

Register your thesis with NINE

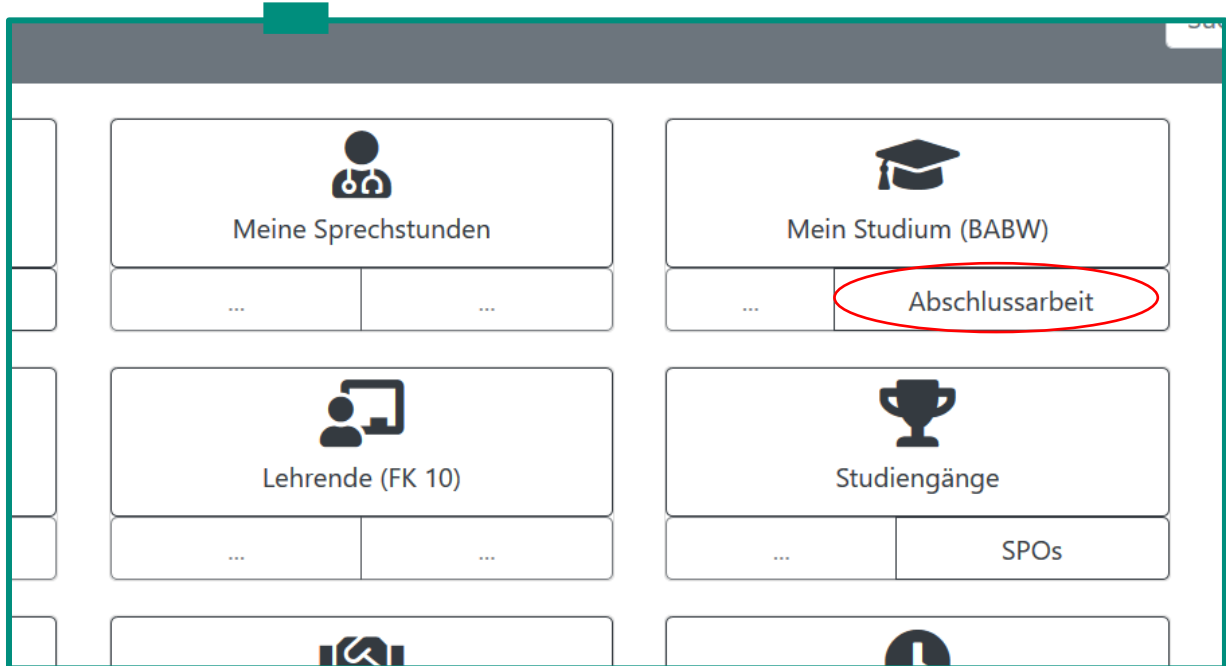
Easily made

Table of content

1. View students.....	S.3
1.1. General information.....	S.4
1.2. Check of requirements.....	S.4
1.3. Determining the topic.....	S.5
1.4. Request for supervision of my thesis.....	S.6
1.5. Registration of my thesis.....	S.7
1.6. Submission of my thesis.....	S. 8

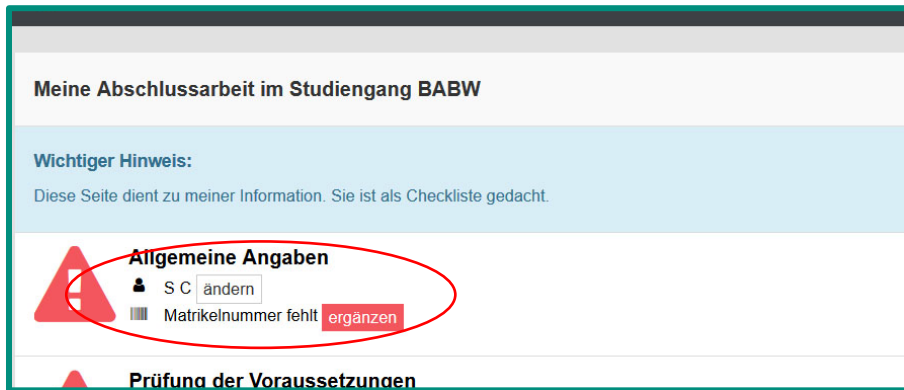
1. View students

If you want to start the administrative act of your thesis, please click „Abschlussarbeit“



1.1. General information

Please enter your name and your number of matriculation.



