

## INSTRUCTIONS ON HOW TO SUBMIT THE E-THESIS

- 1** Make note of the **deadline** (10 working days prior to the thesis defence).
- 2** Always use your **student (ERNA) e-mail account** when submitting the thesis. This will allow the EA to verify your identity.
- 3** Please be sure that your student (ERNA) e-mail account is **not full**. The ERIM Doctoral Office communicates with you through this account. Please note that the Doctoral Office will not be responsible for any consequences of your mailbox being over the size limit or for any inability to communicate with you as a result thereof. Please note that a consequence may be the cancellation of your thesis defence.
- 4** Submit your electronic thesis in **PDF format**. You may do so using MS Word. You can also download free software which allows you to convert documents into PDF format.
- 5** The **name of the document** must start with your student number followed by the words: master thesis. Example: 123456ab master thesis
- 6** Please fill in your graduation date in the **subject line** of your e-mail. Use the following format: yyyy-mm-dd. Thus 30 September 2016 would read: 2016-09-30. Do not add any other characters or spaces.
- 7** Submit only **one (1) file**. Your thesis document and all appendices thereof must be part of this one file.
- 8** Send the file to **researchmaster@erim.eur.nl**.