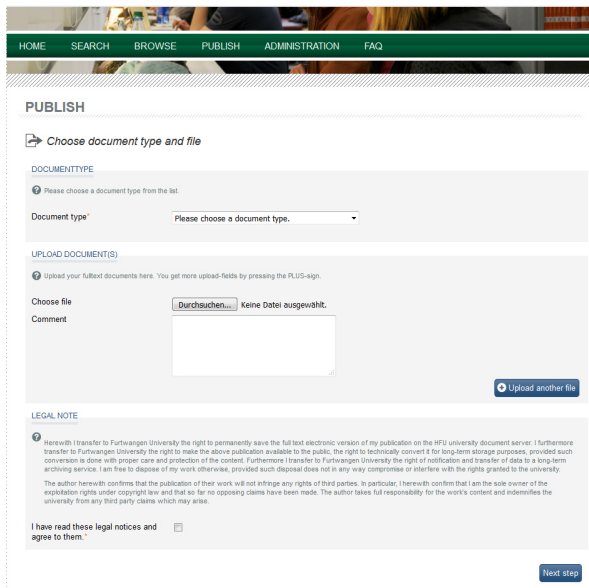
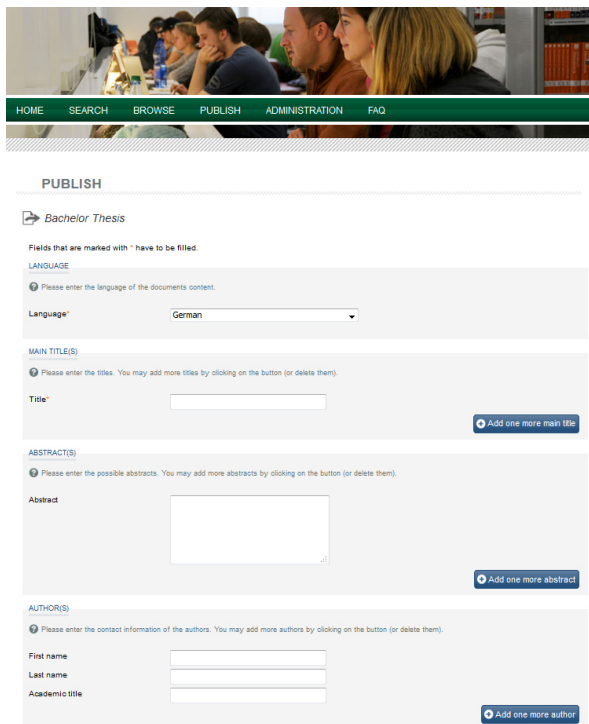


How to Post Bachelor and Master Theses on OPUS (HFU Business School)



The screenshot shows the 'PUBLISH' page on the OPUS platform. At the top, there is a navigation bar with links for HOME, SEARCH, BROWSE, PUBLISH, ADMINISTRATION, and FAQ. Below the navigation bar, the 'PUBLISH' section is active. It includes a 'Choose document type and file' step, a 'DOCUMENTTYPE' section with a dropdown menu for 'Document type', and an 'UPLOAD DOCUMENT(S)' section with a 'Choose file' button and a 'Comment' text area. A 'LEGAL NOTE' section is also present, with a checkbox for 'I have read these legal notices and agree to them.' and a 'Next step' button.



The screenshot shows the 'PUBLISH' page on the OPUS platform, specifically the 'Bachelor Thesis' section. It includes a 'LANGUAGE' section with a dropdown menu for 'Language' set to 'German', a 'MAIN TITLES(S)' section with a 'Title' text area, an 'ABSTRACT(S)' section with an 'Abstract' text area, and an 'AUTHOR(S)' section with fields for 'First name', 'Last name', and 'Academic title'. There are 'Add one more main title', 'Add one more abstract', and 'Add one more author' buttons.

- Select Publish on the menu bar
 - You do not have to log in.
- Type of Document:
 - Please select the appropriate document type .
- Uploading Document(s):
 - You now have the option to upload the full text version of your thesis here.
- Legal Rights:
 - Please tick the box to indicate that you agree to transfer your rights to the university.
- On the next page, you have to complete the following information:
 - language
 - titel
 - abstract
 - author
 - year of completion
 - HFU-advisor
 - granting institution
 - tags
 - course of Studies
 - functional area
 - licence
 - access rights
- Click on „next step“
 - You can check the information you entered at this stage.
- Save the document when you are happy with it.

Please note that your thesis will not immediately on saving the data be available on the platform. Should you wish to make changes after you saved the information, please send an email detailing the required changes to opus-hfu@hs-furtwangen.de.