

EXAMINATION OFFICE

Academic Department Head

Otto-von-Guericke-Universität Magdeburg, Postfach 4120, D-39016 Magdeburg

Attachment 5 to guideline

procedures for theses

Otto-von-Guericke-Universität Magdeburg
Postfach 4120
D-39016 Magdeburg
Gebäude 22 Teil B-003/005
Telefax: +49-(0)391-67-41221

Ihr Zeichen, Ihre Nachricht vom:

Unsere Zeichen:

Durchwahl:

Datum 18.03.2026

Final Thesis: Procedure for submitting „Additional Documents“

Any additional documents (= Videos, Source codes, Data/Charts, etc. in the different file formats), that are not as attachment already included in the thesis as PDF–Document, must be submitted separately via the OVGU Cloud:

1) Step: Log in to the OVGU Cloud



OVGU Cloud

Benutzername

maxmuste

Passwörter verwalten

.....

☐

Anmeldung nicht speichern

☐

Die zu übermittelnden Informationen anzeigen,
damit ich die Weitergabe gegebenenfalls
ablehnen kann.

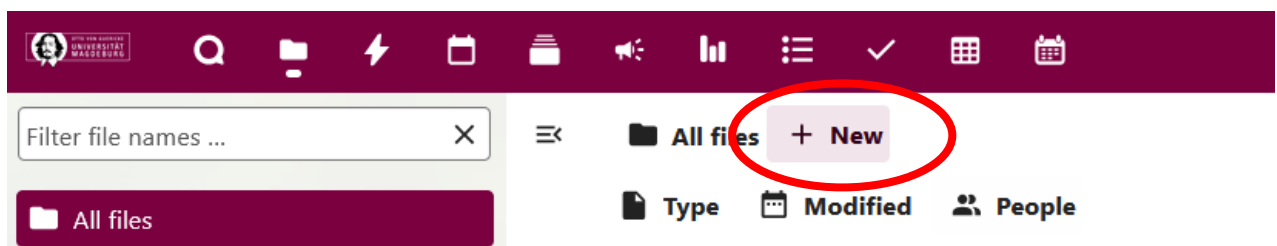
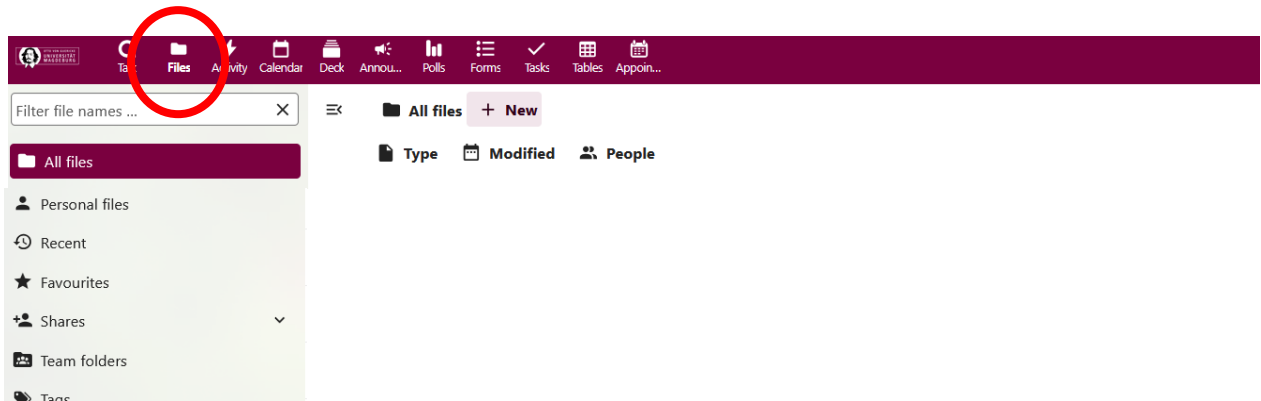
Anmelden

**Log in via your personal university
account:**

<https://cloud.ovgu.de>

2) Step: Create „New final file“

- After logging in you will see as following. Click in the menu on „files“ to create a new file
- Name of file: *Mat.-Nr._Surname-FirstName_FinalThesis_BA or-. MA*



Create new folder

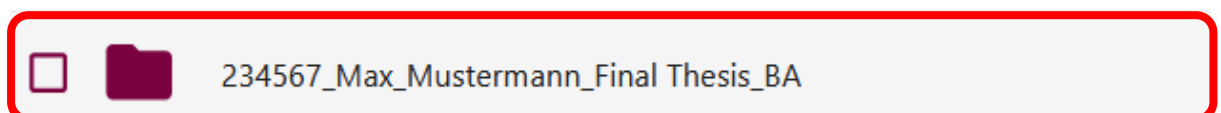
Folder name

Create



(0) Place all relevant files in one parent folder!

