

Electronic submission of theses

Information sheet for Diploma theses, Master theses and Dissertations

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According to the "Guidelines of the University of Innsbruck for Electronic Submission and Publication of Theses", published in the [Newsletter on 20 September 2017](#), all students in Diploma, Master's or Doctoral programmes at the University of Innsbruck are obliged to submit a pdf version of their thesis in addition to the print version. Directly in the web form, students can then decide on the extent to which their thesis will be publicly accessible in the repository of the University of Innsbruck.

The [repository of the University of Innsbruck](#) is linked to international search systems. Thus, the thesis is accessible to the general public and visibility of the thesis is improved.

1. Data entry

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

<https://diglib.uibk.ac.at/upload>

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- All fields marked with an asterisk must be filled out. By clicking on the icon [?] directly within the form, you reach 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.
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- In case the pdf of your thesis contains a signed affidavit, we advise you to blacken or remove the signature in order to prevent its possible misuse.
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- 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: When asked for Institute and Faculty, please choose "Externe Organisationen", then "Medizinische Universität".

1.1 Agreement to the electronic publication

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1.2 Confirmation of entry

After saving your data we ask you **to print out the confirmation of entry right away or save it as pdf (and print it later) as it is not included in the confirmation e-mail**. It must be handed in when you enter your thesis. If there are several authors to one uploaded thesis, we ask you to print several copies of the confirmation of entry. **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 4).

2. Blocking the thesis

If you wish to **block your thesis**, you must file the appropriate request for the exclusion of use ("Sperre") of the thesis according to § 86 (4) UG 2002 (University Act of 2002) in the usual manner with the relevant authority (generally the "Prüfungsreferat"). In that case, you have to select the corresponding field in the entry form and offer a short explanation.

What happens if the request to block the thesis is granted? Until the end of the blocking period,

- the print version cannot be borrowed from the library,
- and the display of the abstract in the repository and the library catalogue is suppressed.
- If you have agreed to the online publication of the thesis, the pdf can only be accessed after the end of the blocking period.

3. Online search of previously entered theses

Repository of the University of Innsbruck: <https://diglib.uibk.ac.at/>

Search engine of the University of Innsbruck: <https://bibsearch.uibk.ac.at>

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

4. Contact

Assistance in filling out the web form and uploading the files:

Digital Services Department: Manuela Lerch

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

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