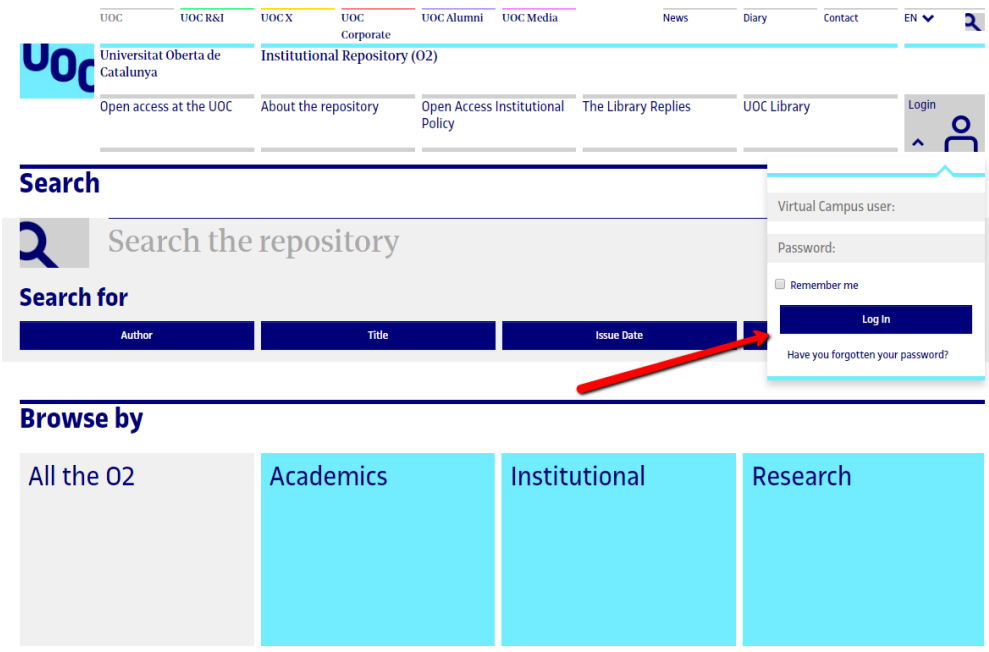
Guide for depositing Final Bachelor's Degree Project–Final Master's Degree Project-Practicum in O2, the UOC's institutional repository

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”.

