

Thesisplaner: Digital thesis

1. Submission of a thesis via Thesisplaner
2. Publication of theses at the TH Wildau

1. Submission of thesis via Thesisplaner

- **Digital:** The submission of theses (mandatory copy) is carried out in digital form in accordance with the general regulations of the TH Wildau. ([Rahmenordnung v. 29.05.2024, in German](#))
- **Upload:** Students upload the thesis according to the deadline. The printed copies are omitted. The cover sheet and thesis proposal are integrated into the thesis file.

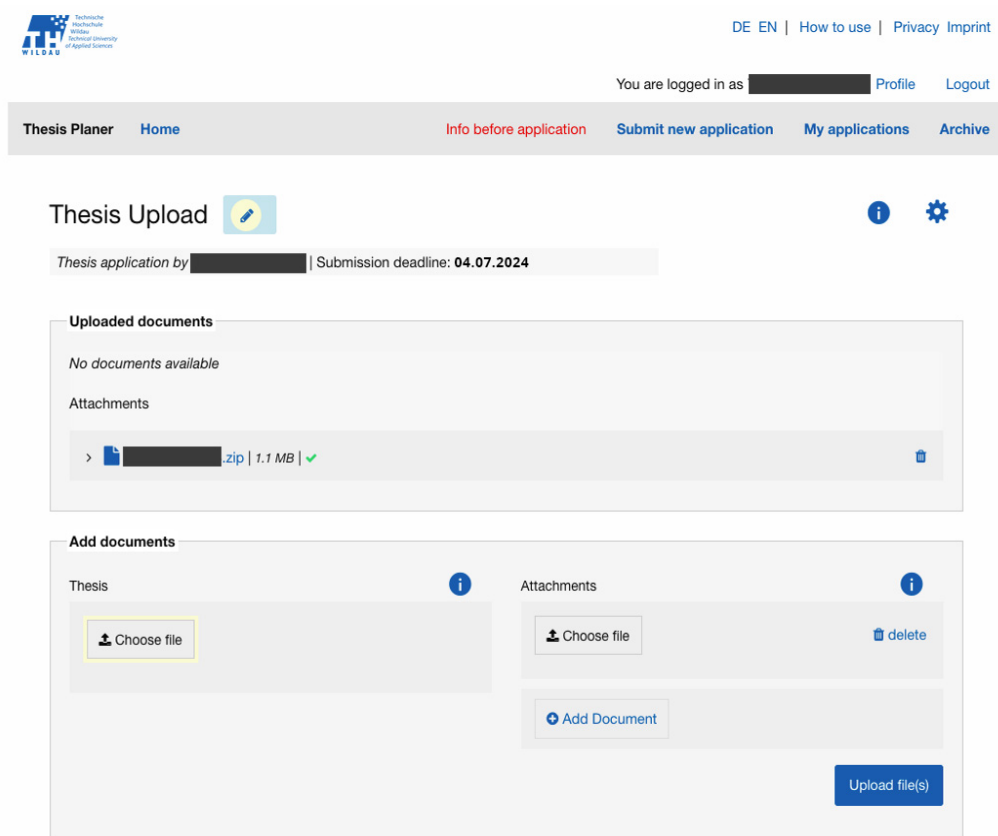


Fig. 1

- **Digital formats:** Students upload one mandatory copy (PDF) and optionally two digital attachments (compressed as ZIP) per thesis. Blocked attachments are marked accordingly (Fig. 1).

- **Declaration of independence:** When submitting their thesis, students must declare in the Thesisplaner that they have written their thesis – in the case of a group thesis their appropriately labelled part of the thesis – independently and have not used any sources or aids other than those specified (Fig. 2).
- **Granting rights of use:** Students optionally agree to publication in the Thesisplaner when uploading their work (Fig. 2).

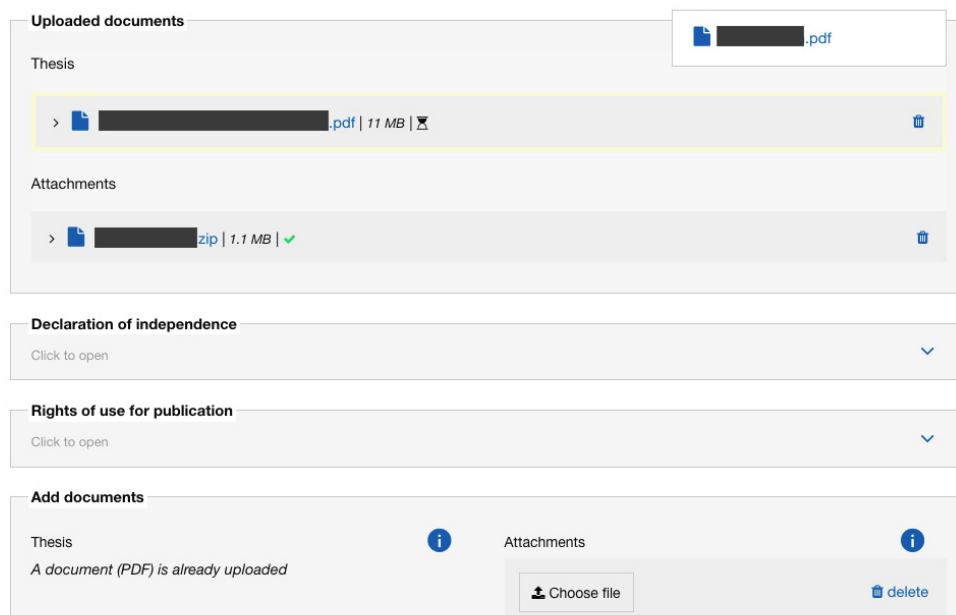


Fig. 2

- After uploading the documents, the upload process is completed by the student. The final document, including the declaration of independence, is then provided by the system.
- The receipt and formal review of the submitted documents is confirmed by the dean's office of the respective faculty.
- If the **submission deadline is exceeded**, the upload function will be blocked.
- If there is an unapproved request for a **blocking note** on the submission date, the release of the thesis remains blocked for the further process until this request is approved/rejected. Release is only possible after the blocking note has been approved.
- For blocking notices approved after the submission date, the digital thesis will be supplemented with an additional sheet on the blocking notice after submission.
- In the event of **technical faults on the server**, theses can be submitted by email or via the university cloud to the dean's office of the respective department.

Optional print version for supervisor and reviewer

- The digital thesis is made available to the supervisor and reviewer in the thesis planner.
- Within the approval process for the thesis application, the supervisor and reviewer can optionally enter their request for a printed copy.
- For optionally requested print copies, the document is sent to the university's copy centre and issued there. Optionally, it can be sent to external reviewers. The university will cover the costs for printed copies.
- **Submission deadline for reviews:** Supervisors and reviewers will be reminded of the submission deadline in a defined period before the submission deadline.

2. Publication of theses at the TH Wildau

- Digital theses are published in the OPUS catalogue of the university library as part of a university-wide availability.
- After completion of the examination process, the digital documents are transferred from the Thesisplaner to the university library.
- **Theses with a blocking notice** or with non-transferred rights of use are not published.
- Students can also publish their theses via Open Access after completion of the examination process.
- Theses can be edited for publication via Open Access after regular submission. Two versions of a thesis are then optionally available in the library.