

How to evaluate a Master's thesis using the *E-thesis* system?

Guidelines for an examiner

Faculty of Agriculture and Forestry
(updated in August, 2015)

Refresh Reply Reply All Forward Spam Innocent Delete

From: helda-noreply@helsinki.fi Subject: [E-THESIS] - Opinnäytetyön tarkastus / Granskning av avhandling / Thesis evaluation

▼ [E-THESIS] - Opinnäytetyön tarkastus / Granskning av avhandling / Thesis evaluation

From: helda-noreply@helsinki.fi
Date: Today, 02:48:29 PM EET
To: essi.paivarinta@helsinki.fi

Parts

Text (2 KB)

Opiskelija Jutta E Ruuskanen on jättänyt opinnäytetyönsä arvosteltavaksi. Työhön ja tarkastukseen liittyvät tiedot löydät E-thesis-järjestelmästä. Tarkastuksen deadline on 13.03.2015.

Jos tarvitset ohjeita järjestelmän käytössä tai muutoin tässä tarkastusprosessissa, ota yhteyttä sähköpostitse laitoksen opinnäytetöiden vastaanottajaan.

Siirry E-thesikseen (suomeksi):
<http://ethesis.helsinki.fi/repository/handle/123456789/12/workflows/1304/underReview/fi> (fi)

På svenska

Studeringe Jutta E Ruuskanen har lämnat in sin avhandling för granskning. Närmare uppgifter om arbetet och granskningsprocessen hittar du i E-thesis-systemet. Deadline för bedömningen är den 13.03.2015.

Kontakta personen som tar emot avhandlingarna vid institutionen per epost ifall du behöver närmare upplysningar om systemet eller granskningsprocessen.

Flytta dig till E-thesis (på svenska):
<http://ethesis.helsinki.fi/repository/handle/123456789/12/workflows/1304/underReview/sv> (sv)

This is to inform you that student Jutta E Ruuskanen has submitted her/his Master's Thesis for assessment. More information on the work and assessment process can be found in the E-Thesis system. The deadline for completing the assessment is 13.03.2015.

E-Thesis (in English):
<http://ethesis.helsinki.fi/repository/handle/123456789/12/workflows/1304/underReview/en> (en)

Maatalous-metsätieteellinen tiedekunta
Agrikultur- och forstvetenskapliga fakulteten
Faculty of Agriculture and Forestry
mmtdk-opintoasiat@helsinki.fi

E-THESIS
e-thesis@helsinki.fi

- You will receive an email notification that you have got a Master's thesis to evaluate.
- There is a link to the E-thesis system in the email message.
- You will find the evaluation form by clicking the link.

Title and author of the thesis are shown at the top of the page

The screenshot shows the E-THESIS Helsinki University interface. At the top, there is a navigation bar with the user name 'Essi M-A Päivärinta', links for 'Tallennukset', 'Työnkulut', 'Kirjaudu ulos', and language options 'Suomeksi', 'På svenska', and 'In English'. The E-THESIS logo and 'HELSINGIN YLIOPISTO' are on the left. A search bar with a 'Haku' button is on the right. Below the navigation bar, there are radio buttons for 'Nykyinen kokoelma' and 'Koko arkisto', and a 'Tarkennettu haku' link.

The main content area shows a breadcrumb trail: 'Arkisto / Pro gradu -työt / Maatalous- metsätieteellinen tiedekunta / Opinnäytteen tallennus'. The title of the thesis is 'Miksi kanslia on niin hieno paikka olla töissä?'. The author is 'Ruuskanen, Jutta'. Below the title and author, there is a table with the following rows:

Tiedosto(t)	valintatiimi_ohjeistus 2015.pdf
Urkund-raportti	Linkki
Tarkastuksen määräaika	13.03.2015

Below the table, there are buttons for 'Kommentit (0)' and 'Muokkaa kuvailutietoja'. At the bottom, there is a 'Tarkastajat' section with a table:

	Nimi	Sähköposti	Hyväksytty
	Maika T Strömberg	maika.stromberg@helsinki.fi	
	Essi M-A Päivärinta	essi.paivarinta@helsinki.fi	

Annotations with red arrows point to the title, author name, the PDF link, and the 'Linkki' report link.

