

Theses Administration in KUGonline

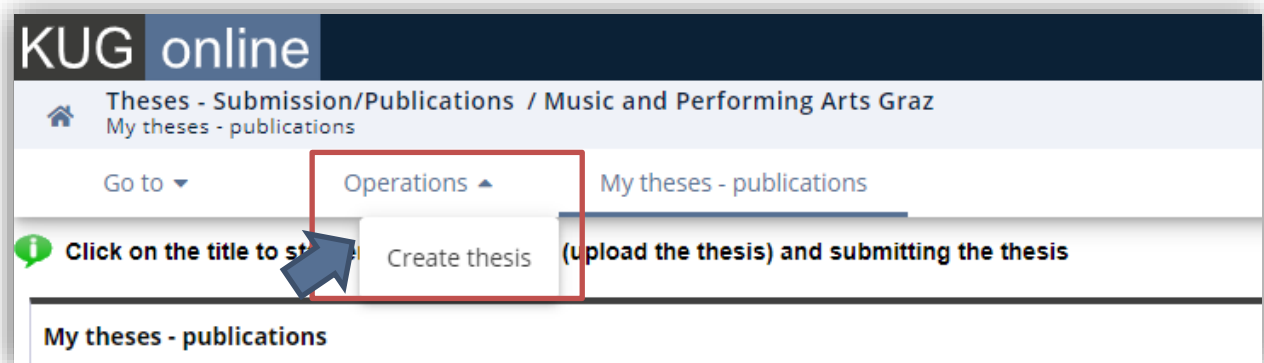
In order to submit a diploma or master thesis, the thesis must be uploaded **in KUGonline in the application "Theses"**. Only then can the thesis be assessed.

CREATE A THESIS

Open the application "Theses" in KUGonline.



Click on "Operations" and here on "Create thesis".




Now you need to enter all the required information ("mandatory attributes") step by step

KUG online


Theses - Submission/Publications / Music and Performing Arts Graz
Create thesis for von Österreich, Sissi

Operations ▾ My theses - publications

▼ Checklist for submitting the thesis

 Detailed information to enter theses (only available in German)

Mandatory attributes

- Author
- Supervising organisation
- Study programme
- Enter (internal) supervisor
- Supervisor
- Title, abstract, language version: Language of full text Further language(s):Deutsch, Englisch
- Complete and notify supervisor now** 


If you click the button "Submit now" your supervisor is automatically informed by email and asked to check the content and form of your thesis. You can then no longer modify any data.

Supervising organisation / Study programme

Supervising organisation

Study programme

Type

 Please note: You can continue editing after the attributes 'Supervising organisation' and 'Study programme' have been saved.

- **Supervising organization** = Institute where the thesis is written.
- **Study programme**, in the context of which one writes the thesis.
- **Type** = e.g. Master thesis artistic
- **Supervisor** of the thesis

