



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.

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.

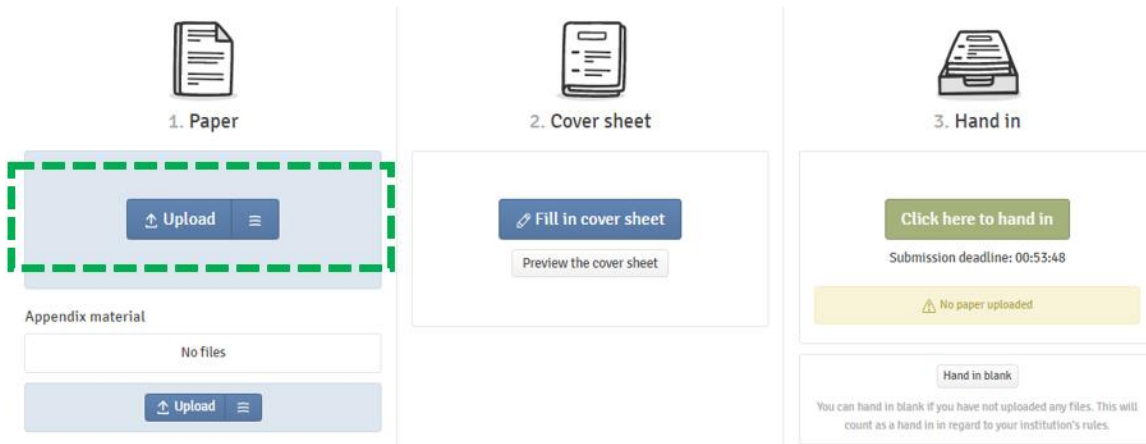
If you are writing alone, click the 'Create one-person group' button.

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.

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.



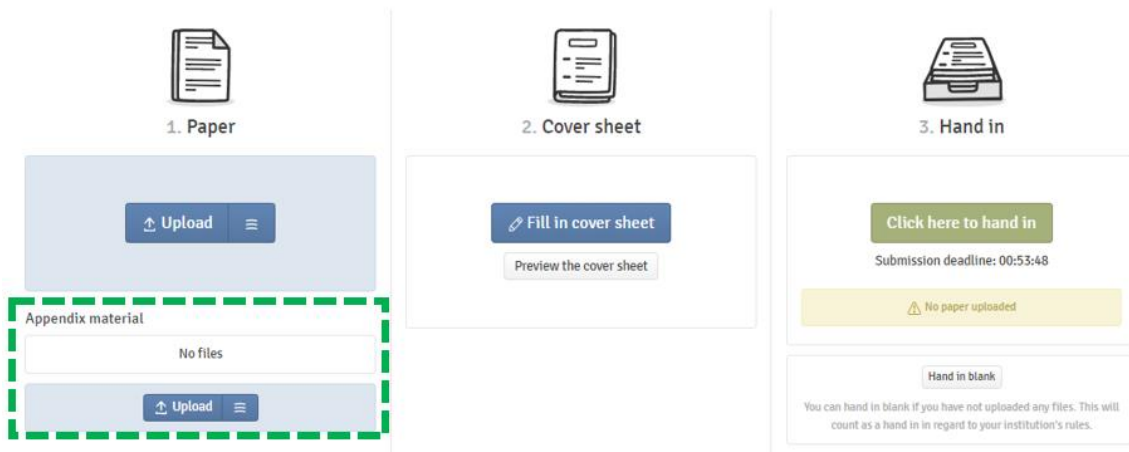
The screenshot shows the submission interface with three main sections:

- 1. Paper:** Contains an 'Upload' button. Below it is an 'Appendix material' section with a 'No files' indicator and another 'Upload' button. This entire section is highlighted with a green dashed border.
- 2. Cover sheet:** Contains a 'Fill in cover sheet' button and a 'Preview the cover sheet' button.
- 3. Hand in:** Contains a 'Click here to hand in' button, a submission deadline of '00:53:48', a yellow warning box stating 'No paper uploaded', and a 'Hand in blank' button. Below this is 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.'

Upload the receipt for Brage - master's thesis only

If you submit master's thesis, you have to upload the receipt for submission in Brage under 'Appendix material'.

If you submit bachelor's thesis, you have not do it.



The screenshot shows the submission interface with three main sections:

- 1. Paper:** Contains an 'Upload' button. Below it is an 'Appendix material' section with a 'No files' indicator and an 'Upload' button. This section is highlighted with a green dashed border.
- 2. Cover sheet:** Contains a 'Fill in cover sheet' button and a 'Preview the cover sheet' button.
- 3. Hand in:** Contains a 'Click here to hand in' button, a submission deadline of '00:53:48', a yellow warning box stating 'No paper uploaded', and a 'Hand in blank' button. Below this is 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.'

Upload the signed form "Confidential thesis"

If your thesis is confidential, you have to upload the signed form "Confidential thesis" under "Appendix material".

You have to also tick the question 'Does the answer contain confidential material?' in the cover sheet.

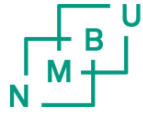
The screenshot shows the submission process in three steps: 1. Paper, 2. Cover sheet, and 3. Hand in. In the '2. Cover sheet' step, a button labeled 'Fill in cover sheet' is highlighted with a green box. A green arrow points from this button to a dialog box titled 'Fill in cover sheet fields'. Inside the dialog box, the question 'Does the paper contain confidential material?' is followed by a checked checkbox, which is also highlighted with a green box. A green arrow points from this checkbox to the 'Save' button in the dialog box. The '3. Hand in' step shows a green button labeled 'Click here to hand in' and a submission deadline of 00:35:08.

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.

This screenshot shows the same submission interface as above, but with the '3. Hand in' step highlighted by a green dashed box. The 'Click here to hand in' button is now green, and the submission deadline is 00:25:42. The '2. Cover sheet' step is no longer active, and the 'Fill in cover sheet' button is greyed out.



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.



3. Hand in

✓ Handed in

23/4/2020, 23:09

[Request receipt](#)

[Withdraw submission](#)