

Information sheet

Submitting 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 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.

Content

Dates, deadlines and general information.....	2
Last check before submitting my thesis	3
Definition of a Declaration of Authorship	4
Definition of a blocking note	4
Finally submitting my thesis.....	5
Your contact persons for further questions.....	5

Dates, deadlines and general information

- I was informed of the exact submission date via email and I can look it up in my TUMonline account (Instructions for TUMonline: <https://wiki.tum.de/display/docs/Studierende>).
 - The deadline for submission is 23:59 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 as my official submission date falls on a weekend (Saturday and Sunday) or a public holiday valid in Bavaria.
 - I am aware that I can submit my thesis at any time before my official submission date.
-
- I am not on leave of absence and I know that I have to be officially re-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

- My cover sheet contains all the necessary information:
 - matriculation number
 - surname, first name
 - study program
 - degree (Bachelor or Master)
 - School: TUM School of Management - as I am a student of that school and not another one)
 - 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, NOG, etc.)
 - When it comes to the design of the cover sheet itself, I stick to the guidelines of my supervising chair/professorship. There are no formal guidelines on this from TUM School of Management.
-
- 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
 - format like font type, size etc.
 - type of binding
 - submission of additional data not included in the thesis itself (by stick, by email, etc.)
-

-
- I made sure to sign the declaration of authorship
 - in the printed version in handwriting
 - in the digital version a digital signature is sufficient.
-
- I have filled in the form *Permission to view my thesis*, which can be found in the download area of the homepage of the TUM School of Management <https://www.wi.tum.de/downloads/>, and I have attached it to the email as a separate PDF.
 - I checked with my supervisor or the company I worked with to see if my thesis needed to be blocked or not.
-

Definition of a Declaration of Authorship

The author guarantees with a Declaration of Authorship 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

- I may submit my thesis via email as a PDF to the Grade Management team. It is not necessary to send the work to my supervisor as well; Grade Management will take care of that.
 - 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 where I should send the thesis. In this case, the paper will not be submitted via the TUM School of Management, but directly to my supervisor.

Your contact persons for further questions

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