

## Digital submission of Master thesis

Some of the faculties at NMBU have started to use digital submission of the Master thesis. If this applies to your faculty, please follow this guide to submit your Master thesis. You will only need to hand in the digital version of your thesis, and you do not need to print the thesis on paper.

Your thesis must also be submitted in Brage, and the receipt from Brage must be submitted together with the thesis in WISEflow.

### Guide to submission in WISEflow.

The Master thesis must be submitted in WISEflow.

Log in to <http://no.wiseflow.net/nmbu> with you NMBU/Feide user account. You should see your Master thesis course in the flow overview when you log in.

**Flow Overview**  
This is the overview of the flows where you are enrolled as a participant

**Flows**  
Below, you can see the flows to which you are assigned. Flows can be individual tests, sequences and examinations.

**Masteroppgave demo**  
M30-ECON  
Start date: 15/09/2018 12:00  
End date: 15/12/2018 15:45  
State: Open for participation

To start, you have to choose if you are writing the Master thesis alone, or in a group.

If you are writing alone, click the 'Create one-person group' button.

If you are writing together with another student, click the 'Form group' button, and choose the student(s) to add to your group. The student(s) you add to your group will have to log in to WISEflow to confirm that they should be a part of the group, before you can submit the thesis.

**Group** Refresh

You need to be in a group in order to hand in, also if you hand in as an individual

**Form group**

Create one-person group

No invitations

**Group** Refresh

You need to be in a group in order to hand in, also if you hand in as an individual

**Invitations**

Invited 8/11/2018, 09:45  
Master thesis

Awaiting acceptance

**Accept** **Reject**

**Form group**

Create one-person group

When you have created a group, either one-person or with other students, you are ready to hand in the thesis.

The Master thesis must be saved as a pdf file, and the cover should be the same as applies to all Master thesis at NMBU.

Before submitting, you need to upload the file. The Master thesis must be uploaded under 'Paper', and the receipt from Brage must be uploaded under 'Appendix material'.

The screenshot shows a three-step submission process:

- 1. Paper:** Features a document icon, an 'Upload' button, and a section for 'Appendix material' with a 'No files' message and another 'Upload' button.
- 2. Cover sheet:** Features a document icon and a 'Preview the cover sheet' button.
- 3. Hand in state:** Features a document icon, a green 'Hand in' button, a 'Submission deadline: +37 days' message, a yellow warning box stating 'No paper uploaded', and a 'Hand in blank' button with a note: 'You can hand in blank if you have not uploaded any files. This will count as a hand in in regard to your institution's rules.'

Please note that the thesis is **not submitted** when uploaded. You also have to confirm that the uploaded file should be submitted by clicking the green 'Hand in' button.

If you are in a group with other student(s), only one of you have to upload and submit the thesis.

When the thesis is submitted, you will see that it changes status to 'Handed in'. Until the submission deadline, you can still withdraw your submission and submit a new copy if you need to.

If you want a receipt for submission, you can get this on email.

The screenshot shows the submission process completed:

- 1. Paper:** Shows the uploaded file 'Masteroppgave.pdf' (84.5 kB) and 'Kvittering Brage.pdf' (84.5 kB) under 'Appendix material'.
- 2. Cover sheet:** Shows the 'Preview the cover sheet' button.
- 3. Hand in state:** Shows a green 'Handed in' status with a checkmark, the date and time '8/11/2018, 10:37', and buttons for 'Request receipt' and 'Withdraw submission'.