

Manual

Uploading your thesis to SURFsharekit



Document history

Version 0.1	20230528	based upon user manual SURFsharekit 2 May 2023
Version 0.2	20230605	embargo date, fields
Version 0.3	20230801	student number, fields, example filled-in form
Version 0.4	20240424	upload section reflects process, field updates, titlepage
Version 0.5	20250227	VU branding
Version 0.8	20250714	login procedure (temporarily) changed
Version 0.9	20250818	Warning access rights and embargo

Contents

Introduction.....	3
Complete your profile	3
Thesis or internship report fields	3
Upload thesis step-by-step	4
Step 1: Uploading files.....	5
Deleting files.....	5
Set access rights on files	6
Set terms of use on files	6
Embargo	7
Saving your material for later	7
Step 2: Data	7
General information	7
Title and subtitle.....	7
Summary	7
Keywords	7
Publisher.....	7
Date issued	7
Pages	7
Type	8
Degree level.....	8
Language	8
Department, Lectorate, Discipline.....	8
Authors and persons involved	8
Extra information.....	9
Specialism.....	9
Access right metadata	10
Date of approval	10
Grade.....	10
Remarks.....	10
Step 3: Publishing materials	10
Explanation of available portals	10
Permission	10
Finishing	11
Example filled-in form	11

Introduction

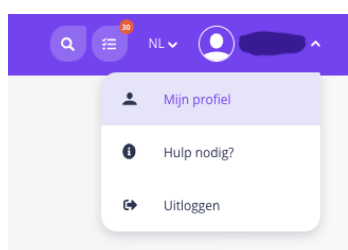
This user manual is intended for students from the Vrije Universiteit Amsterdam who wish to publish their thesis in the thesis archive of the university.

SURFsharekit is a SURF repository service. Do you have any questions about this manual? Please contact your faculty's [Educational Office](#).

Complete your profile

In your browser, navigate to <https://surfsharekit.nl/login?method=all> and use the button *Inloggen met SURFconext*.

You can add information to your Profile by clicking My profile within the menu at the top right of the Dashboard next to the language settings.



IMPORTANT: At minimum, fill in your Student Number as your <Institute-ID> in your Profile.

And save the changes that you made to your Profile.

Thesis or internship report fields

When you have chosen a publication type, you can start filling in the metadata fields of the form. Below you see a description of all the fields from the form for Theses or internship reports.

Fields with an asterisk* are mandatory. Try to fill in as many fields as possible. This will improve the findability of the material.

Field	Description
File name	Provides an easy human readable name for the file.
Access rights	Specifies whether the file is Publicly available, Limited access or No access.
Terms of use*	Choice from one of the Creative Commons usage licenses from the list.

Embargo date	Specifies an embargo date that is in the future. The material will be published on that date.
Title*	The title of the publication, without subtitle.
Subtitle	If present, gives the subtitle or an alternative title.
Summary*	Describes the content of the material.
Keywords	Multiple keywords can be assigned.
Publisher* (organization)	This field is automatically filled in.
Date issued*	The date the publication was officially published.
Pages	The total number of pages.
Type*	Choice between Thesis or Internship report.
Degree level*	The level of the graduation product. Choose WO bachelor or WO master.
Language*	Specifies the language in which the thesis is written.
Department, Lectorate, Discipline*	This field is automatically filled in if you have selected your discipline the first time you logged in.
Authors and persons involved*	All the names of the authors and persons involved.
Specialism	Specifies your specialisation
Access right metadata*	Specifies whether the metadata, i.e. the information in these fields, is available open access, closed access or restricted access.
Date of approval	Specifies the date when the thesis was approved.
Grade	Specifies the grade for the thesis.
Remarks	Added information that does not belong in any of the other fields.
Portals*	By switching a channel on or off, you determine the status of the material and on which platform it will be displayed.
Permission* (theses only)	This field indicates whether the student has given permission to publish the thesis.

Upload thesis step-by-step

Navigate to <https://www.surfsharekit.nl> in your browser.

You can start uploading your thesis directly from your Dashboard by clicking the New publication button.

A pop-up window will appear.

Choose the organization for which you are entering the material. In most cases, this will be your discipline, but it can also be your university, a project or partnership.

Nieuwe publicatie



STAP 1
Organisatie



STAP 2
Type publicatie

Voor welke organisatie wil je een publicatie toevoegen?

 Hogeschool Arnhem Nijmegen

 Samenwerkingsverband Information Literacy

 Samenwerkingsverband Information Literacy

This step will be skipped if you are only connected to one organisation.

