

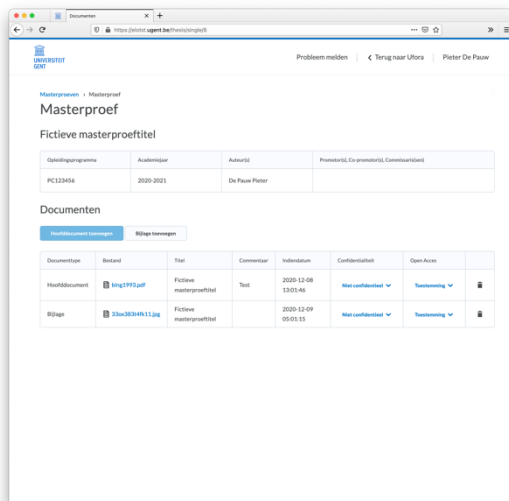
DISSERTATION

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. Ultimately, you will also have to submit your master's thesis electronically via the 'Dissertation' tool within this course. You will not only be able to upload the main document (the actual master's dissertation), but also have the opportunity to add possible attachments separately afterwards. Finally, you will also be required to indicate whether or not there are specific reasons to place restrictions on the availability of your master's thesis, inside as well as outside Ghent University.

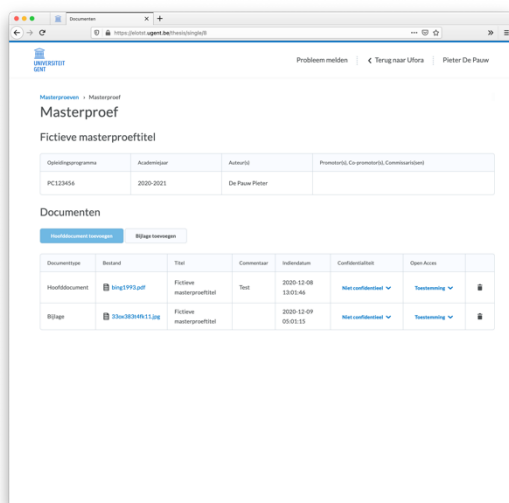
1. SUBMITTING DOCUMENTS

STEP-BY-STEP METHOD

- 1) Use the blue navigation bar to access the 'Other tools' menu and open **'Dissertation'**.
- 2) Click on the button **'Indienen'** next to the dissertation of which you want to upload the digital version.



- 3) Click on the button **'Hoofddocument toevoegen'** (A new page will open).



A. Fill out the form with correct information

- 1) Click the button 'Choose file' under 'Bestand' 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) Write down the final title of your master's thesis under 'Titel'. By default, the (provisional) title that you previously registered for this master's thesis is already entered in this field.
- 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 'Commentaar'.
- 4) Check the checkbox under 'Confidentialiteit' 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.
 - (1) Indicate at 'Reden' 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 at 'Reden' the reason for the limited availability of this document of Choose the option 'Other' to formulate a reason yourself
 - (2) Check the checkbox under 'Uitzondering', if this document may nevertheless be made publicly available after a certain period.
- 6) Choose which type of license you want to make this document publicly available under 'Licentie'.

B. Click on the button 'Submit' to submit the file electronically.

- 4) Click on the button 'Bijlage toevoegen' (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.

The screenshot shows a web browser window displaying the 'Bijlage toevoegen' (Add Attachment) form. The form is titled 'Bijlage toevoegen' and is part of the 'Masterproef' submission system. It includes the following fields and sections:

- Auteur(s):** A text input field for the author's name.
- Bestand:** A section for selecting the file to upload.
- Titel:** A rich text editor for the title of the document.
- Commentaar:** A text area for providing comments on the document.
- Confidentialiteit:** A checkbox labeled 'Dit document bevat vertrouwelijke gegevens of een patent'. If checked, it leads to a 'Reden' field for specifying the reason for confidentiality.
- Open Access:** A checkbox labeled 'Dit document is uitsluitend te raadplegen voor de beschrijving van het onderzoek, ook niet binnen UGent'. If checked, it leads to a 'Reden' field for specifying the reason for limited availability and a 'Uitzondering' checkbox for public availability after a certain period.
- Licentie:** A section for selecting a license, with radio buttons for 'In geen samenwerking' and 'In geen samenwerking'.


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

5) Click on the button '[Terug naar 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**'.
- 2) Click on the button '**Indienen**' 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 '**Ja**' to confirm that you want to have the document deleted.

