



## Thesis Checklist (Bachelor's, Master's and Diploma Thesis)

Last modified: June 2017

### Admission and Registration

For detailed information about the preparation of your thesis, carefully read the Study and Examination Regulations for your degree program at: <http://www.uni-ulm.de/index.php?id=8756>. If you need any further information, please contact the Student Administration Officer responsible for your program.

### Submission and Publication

The submission and publication process must comply with your program's Study and Examination Regulations. With the consent of your advisor, you may publish your work on the University's institutional repository (OPARU). On OPARU, the full text of your thesis will be freely accessible worldwide on the Internet. For more information please visit OPARU's website: <https://oparu.uni-ulm.de>. Therefore we need a [letter of agreement](#), printed and signed from your advisor. Hand over the letter of agreement to the Service Point Publication Management. Contact is provided here: <http://www.uni-ulm.de/index.php?id=40932>

### Printing and Binding

Students may submit their thesis (bachelor's, master's, or diploma thesis) to the kiz and get up to seven copies free of charge. This service is financed from the students' proposed budget. Printing and binding orders may be submitted either online or in person at the Service Point Printing. Self-made printouts are not accepted.

For more information, please consult the kiz website:  
<http://www.uni-ulm.de/index.php?id=28499>

Use the eKladde to order your printing:  
<https://portal.uni-ulm.de/eKladdeNG/index.html>

For any questions regarding the printing and binding, you can contact the [Service Point Printing](#) (<http://www.uni-ulm.de/index.php?id=2430>)

kiz university west, central library building, 2<sup>nd</sup> floor, Room 2.308/309

Phone: +49 (0)731 / 50 – 22444

E-Mail via contact form: <http://www.uni-ulm.de/index.php?id=85777>



## Checklist

**This checklist will guide you step by step to a successful thesis. Still, it is very important that you consult and follow the regulations of your program. Contact your Student Information Officer for more information.**

- Have I fulfilled all the necessary requirements for admission to candidacy? (Please refer to the Study and Examination Regulations at <http://www.uni-ulm.de/index.php?id=8756>.)
- Have I submitted my application for admission? (Please pay attention to the deadlines!)
- How many copies do I need to submit?  
\_\_\_\_\_ printed copies  
\_\_\_\_\_ electronic copies
- Should my thesis be uploaded at the University's institutional repository (OPARU)? To do this, you need a written [letter of agreement](#) from your advisor. Further information is available at <https://oparu.uni-ulm.de>. If permission is granted, I need to do the following:
  - have the signed letter of agreement from my advisor at hand
  - complete the publication process (data upload) and sign the publishing agreement
- I ordered the printing at <https://portal.uni-ulm.de/eKladdeNG/index.html>.
- I picked up the printed copies and turned them in to my faculty office. In case of uploading to OPARU: turned 1 copy with the signed letter of agreement to the kiz, [Service Point Publication Management](#).