

Pergamos Deposit Process

- ✓ The submission of the LL.M Thesis is made in digital format and is a **prerequisite** for the award of the LL.M degree.
- ✓ Postgraduate theses are registered in the Repository by their authors themselves, but are not accessible until the final check of the correctness of the prescribed procedure by the respective Library.

Step 1: Work approval

When submitting the thesis electronically to the repository, students are required to submit a "**Certificate of successful completion**" (*attached*) signed and stamped by the Department/Postgraduate Program Secretariat.

The Certificate of Successful Completion is required in the context of the verification of submissions by Library staff, in order to cross-check the information with that recorded in the repository.

Step 2: Process of posting the work on the platform

The workflow steps for students when uploading their work to the Digital Repository platform and the actions taken by the Library:

- The student visits the website: <http://pergamos.lib.uoa.gr/>
- Selects the "Login" link (top right) to be directed to "Personalized Services"
- From there, the user selects the "Login via CAS" link/button and is redirected to the central user authentication page via the Network Operation and Management Center (KLEIDI) of the University of Athens. The user is required to enter their username and password as for any service/application of the University of Athens that requires login and user identification.

Attention: *The account must be correctly linked to the Department or Specialization of the Postgraduate Programme that the student is enrolled (otherwise, they will have to correct their account details, which can be done from the website <http://webadm.uoa.gr>).*

- After the user has successfully logged in, their account details and available service options are displayed. If they are authorized to submit work, they select the "Electronic Submission" link, which takes them to a new page where they can explicitly start the submission process by selecting the "Start

Submission" button (clear and detailed instructions are provided at each step of the process within the platform).

- When completing the appropriate inventory form, students may temporarily save the form until its final submission.
- Students who submit a master's thesis and wish to restrict access to the full text have three options:
 1. Access to the full text only within the NKUA network.
 2. Restriction of access to the full text for 6 months.
 3. Select the restriction on access to the full text for 6 months and submit an application (see relevant template) to the library, detailing the specific reasons for restricting access to the full text for one year. In this case, the library forwards the applications to the Supervisory Board of the School Library and, if the application is approved, then and only then does the Library choose to restrict access to the work for one year. If the request is rejected by the Supervisory Board, the work will be available to everyone after the 6-month time restriction has expired.
- After submission, the student is notified of the submission of the thesis by e-mail.
- The submitted thesis is checked for accuracy of the information in the mandatory fields (documentation metadata and placement of digital material in pdf format) by library staff. The file must not be locked and must be in its final form.
- After the library has checked that the mandatory fields have been filled in with the required information and the assignment has been posted in PDF format, if any errors are found, the student is notified by email and the student corrects or completes the required information and reposts it. When the library confirms that the assignment has been correctly completed and uploaded, it is approved for deposit and included in the Digital Repository's "Grey Literature" collection.
- The platform creates a confirmation of submission of the work which is attached to the above email.

Once the selected and approved time restriction has expired, the full text will be available to everyone online.

Step 3: Completion of the deposit and receipt of the certificate by the student

After the library has checked the thesis, a confirmation of submission is sent by email and uploaded digitally to the repository. The student sends this confirmation to the School Secretariat along with the other documents required for the graduation ceremony.

Notes:

1. In cases where free access to the full text is restricted, only the metadata of the work (i.e., information about the author and the work, the abstract of the text, keywords, etc.) are available.
2. In any case, free access to the full text helps the Institutions and authors gain immediate recognition for their research output and the use of their research results increases.
3. Depositing in the Digital Repository and free access to the full text protects and secures authors from the risks of plagiarism.
4. When checking that the work has been correctly deposited in the repository, a check is made for borrowed books. The check applies to postgraduate students who must have returned all borrowed books to the library before graduation.