

"Registration and submission of final theses"

You can register your final thesis on the Primuss portal under the heading "Meine Prüfungen" ("My examinations") -> Registration and submission of final thesis. The following overview is displayed when the page is called up:

Registration and submission of my thesis

You can start the registration process of your thesis via the button "Abschlussarbeit anmelden" ("Register thesis"). Fill out all segments and confirm the data by clicking "weiter" ("continue"). You will then receive more instructions on the registration process.

After completing the first step, you can review your entries at "Antragsdaten einsehen" ("View application data"). If these are correct, generate a PDF document by clicking "Antrag herunterladen" ("Download application"), complete any missing sections, if necessary, and sign the form. Please consult with your supervisor to determine a registration date and enter the registration date into the form.

Please re-upload the completed and signed documents by clicking "Antrag hochladen" ("Upload application"). At this point, details and documents can still be altered and/or supplemented.

Finally, the last step is "submit application", which will conclude the application. No further changes will then be possible. The examiner is informed about the final application.

Please note: You have to click the button "submit application" both at registration and when submitting the thesis in order to complete the process!

As soon as the status "Anmeldung der Abschlussarbeit eingegangen" ("Registration of the thesis received") is displayed, your application has been received and will be reviewed. Please wait for this step to be concluded and refrain from making enquiries at the Centre for Studies during this time. You will then see a new status following this.

You can find additional specifications, notes and forms of your faculty [at this link](#).

Thesis	State	Options
1. Thesis	1. Registration: You can register a thesis.	 Register thesis
	2. Submission:	
	3. Grading:	

You can start the registration process by clicking the "Abschlussarbeiten anmelden" ("Register final thesis") button. You will be asked to provide various information about the final thesis in a new form. You will need to enter this information. It is important that the topic of the final thesis and the supervising examiner are determined before filling this form. You will then enter this data in the following dialogue window:

Thesis registration

Personal data	
First name	Inge
Last name	TEST-GSR-WS2022
Address	Musterstr. 1 94315 Straubing
Phone number	
E-mail	
Course of study	Management im Gesundheits-, Sozial und Rettungswesen
Graduation	Bachelor

First Examiner

 *

Examiner of all faculties

German title of thesis

300 (Max. 300 characters)

English title of thesis

300 (Max. 300 characters)

If the examiner is not part of your faculty, you can expand the view to display all available lecturers at the university by checking the "aller Fakultäten" ("All faculties") field. If this is the case, it requires prior consultation with the faculty and/or approval of the Chairperson of the Examination Committee.
After you enter the data and click "weiter" ("Continue"), a message window with further steps is displayed:

Which further steps required for successful registration? *

Download the registration form (PDF document) and sign it. Then upload the signed registration form back via the upload area of this page (as a PDF document).

Save

Once you click the "Absenden" ("Submit") button, the overview page is displayed again and it provides the current status of the final thesis registration:

Registration and submission of my thesis

Registration data submitted

Your registration data for the final thesis has been saved.

You can start the registration process of your thesis via the button "Abschlussarbeit anmelden" ("Register thesis"). Fill out all segments and confirm the data by clicking "weiter" ("continue"). You will then receive more instructions on the registration process.

After completing the first step, you can review your entries at "Antragsdaten einsehen" ("View application data"). If these are correct, generate a PDF document by clicking "Antrag herunterladen" ("Download application"), complete any missing sections, if necessary, and sign the form. Please consult with your supervisor to determine a registration date and enter the registration date into the form.

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You can find additional specifications, notes and forms of your faculty [at this link](#).

Thesis	State	Options
1. Thesis	1. Registration: Enter thesis data. 	<input type="button" value="✎ Edit application data"/>
		<input type="button" value="⬆️ Upload application"/>
		<input type="button" value="✔️ Submit application"/>
		<input type="button" value="⬇️ Download application (German)"/>
		<input type="button" value="⬇️ Download application (English)"/>
	2. Submission:	
	3. Grading:	

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Click the "Antrag herunterladen" ("Download application") button to download and print the pre-filled registration form. The data you have entered is already filled in the form. Information that needs to be filled by hand is marked as such on the form. After adding this data and signing the form, it must be scanned and can now be made available in the system via the "Antrag hochladen" ("Upload application") button:

Upload area for the registration of the final thesis

Please note: Uploads are limited to a maximum of 750MB. If you wish to hand in larger files, they must be submitted to the Centre for Studies via a data carrier (DVD).

Document		from	Status	
Registration final thesis		05.04.2023, 13:20	In progress	<input type="button" value="Reupload"/>

Documents can be downloaded by clicking on the link.

If you move the mouse pointer over the -icon, more information will be displayed.

