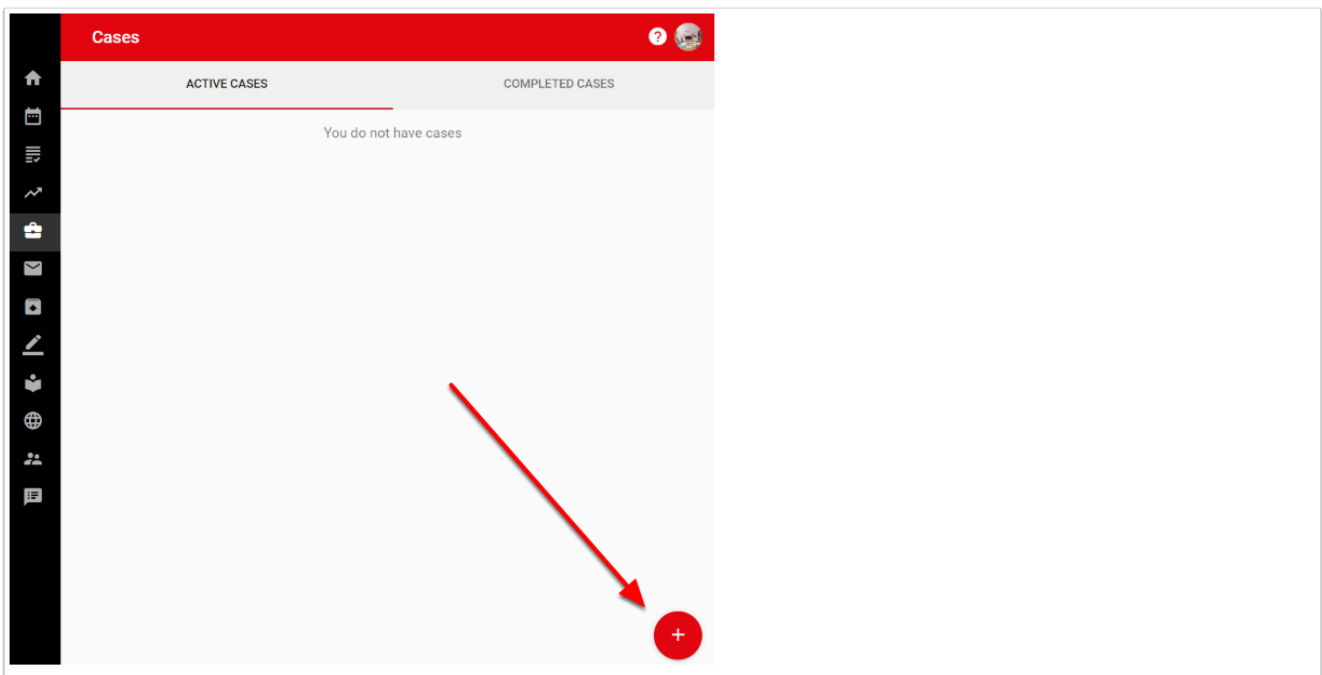


## Osiris instructions

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

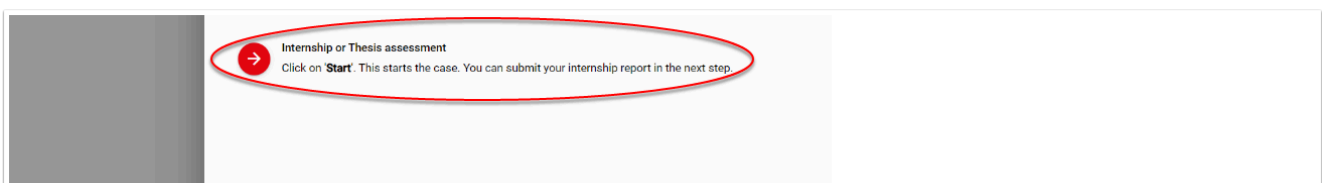
If you have finished writing your thesis / internship report, you need to create a new Case in Osiris to upload the document and start the assessment process.