IMPORTANT: if you are both student and employee, you will not get to choose your discipline. Please contact your faculty's [Educational Office](#) before you upload your thesis. They can help to make sure that your profile and thesis are linked to the correct discipline.

Step 1: Uploading files

Files can be easily added using the “drag and drop” principle. We advise students to create one PDF-file for their whole thesis. The maximum file size is 500 MB.

FILE

Drag your file(s) here to upload them

 Select

UPLOADS

Deleting files

You can easily delete files via the trash can. Deleted files are not retrievable via the recycle bin but are permanently deleted.

UPLOADS



	bestandsnaam.pdf	34 mb		
	bestandsnaam.pdf	34 mb		
	bestandsnaam.pdf	34 mb		

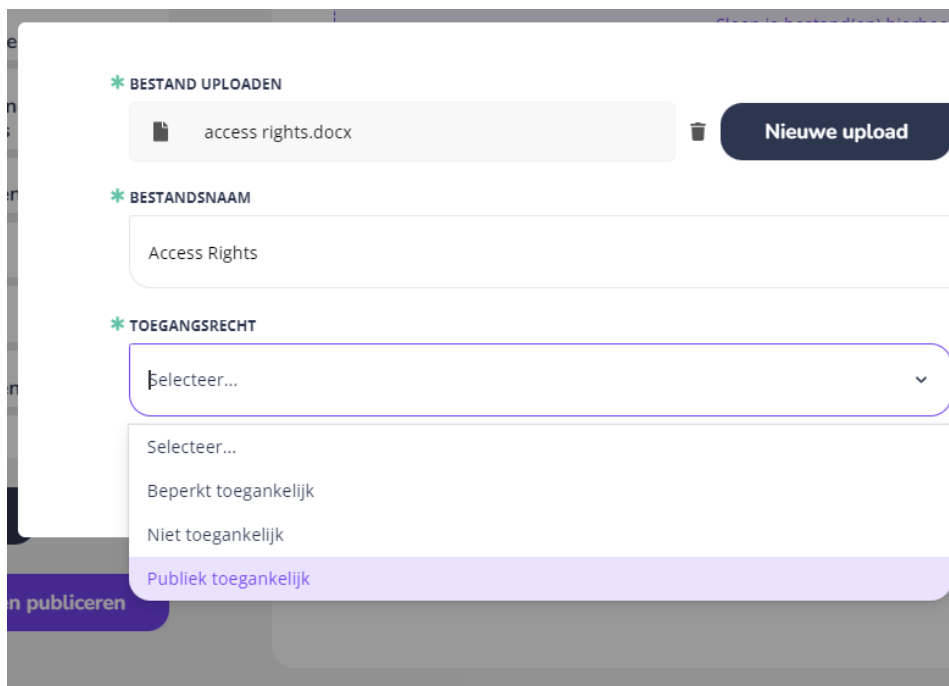
Set access rights on files

It is possible to add several files, each of which has different access rights. It is therefore possible to enter a separate access right per file.

- Publicly available
- Restricted access
- No access

If the material is embargoed, you select the value for when the embargo is over. You can set the embargo and the end date in another field.

Note: if you set the access rights to 'No access', your thesis will **not** be visible to the education office and hence cannot be approved.



The screenshot shows a web form for uploading a file. The first section, 'BESTAND UPLOADEN', contains a file input field with 'access rights.docx' and a 'Nieuwe upload' button. The second section, 'BESTANDSNAAM', has a text field with 'Access Rights'. The third section, 'TOEGANGSRECHT', features a dropdown menu that is open, showing four options: 'Selecteer...', 'Beperkt toegankelijk', 'Niet toegankelijk', and 'Publiek toegankelijk'. The 'Publiek toegankelijk' option is highlighted in purple. A 'publiceren' button is partially visible at the bottom left.

Set terms of use on files

Choose from one of the Creative Commons usage licenses from the list. It is possible to add several files, each of which has different terms of use. It is therefore possible to enter separate terms of use per file. More information about these rights can be found on [Creative Commons website](#).

Embargo

It is possible to publish under embargo. Publishing under embargo means that you upload the material now, but specify a publication date that is in the future. Until then, the content will remain within SURFsharekit and will only be visible to supporters from the faculty's Educational Office.

If your thesis is embargoed, set the date for when it will become available with the rights you have already set.

IMPORTANT: Do not enter a date in this field if the full text is not under embargo. Your thesis will not be visible for the education office and cannot be approved.

