

Electronic registration of theses

Information sheet for Diploma theses, Master theses and Dissertations

Version: October 2023, v0.9

According to § 27 (1) of the “[Study Law Regulations](#)” part of the Statutes, from 1st November 2023, all students of a diploma, master or doctoral program of the University of Innsbruck have to publish their thesis electronically in the repository of the University and State Library of Tyrol.

Directly in the web form mentioned below, students can enter the metadata of their thesis and submit the confirmation of entry together with the pdf to the respective examination office.

1. Data entry

- Please use the following web form for entering your data:

<https://ulb-dok.uibk.ac.at/upload>

- Please note that if there are **several authors**, the metadata can only be registered once. In the field “Authors”, please indicate the names of all authors (by clicking on “Add” a second name field will be added).
- All fields marked with an asterisk must be filled out. By clicking on the icon [?] directly within the form, you can open the online assistance for the respective field.
- When you keep the upload form open for too long, the session will expire and your data cannot be saved.
- After filling in the form, please click on “**Submit**”. On the following page, you will find an overview of your information. **Please check if your entered data is correct.** You can revise your data here. Please do not use the “back” button of your browser as this stops the uploading process. To finish, you must click on “**Finalize upload process**” to enter your data successfully.

Note for students of the Medical University of Innsbruck: Dissertations of the Medical University of Innsbruck are still to be handed in as printed and electronic versions. Please hand in the pdf together with the confirmation of entry to the office responsible for you and indicate whether you would like to make your dissertation available online or not.

When asked for “Institution” in the form, please choose "External organisations", then "Medical University of Innsbruck".

1.1 Optional granting of CC-licences:

Creative Commons (CC) is a non-profit organisation offering assistance to authors wanting to grant access to legally protected contents through prefabricated licence contracts. As an option, you can choose between six different standard licenses (<https://creativecommons.org/choose/>) to determine the legal conditions of reuse for your thesis.

Please consider the following:

- If you have granted rights to a publisher through a previously entered publishing contract (author contract), the chosen CC-licence must not conflict with this agreement.
- Please note that funding authorities and publishers often specify the licence to be used.
- If the thesis was written by several authors, all authors have to agree to the choice of licence. We ask you to carefully choose the licence as a licence, once chosen and granted, can generally not be revoked or changed.

2. Confirmation of entry

After saving your data, please **save the confirmation of entry as pdf as it is not included in the confirmation email**. You need to submit this confirmation together with the pdf of your thesis to the examination office responsible for you. If there are several authors, copy the confirmation. **After saving the data, you will no longer be able to change it!** If any changes should be necessary, please contact the Digital Services Department (find contact details below under section 5).

3. Submission of the pdf

Submit the pdf of your thesis together with the confirmation of entry to the examination office responsible for you.

Please consider the following:

- We advise you not to include the affidavit and particularly not to sign it.
- Do not provide personal data such as residential address, telephone number, date of birth, etc.

The procedure for electronic submission can be found on the [website of the examination office](#).

3.1 Right to self-archiving of publications

If your thesis contains parts (e.g. articles) that you have already published, submitted for publication or are planning to submit, the conditions of the relevant journals and publishers as well as the consent of your co-authors have to be considered. Especially for not-yet-published parts of your thesis, please clarify how publishing your thesis in the repository of the University of Innsbruck may affect a possible subsequent publication, e.g. in a journal or as a monograph. The legal framework can be found in the publishing contracts and you can look up the publishers' guidelines on self-

archiving on the Sherpa/Romeo database. For further information, see the [Open Access website of the University of Innsbruck](#) in the section "For students".

If the electronic publication of already published articles in the thesis is not possible for legal reasons even after a blocking period, the articles can be removed and replaced by a link to them in the journals. Partial publication also applies to content that is protected by copyright or otherwise, but is crucial for the thesis. For detailed information, see the [Guideline for the partial publication of scientific papers in electronic form acc. to §27 para. 2 of the "Study Law Regulations" part of the Statutes of the University of Innsbruck](#).

3.2 Blocking the thesis

If you wish to block your thesis, you must file the appropriate request for the exclusion of use ("Sperrung") of the thesis according to § 86 (4) UG 2002 (University Act of 2002) **before submission** with the relevant authority (generally the Examination Office). For more information, visit the [website of the examination office](#).

3.3 Additional data

If it is necessary to submit additional files, please hand them in as a zipped file to the examination office. Please note that these additional files will be published together with the pdf in the repository. If additional files may not be published, please make use of the guideline for the partial publication of scientific papers ([Guideline for the partial publication of scientific papers in electronic form acc. to §27 para. 2 of the "Study Law Regulations" part of the Statutes of the University of Innsbruck](#)).

4. Online search of previously entered theses

ULB : Dok (repository for publications of the University of Innsbruck): <https://ulb-dok.uibk.ac.at/>

Search engine of the University and State Library of Tyrol: <https://bibsearch.uibk.ac.at>

Search engine of the Austrian Library Network: <https://search.obvsg.at/> (Theses)

5. Contact

Assistance in filling out the web form:

Digital Services Department: Manuela Lerch

Innrain 52, Building IV ("Geiwi-Turm"), top floor N° 4DG26

Tel.: +43 512 507 25404, E-mail: ULB-digitale-Services@uibk.ac.at