VRIJE
UNIVERSITEIT
BRUSSEL

Manual

Managing Available Topics in Master Thesis Information System
v20170920

Dear Promotor,

This manual explains how you can manage your available topics in MaThIS. A topic is available when it is open for students to request to work on this topic in the current academic year.

When you log in to MaThIS you can view the list of your available topics by either:

1/ clicking on "Available topics" in menu-bar at the top of your screen;

or

2/ clicking on "Open" under the "Topics" section on your Dashboard.

Both options will direct you to your list of available topics that are open for students to request:

• To view the details of the topic, click "Details";

• To edit the title or the details of the topic, click "Edit";

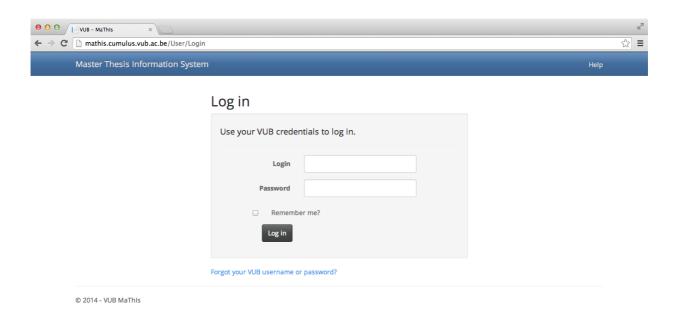• To remove the topic permanently, click "Delete".

New topics can also be added to the available topics by clicking "Create New" at the top the list. A step by step explanation for adding new topics with screen shots can be found on page 2.

To view the list of all your topics (open, requested, assigned, to be confirmed, finished), including topics from previous academic years, click "Topics" on your Dashboard. You can use the search bar at the top right side of the list to search for a specific topic. The following actions can be taken to help manage your topics:
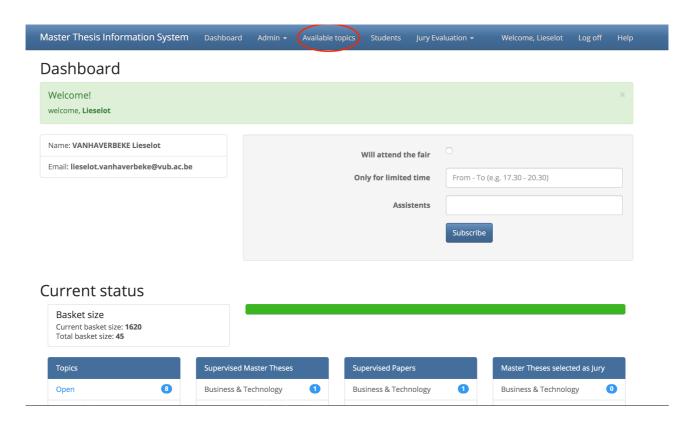
• To view the details of the topic, click "Details";

• To edit the title or the details of the topic, click "Edit";

• To remove the topic permanently, click "Delete";

• To duplicate the topic, click "Copy". A step by step guide for duplicating topics with screen shots can be found on page 5;

• To deactivate a topic without removing it, click "Snooze";

• To activate a snoozed topic, click "Activate".
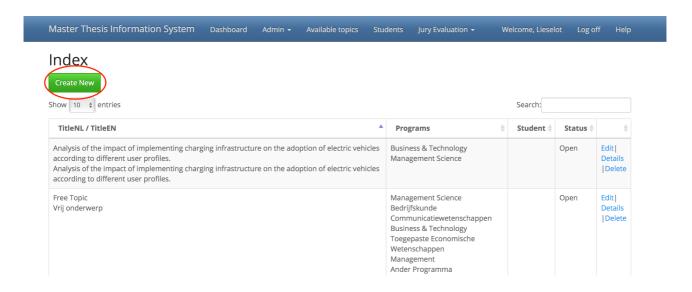
Entry of a new topic

- Open the web page http://mathis.cumulus.vub.ac.be

- Log on with the usual VUB credentials.

- Select "Available topics" in the menu on top of the page.