Title of the thesis *

Name of the author

The link to the thesis

The link to the Urkund report (professor in charge or an other person proposed by her/him evaluates the report)

* Due to some error, the name of the faculty (and not the title of the thesis) may be shown here. This doesn't disturb the evaluation process.

The evaluation form looks like this

- Both examiners have a specific colour (grey or orange).
- Click "Edit evaluation" at the bottom of the page and you are allowed to edit the evaluation.

Reviewers

	Name	Email	Approved
Grey	Maika T Strömberg	maika.stromberg@helsinki.fi	
Orange	Essi M-A Paivarinta	essi.paivarinta@helsinki.fi	

Evaluation information

Evaluation help

	3	3-	2+	2	2-	1+	1
Introduction and/or literature review.							
Material and methods.							
Experimental/empirical work and analysis.							
Compatibility of theory with the empirical work.							
Presentation of results.							
Discussion and conclusions.							
References.							
Cohesiveness of the work as a whole.							
Academic writing style.							
Technical execution of the report.							

Grade	
Good points	
Development challenges	

The student has passed the 'Maturity Test'	
Urkund report is OK	

[Edit evaluation](#) [Approve evaluation](#)

[Go back](#)

Menu ▾

Edit evaluation

[Evaluation help](#)

	3	3-	2+	2	2-	1+	1
Introduction and/or literature review.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Material and methods.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Experimental/empirical work and analysis.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Compatibility of theory with the empirical work.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Presentation of results.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Discussion and conclusions.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
References.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Cohesiveness of the work as a whole.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Academic writing style.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Technical execution of the report.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Grade

 ▾

Good points

Choose grades for the sections of the thesis and grade for the whole thesis)

- Examiners can describe good points and development challenges of the thesis in the text fields.
- Click **'save'** (at the bottom of the page) after you have filled in the form (the form is open 60 min without saving).

After one of the examiners has saved the evaluation, the form looks like this

- *Approve* evaluation by clicking 'Approve evaluation' or choose 'Edit evaluation' if you want to make some changes.

	Name	Email	Approved
	Maika T Strömberg	maika.stromberg@helsinki.fi	
	Essi M-A Päivarinta	essi.paivarinta@helsinki.fi	

Evaluation information

[Evaluation help](#)

	3	3-	2+	2	2-	1+	1
Introduction and/or literature review.							
Material and methods.							
Experimental/empirical work and analysis.							
Compatibility of theory with the empirical work.							
Presentation of results.							
Discussion and conclusions.							
References.							
Cohesiveness of the work as a whole.							
Academic writing style.							
Technical execution of the report.							

Grade	eximia cum laude approbatur
Good points	Examiners can write this evaluation together. Alternatively, both examiners can write their own evaluations. Examiner 1: The methods have been described ... Examiner 2: The thesis has been written...
Development challenges	Again, examiners can write this evaluation together. Alternatively, both examiners can write their own evaluations (see above).

The student has passed the 'Maturity Test'	X
Urkund report is OK	X

After you have clicked 'approve evaluation', the system asks 'Are you sure...?'

- Click 'OK' to approve the evaluation or 'Cancel' if you want to return to the evaluation form.
- After you have approved the evaluation, the system sends an email to the other examiner. She/he is allowed to edit the evaluation further.
- You will receive an email when the other examiner has approved the the evaluation (see next page).

The screenshot shows a web application interface. At the top, a dialog box titled "Message from webpage" asks for confirmation to approve an evaluation. Below this, the main page displays a table of examiners, an evaluation information table with a grid for grading, and a summary table at the bottom.

