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:

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✕ Allgemeines

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		**Zu erledigen:** Eine Auswahl treffen
⑂ Approval/Non-Approval of the Thesis		**Zu erledigen:** Eine Auswahl treffen

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.

Firstly, you must select the language "English". To do this, click on the arrow next to the name abbreviation and on "Language".

Profil
Kalender
Meine Dateien
Berichte

Einstellungen
Sprache ▶
Logout

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Allgemeines

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		✔ **Erledigt:** Eine Auswahl treffen
⑂ Approval/Non-Approval of the Thesis		✔ **Erledigt:** Eine Auswahl treffen

Now select "English".

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Allgemeines

← Sprachwahl

✔ Deutsch (de)
English (en)

The language has been adapted:

✕
- General
- Upload your thesis
- Confirmation
- Approval/Non-Approval of t...
- Thesis

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General

Upload your thesis

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		✔ **Done:** Make a choice
⑂ Approval/Non-Approval of the Thesis		✔ **Done:** Make a choice

After clicking on "Confirmation", this interface appears:

General

Upload your thesis

Confirmation

Approval/Non-Approval of t...

Thesis

Confirmation

To do: Make a choice

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).

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

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

General

Upload your thesis

Confirmation

Approval/Non-Approval of t...

Thesis

Confirmation

✔ **Done:** Make a choice

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 choice has been saved ✕

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.

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

General

Upload your thesis

Confirmation

Approval/Non-Approval of t...

Thesis

Approval/Non-Approval of the Thesis

To do: Make a choice

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.

Save my choice

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:

After clicking on "Thesis", this interface appears:

