

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

**Process for submitting a master 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 master's theses to the Institutional Repository "Pergamos" requires students to self-deposit their work.

For uploading the electronic version of their thesis, students must have an active institutional e-mail account in order to have access to personalised 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 master's theses:

1. After the approval and grading of the thesis the Master's Program Secretariat will provide students with the following documents:

- A. the **Successful Completion of Thesis Form** signed by the Supervisory Committee where the three members of the Committee are listed with their Name/Surname, academic rank, Department and Institution (**Template 1**)
- B. the **Thesis Access Declaration Form** by which the student 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 hard copy.

The student 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 or restrict access for 6 months. If there are special conditions, the student may choose to restrict access to the full text for 12, 24 or 36 months (**Template 2**).

- C. If the student chooses to restrict access to the thesis for 12, 24 or 36 months it is requested to submit an **Embargo Request Form** to the Library, signed by both the student 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 6 months.

2. Students 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, a certificate of the e-deposit is automatically issued by the repository and forwarded by email to the student's email account as well as to the Department Secretariat, as part of the graduation process. Students are then notified to deliver the original documents to the Library in order to receive a signed and sealed copy of the certificate for personal use.