



Student Wihi Instructions

This tutorial tells you how to use Wihi for managing your thesis project.

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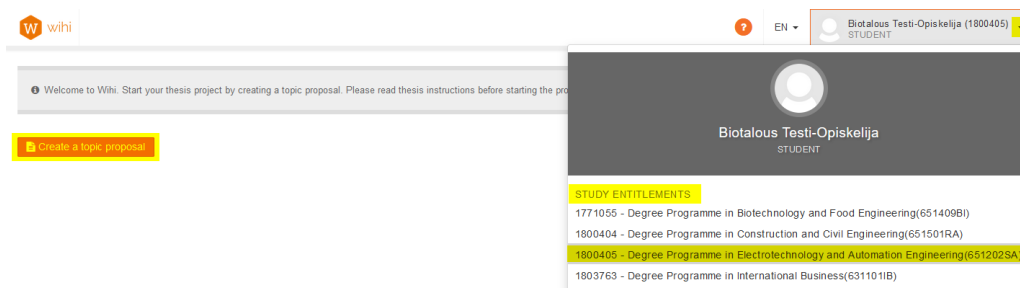
1 Logging in to Wihi

You may access to Wihi in two ways:

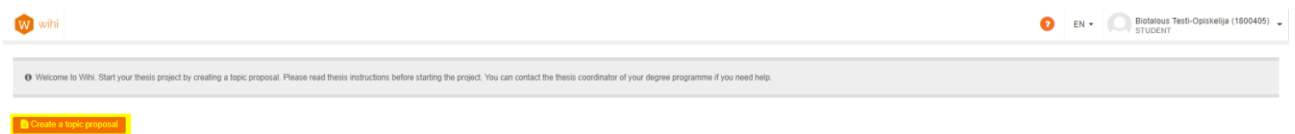
1. Go to student's Pakki-desktop in web address **pakki.hamk.fi**, log in with your HAMK id and password and choose **WIHI** icon or letter W from the top bar
2. Go to web address **wihi.hamk.fi** and log in with your HAMK id and password

2 Creating a topic proposal, saving as a draft and sending it

1. If you have several **study rights**, select the right one.
2. Then select **Create a topic proposal**. A new window open's and you can create a topic proposal. (If nothing happens, check that your browser settings allows pop-ups).



3. You can save the proposal as a draft at any point and continue later. 'Cancel' deletes the draft.
4. You'll find the draft of a topic proposal from Wihi's front page. You may edit the draft or delete it.



5. Fill the form carefully, but at minimum all mandatory fields, marked with red stars.

Create a topic proposal

Group members

Invite group members

* Group members Biotalous Testi-Opiskelija (Degree Programme in Electrotechnology and Automation Engineering)

Thesis information

* Thesis title

* Thesis title in English

Specialisation

* Planned start and end date of thesis -

* Thesis type

Advising time preference (in some programmes, this choice may not be taken into account)

Day

Evening

Any

6. If you are writing your thesis as a group, add these people to group members.
- Write down the name of the member to the field **Invite group members**. Please check that **Group members** field shows the right degree programme. An email notification will be sent to all invited members
 - If you are writing your thesis alone, you don't need to add the group members.
7. Write the **Thesis title** in English to both name fields. The title may be an unofficial name in the beginning of the project. Please, remember to update it before you send the final thesis version to plagiarism check. It is very important that the title is correct because the thesis title will be transferred to Pakki and finally to your degree certificate.
8. **Planned start and end date of thesis** are preliminary dates. You may edit them later as the thesis proceeds.
9. If you know what your **Thesis type is**, select it from the drop-down list. If you're not sure, select 'Unknown'. You may edit it later.
10. You may add the **Advising time preference** but notice that most of the degree programmes have their own procedures for individual and group supervision.
11. **Description of thesis content, objectives and outcomes** is the only mandatory text field. The other fields you may fill in immediately or as the thesis progresses.

*Description of thesis content, objectives and outcomes.

A detailed description of thesis contents, objectives and planned concrete outcomes. In diary theses, description of key work tasks.

