

Information regarding submission of the Thesis

We regularly receive many questions about the submission of the thesis. With this we hope to answer some of the most frequently asked questions and help you with a smooth submission of *your* thesis. So please read these tips and hints carefully!



By the way: failing to submit the thesis correctly can lead to delays as well as a refusal of your thesis submission.

This information sheet is divided into these parts:

General Information

Instructions to submit your Thesis digitally

Instructions to submit your printed copies

Thesis checklist

Frequently asked questions (FAQ)

General Information:

- **Submit your thesis digitally first!**
 - Only when you submitted both digital and printed copies, the submission will be considered complete.
 - When you submit digitally, we will forward the file to your supervisors.
 - **Exception:** your second supervisor is not a teacher at the Wismar University. It is the students duty to send both the digital and printed copy to their second supervisor in this case.
- You can hand in your **printed copies** at the Servicepoint during our service hours, send them by post or put them in the mailbox in front of the Servicepoint office.
- After submitting your thesis digitally, please hand in your printed copies as soon as possible. Without the printed copies your defense cannot take place.
- You can meet the submission deadline by submitting digitally.

Instructions to submit your Thesis digitally:

Generally, this works through **StudIP!**

You will receive a separate email with a link and a password. In case you did not receive this email, please let us know immediately and we'll send this info to you.

- Please be aware that the thesis needs to be uploaded **into** the folder „Ordner zur Abgabe einer Abschlussarbeit“ (folder to submit a thesis). You can upload your thesis in **one PDF file** up to 49,9 MB, please never upload multiple files!
- You have **multiple files*** or your file(s) is/are larger than 49,9 MB? Use the **CampusCloud**** or compress the file(s) into one ZIP file!
 - * Multiple files are only allowed if certain attachments can't be included in the PDF file of your thesis (e.g. animations). **Generally, all parts of your thesis should be included and saved in a singular PDF file!**
 - ** create a folder in the cloud and upload your thesis and all its attachments (if applicable) there and send us a download link of the folder to zpa@hs-wismar.de
- Should you have compressed your file(s) into one ZIP file and that ZIP file is max. 49,9 MB, you can upload it through StudIP.
- Please name your file like this:
last name_first name_matriculation number_BA/MA_study programme
(BA = Bachelor; MA = Master)

You can find help and instructions on how to use the CampusCloud on our university website: University > Facilities > IT Service and Media Centre > under Services you can find CampusCloud.

To summarize: with a file up to 49,9 MB you can upload it to StudIP right away, with a file of more than 49,9 MB and/or with multiple files upload your thesis to the CampusCloud and send us a download link of the folder.

Please note: you can no longer submit your digital copy through a physical storage medium like CD or USB stick! Thesis storage mediums will not be accessed by us. Submit your digital copy through the means explained above.

Should you have trouble submitting your thesis digitally, let us know right away! We'll gladly help you. Either send us an email to servicepoint@hs-wismar.de or give us a call at 03841 / 753-7503.

Instructions to submit your printed copies:

When you submit your printed copies in person at the Servicepoint you will receive a confirmation of receipt and other documents for your faculty. You will hand them in at your faculty, together with the remaining copies of your thesis,

Bring all your printed copies to the Servicepoint first! Do not submit them at the faculty beforehand!

- If you sent your thesis by post or put it in the mailbox in front of the Servicepoint, we will forward the printed copies to the faculty via in-house mail. You will receive the confirmation of receipt by email to sign.
- Please pay attention to how many printed copies you need to submit! You can find this information on your letter of admission to the thesis.

We will check your thesis on submission for formal correctness. We will check the following points:

- Is the thesis **topic/thema identical** with the one on your letter of admission. And by identical we mean *identical*. The topic needs to be exactly the same down to the smallest detail. If the thesis topics don't match, you will have to correct it.
- Did you add the **declaration of independent work** and is it complete: you will have received a form with your letter of admission with an example declaration. You can copy that declaration into your thesis word for word.
Please do not hand in the signed form with the example declaration.
- **For students with the Faculty of Engineering:** did you add your assignment and is it signed.
 - You have to add the original written assignment signed by your supervisors and/or the head of the examination board to your printed thesis! You also need to add it to your digital copy (it needs to be signed as well).
- Was the **submission deadline missed**: Should you submit your thesis too late, the examination board will have to decide whether they will accept your thesis or not. You will need a very good reason for it to be accepted late though!
 - If the thesis is not accepted because of late submission, you will receive the grade 5,0 (did not pass). So please pay close attention to your deadline! If a submission on the set deadline is not possible, you can apply to get an extension, granted you have a good reason for it. You can only apply up to 14 days before the deadline. Reasons for a delay have to be communicated to us as soon as they happened.

Thesis checklist:

Here is a small checklist to help you submit your thesis correctly. This is only for you and does not need to be handed in.

