

Procedure for examiners using the Thesis Upload Portal of the TUM School of Life Sciences

Dear examiners,

You can use the new online portal for confirming your student's thesis registration as well as for downloading completed theses. These two functions are described under **1. Confirmation of your student's thesis registration** and **2. Thesis download**.

If you want to use the portal as a registered user, please log in first - the required steps for the log in process are described below. Please note that you don't have to necessarily log into the portal as you can also do all steps regarding confirmations and downloads via email links (explanations can be found under points 1 and 2).

Registration in the portal/overview

Please log into the portal (<https://www.thesis.wzw.tum.de/?l=en>) by using your TUM ID and your TUM password.

THESIS - Thesis Upload Portal
TUM School of Life Sciences
Technical University of Munich



Login

THESIS > Login

THESIS - Thesis Upload Portal

PLEASE ENTER YOUR TUM ID HERE:

You can find your TUM ID on your business card under Resources. campus.tum.de

Your TUM ID:

Your password:

Login

THESIS
Thesis Upload Portal

Weihenstephaner Steig 22
85354 Freising

email

After logging in, you will see an overview showing the different areas of the portal. Please select the examiner's area (either via the link or via the navigation bar on the left side).

Thesis register / upload

Examiner area

Administration

THESIS > Home

THESIS - Thesis Upload Portal

You want to register and upload your thesis.
You can register and upload your thesis here. [\[link here.\]](#)

You are an examiner of a thesis.
Here you can approve these registrations and download uploaded theses. [\[link here.\]](#)

You are system administrator.
Here you can manage theses and implement changes to the thesis portal. [\[link here.\]](#)

THESIS
Thesis Upload Portal

Weihenstephaner Steig 22
85354 Freising

[email](#)

Dear Sir/Madam
[Redacted]

You have logged in successfully.

[Log out →](#)

Now you can see all the theses that are either waiting for approval, waiting for upload, that have been completed or that have been rejected (sorted by their processing status).

Thesis register / upload

Examiner area

Administration

Home > Examiner area

Examiner area

The following theses are structured according to their processing status (waiting for approval, waiting for upload, completed theses, rejected theses).

- [Waiting for approval](#)
- [Waiting for upload](#)
- [Completed theses](#)
- [Rejected theses](#)

WAITING FOR APPROVAL

WAITING FOR UPLOAD

COMPLETED THESES

[Redacted] **Brauwesen mit Abschluss Diplom-Braumeister** +
(Sonstige)

REJECTED THESES

1: Confirmation of your student's thesis registration

As soon as the student has registered the thesis, you as the examiner will receive an email with the request to confirm or reject the registration.

You can confirm or reject the registration of the thesis directly by clicking one of the links in the email:

Dear Ms. / Mr. Dr. [REDACTED],

The following thesis has just been registered in the portal:

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Name: [REDACTED]
Matriculation number: [REDACTED]
Degree program: Brauwesen mit Abschluss Diplom-Braumeister / Sonstige
Preliminary title in German: Anleitung Thesis Upload Portal
Preliminary title in English: Instruction Thesis Upload Portal
Organization / Chair : [REDACTED]
Examiner: [REDACTED]
Date of issue of the thesis: 04.11.2020
Date of submission of the thesis: 04.02.2021 - 23:59:59
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Please follow this link to confirm the thesis from your side.
<https://www.thesis.wzw.tum.de/token.php?pzv=20e463b72393b5307f168e15cd26fa85>

Please follow this link to reject the thesis from your side.
<https://www.thesis.wzw.tum.de/token.php?pab=c7c577354a014878623b94f8cedccb03>

Once you confirmed the thesis, we will check the requirements for the admission of the thesis. After conformation by the examination team, the student will receive a mail with the official confirmation of the thesis registration.

With kind regards
Your Examination Team
Campus Office Weihenstephan
Technical University of Munich

The second possibility is to log into the portal (log in process is described above) and to confirm the thesis registration there.

To do so, please select the student whose registration you would like to accept, click on the plus next to the student's name and then press the "agree" or "reject" button.

Thesis register / upload

Home > Examiner area

Examiner area

Administration

Examiner area

The following theses are structured according to their processing status (waiting for approval, waiting for upload, completed theses, rejected theses).

