

# Student Repository

## Instruction manual for collection submitters

### How to submit theses

This manual will help guide you through the process of submitting Bachelor and Master theses into the Student Repository of Leiden University. There are six steps to submit a thesis:

#### Overview:

1. **Getting started**
2. **Item submission**
3. **Item submission (continued) and statement regarding plagiarism check**
4. **Uploading the thesis file**
5. **Review the submission**
6. **License**
7. **After the submission**

#### **IMPORTANT NOTICE!**

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

- A pdf of the final and approved version of the thesis
- Keywords and abstract, provided or approved by the supervisor of the thesis
- evidence for a plagiarism check, either through an Ephorus/SafeAssign report or a form signed by the thesis supervisor
- Consent form for the publication of a thesis, signed by the student, supervisor and external client (if applicable).
- the License to Deposit, signed by the student
- 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**

- Go to the Leiden Repository and login using your ULCN-account.
- Under *Communities*, go to the collection of the programme (*Leiden University > Student Repository > choose Faculty > choose degree > choose programme*)

- Here, you'll find two options highlighted in yellow: either to submit a new thesis or to edit a previous unfinished submission
- Choose '**Submit a new item to this collection**'

## 2. Item Submission

Describe

- The first of a series of screens appears. Starting your submission, you'll need to provide some basic personal information as well as a description of the thesis
- Fill in all the required fields according to the instructions (marked in grey and blue):

**Author:** Fill in the student's last name and click 'Lookup & Add'. A pop-up screen will appear containing a list of names. If the student has never uploaded a document before, his/her name will be absent. Then click '*Local Value* "[Name]" (at the bottom of the list) and click 'Add'. The name you've entered will now appear below.

Note: make sure that the name is 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*

Entering multiple authorship is possible. In such a case, please start with the first author and repeat the procedure mentioned above

**Student ID:** Enter the student ID starting with s...

s1105441

Enter your student id starting with s...

**Specialisation:** This is not a mandatory field. Only fill in the Bachelor /Master specialisation or track if applicable

**Supervisor:** Fill in the supervisor's last name and click 'Lookup & Add'. A pop-up screen will appear containing a list of names. In most cases his/her name will be included. If not, click '*Local Value* "[Name]" (at the bottom of the list) and click 'Add'. The name you've entered will now appear below

Note: 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:

Last name

First name(s) + prefix

Entering multiple supervisors is possible. In such a case, please start with the one holding prime jurisdiction and repeat the procedure mentioned above for the others involved.

**Title:** Provide the full title of the thesis in its original language

**Graduation date:** This should be the date which will be registered on the student's degree certificate. The correct date can be found in uSis.

**Please add the correct date by filling in all three fields**

**Language:** Select the (main) language in which the thesis was written. If it does not appear in the list, please select 'Other'

**ECTS-credits:** Enter the number of ECTS credits the student will receive for this thesis. This needs to be correct in order to compare theses with different weights. The official credits registration can be found in uSis

- Choose 'Next >' to proceed.
- Note: By choosing '**save & exit**' (this applies to all screens) you can interrupt the submission process, enabling you to resume it from this point on at a later date. To do this, once more follow the link provided by your department, and click '**Resume submission**'.

### **3. Item Submission (continued) and statement regarding plagiarism check**

- The description process continues with a second screen

**Keywords** Enter the **keywords** (minimum 3), if provided or approved by the supervisor of the thesis. This is not a mandatory field. Click '**add**' after each keyword you have entered. It will now appear below the designated field, with the option to select and remove any keyword(s) if necessary.

**Abstract** Enter the **abstract** (approximately 200 words), if provided or approved by the supervisor of the thesis. This is not a mandatory field.

**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!

**Remarks** The 'Remarks' field is not mandatory. Only 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 [...]*'.

**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*

- Choose 'Next >' to proceed

#### 4. Uploading the thesis file



- You will now need to upload the thesis and provide information on the (public) availability of its contents
- Upload the **file** containing the thesis by clicking '**Choose file**' and selecting it from the specific directory on your computer or disk
- If successful, the file's description will appear beside the grey upload button
- Additionally, a **file description** may be given if deemed necessary, for instance 'Main text' or 'Appendices'
- If the thesis contains other relevant media files (movies, audio etc.) and you wish to upload these as well, please contact the University Library by using the 'Ask a Librarian' button in the menu on the right
- Next, configure the '**file availability**' settings according to the verdict on the *Consent form for the publication of a thesis*.
- Public access can only be granted if all parties agree. If one or more of the parties requests an embargo (temporary or permanent), please adjust the file availability setting accordingly.

- If the embargo only relates to certain parts of the thesis, it might be considered uploading these as separate files it with embargoed status. The thesis itself could then still be given public access
- You may use the '**Add another file**' button when you have any appendices that need to be uploaded
- Choose 'Next >' to proceed.

## **5. Review the submission**

Review

- An overview of all the data submitted will now appear
- Please make sure you have filled in all the relevant fields and all information is correct
- Note: by clicking any of the '**Correct one of these**' buttons, you can adjust or expand your submission
- Choose 'Next >' to proceed.

## **6. License**

License

- In order to finalize the submission, the License to Deposit in the Student Repository must be confirmed.
- The student should have read this agreement and signed it on paper. If there is no signed copy, the submission cannot be finalized.
- Grant the license by selecting '**I Grant the License**'; and then click '**Complete Submission**'
- The submission has now been completed!

## **7. After the submission**

- 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.