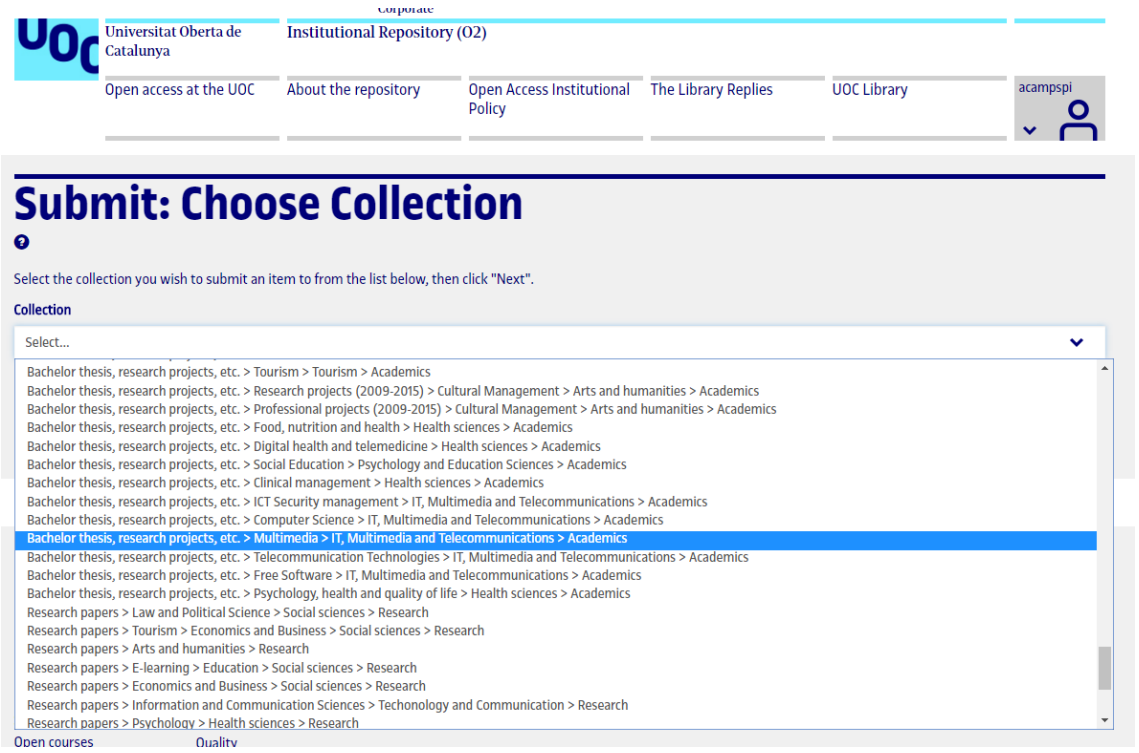


3. Now that you have logged on, you can publish a project by various means:

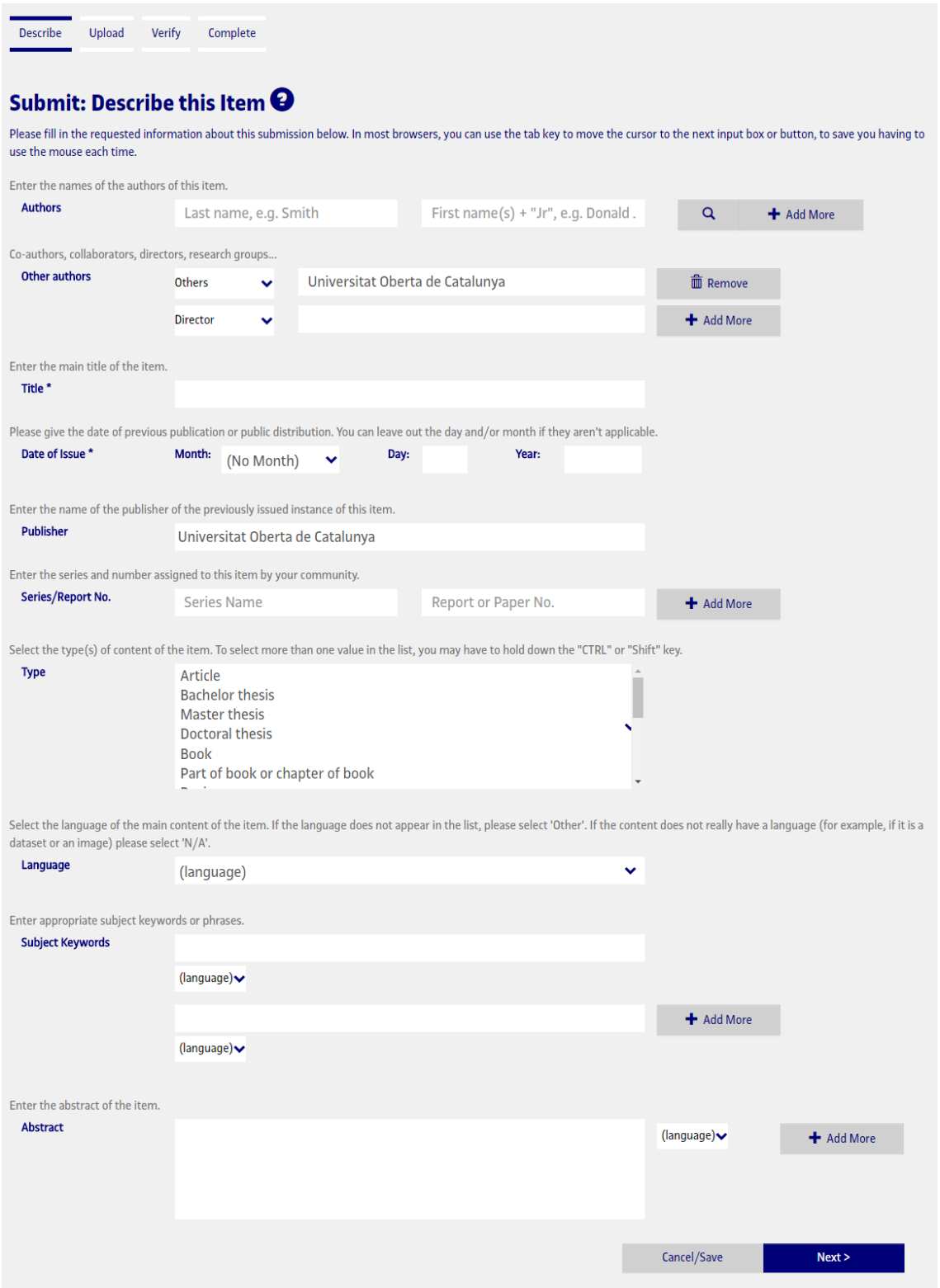
   a. You can enter the repository's *Academics* community (you will find a direct access for this on the home page), in the centre of the screen, under the title “Browse by”. Here you must search for your faculty and browse through the hierarchical structure until you find the “Bachelor thesis, research 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:



