

Upload of the Final Thesis via Sciebo

Note: Please familiarize yourself with Sciebo's handling in due time before the end of the processing period for your final thesis.

1. Requirements for the digital delivery of the final thesis via Sciebo:

- Your work is saved on your computer in PDF format. **Please note the information on naming the file mentioned in point 4.**
- The affidavit is saved on your computer in PDF format. **Please note the information on naming the file mentioned in point 4.**
- Sciebo can only upload the thesis itself and the affidavit. If your examiner requires additional documents, data records or similar, please discuss the procedure for exchanging these documents with the respective examiner.
- You use one of the browsers Mozilla Firefox or Google Chrome.

2. Register:

- First you create an account via <https://sciebo.de/> > Registration. You must select "Universität zu Köln" as organization.
- You authenticate yourself and then confirm the data that is sent to Sciebo.
- Then you must assign a password for your access.
- Detailed instructions for registering in Sciebo can also be found here: <https://rrzk.uni-koeln.de/en/data-storage-and-share>

3. Log-in to Sciebo

- After successful registration you can log in on your mobile device or on your computer with one of the two browsers Mozilla Firefox or Google Chrome via <https://uni-koeln.sciebo.de/login>.

4. Submission of the final thesis

- In order to submit the thesis properly, you must complete the following steps "Upload documents" and "Release to the examination office" **twice**: once for the **thesis** itself and once for the **affidavit**.
- The affidavit must be signed by yourself. Electronically written signatures cannot be accepted. If you do not have a scanner, you can take a picture of the printed and signed affidavit and convert it into a PDF document with the help of various apps.
- Please name the files as follows:

Final thesis:

BA_matriculation number_last name_first name

resp.

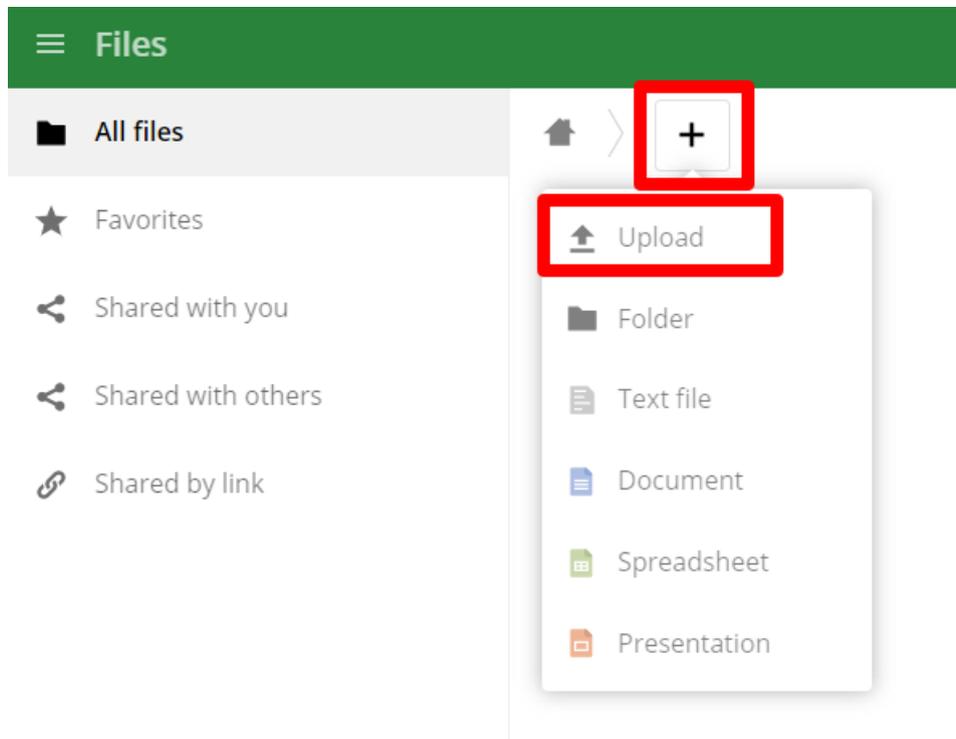
MA_matriculation number_last name_first name

Affidavit:

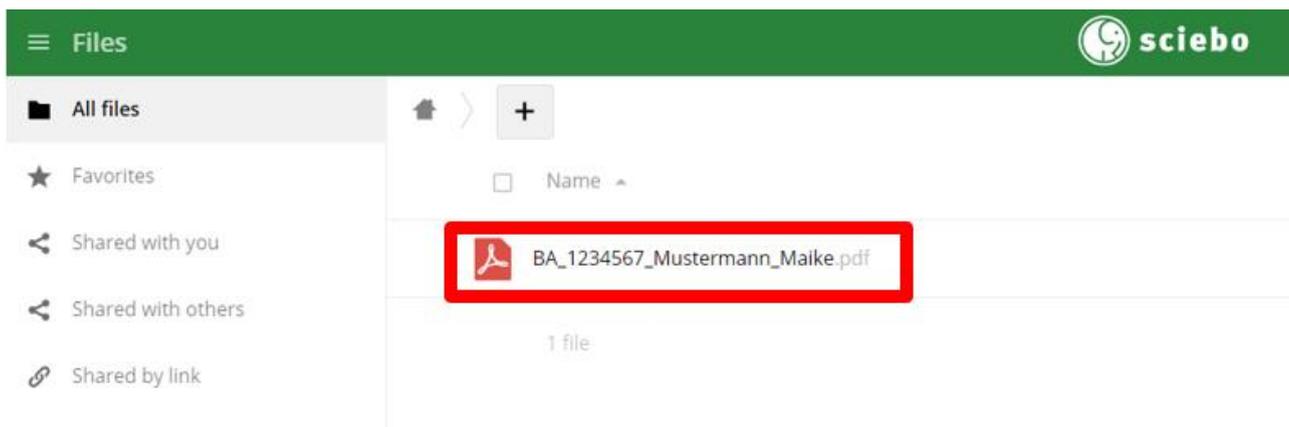
Vers_matriculation number_last name_first name

4.1 Upload of documents

- Use the "+" button to upload the thesis and the affidavit.



- Select and upload the file named after the scheme above.
- After successful upload, the file will appear in your overview.



4.2 Release to the Examination Office:

- Please note that your thesis is only considered properly submitted when this step has been successfully completed both for the thesis itself and for the affidavit.
- Check the box to select the file to be shared.
- Click on the Share button.

- In the "Sharing" area that opens, select the "Public Links" tab and then click on the "Create public link" button.



Link name

Download / View
Recipients can view or download contents.

Password

Expiration

Send link via email

Send copy to self

Add personal message

- Enter the file name of your thesis or your affidavit as "Link name", assigned according to the above scheme.
- Activate the button Download/View.
- You do not have to enter a password. If you want to assign a password, please make sure that the Examination Office knows it. You can enter the password as a personal message in the section "Add personal message".
- As expiration date please choose the current date + 1 year.
- In the field "Send link via email" please enter the following email address: abschlussarbeiten@wiso.uni-koeln.de.
- Activate the hook "Send copy to self". This mail is your confirmation about the distribution.
- Inserting a personal message is not necessary. Exception: You want to assign a password for your documents and must inform the examination office about it.
- By clicking on the "Share" button, you release the thesis or the affidavit to the e-mail address you have entered.
- Please note that your thesis is only considered submitted if this step has been completed with

the correct e-mail address.

- Please note that a thesis can only be uploaded once. Subsequent corrections are not possible.

Please make sure that both the thesis itself and the affidavit have been uploaded and approved for the examination office as described above. The steps described above must therefore have been completed twice.

If the above way to share the file does not work or if you did not receive a copy of the sharing email, please share the file without using the email send function by manually sending an email with the respective share link to abschlussarbeiten@wiso.uni-koeln.de.

You can obtain the share link manually by clicking on the "Shared" icon. An icon will appear on the right side of the screen, which can be used to copy the share link to the clipboard.

5. What is the next step?

- As soon as the submission of the thesis has been processed by the examination office, you can see this in Klips 2 in the application 'Student Files' (-> Degrees -> Theses) and in your Transcripts of Records.
- The examination office will forward your thesis to the examiner for further evaluation.
- Shortly after receipt of the report, the result of the thesis is entered in KLIPS 2 and can be viewed there from that moment on.

Note: If problems occur during the upload, please contact abschlussarbeiten@wiso.uni-koeln.de immediately, stating your matriculation number, your name and a phone number with a description of the problem.