

Student's role for uploading thesis using Leiden Repository

<https://openaccess.leidenuniv.nl/>

Student

1. Submit

- The student emails the end version of the thesis in **pdf** format to the supervisor. *The student always submits the last version of the thesis.*

NB: Your pdf file cannot exceed the size of 20 MB. How to reduce the size of your file?

Install the programme AcrobatX Pro on your computer (only employees have access to this programme). I advise you to ask your supervisor to reduce the size of your file per default; otherwise it takes hours to upload the file for a check).

This program can help you reducing the file size of a document (useful for email!).

AcrobatX Pro is standard software and can be installed in the following manner.

Click Start Menu> Control Panel> Programs> Run Advertised Programs (32-bit)> Select Adobe Acrobat X Professional> Click Run.

During the installation no progress will be displayed. When the installation is complete, the program will be presented in the Start menu under All Programs.

Reducing file PDF file

Sometimes a document (max. 10 MB) cannot be sent via email, because the size is too large. With AcrobatX Pro can be customized to the file size of a document. Open the appropriate PDF file in AcrobatX Pro. Choose "save as" and then for "reduced size PDF file". The document is then automatically reduced. Finally, do not forget to re-save the document.

- The supervisor performs a plagiarism check. Has the thesis been approved, step 3 'Discuss & Assess' follows.

More information on how to quote from other sources and plagiarism please go to:

<http://www.regulations.leiden.edu/education-students/plagiarism.html>

- If the supervisor is not satisfied with the thesis and believes there is a case of plagiarism, he/she informs the Exam committee.

Supervisor

2. Plagiarism check

De supervisor has received the end version of the thesis in pdf format from the student. This end version is used to conduct the plagiarism check.

The supervisor uses Turnitin to do the plagiarism check. To do the check, access is required to the module 'Scriptie/Thesis 2015' in Blackboard and instructions from the 'Manual Turnitin anti-plagiarism'. To log in use your physicslecturers username and password.

- If you don't have access please contact the Programme coordinator for Physics, onderwijscoordinator@physics.leidenuniv.nl or send a mail to Blackboard@edufwn.leidenuniv.nl
 - For instructions on how to use the plagiarism programme Turnitin, please consult the 'Manual Turnitin anti-plagiarism for Supervisors' which can be found also in the same module under 'Instructions'
 - For reviewing plagiarism reports (Originality report) please select on the left menu 'Course Tools' > 'Turnitin Assignments' > 'Papers 2015'
- You can save the Originality report on your desk or print it out for later review.
- a. No plagiarism, the student and supervisor continue with step 3 'Discuss & Assess' (step 3 workflow)
 - b. In case of plagiarism; the supervisor checks the scores of the originality report and the matches. If there is a logic explanation for the matches and the supervisor thinks there is no case of plagiarism, step 3 (Discuss & Assess) follows.

If the supervisor strongly believes there is a case of plagiarism he or she informs the Exam committee.

Chapter 6 of the Rules & Regulations of the Exam committee deals with Fraud (covering plagiarism) http://www.science.leidenuniv.nl/index.php/faculteit/onderwijs/regels_en_richtlijnen

Student/Supervisor

3. Discuss & Assess

This is the moment that the student and supervisor complete and sign the **grading form** BSc project and the **permission form** to publish form (both forms can be downloaded from the Physics Education webpage >study track> Master)

The Physics department has decided to make all theses public by default i.e. to upload in the thesis repository. In the case of confidential and business sensitive data, the student and supervisor can decide not to publish the thesis (complete or partly embargo). See form.

Student

4. Submit

- The student turns in the grading form, completed and signed, and a copy of the front page of the thesis, at the Education Office, Gorlaeus building, HB2.06 (for the attention of Chantal van den Berge)
- The student keeps a copy of the grading and permission to publish form
- The student turns in a copy of the grading form and permission to publish form at the Programme Coordinator, Huygens Laboratorium, room 202 for archiving purposes.

Administration

5. Archive

Both grading and permission to publish forms will be archived by the administration.

Student

6. Upload (upload metadata/thesis using the Leiden Repository). The date for upload is similar to the date on the grading form (date of signature).

- a. The student uses his/her ULCN account to log in. Go to:
<https://openaccess.leidenuniv.nl>
- b. Make the selections from the header Communities in Leiden Repository> Leiden University>Student Repository> Science > Bachelor of Master
- c. Select 'Physics'

d. Click on 

e. Under **Item submission**  complete the following fields:

NB: this page has a time- out function, save the date once entered by using the save button

Authors (author of the thesis):

Last name, *e.g. Vries*

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

(NB: do not use the 'look up & add' function, this does not work!)

Student ID (starting with a S then followed by number e.g. S0123456)

Specialisation (only if applicable e.g. Masters specialisation)

Supervisor:

Last name, *e.g. Vries*

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

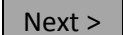
Title (of the thesis report that corresponds with the title on the permission form to publish)

Graduation Date (year/month/day) =certification date (if you do not know the date please check the website <http://www.physics.leidenuniv.nl/master/programme> or contact the Education Office.

Language (*used writing the thesis*)

ECTS credits (*# of credit points for the thesis*)



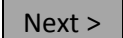
Click on  to continue

Keywords: fill in the keywords that reflect your thesis (e.g. Title words) for finding your thesis in the repository

Abstract: here you can copy and paste the abstract (summary) from your thesis

Remarks: here you can include remarks worth mentioning



Click on  to continue

File: upload your thesis here using your end version in pdf format

File description: here you can enter keywords or provide a short summary of your thesis

File availability: use the details on the permission to publish form

Select standard 'public' unless agreed to select for embargo/under embargo

Review

On this page you can review or correct the data you have entered so far (correct one of these)

Next >

License

I Grant the License: tick off

Here you give permission to the DSpace University (DSU), the Leiden repository, to archive your thesis and to make it public

Complete submission

After submission you get the next notification in your mailbox:

Thanks for your submission to Leiden University Repository!

Title:

Collection: Physics

Your submission will now go through the review process for this collection.

An email will be sent to you when the status of your submission changes.

You may also check the status of your submission by visiting your Submissions page:

<https://openaccess-qa.leidenuniv.nl/mydspace>

Administration

7. Verify entry

All entries will be checked e.g. metadata, thesis upload, plagiarism, publication (embargo/partly embargo) etc.

8. Publish

After the check of all entries the thesis will be published.