

How to hand in your project and master thesis in 'Digital eksamen' with hand in to the project library PURE

When you hand in your project or master thesis through 'Digital eksamen', it will automatic be uploaded to the project library PURE. All you have to do is fill in some additional information in PURE.

IMPORTANT: projects/master thesis can't be send for assessment before you have filled in the additional informations in PURE. So remember to start in plenty of time before deadline

- When you press 'submit hand-in' in 'Digital eksamen', you will receive a confirmation on the screen.

Confirmation of exam submission

Receipt: Your hand-in has been received

You must now enter supplementary information about your hand-in in the university project library. Your hand-in will not be entered.

[Go to the project library](#)

Below is your receipt for your exam hand-in, which also will also be sent to your email cfunc@ruc.dk. Before the deadline and resubmit a new hand-in. Only the last hand-in submitted within the deadline will count.

- Click on 'Go to the project library'
- You will be taken to PURE where you can fill in additional information.
- Mandatory information:
 - Confidentiality – transferred from 'eksamen.ruc.dk'
 - Type – eg master thesis
 - Education – chose the relevant subject eg biology. If your subject is not there choose 'Education for projects without education'
 - Semester – you can choose between undergraduate or graduate
 - Authors – transferred from eksamen.ruc.dk
 - Supervisors – here you can search among RU employees. If you have an external supervisor or you can't find your supervisor just add a new person

The image shows a web form titled "Add supervisor". At the top, there are two tabs: "Find" and "Create new". Below the tabs, there are two dropdown menus: "Type" (set to "External person") and "Gender" (set to "Male"). Below these are two text input fields: "First name *" and "Last name *". At the bottom right, there are two buttons: "Cancel" and "Create".

- Title– transferred from eksamen.ruc.dk
- Publication date – year is enough
- Language
- External collaboration – eg if you have worked with an organization

- There are also some optional information. These information can help fellow students to find your project.
 - Subtitle
 - Abstract
 - Publishing institution
 - Number of pages
 - Keywords