

Submission of the master's thesis, useful information

1. Submit the thesis (pdf-file) in DAIM before 23:59:59 on the deadline
2. The Department needs to paper copies, which automatically are sent from Tapir and the cost is covered by the Department. One copy for the NTNU professor, and one for the external examiner.

Do you want a copy for yourself? – Book extra copy/copies in DAIM when you submit the thesis: Button “Ekstrabestilling” (extra order) under “Trykkeriopplysninger”. The copy/copies must be collected and paid by the student in Tapir bookstore, Gløshaugen

3. **Problem description** must be included as the first page in the pdf-file you upload. In addition, register the problem description in a specific field in DAIM, as it is used for search purposes: <http://daim.idi.ntnu.no/soek/>

Abstract must be included in the pdf file you upload. In addition, register the abstract in a specific field in DAIM, as it is used for search purposes: <http://daim.idi.ntnu.no/soek/>

4. **Appendix/attachments** to the thesis (max 60 MB) can be uploaded in DAIM (if it is not a part of the thesis itself), and then it is available for the professor and the examiner. If the appendix is larger than 60 MB, burn **two** CD's and give to me (room B213) or send by ordinary mail.
5. Remember to hand in ”Innleveringsskjema” = submission form, for the thesis. Can be downloaded from DAIM only after submission.

Fill in the form, get the necessary signatures and hand in the form at the Faculty Office in “Gamle Fysikk”, building nr 5 on this map: <http://www.ntnu.no/ntnukart//no/gloshaugen.html>

Please note that formally, the thesis has not been registered as completely finished and submitted until the Faculty receives the form. The formal submission date of your thesis will be the date of submission in DAIM. You can also send the form to me by ordinary mail. Then it is important that you remember to enclose your **studentcard**. Or, with a hole puncher you make at least two holes in the magnetic stripe, scan the front and backside of the card and send to me by e-mail

Postal address:

Mona Nordaune
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Institutt for telematikk
7491 Trondheim

If you are not physically in Trondheim when you submit the thesis, please remember to hand in everything you have borrowed in advance, like keys, books, project reports etc.

6. If you need to keep your NTNU username/password after you have submitted your thesis, please consult the Oracle service

Orakeltjenesten
Room 202, Sentralbuilding II

orakel@ntnu.no/ phone. 735 91500

7. Normally it takes 3 months before the grade is ready. Note that some study programmes may have shorter evaluation deadlines. After you have completed all your courses, it may take around one month before you receive your diploma certificate from the Student and Academic division.

- 8. Please keep your home postal address updated at any time. This is the address NTNU use to send you the diploma certificates. This can be updated at Student web.**

If you have any questions – please ask!
monano@item.ntntu.no Phone 73 59 45 33

16 May 2011
Mona Nordaune