## WIRTSCHAPTS UNIVERSITÄT WIEN VIENNA UNIVERSITY OF ECONOMICS

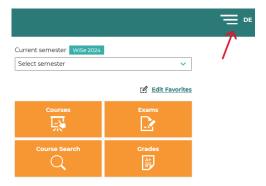
## **Guidelines for Thesis Management**

If you have any questions, please contact studentsupport@wu.ac.at.

Step 1 Go to myWU <a href="https://bach.wu.ac.at/mywu/">https://bach.wu.ac.at/mywu/</a> 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 workplace*.



**Step 4** A thesis will be listed here once you <u>created it in the supervision</u> database **and** the <u>student</u> has <u>logged into</u> Thesis Management.

**Note**: If the paper was written **jointly by two or more people, only one author uploads the paper** and indicates the co-author(s).



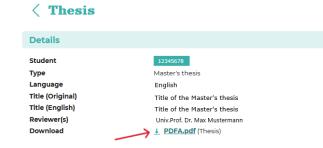
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**Step 5 Click** on the title of the respective thesis.

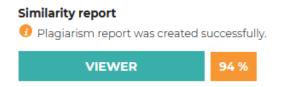


**Step 6** You can download the thesis here.

**Note**: The affidavit is confirmed by the student directly in myWU.



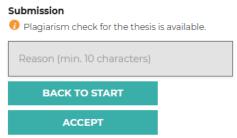
**Step 7** To view the plagiarism report in the *Turnitin* application, click **Viewer.** You can also download and/or print the thesis using the arrow icon.



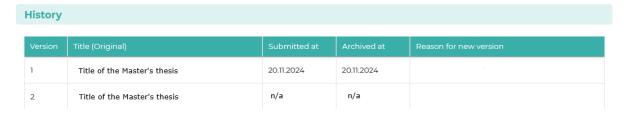


**Step 8** To confirm the plagiarism check is unobjectionable and to approve the thesis for grading.

If the thesis requires revision by the student, you can click on "Back to start" to return the thesis to the student. The student can again upload a new version. You need to state a reason for this step.



If there are different versions of a thesis, you can view them in the *History*.



**Step 9** After the plagiarism check, the <u>thesis will be graded</u> in the <u>supervision database</u>.