

OnStage

Manual Thesis Coordinator

FGW / FRT

Version 1.0, d.d. 21 December 2023

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Versioncontrol

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0.1	01-09-2023	Methaporn Jongerius-Sae-Lim / Aaf Hoekstra	First draft
1.1	21-12-2023	Methaporn Jongerius-Sae-Lim / Aaf Hoekstra	

1. Introduction

This manual is intended for thesis coordinators and supplements the manual for teachers, where you can find most of the information on using OnStage. This document explains OnStage's guiding principles.

1.1 The thesis coordinator

The first point of contact for supervisors and assessors is the thesis coordinator. The thesis coordinator (hereafter referred to as coordinator) manages the allocating of supervisors and assessors and keeps track of the overall progress on behalf of the respective degree programme. Coordinators are supported by the faculty OnStage key-users, who have more privileges within OnStage.

1.2 Contact

For support contact onstage.fgw@vu.nl.

1.3 Application Roles

Within OnStage we distinguish between these roles:

Abbr.	Role	Description
SV	Supervisor	Examiner who carries out the daily supervision of a graduating student. In most cases, this lecturer is also a assessor of the thesis and the thesis process (i.e. academic attitude).
SSV	Second Supervisor	Second examiner who carries out the daily supervision of the graduate. In most cases, this lecturer is also a assessor of the thesis and the thesis process (i.e. academic attitude).
AS2	Second Assessor	Examiner who has not been involved in the supervision process and who only assesses the final thesis, without any knowledge of the process or work attitude of the student. In the Dutch academic often called the <i>Second Reviewer</i> ('tweede lezer') .
AS3	Third Assessor	Examiner who is asked to make an additional assessment when needed (i.e. if there is a difference of 2.0 points or more in the first assessments; if one assessor assigns a pass and the other assessor assigns a fail, if and assessor cannot agree for other reasons).
CO	Coordinator	Thesis coordinator of the degree programme.
ADM	Administrator	OnStage administrator (key-user) for FGW & FRT

3. Coaching Groups

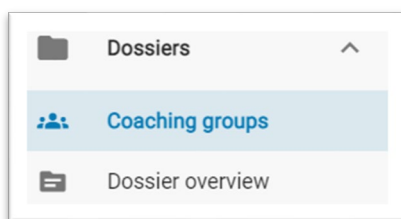
A coaching group is a group of students who follow the same series of steps within the thesis process. Coordinators can add students to these groups to start the supervision process. Students may also enroll to a coaching group if this option is made available to them. Once a student is enrolled the student's dossier will be automatically created to track all the progress and future documentation.

Students who are not enrolled to a coaching group can access OnStage – provided that they have registered for the thesis course in SAP – but will not be able to see any information. Likewise examiners will not be able access student dossiers unless they have been allocated to a student's dossier in some capacity.

The (thesis) course code will always be included in the name of the coaching group.

Opening a coaching group

- Click on 'Coaching groups' in the left-hand column to open a coaching group.

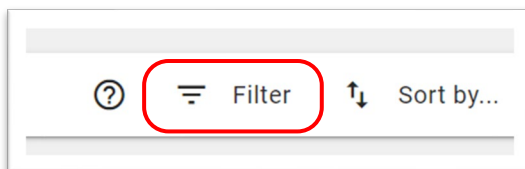


- Filter for the relevant starting period.
- Click on the coaching group that you want to open (this is a coloured bar).
- You are now in the coaching group.

'Students in coaching group' tab

The coaching group will automatically open at the 'Students in coaching group' tab. This is the most important tab and allows you, for example, to:

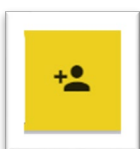
- Open an individual student's dossier by clicking on the student's name
- Get an overview by applying various filters, such as the specialisation, the supervisor or the progress status



- Generate reports, such as overviews of assessments. This option also appears if you select one or more students (see 3.3)
- Send e-mails to one or more students by ticking/unticking their checkbox. At the bottom of the page you will then see the available options for e-mails (see 3.4)

3.1 Adding students to a coaching group

The coordinator can always add the student to the coaching group. (Students may also enroll to a coaching group if this option is made available to them.) When needed you can add students to a coaching group by navigating to the desired coaching group and click on the icon in the top right corner.



Students are not always findable by name, it is advised to search by student number instead.

You can check in the settings tab of the coaching group if students are allowed to enroll themselves to a coaching group.

STUDENTS IN COACHING GROUP SETTINGS DOCUMENTS

working days: Sun Mon Tue Wed Thu Fri Sat

Active: Yes

Students may register themselves for this coaching group: Yes

Time of first registration: 05-02-2024 00:00

Last possible registration date: 31-08-2024

Instructions:

4. Student Dossiers

A dossier contains all the details of 1 assignment (namely the thesis process) from 1 student. Information is kept in the file and clearly displayed, but it is also shown at which phase the student is (preparation phase/execution phase). Furthermore, this file is expanded with information and documents as the student progresses through activities/steps.

After clicking on a student for whom you want to open his/her file, you can access the "COVER" of the student's file which contains the brief information of this student, including who has been assigned as a supervisor etc. Under "Recent dossier and e-mail communication" you can see the automatic email correspondence.

