

Student Repository - Instruction manual for collection reviewers

How to check thesis submissions

This manual will help guide you through the reviewing process of submitted Bachelor and Master theses for upload into the Student Repository of Leiden University. There are six steps in order to approve the status of a thesis

Overview:

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IMPORTANT NOTICE!

Before entering the reviewing process of a specific thesis, please make sure you have the following items at hand:

- examination form ('tentamenbriefje')
- evidence for a plagiarism check, either through an Ephorus/SafeAssign report or a form signed by the thesis supervisor
- the verdict issued by the supervisor(s) on the public availability status of the thesis
- relevant data from uSis

Note: you can find the thesis of a specific student by means of the Student ID. Go to Advanced Search in the Repository, or just paste the student number in to the search box in the top right corner of the Repository

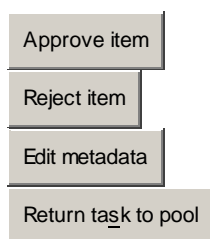
1. Getting started

- You can access the designated environment for reviewers in two ways:
 - After each submission within your collection, you'll be informed by email. Follow the link provided by this notification and login using your ULCN-account
 - OR: go to the Leiden Repository and login using your ULCN-account. Next, click '**Submissions**' (below right)

- An overview screen appears. Within this, all current workflow tasks are featured. These are items that are awaiting approval before they can be added to the repository
- There are two task queues:
 - one for tasks which you have chosen to accept (**'tasks you own'**)
 - one for tasks which have not been taken up yet (**'tasks in the pool'**)
- In order to prepare the reviewing process select one (or more) task from the 'pool'. Within each item the following information is stated:
 - the title of the thesis
 - your collection name
 - the name of the submitter
- Items that have not been assigned yet are indicated by its status as 'Awaiting editor's attention'
- Tick the box(es) of the items you wish to review and click **'Take selected tasks'**
- Immediately, you will notice the item's status has been changed to 'Submission being edited'. It has also appeared in the queue **'Tasks you own'**
- In case you made a mistake in assigning an item to yourself, you can return it to the 'pool' by ticking its box and clicking **'Return selected tasks to the pool'**
- You can start reviewing a submitted thesis by clicking on it

2. Item submitted

- After clicking, an overview is provided for the submission under review, containing brief information on the thesis
- By clicking **'Show full item record'** additional information relating to the thesis will be shown, such as: supervisor, assigned keywords, abstract and ECTS credits. These are all fields that have been provided by the students during their submission process, and will need careful reviewing. By clicking 'Show simple item record' you can return to its original display
- Below all this information you'll find an important taskbar (**'Actions you may perform on this task'**), which covers all the possible steps within the reviewing process:



3. Reviewing metadata

- click ‘**Edit metadata**’ to commence reviewing a specific submission
- this will take you through all the fields filled in by the student during his/her submission process
- make sure the student has provided the correct information and according to the required format(s):

Author(s): Make sure that both names are put down in the correct format, e.g. Jan de Vries:

Vries

Last name, e.g. Vries

Jan de

First name(s) + prefix, e.g. Jan de

Student ID: Check whether name and Student ID correspond

Specialisation: This is not a mandatory field. The Bachelor or Master specialisation or track needs only be specified if applicable

Supervisor: Make sure the last name is spelled correctly. Instead of a full first name, initials are also accepted, as well as academic titles of the supervisor(s) involved. E.g. Prof. dr. J. de Vries:

Vries

Last name

Prof. dr. J. de

First name(s) + prefix

Note: If more supervisors have been involved with the thesis, the one holding prime jurisdiction should have been named

Title: The full title of the thesis should be provided in its original language

Graduation date: This should be the date which will appear on the student’s degree certificate. The correct date can be found in uSis. If the student was unaware of the exact date at the time of the thesis submission, only the year of graduation will have been filled in.

Please add the correct date by filling in all three fields

Language: The (main) language in which the thesis was written should be indicated here. ‘Other’ may be selected when the language does not appear in the list

ECTS credits: Check whether the correct number of credits to be received by the student is given

- Click 'Next >' to proceed to the next step of reviewing the data provided by the student

4. Reviewing metadata (continued): statement regarding plagiarism check

- Continue the reviewing process by establishing whether the student has provided the correct information on the following:

- Subject keywords:** Check whether the minimum of three subject keywords has been provided
- Abstract:** Make sure whether the abstract (consisting of approximately 200 words) is given and meets all the criteria (length, spelling)
- Remarks:** The 'Remarks' field is not mandatory. Students may provide information here if deemed relevant, such as '*this thesis was made possible by a grant of the [...]*' or '*this thesis is the result of an internship at [...]*'
- Plagiarism check:** Evidence should have been provided for a plagiarism check, either through an Ephorus/SafeAssign report or a form signed by the thesis supervisor. If provided, the option '**checked for plagiarism**' can be selected to 'YES'
- Note: without such evidence approval may **NOT** be given!
- Evaluation:** If the the final mark awarded for this thesis exceeds 8.5, please enter 'Recommended' in the 'Evaluation' field. In all other cases, it should be left empty
- Do not, at any time, enter the grade itself!**
- If a thesis award has been granted, please enter 'Recommended' plus its name and the year in which it was issued. E.g. *Recommended, Keetje Hudsonprijis 2011*

- Click 'Next >' to proceed

5. Reviewing the uploaded file

- You will now see the screen containing the file(s) uploaded by the student
- Make sure the file(s) corresponds with the actual thesis under review, as well as having been submitted in PDF-format.
- Students should have uploaded the final and approved version of their thesis, including all figures and illustrations. Open the file(s) for a quick check
- Check whether the student's preferred embargo settings correspond with the verdict issued by their supervisor(s), to be found on the form supplied by the supervisor
- If disagreement occurs, please contact the thesis supervisor. In case of serious arbitration, the Board of Examiners will have to decide upon the matter
- Click 'Next >' to proceed to the overview screen, showing all the fields that should have been under review. Please make one final check
- Click '**Complete submission**' to return to the reviewer's taskbar

6. Approving/declining the submission

- When all requirements surrounding the upload have been met, you're ready to confer approval
- To do so, click '**Approve item**' in the taskbar
- A notification e-mail will be sent to the student, stating that his/her thesis has been approved and, from this moment on, will be visible within the Student Repository
- The item under review has now disappeared from the queue '**Tasks you own**'. Any remaining tasks can be taken up from here, by repeating the procedure described in the paragraphs above
- If, however, your review has detected any anomalies or imperfections (serious enough to disqualify a thesis for entry into the Student Repository) the item should be rejected and the student informed
- To do so, click '**Reject item**' in the taskbar. A new screen appears, with a blank field intended for the rejection email directed at the student. Please explain the reason(s) for rejecting the submission, indicating how the submitter should improve in order to re-submit successfully
- Click '**Reject item**' (below left) once more in order to send the notification
- Any rejected item will disappear from your task queue

7. After approval

- The thesis will now appear in the Student Repository
- If, despite the careful process, the published entry is found to contain errors or imperfections, you may contact the University Library.