

## Information sheet

### Submitting your thesis at TUM School of Management (Campus Munich)

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.

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## Dates, deadlines and general information

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- 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.
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- 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.
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## 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 - 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. 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
    - format like font type, size etc.
    - type of binding
    - 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 printed version in handwriting
    - in the digital version a digital signature is sufficient.
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- 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.
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### **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"> <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>