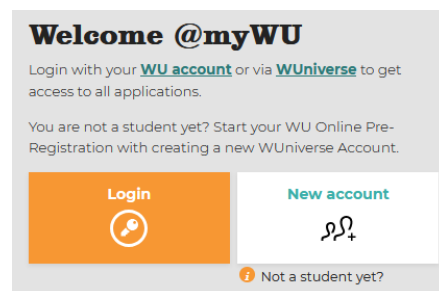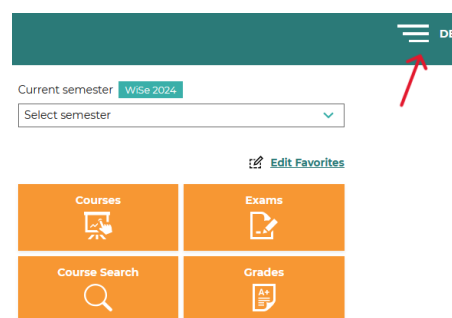# Guidelines for Thesis Management

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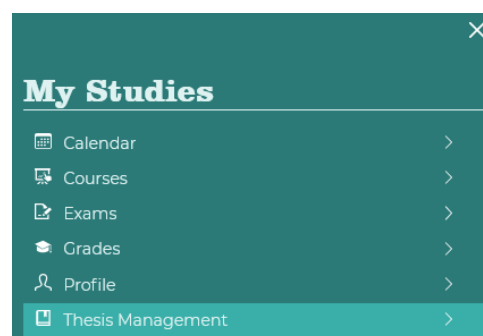
Step 2 **Click** on the **menu symbol** with the **three lines** at the **top right**.

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

Step 4 Your thesis will be listed here once your supervisor <u>has created it in the supervision database</u>.
Note: If you do not see an entry, please contact your supervisor.

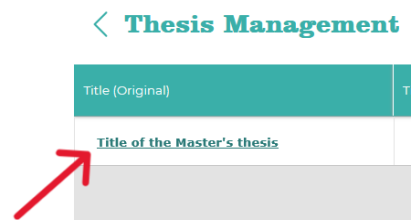| Title (Original)	Title (English)	Degree program	Type	State
Title of the Master's thesis	**Title of the Master's thesis**	Masterstudium	Master's thesis	Created

Rows per page 10 ▾   1-1 of 1

As of: July 28, 2025

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

Title (Original)

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.

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)
Durchsuchen… Keine Date…usgewählt.	Durchsuchen… Keine Date…usgewählt.	Durchsuchen… Keine Date…usgewählt.

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!