



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

1. Business card/Workplace: UNIGRAZonline
2. Login to your student account
3. You can change the language by clicking this icon: 
4. Teaching & Research:  **Theses** (icon with a hat)
5. Click on the title of your theses
6. Operation: **Edit** (top right corner)
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 hand in the hardcopy of your theses.

### 8. Title, abstract, language version:

The German/English abstract should not exceed 2000 characters;

a) Language version Deutsch: click “**Edit**”

**Fill in the German 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 image shows two side-by-side screenshots of the UNIGRAZonline registration interface. The left screenshot shows the 'English version' form with the language set to 'Englisch' and the 'Language of full text?' checkbox checked. The right screenshot shows the 'German version' form with the language set to 'Deutsch' and the 'Language of full text?' checkbox unchecked. Both forms have fields for 'Title of thesis', 'Abstract', and 'Keywords', each with character count indicators. The 'Title of thesis' field in the English version contains 'English version of the title' and in the German version 'German version of the title'. The 'Abstract' field in the English version contains 'English version of the abstract' and in the German version 'German version of the abstract'. The 'Keywords' field is empty in both. The interface includes 'Save and close' and 'Cancel/Close' buttons at the top of each form.

9. **Eidesstattliche Erklärung (Zustimmung erforderlich)**: click **“Consent”**

10. Documents:

**“Access restriction (full text)”**: choose „nicht zugänglich“ if you want to block the full text version of your theses online

**“Upload full text”**: upload a PDF-A-Document of 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!



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