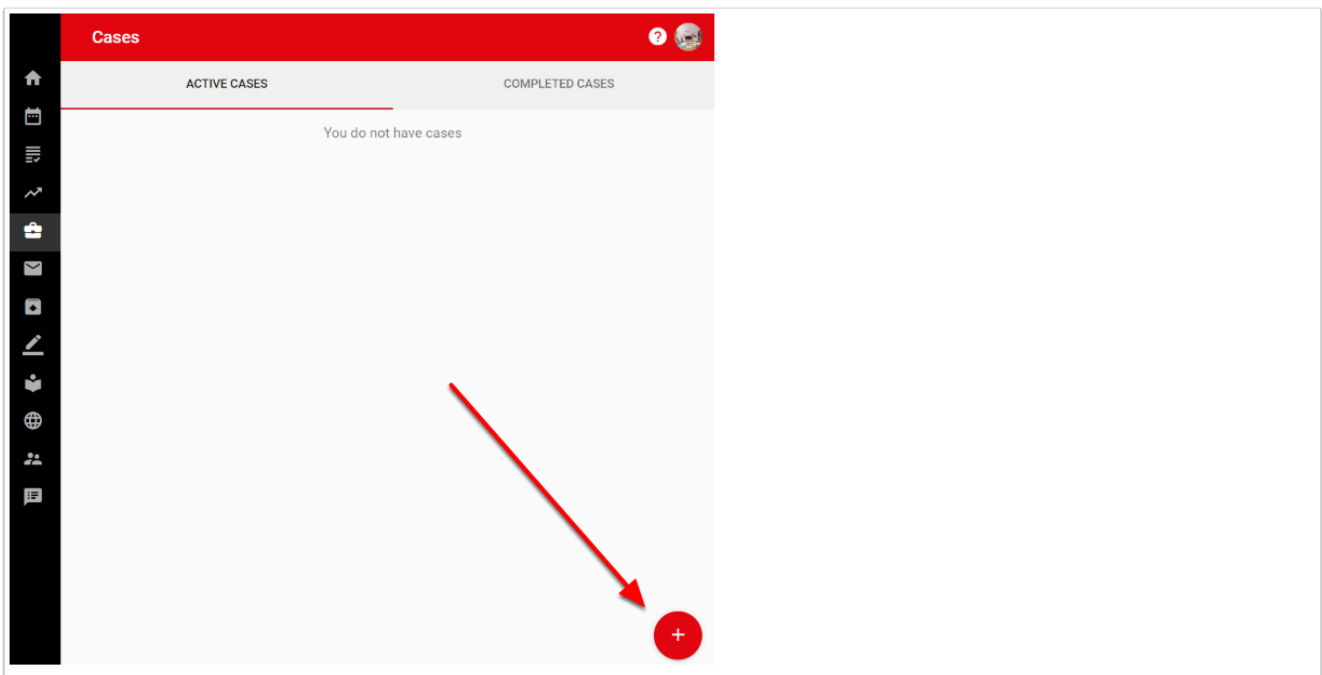# Radboud Universiteit

Osiris instructions

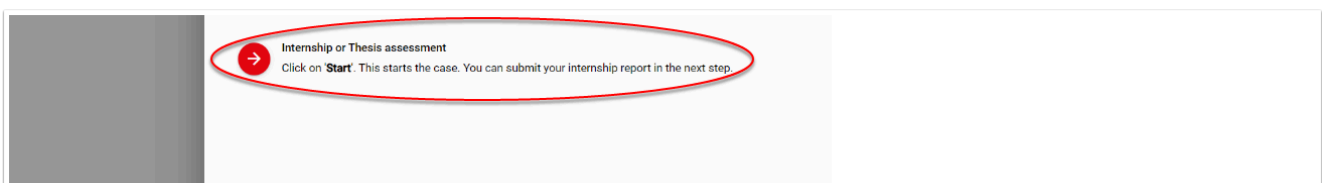# Osiris Case: Upload of internship report / thesis for assessment

