

**National and Kapodistrian University of Athens
Library of Health Sciences**

**Process for submitting a Phd thesis
to the Unified Institutional Repository / Digital Library Platform (UIRDLP)
"Pergamos"**

We inform you that since the academic year 2018-19 the process for submitting PhD theses to the Institutional Repository "Pergamos" requires PhD candidates to self-deposit their work.

For uploading the electronic version of their thesis, PhD candidates must have an active institutional e-mail account in order to have access to personalized services (For further information on institutional e-mail accounts please visit <http://www.noc.uoa.gr/hlektroniko-taxydromeio.html> or call 210-7275600).

The following steps outline the submission process for PhD theses:

1. After the approval and grading of the thesis the Secretariat of the School of Medicine will provide PhD candidates with the following documents:

- A. the **Successful Completion of Thesis Form** signed and sealed by the Secretariat (**Template 1**)
- B. the **Thesis Access Declaration Form** by which the PhD candidate grants a non-exclusive license to the Library and Information center to make the thesis publicly available on the Internet and declares that the copy deposited in the Institutional Repository in PDF format is the same as the print copy (**Template 2**).

The PhD candidate also declares the desired level of access to the thesis, choosing either to allow open access or restrict access:

- only to the intranet of UoA without providing any reason
- for 12, 24 or 36 months and writing the reasons for his choice on the form
- for 60 months or indefinitely and submitting an embargo request to the Library (**Template 2**)

If the candidate decides to restrict access to the thesis for 60 months or indefinitely it is requested to submit an **Embargo Request Form** to the Library, signed by both the candidate and the thesis Supervisor, where the reasons for the requested embargo are provided (**Template 3**). Embargo requests will be considered by the Library Board. If the embargo is not approved the access to the thesis is restricted for 36 months.

2. PhD candidates are then obliged to upload an electronic version of their thesis to the Institutional Repository "Pergamos" through the repository's website:

<https://pergamos.lib.uoa.gr/uoa/dl/frontend/en/index.html>

Detailed instructions for the above are provided at:

http://healthsci.lib.uoa.gr/fileadmin/user_upload/Bibliothiki_Epist_Ygeias/Pergamos_Self-Deposit_Submission_Instructions.pdf

3. Following the upload of the thesis, it is required that the above mentioned documents are submitted to the Library via e-mail to epistigias@lib.uoa.gr (in pdf or jpeg format) for the approval of the electronic deposit. Upon the approval, you will receive a confirmation e-mail by the Library with the certificate issued by the repository (unsigned) in order for you to forward it to the Department Secretariat as part of the graduation process. You will also be notified to deliver the original documents in order to receive a signed and sealed copy of the certificate for personal use.