Universiteit Leiden

Registering your student thesis v 1.01 (vireo 4.0.0)
- a short manual on how to register your thesis in the Leiden University Student Repository

Congratulations on completing your studies! For your graduation you have written a thesis the university can store under a (temporary) embargo in the Student Repository (https://studenttheses.universiteitleiden.nl)

This manual shows you step by step how to register and store your bachelor or master thesis.
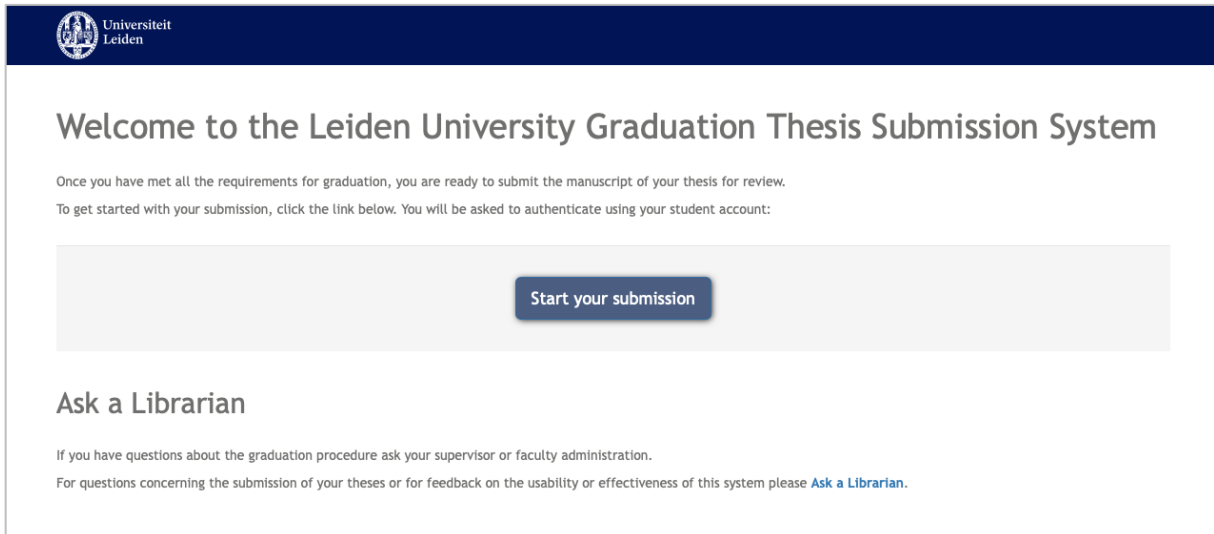
If you want to know more about the reasons and benefits of registering your thesis with the repository, please contact your thesis supervisor or education administration office.

1. Login

Login with your ULCN-account at: https://upload-studenttheses.universiteitleiden.n **Login**

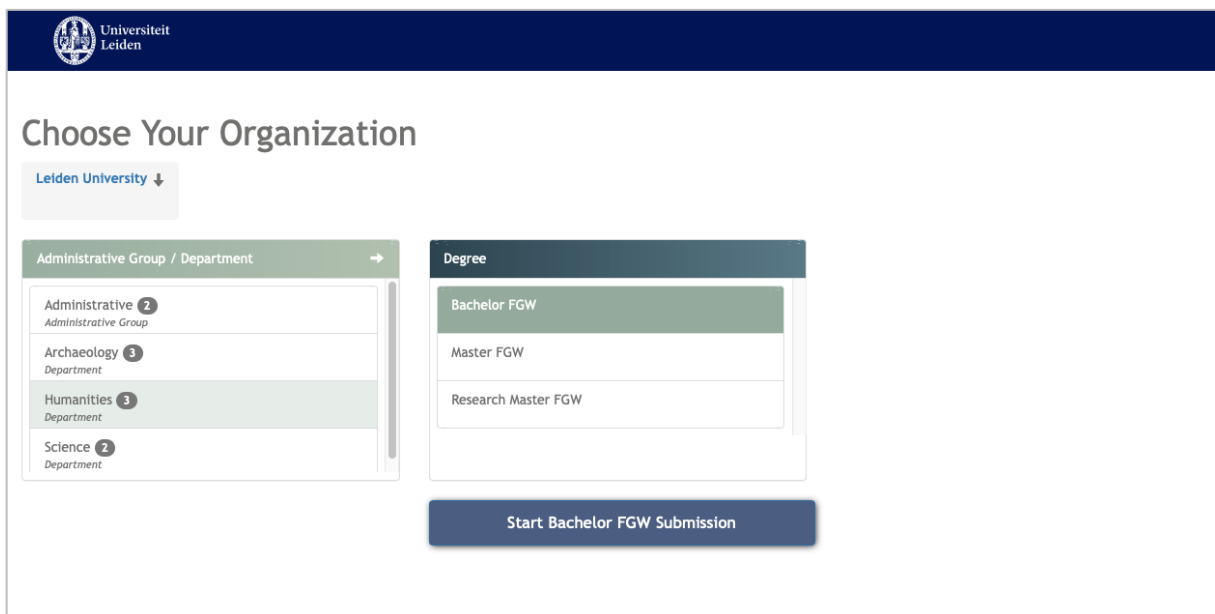After logging in you will see the following welcome screen.

