

Student Repository - Instruction manual for students

How to upload your thesis

This manual will help guide you through the mandatory upload of your thesis into the Student Repository of Leiden University. There are five steps in order to complete the submission process.

Overview:

1. **Getting started**
2. **Item Submission**
3. **Uploading your thesis file**
4. **Review your submission**
5. **License**
6. **After your submission**

IMPORTANT NOTICE!

Before uploading your thesis, please make sure you have taken account of the following:

- Only PDF-files are accepted for upload.
In Microsoft Office 2010, documents can be saved as a PDF directly via the *Save* menu. Otherwise, PDF conversion software is available on university computers (choose 'Bullzip PDF Creator', manual: <http://www.i-groep.leidenuniv.nl/vuw-werkplek/handleidingen/diverseapplicaties.html>).
- Please make sure to upload the final and approved version of your thesis, including all figures and illustrations. If you have any hesitations concerning the permission to publish any copyrighted material (or specific texts fragments) within your thesis, please contact your supervisor
- Please make sure to have read the licensing agreement concerning depositing your thesis within the Student Repository. This document can be found at: <http://www.bibliotheek.leidenuniv.nl/onderwijs-onderzoek/onderzoek/leids-repositorium/publicatie-toevoegen.html> (at the bottom of the page)
- Make sure to have signed the *Consent form for the publication of a thesis*, on which you, your supervisor and the external client (if applicable) indicate whether your thesis can be published online
- If your thesis becomes publicly available, please refrain from including any additional personal information (address, phone number) in the uploaded file

1. Getting started

- Make sure to have the following items at hand: a PDF-file of your thesis (and, if applicable, of its appendices), as well as an abstract and keywords relating to your thesis
- Follow the link provided by your department. This will take you to the thesis collection of your Bachelor or Master
- 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**'
- Sign in to the Repository by using your ULCN-account

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 your thesis
- Fill in all the required fields according to the instructions (marked in grey and blue):

Author: Fill in your last name and click 'Lookup & Add'. A pop-up screen will appear containing a list of names. If you've never uploaded a document before, your 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 both names are put down in the correct format, e.g. Jan de Vries:

Vries

Jan de

Last name, e.g. *Vries*

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 your student ID starting with s...

s1105441

Enter your student id starting with s...

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

Supervisor: Fill in your 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. In stead 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

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 your thesis in its original language

Graduation date: This should be the date which will be registered on your degree. If currently an exact date hasn't been set, please provide only the 'Year'. The reviewer will add the correct date later.

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

ECTS-credits: Enter the number of ECTS credits you 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**'.

2. Item Submission (continued)

Describe

- The description process continues with a second screen

Keywords Enter some **keywords** (minimum 3).
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).
In most cases, you would have included an abstract in your thesis, and this data can be re-used here.

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 [...]*'.

- Choose 'Next >' to proceed

3. Uploading your thesis file

Upload

- You will now need to upload your thesis and provide information on the (public) availability of its contents
- Upload the **file** containing your 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'
- Next, configure the '**file availability**' settings according to the verdict on the *Consent form for the publication of a thesis* filled in by you, your supervisor and the external client (if applicable).
- 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 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.

4. Review your 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.

5. License

License

- In order to finalize your submission, you must agree to the licensing agreement of the Student Repository
- Note: please make sure to take have taken good notice of all the clauses and resulting rights and obligations before granting the license.
- Grant the standard distribution license by selecting '**I Grant the License**'; and then click '**Complete Submission**'
- Your submission has now been completed!

6. After your submission

- Once an upload has been completed, you will receive an email.
- Your upload will go through the review process for the collection involved. Your submission will be checked and reviewed by a member of your own department
- An e-mail notification will be sent as soon as your submission is accepted, or if an anomaly within your submission is detected (containing a message stating why your submission has been rejected for now)
- You may also check the status of the reviewing process by visiting your submissions page. Log in by using the button on the right of the menu
- After approval by the reviewer, your thesis will appear in the Student Repository
- If, despite the careful review of both student and reviewer, the published entry is found to contain errors or imperfections, please contact you department