If you have finished writing your thesis / internship report, you need to create a new Case in Osiris to upload the document and start the assessment process.
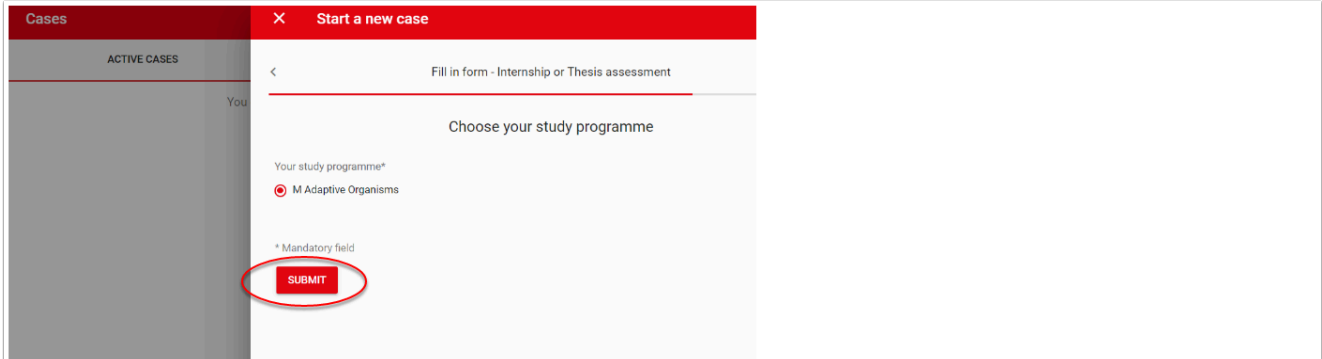
1. Go to Osiris Student and click on 'Cases'.

2. Click on the + button to start a new Case.

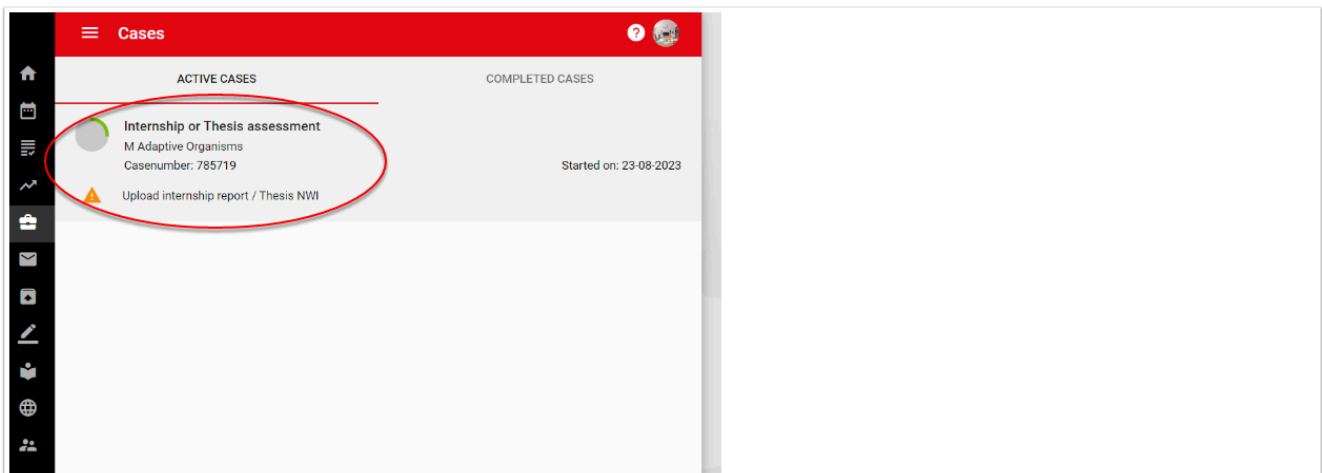## 3. Click 'Internship or Thesis assessment'.

Your study programme is already filled out.

