

## **Instructions for students for the thesis portal of the TUM School of Life Sciences**

Dear students,

To register and upload your thesis in the portal, please follow the instructions below:

1. **Registration in the portal at <https://webportale.ls.tum.de/thesis/?l=en>**

Please log in on the start page with your TUM ID:

# **THESIS - Thesis Portal**

**PLEASE ENTER YOUR TUM ID HERE:**

You can find your TUM ID on your business card under Resources. [campus.tum.de](https://campus.tum.de)

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Your TUM ID:

Your password:

Login

Please enter all the requested data below and note the explanatory information for each entry.

After clicking on the “Thesis register” button, you will receive confirmation in the web view that your thesis has been successfully registered. You will also receive an email confirming your registration once it has been completed. Your examiner and the Examination Affairs team will also be informed by email that your thesis has been registered.

**Please wait for the agreement of the first examiner.**

**Please wait for the approval from the examination board.**

As soon as both fields change to green, the registration of your thesis is approved and you will receive an official confirmation via email. If no approval is received within 4 weeks, please contact either your first examiner or the [Campus Office examination team](#), depending on which authority does not provide its agreement. Your application will only be submitted to the examination board for a decision once your examiner have given the approval.

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## 2. Approval of the thesis:

After registration, the web view changes and you can thus track via the website whether the examiner has agreed to your registration and the Examination Board has approved it. If this is the case, the orange field will change to green.

**The first examiner has agreed to your application.**

**Please wait for the approval from the examination board.**

As soon as both fields change to green, the registration of your thesis is approved and you will receive an official confirmation via email. If no approval is received within 4 weeks, please contact either your first examiner or the Campus Office examination team, depending on which authority does not provide its agreement. Your application will only be submitted to the examination board for a decision once your examiner have given the approval.

**Upload your thesis now.**

**The first examiner has agreed to your application.**

**The examination board has approved your registration.**

You will also receive a confirmation email after approval by the Examination Board. Please keep this for your records.

You can now start your thesis on the specified issue date.

After approval by the Examination Board, the thesis will also be registered accordingly in TUMonline.

## 3. Upload your thesis:

Please select "Upload your thesis now."

**Upload your thesis now.**

Enter all the requested data and note the explanatory information for each entry.

**Attention:** For theses prepared in compliance with the confidentiality clause, please only upload the title page of your thesis.

→ File name: **last name.first name\_YYYY.MM.DD.pdf. YYYY.MM.DD.pdf**

Once you have entered all the required data, you can complete the process by clicking on the blue button labeled “Thesis Upload”.

Once you have uploaded your thesis, a window will appear confirming the upload. You and your examiner will also receive a confirmation email summarizing all the data and containing a link to your thesis.

## Thesis Upload

The PDF file was uploaded successfully.

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If the upload fails due to technical problems, please send an email (before the submission deadline!) with the thesis as a pdf to [thesis.co@ls.tum.de](mailto:thesis.co@ls.tum.de).

Please note: The digital submission does not release you from submitting the thesis in printed and signed form to your examiner.

Attention: It is no longer possible to change or re-upload the pdf.

In the next step, the examiner will evaluate your thesis and then report the evaluation to the Campus Office for entry in TUMonline.

If you have any questions or problems regarding the thesis portal, please contact [thesis.co@ls.tum.de](mailto:thesis.co@ls.tum.de).