

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 this 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, 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 have filled out the form *Permission to view my final thesis*, which can be found in the download area of the homepage of the TUM School of Management <https://www.mgt.tum.de/download-center> 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 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

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