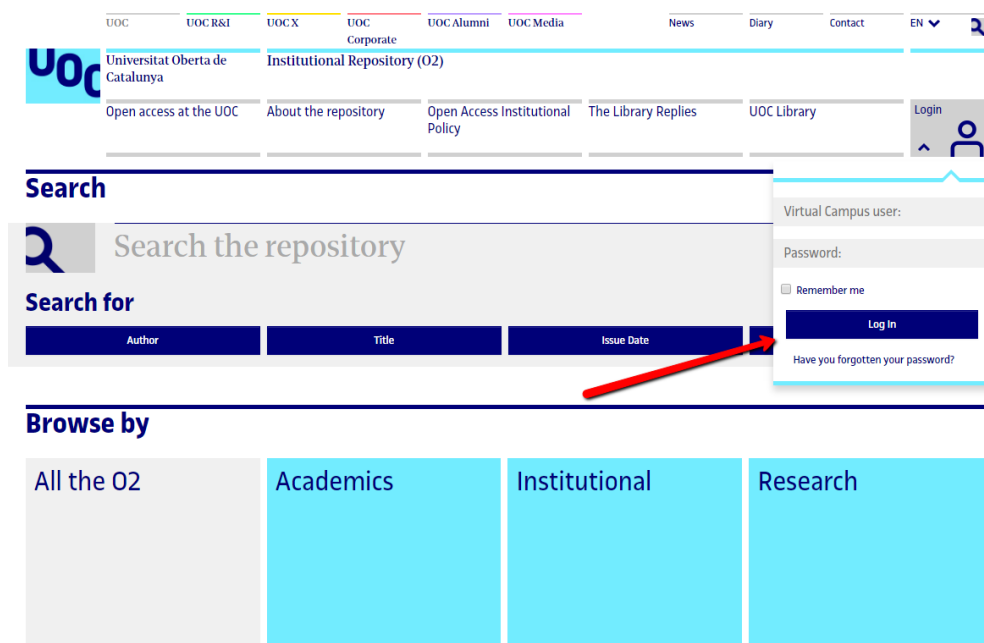


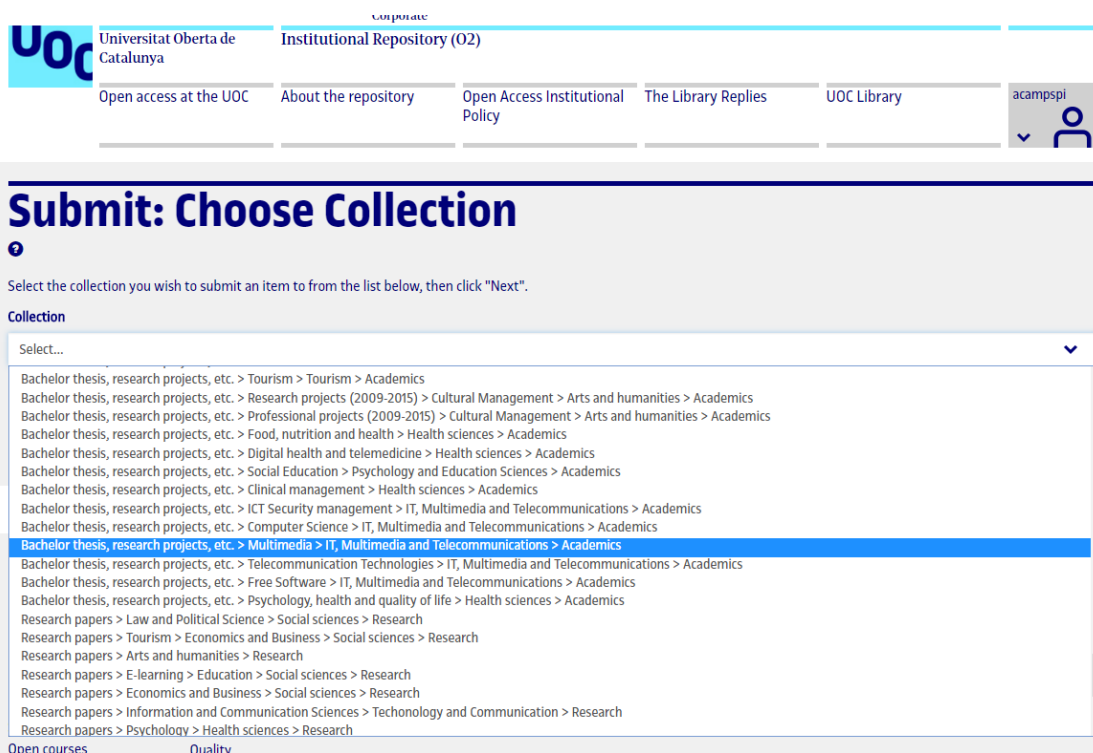
Guide for depositing Final Bachelor's Degree Project–Final Master's Degree Project- Practicum in O2, the UOC's institutional repository