This is mandatory text field

12. **Commissioning information** is not mandatory, but it is highly recommended to add the information at an early stage of the thesis.

▼ Commissioning information

Commissioning company	Commissioning company
Business ID	Business ID
Registered office	Registered office
Contact person	Contact person
Telephone	Telephone
E-mail	E-mail

13. **Readiness** is an optional field but filling it might speed up the handling of your topic proposal. **You may add the information of a completed thesis badge here.**

14. You must commit to follow the good scientific practice.

▼ Readiness

Students readiness to implement suggested thesis.
Other studies or work experience supporting the thesis.

I commit to follow good scientific practice in my thesis work. All texts produced by me can be checked with plagiarism detection program.

Submit Save draft Cancel

15. **When the proposal is ready, remember to submit** it. Submitting opens the thesis workspace.
16. The coordinator will approve your topic proposal or ask for addition to proposal. You may edit the topic proposal on the right side of the page, 'Edit' button.
17. You may communicate with the coordinator via Wihi, click the 'Create comment' button.

3 Thesis plan and schedule

1. When the topic proposal is approved, and the thesis supervisor is named you will receive an email and thesis plan phase opens.
2. In this phase you upload the preliminary thesis plan and plan the schedule.
3. Please fill in phase deadlines as early as possible. You may edit them later as the thesis progresses

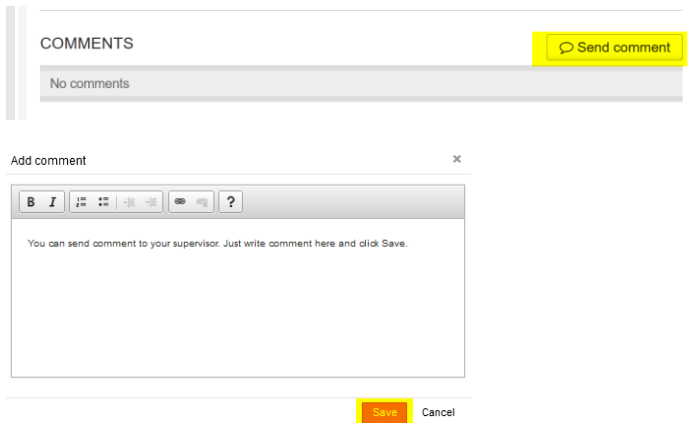
The screenshot shows the 'Thesis phases' section on the left, which includes a 'Topic proposal' phase (marked as 'Phase not completed') and several subsequent phases: 'Thesis plan', 'Phase 1: Planning phase completed', 'Phase 2: Implementation phase completed', 'Phase 3: Thesis ready for evaluation', and 'Thesis evaluation phase'. Each phase has a 'Send comment' button and a status indicator. The 'Thesis information' section on the right contains a form with fields for 'Thesis title', 'Thesis title in English', 'Thesis type', 'Group members', and 'Planned start and end date of thesis'. It also includes sections for 'Description of thesis content, objectives and outcomes' and 'Planned tools'.

4. When the preliminary thesis plan is ready, select **Upload file** and add your plan as attachment **in PDF-format**. Also, remember to add a **thesis agreement** created with the commissioner and a **research permit**, if necessary. You may ask your thesis supervisor for further information on the research permit. You may either choose file or drag them from your computer files to attachments. You may edit the attachments' names before sending them and you may delete it after you have submitted it.

The screenshot shows the 'Upload file' dialog box overlaid on the 'Thesis phases' section. The dialog box has a 'Choose file...' button, a text input field containing 'Thesis plan.pdf', and 'Submit' and 'Cancel' buttons. The background shows the 'Thesis plan' phase with an 'Upload file' button and a 'FILES' section.

4 Communication with your supervisor via Wihi

1. You may send messages to your thesis supervisor via Wihi workspace at any phase. Select **Send comment** from the Comments section. A new window opens where you can write text and click **Save**.



2. You may delete the message or added attachments after you have sent the message.
3. Your supervisor will receive an automatic email from your message.

