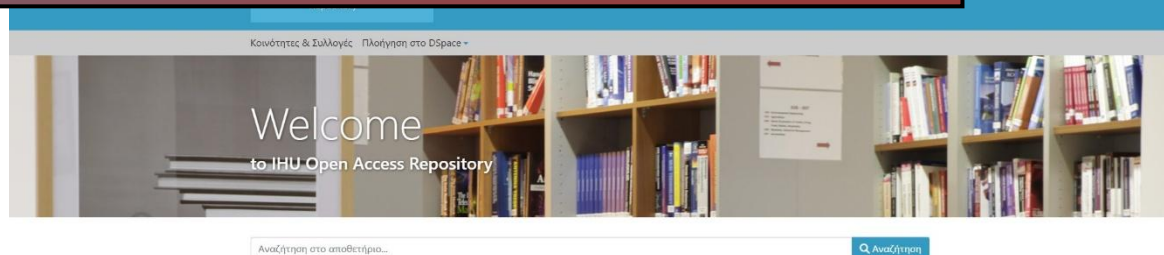




ΔΙΕΘΝΕΣ
ΠΑΝΕΠΙΣΤΗΜΙΟ
ΤΗΣ ΕΛΛΑΔΟΣ

User Guide for Submitting Master's Theses to the Institutional Repository



Edited by: Sofia Pr. Grigoriadou

Translated by: Katerina Katsaouni



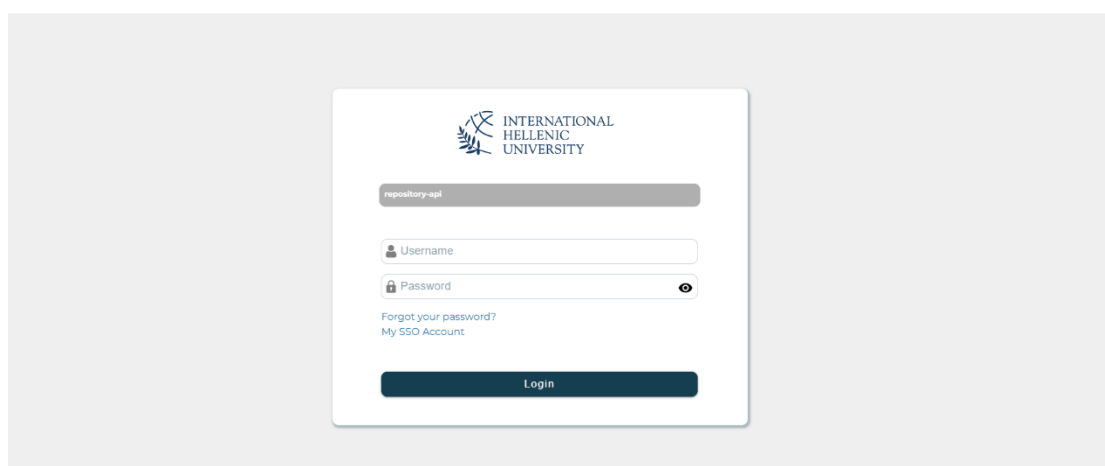
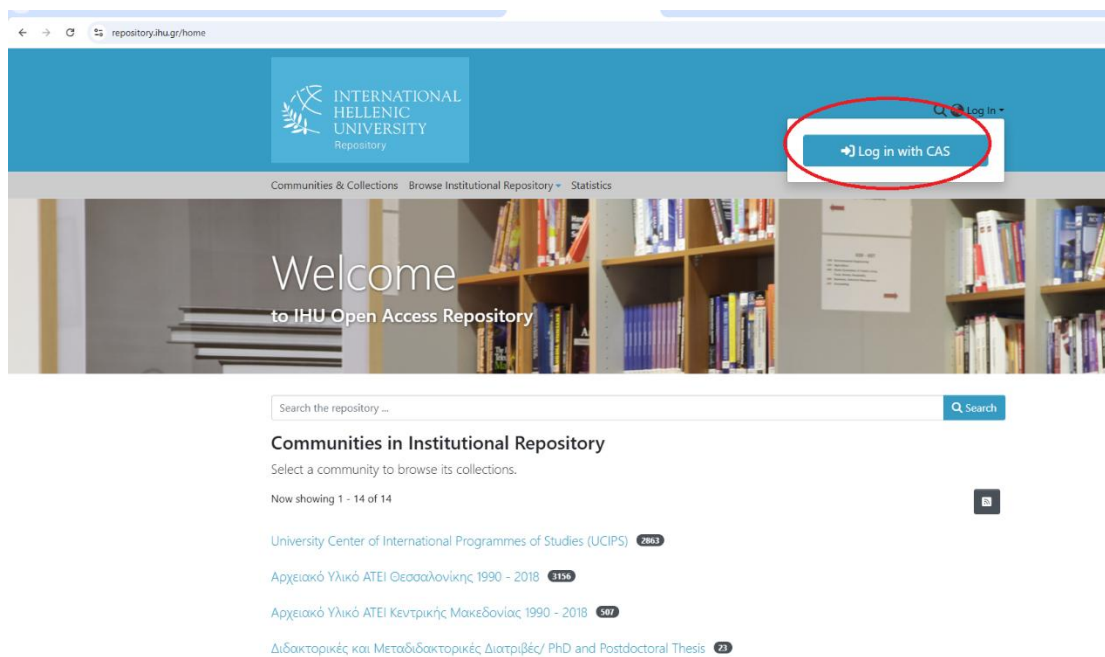
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<https://creativecommons.org/licenses/by/4.0/>