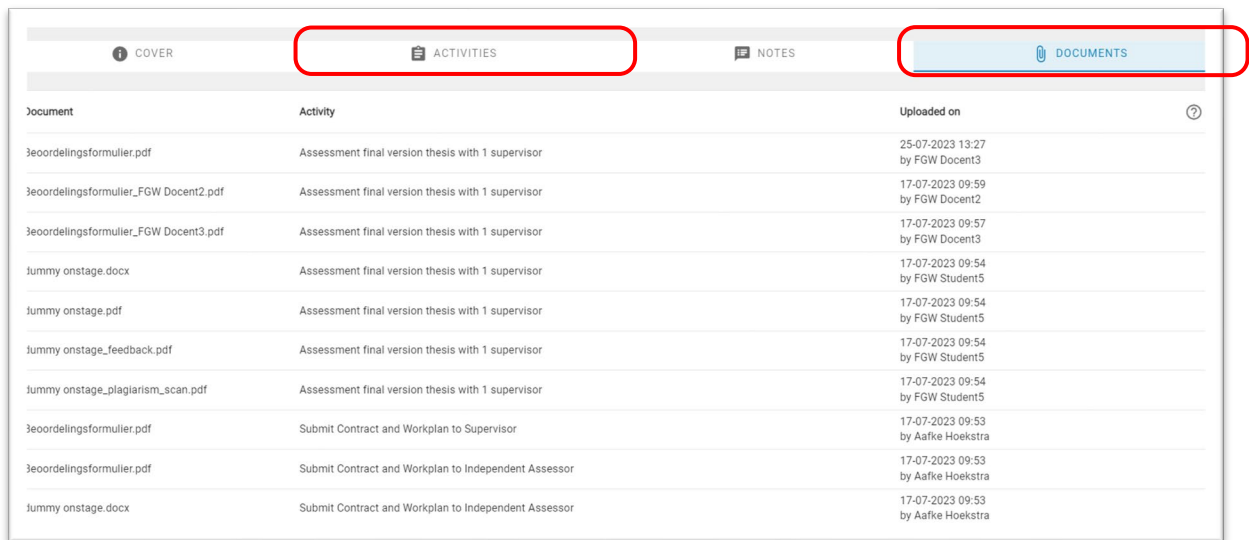
The screenshot shows the 'COVER' tab of a student dossier for 'Student5, FGW'. The 'COVER' tab is highlighted with a red box. The student information includes a profile picture, name 'Student5, FGW', email 'FGWStudent5 test@test.nl', programme 'FGW Inrichtingsopleiding', and coaching group '22/23 P4 P5 P6 Thesis 1 Supervi...' with dates '01 Sep 22 to 31 Aug 23'. The 'Recent dossier and e-mail communication' section is also highlighted with a red box and contains a list of email notifications: 'Student has finished the thesis 25 Jul 23 13:28', 'Document(en) beoordeeld / Document(s) reviewed 25 Jul ...', 'Document(en) ingeleverd / Document(s) submitted 25 Jul ...', and 'Student has finished the thesis 17 Jul 23 10:01'. At the bottom, there are links for 'OPEN MAIL' and 'OPEN COMMUNICATION'.

Under the tab "ACTIVITIES" you will see the status of the steps should be/are completed.

The screenshot shows the 'ACTIVITIES' tab, which is highlighted with a red box. It displays a table of 'Preparation phase activities' with columns for 'To be done by' and 'Last modified on'. The activities listed are: 'Registered by student', 'Allocate First Supervisor', 'Allocate Second Supervisor', 'Submit Contract and Workplan to Supervisors', 'Allocate Independent Assessor', 'Submit Contract and Workplan to Independent Assessor', 'Submit Draft version(s)', and 'Submit Self-assessment'. A right-hand sidebar shows a 'Preparation phase step-b...' section with a list of completed tasks: 'Allocate First Supervisor S, ADM, CO', 'Allocate Second Supervisor S, ADM, CO', 'Submit Contract and Workplan to Super... S, SV, SSV', and 'Allocate Independent Assessor ADM, CO'.

Preparation phase activities	To be done by	Last modified on
✓ Registered by student	Student	12-6-2023 14:40
✓ Allocate First Supervisor	Student, Administrator, Coordina...	12-6-2023 14:42
✓ Allocate Second Supervisor	Student, Administrator, Coordina...	12-6-2023 14:50
✓ Submit Contract and Workplan to Supervisors	Student, Supervisor, Second sup...	12-6-2023 14:57
✓ Allocate Independent Assessor	Administrator, Coordinator	12-6-2023 15:03
✓ Submit Contract and Workplan to Independent Assessor	Student, Supervisor, Second sup...	12-6-2023 15:19
✓ Submit Draft version(s)	Student	12-6-2023 15:20
✓ Submit Self-assessment	Student	12-6-2023 15:23

You can see the dossier documents by clicking on the tab "DOCUMENTS". Please note: there can be multiple by the same name, please check which file belongs to which step (activity).



Document	Activity	Uploaded on
3eoordelingsformulier.pdf	Assessment final version thesis with 1 supervisor	25-07-2023 13:27 by FGW Docent3
3eoordelingsformulier_FGW Docent2.pdf	Assessment final version thesis with 1 supervisor	17-07-2023 09:59 by FGW Docent2
3eoordelingsformulier_FGW Docent3.pdf	Assessment final version thesis with 1 supervisor	17-07-2023 09:57 by FGW Docent3
Jummy onstage.docx	Assessment final version thesis with 1 supervisor	17-07-2023 09:54 by FGW Student5
Jummy onstage.pdf	Assessment final version thesis with 1 supervisor	17-07-2023 09:54 by FGW Student5
Jummy onstage_feedback.pdf	Assessment final version thesis with 1 supervisor	17-07-2023 09:54 by FGW Student5
Jummy onstage_plagiarism_scan.pdf	Assessment final version thesis with 1 supervisor	17-07-2023 09:54 by FGW Student5
3eoordelingsformulier.pdf	Submit Contract and Workplan to Supervisor	17-07-2023 09:53 by Aafke Hoekstra
3eoordelingsformulier.pdf	Submit Contract and Workplan to Independent Assessor	17-07-2023 09:53 by Aafke Hoekstra
Jummy onstage.docx	Submit Contract and Workplan to Independent Assessor	17-07-2023 09:53 by Aafke Hoekstra

5. Steps & Phases

The thesis process consists of 2 phases – the preparation phase and the execution phase – that can consist of mandatory and optional steps.

