Procedure for examiners in the Thesis Portal of the TUM School of Life Sciences

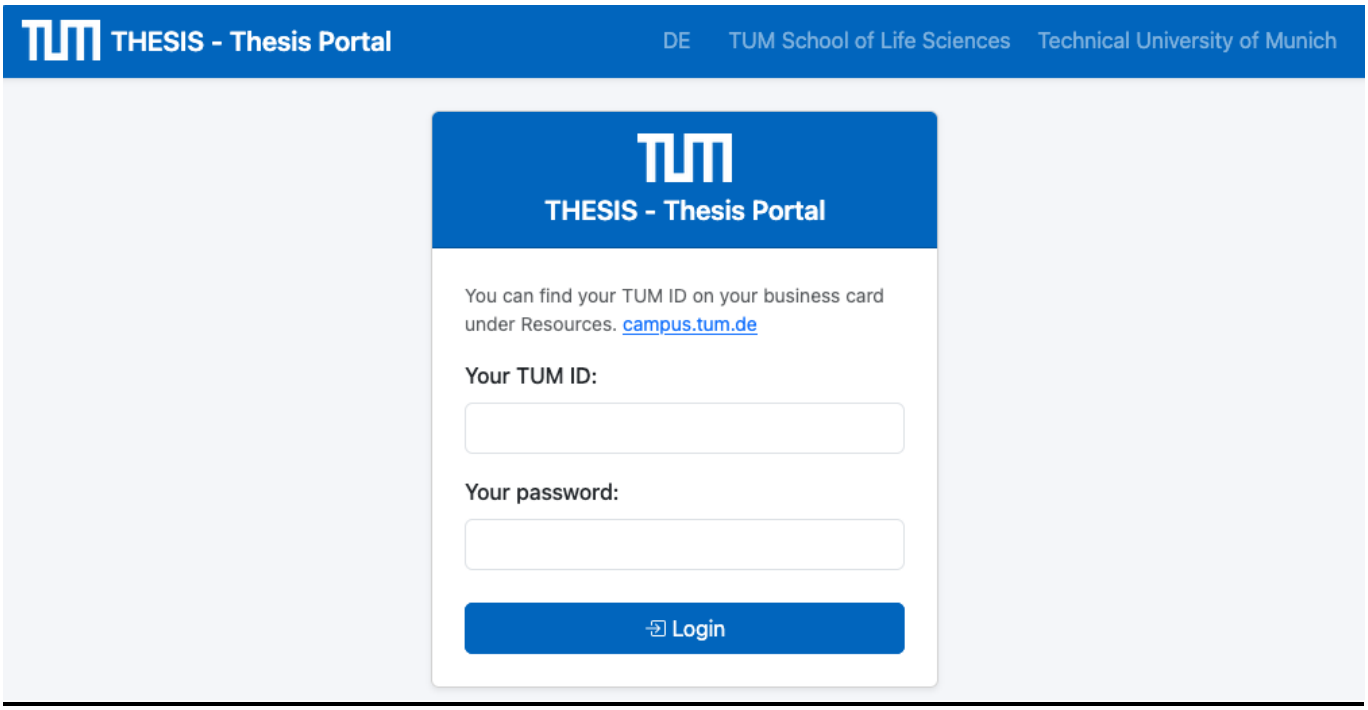
Dear examiners,

there are two functions for which you can use the portal. These are explained below under **1. Confirmation of your students' theses registration** and **2. Thesis download**.

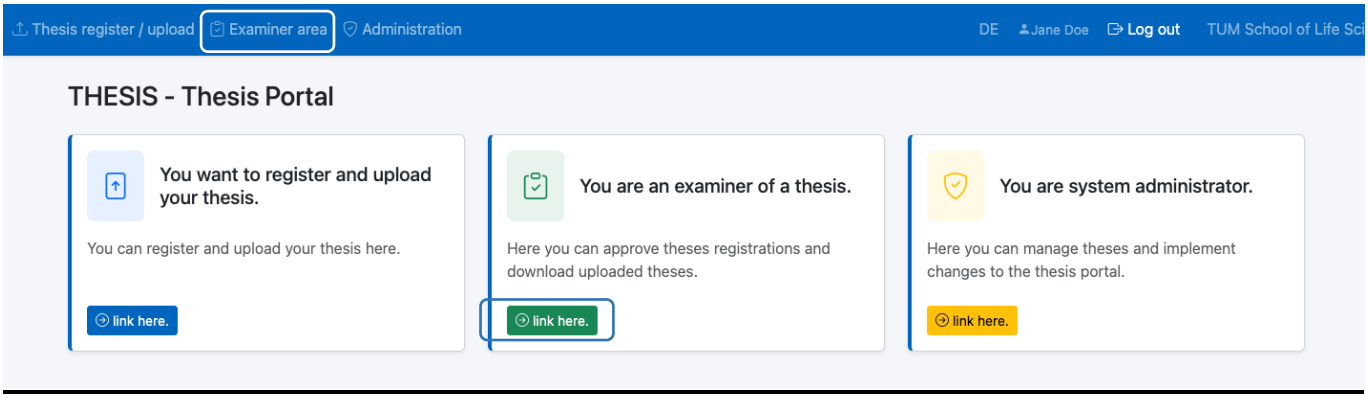
If you would like to use the portal as a registered user, please log in first - the steps for this can be found below. However, you can also continue using the links in the emails sent to you (see points 1 and 2 for explanations), so it is not absolutely necessary to log in to the portal.