## 1. Go to Osiris Student and click on 'Cases'.



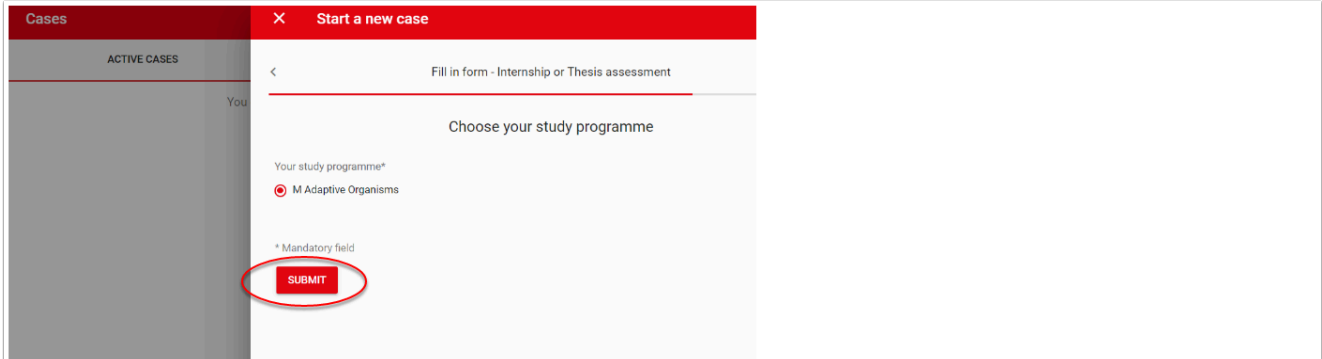
## 2. Click on the + button to start a new Case.

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



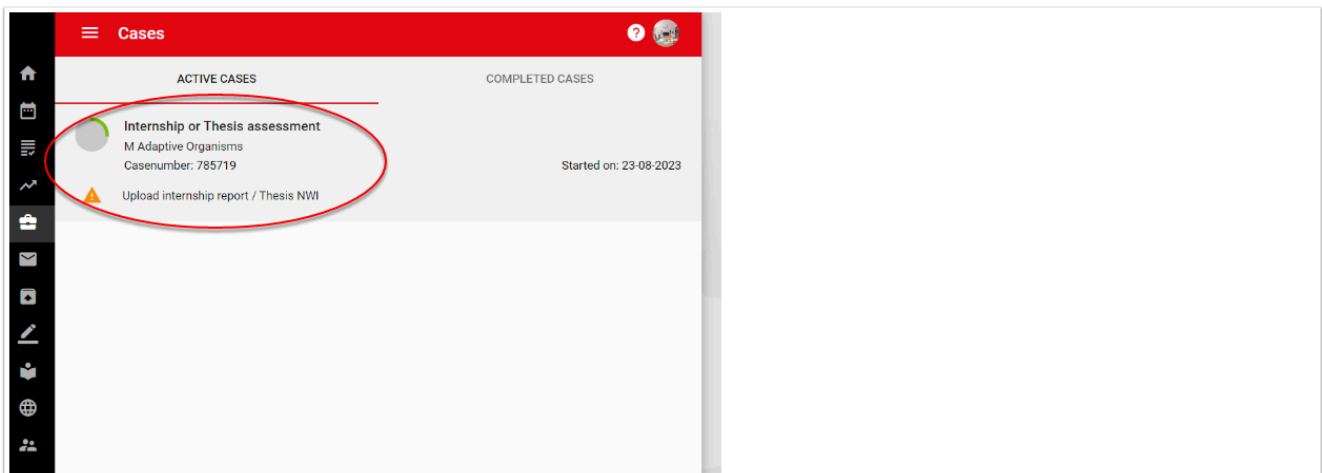
Your study programme is already filled out.

