

Instructions for uploading theses in Moodle-Exam:

If you have logged into Moodle-Exam at <https://moodle-exam.hsnr.de/?redirect=0> and opened the course (course name corresponds to your matriculation number), the following interface will appear:

87654321

[Dashboard](#) / [My courses](#) / [87654321](#)

Upload your thesis Your progress

Go to the **confirmation**, read the displayed text and click on the button "I CONFIRM THE ACCEPTANCE". In the next step, go to the **release/non-release of the thesis** and decide whether you agree to release your thesis. Make sure that a "tick" appears in the grey boxes on the right-hand side.

- [Confirmation](#)
- [Approval/Non-Approval of the Thesis](#)

The thesis can only be uploaded once you have confirmed it and decided whether to approve it or not, **and** once the processing period notified to you by the Examinations Office has begun. You may upload up to 2 files with a maximum size of 250 MB each.

Please note that you can only upload and delete files until you have clicked the submit button. Subsequent modification or exchange of the documents is no longer possible after this. Therefore, make sure that you have selected all files correctly and completely before clicking the submit button. **If you have uploaded your thesis in draft form but have not submitted it by clicking the submit button, the uploaded version will be assessed after the submission deadline.**

Please also note that uploading your thesis is only possible until the end of the deadline.

Immediately after uploading your thesis, fill out section 6. of the form Application for Admission and Assessment of the Bachelor's/Master's Thesis and the Colloquium, which you received by e-mail from the Examinations Office, and send it to the Examinations Office responsible for your department, also by e-mail.

Thesis

Restricted Not available unless:

- The activity **Confirmation** is marked complete
- The activity **Approval/Non-Approval of the Thesis** is marked complete

You have completed the task correctly when a "tick" appears in the grey boxes next to the task. This can take up to one minute in some cases.

You can now log out of the course!

After clicking on "Confirmation", this interface appears:

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[Dashboard](#) / [My courses](#) / [87654321](#) / [Upload your thesis](#) / [Confirmation](#)

Confirmation

Separate groups: All participants

- examination law**
If the candidate attempts to influence the result of his/her examination performance by cheating, the examination performance in question shall be deemed to have been assessed as "insufficient" (5.0) (relevant examination regulations).
- administrative offences**
Any person who intentionally violates a regulation of an examination regulation concerning cheating on examination performance shall be deemed to have committed an administrative offence. The administrative offence may be punished with a fine of up to 50,000 euros (§ 63 Abs. 5 S. 2ff Hochschulgesetz NRW).
- Enrolment law**
In the event of multiple or other serious attempts at deception, the examinee may be exmatriculated (§ 63 Abs. 5 S. 6 Hochschulgesetz NRW).

The results of this activity will not be published after you answer. ✕

I CONFIRM THAT I HAVE READ AND UNDERSTOOD THE THESIS AND THAT I WILL WRITE IT INDEPENDENTLY

[Save my choice](#)

[Approval/Non-Approval of the Thesis](#)

After confirming that you have taken note and saved the selection, this appears:

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[Dashboard](#) / [My courses](#) / [87654321](#) / [Upload your thesis](#) / [Confirmation](#)

Confirmation

Your choice has been saved ✕

Separate groups: All participants

1. examination law
If the candidate attempts to influence the result of his/her examination performance by cheating, the examination performance in question shall be deemed to have been assessed as "insufficient" (5.0) (relevant examination regulations).

2. administrative offences
Any person who intentionally violates a regulation of an examination regulation concerning cheating on examination performance shall be deemed to have committed an administrative offence. The administrative offence may be punished with a fine of up to 50,000 euros (§ 63 Abs. 5 S. 2ff Hochschulgesetz NRW).

3. Enrolment law
In the event of multiple or other serious attempts at deception, the examinee may be exmatriculated (§ 63 Abs. 5 S. 6 Hochschulgesetz NRW).

Your selection: I CONFIRM THAT I HAVE READ AND UNDERSTOOD THE THESIS AND THAT I WILL WRITE IT INDEPENDENTLY

The results are not currently viewable.

↕ [Approval/Non-Approval of the Thesis](#) ←

After clicking on "Approval/Non-Approval of the Thesis", this interface appears:

87654321

[Dashboard](#) / [My courses](#) / [87654321](#) / [Upload your thesis](#) / [Approval/Non-Approval of the Thesis](#)

Approval/Non-Approval of the Thesis

I am aware that my thesis may not be viewed within or outside the university or made accessible in any other way without my permission. Only the persons involved in the examination procedure are authorised to access it. The submitted thesis will be automatically deleted after five years, regardless of whether I have given my permission. This period begins after graduation.

If I agree to the inspection of my thesis by third parties, this may take place in the following ways:

a) within the university (the thesis may be made accessible to members and affiliates of the Niederrhein University of Applied Sciences for teaching or study purposes).

b) within and outside the university (the thesis may also be made accessible to persons outside the Niederrhein University of Applied Sciences).

I am aware that I can revoke the release of my thesis for the future at any time.

