiners will then review your proposed assessment committee and if necesarry add additional members. If your proposed committee is rejected, a new 'Propose assesment committee' task will appear. You can check the status of your assessment committee in the 'Stakeholders' tab.

Ready for Green Light

It is possible that after completing the above tasks, you will see a new task called 'Ready for Green Light'. Complete this task to signal to your responsible supervisor that you are ready for Green Light, and to trigger the Green Light review.

Finalisation

Once your supervisor approves of your Green Light review, two new tasks will appear (and the task 'Propose assessment committee' will still be open if you had not yet completed it):

Propose presentation details

In this task you will provide the details of your presentation. Once you complete this task, your responsible supervisor will need to approve the details you submitted. Afterwards, your study progress will be formally checked by the university.

Provide project deliverables

In this task you will upload the final deliverables of your project.

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. The results of this final assessment will be registered in MyCase.

The finalisation phase is still under construction, this chapter will be expanded at a later date.

Giving feedback

## Where to share your feedback

If you have a **question** regarding MyCase or the pilot that you need answered, 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 other feedback, use the Feedback button in MyCase.

During the pilot of MyCase you are using a first version of the digital thesis tool. The development team is continuously updating the system and working on new and improved versions. Your input from testing the system will be used to fix bugs, locate urgent improvements and improve the system in general so that it suits the needs of the users as good as possible. Your feedback is therefore essential.

There is a feedback button in the system that you can use for giving feedback. You can give feedback via the feedback button in the bottom right corner of your screen:
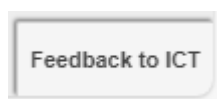
You can report bugs or errors you encountered, other things that don't work as they should, or suggest improvements to the system. Because we receive feedback from multiple participants of the pilot of several MSc programmes, we cannot give status updates on each individual request for change. We will however publish the release notes of new versions to the feedback page on the student portal.

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 <u>name</u> and <u>email</u>, so we know who the error occurred for and who gave us the feedback.

Please <u>tick the box</u> 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. The development team will then prioritize the change requests. The most essential changes will be processed if it's a change specific for our faculty or a technical malfunction. Essential changes that are linked to the general system or general functionalities, will be discussed in the Core Team with the other faculties who are using MyCase, because consensus needs to be achieved before implementing changes that apply to all faculties.