

INSTRUCTIONS FOR SELF-ARCHIVING THESES IN THE DEPARTMENT REPOSITORY

The student independently archives the thesis in the repository, in agreement with the mentor, and **after processing through Turnitin**. The final version of the thesis is archived before the defence.

Self-archiving of the thesis is one of the conditions for approaching the defence of the thesis.

The process of self-archiving of theses:

- the student logs into the repository of the university with their AAI@EduHr electronic identity
- the student starts saving their work by clicking on the Save button
- if the institution uses the Higher Education Information System (ISVU), part metadata on undergraduate/masters/doctoral thesis is taken from ISVU
- the student enters the necessary metadata, work in PDF/A format and, if necessary, attachments
- by clicking on SAVE AND SEND TO PUBLISH the student completes his/her procedure in the repository, after which they can be logged out

After the defence of the thesis, and when the list of names of students who defended their thesis arrives, the editor publishes the paper.

- a list of self-archived papers awaiting review and publication by repository editors can be seen through the repository interface, and is periodically received electronically by mail
- the editor controls the work and corrects the metadata as needed
- the editor [publishes the paper](#) or contacts the mentor or student in case his/her work is not ready for publication.