5.1 Preparation Phase

The preparation phase starts as soon as the student is enrolled in a coaching group.

- The mandatory steps must be completed in a fixed order (i.e. you cannot proceed to the next step without completing the current step)
- The next mandatory step will be automatically selected/activated as soon as the current step is completed
- Always includes the assignment of supervisor(s) and second assessor

Once all steps in the preparation phase have been completed the student will automatically proceed to the execution phase. Please note: the steps of the execution phase will not be visible until the preparation phase has been completed.

5.2 Execution Phase

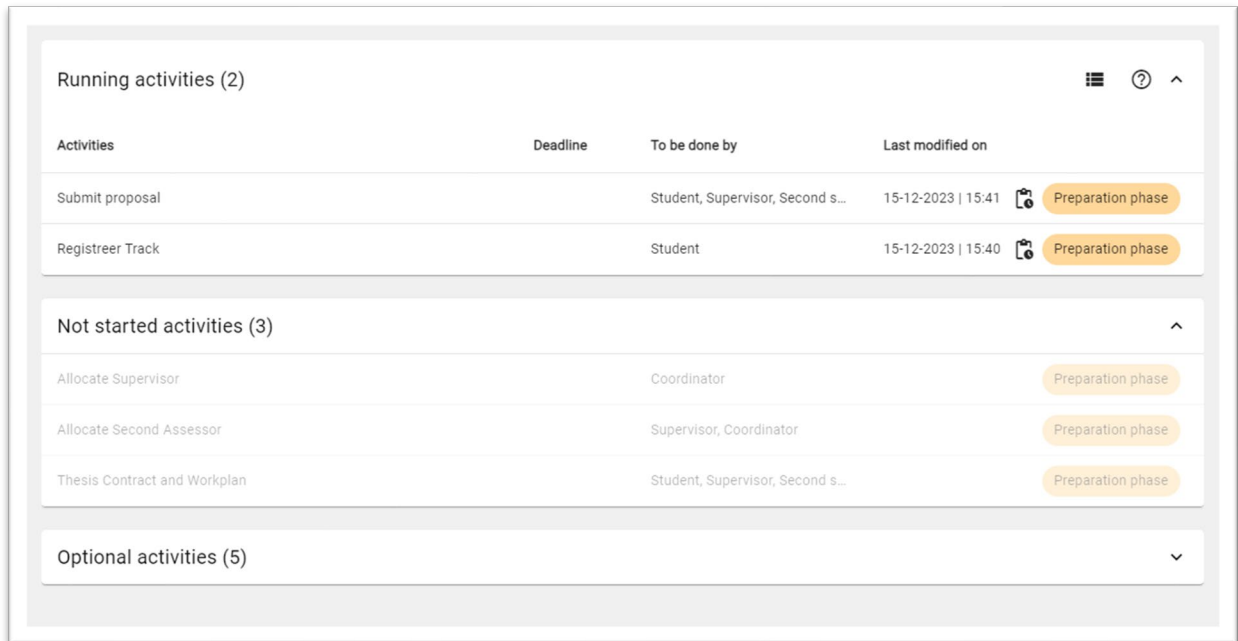
The execution phase starts as soon as the preparation phase is completed.

- A series of steps that can be completed without a particular order
- The mandatory steps are not pre-selected and must be added to the process
- Always contains the assessment of the graduation thesis

If all mandatory steps have been completed the student's file will be closed automatically. Note: If an activity has been postponed and the student completes all further steps the dossier will not be completed automatically. Please contact the key-users to assist you.

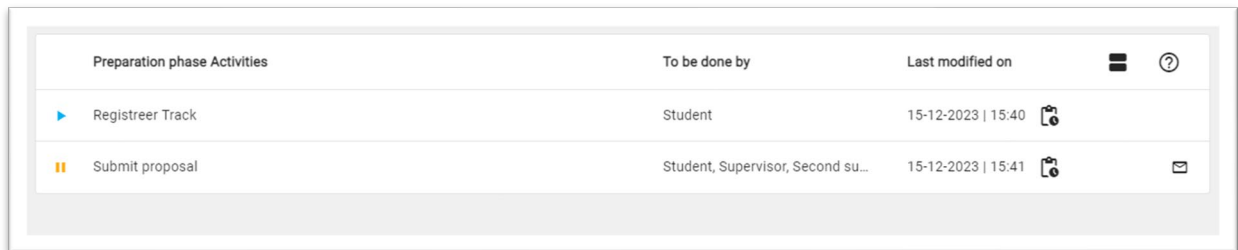
5.3 Default dossier activity view

The default dossier activity view is sorted by activity status (see below).



