

Manual for submission and review of student theses by education offices

v 1.0 (vireo 4.0.0)

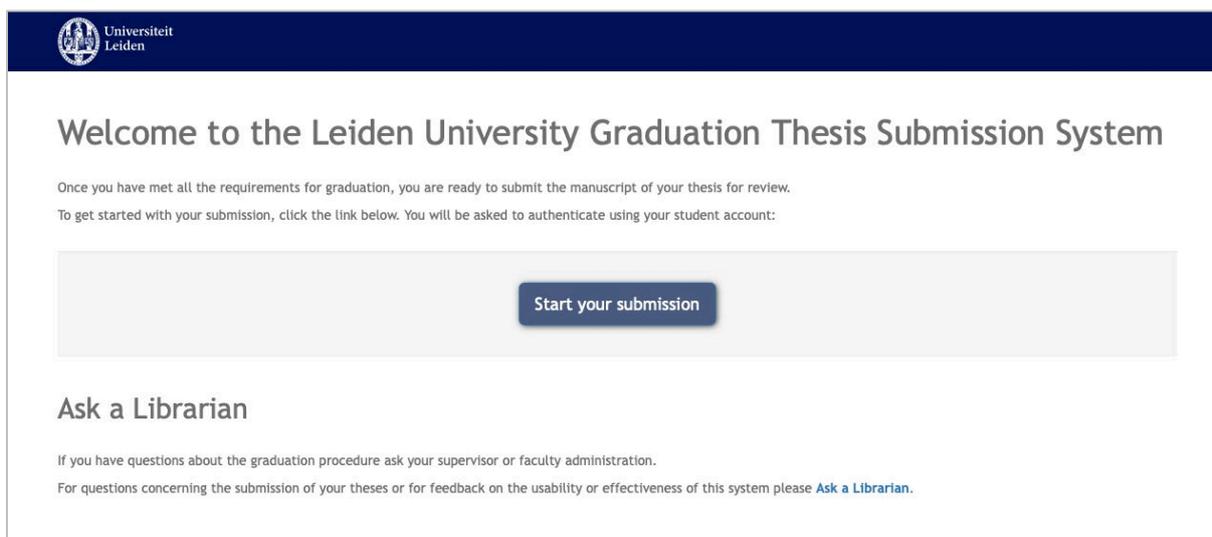
This manual is a step by step introduction to submitting, reviewing and uploading student theses to the Student Repository of Leiden University. The first part (steps 2 and 3) describes the submission process for educational offices that upload theses for their students. If your organization has chosen to let the students upload their thesis, you may skip steps 2 and 3 and continue with step 4 after logging in.

1. Login

Login with your personal ULCN-account at <https://upload-studenttheses.universiteit leiden.nl/>



After logging in, you are greeted by the following screen:



The screenshot shows the welcome page of the Leiden University Graduation Thesis Submission System. At the top left is the Universiteit Leiden logo. The main heading is "Welcome to the Leiden University Graduation Thesis Submission System". Below this, there is a paragraph: "Once you have met all the requirements for graduation, you are ready to submit the manuscript of your thesis for review. To get started with your submission, click the link below. You will be asked to authenticate using your student account:". In the center, there is a large blue button labeled "Start your submission". Below this, there is a section titled "Ask a Librarian" with a paragraph: "If you have questions about the graduation procedure ask your supervisor or faculty administration. For questions concerning the submission of your theses or for feedback on the usability or effectiveness of this system please Ask a Librarian."

If this is the first thesis you submit, or if there are no unpublished theses in the workflow, you will see a blue button 'Start your submission'. Click the button to start the submission of the thesis.

