

Theses in PRIMUSS

1. Registering your thesis

Log in to your Primuss account and register with the online service "My final thesis". You will be taken to the overview page for registering your thesis (Fig. 1). At the top of this page, you will find general information about registering and submitting your thesis.

Once you have chosen a supervisor (first examiner) and agreed on a topic, you can register your thesis by clicking the "Register thesis" button.

NOTE: The registration platform for theses will only be displayed if you have met the requirements for registering your thesis.

Platform for thesis application

Before registering your thesis, please read the information on registering and submitting theses on the relevant pages of your faculty

For FK 12, please also note the information on the specified registration periods.

The following **procedure** must be observed:

- First you have to fill in the formsheet. Please click on **"register thesis"** to open the formsheet. The title of your thesis has to be agreed with your professor.
- Be sure to complete your registration by clicking on **"Submit application"**. Only then can the approval process for your thesis begin!
- The information on the start date and the submission date of the thesis is subject to approval of the application. If approval is granted, you will receive a notification by e-mail or you can view the binding submission date here at any time.
- You can download the proof of the registration of your thesis at any time.

Submitting the thesis:

- For submitting your thesis please click on **"Submit thesis"**
- **Firstly** upload all marked mandatory documents in the upload area
- **Secondly** click on **"Submit thesis"**. Only then the binding submission takes place!
- The status is stored as "Documents were submitted on ... in digital form"

By clicking on "Submit thesis", you declare that you have written the thesis independently, have not yet submitted it elsewhere for examination purposes, have not used any sources or aids other than those specified and have marked verbatim and analogous quotations as such

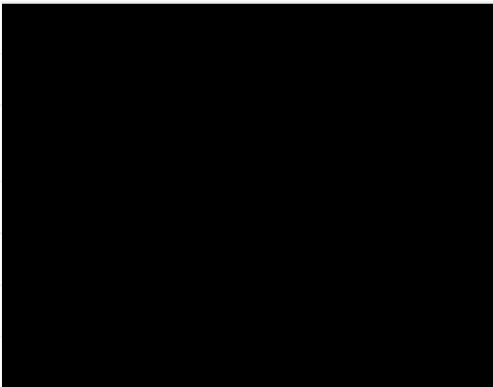
Thesis	State	Options
1. Thesis	1. Registration: You can register a thesis.	 Register thesis
	2. Submission:	
	3. Grading:	

Figure 1

After clicking on the “Register thesis” button, you will be taken to the data entry page for registration (Fig. 2). Here you will find a description at the top of the page, your personal data, and fields for data entry below. You can either select a first examiner from your faculty or click on “Examiner of all faculties” to display all examiners. The fields “First examiner” and “Title of thesis” (with a maximum length of 250 characters) are mandatory fields. The data in the “Company” section refers only to theses that are completed in a company.

Thesis registration

Please consider, the title of your thesis has to be agreed by your professor. You can change the title of your thesis once by request until the mark has been given by your professor.

Personal data	
First name	
Last name	
Address	
Phone number	
E-mail	
Course of study	
Graduation	

Please note the following information about the title:

- No point or comma at the end
- Do not place the title in quotation marks
- Spelling
- no capital or lowercase letters throughout

First Examiner

☐ Examiner of all faculties

Second Examiner

☐ Examiner of all faculties

German title of thesis

250 (Max. 250 characters)

English title of thesis

250 (Max. 250 characters)

Company

Please complete the company data if your thesis is supervised outside the Hochschule München.

For companies with more than one registered office, please add the city to the company name.

Company name	
E-mail of the supervisor	
Department	
Company Location	
Name of the supervisor	
Telefon number	

Key

* = Mandatory data, this data must be entered.

Continue



Figure 2

Once all relevant data has been entered, confirm by clicking the “Continue” button.

An information box will pop up. After confirming it by clicking the “Save” button, you will be taken to the overview page. Here you have the option to edit the data you have entered or to complete your registration by clicking the “Submit” button.