5 Requesting external comments

You may use this function whenever you want to send your thesis for comments to the thesis commissioner. **The commenting link is valid for 21 days after you have sent the message.**

1. Upload the file to Wihi or select from the existing files.
2. Below the uploaded file, you can find the **Send for external comments** button. A new window opens where you can fill in the mandatory fields and submit the message.

Oct 12, 2021 3:50:01 PM | Biotalous Testi-Opiskelija

Thesis plan.pdf

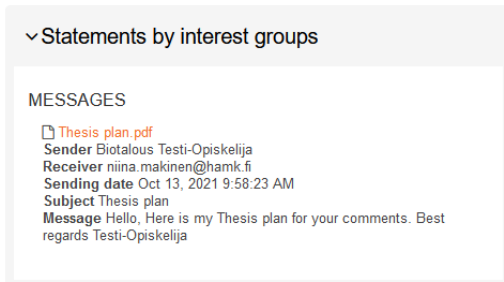
Send for external comments Delete file

The image shows a 'Send for external comments' dialog box with the following fields and content:

- E-mail:** test.contact@company.fi
- Subject:** Thesis plan
- Message:** Hello, Here is my Thesis plan for your comments. Best regards Testi-Opiskelija
- File:** Thesis plan.pdf

At the bottom of the dialog are 'Submit' and 'Cancel' buttons.

3. The receiver gets a link by email to a limited Wihi view. Receiver can answer comments and add an attachment file.
4. You can read comments from section **Statements by interest groups**.



6 Planning phase (Phase 1)

1. **Planning phase** opens when the preliminary thesis plan and schedule is accepted.
2. Make changes to your thesis according to the instructions of your thesis supervisor.
3. When **the final thesis plan is accepted, upload the file to the Planning phase** and add your plan as attachment in PDF-format. If necessary, you may delete it after uploading.
4. **Send for external comments**, you may send it for comments to a someone else than your supervisor.
5. You may ask your supervisor to add the **confidential area** to the workspace if your thesis includes confidential information. Add confidential attachments only to the confidential area.
 - a. Your supervisor can tell if there is a need for this kind of area or not
 - b. The files you add to Wihi will not be available to outsiders unless you send them to users outside Wihi for comments.
6. You may **send a message to the supervisor**. You may delete the message or added attachments after you have sent the message.

7. When the Planning phase is approved in Wihi **assessment transfers to Pakki**

Thesis phases

> Thesis plan
Nov 12, 2021
✔ Approved

Phase 1: Planning phase completed
📅 30.10.2021
⊙ Phase not completed

FILES 📁 Upload file

📘 You can send a file for external comments. The receiver will get a link to a limited Wihi view where they can download the file and send comments for a restricted time period.

Oct 14, 2021 9:51:59 AM | Biotalous Testi-Opiskelija
📄 ThesisPlan_ready.pdf

➡ Send for external comments
🗑 Delete file

CONFIDENTIAL FILES 📁 Upload file

No confidential files

COMMENTS 💬 Send comment

No comments

7 Implementation phase (Phase 2)

1. Upload your thesis to **Implementation phase files** in PDF-format.
2. Add confidential attachments only to the confidential area.
3. Select **Send for external comments** button below an uploaded file if you want to send the file for comments.
4. You may send messages to your thesis supervisor.
5. When Implementation Phase is approved, assessment transfers to **Pakki**.

8 Thesis ready for evaluation (Phase 3)

8.1 Sending the completed thesis for plagiarism check

1. Select **Upload file** from plagiarism check

Phase 3: Thesis ready for evaluation 30.11.2023 Phase not completed

PLAGIARISM CHECK

Upload file

To send the final version of your thesis to plagiarism checking, upload the file and click Submit. Please note that the maximum file size is 20MB.

2. New window opens, click **Choose file**. You may edit the file name with the pen icon.
3. **Add the final version of your thesis** to the checking in **PDF-format** (as one file including attachments) The maximum file size is **20 MB**. You may edit the file name with the pen icon.
4. Scroll down the page and accept Turnitin EULA licence agreement.
5. Click **Submit** and the file will transfer to plagiarism check.

