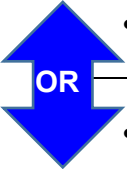


## Information sheet

### Registering your thesis at TUM School of Management

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

#### Student's checklist for registering the final thesis

- 
- I meet all the admission requirements necessary for the registration of my thesis.
    - I can find the admission requirements that apply to my study program at the TUM School of Management in the examination and study regulations (Fachprüfungs- und Studienordnung) that can be downloaded from the homepage of the TUM School of Management <https://www.wi.tum.de/downloads/>.
- 
- I am not on leave of absence during the entire process, i.e. from the date of registration to the date of submission.
    - Further information on the topic of leave of absence as well as exceptions in case of leave of absence due to maternity and care of close relatives can be found here: <https://www.tum.de/studium/im-studium/das-studium-organisieren/beurlaubung>.
- 
- I have found an appropriate topic and a supervisor for my thesis and would now like to register it.
    - If I have any problems finding a topic, I can always contact my responsible Program Manager:
      - Bachelor: <https://www.wi.tum.de/contact/>
      - Master: <https://www.wi.tum.de/contact/#graduate-programs>.
- 
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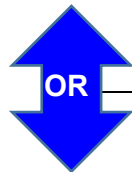
  - My supervisor belongs to a chair/professorship that is member or affiliate member <https://www.wi.tum.de/faculty-research/academic-departments/> of the TUM School of Management or offers a course in my degree program.
  - Therefore, he/she can supervise my thesis at any time.
- 
- My supervisor neither belongs to a chair/professorship that is member or affiliate member <https://www.wi.tum.de/faculty-research/academic-departments/> of the TUM School of Management nor offers a course in my degree program.
  - Therefore, I will take the opportunity to register the thesis in cooperation with a chair that meets the requirements. I have taken care of the corresponding contact/exchange between the two chairs/professorships.
-

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- My supervisor will carry out the registration in the portal of the TUM School of Management <https://portal.wi.tum.de/>.
    - If my supervisor is unable to log into the portal, he/she is welcome to contact the Grade Management team.
  - For the registration, I provide him/her with the following information:
    - matriculation number
    - surname, first name
    - working title of my thesis (in consultation with my supervisor)
    - registration date (in consultation with my supervisor)
    - cooperation partner (e.g. company, NOG, etc.)
      - no
      - yes
        - name of company
        - operating nationally or internationally
        - start-up or NGO or established
- 
- My supervisor has successfully registered my thesis and I have received a notification from the portal. Using the link mentioned in the message, I now confirm the data provided and complete the necessary information:
    - blocking note: yes or no (in consultation with my supervisor)\*
    - I would like to be invited to the graduation ceremony: yes or no.
    - I give permission to the TUM School of Management to collect data about my transition into working life: yes or no.
    - As a graduate of a master's program, I give permission to the TUM School of Management to transmit my data to the Financial Times Ranking: yes or no
    - Only after I have done this, the Grade Management team can carry out the further processing of my registration, e.g. checking the admission requirements, status of enrollment, etc.
- 

**\*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.



- The Grade Management team reviewed my application, gave the approval for the registration and I received the appropriate notification through the portal.
  - I know that I will receive this message at the earliest on the day of my registration. I understand that in some cases, the process might be slightly delayed due to external circumstances. However, this is not a cause for concern.

- The Grade Management team reviewed my application and unfortunately had to reject it.
- I know that this is not a reason to worry for now and I will contact the Grade Management team to clarify everything further.

**The teams of Grade Management and Program Management wish you a lot of success and, of course, fun while working on your thesis!**

**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.wi.tum.de/contact/">https://www.wi.tum.de/contact/</a></li> </ul>
Student Counseling Bachelor (Munich)	<ul style="list-style-type: none"> <li>• <a href="mailto:studentcounseling_bachelor@mgt.tum.de">studentcounseling_bachelor@mgt.tum.de</a></li> <li>• <a href="https://www.wi.tum.de/contact/">https://www.wi.tum.de/contact/</a></li> </ul>
Student Counseling Master (Munich)	<ul style="list-style-type: none"> <li>• <a href="mailto:studentcounseling_master@mgt.tum.de">studentcounseling_master@mgt.tum.de</a></li> <li>• <a href="https://www.wi.tum.de/contact/">https://www.wi.tum.de/contact/</a></li> </ul>
Grade Management (Heilbronn) Student Counseling Bachelor/Master (Heilbronn)	<ul style="list-style-type: none"> <li>• <a href="mailto:studentcounseling_heilbronn@mgt.tum.de">studentcounseling_heilbronn@mgt.tum.de</a></li> <li>• <a href="https://www.wi.tum.de/contact/">https://www.wi.tum.de/contact/</a></li> </ul>