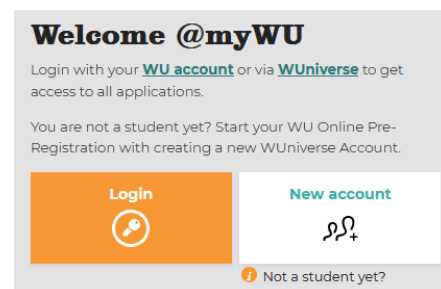


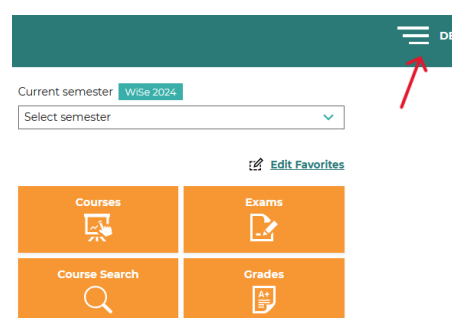
# Guidelines for Thesis Management

If you have any questions, please contact [studentsupport@wu.ac.at](mailto:studentsupport@wu.ac.at).

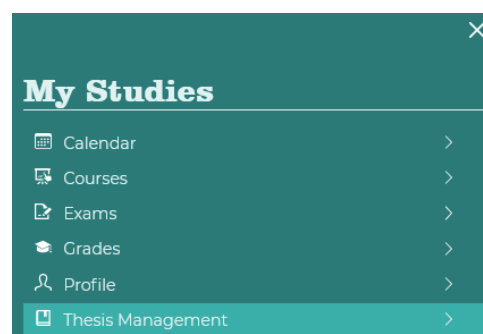
**Step 1** Go to **myWU**  
<https://bach.wu.ac.at/mywu/> and log in  
with your WU account.



**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.

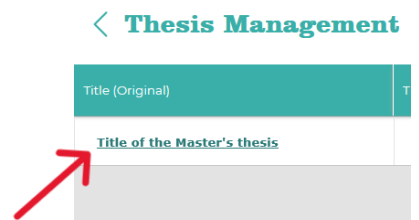
WU  
h12345678 | [change](#) | [logout](#)

DE

< **Thesis Management**

Rows per page: 10 | 1-1 of 1 | &lt; &gt; &gt;&gt;

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



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

**Note:** You have to confirm the affidavit directly in myWU.

**Step 7** Upload your thesis in PDF 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 format)                                                     | Attachments, each file individually               | Aid list (PDF format)                             |
| <div>Durchsuchen... Keine Datei ausgewählt.</div>                             | <div>Durchsuchen... Keine Datei ausgewählt.</div> | <div>Durchsuchen... Keine Datei ausgewählt.</div> |

**Note:** Any attachments will be published with the thesis.

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

**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!