Activities	Deadline	To be done by	Last modified on	
Running activities (2)				
Submit proposal		Student, Supervisor, Second s...	15-12-2023 15:41	Preparation phase
Registreer Track		Student	15-12-2023 15:40	Preparation phase
Not started activities (3)				
Allocate Supervisor		Coordinator		Preparation phase
Allocate Second Assessor		Supervisor, Coordinator		Preparation phase
Thesis Contract and Workplan		Student, Supervisor, Second s...		Preparation phase
Optional activities (5)				

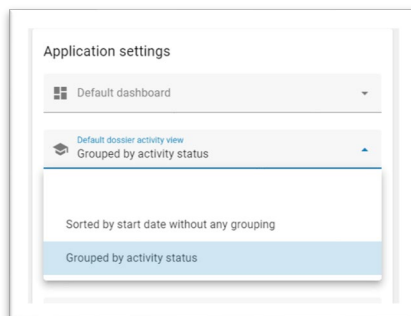
Alternatively you can switch to sorting activities by start date without any grouping (see below).



Preparation phase Activities	To be done by	Last modified on	
▶ Registreer Track	Student	15-12-2023 15:40	
▬ Submit proposal	Student, Supervisor, Second su...	15-12-2023 15:41	

You can set your preferred default view in the user settings.

- Go to the bottom left corner and click on your initials/name.
- Click 'User settings'
- Set your preferred default under 'Application settings'



5.4 Optional steps

Optional steps can be added by clicking on the step name and can be added to the process an unlimited number of times. **Please note: Optional steps become mandatory steps when you click on them!**

Preparation phase activities	To be done by	Last modified on
✓ Allocate supervisor	Coordinator	26-6-2023 17:45
✓ Allocate the independent assessor	Supervisor	26-6-2023 17:45
▶ Submit Contract 1 supervisor	Student, Supervisor, First assess...	27-6-2023 12:43

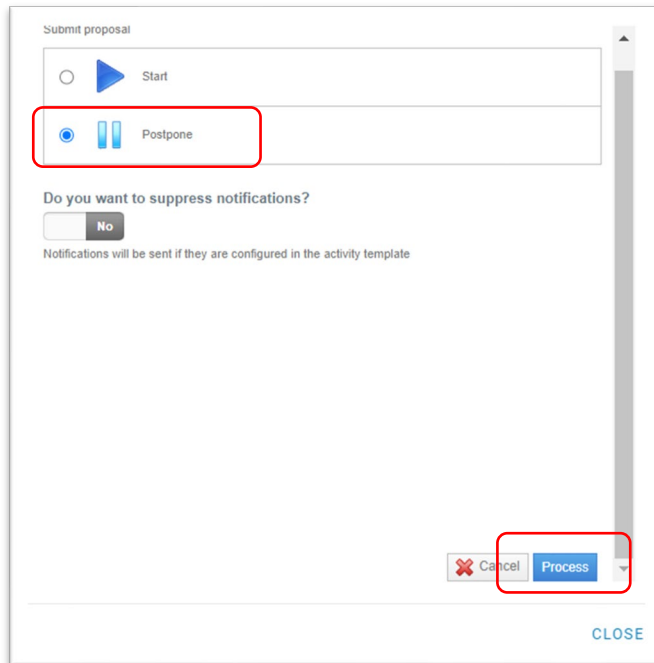
Preparation phase step-b...
✓ Allocate supervisor CO
✓ Allocate the independent assessor SV
▶ Submit Contract 1 supervisor S, SV, AS1
Submit draft version(s) S, SV
Submit Self-assessment S
Optional activities
+ Allocate new supervisor CO
+ Allocate new independent assessor ...

The status of each activity is indicated by a symbol:

	Open activity
	Postponed activity
	Completed activity
	Cancelled activity
	Activity that can be activated

5.5 Postpone steps

You can postpone steps by opening the 'Manage dossier activities' menu. Note: if an activity has been postponed and the student completes all further steps the dossier will not be completed automatically. Please contact the key-users if a dossier needs to be closed. **Please note:** For accreditation purposes the contract and workplan steps will always need to be completed.