User Guide for Submitting Master's Theses to the IHU Institutional Repository

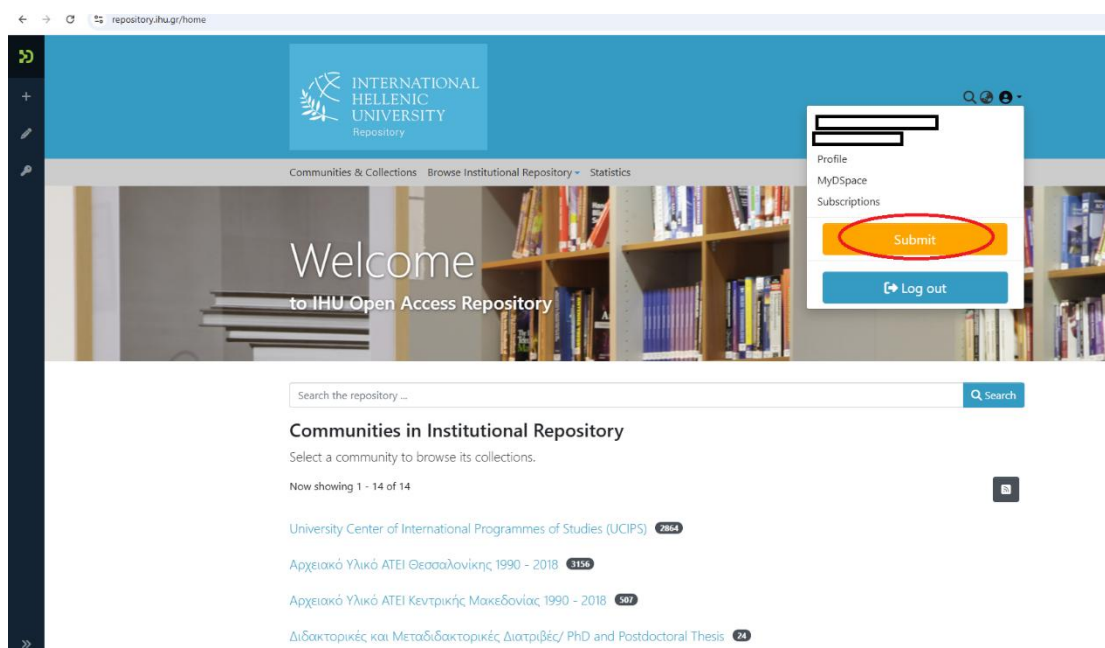
To deposit your undergraduate/postgraduate thesis, visit:

<https://repository.ihu.gr/home>

Accept the terms of use and **log in via CAS** using your **institutional credentials**.



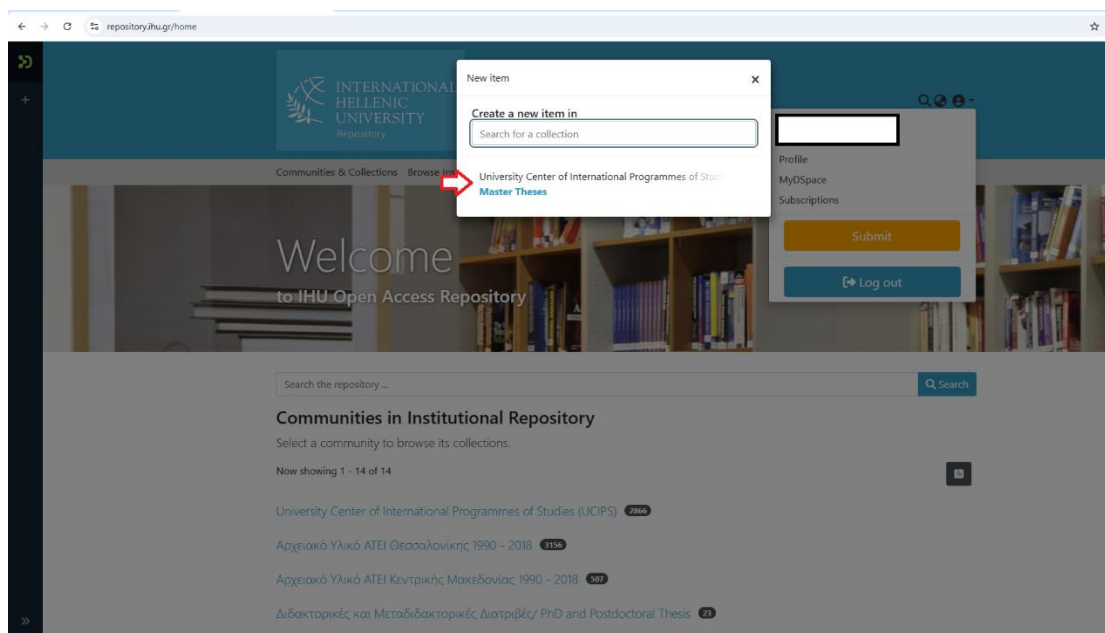
After selecting **Submit**



It will be displayed the affiliated Department, as well as the category of document you are authorized to self-deposit.

For example:

University Center of International Programme Studies Master theses



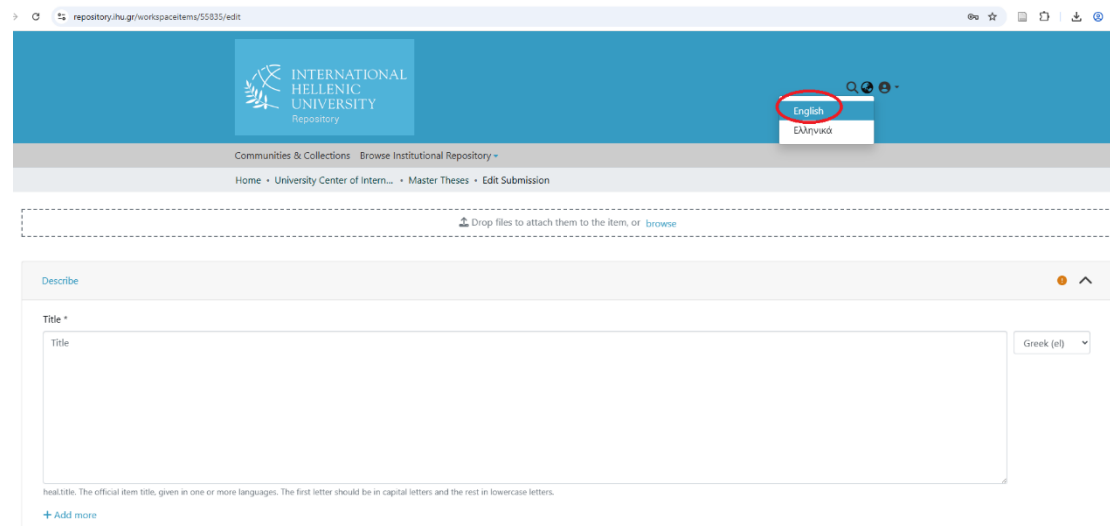
Important note: The system retrieves your data automatically from university records. If your department does not appear correctly, contact the responsible librarian.

The submission form will then appear. You are required to complete the metadata fields for the item you wish to submit, following the instructions provided in each field

Undergraduate/Postgraduate (master's) thesis submission

Important note

The primary language (Greek or English) you should use when completing the form fields depends on the language of instruction of your postgraduate programme.