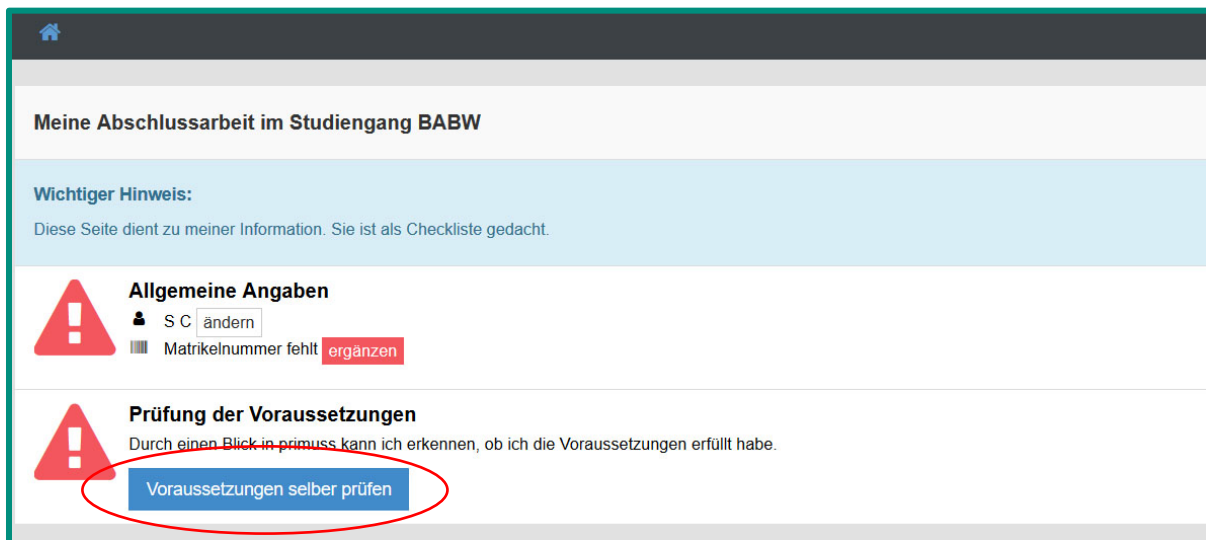
The screenshot shows the 'Allgemeine Angaben' section of a web interface. It features a red warning triangle icon on the left. To the right of the icon, there is a text input field containing 'S C' with an 'ändern' button next to it. Below this, there is a label 'Matrikelnummer fehlt' followed by a red 'ergänzen' button. The entire section is highlighted with a red oval.

1.2. Check of requirements

If you are sure to fulfill the requirements for starting your thesis (please refer to PRIMUSS), please click „Voraussetzungen selber prüfen“.

You are responsible for a truthfully verification yourself!

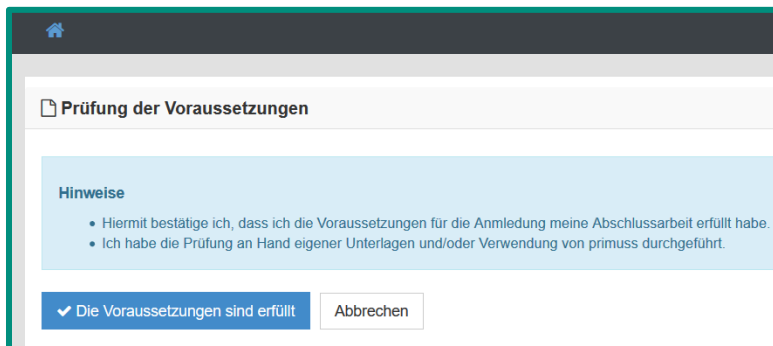
Should the requirements not be fulfilled and you are not handing in your thesis anyway, your thesis won't be rated.



The screenshot shows the 'Prüfung der Voraussetzungen' section of the web interface. It features a red warning triangle icon on the left. To the right of the icon, there is a text input field containing 'S C' with an 'ändern' button next to it. Below this, there is a label 'Matrikelnummer fehlt' followed by a red 'ergänzen' button. The entire section is highlighted with a red oval.

