

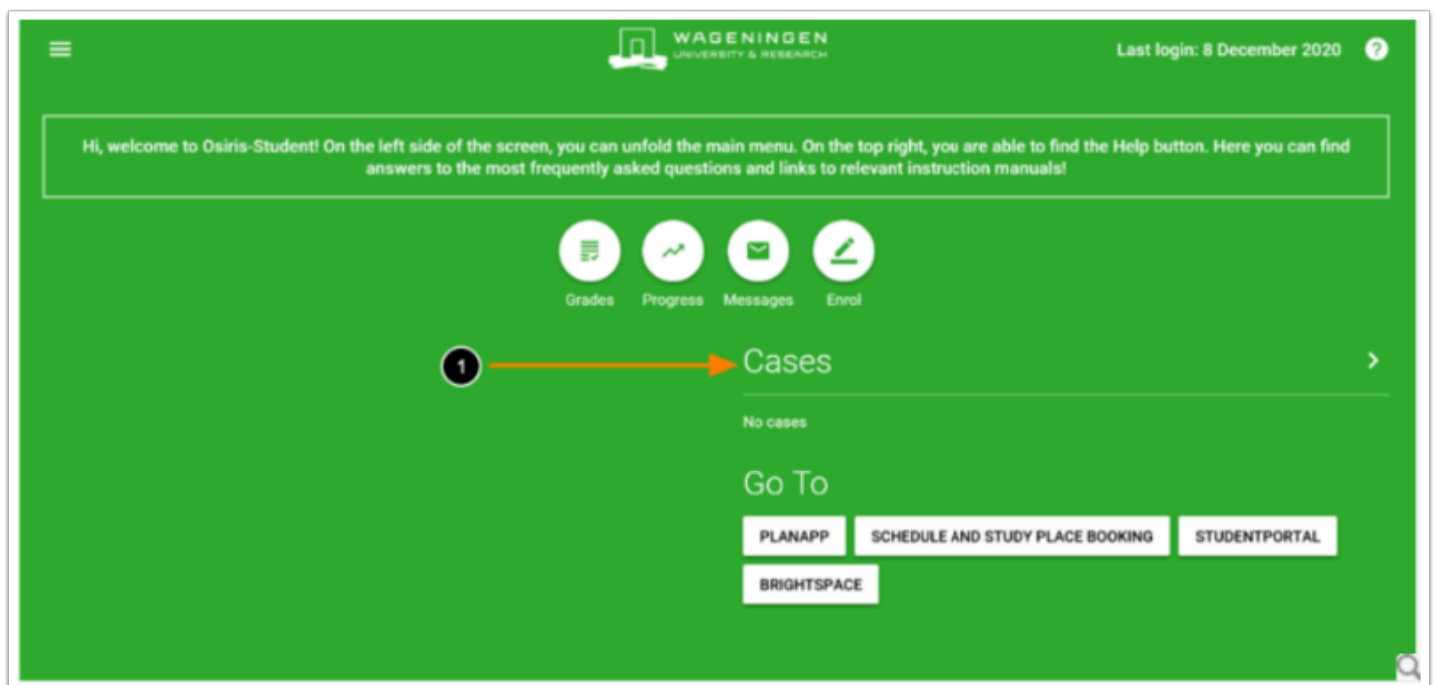
# How to initiate the administrative processes for the MSc thesis, internship or research practice

## How to initiate the administrative processes for the MSc Thesis, Internship or Research Practice

**Once you've found** yourself a chair group and WUR-supervisor for your Master's Thesis, Internship or Research Practice, you as student will start the administrative processes by registering the information in a Learning Agreement. All relevant administrative information is registered in Osiris and where required approved by the supervisor. Also the (final) thesis, reflection reports (for internship and research practice) and assessment forms are registered in Osiris using this process.

This manual describes how to start this administrative process.

All relevant information on completing the forms is included on the forms, and therefore not part of this manual.



1. First, click on the heading **Cases** in the home screen of [Osiris-Student](#)

**WAGENINGEN**  
UNIVERSITY & RESEARCH

**My cases**

**2** → **Start case**

**Creating external Course** **Details**

Firenze01

CASE NUMBER	DATE COMPLETED	OUTCOME
17426	08-04-2022	Approved

2. To make a new case, click on the button **Start case**

**WAGENINGEN**  
UNIVERSITY & RESEARCH

**Choose one of the following cases** **Back to my cases**

**Creating external Course** **Start**

Using this Osiris-Case-Process, you can generate an external course.  
This option is used when you are going to attend courses at another university (e.g. as exchange student) that you want to add to your planning.

Once you add courses in this way, they become available -only to you- in your (future) planning in the PlanApp, and you can submit them as part of your approval request for your electives.

**Registration of Thesis-Internship-ResearchPractice** **3** → **Start**

Using this 'case' you as student start the administrative process for your MSc Thesis, MSc Internship and/or MSc Research Practice.  
You start this process as soon as your supervisor has agreed to supervise you for your thesis (or has been assigned to you by a coordinator).

This process registers all administrative steps, from the learning agreement up to and including the registration of the final grade.

3. Select the '*Registration of Thesis-Internship-Research Practice*' option and click on **Start** to proceed

On each of the subsequent forms you'll now encounter, you can read the instructions that are needed to complete the forms successfully.

After entering the initial information and submitting, the process is started and you can now complete the Learning Agreement.

(For completing the Learning Agreement, you'll need information discussed in a first meeting with your supervisor. )

**Cases**

**Registration of Thesis-Internship-ResearchPractice - THESIS**

Master Nutrition and Health

VIR80436

Casenumber: 21712

Started on: 24-06-2022

**Enter the Learning Agreement**

4. In Osiris Student, on the main screen, the process is shown once you've initiated it. Click anywhere in this box to enter the information of the learning agreement. On this place, in Osiris Student, you can always access this process until it is completed (i.e. you received your final grade).

In each of the forms/pages that you'll have to complete, follow the explanation on the screen that will guide you through the process step-by-step.

After completing a form, don't forget to first press **SAVE** (5) to store your information (screenshot below) and on the next screen press **COMPLETE** (6) to submit the information (second screenshot below).

**Learning Agreement**

Cancel Save temporarily Save

1. Explanation 2. Supervisor 3. Course 4. Your data 5. Admission 6. Project planning 7. Project description 8. Arrangements 9. Intellectual property 10. Completion

Where required for your specific situation, additional documents can be uploaded.  
To do so, after checking and completing this form, please use the 'Other Documents' option that is available after completing this form.

-----

Please double-check the information entered in the previous tabs, save and press the 'Complete Step' button.  
The Learning Agreement as you've completed here will be submitted to your main supervisor for review.  
Your supervisor can approve, reject (i.e. you have to redo it) or make some small changes and approve.  
You will receive an email, with further instructions where required, once your supervisor has reviewed this learning agreement.

#Tekst TIR\_1\_2 p10 b1

Previous Cancel Save temporarily Save

5

## Case details

[Back to my cases](#)

### Registration of Thesis-Internship-ResearchPractice - THESIS

[Withdraw case](#)

VIR80436

Master Nutrition and Health

CASE NUMBER	DATE STARTED	PROGRESS
21712	24-06-2022	<div><div></div></div>

[⚠ Enter the Learning Agreement](#)[Overview](#)

6

[Complete Step](#)

Enter the information in the Learning Agreement by opening the form "Learning Agreement\*" below.

Complete and save the form (interim saving is possible).

Only upon completing the full form, click on the button 'Complete Step' shown to the right.

[Optional Documents during process](#)[Learning Agreement \(Student Version\) \\*](#)