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

The thesis can now be uploaded:
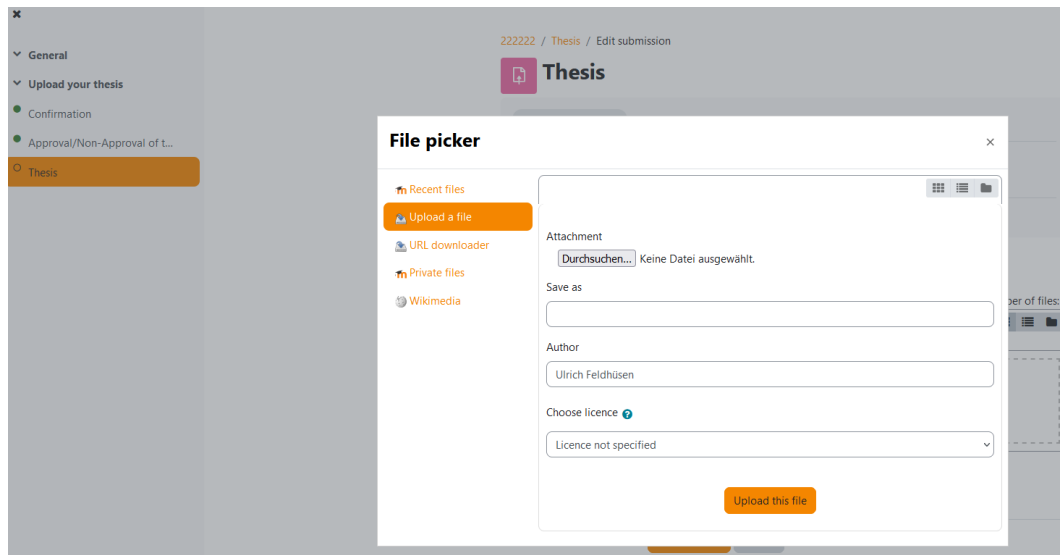
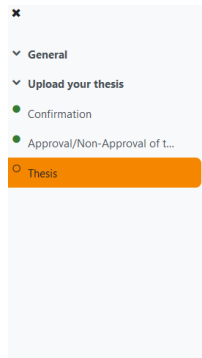**After uploading, the "change" must be saved:**
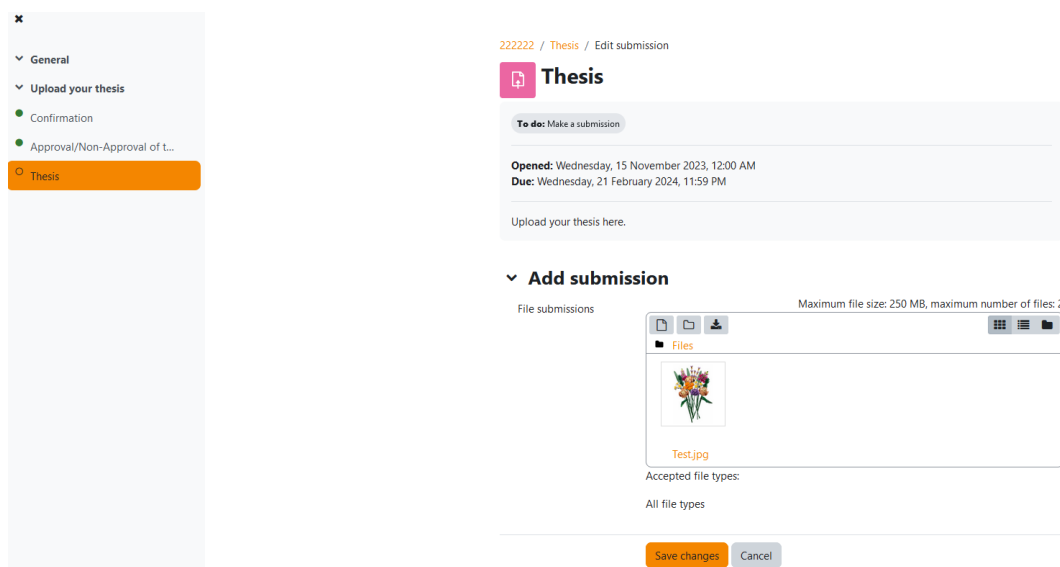
The current setting allows uploading up to 2 files of max. 250 MB each. The format of the file(s) is not generally specified; you can discuss in advance with your supervisor which format makes sense or is bindingly required by him/her.
By saving, this appears:
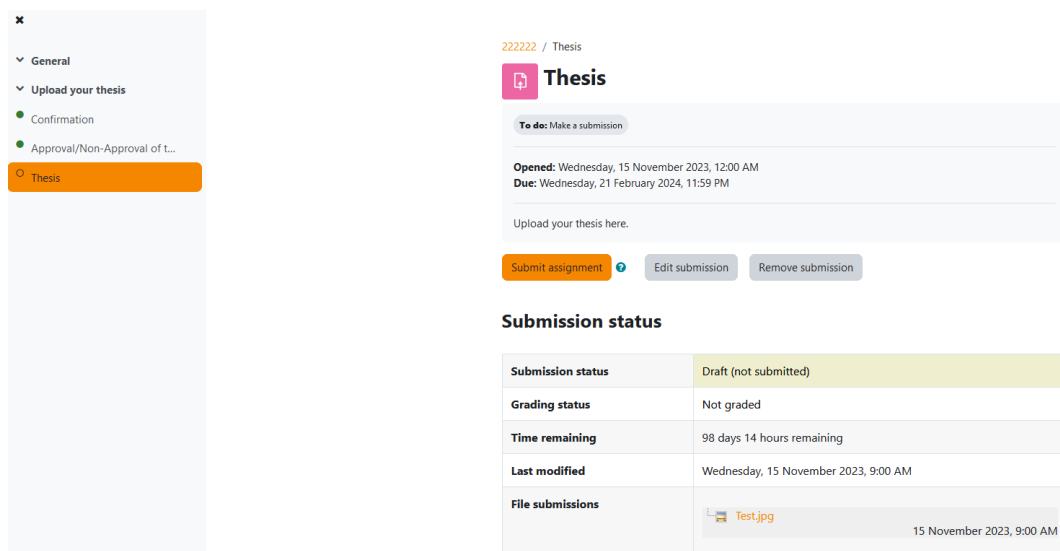
In the submission status "Draft (not submitted)", the submission can still be edited/deleted.

Only when "Submit assignment" has been clicked, nothing more can be changed. This will be pointed out again:

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

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