

Following points have to be done before submitting the hardcopy theses:

- registration in UNIGRAZonline by the student
- your supervisor has to approve the registration in UNIGRAZonline



## Register your theses – Performance Records “My Theses - Submission/Publications”

1. UNIGRAZonline
2. Login to your student account
3. You can change the language by a click on “EN”
4. All applications: “My Theses”
5. Click on the title of your theses
6. Operations: **Edit**
7. **Authors / Co-Authors:** If a second person has the same theses title you have to click “+Add” and search for the name. Please inform the *Prüfungsreferat der Naturwissenschaftlichen Fakultät* that you collaborated with another student when you forward the form “Submission of the Master’s thesis” (Ansuchen um Beurteilung).
8. **Title, abstract, language version:**  
The German and the English abstract should not exceed 4000 characters;  
a) Click “+ Add” for the German version:  
fill in the German title and abstract!  
b) Click “+ Add” for the English version:  
fill in the English title and abstract!

**Please do not use paragraphs or line breaks (no space at the end of the title/abstract)!**

If your theses is written in English, set the checkmark at “*Language of full text?*”.

**Save and close.**

The screenshot shows the 'Theses - Submission/Publications' form with the language set to 'Deutsch (mandatory)'. The 'Language of full text?' checkbox is unchecked. The form includes fields for 'Title of thesis' (German title of the theses, 1 to 2000 characters, 1974 characters left), 'Abstract' (German version of the abstract (max. 2000 characters), 1 to 4000 characters, 3947 characters left), and 'Keywords' (1 to 4000 characters, 3947 characters left).

The screenshot shows the 'Theses - Submission/Publications' form with the language set to 'Englisch (mandatory)'. The 'Language of full text?' checkbox is checked. The form includes fields for 'Title of thesis' (English title of the theses, 1 to 2000 characters, 1973 characters left), 'Abstract' (English version of the abstract (max. 2000 characters), 1 to 4000 characters, 3946 characters left), and 'Keywords' (1 to 4000 characters, 3946 characters left).

9. **Affidavit (consent is required)**: if you have submitted your theses at another university please get in touch with the Prüfungsreferat immediately otherwise, please click **“Consent”**

10. Documents:

**“Upload full text”**: upload a **PDF-A-Document (max. 40 MB)** of your theses.

Do not include a declaration on oath in your theses.

The registration is finished when **all mandatory attributes** are marked with green checkmarks.

Please click the button **“Submit now”** to complete the registration!



Instructions: compiling, submitting, and checking plagiarism of final papers

**Mandatory attributes**

- ✓ Supervising organisation
- ✓ Study programme
- ✓ Supervisor
- ✓ Title, abstract, language version: Englisch (language of full text)
- ✓ Affidavit (consent is required)
- ✓ Upload full text document

**NAWI-GRAZ students** have to register their theses in TUGRAZonline too when their **supervisor is a staff member of the University of Technology**.

In this case the supervisor has to approve the registration in TUGRAZonline.

**Last step of the submission:**

Please send the form **“Ansuchen um Beurteilung”** completed and signed by you to [nawi.pruefref@uni-graz.at](mailto:nawi.pruefref@uni-graz.at)!

The form is accepted only when the registration in UNIGRAZonline is approved by the supervisor.