Steps to follow to publish a document in the repository

1. Enter the UOC's institutional repository using the URL:
<http://openaccess.uoc.edu/webapps/o2/?locale=en>
Or from the Library, where you will find a direct access to O2, the institutional repository.
2. Once you are at the repository's home page, identify yourself by filling in the fields “Virtual Campus user” and “Password”.



3. Now that you have logged on, you can publish a project by various means:
 - a. You can enter the repository's *Academics* community (you will find a direct access for this on the home page), in the centre of the screen, under the title "Browse by". Here you must search for your faculty and browse through the hierarchical structure until you find the "Bachelor thesis, research projects, etc." collection, which is within this faculty. Here you must click on the button "Submit to This Collection". ([video](#))
 - b. You can enter the "Bachelor thesis, research projects, etc." collection directly if your teacher has already provided you with the link. And, once you have been identified, you can also select the button "Submit to This Collection".
 - c. You can also access the button "Start a New Submission" from the home page or from "My repository". Once the button has been selected, you will go to a new page where you must select the "Bachelor thesis, research projects, etc." collection for your faculty:



UOC Universitat Oberta de Catalunya

Institutional Repository (O2)

Open access at the UOC About the repository Open Access Institutional Policy The Library Replies UOC Library acampspi

Submit: Choose Collection

Select the collection you wish to submit an item to from the list below, then click "Next".

Collection

Select...

- Bachelor thesis, research projects, etc. > Tourism > Tourism > Academics
- Bachelor thesis, research projects, etc. > Research projects (2009-2015) > Cultural Management > Arts and humanities > Academics
- Bachelor thesis, research projects, etc. > Professional projects (2009-2015) > Cultural Management > Arts and humanities > Academics
- Bachelor thesis, research projects, etc. > Food, nutrition and health > Health sciences > Academics
- Bachelor thesis, research projects, etc. > Digital health and telemedicine > Health sciences > Academics
- Bachelor thesis, research projects, etc. > Social Education > Psychology and Education Sciences > Academics
- Bachelor thesis, research projects, etc. > Clinical management > Health sciences > Academics
- Bachelor thesis, research projects, etc. > ICT Security management > IT, Multimedia and Telecommunications > Academics
- Bachelor thesis, research projects, etc. > Computer Science > IT, Multimedia and Telecommunications > Academics
- Bachelor thesis, research projects, etc. > Multimedia > IT, Multimedia and Telecommunications > Academics**
- Bachelor thesis, research projects, etc. > Telecommunication Technologies > IT, Multimedia and Telecommunications > Academics
- Bachelor thesis, research projects, etc. > Free Software > IT, Multimedia and Telecommunications > Academics
- Bachelor thesis, research projects, etc. > Psychology, health and quality of life > Health sciences > Academics
- Research papers > Law and Political Science > Social sciences > Research
- Research papers > Tourism > Economics and Business > Social sciences > Research
- Research papers > Arts and humanities > Research
- Research papers > E-learning > Education > Social sciences > Research
- Research papers > Economics and Business > Social sciences > Research
- Research papers > Information and Communication Sciences > Technology and Communication > Research
- Research papers > Psychology > Health sciences > Research

Open courses Quality

4. You must then fill in the **description form** that will appear on your screen.

Describe
Upload
Verify
Complete

Submit: Describe this Item ?

Please fill in the requested information about this submission below. In most browsers, you can use the tab key to move the cursor to the next input box or button, to save you having to use the mouse each time.