Key

 = Mandatory document, this document must be uploaded

 = Optional document, this document can also be uploaded

A template for the "Eidesstattliche Erklärung" ("Declaration of authorship"), a sample of the "Deckblatt der Abschlussarbeit" ("Thesis title page") and, if necessary, the „Antrag zur Änderung des Themas der Abschlussarbeit" ("Request for Change of thesis topic") can be [downloaded here](#). There you can also find additional specifications, notes and forms of your faculty regarding the submission of your thesis.

Click "Hochladen" ("Upload") to get the following dialogue for file selection:

Thesis upload area

Please upload the following document.

Document: Complete final thesis documents

Please upload all documents of your final thesis.

Drag & drop files here ...
(or click to select file)

Select file...

Browse ...

Overview uploaded documents

Deggendorf Institute of Technology

Dieter-Görlitz-Platz 1
94469 Deggendorf

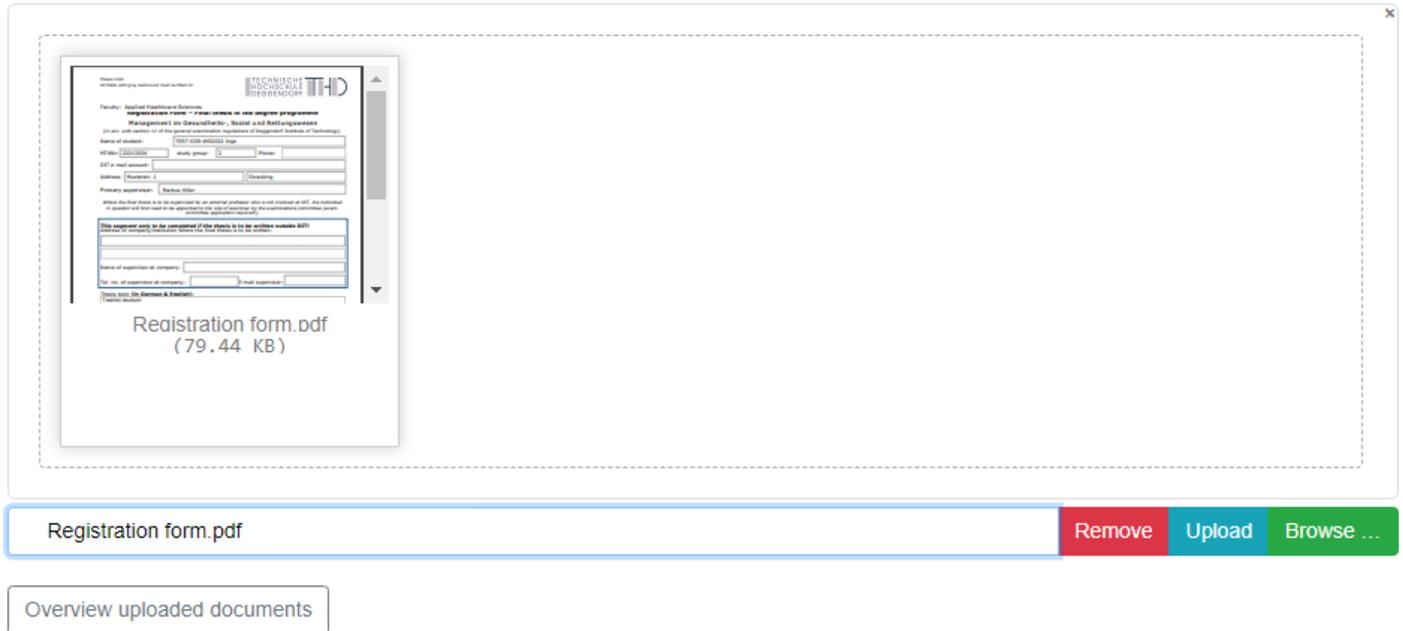
Tel.: +49 991 3615-0
Fax: +49 991 3615-297
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The file can be selected either by Drag&Drop or via the “Auswählen” (“Select”) button:

Thesis upload area

Please upload the following document.
Document: Registration final thesis

Registration final thesis



Registration form.pdf
(79.44 KB)

Registration form.pdf Remove Upload Browse ...

Overview uploaded documents

Finally, the file gets transferred to the system when you click the “Hochladen” (“Upload”) button. The overview of the registration is displayed again.

Important: This is not the end of the registration process! The last step is to click the „Antrag abgeben“ (“Submit application”) button.

Once you click this button, your registered examiner receives an e-mail notification of the registration of the final thesis. The latter reviews and, where applicable, approves the registration. Subsequently, you will also receive an e-mail notification with the review result.