The screenshot shows a web browser window with the URL `repository/hu.gr/workspacetems/55935/edit`. The page header features the International Hellenic University Repository logo and a language selection dropdown menu with 'English' and 'Ελληνικά' options. The breadcrumb trail indicates the path: Home > University Center of Intern... > Master Theses > Edit Submission. Below the header is a dashed box with the instruction 'Drop files to attach them to the item, or browse'. The main content area is titled 'Describe' and contains a 'Title *' field with a text input box and a language dropdown menu set to 'Greek (el)'. A small note below the title field reads: 'heal:title. The official item title, given in one or more languages. The first letter should be in capital letters and the rest in lowercase letters.' A '+ Add more' link is visible at the bottom left of the form.

Your thesis file must be uploaded in PDF format. Make sure that the PDF file you create does not contain password protection or

other restrictions. The file name should be in the format:
Surname_FirstName_Year.pdf

(e.g., **Katsaouni_Katerina_2026.pdf**).

repository.ihu.gr/workspaceitems/55835/edit

INTERNATIONAL HELLENIC UNIVERSITY Repository

Communities & Collections Browse Institutional Repository

Home • University Center of Intern... • Master Theses • Edit Submission

Drop files to attach them to the item, or browse

Describe

Title *

Title

English (en)

heal.title. The official item title, given in one or more languages. The first letter should be in capital letters and the rest in lowercase letters.


+ Add more

Item type *

Discard Saved Save Save for later Deposit

Enter the title (Greek/English or both using “Add more”)

Note:

 Fields marked with an asterisk (*) are mandatory

repository.ihu.gr/workspaceitems/55835/edit

Communities & Collections Browse Institutional Repository

Home • University Center of Intern... • Master Theses • Edit Submission

Drop files to attach them to the item, or browse

Describe

Title * →

Title

English (en)

heal.title. The official item title, given in one or more languages. The first letter should be in capital letters and the rest in lowercase letters.

+ Add more

Item type * →

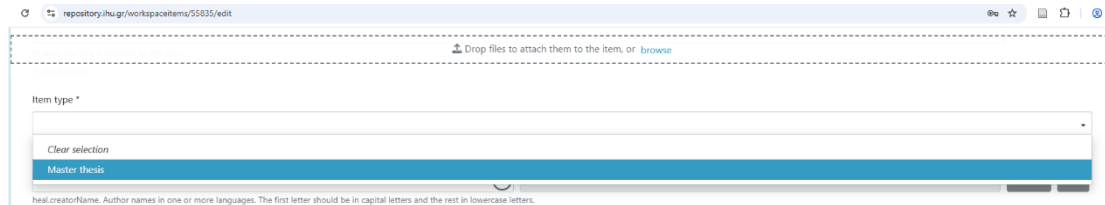
heal.type.

Author * →

Last name First name Search Edit

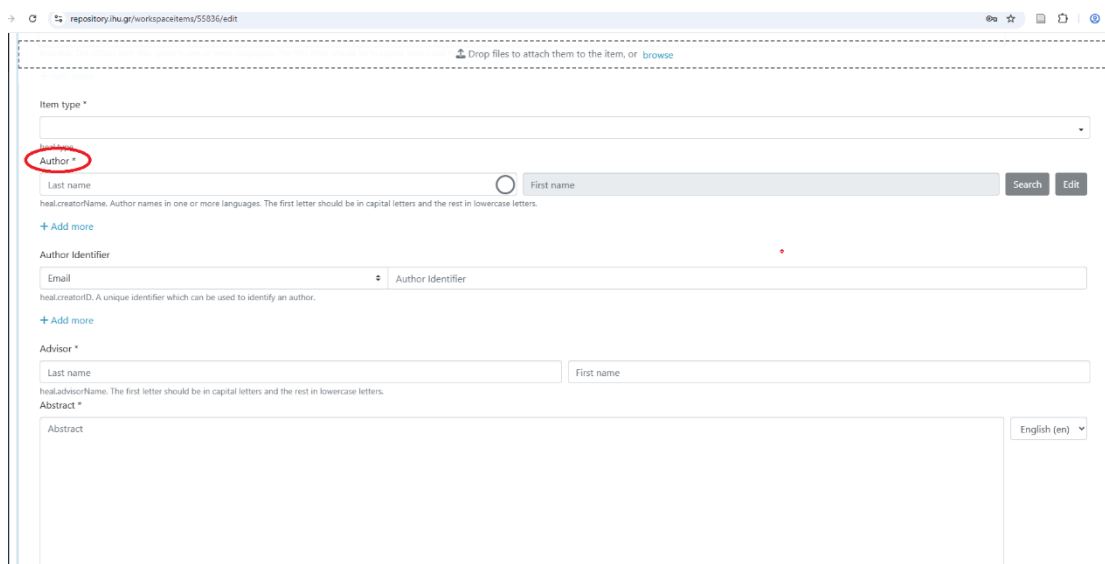
heal.creatorName. Author names in one or more languages. The first letter should be in capital letters and the rest in lowercase letters.

In the **Item Type** field, select the document type from the drop-down list: **Bachelor Thesis** for an undergraduate thesis or **Master Thesis** for a postgraduate thesis.



A screenshot of a web browser showing the 'Item type' dropdown menu. The browser address bar displays 'repository.iuh.gr/workspacemenu/55836/edit'. The dropdown menu is open, showing a 'Clear selection' button and the selected option 'Master thesis'. Below the dropdown, a small text note reads: 'heal.creatorName. Author names in one or more languages. The first letter should be in capital letters and the rest in lowercase letters.'

Enter the **Last name** and **First name** of the author.



A screenshot of the same web browser showing the author information form. The 'Item type' dropdown is now closed. The 'Author' field is circled in red. It contains two input boxes: 'Last name' and 'First name', with a 'Search' button and an 'Edit' button to the right. Below this, there is an 'Author Identifier' section with an 'Email' dropdown and an 'Author Identifier' input box. Further down, there is an 'Advisor' section with 'Last name' and 'First name' input boxes. At the bottom, there is an 'Abstract' section with a large text area and a language dropdown menu set to 'English (en)'. A small text note is visible above the 'Last name' input box: 'heal.advisorName. The first letter should be in capital letters and the rest in lowercase letters.'

This field also enables authors to link their ORCID and search the directory if they have an ORCID ID. **The use of ORCID is optional.** If you do not know your ORCID ID, you may simply enter your full name.

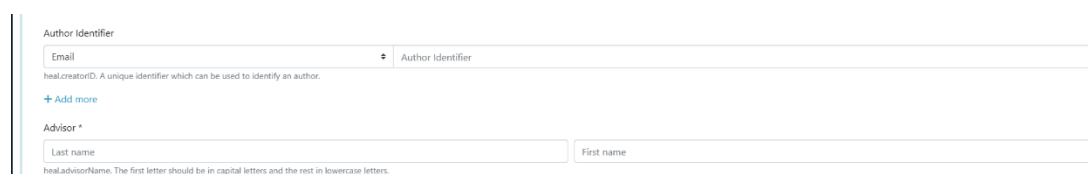
About ORCID:

ORCID is an independent, non-profit organization that provides a unique and persistent identifier—the **ORCID iD**, which stands for **Open Researcher and Contributor ID**.