- Topic on the thesis is identical with the one on the admission letter (even down to punctuation!)
- declaration of independent work added and signed
- for **Faculty of Engineering**: original signed assignment (attached to admission letter) is added in one printed thesis and as a copy of the original in the other printed thesis', as well as added to the digital thesis
- digital copy is identical to the printed copies
- digital copy is saved in a singular PDF file and named correctly
 - **if applicable**: attachments that can't be added to the PDF file were uploaded together with the PDF file to the CampusCloud or compressed into a ZIP file
- submitted the thesis on time (digitally first! Through StudIP or CampusCloud)
- printed enough copies
- if applicable: submitted the printed and digital copy of the thesis to the second supervisor, if they are not a teacher at the Wismar University
- submitted the printed copies at the Servicepoint (in person or by mail)

Notes:

Frequently Asked Questions (FAQ):

Q: How strict are you regarding the topic on the thesis? Does even punctuation like a dash have to be the same?

A: *Yes. Every word and every punctuation mark has to be the same.*

Q: I ordered to print my thesis on time but the printing company needs longer after all so my thesis won't be ready to be submitted on time. What do I do?

A: *Submit your thesis digitally and then hand in your printed copies as soon as you can.*

Q: Is there a specific time frame in which I have to submit the printed copies after?

A: *There is no set time frame for when you have to submit the printed copies after uploading the digital one. However, the later you submit the printed copies, the later your defense will take place. We recommend submitting the printed copies a week after uploading the digital copy at the latest.*

Q: I won't be able to finish writing my thesis on time....can I submit it later?

A: *If you have a good reason for the delay you can apply for an extension. There is no set form for this application, so it's fine to just send an email or write a letter. You can send the application with your reasons via email to servicepoint@hs-wismar.de. Your application will be checked and decided by the examination board. Should your application be rejected, you will have to submit on the original deadline. Because of this, you should apply for an extension as soon as you know that there might be a reason for delay. There is a maximum amount of time you can get an extension for, how much that is for you, you can find in your „Prüfungsordnung“ – the examination regulations. If you can't get any more extensions, then the deadline that was set last is the one you will have to submit your thesis on.*

Q: I got ill during the writing period for my thesis and couldn't continue working on it. Can I get an extension too?

A: *Yes. You can apply the same way as above, just send an email to servicepoint@hs-wismar.de. Additionally, you'll have to hand in a medical certificate/official medical certificate (which one you need will be explained in your „Prüfungsordnung“ – the examination regulations), you can find a form for this on our website, just go to [Studies](#) › [In studies](#) › [Manage your studies](#) › [Applications & Forms](#). You can find the right form in the tab [Illness/resignation/maternity leave](#). Your application will be checked and decided by the examination board. Should the extension be longer than half of the regular work time for your thesis, you have the option to withdraw from it. The maximum extension time is not valid for an extension because of illness (which means longer extensions are possible if needed). Submit your application for extension on the day you received your certificate of incapacity to work (“Arbeitsunfähigkeitsbescheinigung” or “Ärztliches Attest”).*

Q: Can I change my thesis topic?

A: *Depending on your examination regulations, you may change your original thesis topic but you will have to “give back” your current topic and redo your thesis. This can be done once within a set time frame after receiving your admission letter. For this you will also receive a new time frame to work on your thesis, with a new starting and submission date. If you only want to make changes or corrections to your thesis topic, this can also be done once within a set time frame after receiving your admission letter. In this case, you will be able to continue working on your thesis with the same submission deadline.*

Q: Will I be deregistered right after my defense? Is there anything I have to do?

A: *You will not be deregistered immediately after your defense, though you will have to be deregistered some time after. By university regulations, students of Bachelor study programmes will be deregistered by the end of the semester at the latest, unless they have applied for a Masters programme with us. Students of Masters and Diploma study programmes will be deregistered 4 weeks after we sent the certificate by mail at the latest. Once you passed all your final exams, please hand in an application to deregister, that way you can also choose to be deregistered before the above mentioned times. The filled in deregistration application form will be required either way. You can find the form on our website, just go to Studies › In studies › Manage your studies › Applications & Forms. You can find the right form in the tab Applications/forms for general matters.*

Q: How will I receive my certificate?

A: *Your certificates will be mailed to you, together with your notice of completion of studies and the notice of deregistration (if applicable). We will mail the documents to the address you entered on the deregistration form or the last known address. You can also personally receive the documents if you wish, just let us know beforehand (please message us about that early on so we don't send it by mail) and you can come pick it up at the Servicepoint during our service hours, once it's all ready.*

Q: I will probably move after my final exams. Can you send my certificates to my new address?

A: *If you let us know your new address in time, we will send the documents to your new address. It's best to give us an early notice.*

Q: I have a question that wasn't mentioned here. Is there anyone I can talk to?

A: *If you have questions regarding the topic, content or form of your thesis, please talk to your supervisors. If you have general questions, you can send us an email at servicepoint@hs-wismar.de or give us a call at 03841 / 753 – 7503.*