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
Last name, e.g. Smith
First name(s) + "Jr", e.g. Donald .
Add More
Co-authors, collaborators, directors, research groups...
Other authors
Others
Universitat Oberta de Catalunya
Remove
Director
Add More
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:
(No Month)
Day:
Year:
Enter the name of the publisher of the previously issued instance of this item.
Publisher
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Enter the series and number assigned to this item by your community.
Series/Report No.
Series Name
Report or Paper No.
Add More
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
(language)
Enter appropriate subject keywords or phrases.
Subject Keywords
(language)
Add More
(language)
Enter the abstract of the item.
Abstract
(language)
Add More
Cancel/Save
Next >

Some recommendations for filling in the form fields are:

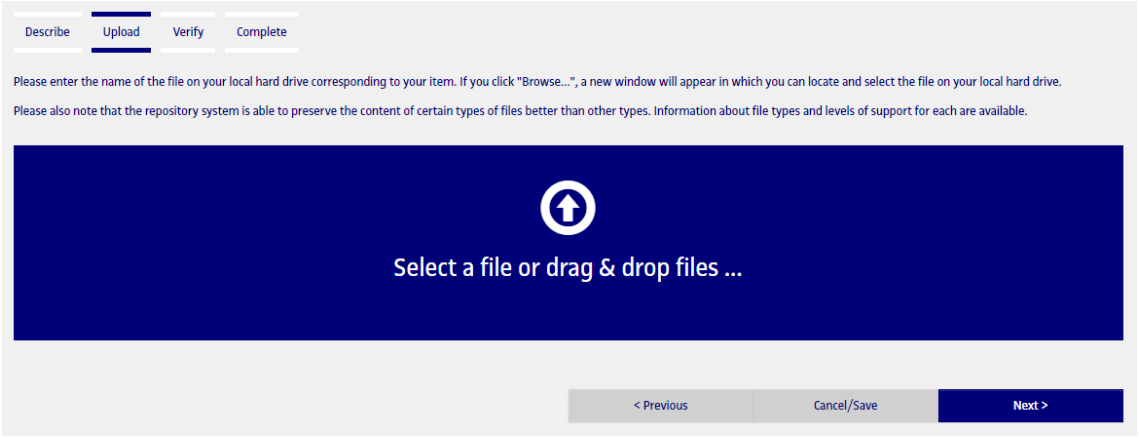
- ***Authors***: here you must write your surname and first name. If the project has been done by more than one student, click on the button “Add more” to include the other authors' names.
- ***Other authors***: select the drop-down menu *Supervisor*, to include the name of your project tutor, and *Tutor* 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.

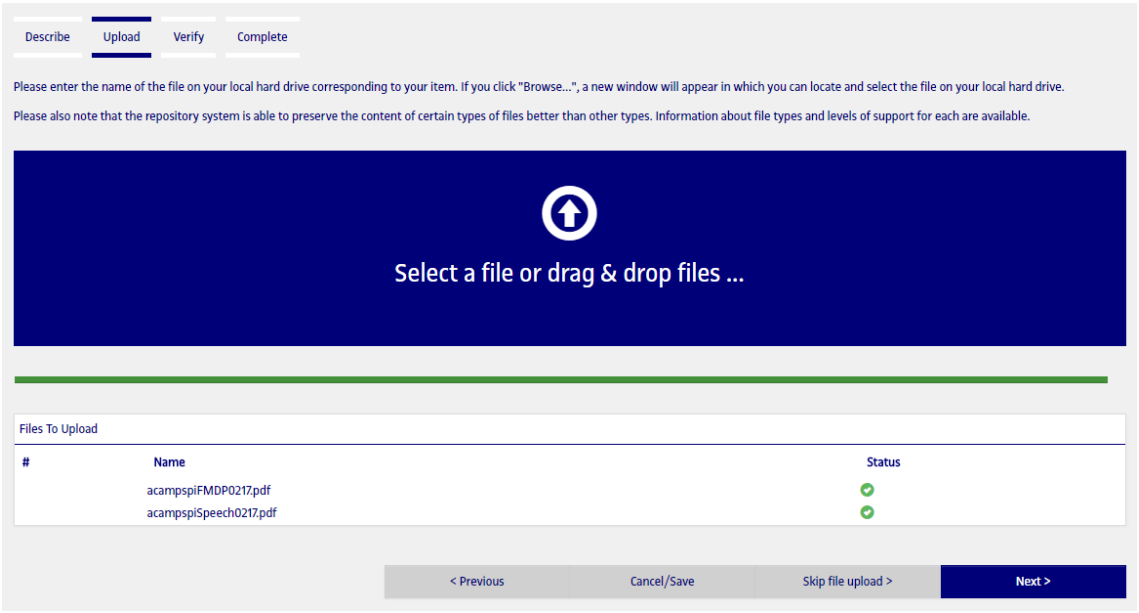
4. You must then **upload the file** (preferably in .pdf format). The file's name should be:

   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)

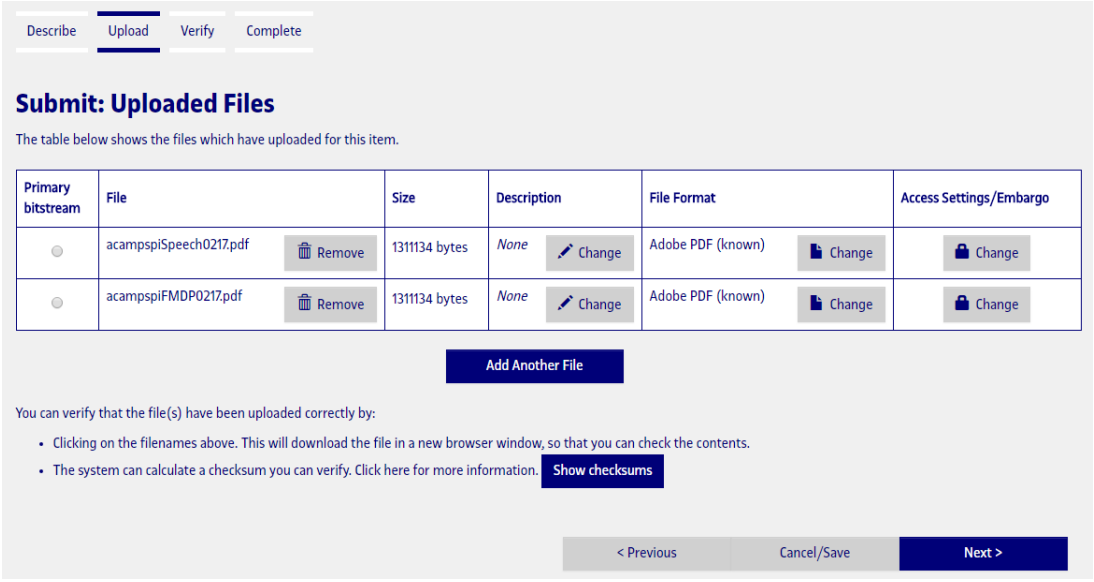
   For example: acampspiFMDP0217



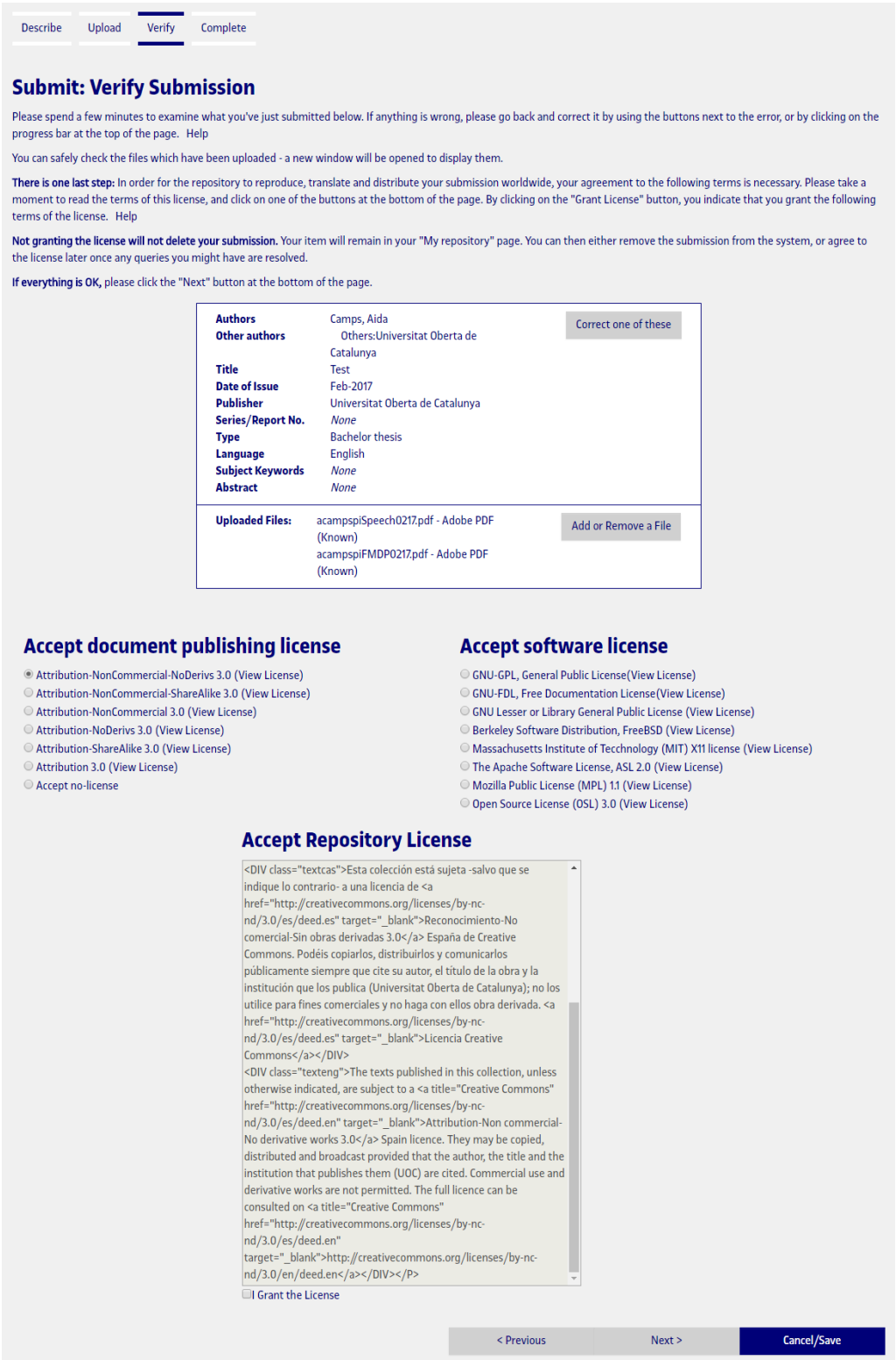
5. You can upload as many files as you want. They will be listed on this screen. Once you have finished uploading, select “Next”.



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.