Is a name-independent person-identifier founded specifically to help solve the problem of name ambiguity in research and to enable transparent and trustworthy connections between researchers, their contributions, and their affiliations. It is also a mechanism for linking your publications to your ORCID iD. ORCID interoperates with systems used by publishers, research funders, academic institutions, and other research-related services, organizations, and infrastructures.

The next field is the **Author Identifier**, where a drop-down menu allows you to select either “Email” or “Other”, depending on your preference.

By clicking the **+ Add More** button, you may enter more than one identifier if desired. **This field is optional.**



The screenshot shows a form with two main sections. The first section is titled "Author Identifier" and contains a dropdown menu with "Email" selected and "Author Identifier" displayed to the right. Below the dropdown is a small text label: "heal.creatorID. A unique identifier which can be used to identify an author." Below this is a blue "+ Add more" link. The second section is titled "Advisor *" and contains two input fields: "Last name" and "First name". Below these fields is a small text label: "heal.advisorName. The first letter should be in capital letters and the rest in lowercase letters."

Continue by completing the full name of the supervising professor, **Advisor**.

If there is more than one, press the **+ Add more** button.

The screenshot shows a web browser window with the URL `repository.hugr/workspaceitem/55837/edit`. At the top, there is a dashed box containing the text "Drop files to attach them to the item, or [browse](#)". Below this, the form has several sections:

- A section labeled "Advisor *" (circled in red) containing two input fields: "Last name" and "First name". Below these fields is a small instruction: "Please use the full name. The first letter should be in capital letters and the rest in lowercase letters."
- A section labeled "Abstract" (circled in red) containing a large text area for entering the abstract. To the right of the text area is a language dropdown menu currently set to "English (en)". Below the dropdown is a red upward-pointing arrow icon.
- At the bottom left of the form, there is a small label "heal-abstract" and a blue "+ Add more" button.

Then proceed with entering the abstract. Select English when the text is written in English.

If you also wish to include the abstract in Greek, press **+ Add more**.

This will reopen the same field where you can enter the abstract in Greek. In this case you should select Greek, as the language.

In the field **Title of the Postgraduate Study Program**, select from the dropdown menu the postgraduate program in which you are enrolled.

The screenshot shows a web browser window with the URL `repository.jhu.gr/workspacetitems/55835/edit`. The form contains several fields: **Title of postgraduate programme *** (circled in red), **School/Department ***, **Publisher ***, and **Subjects**. The dropdown menu for the title field is open, showing options: **Executive MBA**, **LLM in Transnational and European Commercial Law, Banking Law, Arbitration/Mediation**, **MA in Art Law and Arts Management**, **MA in Black Sea and Eastern Mediterranean Studies: International Relations** (highlighted with a red arrow), and **MA in the Classical Archaeology and the Ancient History of Macedonia**. The **School/Department** field is empty. The **Publisher** field is empty. The **Subjects** field is empty. At the bottom, there are buttons for **Discard**, **Save**, **Save for later**, and **Deposit**.

Next, select the **Publication date** (the date the thesis was approved or defended).

In the **School/Department** field, select your department from the dropdown menu.

As Publisher appears **International Hellenic University**.

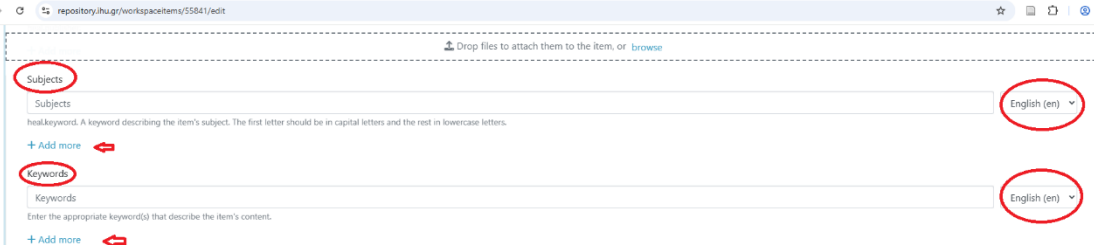
The screenshot shows the same repository form with the URL `repository.jhu.gr/workspacetitems/55841/edit`. The **Publication date *** field (circled in red) is set to year 2023, month 10, and day 10. The **School/Department *** field (circled in red) dropdown menu is open, showing options: **School of Humanities, Social Sciences and Economics** (highlighted with a red arrow) and **School of Science and Technology**. The **Publisher *** field (circled in red) dropdown menu is open, showing the option: **International Hellenic University** (highlighted with a red arrow).

In the **Subjects** field, enter terms that reflect the broader academic areas or themes of your undergraduate/postgraduate thesis. These are generally more general, standardized terms used to classify your work within the repository (e.g., Computer Science, Education).

If you wish to include subjects in both Greek and English, click + Add more to open an additional field and enter the terms in each language, selecting Greek or English accordingly.

In the **Keywords** field, enter more specific terms that describe the content of your thesis. These can include methods, tools, concepts, or topics covered in your work and help improve searchability (e.g., machine learning, neural networks, data analysis, student performance).

Follow the same process to add keywords in multiple languages, if needed.

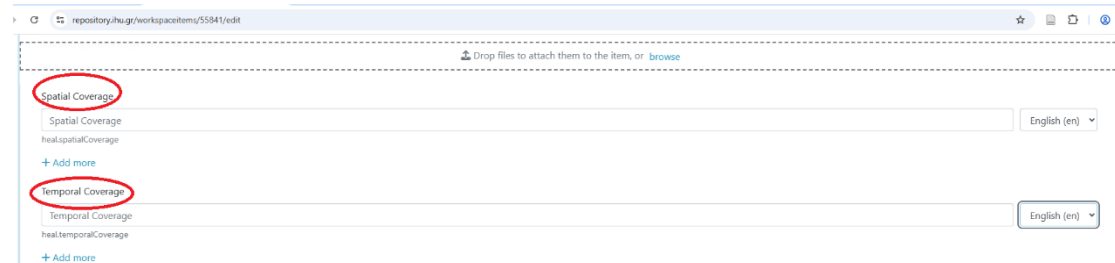


The screenshot shows a web browser window with the URL `repository.ihu.gr/workspaceltems/55841/edit`. The page contains two main input sections: "Subjects" and "Keywords". Each section has a text input field, a language dropdown menu (both set to "English (en)"), and a "+ Add more" button with a red arrow icon. The "Subjects" field has a small instruction: "heal:keyword. A keyword describing the item's subject. The first letter should be in capital letters and the rest in lowercase letters." The "Keywords" field has a small instruction: "Enter the appropriate keyword(s) that describe the item's content." There is also a "Drop files to attach them to the item, or browse" link at the top of the form area.