Please note: Once you have submitted your registration, you will no longer be able to edit your registration details!

After submitting the application, the overview page changes. You can now save the application form by clicking on the “Download” button or view the data you have entered.

The registration form is forwarded directly to the responsible first examiner by clicking on the “Submit” button. The application form does not need to be signed. It is not necessary to print out the application form or submit the registration form in any other way!

2. Confirmation of registration

Once your thesis registration has been processed, you will receive an email about the approval process. Here (Fig. 3) you can see the application status of your registration, the changed data and notes from your examiner, a note indicating whether an additional paper copy is required, and the submission deadline for your thesis.

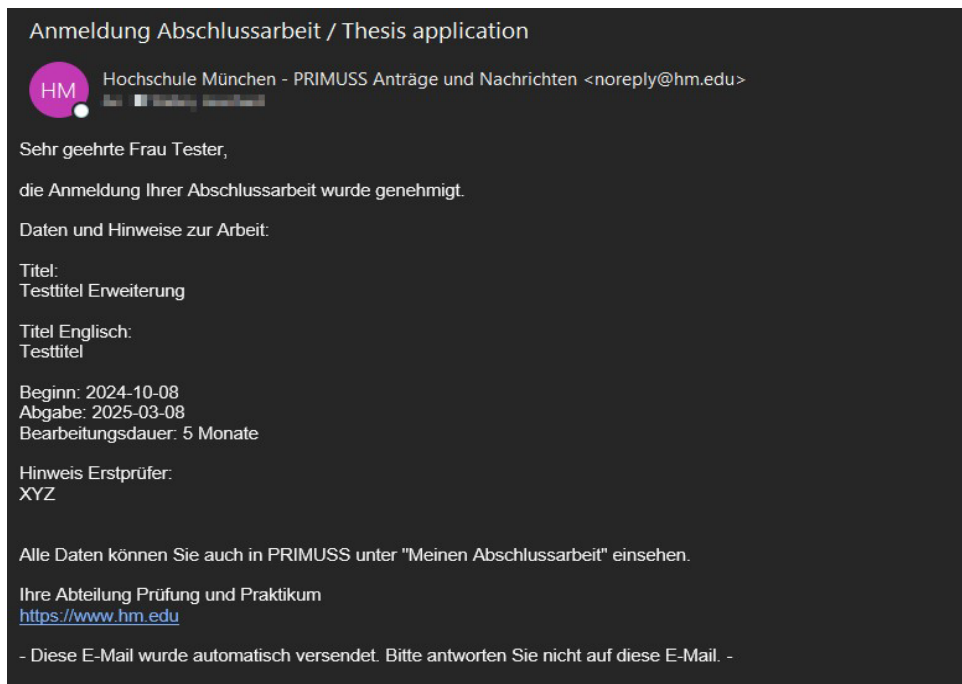


Figure 3

Furthermore, the changed and additional data for registering the thesis is also visualized in the online portal. The registration process is now complete for you. The section for digital submission of the thesis is now activated in the online portal and can be used accordingly.

3. Submission of the thesis

By clicking on the “Upload documents” button, you can upload the required documents for submitting your thesis. You can see which documents are mandatory in the corresponding note behind the document type. The upper upload area also contains a brief description of how to upload and submit the documents.

After clicking on the “Upload” button in the “Submit thesis” area, you will be taken to the actual upload area for the respective document. Here you will find a description of the types of documents that can be uploaded, how to upload them, and the maximum size allowed.

In addition to the thesis itself, other files relevant to the thesis (such as Excel lists, source code, drawings) can be uploaded in the “Attachments” section – for example, as a ZIP file.

Once you have uploaded all the required documents, you can return to the overview. Here, the submission process is finalized by clicking the “Submit thesis” button.

Before clicking this button, the thesis is considered not submitted!

After clicking the “Submit” button, the submission date of the (digital) documents is displayed. From this point on, it is no longer possible to upload and submit additional documents!