Saving your material for later

When you upload material, it is automatically saved as a concept. But please note: the changes you make in the metadata fields are not automatically saved. Use the Save button for this. SURFsharekit creates a notification if you forget to save.

Click on Next step.

Step 2: Data

General information

Title and subtitle

Enter the title of the publication, without subtitle. Use the title as stated in the material itself and not that of the file.

If any, enter the subtitle or an alternative title here. Again, use the subtitle as stated in the material itself.

Summary

Describe the content of the material. The first lines of the description are usually shown as an explanation of the title on portals where the material is displayed. It is therefore precisely these first lines that must make clear to the user whether this material is useful for the user. The summary should preferably be in the language of the publication.

Keywords

Choose or type the keywords for your work here. Multiple keywords can be assigned. If a keyword is composed of two or more separate words, it can be entered as one keyword (example: nursing intervention). It is possible to enter several keywords at once by separating them with a comma. Pressing *Enter* adds the keyword(s).

Publisher

This field is automatically filled in.

Date issued

The date the publication was officially published, as stated in the publication.

Pages

Enter the total number of pages.

Type

You can choose between Thesis or Internship report. Choose Thesis.

Degree level

Select the level of the graduation product. Choose WO bachelor or WO master.

Language

Please select the language in which the thesis is written.

Department, Lectorate, Discipline

This field is automatically filled in if you have selected your discipline the first time you logged in. You can select new discipline(s) if no discipline is filled in or you want to change your discipline.

Authors and persons involved

Enter the name of the authors and persons involved. You can also change the order of the authors and persons involved and their roles. This information is often mentioned on the title page.

IMPORTANT: don't forget to add yourself as author.

Adding authors

Before adding a new author, it is advisable to first search the database for available authors. You always start by looking for authors within your own organization. By enabling the option *Include other organizations*, you can search the database of authors of other organizations.

Auteur of betrokkenen toevoegen

STAP 1 Persoon STAP 2 Details

Zoeken Handmatig

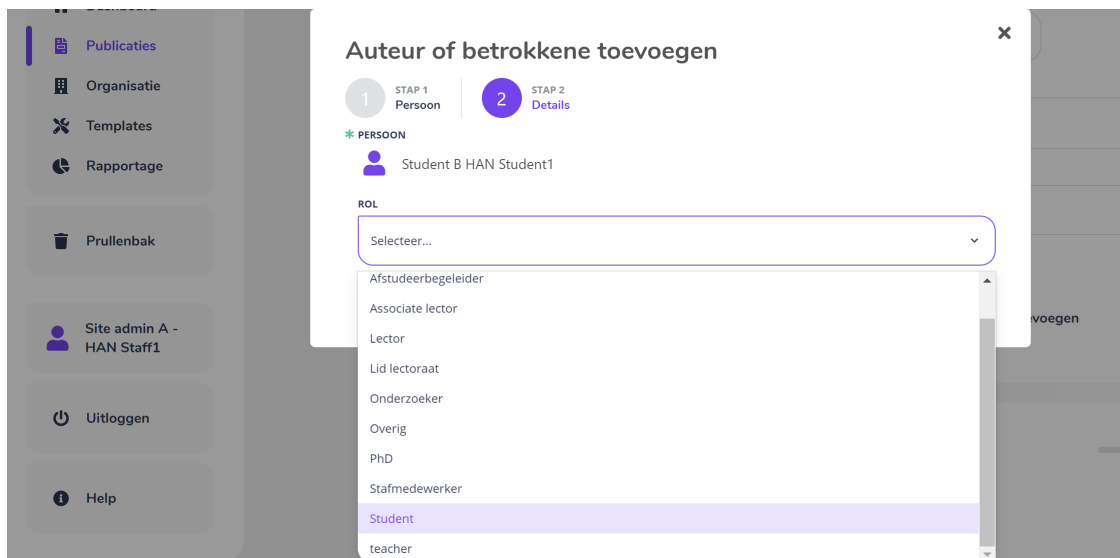
Q Zoeken op naam ☐ Zoeken buiten instelling

	☐	Naam invoerder	Hogeschool van Utrecht	● ACTIEF
	☒	Naam invoerder	Hogeschool van Utrecht	● ACTIEF
	☐	Naam invoerder	Hogeschool van Utrecht	● ACTIEF
	☐	Naam invoerder	Hogeschool van Utrecht	● ACTIEF
	☐	Naam invoerder	Hogeschool van Utrecht	● ACTIEF
	☐	Naam invoerder	Hogeschool van Utrecht	● ACTIEF

Volgende

Role / function

When you have selected (or added) an author, you can enter the role/function of the author. For a thesis you select <Student> for the first author, select <Begeleider> for the first and second supervisors and <Overig> for the reader.