The **optional fields Spatial Coverage and Temporal Coverage** follow.

If considered important for the description of your thesis, you may include a specific geographic area to which your work refers (e.g., a study conducted in Central Macedonia).

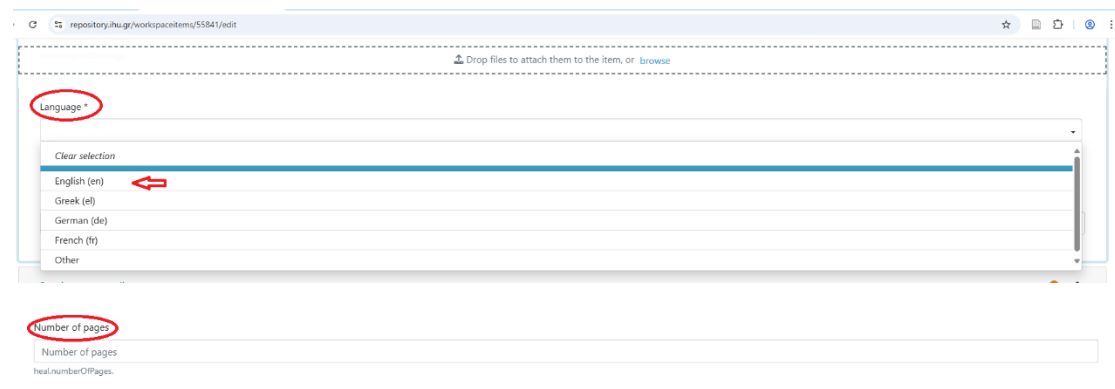
Similarly, you may indicate a specific time period that is significant to your research (e.g., the International Financial Crisis of 2008–2009).



A screenshot of a web form for editing an item in a repository. The browser address bar shows 'repository.jhu.gr/workspaceitem/55841/edit'. Below the address bar is a dashed line with the text 'Drop files to attach them to the item, or browse'. The form contains two main sections: 'Spatial Coverage' and 'Temporal Coverage'. Both sections have a text input field, a dropdown menu set to 'English (en)', and a '+ Add more' link. The 'Spatial Coverage' section also includes the text 'Spatial Coverage' and 'heal.spatialCoverage'. The 'Temporal Coverage' section also includes the text 'Temporal Coverage' and 'heal.temporalCoverage'. Red circles highlight the 'Spatial Coverage' and 'Temporal Coverage' labels.

Next, indicate the **Language** in which your thesis is written.

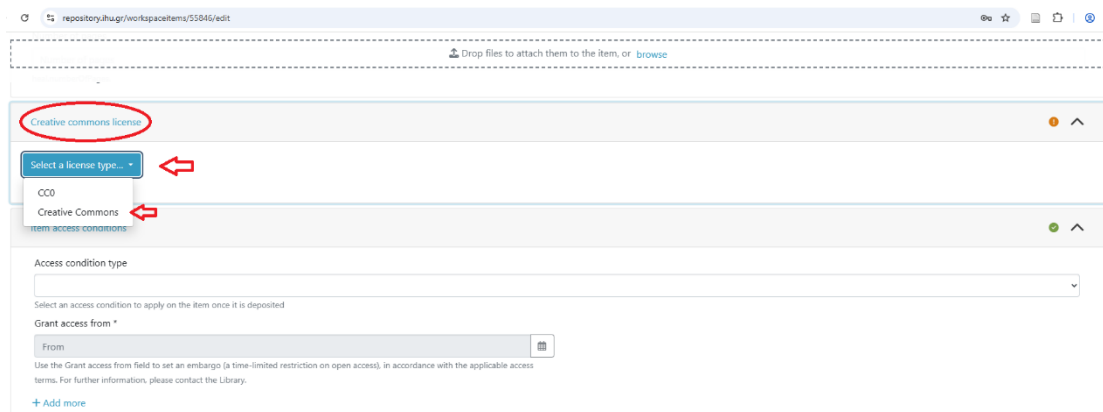
In the following field, enter the **total Number of pages** of your thesis.



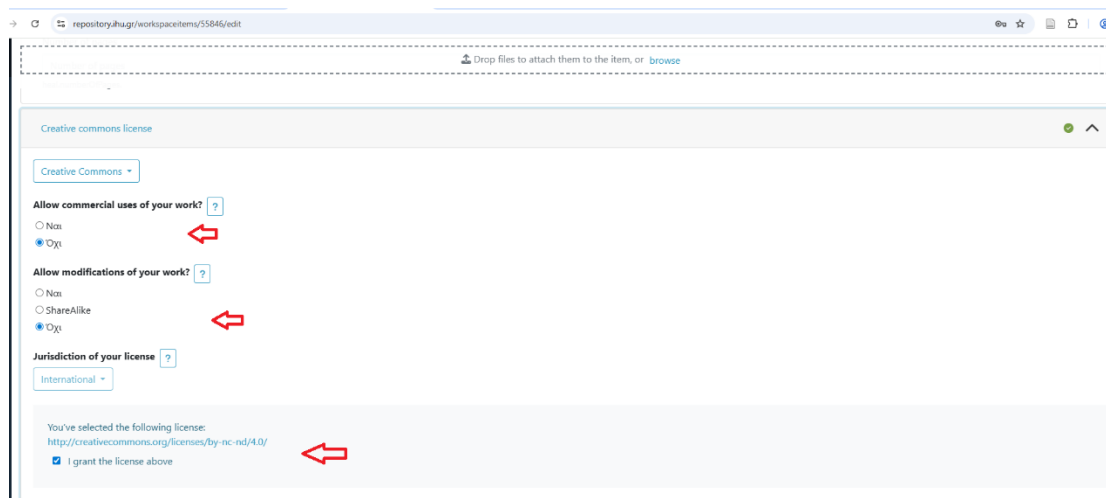
A screenshot of a web form for editing an item in a repository. The browser address bar shows 'repository.jhu.gr/workspaceitem/55841/edit'. Below the address bar is a dashed line with the text 'Drop files to attach them to the item, or browse'. The form contains two main sections: 'Language' and 'Number of pages'. The 'Language' section has a dropdown menu with a red circle around the label 'Language *'. The dropdown menu is open, showing options: 'Clear selection', 'English (en)', 'Greek (el)', 'German (de)', 'French (fr)', and 'Other'. A red arrow points to 'English (en)'. The 'Number of pages' section has a text input field with a red circle around the label 'Number of pages'. Below the input field is the text 'Number of pages' and 'heal.numberOfPages'.