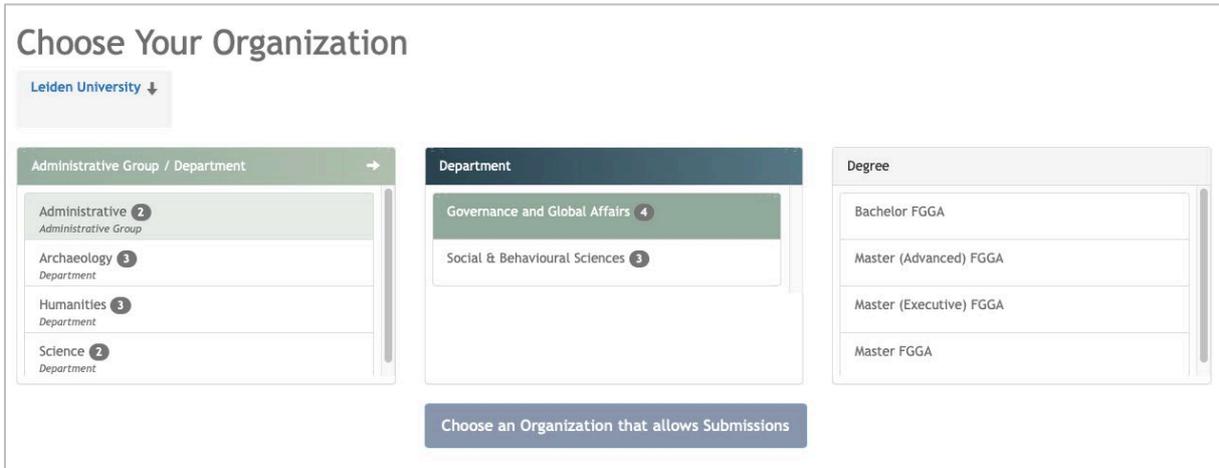
Otherwise you will see a blue button titled 'Manage/View your submission(s)'. Clicking this will lead you to the 'Submission history'.



The 'Submission history' is an overview of not yet completed submissions. You can continue working on a previous submission by clicking it, or start a new thesis by using the button 'New Submission' at the bottom of the page.



2. Select a faculty and degree



On the left of the submission screen you can see a list of participating faculties. Workflows where the education office does the uploading can be found under 'Administrative'.

Select your department by clicking the container with the name of your faculty.

A list with possible degrees is shown: Bachelor, Master and Research Master. Choose the right degree and start by clicking the 'Start submission' button at the bottom of the page.

3. Submission

The registration form consists of 5 pages. After filling out the personal details, you will be asked to describe the thesis. The next step is a license, followed by the file upload itself. In the last step you will be presented with an overview of the filled out information and you will have the chance to make some final edits.

3.1 Personal Information

Here you will fill out the educational programme and, if known, the student's specialisation. On this page you will also be asked to fill out the first name, prefix (de, van, et cetera), last name and student number.

3.2 Document information

The information on this page describes the thesis itself. Entering a title is mandatory. The thesis supervisor has to be registered in the following format:

Jong, R.M. de

The last name has to be followed by a comma (,) and a space. Next are the initials, divided with a dot and if available the prefix. Titles (for example prof./dr./B.A./M.Sc.) should not be entered in this field.

In case there is more than one supervisor, you should click the blue plus next to the supervisor field. A new text field will be shown in which you may enter the additional supervisor.

The fields for graduation date, number of ECTS and language of the thesis are mandatory.

 To select a graduation date, please use the calendar icon of the field. If you need a date far from the current one, you can click on the month and year in the top of the calendar to select years or months directly.



The keywords field lets you enter some topics that help the findability of the thesis in search engines. They are not mandatory, but if you add keywords, please separate them with a semicolon (;):

keyword1; keyword2; keyword3, ...

By selecting an embargo, you can choose to make the pdf file temporarily or permanently unavailable to the repository visitors. The embargo status 'Public' means the file will be available for download immediately once the thesis is published to the repository. If you have any questions concerning the policies around embargoes, please contact the repository manager mentioned at the end of this document.

If you need a specific embargo or only part of the thesis has to be under embargo, send an email to scriptie@library.leidenuniv.nl. Our metadata specialists can split the pdf in parts and or change the data in the repository if needed.

The field 'recommended' should be switched to 'recommended' if the thesis has received an award or if the thesis was marked with an 8.5 or higher.

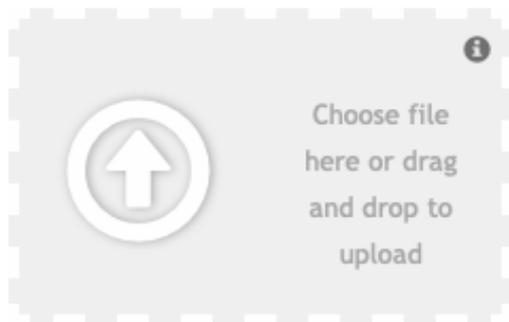
The final field is to say the plagiarism check was done.