Adding a new author.

If you cannot find an author in the database, you can create a new author. Click on the Manual tab. Fill in as many fields as possible, but at least the mandatory ones. It is also possible to create a new author via the People tab in the side menu.

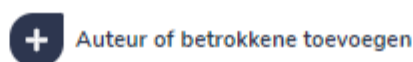
Alias and sorting

You can change the name of an author for each publication via the field Alias. In this field, you can enter a free text string to be used as alias. Aliases are visible in the publication record under added authors. Clicking on them will take you to the Profile.

If you have added several authors, you can change their order if you wish. The author who is at the top is shown first on the portal where you publish the material. You can change the order of the authors by dragging the icons in front of their names.

* AUTEURS EN BETROKKENEN

	test auteur	Begeleider		
	Piet Jansen TEST	Begeleider		



You can edit or remove an author you have added to the publication.

Extra information

Specialism

Here you can specify your specialization. You can browse for existing specialisations, or enter a new one.

Access right metadata

Specify whether the metadata, i.e. the information in these fields, is available open access, closed access or restricted access. If the material is embargoed, you select the value for when the embargo is over. You can set the embargo and the end date in another field.

Date of approval

Enter the date when the thesis was approved.

Grade

Enter the grade for the thesis here. The grade will only be visible to supporters from the faculty's Educational Office.

Remarks

Here you can add information that does not belong in any of the other fields.

Click on Next step

Step 3: Publishing materials

When you have filled in the available metadata fields as completely as possible (at least the mandatory* fields), you determine where and to whom the material may be visible. By switching a channel on or off, you determine the status of the material and on which platform it will be displayed.

At this moment all theses will only be archived and therefore will only be visible to supporters from the faculty's program secretariat.

Publiceren

 **Kanalen** - Geef aan waar je dit materiaal wilt publiceren

☒ **AAN** ☐ **Archief**

Explanation of available portals

Archive	When you choose the Archive status, the publication becomes available internally within SURFsharekit to only supporters from the faculty's Educational Office.
---------	--

Permission

Check this box to indicate that you have given permission to publish the thesis under the conditions you have specified.

Publiceren

0%

* TOESTEMMING

☐ Ik ga akkoord met de voorwaarden

PUBLICEREN OP DATUM

 16 oktober 2020



 Publiceren

Finishing

Click Publish to finish the process.

Example filled-in form

Algemene gegevens

TITEL

Dit is mijn titel

ONDERTITEL

Dit is mijn ondertitel

SAMENVATTING

Dit is de samenvatting van mijn scriptie.

TREFWOORDEN

trefwoord 1

trefwoord 2

trefwoord 3

UITGEVER

Vrije Universiteit Amsterdam

PUBLICATIEDATUM

1-2-2023

AANTAL PAGINA'S

 99

AFDELING, LECTORAAT, OPLEIDING

Pedagogische Wetenschappen

TYPE

Afstudeerproduct

NIVEAU

WO Master

TAAL

Nederlands

GEBRUIKSRECHT

CC BY - Naamsvermelding

AUTEURS EN BETROKKENEN

Mijn Naam	Student
Voornaam Achternaam	Begeleider
Voornaam 2 Achternaam 2	Begeleider
Voornaam 3 Achternaam 3	Overig

**Aanvullende gegevens****SPECIALISME**

International Technology Law

TOEGANGSRECHT METADATA

Niet toegankelijk

DATUM VAN GOEDKEURING

1 augustus 2023

CIJFER

7,0

**OPMERKINGEN**

-

**Kanalen** - Geef aan waar je dit materiaal wilt publiceren

AAN

Archief

PUBLICEREN OP DATUM / EMBARGO DATUM

-

TOESTEMMING

Hierbij verklaar ik dat zowel de auteurs als de opdrachtgever van dit afstudeerproduct akkoord gaan met de plaatsing van de publicatie in SURFsharekit. De publicatie mag zichtbaar gemaakt worden via andere kanalen als het toegangsrecht op de metadata dit toestaat. Daarbij mag ook de full text zichtbaar gemaakt worden als het toegangsrecht op het bestand dit toestaat en er geen embargo (meer) geldt. In alle andere gevallen mag de publicatie niet zichtbaar gemaakt worden via andere kanalen.