Name	Email
Maika T Strömberg	maika.stromberg
Essi M-A Pälvärinta	essi.palvarinta@

Evaluation information

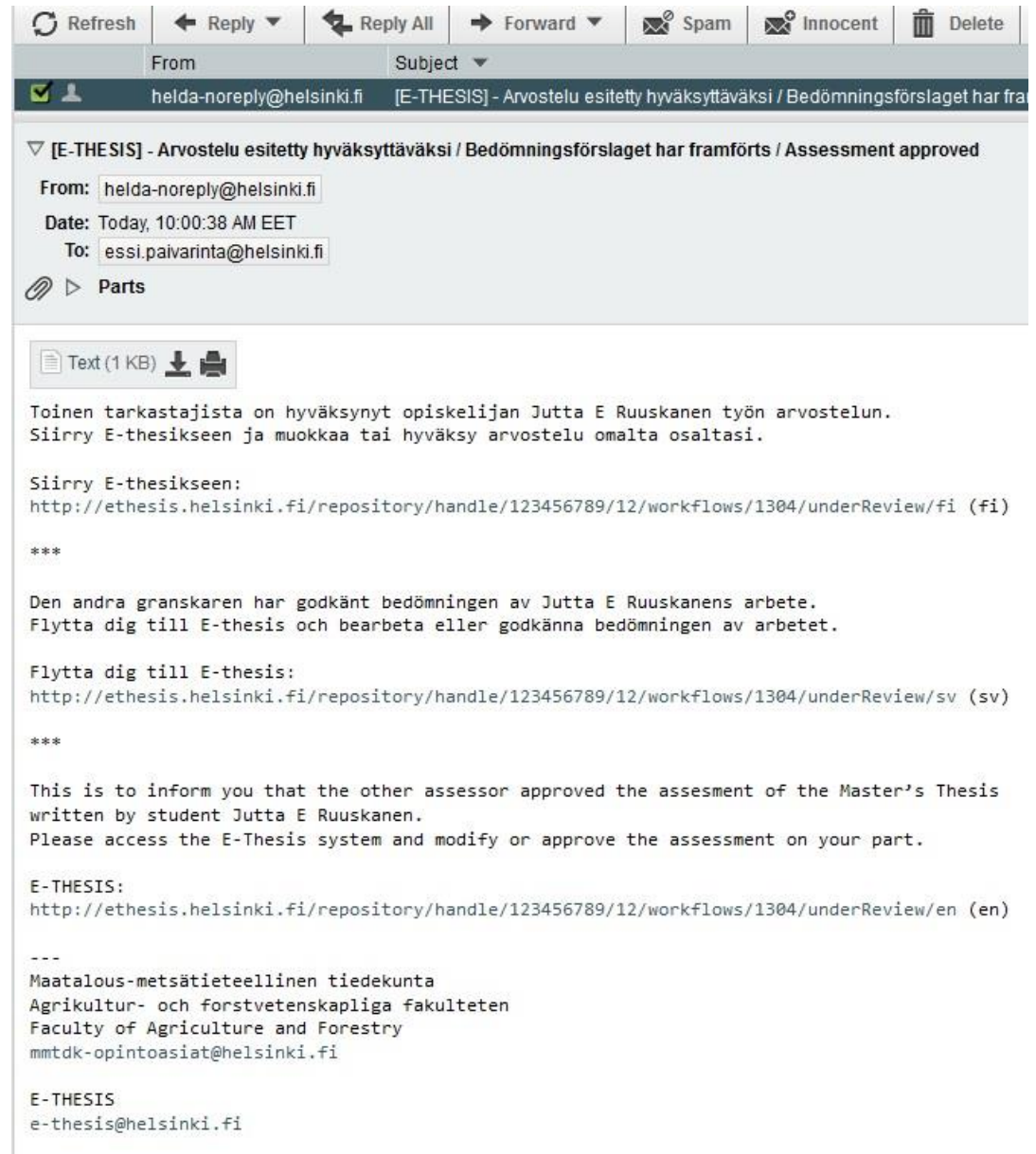
Evaluation help

	3	3-
Introduction and/or literature review.		
Material and methods.		
Experimental/empirical work and analysis.		
Compatibility of theory with the empirical work.		
Presentation of results.		
Discussion and conclusions.		
References.		
Cohesiveness of the work as a whole.		
Academic writing style.		
Technical execution of the report.		