## 4. Click 'Submit'.

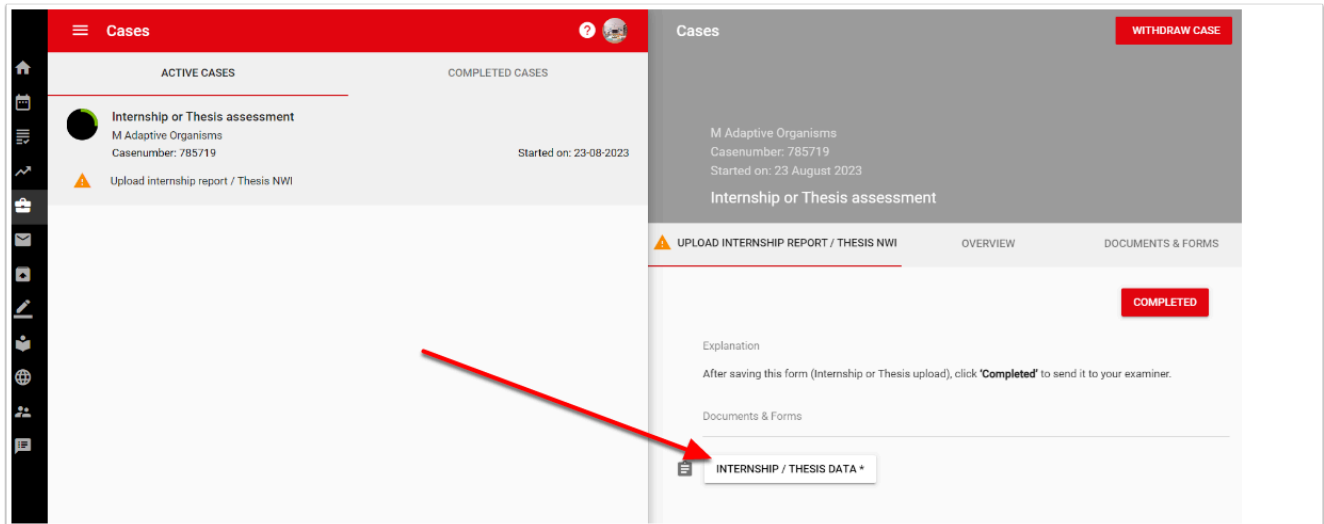


The created Case is shown under Active Cases.