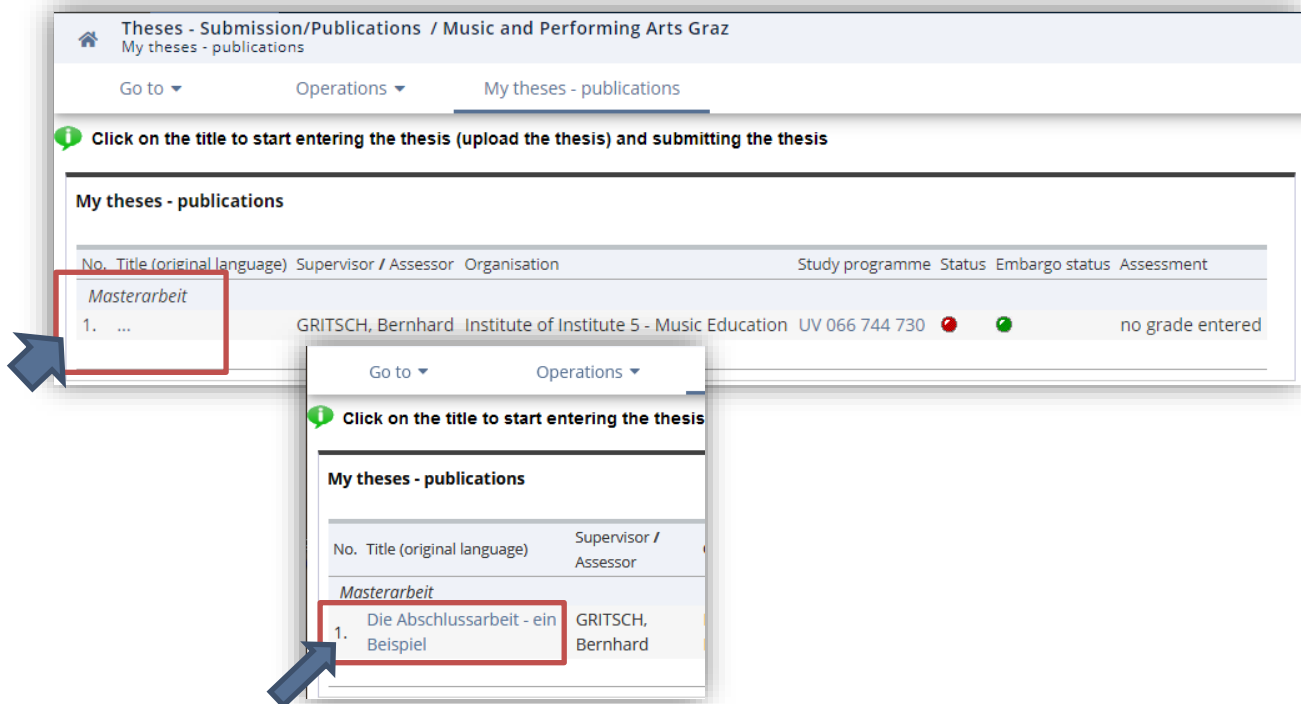
Only as soon as the first 2 informations (supervising organization and study) have been entered, the thesis is created. After that, the other items can be entered.

Until the final submission of the thesis via "**Submit now and notify supervisor**", the entered data can be saved at any time and edited later.

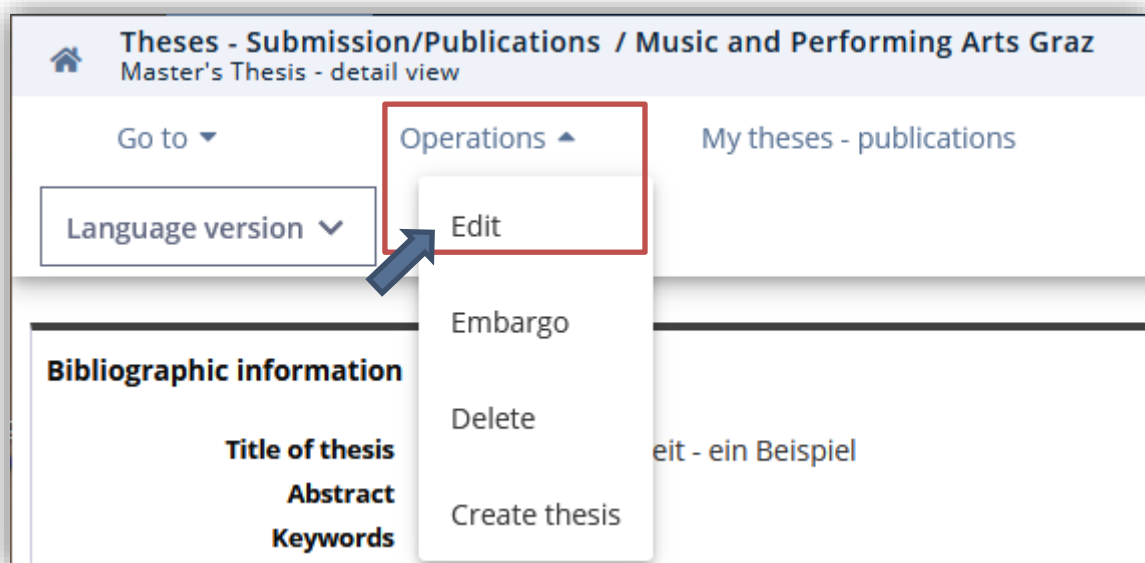
Attention: Only when all information has been entered, the full text has been uploaded and all checkmarks are green, the thesis can be uploaded and submitted using the button "**Submit now and notify supervisor**".

