Guidelines for Thesis Management
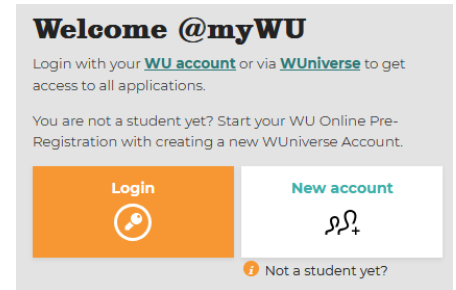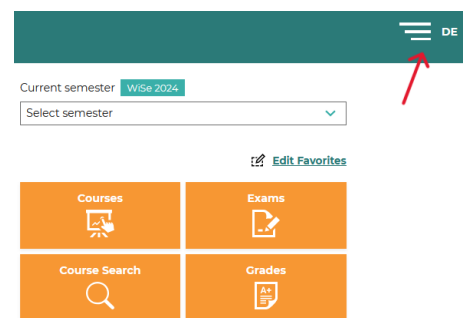
If you have any questions, please contact studentsupport@wu.ac.at.
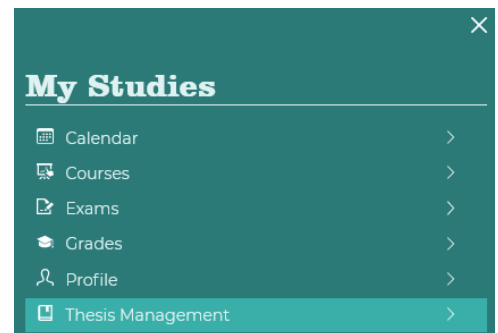
Step 1   Go to **myWU** https://bach.wu.ac.at/mywu/ and log in with your WU account.

Step 2   **Click** on the **menu symbol** with the **three lines** at the **top right.**

Step 3   Click on *Thesis Management* under *My studies*.

Step 4   Your thesis will be listed here once your supervisor <u>has created it in the supervision database</u>.
Note: If you do not see an entry, please contact your supervisor.

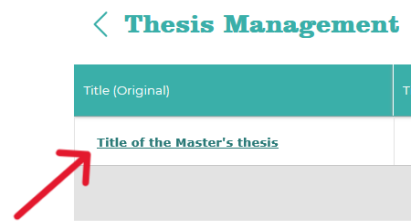| Title (Original)	Title (English)	Degree program	Type	State
Title of the Master's thesis	**Title of the Master's thesis**	Masterstudium	Master's thesis	Created

Rows per page 10 ▼   1-1 of 1 |< < > >|

Step 5 **Click** on the title of your thesis to open the page for submitting your thesis.

Title (Original)

Title of the Master's thesis

Step 6 **Fill in** and **check** all mandatory fields. After the information icon 🛈 you find a description what to fill in.

Step 7 **Upload your thesis in PDF/A format**.
Note: The title of the file must not contain any spaces.
Please note: The title page must contain the following information:
- *First and last name of the author(s)*
- *Title and, if available, subtitle*
- *Type of thesis (Bachelor's thesis, Master's thesis or dissertation)*
- *Field of study or degree program*
- *Name and location of the university*
- *Name(s) of the supervisor(s)*
- *Year of submission*

Upload documents
🛈 File names must not contain spaces, punctuation marks or special characters

Final thesis (PDF-A format)	Attachments, each file individually	Aid list (PDF-A format)
Durchsuchen... Keine Date...usgewählt.	Durchsuchen... Keine Date...usgewählt.	Durchsuchen... Keine Date...usgewählt.

Note: Any attachments will be published with the thesis.

Step 8 Save the filled-in information. Submit the thesis by clicking on **Submit**. Confirm your entry by ticking the relevant checkboxes and clicking on **OK**.
*Attention: After clicking on **OK** the thesis is submitted and can **no longer** be edited!*