3.3 License agreement

This page shows the license with information on the rights and obligations of both student and university. In order to send the thesis to our repository, you have to sign this license on behalf of the student by putting a checkmark in the box at the bottom of the page. If you sign on behalf of the student, the University Libraries assume the student has signed a license that is available at the education office.

3.4 File Upload

On the fourth page you are asked to upload the thesis file. It has to be a single file in pdf-format. Other file formats such as '.doc' or '.docx' are not allowed and should be converted to a '.pdf' file.



Drag the file to the upload area. A pdf icon with a green checkmark appears if the file is in the right format. Don't forget to click the 'Upload' button to upload the file.



3.5 Confirm & Submit

The last page shows an overview of the values you entered. If any information is incorrect or missing, the value will be colored red and the page cannot be submitted. Click the [fix] button behind the erratic value to go back to the original field to make corrections.

4. Validation

After the submission, the thesis has to be validated and send to the repository. Go to the menu with your name in the upper right corner of the screen and select 'List'. An overview of the theses from your department will be presented like the one below:

List ETDs											
Customize view											
ID	Degree	Last Name	First Name	Status	Assigned To	Title	Submission Date	Approval Date	Default Embargos	Programme	Program
11		Jong	Rutger	Under Review		Title	Apr 03, 2020				
17				Under Review							
18		Brugge	Cynthia	Under Review		Maar weer eens een testje	Apr 16, 2020				
20				Under Review							
21		Musk	X Æ A-12	Submitted		نحو حوكمة جديدة للمؤسسات البترولية ، الطاقات المتجددة في قلب التغيير = Towards a New Governance of Oil Companies , Renewable Energies in the Heart of Change	Jun 18, 2020				
22		Einstein	Albert	Submitted		B-Actin facilitates etoposide-induced p53 nuclear import	Jun 18, 2020				

16 matching records displayed on 2 pages (10 per page).

« 1 2 »

5 10 20 40 60 100 200 400 500 1000

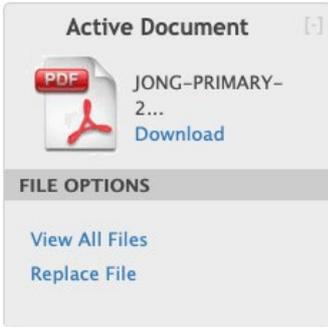
If you select a thesis by clicking anywhere on the row in the list, you will be forwarded to the 'View'-page of the thesis.

Personal Information	Document Information	License Agreement
Programme		
Archeologie (BA) ✎		
specialisation		
N-W Europe, Science ✎		
Faculty		
Faculty of Archaeology ✎		
First Name		
M.K.M. ✎		
Prefix		
none ✎		
Last Name		
Kockelkorn ✎		
Student ID		
m20041140 ✎		
Email		
r.m.de.jong@library.leidenuniv.nl ✎		
Faculty Review URL: https://vireo-p.web.leidenuniv.nl/review/4dd9dbb8359e45c097ec114a301fc772		

The metadata registered with the thesis is divided into three sections: Personal Information, Document Information and License Agreement. You can change a value by clicking the pencil. Don't forget to save the value by clicking the checkmark icon next to the field.



While reviewing a thesis you can make notes for yourself or colleagues in the 'Reviewer Notes' field. These notes will not be published in the repository and are just for administrative purposes. In the 'Action log' you can see what changes have been made, when they were made and by whom they were made. At the bottom of the page you can see which files are attached to the publication. This is usually a pdf and a txt version of the license. If you need to replace the pdf, please scroll to the top of the page to the section 'Active Document' and choose 'Replace File'.