In the **Creative Commons License** field, select the type of license you wish to apply, which defines the copyright terms and accordingly determines the conditions under which your work may be used.

It is recommended to choose Creative Commons.



✓ By selecting Creative Commons, the following **three (3) options** are displayed, allowing you to choose which permissions you wish to grant. Next to each option, there is also a question mark icon that provides an explanation of what each choice refers to.



A) Allow commercial uses of your work?

Yes (The licensor allows others to copy, distribute, display, and perform the work, including for commercial purposes).

No (The licensor allows others to copy, distribute, display, and perform the work only for non-commercial purposes).

B) Allow modifications of your work?

Yes (The licensor allows others to copy, distribute, display, and perform the work, as well as to create derivative works based on it).

ShareAlike (The licensor allows others to distribute derivative works only under the same license or a license compatible with the one that governs the licensor's work).

No (The licensor allows others to copy, distribute, and transmit only unmodified copies of the work — not derivative works based on it).

Γ) Jurisdiction of your license.

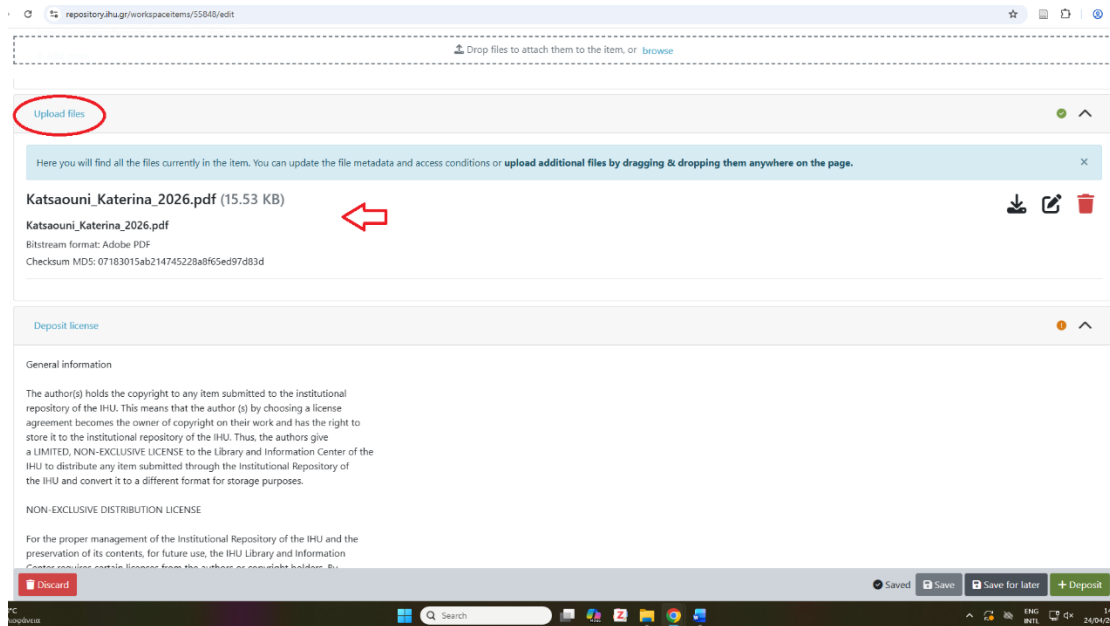
International

Use the option "**International**" if you desire a license using language and terminology from international treaties.

- ✓ By selecting **CC0 (Public Domain Dedication)**, a link appears which, when clicked, displays an English text explaining that you essentially grant readers of your work the right to freely share it. This means others may copy, modify, and redistribute your work without seeking your prior permission.

In other words, CC0 allows unrestricted use, as you waive all copyright and related rights associated with the work.

The **Upload files** field displays the file you have uploaded.



The screenshot shows a web browser window with the URL `repository.ihu.gr/workspaceitems/55848/edit`. At the top, there is a dashed box with the text "Drop files to attach them to the item, or [browse](#)". Below this is a section titled "Upload files" which is circled in red. A light blue banner below the title reads: "Here you will find all the files currently in the item. You can update the file metadata and access conditions or **upload additional files by dragging & dropping them anywhere on the page.**" Below the banner, a file named "Katsaouni_Katerina_2026.pdf (15.53 KB)" is listed. A red arrow points to the file name. To the right of the file name are icons for download, share, and delete. Below the file list is a section titled "Deposit license" with a sub-section "General information". The text in "General information" states: "The author(s) holds the copyright to any item submitted to the institutional repository of the IHU. This means that the author (s) by choosing a license agreement becomes the owner of copyright on their work and has the right to store it to the institutional repository of the IHU. Thus, the authors give a LIMITED, NON-EXCLUSIVE LICENSE to the Library and Information Center of the IHU to distribute any item submitted through the Institutional Repository of the IHU and convert it to a different format for storage purposes." Below this is the heading "NON-EXCLUSIVE DISTRIBUTION LICENSE" and a paragraph: "For the proper management of the Institutional Repository of the IHU and the preservation of its contents, for future use, the IHU Library and Information Center reserves certain licenses from the author as copyright holder. By". At the bottom of the page, there is a navigation bar with buttons for "Discard", "Saved", "Save", "Save for later", and "Deposit". The Windows taskbar is visible at the very bottom of the image.

The text of the **Deposit License** follows. Please read it carefully and then **confirm your agreement** in order to **complete the self-deposit process**.

Deposit license

General information

The author(s) holds the copyright to any item submitted to the institutional repository of the IHU. This means that the author (s) by choosing a license agreement becomes the owner of copyright on their work and has the right to store it to the institutional repository of the IHU. Thus, the authors give a LIMITED, NON-EXCLUSIVE LICENSE to the Library and Information Center of the IHU to distribute any item submitted through the Institutional Repository of the IHU and convert it to a different format for storage purposes.

Discard Saved Save Save for later + Deposit

repository.ihu.gr/workspaceitems/55846/edit

Drop files to attach them to the item, or browse

Deposit license

General information

The author(s) holds the copyright to any item submitted to the institutional repository of the IHU. This means that the author (s) by choosing a license agreement becomes the owner of copyright on their work and has the right to store it to the institutional repository of the IHU. Thus, the authors give a LIMITED, NON-EXCLUSIVE LICENSE to the Library and Information Center of the IHU to distribute any item submitted through the Institutional Repository of the IHU and convert it to a different format for storage purposes.

