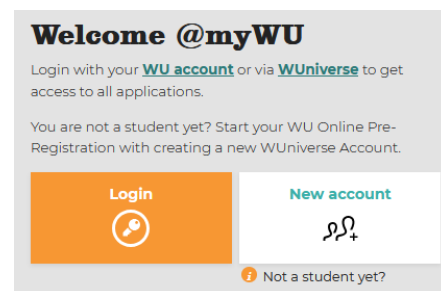


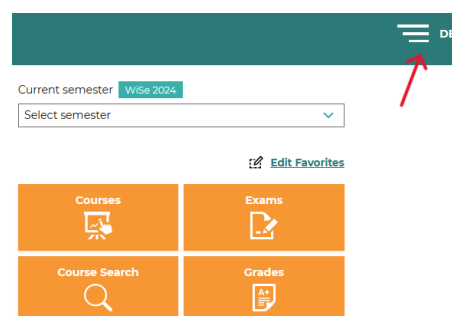
Guidelines for Thesis Management

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

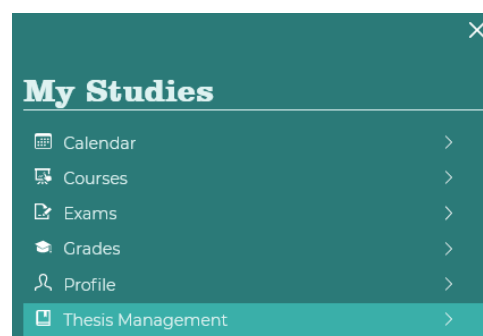
Step 1 Go to **myWU**
<https://bach.wu.ac.at/mywu/> and log in
with your WU account.



Step 2 Click on the **menu symbol** with the **three lines** at the **top right**.



Step 3 Click on **Thesis Management** under **My studies**.



Step 4 Your thesis will be listed here once your supervisor has created it in the supervision database.

Note: If you do not see an entry, please contact your supervisor.

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h12345678 | [change](#) | [logout](#)


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< **Thesis Management**

Rows per page: 10 | 1-1 of 1 | < > >>

Step 5 Click on the title of your thesis to open the page for submitting your thesis.

< Thesis Management



Title (Original)	T
Title of the Master's thesis	

Step 6 Fill in and check all mandatory fields. After the information icon ⓘ you find a description what to fill in.

Step 7 Upload your thesis in PDF/A format.

Note: The title of the file must not contain any spaces.

Please note: The title page must contain the following information:

- First and last name of the author(s)
- Title and, if available, subtitle
- Type of thesis (Bachelor's thesis, Master's thesis or dissertation)
- Field of study or degree program
- Name and location of the university
- Name(s) of the supervisor(s)
- Year of submission

Upload documents ⓘ File names must not contain spaces, punctuation marks or special characters					
Final thesis (PDF-A format)		Attachments, each file individually		Aid list (PDF-A format)	
Durchsuchen...	Keine Date...usgewählt.	Durchsuchen...	Keine Date...usgewählt.	Durchsuchen...	Keine Date...usgewählt.

Note: Any attachments will be published with the thesis.

Step 8 Save the filled-in information. Submit the thesis by clicking on **Submit**. Confirm your entry by ticking the relevant checkboxes and clicking on **OK**.

Attention: After clicking on **OK** the thesis is submitted and can **no longer** be edited!