Registration in the portal/overview

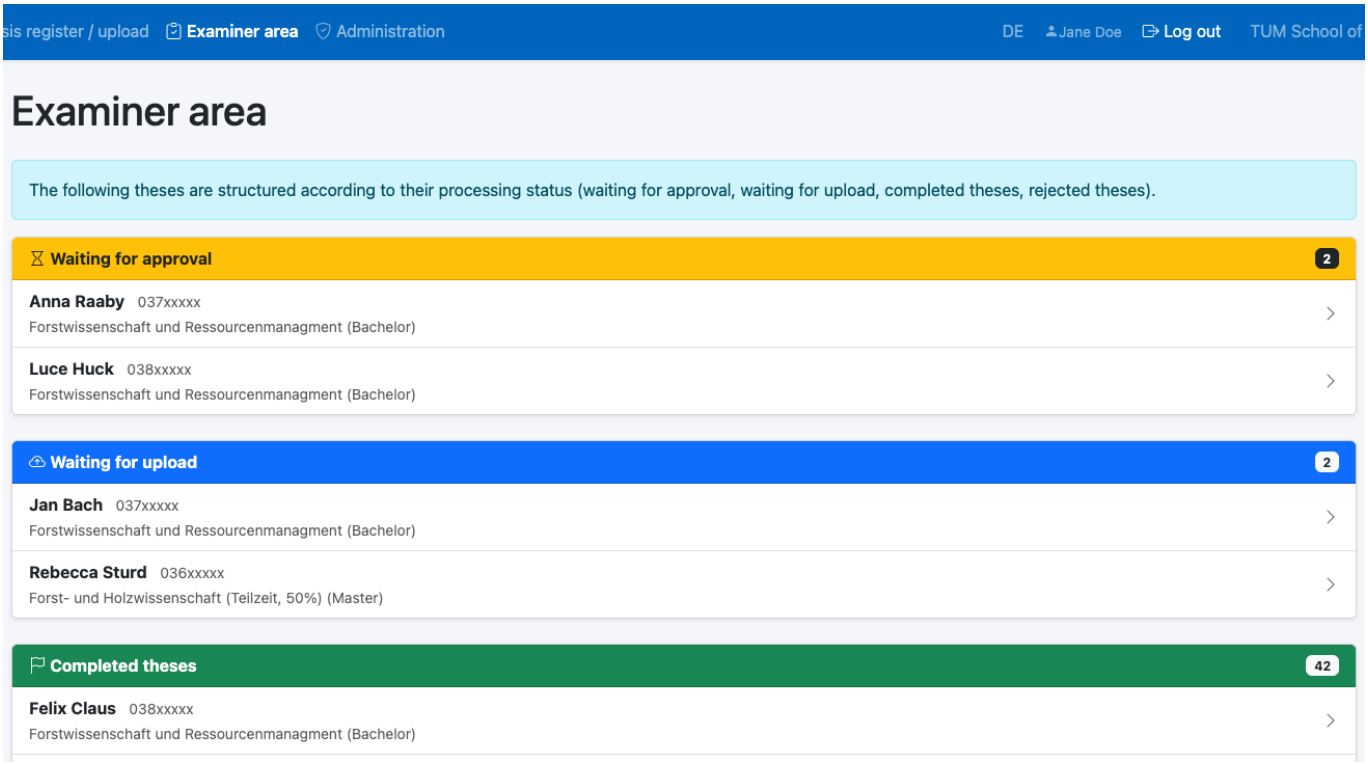
Please log in to the portal (https://webportale.ls.tum.de/thesis/index.php?l=en) with your TUM ID and your TUM password.