Please confirm with „**Die Voraussetzungen sind erfüllt**“.

Notice: If you are not sure, please get information at the office of examination.
Your contact is Mrs. Henn (claudia.henn@hm.edu).

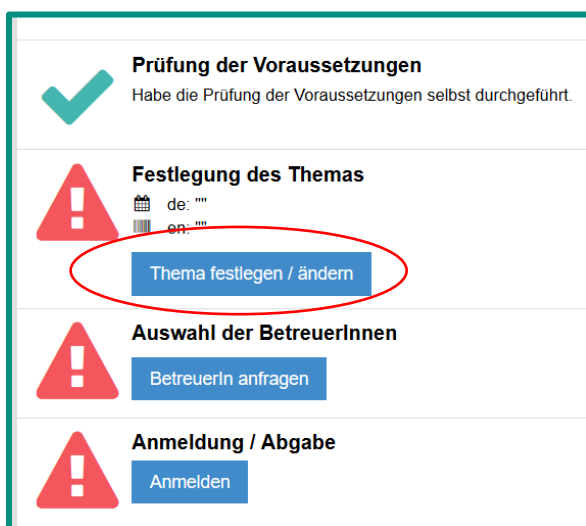


The screenshot shows a web interface for 'Prüfung der Voraussetzungen'. It features a 'Hinweise' section with two bullet points: 'Hiermit bestätige ich, dass ich die Voraussetzungen für die Anmeldung meine Abschlussarbeit erfüllt habe.' and 'Ich habe die Prüfung an Hand eigener Unterlagen und/oder Verwendung von primuss durchgeführt.' Below this, there are two buttons: a blue button with a checkmark and the text 'Die Voraussetzungen sind erfüllt', and a white button with the text 'Abbrechen'.

1.3. Determining the topic

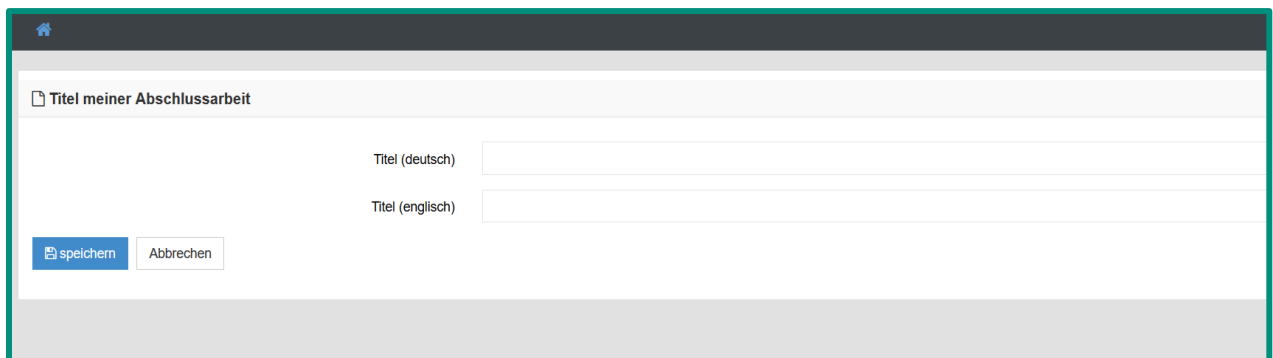
After fulfilling the requirements, the topic of your thesis has to be defined and your tutor has to be chosen.

Please click „**Thema festlegen**“



The screenshot shows a dashboard with four task items. The first item, 'Prüfung der Voraussetzungen', is completed and marked with a green checkmark. The second item, 'Festlegung des Themas', is marked with a red warning triangle and has a blue button labeled 'Thema festlegen / ändern' circled in red. The third item, 'Auswahl der BetreuerInnen', is marked with a red warning triangle and has a blue button labeled 'BetreuerIn anfragen'. The fourth item, 'Anmeldung / Abgabe', is marked with a red warning triangle and has a blue button labeled 'Anmelden'.

Please add your title (german and english).