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

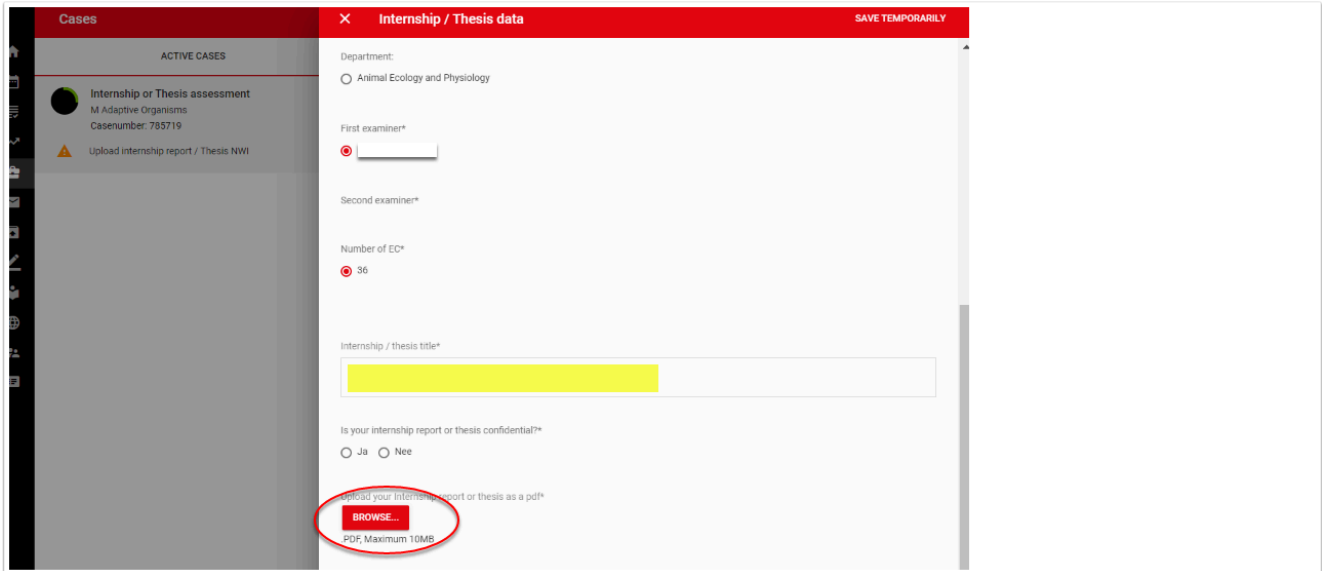


## 6. At the right side of your screen, you need to click 'internship / thesis data'.



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](mailto: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.



Cases

ACTIVE CASES

Internship or Thesis assessment  
M Adaptive Organisms  
Casenumber: 785719  
Upload internship report / Thesis NVI

Department:  
 Animal Ecology and Physiology

First examiner\*

Second examiner\*

Number of EC\*  
 36

Internship / thesis title\*

Is your internship report or thesis confidential?\*

Ja  Nee

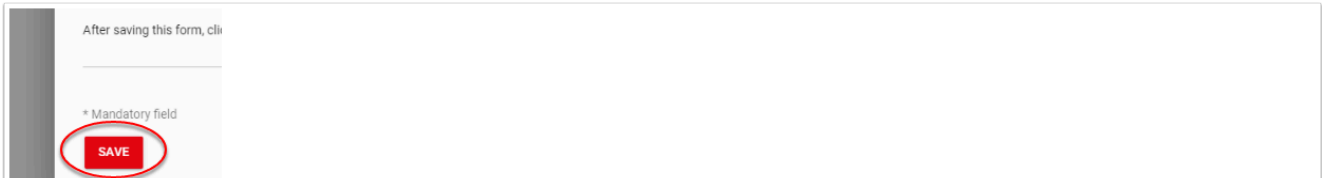
Upload your internship report or thesis as a pdf\*

**BROWSE...**

PDF Maximum 10MB

SAVE TEMPORARILY

## 8. Click the 'Save' button.

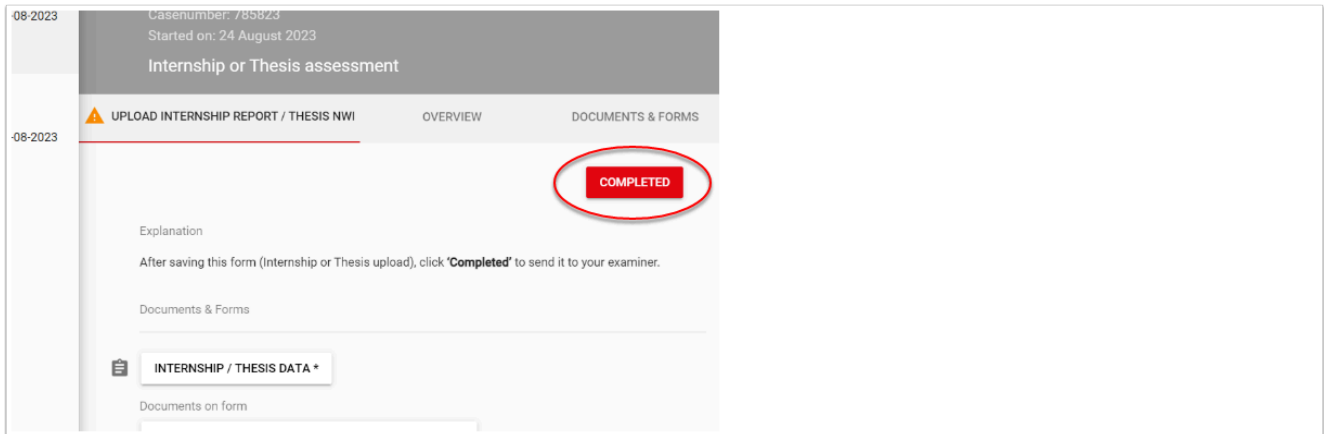


After saving this form, click

\* Mandatory field

**SAVE**

## 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.