After logging in, you will be taken to an overview showing the different areas in the portal. Please select the examiner area there (either via the link or via the navigation bar on the left-hand side).



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).



1. Confirmation of your student's thesis registration

As soon as the student has registered their thesis, you as the examiner will receive an email asking you to approve or reject the registration.

You can approve (after you have checked whether the entered data is correct!) or reject the thesis registration directly via the link in the email:

Dear Susanne Minges,

The following thesis has just been registered in the portal:

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Name: Susanne Minges
Matriculation number: 0000000
Degree program: Agrarwissenschaften und Gartenbauwissenschaften / Bachelor
Preliminary title in German (except for Englisch degree programs a German title is mandatory for thesis registration): Titel deutsch
Preliminary title in English (mandatory for thesis registration): Titel englisch
Organization / Chair : Lehrstuhl für Agrarsystemtechnik
Examiner: Susanne Minges
Date of issue of the thesis: 03.01.2025
Date of submission of the thesis: 03.04.2025 - 23:59:59
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By clicking on the link you approve the thesis from your side:
https://webportale.ls.tum.de/thesis/token.php?pzu=f027eb3053212d410f369b1e81cceeaa

By clicking on the link you reject the thesis from your side:
https://webportale.ls.tum.de/thesis/token.php?pab=e8f817be426736fc51e9e3c843e4dd25

Once you have approved the thesis, the registration will be submitted to the examination board for approval.

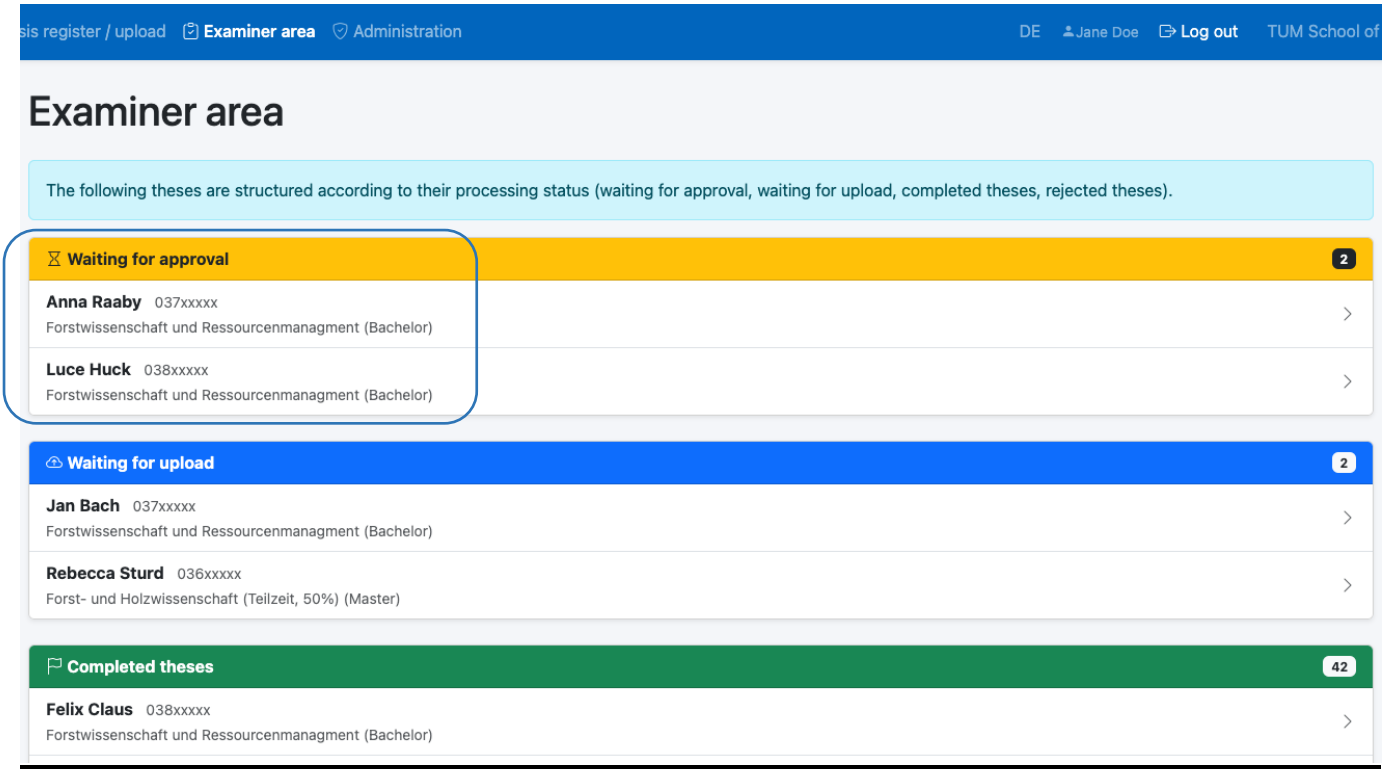
After completing this process, which can take around 4 weeks, the student and you will receive an email about the decision.

