

How to publish a thesis in OPUS-HSO

OPUS-HSO is a university platform for publishing electronic documents. It makes publications of university members – and the University's research performance in general – transparent and accessible to interested readers around the world, or within in the university network.

Prerequisites	PUBLICATION in OPUS-HSO	No publication in OPUS-HSO, or only within university network
<ul style="list-style-type: none"> Internet? When beginning work on your thesis, clarify whether a publication on the internet is approved by the supervising professors and – if it is an in-company thesis – by the company involved. 	Both supervisors approve of the internet publication and have signed the recommendation for publication .	The supervisors have not submitted the recommendation for internet publication. → The thesis is published within the university network, or you submit it in paper format.
<ul style="list-style-type: none"> Blocking period? Ask your supervisors about possible blocking periods for your thesis. 	Your thesis is not blocked for publication, or the blocking period is two years or less.	Your thesis is blocked for more than two years. → You submit it in paper format only.
<ul style="list-style-type: none"> File format? OPUS-HSO manages text documents. 	Your thesis consists only of one or several text files, preferably PDF files.	Your thesis consists of audio-visual material. → Submit it on a data-storage medium (possibly with documentation in paper form).

When you have completed your thesis, follow these steps:

1. Upload it on [OPUS-HSO](#). Avoid including any personal data such as student ID, date of birth, address, or your digital signature in the document; it is best to leave them out in the version for OPUS-HSO.
2. Confirm the transfer of the [usage rights](#) for the thesis.
3. If you want your thesis to be published on the internet, you need both your supervisors to sign the [recommendation for publication](#). Make sure to obtain their signatures in time!
4. Upload the supervisors' recommendation for publication together with your thesis, or scan it and submit it to the [library staff](#) promptly.
5. Only after your thesis has been graded (with a passing grade), or after the expiration of the blocking period, it will become accessible in OPUS-HSO.

Note that even if the full text of your thesis can only be accessed within the university network, information such as your name, the title page or your supervisors' names will still be accessible worldwide through library catalogs.

OPUS-HSO website
FAQs OPUS-HSO
Contact

<https://opus.hs-offenburg.de/>
<https://opus.hs-offenburg.de/home/index/help>
 Monika Selent - monika.selent@hs-offenburg.de
 Petra Möhringer - moehringer@hs-offenburg.de