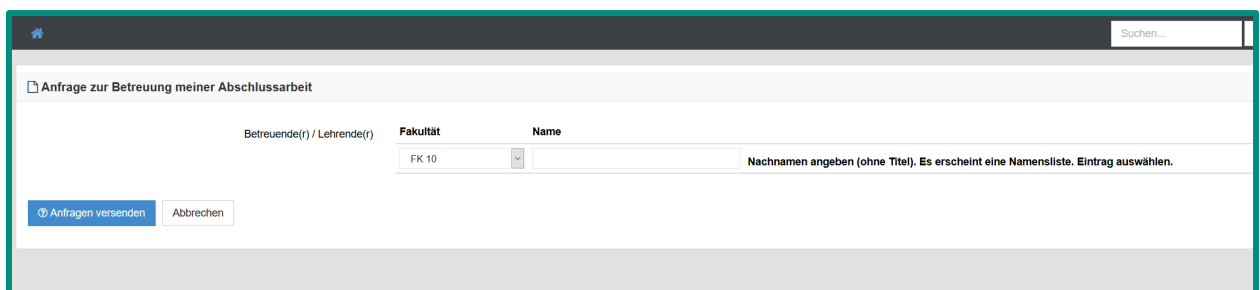


The screenshot shows a web form titled 'Titel meiner Abschlussarbeit'. It contains two input fields: 'Titel (deutsch)' and 'Titel (englisch)'. Below the fields are two buttons: 'speichern' (save) and 'Abbrechen' (cancel).

Hinweis: Your title can be changed until registration.

1.4. Request for supervision of my thesis

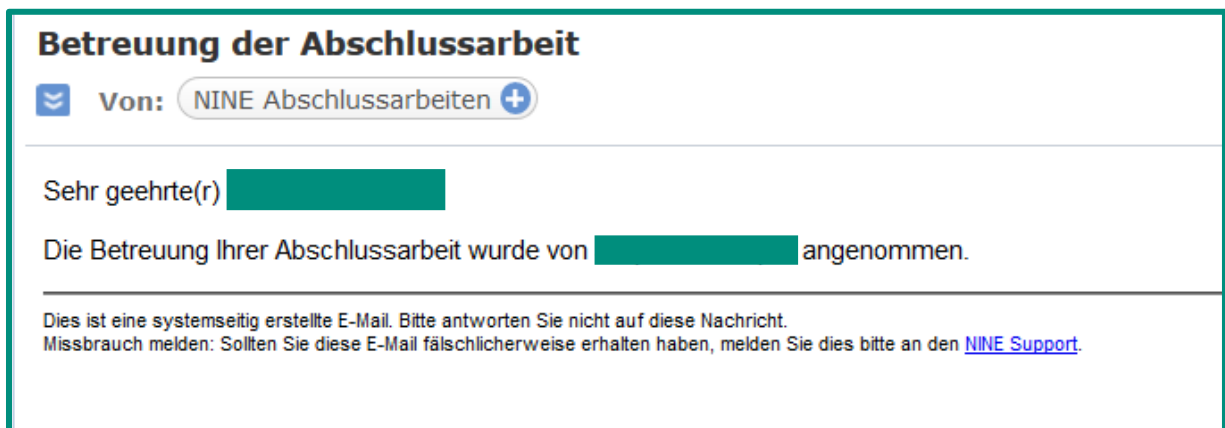
Please add the first name of your professor. (without title)



The screenshot shows a web form titled 'Anfrage zur Betreuung meiner Abschlussarbeit'. It has a search bar in the top right corner. The main form area has three columns: 'Betreuende(r) / Lehrende(r)', 'Fakultät', and 'Name'. The 'Fakultät' column has a dropdown menu with 'FK 10' selected. The 'Name' column has an input field. Below the input fields is a note: 'Nachnamen angeben (ohne Titel). Es erscheint eine Namensliste. Eintrag auswählen.' At the bottom left are two buttons: 'Anfragen versenden' (send request) and 'Abbrechen' (cancel).

After clicking „**Anfrage versenden**“ you will be informed via e-mail, if your tutor has accepted your request.