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4. Click 'Submit'.
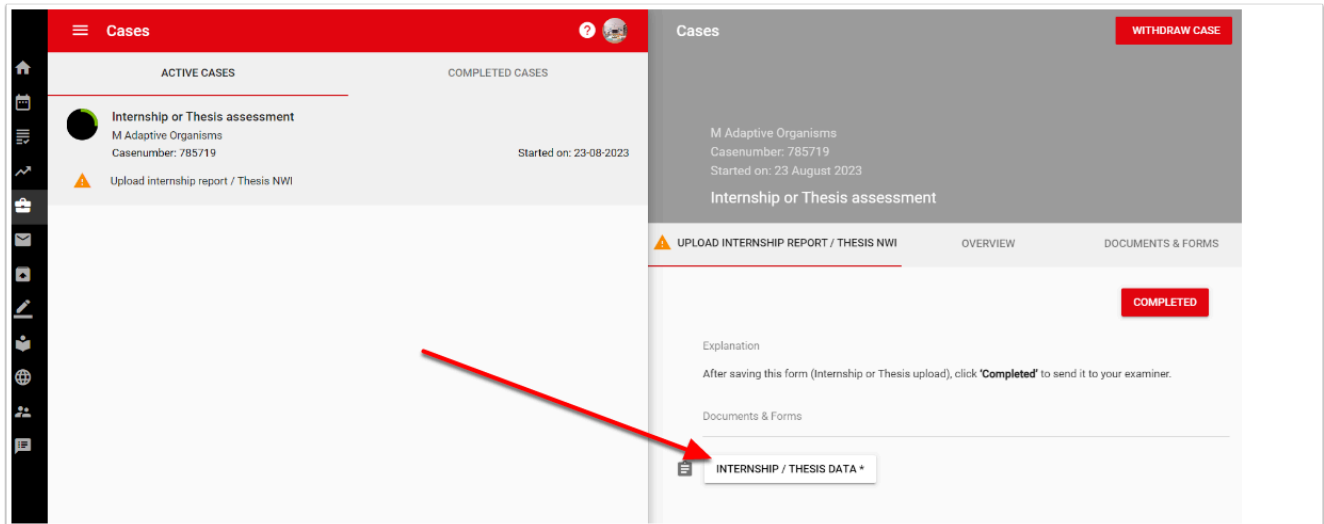

The created Case is shown under Active Cases.

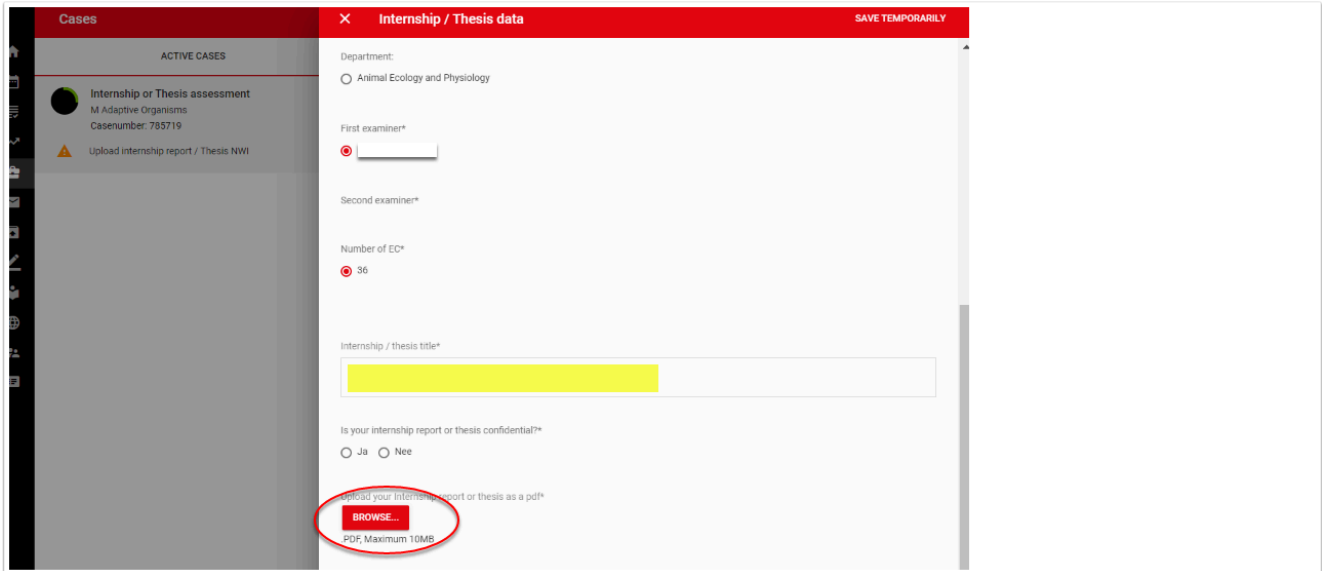# 5. Click on the Active Case you just created to be able to upload the thesis / report.