(FURTHER) EDITING A THESIS

To edit a thesis that has already been created, open the "Theses" application in KUGonline and click on the title of the thesis (or on the three dots in the "Title" column).

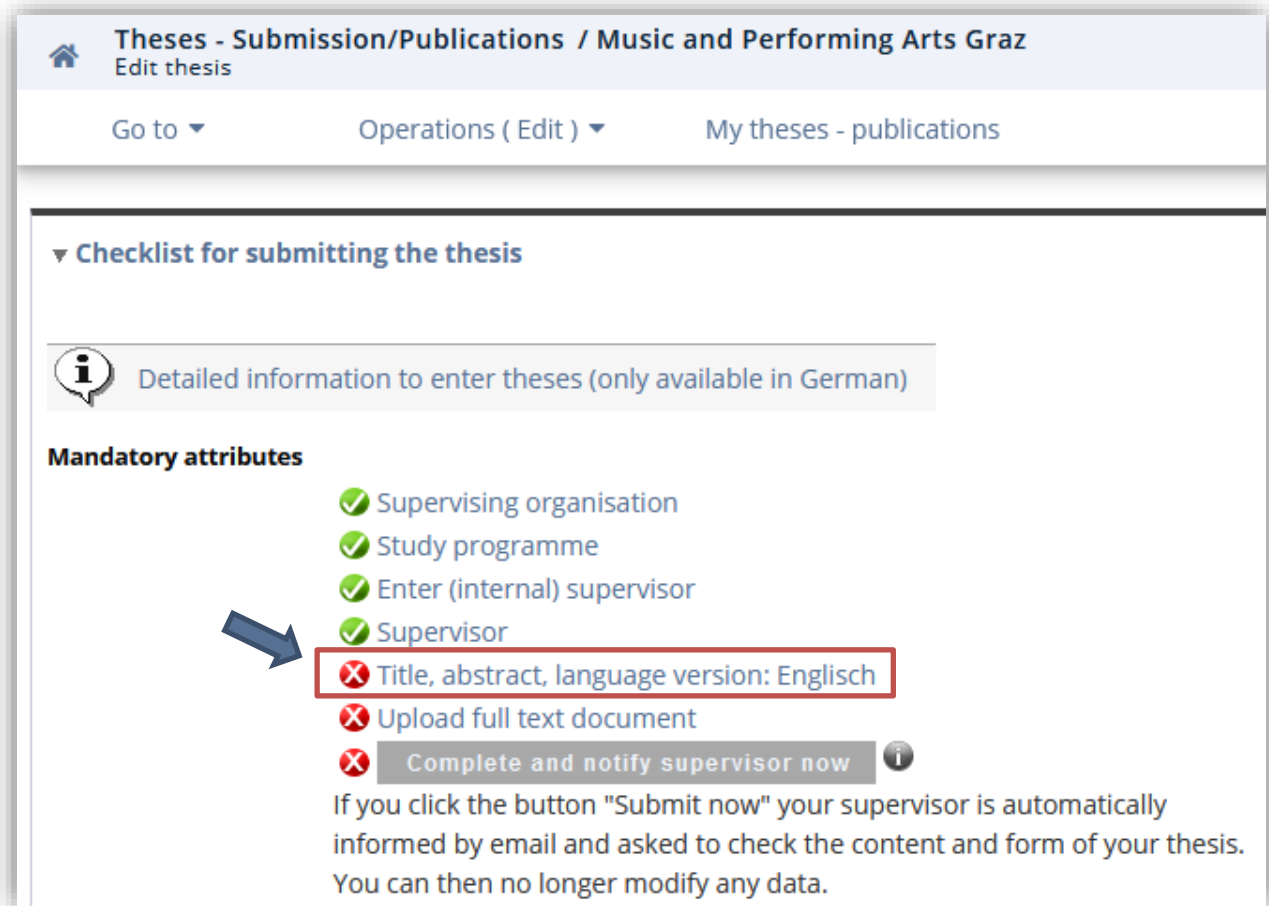


After that, the detail view for the thesis opens. To edit the entered data, click on Operations → "Edit".



Complete all the missing information in the editing mask (see red icon).

The missing information can be added by clicking on the corresponding line



Theses - Submission/Publications / Music and Performing Arts Graz
Edit thesis

Go to ▾ Operations (Edit) ▾ My theses - publications

▼ Checklist for submitting the thesis

i Detailed information to enter theses (only available in German)

Mandatory attributes

- ✓ Supervising organisation
- ✓ Study programme
- ✓ Enter (internal) supervisor
- ✓ Supervisor
- ✗ Title, abstract, language version: Englisch
- ✗ Upload full text document
- ✗ Complete and notify supervisor now **i**

If you click the button "Submit now" your supervisor is automatically informed by email and asked to check the content and form of your thesis. You can then no longer modify any data.

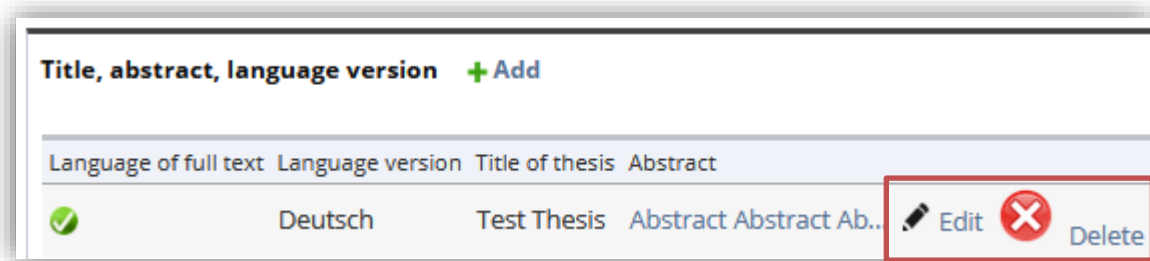
or further below by clicking on "Add".



Title, abstract, language version + Add

Language version *Language versions not entered*

You can "edit" or delete the individual areas at any time.



Title, abstract, language version: The title and the abstract (= short summary) must be entered as text in German AND in English in the corresponding field!

Theses - Submission/Publications ✖

Language: Deutsch (mandato... ▾)

Language of full text?

Title/topic, abstract, keywords

Title of thesis Test Thesis

1 to 2000 characters
1989 characters left

Abstract Abstract Abstract Abstract Abstract Abstract Abstract Abstract
Abstract Abstract Abstract Abstract Abstract Abstract Abstract
Abstract Abstract Abstract Abstract Abstract Abstract Abstract
Abstract Abstract Abstract Abstract Abstract Abstract Abstract
Abstract

1 to 5000 characters
4676 characters left

Keywords Keyword

0 to 4000 characters
3993 characters left
Note: Please separate keywords with semicolon.

Save
Save and Close
Cancel/Close

SUBMIT THE THESIS FOR REVIEW

As soon as all the information has been added, you can upload the full-text document.
(You are allowed to upload only one file here. This file must be a "PDF").

