

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 hand in the hardcopy of your theses.
8. **Title, abstract, language version:**
The German and the English abstract should not exceed 2000 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 image shows two side-by-side screenshots of the 'Theses - Submission/Publications' form. Both screenshots show the 'Language' dropdown set to 'Deutsch (mandatory)' on the left and 'Englisch (mandatory)' on the right. The 'Language of full text?' checkbox is unchecked on the left and checked on the right. The form contains three main input sections: 'Title of thesis', 'Abstract', and 'Keywords'. Each section has a character count indicator. For the German version (left), the title has 1924 characters left, the abstract has 2000 characters left, and the keywords have 3947 characters left. For the English version (right), the title has 1973 characters left, the abstract has 2000 characters left, and the keywords have 3946 characters left.

9. **Affidavit (consent is required)**: click **“Consent”**

10. Documents:

“Access restriction (full text)”: choose „not accessible“ 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!



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**.