- To add a new topic to the list, click "Create New" below the title of the page.
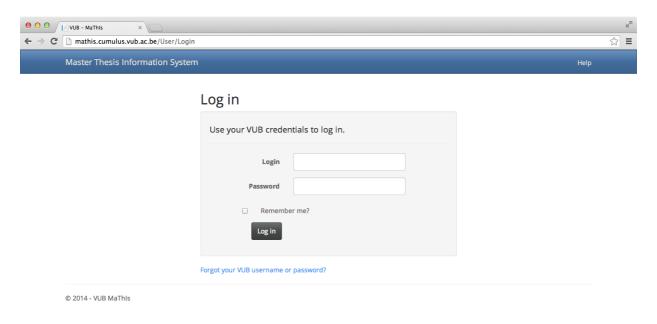

- Enter the requested information. Please note that some information is required in both languages.

    - Available Programs - use the CTRL (Windows) or CMD (Apple) key to select multiple programs

    - Topic (ENG/NL)

    - Keywords (ENG/NL)

    - Language - click to thick or unthick the available languages

    - Details: It is strongly recommended to enter a short description of the topic, e.g. research problem, methods to be used, data (to be collected, or available?), required background knowledge or course. Also one or a few references are considered particularly helpful. The details can be provided in Dutch, or in English, or both. In case a research proposal is required for the application to be considered, indicate so in this field. In case students may express their preference for a similar topic by applying on this topic, also indicate so in this field.

- Confirm with Create. The topic will appear in the list. In case it is not visible on the first page, request more topics to be shown (drop-down box at the upper left side of the window), click through the pages (buttons in the right lower corner of the window) or search for a word in the title with the search box (right upper corner of the window).
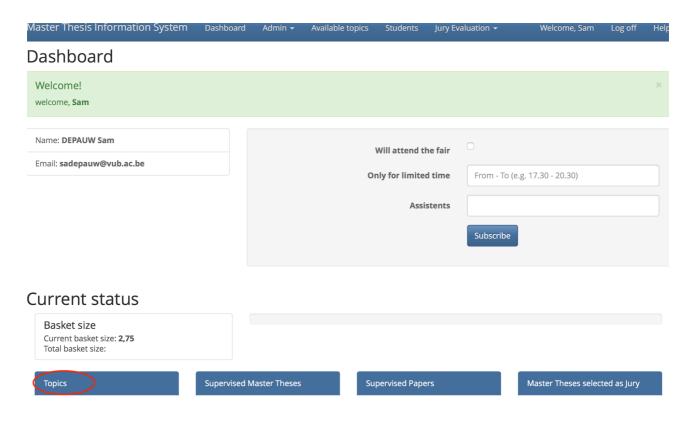
Create

MasterThesisTitle

Available programs***

> Business & Technology
> MnM Sociaal Recht
> Bedrijfskunde
> Management Science

Onderwerp (nl)***

Topic (en)***

Keywords NL***

Keywords EN***

Languages

☑ English ☑ Dutch

Details

> strongly recommended to add information about topic, method, references, ...

Create

Copy an existing topic

- Open the web page http://mathis.cumulus.vub.ac.be
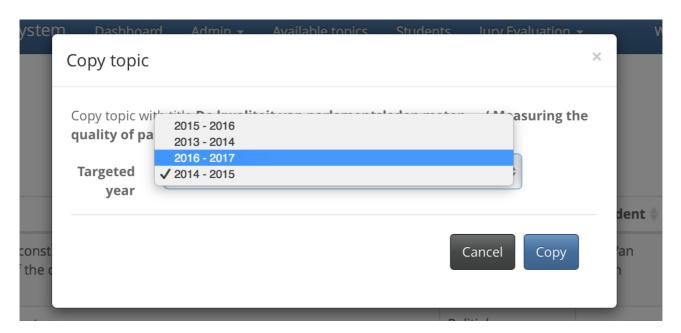
- Log on with the usual VUB credentials.

- Click "Topics" on your Dashboard to open the list of all your topics.

- Search for the topic you need and click "Copy".

- Select the current academic year and click "Copy".

- The copied topic is now available for students to request.