Enter the names of the authors of this item.

Authors

Co-authors, collaborators, directors, research groups...

Other authors

Director

Enter the main title of the item.

Title *

Please give the date of previous publication or public distribution. You can leave out the day and/or month if they aren't applicable.

Date of Issue *

Month:

Day:

Year:

Enter the name of the publisher of the previously issued instance of this item.

Publisher

Enter the series and number assigned to this item by your community.

Series/Report No.

Select the type(s) of content of the item. To select more than one value in the list, you may have to hold down the "CTRL" or "Shift" key.

Type

- Article
- Bachelor thesis
- Master thesis
- Doctoral thesis
- Book
- Part of book or chapter of book

Select the language of the main content of the item. If the language does not appear in the list, please select 'Other'. If the content does not really have a language (for example, if it is a dataset or an image) please select 'N/A'.

Language

Enter appropriate subject keywords or phrases.

Subject Keywords

Enter the abstract of the item.

Abstract

Some recommendations for filling in the form fields are:

- **Authors:** here you must write your surname and first name. If the project has been done by more than one student, click on the button “Add more” to include the other authors' names.
- **Other authors:** select the drop-down menu *Supervisor*, to include the name of your project tutor, and *Tutor* for the coordinating professor, if you know both people.
- **Title:** Enter the project's title.
- **Date of issue:** it is mandatory to state the document's year of creation; if you do not know the month or day, you do not need to give an approximate date.
- **Type:** select the document type, between “Final Master's Degree Project” or “Final Degree/Bachelor's Degree Project”.
- **Subject Keywords:** these are the words that define your project's content; they can be chosen by you and/or agreed with your teacher. Enter them in the three languages used by the repository (Catalan, Spanish and English).
- **Language:** select the language in which you have written the project from the drop-down menu.
- **Abstract:** enter a brief summary of the project's content, selecting the language. Write it in the three languages used by the repository (Catalan, Spanish and English).

The **Publisher** field is already completed by default.


4. You must then **upload the file** (preferably in .pdf format). The file's name should be:

campus user name + Final Bachelor's Degree Project (FBDP) / Final Master's Degree Project (FMDP) / Practicum (depending on the nature of the project) + submission date (mmyy)

For example: acampspiFMDP0217

Describe Upload Verify Complete

Please enter the name of the file on your local hard drive corresponding to your item. If you click "Browse...", a new window will appear in which you can locate and select the file on your local hard drive. Please also note that the repository system is able to preserve the content of certain types of files better than other types. Information about file types and levels of support for each are available.




Select a file or drag & drop files ...

[< Previous](#)
[Cancel/Save](#)
[Next >](#)

5. You can upload as many files as you want. They will be listed on this screen. Once you have finished uploading, select "Next".

Describe Upload Verify Complete

Please enter the name of the file on your local hard drive corresponding to your item. If you click "Browse...", a new window will appear in which you can locate and select the file on your local hard drive. Please also note that the repository system is able to preserve the content of certain types of files better than other types. Information about file types and levels of support for each are available.



Select a file or drag & drop files ...

Files To Upload		
#	Name	Status
	acampspiFMDP0217.pdf	✔
	acampspiSpeech0217.pdf	✔









[< Previous](#)
[Cancel/Save](#)
[Skip file upload >](#)
[Next >](#)

6. The next screen allows you to:
 - a. **delete** files that have been uploaded (if you have uploaded the wrong file),
 - b. **add other files**,
 - c. add a **description** for each file uploaded.

Describe **Upload** Verify Complete

Submit: Uploaded Files

The table below shows the files which have uploaded for this item.

Primary bitstream	File	Size	Description	File Format	Access Settings/Embargo
<input type="radio"/>	acampspiSpeech0217.pdf 	1311134 bytes	None 	Adobe PDF (known) 	
<input type="radio"/>	acampspiFMDP0217.pdf 	1311134 bytes	None 	Adobe PDF (known) 	

[Add Another File](#)

You can verify that the file(s) have been uploaded correctly by:

- Clicking on the filenames above. This will download the file in a new browser window, so that you can check the contents.
- The system can calculate a checksum you can verify. [Click here for more information.](#) [Show checksums](#)

[< Previous](#)
[Cancel/Save](#)
[Next >](#)

- On the next page, you must **check that the data entered are correct and accept the document's publication licence and the repository's licence.**

Describe Upload **Verify** Complete

Submit: Verify Submission

Please spend a few minutes to examine what you've just submitted below. If anything is wrong, please go back and correct it by using the buttons next to the error, or by clicking on the progress bar at the top of the page. [Help](#)

You can safely check the files which have been uploaded - a new window will be opened to display them.