Grade	eximia cum laude approbatur
Good points	Examiners can write this evaluation. Examiner 1: The methods have t Examiner 2: The thesis has been
Development challenges	Again, examiners can write this evaluation (see above).
The student has passed the 'Maturity Test'	X
Urkund report is OK	X

Edit evaluation Approve evaluation

- When the other examiner has approved the evaluation, you will receive an email notification from the system.
- Please, approve the evaluation for your part, or edit it further.
- The evaluation process continues until both examiners have approved the evaluation.



After the both examiners have saved the evaluation, the form looks like this

- Grades given by the examiners are shown as grey and orange.
- If the examiners give the same grade for a section, the grade is shown as black.

Reviewers

	Title	Name	Email
grey		Maika T Strömberg	maika.stromberg@helsinki.fi
orange		Essi M-A Päivärinta	essi.paivarinta@helsinki.fi

Evaluation form:	mm-lomake-2
Evaluation deadline:	02.09.2015

Evaluation information

[Evaluation help](#)

	3	3-	2+	2	2-	1+	1
Introduction and/or literature review.	black						
Material and methods.		black					
Experimental/empirical work and analysis.		grey	orange				
Compatibility of theory with the empirical work.		black					
Presentation of results.	black						
Discussion and conclusions.		orange	grey				
References.			black				
Cohesiveness of the work as a whole.		orange	grey				
Academic writing style.	black						
Technical execution of the report.		black					

Grade	eximia cum laude approbatur
Good points	<p>Examiners can write this evaluation together. Alternatively, both examiners can write their own evaluations.</p> <p>Examiner 1: The methods have been described...</p> <p>Examiner 2: The thesis has been written...</p>
Development challenges	Again, examiners can write this evaluation together. Alternatively, both examiners can write their own evaluations (see above).


The examiners can discuss the evaluation using the "comment field". The comments are not visible to the student or anyone else in addition to the examiners, and they **will be deleted when both examiners have finally approved the evaluation**. The examiners can use the comment field as a discussion forum but **it is not required to use the comment field**.

Faculty of Agriculture and Forestry

Ruuskanen, Jutta

File(s)	valintatiimi_ohjeistus_2015.pdf
Urkund report	Link
Deadline	13.03.2015
Kommentit (1)	
Edit metadata	

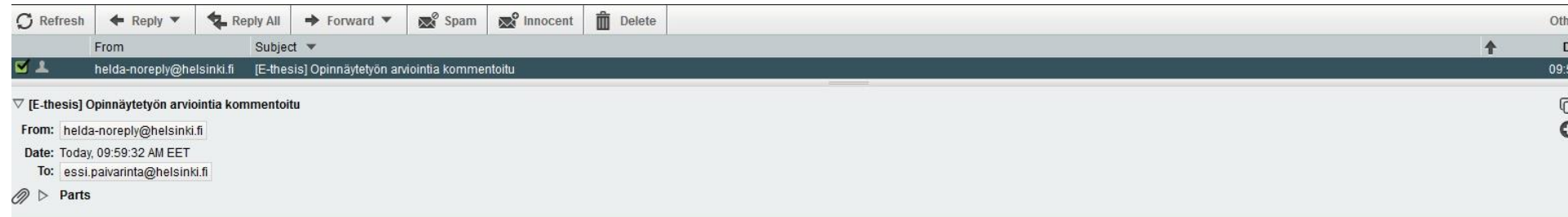
Link to the comment field



Reviewers

Name	Email	Approved
Maika T Strömberg	maika.stromberg@helsinki.fi	X
Essi M-A Päivärinta	essi.paivarinta@helsinki.fi	

The system sends an email to the one examiner after the other has written and saved a comment to the comment field.