Documents

- Full texts of theses are always saved internally for archiving purposes. This also applies to blocked theses.
- Blocked theses are not published under any circumstances.
- Full texts cannot be published before the academic degree has been awarded (the text can be downloaded by all users, also by anonymous users).
- Blocked theses can only be accessed by the authors.

Access restriction (full text)

Upload full text Keine Datei ausgewählt.

Please note: Only one file (PDF-Format) can be uploaded.

Full text document (uploaded)
No full text document uploaded

Attention: After uploading, the file will be checked, which may take some time! Therefore, call up this window again at a later time to check whether the check was successful.

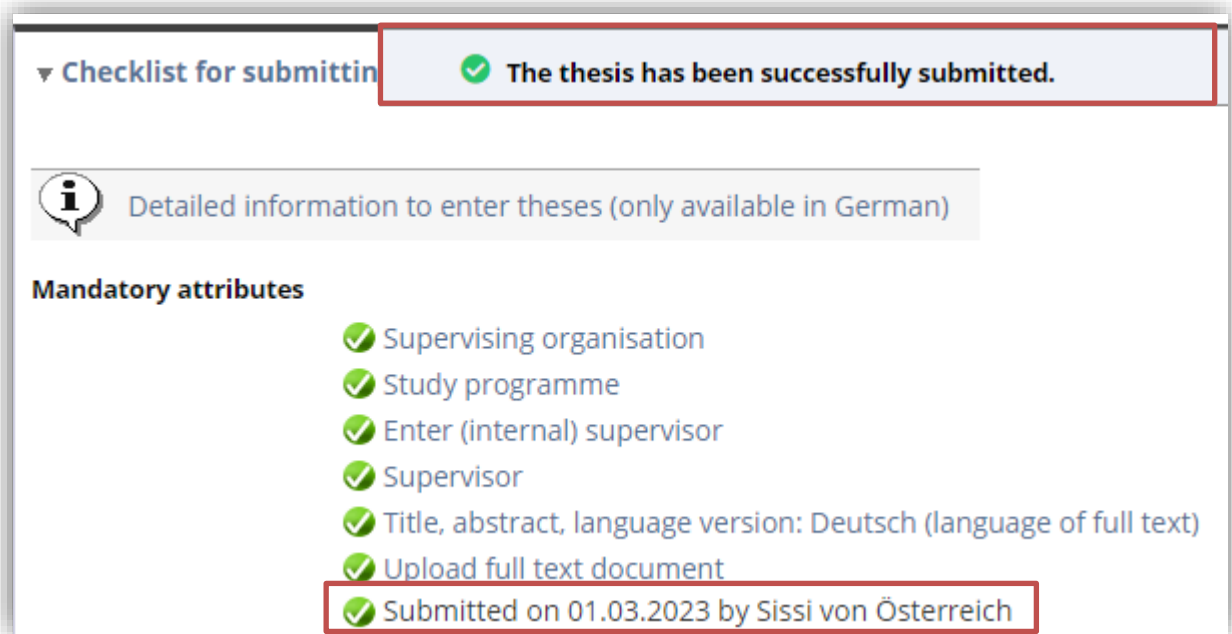
Only then can you finally submit the work by clicking on "Submit now and notify supervisor"!



Only now your thesis has been submitted!


Your thesis will now be submitted to your supervisor for evaluation. You can now no longer make any changes.

As soon as the work has been submitted and sent to the supervisor, you can recognize this by the submission date and the green icon:



▼ Checklist for submitting

✔ The thesis has been successfully submitted.

 Detailed information to enter theses (only available in German)

Mandatory attributes

- ✔ Supervising organisation
- ✔ Study programme
- ✔ Enter (internal) supervisor
- ✔ Supervisor
- ✔ Title, abstract, language version: Deutsch (language of full text)
- ✔ Upload full text document
- ✔ Submitted on 01.03.2023 by Sissi von Österreich