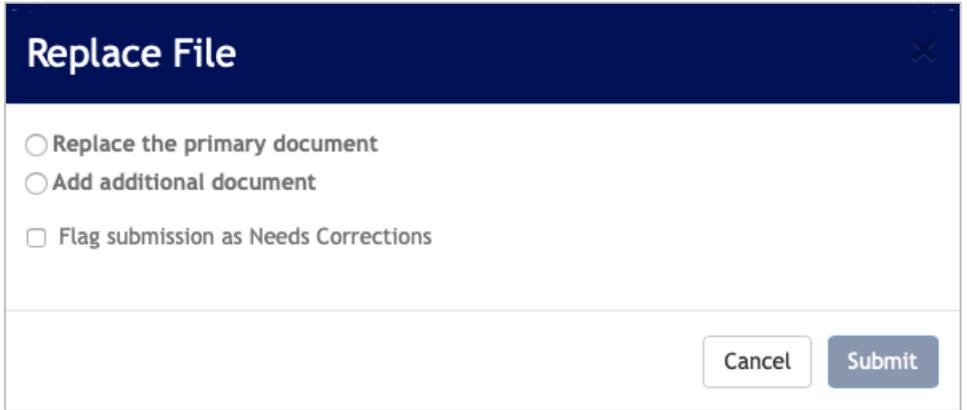


Active Document [x]

 JONG-PRIMARY-2...
[Download](#)

FILE OPTIONS

[View All Files](#)
[Replace File](#)



Replace File [x]

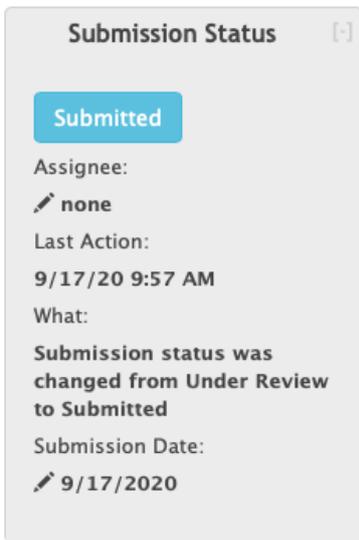
Replace the primary document

Add additional document

Flag submission as Needs Corrections

[Cancel](#) [Submit](#)

In the left sidebar you can also find the 'Submission status'. After uploading this status is 'Submitted'. Click the button to change the status.



Submission Status [x]

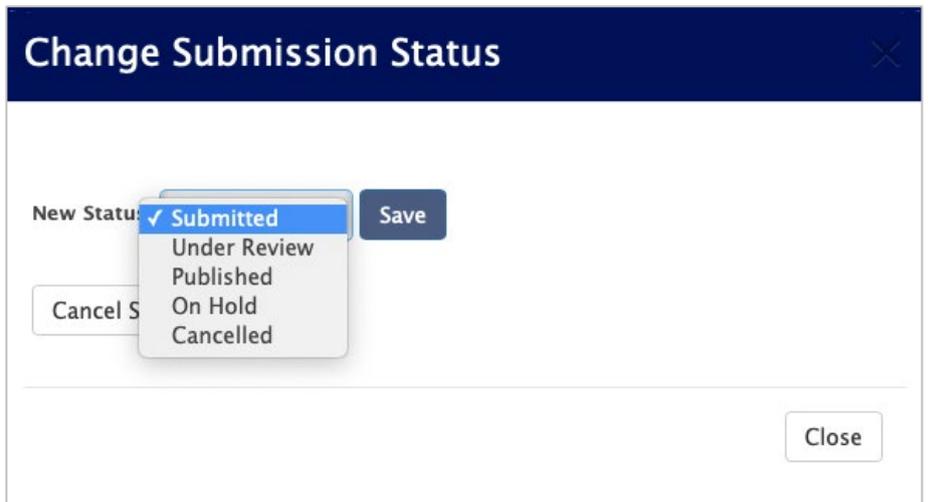
[Submitted](#)

Assignee:
 none

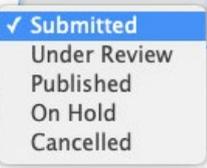
Last Action:
9/17/20 9:57 AM

What:
Submission status was changed from Under Review to Submitted

Submission Date:
 9/17/2020



Change Submission Status [x]

New Status:  [Save](#)

[Cancel S](#)