Refresh Reply Reply All Forward Spam Innocent Delete

From Subject

helda-noreply@helsinki.fi [E-thesis] Opinnäytetyön arviointia kommentoitu

[E-thesis] Opinnäytetyön arviointia kommentoitu

From: helda-noreply@helsinki.fi
Date: Today, 09:59:32 AM EET
To: essi.palvarinta@helsinki.fi

Parts

Text (2 KB)

Opiskelijan Jutta E Ruuskanen opinnäytetyön toinen tarkastaja on kommentoinut työn arviointia ja perusteluja seuraavasti:

Tässä Kommentti- kentässä voivat tarkastajat käydä keskustelua työstä. Kommentit eivät näy opiskelijalle tai muille kuin työn tarkastajille. Kommentit häipyvät pois arvostelulomakkeelta, kun molemmat tarkastajat ovat lopullisesti hyväksyneet arvostelun. Kommenttikenttää voi käyttää keskustelualustana.

Jos sinä voit hyväksyä muokatun arvion, merkitse työ hyväksytyksi sinun osaltasi. Tarvittaessa voit tehdä siihen vielä muutoksia ja kommentoida niitä toiselle tarkastajalle, jolle lähtee tieto, että työn tarkastus jatkuu.

Tarkastusprosessi päättyy ja työ siirtyy hyväksyttäväksi, kun molemmat tarkastajat ovat osaltaan hyväksyneet järjestelmään tallennetun arvosanaehdotuksen ja sen perustelut.

Jos tarvitset ohjeita järjestelmän käytössä tai muutoin tässä tarkastusprosessissa, ota yhteyttä sähköpostitse oman oppiaineesi opinnäytetöiden vastaanottajaan.

Siirry E-thesikseen:

<http://ethesis.helsinki.fi/repository/handle/123456789/12/workflows/1304/underReview/fi> (fi)
<http://ethesis.helsinki.fi/repository/handle/123456789/12/workflows/1304/underReview/en> (en)
<http://ethesis.helsinki.fi/repository/handle/123456789/12/workflows/1304/underReview/sv> (sv)

--
E-thesis
e-thesis@helsinki.fi

Refresh Reply Reply All Forward Spam Innocent Delete

From Subject

helda-noreply@helsinki.fi [E-THESIS] – Opinnäytetyön tarkastus päättynyt / Bedömningen av avhandlingen

▼ [E-THESIS] – Opinnäytetyön tarkastus päättynyt / Bedömningen av avhandlingen har slutförts / Thesis assessment co

From: helda-noreply@helsinki.fi

Date: Today, 11:33:28 AM EET

To: essi.paivarinta@helsinki.fi

Parts [Save All]

Text (1 KB) [Download] [Print]

Opiskelijan Jutta E Ruuskanen opinnäytetyön tarkastus on osaltasi päättynyt. Työ siirtyy nyt hyväksyttäväksi tiedekuntaneuvostossa.

Arvosanaehdotuksesta ja sen perusteluista lähetetään tieto opiskelijalle.

Kiitos!

Bedömningen av studerande Jutta E Ruuskanens avhandling har för din del slutförts. Arbetet skickas nu vidare till fakultetsrådet för att godkännas.

Vitsordsförslaget och motiveringen till detta skickas till den studerande.

Tack!

Dear Assessor,

You have now completed your work in assessing the Master's Thesis of student Jutta E Ruuskanen. The Faculty Council is now able to deal with the final approval of the Thesis. The student is informed of the grade proposal and its justification before the meeting, and he/she has an opportunity to interrupt the approval process.

Thank you for your valuable contribution!

Maatalous-metsätieteellinen tiedekunta
 Agrikultur- och forstvetenskapliga fakulteten
 Faculty of Agriculture and Forestry
 mmtdk-opintoasiat@helsinki.fi

E-THESIS
 e-thesis@helsinki.fi

evaluation.pdf (116 KB) [Download]

- After the both examiners have approved the evaluation and the urkund report has been approved, the evaluation process is completed.
- You will receive an email notification about this, too.
- Thereafter, the thesis is transferred to Faculty Council meeting for approval, and the student gets the information on evaluation.