6. At the right side of your screen, you need to click 'internship / thesis data'.

A form will open. Part of the information out of your Osiris Case for the application of the internship / thesis has already been filled out. Please check whether this information (e.g. about your assessor(s)) is still correct. If not, please contact edu.coord-science@ru.nl

7. Fill in the title of your internship report / thesis and upload the report / thesis by clicking the 'Browse' button.
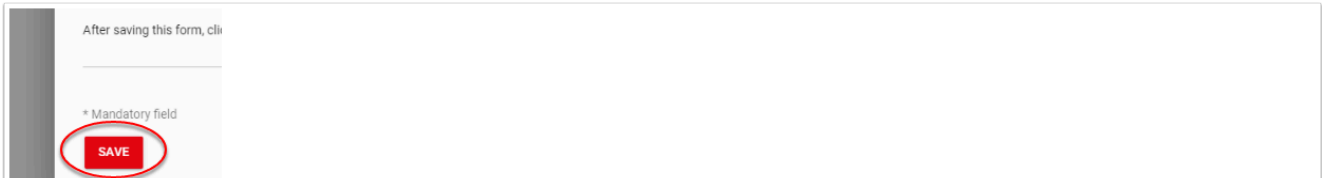
8. Click the 'Save' button.

9. Click the 'Completed' button.
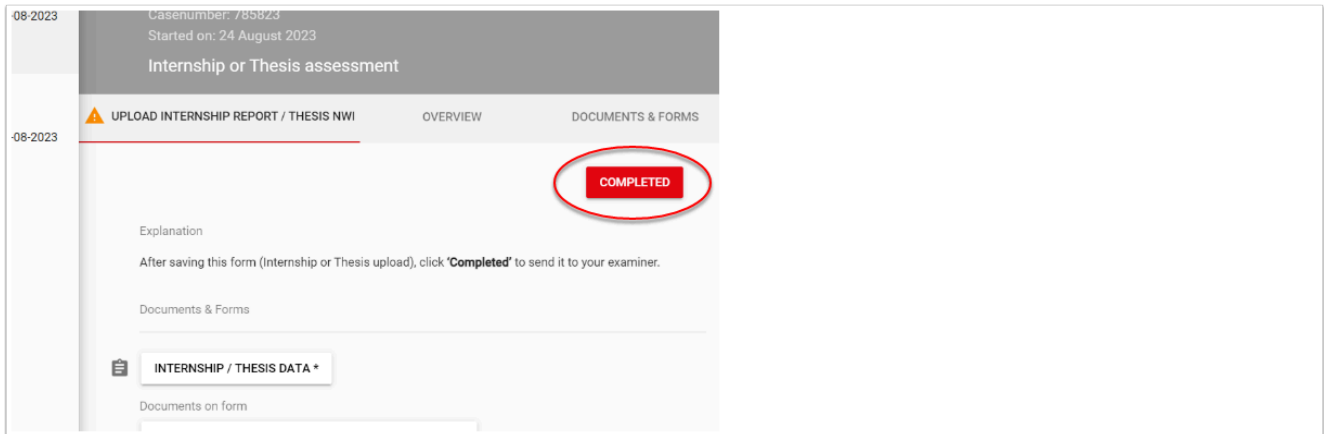
Your internship report / thesis has now been uploaded. Your assessor(s) will receive an automatic email for evaluation of the report / thesis.

If the report / thesis has been evaluated, you will receive an email and you can find the forms in your Osiris Case.

Your first assessor will process your final grade in Osiris.