Upload file

File types allowed by the plagiarism checker are: .pdf

+ Choose file...

testiopinnaytetyo.pdf

Cancel

Accept Turnitin EULA licence agreement before sending files for checking.

Turnitin EULA licence agreement

Turnitin End-User License Agreement

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**Users in the European Union refer to [Section B](#).

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Submit Cancel

I accept Turnitin EULA licence agreement

Submit Cancel

6. After successful submitting, the status of plagiarism check is **being analyzed**.

Phase 3: Thesis ready for evaluation 05.05.2022 Phase not completed

PLAGIARISM CHECK

Thesis is being analyzed by the plagiarism checking service.

Status
 Being analyzed

File
 Thesis.pdf

Sending date
 Oct 15, 2021 1:15:21 PM

7. If the submitting fails, Wihi retries to send the file for 24 hours. If the submitting still fails, the possibility opens for you to upload and submit the file again.
8. After the Thesis supervisor has accepted the result of the plagiarism check, the status will change to **analyzed**. You may 'hide' your thesis and prohibit its use, but that is not recommended. In case of need, ask for further information on prohibiting the use of your thesis from your supervisor.

Phase 3: Thesis ready for evaluation 05.05.2022 Phase not completed

PLAGIARISM CHECK

Thesis has been analyzed by the plagiarism checking service. Your thesis supervisor has accepted the thesis analysis, and the thesis is now in evaluation phase.

Status
 Analyzed

File
 Thesis.pdf

Sending date
 Oct 15, 2021 1:15:21 PM

9. Supervisor can also reject the plagiarism analysis. Check the comments by your supervisor and make necessary changes. Then upload a new file for analysis.

Phase 3: Thesis ready for evaluation Phase not completed

PLAGIARISM CHECK Upload file

Thesis has been analyzed by the plagiarism checking service, but your supervisor has rejected your thesis. Check the comments by your supervisor and make necessary changes. Then upload your thesis for new analysis.

Status
 Analyzed

File
 testi.pdf

Sending date
 May 2, 2022 1:33:02 PM

8.2 Publish your thesis

1. Before you can see the thesis statement and assessment in Wihi, you need to **add a link to your published thesis** and your thesis supervisor **needs to file your thesis**.
2. Select **Add** and write or copy-paste the link to your published thesis in **URN-format**. If your thesis will not be published in Theseus add the link to HAMK internal thesis archive. You will get the link from library via email.

8.3 Viewing your assessments in Wihi and Pakki

1. When your thesis supervisor has accepted the published link and filed your thesis, you will see your final grades in Wihi and Pakki.
2. **Wihi** shows the final grade and the partial grades of your thesis and the written thesis statement. Select **Download evaluation (pdf)** to see the contents of your thesis statement. You should save the file because it will not be transferred to Pakki.

3. In addition to the final assessment, you will see the grades you got from each accepted phase and the final assessments **In Pakki**

THESIS		15 / 15 credits		
<input checked="" type="checkbox"/>	Thesis – Planning	5 credits	3	<input type="button" value="+"/>
<input checked="" type="checkbox"/>	Thesis – Implementation	5 credits	3	<input type="button" value="+"/>
<input checked="" type="checkbox"/>	Thesis – Maturity Test	0 credits	HYV	<input type="button" value="+"/>
<input checked="" type="checkbox"/>	Thesis – Finishing	5 credits	3	<input type="button" value="+"/>
External studies		40 / 0 credits		<input type="button" value="+"/>

Course	Name	Grade	Status	Assessment date	Assessor
T-60936	Thesis test	3	Assessed	15.10.2021	Opettaja Peppi

9 Change of study right during the thesis project

1. If your study right changes, for example from open university to study right for a degree, contact your supervisor. The study right must be changed to Wihi.
2. Once the study right has been changed you can continue your thesis project from the same point you left off.