Kind regards

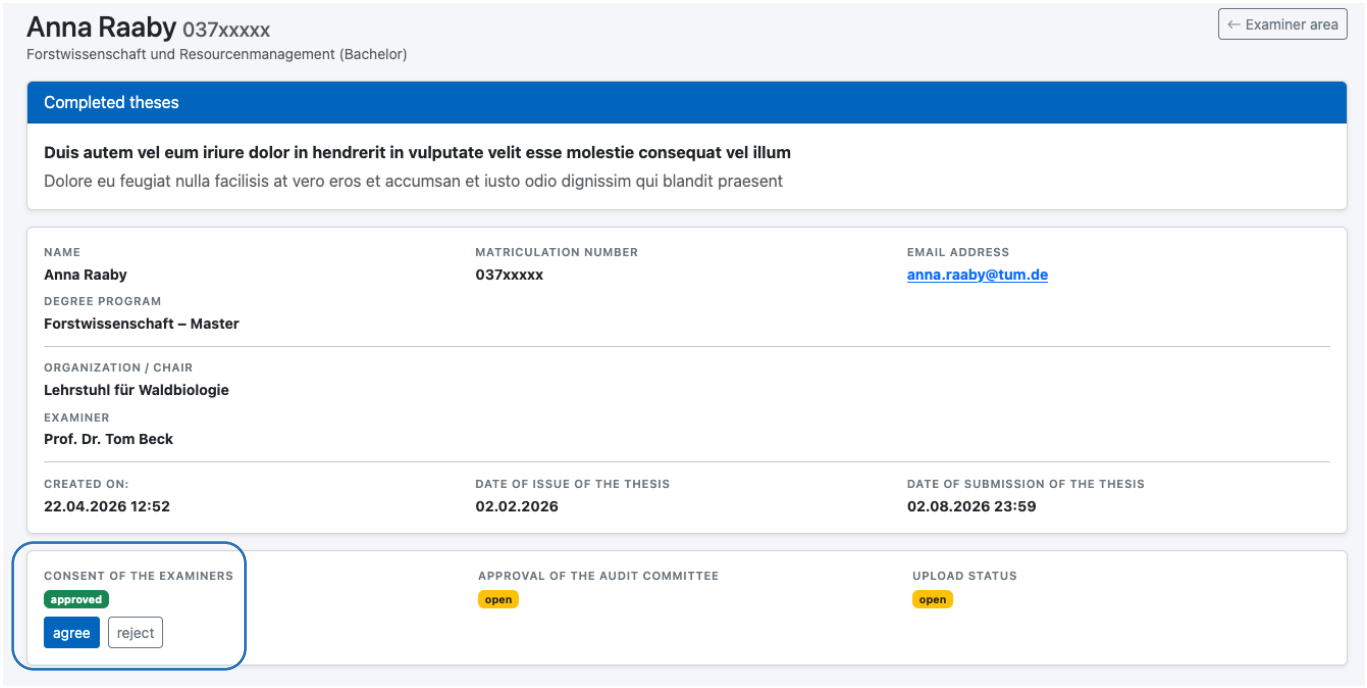
Your Team for Examination Affairs
Campus Office Weihenstephan
Technical University of Munich

A second option is to log in to the portal (see above) and approve the thesis there.

To do this (after you have checked whether the entered data is correct!), click directly on the student whose registration you wish to edit and then click the “Agree” or “Reject” button in the field that opens.



Next view:



After your approval, the registration is submitted to the responsible Examination Board for approval.

If they approve the application, it is released in the portal and then “slips” from the “Waiting for approval” area to the “Waiting to upload” area and remains there until the student uploads their thesis.

2. Thesis download

In your examiner area you will find all theses that are registered with you.