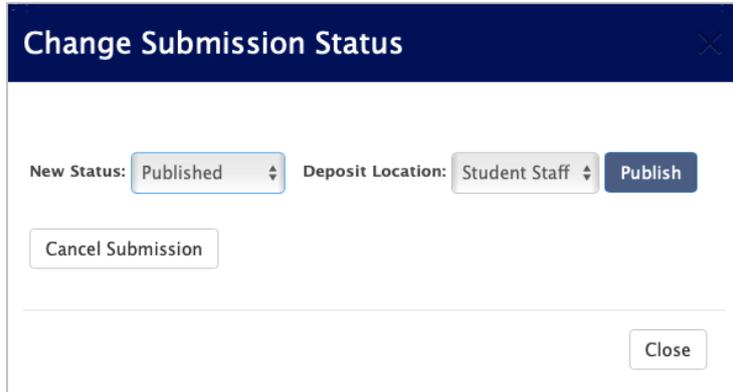
[Close](#)

Choose 'Under review' to let colleagues know you are working on this item.

Choose 'On hold' to show additional action is needed, for example information is missing and you need to ask the student in question about it.

Only use 'Cancelled' if a thesis has to be removed from the system. It may take some time before it will be removed completely as cleaning up the system is a periodic action.

To send the thesis to the repository, choose 'Published'. A new window called 'Change Submission Status' will open in which you should select 'Published' as New Status. Afterwards click on the 'Publish' button.



When you publish, the metadata and files have to be forwarded to the repository (<https://studenttheses.universiteitleiden.nl>), where it becomes visible to the general public. Please allow for some time for larger files to be send.

The repository creates a thumbnail of the pdf if there is no embargo on the thesis. This too may take some time.

Once you refresh the page in Vireo, you will see there is a new URL at the bottom of the page pointing to the repository. You can use this to go to the published item.

BEWARE: Once a thesis has the status 'Published', it can no longer be changed via Vireo. If you see any error in the thesis, please contact our MDA-department, the address of which can be found at the end of this manual.

5. Setting up your personal list overview

To work more efficiently with Vireo, you can change the interface of the overview (Menu->List) via the left sidebar to fit your needs. These settings will be saved into your personal Vireo account. If you work for several educational programmes, you can also choose to save your current filters to make switching between the different roles easier.

By filtering on status, you can sort out the theses that you still want to process, To do this, click on the 'Active' button under Status in the left column and select statuses such as 'Submitted' or 'Under Review'

Now Filtering By: [X]

Filter Options: [X]

MANAGE FILTERS

- Clear current filter
- Save current filter
- Remove existing filters
- Customize filters

SAVED FILTERS

Without Columns

- 🌐 bachelorsw

With Columns

- 🌐 bachelors

Further Filter By: [X]

STATUS

- + Active
- Submitted
- Under Review
- On Hold

Filters come in handy while searching for a specific thesis, for example on student number (Student ID) or educational programme (Programme Leiden). To use those filters, it is necessary to first add these filter possibilities to the left side bar. Click on 'Customize Filters' under Filter Options and drag in the new window the needed fields to the column of 'Displayed Filters'.

Customize Filters

Please select which search filter options should be displayed by dragging into or out of the list of displayed options.

Displayed Filters

- Status
- Assigned To
- Degree
- Submission type

Disabled Filters

- Committee Contact Email
- Abstract
- Administrative Files
- Approval Date
- Archived Files
- College
- Committee Approval Date
- Committee Embargo Approval Date
- Current Address
- Current Phone
- Custom Actions
- Default Embargos
- Defense Date
- Department
- Deposit ID

Cancel Save

You can change the fields displayed in the overview list in a similar way by using the 'Customize View' button above the list. A list of recommended fields is:

- Last Name
- First Name
- Student ID
- Submission Type (bachelor/master)
- Status (Submitted, Under Review, On Hold, Published)
- Programme Leiden (the educational programme, for example Physics (MSc))
- Title
- Submission Date (when did the student submit)
- Graduation Date

6. Support

If you have any questions or remarks about the Vireo interface, please contact

Digital Services (UBL): beheer@library.leidenuniv.nl

If you need to make small changes to the already published version or if you have questions or requests concerning metadata, please contact:

Metadata & Acquisition: scriptie@library.leidenuniv.nl

If you have any questions regarding the repository policies or if you need to take down a thesis, please contact:

Repository Manager: r.m.de.jong@library.leidenuniv.nl