The results of this activity will not be published after you answer. ✕

I agree that my thesis may be made available to members of the Niederrhein University of Applied Sciences for teaching or study purposes.

I agree that my thesis may also be made available to persons outside the Niederrhein University of Applied Sciences.

I do not agree with the release of my thesis.

→ [Confirmation](#) ↕

Here you decide whether and, if so, to what extent the thesis will be released. Approval can take place in two stages:

- a) within the university
- b) within the university and outside the university

The department (supervising person) "administers" the thesis in these cases and ensures that the thesis is deleted at the end of the retention periods (5 years after graduation).

The examiners are informed of the approval/non-approval of the thesis by e-mail.

After selecting and saving, this interface appears:

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[Dashboard](#) / [My courses](#) / [87654321](#) / [Upload your thesis](#) / [Approval/Non-Approval of the Thesis](#)

Approval/Non-Approval of the Thesis

Your choice has been saved

I am aware that my **thesis** may not be viewed within or outside the university or made accessible in any other way without my permission. Only the persons involved in the examination procedure are authorised to access it. The submitted **thesis** will be automatically deleted after five years, regardless of whether I have given my permission. This period begins after graduation.

If I agree to the inspection of my **thesis** by third parties, this may take place in the following ways:

- a) within the university** (the **thesis** may be made accessible to members and affiliates of the Niederrhein University of Applied Sciences for teaching or study purposes).
- b) within and outside the university** (the **thesis** may also be made accessible to persons outside the Niederrhein University of Applied Sciences).

I am aware that I can revoke the release of my **thesis** for the future at any time.

Your selection: I agree that my thesis may also be made available to persons outside the Niederrhein University of Applied Sciences.

The results are not currently viewable.

→ Confirmation Thesis →

After clicking on "Thesis", this interface appears:

87654321

[Dashboard](#) / [My courses](#) / [87654321](#) / [Upload your thesis](#) / [Thesis](#)

Thesis

Upload your thesis here.

Submission status

Group	Default group
Submission status	Nothing has been submitted for this assignment
Grading status	Not graded
Due date	Friday, 4 August 2023, 10:59 PM
Time remaining	129 days 14 hours
Last modified	-

You have not made a submission yet.

→ Approval/Non-Approval of the Thesis

If you have pressed the "Add submission" button, this will appear:

Thesis

Upload your thesis here.

File submissions

Maximum file size: 250MB, maximum number of files: 2

Files

You can drag and drop files here to add them.

Accepted file types:
All file types

The thesis can now be uploaded:

The screenshot shows a 'File picker' dialog box overlaid on a 'Thesis' submission page. The dialog has a sidebar with options: 'Recent files', 'Upload a file' (highlighted), 'URL downloader', 'Private files', and 'Wikimedia'. The main area contains fields for 'Attachment' (with a search button), 'Save as', 'Author' (filled with 'Ulrike Eberhart'), and 'Choose licence' (set to 'Licence not specified'). An 'Upload this file' button is at the bottom.

After uploading, the "change" must be saved:

The screenshot shows the 'Files' section of the thesis submission page. It displays a file named 'Blumenstrauß...' with a thumbnail. Below the file, it states 'Accepted file types: All file types'. At the bottom, there are 'Save changes' and 'Cancel' buttons.

The current setting allows uploading up to 2 files of max. 250 MB each. The format of the file(s) is not generally specified; you can discuss in advance with your supervisor which format makes sense or is bindingly required by him/her. By saving, this appears:

The screenshot shows the 'Submission status' page for a thesis. It includes a breadcrumb trail: 'Dashboard / My courses / 87654321 / Upload your thesis / Thesis'. The submission details are as follows:

Group	Default group
Submission status	Draft (not submitted)
Grading status	Not graded
Due date	Friday, 4 August 2023, 10:59 PM
Time remaining	129 days 14 hours
Last modified	Tuesday, 28 March 2023, 8:31 AM
File submissions	Blumenstrauß.jpg 28 March 2023, 8:31 AM

At the bottom, there are buttons for 'Edit submission' and 'Remove submission', and a message: 'You can still make changes to your submission.' Below that is a 'Submit assignment' button.

In the submission status "Draft (not submitted)", the submission can still be edited/deleted. Only when "Submit assignment" has been clicked, nothing more can be changed. This will be pointed out again:

Thesis

Upload your thesis here.

Confirm submission

Are you sure you want to submit your work for grading? You will not be able to make any more changes.

[→ Approval/Non-Approval of the Thesis](#)

Only when "Continue" has been clicked is the thesis submitted for grading:


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Thesis

Upload your thesis here.

Submission status

Group	Default group
Submission status	Submitted for grading
Grading status	Not graded
Due date	Friday, 4 August 2023, 10:59 PM
Time remaining	129 days 14 hours
Last modified	Tuesday, 28 March 2023, 8:35 AM
File submissions	 Blumenstrauß.jpg 28 March 2023, 8:31 AM

If you have any questions or problems, the Examinations Office will be happy to help you at the known functional e-mail addresses.