Submit proposal

Start

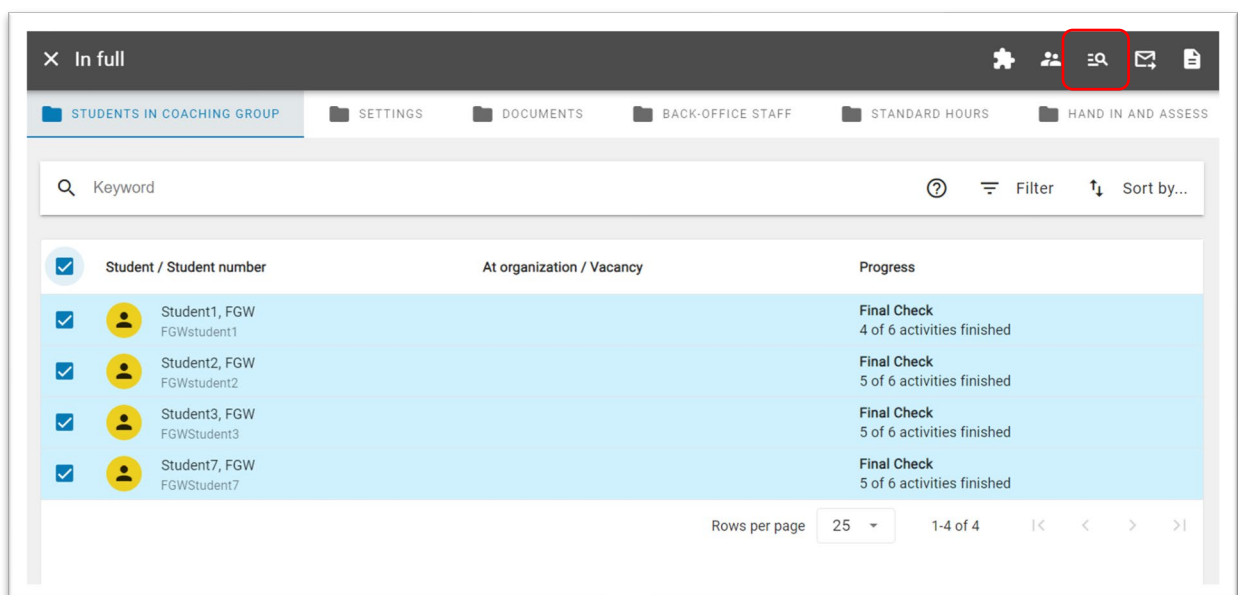
Postpone

Do you want to suppress notifications?

No

Notifications will be sent if they are configured in the activity template

CLOSE



In full

STUDENTS IN COACHING GROUP

SETTINGS DOCUMENTS BACK-OFFICE STAFF STANDARD HOURS HAND IN AND ASSESS

Keyword Filter Sort by...

Student / Student number	At organization / Vacancy	Progress
<input checked="" type="checkbox"/> Student1, FGW FGWstudent1		Final Check 4 of 6 activities finished
<input checked="" type="checkbox"/> Student2, FGW FGWstudent2		Final Check 5 of 6 activities finished
<input checked="" type="checkbox"/> Student3, FGW FGWstudent3		Final Check 5 of 6 activities finished
<input checked="" type="checkbox"/> Student7, FGW FGWstudent7		Final Check 5 of 6 activities finished

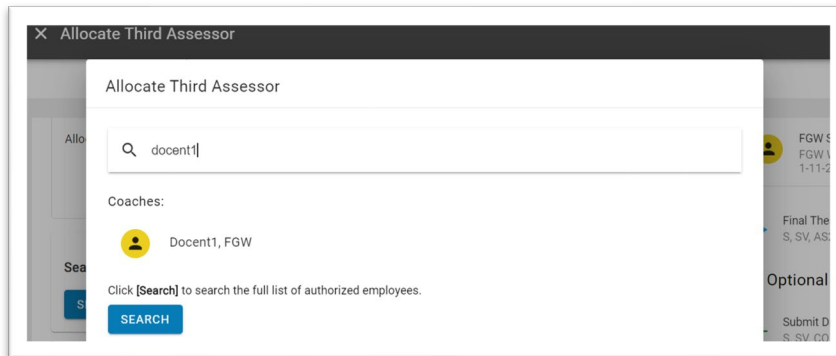
Rows per page 25 1-4 of 4

6. Assigning supervisors and assessors

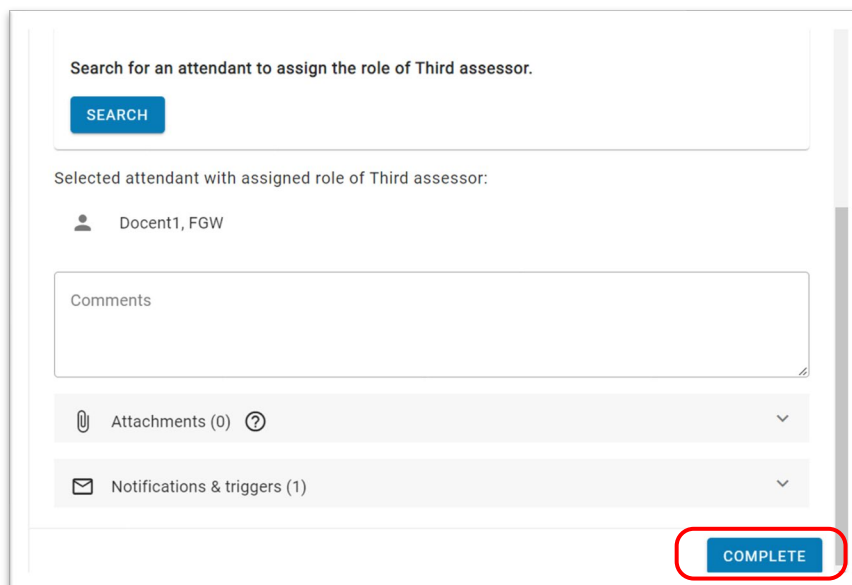
6.1 Assigning supervisor or assessors within a step

Once you received a notification to assign a supervisor or assessor:

- Go to the student's dossier.
- Go to the Activities tab and click on the correct allocation step.
- Use the 'Search' button to find the desired examiner.
- Select the examiner.



- Finalise your choice by clicking on 'Complete' at the bottom of the screen.