- Waiting for approval
- Waiting for upload
- Completed theses
- Rejected theses

WAITING FOR APPROVAL

[REDACTED] Brauwesen mit Abschluss Diplom-Braumeister (Sonstige)	+
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WAITING FOR UPLOAD

WAITING FOR APPROVAL

[REDACTED] - Brauwesen mit Abschluss Diplom-Braumeister ⊖
(Sonstige)

[Anleitung Thesis Upload Portal](#)
[Instruction Thesis Upload Portal](#)

Name	[REDACTED]
Matriculation number	[REDACTED]
Degree program	Brauwesen mit Abschluss Diplom-Braumeister - Sonstige
Semester	Bachelor study program 7. semester
Email address	[REDACTED]
Organization / Chair	
Examiner	[REDACTED]
Created on:	05.11.2020 - 12:01:00
Date of issue of the thesis	05.11.2020
Date of submission of the thesis	05.02.2021 - 23:59:59
Consent of the examiners	open agree reject
Approval of the examination team	open
Upload status	open

After your approval, the examination team of the Campus Office will check if all requirements for the thesis are met (credit requirements, internships etc.) and finally accept the registration. After completion of the registration process the thesis "slides" from "Waiting for approval" to "Waiting for upload" where it remains until the student uploads the thesis.

2: Thesis download

In your examiner's area you will find all the theses that you supervise.

After a student has uploaded his or her thesis, you will receive an email which allows you to download the thesis directly via the link in the confirmation email:

Dear Ms. / Mr. Dr. rer. i [REDACTED]

The following thesis has just been uploaded to the portal:

--
Name: [REDACTED]
Matriculation number: [REDACTED]
Degree program: Brauwesen mit Abschluss Diplom-Braumeister / Sonstige
Preliminary title in German: Anleitung Thesis Upload Portal
Preliminary title in English: Instruction Thesis Upload Portal
Organization / Chair :
Examiner: Dr. re [REDACTED]
Date of issue of the thesis: 04.11.2020
Date of submission of the thesis: 04.02.2021 - 23:59:59
Uploaded at: 04.11.2020 - 17:05:50
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Please follow this [link](#) to download the thesis from the portal.

Please use the grading formula that you can download from the Campus Office webpage (<https://www.wzw.tum.de/index.php?id=446&L=0>). We ask you to respect a maximum period of 6 to 8 weeks.

Please directly send the filled grading formula to the given address.

The examination team takes over the registration of grades as well as the validation in TUMonline.

You can view all your current and completed theses in the portal any time.

With kind regards
Your Examination Team
Campus Office Weihenstephan

A second option is to log into the portal (log in process is described above) and to download the thesis there.

To do so, please select the student whose thesis you would like to download in the section "Completed theses", click on the plus next to the student's name and download the thesis via "Download thesis".

Examiner area

The following theses are structured according to their processing status (waiting for approval, waiting for upload, completed theses, rejected theses).

- [Waiting for approval](#)
- [Waiting for upload](#)
- [Completed theses](#)
- [Rejected theses](#)

WAITING FOR APPROVAL

WAITING FOR UPLOAD

COMPLETED THESES

[REDACTED] - Brauwesen mit Abschluss Diplom-Braumeister
(Sonstige)



COMPLETED THESES

[REDACTED] - Brauwesen mit Abschluss Diplom-Braumeister ⊖

(Sonstige)

[Anleitung Thesis Upload Portal](#)

[Instruction Thesis Upload Portal](#)

Name	[REDACTED]
Matriculation number	[REDACTED]
Degree program	Brauwesen mit Abschluss Diplom-Braumeister - Sonstige
Semester	Bachelor study program 7. semester
Email address	[REDACTED]
Organization / Chair	
Examiner	[REDACTED]
Created on:	04.11.2020 - 13:43:40
Date of issue of the thesis	04.11.2020
Date of submission of the thesis	04.02.2021 - 23:59:59
Consent of the examiners	approved
Approval of the examination team	approved
Upload status	uploaded

[Download thesis](#)

The new portal allows you to view all theses that you supervise(d) and to download the finished theses at any time. Please note that the digital submission does not prevent your students from the obligation to hand in a printed and signed copy to you.

There is a time limit of about 6 to 8 weeks for the evaluation of the thesis.

The notification of the grade will continue to be paper-based, as this is currently not legally possible via the portal. Please use the thesis evaluation form (<https://www.wzw.tum.de/index.php?id=446&L=1>) and send it directly to the Campus Office (letterhead included on the form).

If you have any questions or problems regarding the thesis portal please contact thesis.wzw@tum.de