Checklist "Digital Final Thesis"

Unimail

→ Activated?
→ ⊠ Please check your e-mails regularly!

- *Before the start of the processing period:*
  ⊠ You will receive an e-mail with information on the processing time (start and end date) as well as on the appointment of reviewers. (This step can be omitted depending on the degree program and procedure).
- *After the start of the processing period:*
  ⊠ You will receive an e-mail containing the topic to be worked on, information on the processing time (start and end date) as well as on the appointment of the reviewers.

Technical problems?! →

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Tel. +49 231/755-2444

Questions on formalities? → Please contact your advisors in the Central Examinations Office *(Zentrale Prüfungsverwaltung).*

Content-related questions? → Please contact your supervisor/reviewer.

- Please inform the Central Examinations Office *(Zentrale Prüfungsverwaltung)* as well as your reviewers immediately and, if possible, before submitting the final thesis about changes made by you (e.g. change of title of the final thesis).

Submitting your final thesis

- Text document (your final thesis) → Since it is only possible to upload a PDF document as the main file, please convert your thesis to PDF.

- ! **Important** ! The correct and signed version of the affidavit *(Eidesstattliche Versicherung)* must be submitted as part of the main file (your final thesis).
- The final thesis must be submitted <u>by the end of the latest submission date</u> ("midnight") → including all corresponding attachments.
  - ▲ Uploading the final thesis (and the attachments):
    - ▪ ! **Important** ! Please allow sufficient time. Fast uploads are available in the PC pools or via the WI-FI of TU Dortmund University.
    - ▪ Completed files can be uploaded in advance and remain stored there until the final thesis is submitted.
    - ▪ ! **Important** ! Should the file of your final thesis be larger than 1 GB, please contact the Central Examinations Office *(Zentrale Prüfungsverwaltung)* as well as your reviewer before <u>the end of the latest submission date</u>.
    - ▪ Attachments to your thesis should always be uploaded in a compressed file format (e.g. .zip). If they are larger than 1 GB, please submit them on a suitable storage medium (e.g. CD, DVD, USB stick), otherwise the upload may take a long time.

! **Please note** ! Attachments that cannot be uploaded must also be submitted to the supervising organizational unit (faculty, e.g. dean's office, front office, supervisor) <u>before the end of the processing time</u>, i.e. <u>by the latest submission date</u>.

✓ **Correct submission** → You will receive a receipt by e-mail to your ⊠ Unimail account that can be downloaded directly after the submission to the system.