7. 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.

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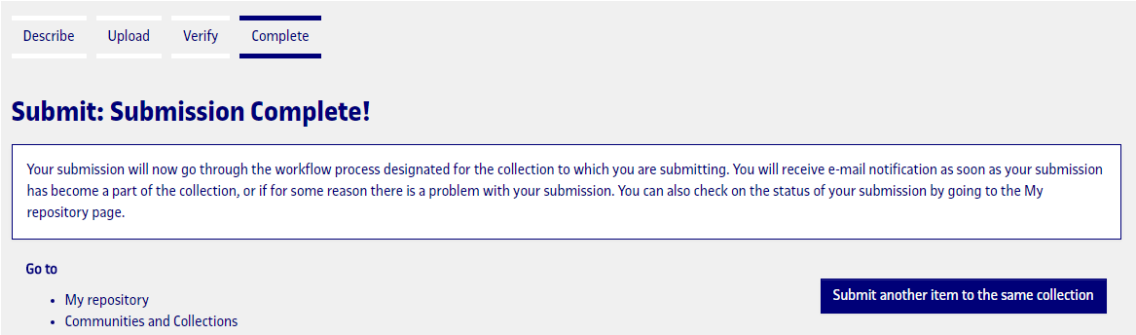
8. When you see the ***Complete*** screen, you will know that the project has been sent correctly to the O2 institutional repository.



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