- You will see e.g. a file in the menu like shown below



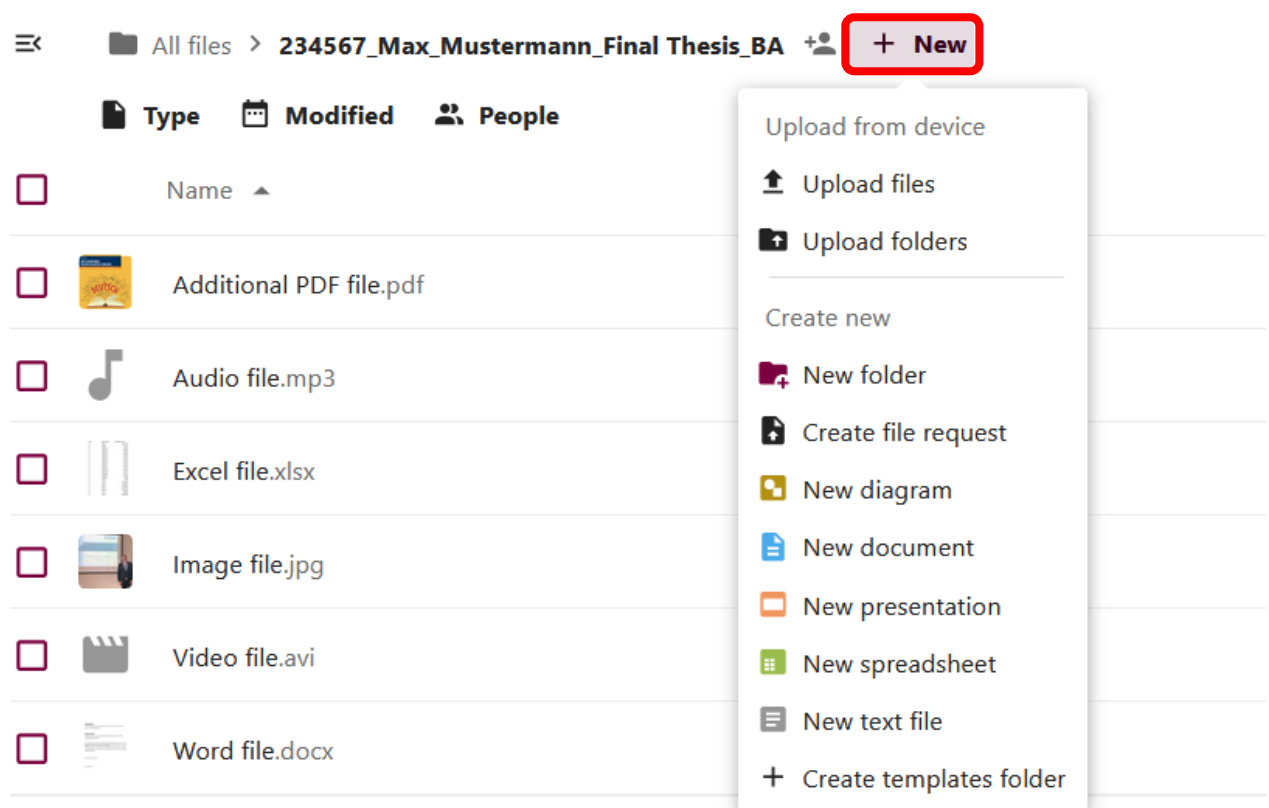
3) Step: Upload additional documents

In the new created file you can upload all necessary additional documents via „New“. Note:

(1) Do not share individual files!

(2) Make sure there are no special characters (/?<>\\:*|") in the file and folder names!

(3) Make sure there are no blank spaces at the end of file and folder names!



4) Step: Share file with „Prüfungsamt“

When all additional documents are uploaded, you have to enable the access to the **complete file (not single documents!)** to the examination office by “sharing the file:

- ✓ Click on the  symbol next to the file
- ✓ Search under „*Internal share*“: „**Prüfungsamt FWW**“
- ✓ Then „*Allow editing*“ → afterwards „**Save share**“

To share the folder, click here:

☰ All files > 234567_Max_Mustermann_Final Thesis_BA + New

📁 Type 📅 Modified 👤 People

☐ Name ▲

☐  Additional PDF file.pdf

☐  Audio file.mp3

Enter in free text field:

- Prüfungsamt FWW

234567_Max_Mustermann_Final Thesis_BA ... ✕
712,4 MB • 4 minutes ago • Owner  Toni Richter (Y...