There is one last step: In order for the repository to reproduce, translate and distribute your submission worldwide, your agreement to the following terms is necessary. Please take a moment to read the terms of this license, and click on one of the buttons at the bottom of the page. By clicking on the "Grant License" button, you indicate that you grant the following terms of the license. [Help](#)

Not granting the license will not delete your submission. Your item will remain in your "My repository" page. You can then either remove the submission from the system, or agree to the license later once any queries you might have are resolved.

If **everything is OK**, please click the "Next" button at the bottom of the page.

Authors	Camps, Aida	Correct one of these
Other authors	Others:Universitat Oberta de Catalunya	
Title	Test	
Date of Issue	Feb-2017	
Publisher	Universitat Oberta de Catalunya	
Series / Report No.	None	
Type	Bachelor thesis	
Language	English	
Subject Keywords	None	
Abstract	None	
Uploaded Files:	acampspiSpeech0217.pdf - Adobe PDF (Known) acampspiFMDP0217.pdf - Adobe PDF (Known)	Add or Remove a File

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```
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```

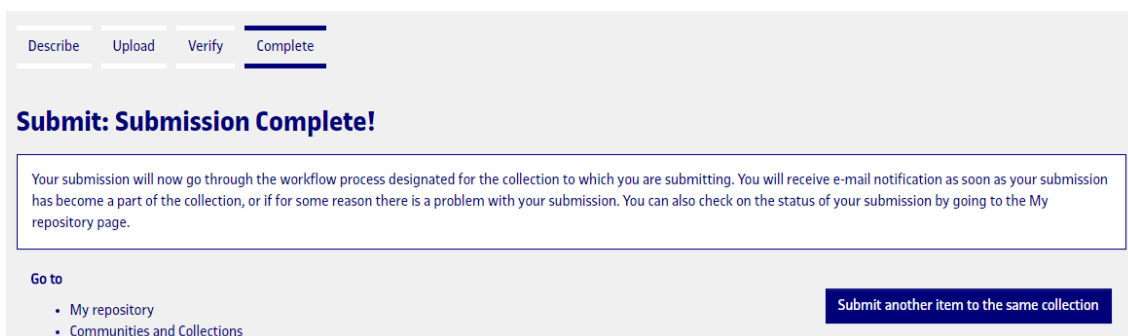
Grant the License

< Previous

Next >

Cancel/Save

- When you see the **Complete** screen, you will know that the project has been sent correctly to the O2 institutional repository.



The screenshot shows a navigation bar with four tabs: 'Describe', 'Upload', 'Verify', and 'Complete'. The 'Complete' tab is selected and highlighted. Below the navigation bar, the heading 'Submit: Submission Complete!' is displayed. A text box contains the following message: 'Your submission will now go through the workflow process designated for the collection to which you are submitting. You will receive e-mail notification as soon as your submission has become a part of the collection, or if for some reason there is a problem with your submission. You can also check on the status of your submission by going to the My repository page.' Below this message, there is a 'Go to' section with two links: 'My repository' and 'Communities and Collections'. A blue button labeled 'Submit another item to the same collection' is located on the right side of the page.

The delivery will be reviewed by the Virtual Library, the data that have been entered will be checked, the document's information will be enriched descriptively, and lastly, it will be published in the repository.

When the document is published, you will receive an electronic message which will inform you of this; it will contain a permanent URL of the document registered with the **Handle System**. Unlike most URLs, this identifier does not change if the system migrates to new hardware or when changes are made to it. Therefore, you can use it confidently to link to the document and to cite in publications and other media.

With publication in the O2 repository, we assure you that you will always be able to access your final degree project or practicum project, and we will undertake to make the necessary format changes to preserve it in the future.

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