

Well done! How do I submit my thesis? Submission of the final thesis

NEW

Digital submission of the final thesis

You can submit your final thesis either **digitally** via the **BIC Workflow system** or in paper form.

You will receive the link by email along with the notification of your thesis registration.

Instructions for digital submission

Please note the following:

- The German time zone (CET/CEST) applies for the purposes of meeting the submission deadline.
- Allow sufficient time for uploading and submitting your thesis.
- Ensure you have a stable internet connection.
- Start the submission process well in advance of your deadline to avoid delays. The entire file upload must be completed before the submission deadline expires.
- Submission is carried out within the workflow by clicking on “COMPLETED” - the first version is final.
- Please note the maximum permitted file size (64 MB per document). [Detailed information on uploading large files can be found here.](#)
- The final thesis must be uploaded in PDF/A format.
- The „Your declaration of originality or declaration in lieu of an oath” has to be hand-signed and uploaded as a scan

If your thesis is not received by the deadline, it will be marked as ‘unsatisfactory’ (grade 5.0).

Once you have submitted your thesis digitally, there is no need to submit printed copies.

SUBMISSION IN PAPER FORM

Please note the regulations regarding the submission of your final thesis as set out in the examination regulations applicable to your degree programme.

You must submit **three bound copies** (bound means that no pages can be removed or added, e.g. perfect binding, hardback binding) of your final thesis, as well as **one or three electronic copies (on a USB stick or CD)**, by the deadline. The date of the postmark will be taken as the submission date.

Please do not forget to sign the original of the your “declaration of originality or declaration in lieu of an oath” after printing it and to include it in every copy of your thesis.

The “declaration of originality or declaration in lieu of an oath” for the electronic copies must be signed by hand on the original and inserted into the relevant file.

These electronic copies must be submitted together with the bound theses. It is not possible to upload them via the digital submission workflow.

If your thesis is not received by the deadline, it will be marked as ‘unsatisfactory’ (grade 5.0).

Campus Duisburg	Campus Essen
Examinations Office, Central Submission Point for Thesis, for the attention Ms Güclü	Examinations Office, for the attention of the relevant administration staff
Building SG 032	Building V15
Geibelstr. 41	Universitätsstr. 2
47057 Duisburg	45141 Essen

Appointment box at the Duisburg campus:

[Gebäude LG - Forsthausweg](#)

Appointment box at the Essen campus:

[Gebäude T02 - Neben dem Eingang zur Poststelle an der Segerothstraße](#)