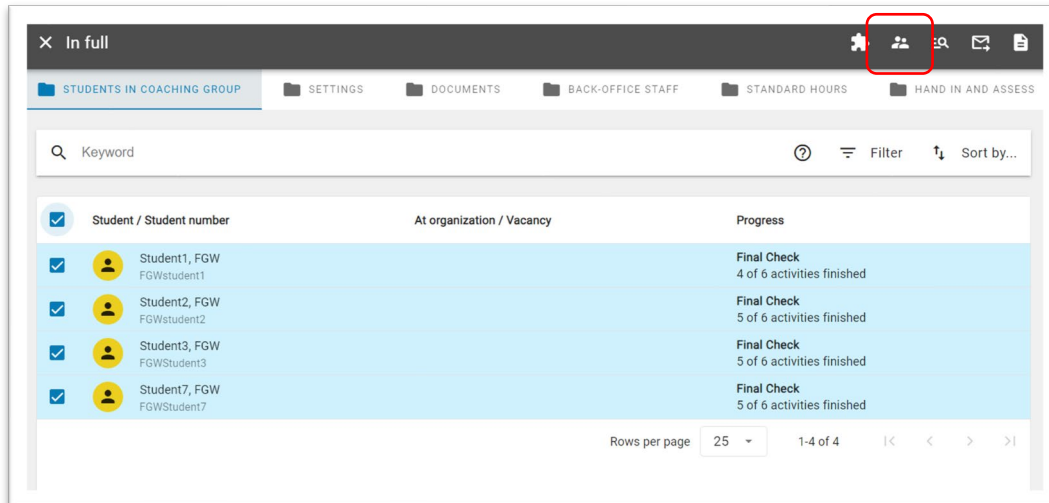


- The supervisor/assessor and the student will then be notified.

Can't find an examiner? The examiner must be assigned to the specific thesis code. Contact the key-users to assist you. For external examiners see 6.3.

6.2 Assigning supervisors or assessors in bulk

To assign examiners in bulk select one or multiple students in a coaching group and click the icon in the top bar. In the pop-up screen select the desired examiner and role.



6.3 External examiners

Examiners may be external. In that case, they can be added manually in OnStage and will be given a guest account. You can request an external account by contacting (onstage.fgw@vu.nl or onstage.frt@vu.nl). The following information is required: Surname, Gender [Unknown/Male/Female], Email, Programme. After the external accounts have been created for OnStage, the external examiners immediately receive an email with their account details.

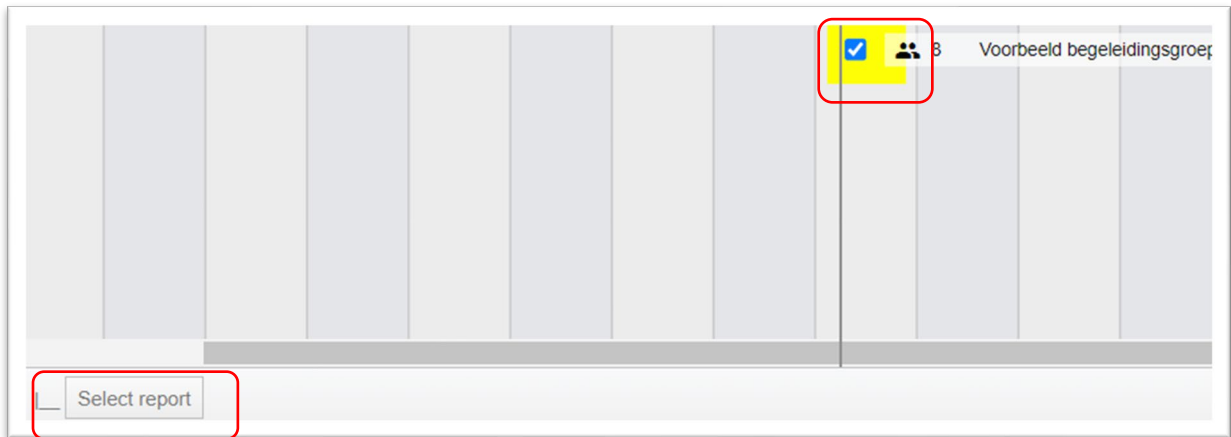
Please note: this does not apply to former employees who are still supervising a student: instead a *gastvrijheidsaccount* must be requested. For more information: [Hospitality - VU University Amsterdam \(vu.nl\)](https://www.vu.nl/hospitality). Requesting a *gastvrijheidsaccount* can take up to 4 weeks.

7. Downloading progress reports

NB: It is recommended to use Google Chrome or Firefox.

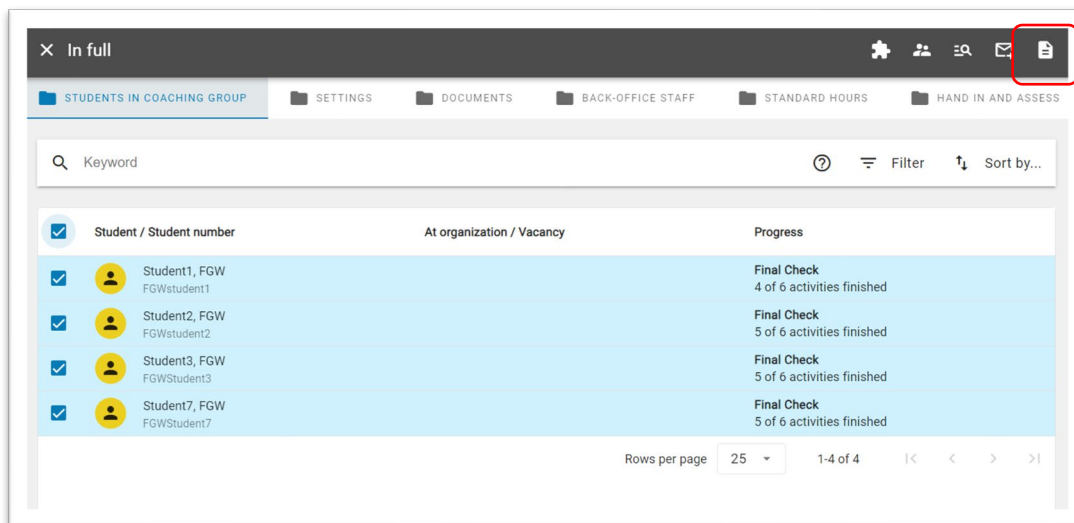
7.1 Quick reports

To quickly download a PDF or Excel overview select one or multiple coaching groups and click on "Select report".