NON-EXCLUSIVE DISTRIBUTION LICENSE

For the proper management of the Institutional Repository of the IHU and the preservation of its contents, for future use, the IHU Library and Information Center requires certain licenses from the authors or copyright holders. By accepting the license below you continue to hold the copyright to your work and definitely hold the right to submit your work to publishers or other institutional repositories.

By accepting this license, you (the author(s) or holder of copyright owner) grant to the IHU Library and Information Center the non-exclusive right to reproduce, translate (as defined below), and/or distribute your submission (including metadata and abstract) worldwide in any format or medium exclusively for academic and non-commercial purposes.

The IHU Library will clearly identify your name (s) as the author (s) or owner (s) of this submission and will not make any alteration other than that allowed by this license.

You agree that the IHU Library and Information Center may, without altering the content, translate the submission to any medium or format and also keep more than one copy of the submission for purposes of system security, backup and preservation of material.

You represent that the submission is your original work and that you have the right to grant the rights contained in this license. You also represent that your submission does not violate copyright laws and does not infringe upon anyone's copyright.

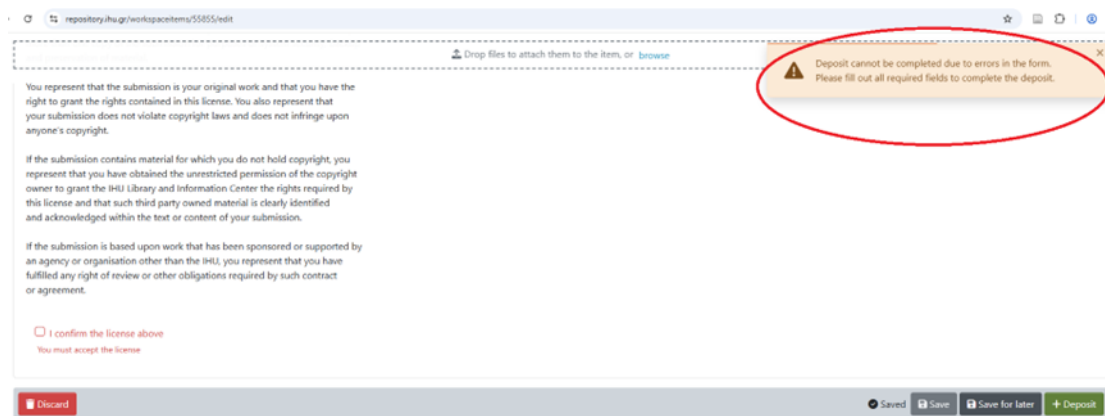
If the submission contains material for which you do not hold copyright, you represent that you have obtained the unrestricted permission of the copyright owner to grant the IHU Library and Information Center the rights required by this license and that such third party owned material is clearly identified and acknowledged within the text or content of your submission.

If the submission is based upon work that has been sponsored or supported by an agency or organisation other than the IHU, you represent that you have fulfilled any right of review or other obligations required by such contract or agreement.




confirm the license above

Discard Unsaved changes Save Save for later + Deposit

After selecting Submit, if you have not completed one or more required fields, the following message will appear: “Please fill out all required files to complete the deposit.” Make the necessary corrections and then click Submit again.



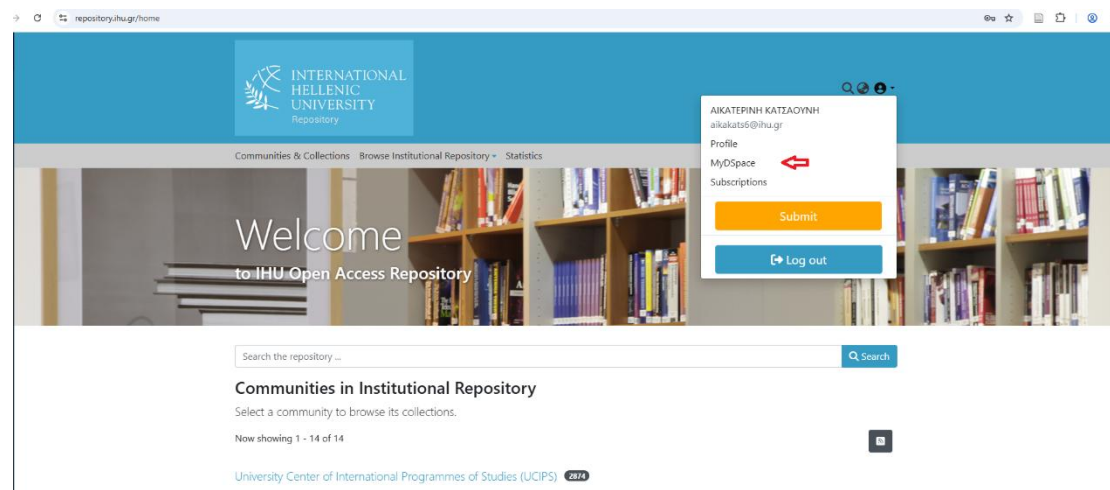
During the submission process, the system automatically saves your changes to prevent data loss. However, you can also choose one of the following three (3) options:

-  **Save:** Performs a manual save of your changes.
-  **Save for later:** Allows you to close the submission in your browser and continue at a later time.
-  **Deposit:** Finalizes your submission and sends it to the responsible librarian for approval.

Once you have successfully submitted your work, it is not published immediately. Instead, **it enters a review stage**. The responsible librarian will check all its details (such as metadata, files, etc.) and will either approve it or reject it (you will receive a relevant notification email).

You can **follow the progress of your submission** at any time through the repository website, and you will also **receive updates via email as it moves through the review process**.

