

Electronic Submission of Academic Papers at the University of Graz



Dear student,

In 2004, the by-law on the “Principles for Assuring Good Academic Practice” was adopted. The next step was to introduce an electronic monitoring measure for the entire University of Graz at the beginning of winter semester 2008/09. It ensures that academic papers (master’s or diploma theses and doctoral theses) comply with the rules and principles of good academic practice and do not exploit the intellectual property of others without authorization. The legal university principles can be found in the “Principles for Assuring Good Academic Practice and Preventing Misconduct in the Academy” by-law, in §§ 26 and 27 of the “Legal Regulations on University Studies of the University of Graz” by-law as well as in the decree on the “Submission, Archiving and Possible Provision of Master’s Theses, Diploma Theses as well as Doctoral Theses in Electronic Form”.

You can find them online at www.uni-graz.at/zvwww/gesetze/satzung.html as well as in the information newsletters (Mitteilungsblatt) of March 2th, 2004 (section 12.a), May 7th, 2008 (section 31.c) and of June 18th, 2008 (section 37.a).

Since the electronic monitoring of these principles is processed via UNIGRAZonline and there are a couple of steps you must follow, we would like to inform you about, and give you an understanding of, the new procedures.

Preparing to Upload in UNIGRAZonline

⇒ Submission of the bound copies of the final academic paper/thesis to the Dean’s Office as well as any forms and attachments, e.g. for the exclusion of use according to § 86, paragraph 2, Universities Act 2002 (UG 2002), are to be submitted.

⇒ Use a PDFWriter (e.g. Acrobat, Free PDF-XP etc.) to convert the final academic paper/thesis that you have written on your PC to PDF format. Make sure that the electronic version is identical with your bound final academic paper/thesis.

The PDF document must not be encoded or protected. Otherwise, it cannot be processed by the system.

⇒ For technical reasons, please make sure that the file size of your final academic paper/thesis is not larger than 40MB. Please use the smallest possible file format for all the pictures included in your work.

⇒ Note down the total number of pages (incl. indices, appendices etc.) of your electronic version. It has to be identical with the total number of pages of the bound final academic paper/thesis submitted to the Dean’s Office. The total number of pages has to be entered during the uploading process and is an additional control mechanism to find out whether the electronic version and the bound final paper/thesis are identical.

⇒ Please prepare an abstract in German and English. We recommend using a text editor for writing the abstract. (Please refer to Point 7 for more details).

Uploading the PDF file via UNIGRAZonline

1. Use your user name and password to log on to UNIGRAZonline.

2. After you have submitted the bound final academic paper(s)/thesis or theses to the responsible Dean's Office, electronic submission will be activated. The "**Submit Written Papers**" (Einreichen schriftlicher Arbeiten) line will appear on your personal UNIGRAZonline business card in the studies section. If this line does not show up, please contact the Dean's Office.

3. Click on the "**Submit Written Papers**" (Einreichen schriftlicher Arbeiten) line and the "Plagiarism System Server" will ask you to enter your user name and password. These two are identical with the ones you used for logging on to UNIGRAZonline. In case you have submitted more than one final academic paper/thesis because you are enrolled in several degree programs, for instance, a selection screen will pop up before you enter your user name and password. Here you can mark the respective paper/thesis in the circle at the beginning of the line. Now the "Submit Written Papers – University of Graz" form appears.

4. The blue fields of the "Submit Written Papers – University of Graz" form include your personal data and the data of your final paper/thesis. This data cannot be changed and is for your information. You must fill out **all of the white fields**.

5. Exclusion of use of submitted copies (**suspension of use of paper/thesis**): You are entitled by law to suspend use of your final academic paper/thesis and the submitted printed copies by third parties for a maximum of 5 years. Please indicate the requested duration (number of years) of the exclusion of use (click on the selection arrow). If you choose "greater than zero", you must fill out the "**Reason**" field. An exclusion of use is only valid upon approval by the Dean of Studies for reasons that indicate a threat to the economic or legal interests of the student (cf. § 86, paragraph 2, UG 2002). Therefore, please submit any required forms to the Dean's Office immediately if you haven't already done so when submitting the final academic paper/thesis.

6. **Electronic Publication of the Paper/Thesis**: In case of a positive assessment of your final academic paper/thesis and upon your approval, the PDF file will be published on the file server of the Graz University Library and can be accessed via the internet. **You can prohibit this by clicking the "no"** selection arrow. Electronic publication of the paper/thesis is independent of the suspension of use of the bound paper/thesis (Point 5). If you don't want your printed paper/thesis to be excluded, but you don't want to make the electronic version available on the internet via Graz University Library either (§ 18a, Austrian Copyright Act (UrhG)), then please click on "no" here.

7. **Abstract**: Please insert the prepared text here (e.g. mark text in document, copy it with Strg-C and paste it into the respective field on the form using Strg-V). Both an abstract in German and in English is required. The maximum length for each abstract is 2000 characters.

8. **Number of Pages of Paper/Thesis**: Please indicate the page number of the last page of the PDF document. It has to be identical with the last page of the bound paper/thesis.

9. **File Name of Paper/Thesis**: Click on the "Search" button and select the PDF file of your final academic paper/thesis on your PC.

10. **Declaration of Honor**: Read through it carefully and click on the box.

11. After you have completed all the fields, click on the green "**Send**" button. The red "Reset" button deletes all fields in the form. A screen window shows you the transfer process of the data into the system.

12. Now you have **finished uploading** your final academic paper/thesis.

Note – Important

⇒As soon as the plagiarism check is finished, you will receive an e-mail confirming that the paper/thesis has been successfully submitted. As a rule, this will take from a couple of minutes up to one day depending on the file size of your final academic paper/thesis. All e-mails will be generated automatically and be sent from Abschlussarbeit.donotreply@uni-graz.at. Please do not reply to this address.

⇒You can only undertake the upload process once. If you have made a mistake (e.g. selected the wrong document) and have already sent the “Submit Written Papers – University of Graz” electronic form, please contact the responsible Dean’s Office, which will then delete the data and files. Following this, you have to repeat the upload process.

⇒For technical questions and problems, please contact the ZID help desk (telephone -43 (0)316 380 2240). For all other inquiries, please contact your Dean’s Office.

Yours faithfully,

University of Graz

Graz, October 2009