7.2 Detailed reports (single coaching group only)

To generate specific reports of a single coaching group go to desired coaching group. Select one or more students and click on the document icon in the top right corner. In the pop-up window select the desired report.

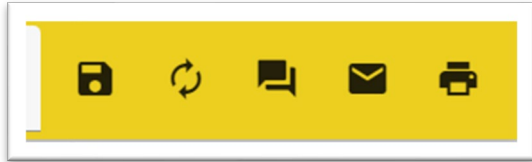


8. Mailings

8.1 Individual students

In the student dossier:

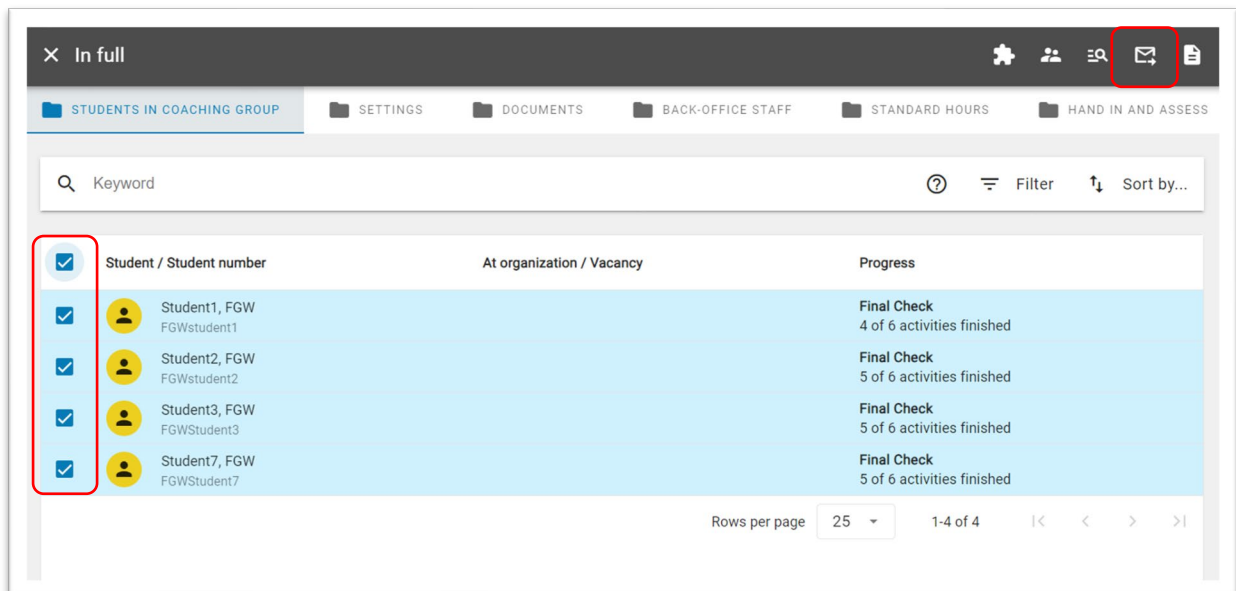
- In the "Activities" tab, click on the mail icon in the top right corner.







8.2 Multiple students

In the coaching group:

- Select one or more students
- The button appears at top right corner of the screen:



The screenshot shows a web application interface for managing a coaching group. At the top, there is a navigation bar with a search bar and several icons, including a mail icon highlighted in a red box. Below the navigation bar, there is a search bar with the text "Keyword" and a "Filter" button. The main content area displays a table with the following columns: "Student / Student number", "At organization / Vacancy", and "Progress". The table contains four rows of student data, each with a blue checkmark in the selection column. The progress for each student is listed as "Final Check" followed by the number of activities finished out of six.

<input checked="" type="checkbox"/>	Student / Student number	At organization / Vacancy	Progress
<input checked="" type="checkbox"/>	 Student1, FGW FGWstudent1		Final Check 4 of 6 activities finished
<input checked="" type="checkbox"/>	 Student2, FGW FGWstudent2		Final Check 5 of 6 activities finished
<input checked="" type="checkbox"/>	 Student3, FGW FGWStudent3		Final Check 5 of 6 activities finished
<input checked="" type="checkbox"/>	 Student7, FGW FGWStudent7		Final Check 5 of 6 activities finished

At the bottom of the table, there is a "Rows per page" dropdown menu set to "25", and a pagination indicator showing "1-4 of 4" with navigation arrows.

9. Assessment & Consolidation

In case the '4-eyes principle' is applied to assessments it is mandatory to combine the individual assessments to one final assessment. (In other words, the final (combined) assessment form takes precedence over the individual assessments within OnStage.) The consolidator is the person who has been tasked with determining the final assessment. Usually, this is either the (first) supervisor or coordinator. It is thus possible to be both assessor and consolidator (as determined by the degree programme).

