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Library of Health Sciences

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Self-Deposit submission

After the approval and grading of your thesis, it is mandatory to deposit your work in the Institutional Repository "Pergamos".

The steps you need to follow are:

Ensure that you have an **active institutional e-mail account** linked to your Department or Master's degree program (For further information on institutional e-mail accounts please visit <http://www.noc.uoa.gr/hlektroniko-taxydromeio.html> or call 210-7275600).

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

Click on **"Enter"** on the top right corner of the page.

Click on **"Login via CAS"**.

Enter your **Username** (=Όνομα χρήστη) and **Password** (=Κωδικός) of your institutional e-mail account and click on **"Είσοδος"** (=Enter).

Your account details appear. Click on **"English"** on the top right corner of the page to view the English version of the page.

Click on **"E-Deposit"** and then on **"Deposit"**.

Step 1 of 3

• **Student code or ID number**

Graduate students enter their **student code** and **PhD candidates** their **ID number**.

• **Select type**

For a **Master's thesis** select **"Postgraduate thesis"** and for a **PhD thesis** select **"Doctoral Dissertation"**.

• **E-mail (for receiving notifications & certificates)**

Enter an e-mail address which you check regularly in order to receive notifications. Your institutional e-mail account is automatically filled in but you can enter the e-mail address of your choice.

Finally click on **"Start"**.

Step 2 of 3

Fill out the form with all the requested metadata. The first word of a sentence, or of a fragment, must begin with a capital letter. You can save, edit or delete the form as many times as you want until its final submission.

Author

Click on **"Edit"** and enter the requested personal information [Father's Name, Phone number].

Attention!

Master's theses with two authors are submitted only once. Click on **"Add Author"** to enter co-author's personal information.

Supervisors info

Enter the **Supervisory Committee** of your thesis (Master's thesis: three members, PhD thesis: seven members) in the format:

Full name, academic rank, Department, University

Supervisor's Email

Enter Supervisor's institutional e-mail (e.g @ med.uoa.gr) and click on the search button. Select the name of your Supervisor from the table that appears.

If your Supervisor does not have an institutional e-mail of UoA please inform the Library by sending an e-mail at epistigias@lib.uoa.gr.

Thesis metadata

Original Title

Enter the full title of your thesis.

Languages

Select the language(s) in which your thesis is written

Translated title

Enter the title of your thesis in Greek and in English or other language.

Summary

Enter a summary of your thesis in Greek and in English or other language. You can copy and paste in the text from the doc file of your thesis.

Main subject category

Type in "Health Sciences" and then select it.

Keywords

Enter five keywords that describe the content of your thesis in Greek and in English or other language. You may enter single words or short phrases separating them using commas. Each single word or the first word of each phrase should begin with a capital letter.

Files

PDF file

Upload the final, approved version of your thesis after converting it into a PDF file. The PDF file should be named according to the following structure:

Surname_Name_MSc.pdf (for a Master's thesis) or

Surname_Name_PhD.pdf (for a PhD thesis)

If you have uploaded the wrong file you can click on "Delete" to delete it.

Open access

Click on "Edit" to confirm the level of access to your thesis. You can select one of the following:

- Open access allowed
- Embargoed for 6 months
- Restricted only to the intranet of UoA

Click on "Save".

Click on "Attach file" to upload accompanying material (ZIP file).

Number of pages

Enter the number of pages of your thesis.

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Select "Yes" or "No" depending on whether or not there is an index in your thesis. Do not confuse an index with the contents page.

Number of index pages

Enter the total number of pages containing indexes.

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Select "Yes" if your thesis contains images, tables, graphs or diagrams.

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Enter the total number of references cited in your thesis.

Once you have filled out the form with all the requested metadata you can find the following options on the top right corner of the page:

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By clicking on the "Save" button you can save everything that you have submitted and at the same time any missing information is displayed in red letters. If no information is missing, click on the "Submit" button.

After the form has been submitted, an e-mail message that you have successfully uploaded your thesis will be sent to the electronic address you entered at the 1st step.

The form and all its contents are automatically forwarded to the Library of Health Sciences in order to be validated.

After the validity check, you'll be notified of the result with a corresponding e-mail message. If you are required to correct any errors, you will be requested to log into the repository, correct the errors and re-submit your thesis.

For the approval of a submission it is mandatory to submit to the Library via e-mail to epistigias@lib.uoa.gr a) the Successful completion of thesis form and b) the Thesis access declaration form with the original signatures (in pdf or jpeg format). The documents are provided by the Master's Program Secretariat (Graduate students) or the Department Secretariat (PhD candidates).

Templates of the forms can be found at <http://healthsci.lib.uoa.gr/syloges/idrymatiko-apothetirio-psifiaki-bibliothiki-pergamos/ypodeigmata-entypon.html>

When your submission is approved, your thesis is automatically included in the Institutional Repository "Pergamos". At that time, you will receive a confirmation e-mail, including the data of your thesis and a certificate of the electronic deposit. You will also be notified by the Library to deliver the original documents in order to receive a signed and sealed copy of the certificate for personal use.

As part of the graduation process, for **graduate students** the certificate of the electronic deposit is forwarded by the repository to the Department Secretariat, while **PhD candidates** are notified to forward the certificate to the Department Secretariat via email.

For further information please contact:

Tel. 210-7461400

E-mail: epistigias@lib.uoa.gr