

## GUIDE for uploading thesis into MIDRA repository

MIDRA is the Digital Repository and Data Warehouse of the University of Miskolc, which collects and makes searchable all electronic documents generated by the University for scientific or educational purposes. The University Library has been building this repository since 2006. A special collection of MIDRA thesis is 'Szakdolgozatok'.

URL: <http://midra.uni-miskolc.hu>

### Uploading:

0. At the URL: <http://midra.uni-miskolc.hu> page, please select **Feltöltés** (Upload) in the menu!
1. From the Collection list, please choose **Szakdolgozatok** = Thesis collection.  
You need to choose it, because each collection has it's own form to fill with different fields.



2. Select the file from your computer which you wanted to upload.

In the database the text files are stored in PDF format and all joint attachments as ZIP files.

The file must be named after his creator: family name\_first name\_year of submitting\_Neptun id dot extension

**Please DO NOT use diacritic letters, spaces or brackets in the file name! If you need to use space, please use the \_ sign instead.**

Examples (for file name):

- Karl May (Neptun id: AL3K69) can upload his thesis, submitted in 2016, with the following file name:  
May\_K\_2016\_AL3K69.pdf
- If he is uploading multiple files because there are also attachments, the first part of the file name is the same, but the end is changing:  
May\_K\_2016\_AL3K69\_f1.pdf  
May\_K\_2016\_AL3K69\_f2.zip


**You could upload multiple files by clicking the „+” sign.**



### 3. Copy the Captcha!



### 4. Cím = Title

Title is a mandatory field! 

Please fill in the whole title of the thesis, exactly the same as it is written on the printed version!

Please avoid capitalisation!


For example:

Instead of 'ELEKTRONIC SYSTEMS' please use: 'Electronic Systems'

If your thesis has a subtitle, please write it into the fiels 'Alcim'

[If your work don't have a subtitle, please leave it empty!]

### 5. Szerző = Author:

Author name is a mandatory field! 

Please enter full name without any degrees of the author!

Order: Family name, First name (eg.: instead of Karl May -> use: May, Karl)

### 6. Kar/Intézet = Faculty / Institue:

**Kar= Faculty** is a mandatory field!  , please select from the drop-down list!

Kar	Faculty
Állam- és Jogtudományi Kar	Faculty of Law
Bartók Béla Zeneművészeti Intézet	Bartók Béla Faculty of Music
Bölcsészettudományi Kar	Faculty of Humanities and Social Sciences
Egészségügyi Kar	Faculty of Health Sciences
Gazdaságtudományi Kar	Faculty of Economics
Gépészmérnöki és Informatika Kar	Faculty of Mechanical Engineering and Informatics
Műszaki Anyagtudományi Kar	Faculty of Materials and Chemical Engineering
Műszaki Földtudományi Kar	Faculty of Earth and Environmental Sciences and Engineering

**Intézet/tanszék = Institute / department:** The organisational structure varies from faculty to faculty. Some faculties have only departments, others have only institutes and there are some which have both. Please select both if any. In both cases select from a drop-down-list. If the list does not contain the department or institute, please mention it in the notes field!

## 7. Hallgatói adatok = Student's data:


Each field is mandatory with this sign  .

Hungarian name	English name
Neptunkód	Neptun id
Tagozat	Course
- nappali	- full-time course
- levelező	- correspondence course
Képzési szint	Level of education
- alapképzés (BA, BSc)	- bachelor
- mesterképzés (MA, MSc, osztatlan)	- master
- szakirányú továbbképzés	- special training courses
Szak	Programme
Szakirány	Specialisation
Elérhetőség:	Contact data

For program and specialisation: if possible please select from the lists, do not type them in again.

**Contact data:** please give your home address, phone number and a valid email address. The Library will not disclose the information provided to third parties, but will use it only to contact you in case of any questions that may arise.

## 8. Konzulens = Consultant:

Please enter the full name of your consultant teacher without their doctoral degree. You could add more name by clicking  sign.

## 9. Jogkezelés Rights management:

You could choose from three level of access:

- **teljesen nyilvános = fully public:** the full text is available online (without restrictions)
- **dedikált gépen elérhető = available on dedicated computers:** the text of the thesis can only be read on the specific machines in the library
- **titkos = secret:** only the data entered on the form is accessible, the full text is encrypted.

The student declaration should also indicate what access the author grants to his/her thesis. If there is a difference between the access level set in the online interface and the access level specified in the declaration, the library will take the setting from the student declaration!

## 10. Beviteli dátum = Date of upload:

Automatically filled by the system.

## 11. Megjelenési dátum = Year of submission:

Please give the date from the title page of your thesis.

## 12. Nyelv = Language:

Please choose from the list.

## 13. Dokumentumtípus = Document type:

Please choose „szakdolgozat”.

## 14. Téma, altéma = Topic, subtopic:

Please choose from the drop-down list.

## 15. Tárgyszó = Subject term (keywords relevant to the topic of the thesis):

Please provide 3-6 subject headings (keywords) related to the topic of the essay.

As you start typing the words, the existing terms will appear. You can choose one of these, but you can also add new ones.

## 16. Feltöltő = Uploader:

The uploader and the author can be the same person, but the uploader's email address is required here as well, as this is the address to which you will receive notification of the upload result.

### **17. Megjegyzés = Notes:**

Here you can enter any other information you think is important, or indicate if any of the fields were not clear.

### **18. Űrlap mentése = Submit form:**

After saving the form, the uploader can no longer modify the data or change the files! If need you must contact the database editors at [midra@uni-miskolc.hu](mailto:midra@uni-miskolc.hu) address.

After saving the form, the system will notify the librarian of the arrival of a new file. The document will be available on the public interface only after the data have been verified.

Once uploaded, please send the filled and signed student declaration form by email to [midra@uni-miskolc.hu](mailto:midra@uni-miskolc.hu) address. (scanned or photographed version)

You will receive the Library certificate by email within 2 working days after uploading.