

## Information sheet

### Submitting your thesis at TUM School of Management

Please note that the following information is only relevant for students enrolled at TUM School of Management

#### Students' checklist for submitting the final thesis

I have been working intensively on my thesis for the last few months and am looking forward to handing it in soon.

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## Dates, deadlines and general information

- I can check my submission a few days later in my TUMonline Student File under “Degrees”.

**Student File**  
**Mr. Max Mustermann (01234567)**  
**Haupt Hörer**

Personal/academic details | Exams Organisation view | all exams | **Degrees** | Course participation | Comments (!) | Web (De)Registration Log

**Degrees**

Type of Exam ▲	Overall assessment ▲	Study ID ▲	Study programme ▲	Date ▲
<b>No entries.</b>				

**Theses**

Type ▲	Addition	Study ID ▲	Study programme ▲	Date of assessment ▲	Submission date ▲	Assessment	ECTS Cr.	Subject of thesis
Bachelor's Thesis		1630 17 256	Technologie- und Managementorientierte Betriebswirtschaftslehre		<b>23.01.2023</b>		12	Thesis Title

- The deadline for submission ends at 11:59 p.m. on the date specified in the email. I know that I am allowed to hand in my thesis on the following working day (Monday-Friday), in case my official submission date falls on a weekend (Saturday and Sunday) or a public holiday valid in Bavaria (for students in Munich) or Baden-Württemberg (for students in Heilbronn).
- I am aware that I can submit my thesis at any time before my official submission deadline.

- I am not on leave of absence and I know that I have to be officially registered for the semester in which I will hand in my thesis, even if the thesis would still count towards the previous semester in terms of examination law.

## Last check before submitting my thesis

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- My cover sheet contains all the necessary information:
    - matriculation number
    - surname, first name
    - study program
    - degree (Bachelor or Master)
    - School: TUM School of Management
    - supervising chair
    - supervisor
    - title of my thesis (in consultation with my supervisor)
      - If I have written the thesis in English, it is sufficient to indicate the title in English.
      - If, on the other hand, I have written the thesis in German, I have to give both the English and the German title.
    - submission date
    - if desired: cooperation partner (e.g. company, NGO, etc.)
  
  - When it comes to the design of the cover sheet itself, I stick to the guidelines of my supervising chair. There are no formal guidelines on this from TUM School of Management.
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- Since the Grade Management team does not define any requirements here, I clarified the following points with my supervisor:
    - page number
    - single or double-sided printing / type of binding (should my supervisor need the hard copies of my thesis)
    - format like font type, size etc.
    - submission of additional data not included in the thesis itself (by stick, by email, etc.)
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- I made sure to sign the declaration of authorship
    - in the digital version a digital signature is sufficient
    - in the printed version in handwriting (should my supervisor need the hard copies of my thesis)
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- I checked with my supervisor or the company I worked with to see if my thesis needed to be blocked or not.
  - I choose the right option in the koinon system once I submit the thesis.
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### **Definition of a Declaration of Authorship**

With the Declaration of Authorship, the author guarantees that he/she has written the thesis independently and without outside help and that he/she has done so only by using the sources indicated.

The Declaration of Authorship serves to preserve the code of honor of science: No plagiarism, everything has been correctly cited and accounted for. The affidavit is legally binding and not a mere formality, because it refers to the penal code and in case of violation, an awarded title can be revoked.

### **Definition of a blocking note**

If confidential data of a chair/company is part of the thesis, all persons except the first and second reviewer as well as those persons within the examination board who co-assess the thesis are prohibited from viewing it.

Public disclosure and reproduction of the thesis - or excerpts of the thesis - are strictly prohibited.

## Finally submitting my thesis

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- I may submit my thesis in the koinon portal to the Grade Management team. The koinon portal can be found at <https://portal.mgt.tum.de/>.
- It is not necessary to send the work to my supervisor as well; your supervisor will be automatically informed about your final upload by the Koinon Portal
  - If I have submitted my thesis digitally, I am not required to additionally submit it in printed form. The digital submission is sufficient in any case.
  - If my supervisor would also like a printed copy, I will clarify directly with him/her how I should submit the hard copies. In this case, the paper will not be submitted via the TUM School of Management, but **directly to my supervisor**.

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### Your contact persons for further questions

Grade Management (Munich)	<ul style="list-style-type: none"> <li>• <a href="mailto:grademanagement@mgt.tum.de">grademanagement@mgt.tum.de</a></li> <li>• <a href="https://www.mgt.tum.de/">https://www.mgt.tum.de/</a></li> </ul>
Student Counseling Bachelor (Munich)	<ul style="list-style-type: none"> <li>• <a href="mailto:academicadvising_bachelor@mgt.tum.de">academicadvising_bachelor@mgt.tum.de</a></li> <li>• <a href="https://www.mgt.tum.de/">https://www.mgt.tum.de/</a></li> </ul>
Student Counseling Master (Munich)	<ul style="list-style-type: none"> <li>• <a href="mailto:academicadvising_master@mgt.tum.de">academicadvising_master@mgt.tum.de</a></li> <li>• <a href="https://www.mgt.tum.de/">https://www.mgt.tum.de/</a></li> </ul>
Grade Management (Heilbronn)	<ul style="list-style-type: none"> <li>• <a href="mailto:academicadvising_heilbronn@mgt.tum.de">academicadvising_heilbronn@mgt.tum.de</a></li> <li>• <a href="https://www.mgt.tum.de/">https://www.mgt.tum.de/</a></li> </ul>
Student Counseling Bachelor/Master (Heilbronn)	<ul style="list-style-type: none"> <li>• <a href="mailto:academicadvising_heilbronn@mgt.tum.de">academicadvising_heilbronn@mgt.tum.de</a></li> <li>• <a href="https://www.mgt.tum.de/">https://www.mgt.tum.de/</a></li> </ul>