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# Digital submission of bachelor's or master's thesis in WISEflow

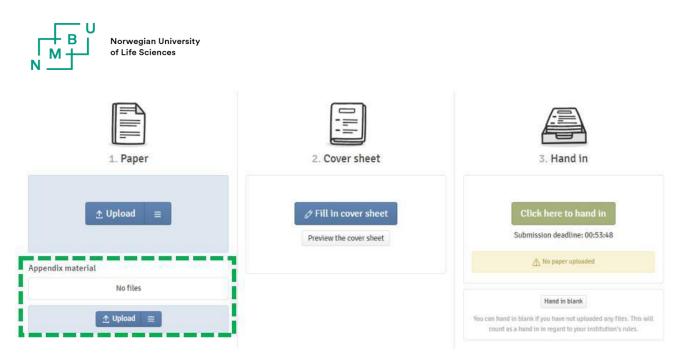
Log in to http://no.wiseflow.net/nmbu with you NMBU/Feide user account. You should see your thesis course in the flow overview when you log in.



# Upload the signed form "Confidential thesis"

If your thesis is confidential, you have to upload the signed form "Confidential thesis" under "Appendix material". The signed form is also to be send to <u>wiseflow@nmbu.no</u> four (4) weeks before deadline before submitting your thesis. You have to also tick the question "Is the thesis confidential or should have delayed publishing?" and "Can the thesis be published in NMBU's knowledge archive Brage?".

Here is how to submit the signed form to wiseflow:



Choose if you are writing the thesis alone, or together with another student

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

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

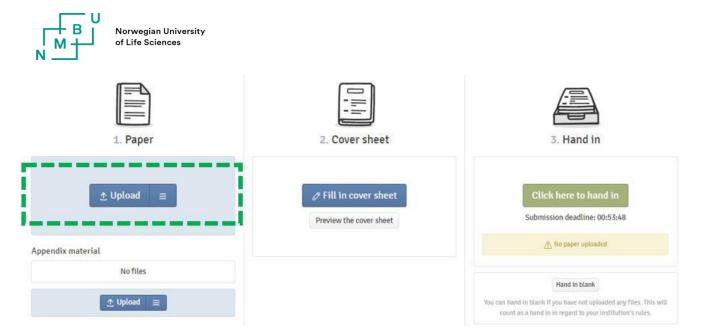
If you are writing together with another student, click the 'Form group' button, and choose the student(s) to add to your group. The student(s) you add to your group will have to log in to WISEflow to confirm that they should be a part of the group, before you can submit the thesis.

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

Group	Group
You need to be in a group in order to hand in, also if you hand in as an individual	You need to be in a group in order to hand in, also if you hand in as an individual
Form group	Invitations Invited 8/11/2018, 09:45 Master thesis Accept Reject
Create one-person group No invitations	Form group Create one-person group

### Upload the thesis

Before submitting, you need to upload the PDF file with your thesis under 'Paper'. The thesis must be saved as a pdf file.



### Fill in cover sheet

Thesis title*	Copy the thesis title from thesis paper.
The thesis title has to be identical to the title written on the thesis itself. If the thesis is not written in English the title can be written in «Thesis title in English" in addition.	
Thesis title in English	Copy thesis title in English from the thesis is
Write the papers title in English if the thesis is not written in English originally-	your thesis is not originally written in English.
Summary*	Copy the summary from the thesis
Summary in English	Copy the English summary from the thesis if
Fill in if the paper is not written originally in English.	it isn't originally written in English.
Name of supervisor(s)*	Write in the full name of the supervisor(s).
One supervisor pr. Line.	
Is the thesis confidential or should have delayed publishing?* This question defines when your thesis if automatically send to NMBU's archive system (if it is published at all). It is important that you choose the right answer here. If your thesis is confidential you have to fill in the form «Confidential thesis "and send it to wiseflow@nmbu.no.	Det må velges ett svar fra utvalget: □ Nei
	□ 1 år
	🗆 2 år
	🗆 3 år
	🗆 4 år
	🗆 5 år
	Ikke publiser – Konfidensiell iht. forvaltningsloven



Can the thesis be published in NMBU's knowledge archive Brage?*	Choose one (1) answer:	
	□ Yes	
If you answer yes you also accept the conditions of publishing in Brage (You can read more about that here: <u>About Brage   NMBU</u>	□ No – the thesis is confidential.	
Language*	Choose one (1) language:	
	🗆 Norwegian (bokmål)	
	Norwegian (nynorsk)	
	English	
	□ Swedish	
	🗆 Danish	

#### Submit thesis

Please note that the thesis is **not submitted** when uploaded. You also have to confirm that the uploaded file(s) 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'. After the submission, you cannot withdraw your thesis. If you want a receipt for submission, you can get this on email.



Norwegian University of Life Sciences



3. Hand in

✓ Handed in 23/4/2020, 23:09
Request receipt
Withdraw submission

Questions and problems with handing in WISEflow Kontakt via nettskjema