⚡
Activity

🔗
Sharing

Internal shares ⓘ

Prüfungs

 **Prüfungsamt FWW**
08d80892-b011-1040-8674-89d6c20bac0a

 Share with a Deck card 

External shares ⓘ

234567_Max_Mustermann_Final Thesis_BA ... ✕
712,4 MB • 7 minutes ago • Owner  Toni Richter (Y...

⚡
Activity

🔗
Sharing

 Share with Prüfungsamt FWW

 View only

 **Allow editing**

... Custom permissions
Read, create, edit, share, delete

Advanced settings ▼

Cancel

Save share

„Allow editing“ +

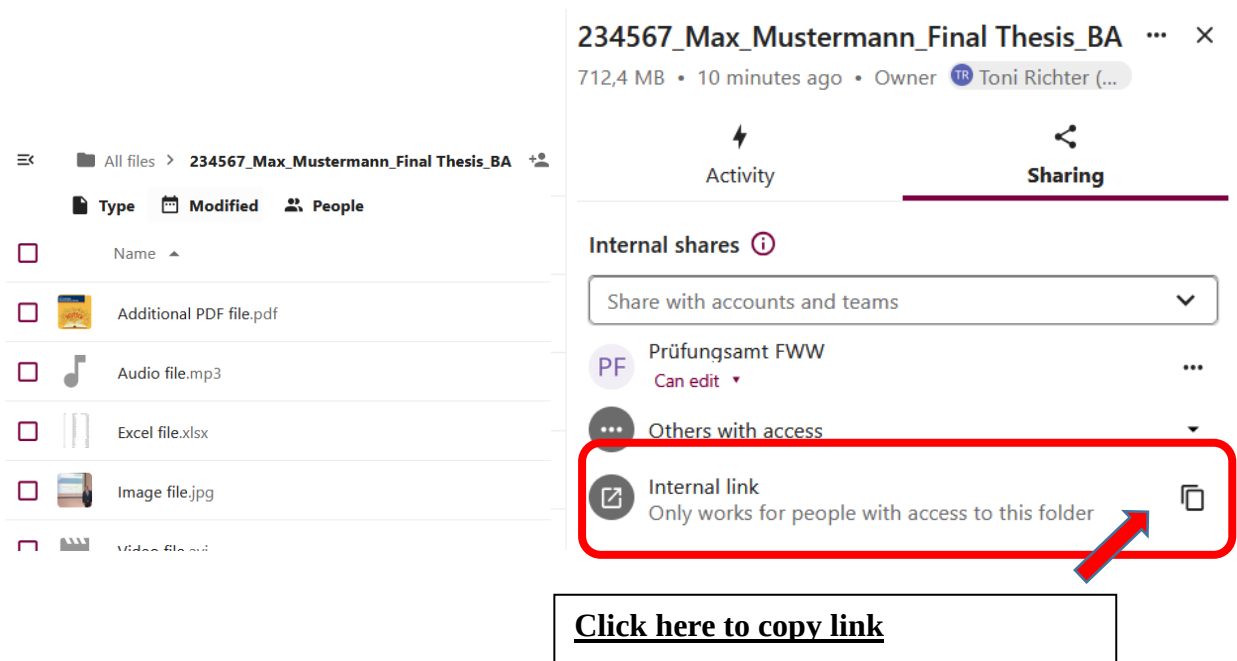
„Save share“

5) Step: send Link for the specific cloud part to the examination office

In the last step you must send the *link* to your file in the OVGU cloud to the examination office as following:

- ✓ Click on the symbol  under „Internal Link“
- ✓ The link will be automatically copied

○ E.g.: <https://cloud.ovgu.de/f/12345679>



234567_Max_Mustermann_Final Thesis_BA ... ×

712,4 MB • 10 minutes ago • Owner  Toni Richter (...)

Activity Sharing

Internal shares ⓘ

Share with accounts and teams ▼

PF Prüfungsamt FWW
Can edit ▼

Others with access ▼

 Internal link
Only works for people with access to this folder 

[Click here to copy link](#)

- ✓ Send this cloud link as part of the E-Mail for the submission of the Bachelor/Master thesis in accordance with **attachment 4** via your student mail address to the examination office.