As a result of this principle, there will be at least three assessment forms (per attempt). In case of the thesis this means:

- the final assessment form
- the supervisor's assessment form
- the second assessor's assessment form
- the second supervisor's assessment form (optional)
- the third assessor's assessment form (optional)

When the final thesis grade has to be determined (= consolidation) a final assessment form will be drawn up that is pre-filled with the assessments of the assessors. The consolidator can choose which assessments should be reflected on the final form.

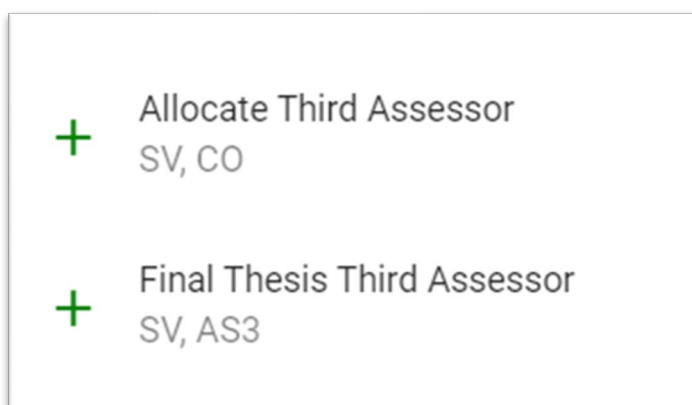
10. The Third Assessor

The third assessor is the examiner who is asked to make an additional assessment when needed (i.e. if there is a difference of 2.0 points or more in the first assessments; if one assessor assigns a pass and the other assessor assigns a fail, if and assessor cannot agree for other reasons; always consult the thesis regulations on the exact requirements).

The third assessor cannot be added the ongoing 'final thesis' step. Hence, the third assessor should assess the thesis in the different step.

Important: the consolidator should not consolidate the grade until the third assessor has finished his/her assessment.

1. Assign the third assessor by using the therefore designated optional activity in the execution phase.



2. Add the 'final thesis third assessor activity' to the process and hand-in the student's thesis for the second supervisor to review.
3. When the third assessor has finished his/her assessment it will not become visible in the ongoing 'final thesis' step. Hence, the consolidator must manually incorporate the assessment in the consolidation step, for example in the remark field(s). After this the grade can be consolidated.

11. Delays

If the student cannot complete the thesis in the current academic year:

- If the student has not yet started the thesis process in OnStage (or has made very little progress), let the student start in the coaching group of the following year. **Important:** register a NS or NVD in the current academic year and contact the key-users to close the student's current dossier. The student must register for the thesis course of the next academic year.
- If the student has already started OnStage in the coaching group of the current year, and the coordinator agrees, the student can continue with the current dossier in the same coaching group and you may wish to adjust the dossier dates. The student does not have to enroll/ be added to the new coaching group but must re-enroll for the thesis course of the new academic year via the studielink. **Important:** register a NS or NVD in the current academic year. The key-user can assign an extra resit attempt.

11.1 Adjusting dossier dates

Each dossier has a start and end date. By default, these are the start and end dates of the coaching group in which the dossier is located. Exceeding the end date has no immediate consequence in OnStage. The student's dossier will remain open and can be actively used. However, it may be desirable to deviate from the standard start and end dates at dossier level to help you give an overview of active dossiers. For this reason the adjust end dates step is sometimes built into OnStage as an optional step for supervisors and coordinators:

- Go to the student's dossier.
- Go to the 'activities' tab and click on "adjust enddates" step.
- Set the starting date and expected end date. The starting date does not have to be the current date and may also be in the past.
- Select to 'complete'.

Do not see this step? Contact the key-users.

FAQ

My student(s) are not visible in OnStage?

Students are passed on to OnStage as soon as they register for the thesis course. Students can register themselves for the thesis course throughout the academic year. Check whether the student is registered and otherwise contact onstage.fgw@vu.nl or onstage.frt@vu.nl.

What if the student cannot complete the thesis in the current academic year?

If the student has not yet started the thesis process in OnStage (or has made very little progress), let the student start in the coaching group of the following year. Contact the key-users to close the student's current dossier. If the student has already started OnStage in the coaching group of the current year, and the coordinator agrees, the student can complete his current dossier. In both cases the student must re-enrol for the thesis course of the next academic year via the studielink

Will OnStage's thesis be automatically uploaded to SURFShareKit (formerly UBVU)?

No, there is no link with SURFShareKit, so theses are not automatically uploaded from OnStage to SURFShareKit.

Does the plagiarism check also source from Canvas?

Yes, Ouriginal also checks plagiarism against documents that have been submitted/uploaded by the student in Canvas.

I see a 100% score for plagiarism check, what is wrong?

The cause could be that a student uploaded a draft version in OnStage, or has also submitted the document via Canvas. Currently Ouriginal sees this as a separate document, because Canvas uses the student number email address, and OnStage uses the student name email address. We are working on a solution. Until then, please exclude the Canvas document from the plagiarism check in Ouriginal and run it again.

Can I close a student's dossier?

Key-users can force the completion of a dossier. You may want to cancel a dossier when a student will not complete the thesis or force close a dossier when the student has finished all activities except for one or more postponed activities.

My student's dossier will not complete automatically?

If an activity has been postponed and the student completes all further steps the dossier will not be completed automatically. Please contact the key-users if the dossier can be closed.

When will the thesis grade be registered in SAP?

The student administration will receive an automatic email when the grade has been consolidated and published (including resit) or when a no show has been registered. In the future grades will be automatically passed on to SAP.

Is there a file size limit?

Documents that need to be checked for plagiarism have a file size limit of 25 MB. Other files can have a larger file size limit.