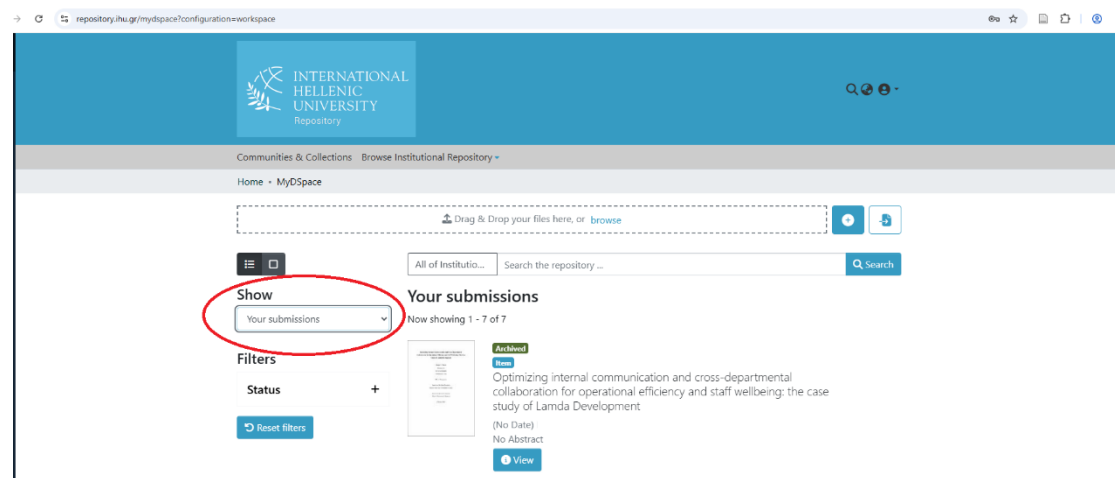
To monitor the status of your submission, please log in and select **MyDSpace**.



MyDSpace is your personal area within the Institutional Repository and provides tools for monitoring and managing your submissions. Here, you can view all the items you have submitted, along with their status (published, under review, or rejected).

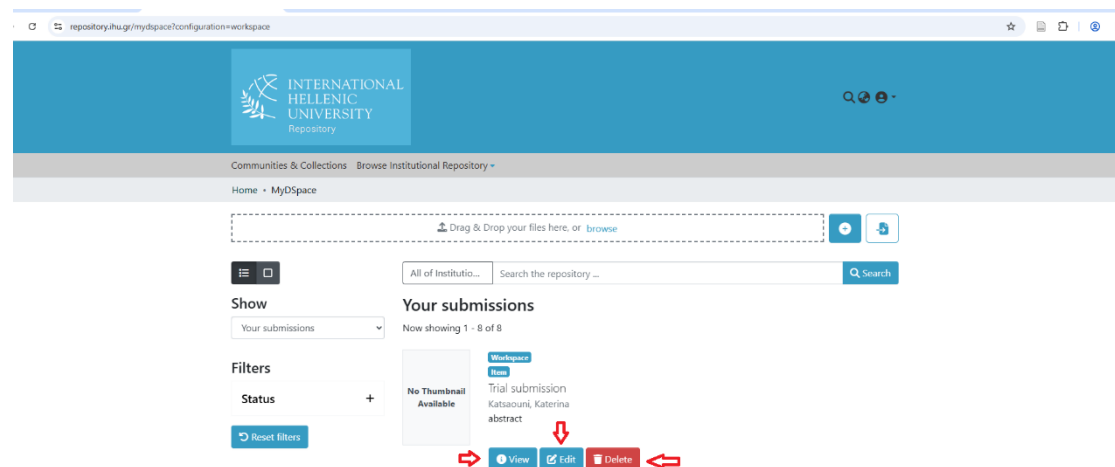
If your submission is rejected, you will receive an email in your institutional account explaining the reason for the rejection. You should then go to the **MyDSpace** page to review your submission and make the necessary corrections.

Your submissions are listed under the tab **Your Submissions**. Items that are still under review are marked with the label **Workflow** and are available in view-only mode.



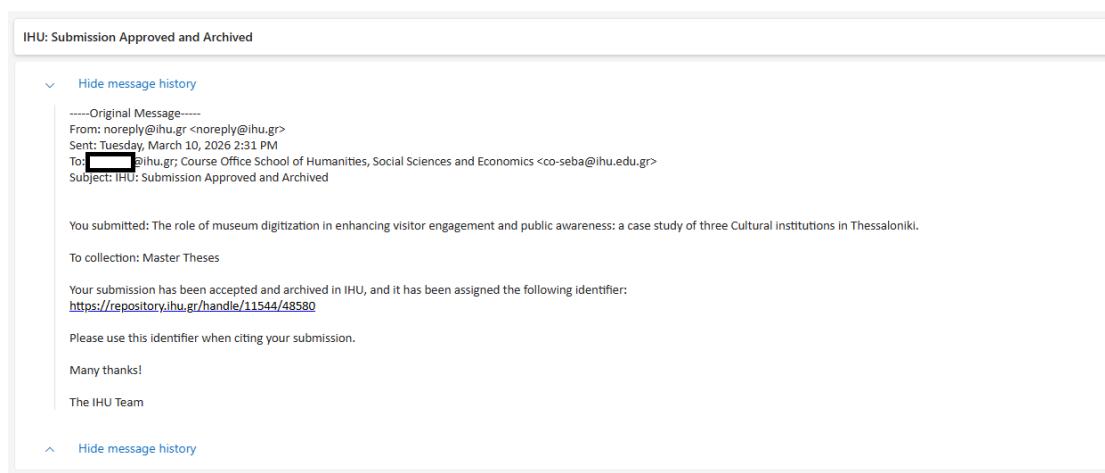
Items that have not yet been completed or have been returned for corrections are labeled **Workspace**.

For these items, you can: a) view them, b) edit them, and c) delete them.










If you choose to **edit your submission**, the submission form will automatically open, allowing you to make changes and resubmit the item. **The reason for rejection** is displayed both in the “Your Submissions” list and in the detailed metadata of the rejected item.

Once your submission has been approved, the Institutional Repository automatically sends a notification email to your Department’s Secretariat.



Key Information:

-  Please complete the submission forms by carefully following the instructions provided below each field.
-  Pay attention to capitalization rules. **Only the first letter of a sentence should be capitalized**, except where grammatical rules require otherwise for specific terms (e.g., European Union). Brief guidance is also provided below each input field.
-  **Some fields are mandatory to ensure the completeness of the submission and are marked with an asterisk (*).** If these are not completed, you will not be able to finalize your submission.
-  Fields without an asterisk are optional and may be filled in if relevant information is available.
-  Multilingual fields allow data entry in multiple languages, enhancing international accessibility.
-  Before finalizing your submission, carefully review all entered information.
-  During the submission process, the system automatically saves your changes to prevent data loss.

For any inquiries, you may contact the relevant library staff as follows:

a) Members of the **Sindos Campus:**

Ms. Fylli Tsouka, 2310 013693, tsoukaf@ihu.gr

b) Members of **UCIPS – Thermi campus**

Ms. Katerina Katsaouni, 2310 807566–561, akatsaouni@ihu.gr

c) Members of the **Serres, Kilkis, and Katerini campuses**

Ms. Sofia Grigoriadou, 23210 49177, sofialib@ihu.gr
