

DISSERTATION SUBMISSION

If your curriculum for the current academic year includes a master's thesis, you will automatically be registered for a specific info site on Ufora. This course provides more information about various aspects of the master's thesis and will be used to keep you informed of all relevant messages and activities. Finally, you will also have to submit your master's thesis electronically via the **'Dissertation submission'** tool within this course. This tool is also used in some study programs to have your bachelor's thesis or research paper submitted.

1. SUBMITTING DOCUMENTS

You can upload the main document (the actual dissertation) and add possible attachments separately afterwards. It is also possible to indicate whether or not there are specific reasons to place restrictions on the availability of your dissertation both inside as well as outside Ghent University.

STEP-BY-STEP METHOD

- 1) Use the blue navigation bar to access the 'Other tools' menu and open **'Dissertation submission'**
- 2) Click on the button **'Submit'** (Indienen) next to the dissertation you want to upload

The screenshot shows the 'Masterproefindiening' form. At the top, there is a navigation bar with the Ghent University logo, a 'Probleem melden' link, and a breadcrumb trail: 'Terug naar B001677A - Masterproef II'. The form itself has a table with the following columns: Curriculumcode, Auteur(s), Opleiding, Masterproeftitel, Indiadatum, Documenten, and Promotor(s), Co-promotor(s), Commissaris(sen). The first row contains the following data: Curriculumcode: BMRECH11.3-2, Auteur(s): [redacted], Opleiding: BMRECH, Masterproeftitel: [redacted], Indiadatum: [empty], Documenten: [empty], and Promotor(s), Co-promotor(s), Commissaris(sen): [redacted] (Promotor) [redacted] (Commissaris). To the right of the last cell is a blue button labeled 'Indienen'.

- 3) Click on the button **'Add main document'** ('Hoofddocument toevoegen') to upload the main document (A new page will open).

The screenshot shows the 'Masterproef' form. At the top, there is a breadcrumb trail: 'Masterproefindiening > Masterproef'. Below the title, there is a table with the following columns: Opleidingsprogramma, Academiejaar, Auteur(s), and Promotor(s), Co-promotor(s), Commissaris(sen). The first row contains the following data: Opleidingsprogramma: BMRECH, Academiejaar: 2020, Auteur(s): [redacted], and Promotor(s), Co-promotor(s), Commissaris(sen): [redacted] (Promotor) [redacted] (Commissaris). Below the table, there are two buttons: 'Hoofddocument toevoegen' (highlighted in blue) and 'Bijlage toevoegen'. Below these buttons is a text box that says 'Nog geen documenten ingediend'.

A. Fill out the form with correct information

- 1) Click on the button **'Choose file'** under **'File'** to select the location of the document on your computer that you want to add to this master's thesis.



A document must not exceed 800 MB. Moreover, only text-based PDF files are accepted as the main document of the master's thesis. For the attachment(s) however, any file type may be used.

- 2) If possible, fill in the final title of your master's thesis under '**Title**'. By default, the (provisional) title that you previously registered for this master's thesis via OASIS is already entered in this field. If you cannot modify this field, please register the modified final title via OASIS. You will find the updated title in '**Dissertation submission**' after approximately 30 minutes.
- 3) Include any comments about the attached document that you wish to share with your supervisor (s), co-supervisor (s) and the other evaluator(s) under '**Commentary**'.
- 4) Check the checkbox under to '**Confidentiality**' if this document contains confidential information or a patent and therefore cannot even be made available within Ghent University. You must also indicate the reason for this. *(More information on this topic can be found on this web page: <https://onderzoektips.ugent.be/nl/tips/00001872/>)*
 - (1) Indicate under '**Reason**' the reason for the confidentiality of this document or Choose the option 'Other' to formulate a reason yourself in a text field.
 - (2) Specify (if applicable) the time period in which this document may not be made available to other persons under '**Embargo**'.



In most cases a fixed term has been set by Ghent University. If you have indicated several reasons, the longest time period will of course always be used as the embargo period.

- 5) Indicate under '**Open Access**' whether the master's thesis (after an embargo period, if any) can be made publicly available - also outside Ghent University. However, if your master's thesis may not be made available externally, you must state a reason for this and you can determine from when this document of your master's thesis may be made publicly available.
 - (1) Indicate under '**Reason**', the reason for the limited availability of this document of Choose the option 'Other' to formulate a reason yourself
 - (2) Check the checkbox under '**Exception**', if this document may nevertheless be made publicly available after a certain period.
 - 6) Choose which type of license you want to make your master's dissertation publicly available under '**License**'.
- B. Click on the button '**Submit**' to submit the file electronically.
- 4) Click on the button '**Add attachment**' (A new page will open).
 - A. Fill out the form with correct information (*cfr. step 3*)
 - B. Click on the button '**Submit**' to submit the file electronically.




You can add an unlimited number of attachments to a master's thesis, by repeating this step.

- 5) Click on the button '**Back to Ufora**' at the top to return to the course.

2. DELETING DOCUMENTS

You cannot simply delete already submitted documents yourself. If you have submitted a wrong document, you can send a request for removal to your promoter via the tool. Your supervisor must then give his / her permission to delete the relevant document.

STEP-BY-STEP METHOD

- 1) Use the blue navigation bar to access the 'Other tools' menu and open '**Dissertation submission**'.
- 2) Click on '**Submit**' next to the dissertation of which you want to delete the digital version.
- 3) Click on the trashcan icon  next document (A confirm box will open).
- 4) Click on '**Yes**' to confirm that you want to have the document deleted.