As soon as a student has uploaded their thesis, you will receive an email and can download the thesis directly via the link in the upload confirmation email:

Dear Susanne Minges,

the following thesis has just been uploaded to the portal:

--
Name: Susanne Minges
Matriculation number: 0000000
Degree program: Agrarwissenschaften und Gartenbauwissenschaften / Bachelor
Preliminary title in German (except for Englisch degree programs a German title is mandatory for thesis registration): Titel deutsch
Preliminary title in English (mandatory for thesis registration): Titel englisch
Organization / Chair : Lehrstuhl für Agrarsystemtechnik
1. examiner: Susanne Minges
2. examiner:
Organization / Chair (external):
Supervisor (external):
Motivation to conduct the thesis in an external organization (maximum 1000 characters):
Date of issue of the thesis: 03.01.2025
Date of submission of the thesis: 03.04.2025 - 23:59:59
Uploaded at: 03.01.2025 - 12:15:24
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Please follow this link to download the thesis from the portal and to evaluate it. Please carry out the evaluation within a period of 6 to 8 weeks (see APSO § 18 (11)).

The evaluation is carried out using the evaluation form, which you can download from the Campus Office website (https://www.ls.tum.de/ls/studium/studienabschluss/abschlussarbeiten-zeugnis/).

Please send the evaluation form together with the title page directly to the address indicated on the form.

The grade will be entered by the Team for Examination Affairs. You can view all of your current and completed thesis in the portal at any time.

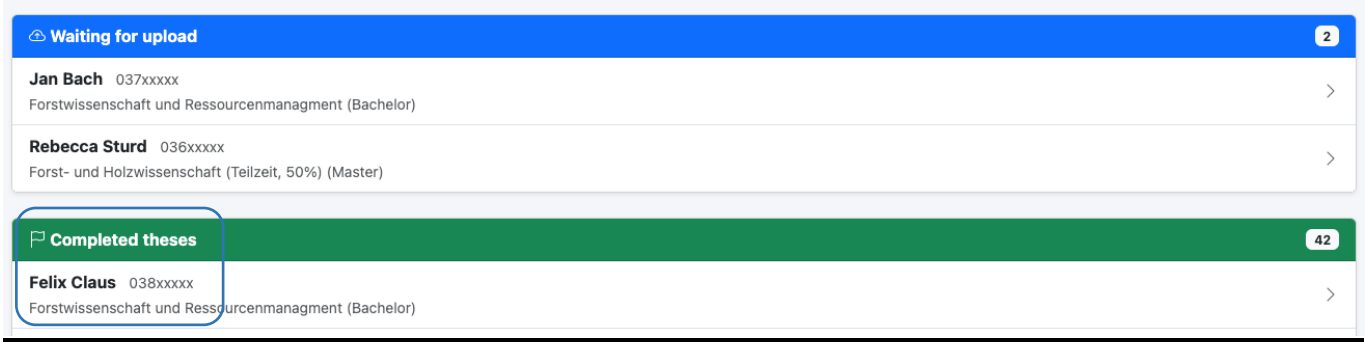
Kind regards

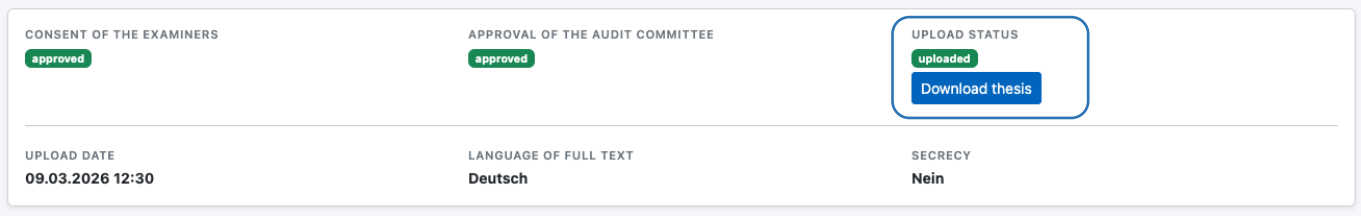
Your Team for Examination Affairs
Campus Office Weihenstephan
Technical University of Munich

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

To do this, click directly on the student whose thesis you would like to download in the “Completed theses” section (see above) and download the thesis via “Download thesis”.

Next view:





This allows you to view the theses you supervise(d), clearly arranged according to their processing status, and to download the finished theses at any time.

The portal does not prevent 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 is carried out using the evaluation form, which you can download from our website https://www.ls.tum.de/en/ls/studies/graduation/theses-certificates/#c5885.

Please send it directly to the address given on the form. The grades will then be entered in TUMonline by the Examination Affairs team.

If you have any questions or problems regarding the Thesis Portal, please contact thesis.co@ls.tum.de.