Click "Start your submission" to enter the registration process.

Vireo saves the progress of registration after every step. In case you already started registration before, you will see a list of previously entered theses. In that case choose your thesis and continue to step 3.

2. Select Faculty and Degree type

The menu on the left consists of a list of participating faculties. In case your faculty is not mentioned, it might mean they have opted for thesis upload via the administrative office. This means you do not have to take any further steps, for questions about the registration, you may contact your supervisor or education administration office.

Is your faculty on the list? Choose it. A second list with educational degrees will emerge: Bachelor, Master and Research Master. Choose your degree and continue by clicking the blue button.

3. Registration & upload

The registration form is split up into five different pages.

After entering your personal details, you will be asked to describe your thesis. Afterwards you sign the license and continue to uploading the thesis document. To finalize the submission you will get a page with a short summary and the possibility to adjust or fix errors.

3.1 Personal Information

Here you should choose your educational program from the list and enter the specialization if any. You will be asked your first name, prefix (for example: de, van) and last name. Student number and email are automatically added.

3.2 Document information

This page describes your thesis. Entering the title of your thesis is mandatory.

When entering the name of your supervisor, please mind it is done in the following format: Jong, R.M. de. So first the last name, followed by a comma and a space. Next the initials and – if there is a prefix – a space and the prefix. Titles such as prof. or dr. do not belong in this field.
In case you have multiple supervisors, please use the blue add button (+) after the field. A new text field will appear.

To select your graduation date click the calendar. The date should consist of a day, a month and a year. If you do not have an exact date, please enter the last day of the academic year, for example August 31, 2020.

Keywords help to improve the findability of your thesis in the Student Repository. They are not required, but if you enter keywords, please separate them with a semicolon (;), like this:
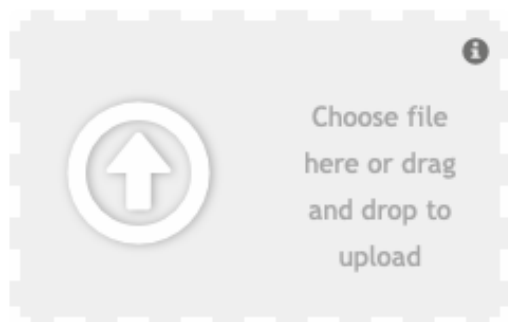
fairytales; Hans & Grietje; Grimm Brothers

3.3 License agreement

Here you can see the contractual rights and obligations you have as a student, and the rights and obligations the university has. To upload your thesis, you should agree to the license by ticking the box at the end of the page.

3.4 File Upload

On the fourth page you are asked to upload your thesis. You may only add one file in the pdf format. Uploading a .doc or .docx file is not allowed. Only documents with the extension .pdf are accepted by the system. In Word you can create a pdf copy by using the 'Save As' button.

Drag your thesis file to the upload area. A pdf icon will appear with a green checkmark underneath to display the filetype is correct. Don't forget to click the 'Upload'-button to complete to send your file to the system. Sleep de scriptie naar het uploadgebied.

3.5 Confirm & Submit

The final page shows a summary of the information you have entered. If there is any required information missing, you cannot send in the thesis and the incomplete field will be shown in red. Click on the [fix]-link after the field to go back to the field and enter the missing data.

4. Support

If you have any questions regarding the upload procedure of your thesis, please contact your program's educational administration office or your supervisor.

In cases where there are clear malfunctions in the registration form, you should contact the library's technical staff at: beheer@library.leidenuiv.nl.