

Submission of the thesis

The submission of theses is possible by post or in digital form via Sciebo, as described below. Please note that after submitting your thesis digitally via Sciebo, no additional submission in printed form is required.

Please also note that you must be enrolled in the corresponding degree programme at German Sport University Cologne (GSU) at the time of submitting the thesis. If you have not re-registered, please contact the Student Secretariat immediately, studsekretariat@dshs-koeln.de.

External form of the thesis:**Binding requirements:**

For the digital and printed version of the thesis

- ! The use of word and image marks (logo) is prohibited!
- ! The attached sample for the cover sheet etc. is a binding specification.
- ! The attached sample affidavit is a binding specification.
- ! The approved topic of the thesis must be adopted 1:1 on the title page of the thesis! **No alteration allowed!**

For the Bachelor's and Master's degree programmes (except for the teaching profession), the following must be submitted

- ✓ **Bachelor:** an abstract in English, or in the case of a thesis written in English, in **German**.
- ✓ **Master:** one summary **in English and one in German** must be attached to the thesis.

Only for the printed version of the thesis

! The thesis must be firmly bound (no spiral or clamp binding, no hardcover).

! printed on one side only

Recommended:

- ✓ type size 10 - 12 pt
- ✓ depending on font 1½ line spacing
- ✓ left margin approx. 4 - 5 cm

Blocking notice:

After a positive review, your thesis will be sent to the library of the German Sport University Cologne and can be exhibited, borrowed and viewed there.

If you do not want your thesis to be made available to the library, please mark your thesis with a blocking note.

Please insert the completed embargo note in your thesis before the cover page!

Further information can be found here:

<https://www.dshs-koeln.de/studium/studienorganisation/formulare/abschlussarbeit/>

Submission in digital form via sciebo:

Sciebo is a university-owned cloud storage service with the German Sport University Cologne as a participating member, which can be used free of charge by all members of the German Sport University Cologne (students and lecturers).

Please be sure to observe the following points when sending your work digitally:

- Use either *Mozilla Firefox* or *Google Chrome* as your browser (other browsers may cause problems).
- Create a sciebo account before uploading; instructions can be found at www.dshs-koeln.de.
- Upload your work in pdf format **only**.
- Affidavit **must be signed digitally**

Instructions for digital submission with sciebo can be found at www.dshs-koeln.de.

Submit in printed form by post:

The thesis must be submitted to the Examinations Office by the deadline.

- ✓ 3 copies in hard bound form (flexible cardboard cover)
- ✓ a CD with the digital version of the thesis without personal data and without password protection in a flexible cover.

In order to meet the deadline, please hand in your thesis to the post office no later than the date listed as the deadline in your confirmation of registration. Please be sure to use the tracking and tracing functions. Please note that the assessment of your thesis will probably not take place within the usual processing time.