NATIONAL AND KAPODISTRIAN UNIVERSITY OF ATHENS

LIBRARY AND INFORMATION CENTER

PERGAMOS DIGITAL REPOSITORY DEPOSIT POLICY:

A step-by-step process

ATHENS 2017

The policy followed by the National and Kapodistrian University of Athens regarding the submission of Grey Literature was formed by a decision of the NKUA Senate.

Despite offering the ability to restrict full text access to master and doctoral theses, the University supports and encourages the option of free and unhindered access to the content, taking into account **the decree of the 71st Conference of Rectors and Administrative Board Presidents of Greek Higher Educational Institutions** (https://synodos-aei.gr/en), as well as the Berlin Declaration on Open Access to Knowledge in the Sciences and Humanities (https://openaccess.mpg.de/67605/berlin_declaration_engl.pdf) and the Budapest Open Access Initiative **(**http://www.budapestopenaccessinitiative.org**).**

Thesis deposit procedure (bachelor's/master's/doctoral) to the Pergamos digital repository

The procedure described herein consists of the steps that should be taken by the students, the Department Secretariat and the Library, as well as a description of the electronic procedure the students should follow to complete the submission of their thesis to the digital repository.

Step 1. Approval of thesis and collecting a document from the Department Secretariat.

Following the thesis completion and grading, the students collect a document from their Department Secretariat (sample templates are attached for cases 2a, 2b and 2c), which consists of:

1 **Certificate of successful completion of bachelor's thesis, master's thesis, doctoral thesis**

and

2a. **Official statement of granting the NKUA Library and Information Centre (LIC) the non-exclusive distribution licence of the approved bachelor's thesis, master's thesis or doctoral thesis and its online availability,** as well as an **Official Statement of uploading a certified copy in pdf format.**

2b. Statement of spatial full text access restriction (only within our NKUA intranet) or full text access restriction for 6 months or one year. In the event that the student wishes full text access restriction for a period of one year due to special reasons, they submit a request to the Library, in which they explain the reasons in detail and tick the appropriate option on the printed form **(applies only to postgraduate theses)**.

2c. Statement of spatial full text access restriction (only within our NKUA intranet) or temporal full text access restriction up to 36 months. In the event that the student wishes full text access restriction for a period longer than 36 months due to special reasons, they submit a request to the Library, in which they explain the reasons in detail and tick on the printed form the option of full text access restriction for 60 months, or, for exceptional reasons. the full text access restriction for an indefinite period of time **(applies only to doctoral theses)**.

Students are obliged to present a copy of the aforementioned form to the Library, to sign the aforementioned statement and to deposit their thesis to the University Digital Repository (Pergamos), which can be accessed here: pergamos.lib.uoa.gr/uoa/dl/frontend/en/index.html.

Step 2. Step-by-step overview of the thesis self-deposit process in the Digital Repository and the actions on the part of the Library:

- The students visit the platform website: https://pergamos.lib.uoa.gr/uoa/dl/frontend/en/index.html

- Log in by clicking the Enter button. The user is thus identified by the NKUA Network Operations Center, which is why it is necessary that all students have an active NKUA e-mail account, so that they can access personalized services.
  Attention: **The account should be correctly linked to the Department of the Postgraduate Program attended by the student.**

- Click on the Personalized Services link.

- Once the user has logged in, their account details and available service options are displayed. If they are entitled to a thesis deposit, they choose the "E-Deposit" link, which leads to a new page, where they can start the electronic deposit procedure by clicking the "Deposit" button (clear, detailed instructions are available in every step of this procedure).

- The user can temporarily save the form until its final submission.

- When depositing a **master's thesis,** the student has three options regarding full text access:

1. Full text access only within the UOA intranet.

2. Full text access restriction for 6 months.

3. Opt for the 6-month full text access restriction and then submit a request to the Library for a 12-month restriction, explaining the reasons in detail. In that case, the Library forwards the request to the Library Board of the Faculty and, if accepted, **only then** will the Library apply the 12-month restriction. In case that the request is rejected by the Board, the thesis will be openly accessible once the 6-month restriction expires.

- When depositing a **doctoral thesis,** the student has the following options regarding full text access:

  1. Full text access only within the NKUA intranet.

  2. Full text access restriction for **12 months**, **18 months** or **36 months**. For the latter option, the student must submit to the Library in writing the reasons why they wish to restrict access to the full text.

  3. Opt for full text access restriction for **36 months,** and also submit a request to the Library for a **60-month** restriction, explaining the reasons in detail. In that case, the Library forwards the request to the Library Board of the Faculty and, if accepted, **only then** will the Library apply the 60-month restriction. In case that the request is rejected by the Board, the thesis will be openly accessible once the 36-month restriction expires.

  4. Opt for full text access restriction for **36 months,** and also submit a request to the Library for full text access restriction **for an indefinite period of time**, explaining the exceptional reasons in detail. In that case, the Library forwards the request to the Library Board of the Faculty and, if accepted, **only then** will the Library apply the

restriction for an indefinite period of time. In case that the request is rejected by the Board, the thesis will be openly accessible once the 36-month restriction expires.

- After the submission, the student receives a confirmatory e-mail.

- The submitted form and attached thesis file are then checked by the Library staff for validity (mandatory fields, documentation metadata, file conversion to pdf). The attached file must contain the final version of the thesis **and not** be locked.

- After the validity check on the submitted item has been completed by the Library, the student is notified of the result by e-mail. **If there are any errors or omissions in the submission, the student repeats the process following the instructions in the e-mail**. When the Library verifies that the master's or doctoral thesis has been correctly submitted, then the submission is approved and the thesis is finally included in the "Grey Bibliography'' collection of the Digital Repository.

- The platform automatically creates a confirmation receipt of the thesis deposit, which is attached to the aforementioned e-mail.

This designated process offers implementation flexibility to better adapt to individual requirements.

Once the selected and approved restriction period expires, the full text will be accessible to all.

Note 1: In cases where free access to the full text is restricted, the bibliographic references for the author/text and the thesis abstract and keywords are still accessible.

Note 2: In any case, free access to the full text helps institutions and authors to gain immediate recognition of their research output and the use of their research results increases.

Note 3: Depositing in the Digital Repository and granting free access to the full text protects and insures authors from the risks of plagiarism.