Annahme:





The screenshot shows an email confirmation for thesis supervision. The subject is 'Betreuung der Abschlussarbeit'. The sender is 'NINE Abschlussarbeiten'. The body of the email reads: 'Sehr geehrte(r) [redacted] Die Betreuung Ihrer Abschlussarbeit wurde von [redacted] angenommen.' Below this is a footer: 'Dies ist eine systemseitig erstellte E-Mail. Bitte antworten Sie nicht auf diese Nachricht. Missbrauch melden: Sollten Sie diese E-Mail fälschlicherweise erhalten haben, melden Sie dies bitte an den [NINE Support](#).'

Absage:

Betreuung der Abschlussarbeit

 Von: NINE Abschlussarbeiten 

Sehr geehrte(r) 

Die Betreuung Ihrer Abschlussarbeit wurde von  **abgelehnt.**

Dies ist eine systemseitig erstellte E-Mail. Bitte antworten Sie nicht auf diese Nachricht.
Missbrauch melden: Sollten Sie diese E-Mail fälschlicherweise erhalten haben, melden Sie dies bitte an den [NINE Support](#).

1.5. Registration of my thesis


If the tutorship has been approved and your topic has been chosen, you will be able to register your thesis. Choose a date and confirm with „**speichern**“.


Notice: Your tutor also has the ability of registrating your thesis. Who will be registrating your thesis will be decided previously.

Anmeldung meiner Abschlussarbeit

Wichtige Hinweise:

- Über das Anmeldedatum legen Sie automatisch das Abgabedatum fest.
- Die Bearbeitungsdauer für Abschlussarbeiten in Ihrem Studiengang **BABW** beträgt **3 Monate**.

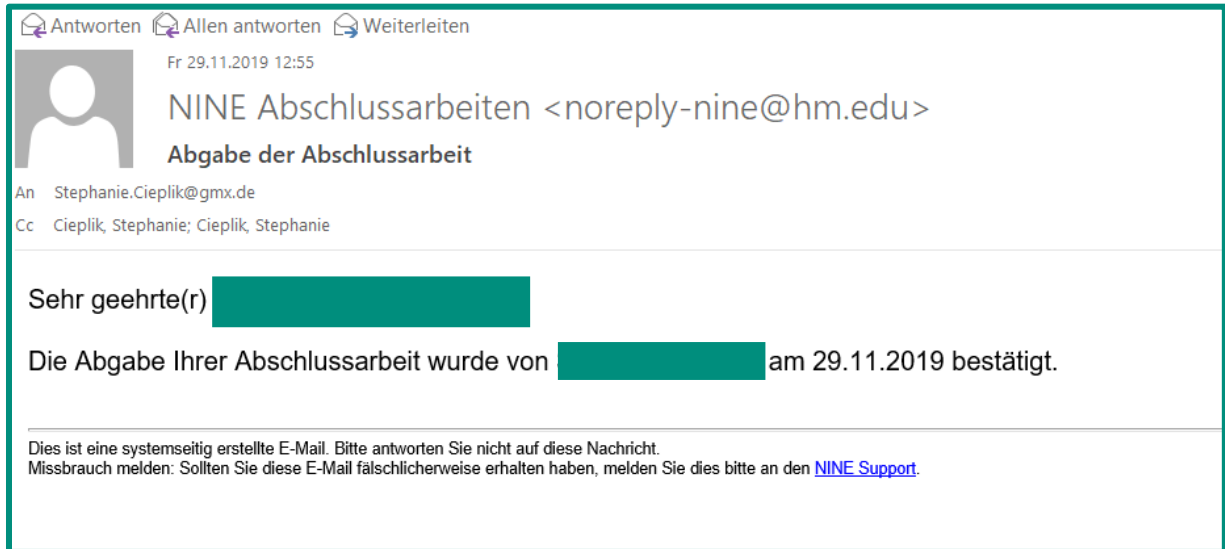
Datum der Anmeldung (muss in der Zukunft liegen) 

 speichern

Your thesis has now been registered.

1.6. Submission of the thesis

After submitting your thesis, you will receive the following e-mail.



Your checklist:

- ✓ Name
- ✓ Number of immatriculation
- ✓ Checking the requirements yourself
- ✓ Title of your thesis (german and english)
- ✓ Choose your tutor
- ✓ Registerate yourself (or be registered by your tutor)
- ✓ Handing in your thesis