

GUIDING TO SUBMIT A THESIS TO VINUNI LIBRARY

- **Step 1:** Prepare your thesis (both hard and soft copies)
- **Step 2:** Submit the soft copy of your thesis on VinUni Library's website
- **Step 3:** Submit the hard copy of your thesis at the Information Desk at the 1st floor of the Library

The details of the instructions as below:

Step 1: Prepare your thesis (both hard and soft copies)

- Print 01 hard copy of your thesis following the Guidelines for Thesis and Dissertation Submission on the VinUni website: [VinUni Thesis and Dissertation Submission Guidelines](#)
- Scan the whole your thesis (including signed templates as required) into a single PDF file. Name the file according to the structure: **Student ID - Thesis title**. For example: V202000001-Health science

Step 2: Submit the soft copy of your thesis on VinUni Library's website

Access on the [VinUni Library's website](#), click **Submit your thesis (1)** from the tab **Resources** to open the instruction page, then click **Submit your thesis now (2)**

The screenshot shows the VinUniversity Library website. The navigation menu is open, and the 'Submit your thesis' option is highlighted with a red box and labeled '1'. The main content area shows the 'How to submit your thesis' page, with the 'Submit your thesis now!' button highlighted with a red box and labeled '2'.

Click **Register (3)**, then type your email address (4) to sign up a new account (5)

The screenshot shows the VinSpace website registration process. The left sidebar shows the 'Register' button highlighted with a red box and labeled '3'. The main content area shows the 'New user registration' page, with the 'Email Address' field containing 'libvinuni2023@gmail.com' highlighted with a red box and labeled '4'. The 'Verification email sent' page is also shown, with the 'Verify Email' button highlighted with a red box and labeled '5'.

Open your email inbox, click on the link (6), fulfil the form to complete your profile (7) then click Go to VinSpace home to sign in (8)

The image shows an email from 'vinunilibrary299@gmail.com' with a registration link highlighted in a red box and labeled '6'. The link is <https://vinspace.edu.vn/register?token=2778ad190e8ac4289910693ba42687c1>. To the right is a registration form with fields for 'First Name', 'Last Name', 'Vin/Uni', 'Contact Telephone', 'Language', 'Password', and 'Retype to confirm', with the 'Vin/Uni' field highlighted in a red box and labeled '7'. A 'Complete Registration' button is at the bottom.

The page shows 'VinSpace Home / New user registration' and 'Registration Finished'. A progress bar indicates 'Verify Email' (grey), 'Create Profile' (grey), and 'Finished' (green). Below, it says 'You're now registered to use the VinSpace system. You can subscribe to collections to receive email updates about new items. Go to VinSpace home' with a link highlighted in a red box and labeled '8'.

After signing in, choose Submission (9), then click **Start another submission** (10)

The page shows 'VinSpace Home / Submissions' and 'Submissions & Workflow tasks'. Under 'Unfinished submissions', there is a link 'start another submission.' highlighted in a red box and labeled '10'. On the left, a 'MY ACCOUNT' menu has 'Submissions' highlighted in a red box and labeled '9'.

Choose the relevant collection (11), then fulfil the form (12, 13). Please note that Field with * is a Required field.

The 'Collection:' dropdown menu is open, showing options like 'Digital Theses and Projects > Thesis collection of CAS'. The first option 'Select a collection...' is highlighted in a blue box and labeled '11'.

The 'Describe Item' form has tabs for 'Describe', 'Upload', 'Review', 'License', and 'Complete'. It contains several required fields marked with an asterisk: 'Title (Eg. Mr., Ms., Miss., etc.): *' with a red box labeled '12', 'Authors: *' (Last name and First name), 'Student number: *', and 'Graduation in Month/ Year: *' (Year, Month, Day).

Permanent email address: *

 Enter the Permanent email address.

Telephone number: *

 Enter the Telephone number.

College: *

 Enter the College.

Major: *

 Enter the Major.

Degree: *

Subject Keywords: *

 Please supply 5 keywords for the study (Use subject heading from https://authorities.loc.gov/).

Subject Categories

Abstract: *

 Enter the abstract of the item.

Availability: I agree that access to the electronic full text of the abovementioned work should be treated as follow: *

- Be opened to the public after self-submission. (This option is NOT subject to approval)
- Be restricted for months after self-submission. The embargo will end automatically, and the full electronic text will become accessible to the public once this period has passed. (The maximum embargo period is 12 months, need approval by the Dean of the College.)
- Under NO CIRCUMSTANCES should it be made accessible to the public. (This option is subject to approval by the Dean of the College.)

Click **Next** (14) to move the Upload page, click **Choose File** (15) to upload your full-text thesis file with PDF format. Choose the date (16) at Embargo until specific date box (if needed). Then click **Next** (17).

Describe Upload Review License Complete

Upload File(s)

File: *
 An ethnogra...n identity.pdf
 Please enter the full path of the file on your computer corresponding to your item. If you click "Browse...", a new window will allow you to select the file from your computer.

File Description:

Optionally, provide a brief description of the file, for example "Main article", or "Experiment data readings".

Embargo until specific date (Restrict full-text access until the date):

(1yr) subject to approval by the Dean of the College. The embargo will automatically be lifted after the (năm) cần có phê duyệt của Viện trưởng viện sinh viên theo học. Giới hạn truy cập sẽ tự động được allowed. Accepted format: yyyy, yyyy-mm, yyyy-mm-dd

The reason for the embargo, typically for internal use only. Optional.

Review all information on the Review page and click **Correct one of these (18)** to edit (if needed). Click **Next** to move License page. Click **I grant the license**, then choose **Complete submission (19)** to finish. The system will send a confirmation to your email address.

Describe Upload Review License Complete

Review Submission

Describe Item

Title (Eg. Mr., Ms., Miss., etc.): Mr.
Authors: Kalso, sadgfs
Student number: V202000001
Graduation in Month/ Year: 2024-02
Permanent email address: gasd@gmail.com
Telephone number: 0973714488
College: CAS
Major: Internal Medicine
Degree: Graduate Medical Education (GME)
Title: dsagsgsd
Advisor: sdag, agsdg
Date of Issue: 2024-12
Type: Master thesis
Subject Keywords: Melanesia
Abstract: dsagshgta
Availability: I agree that access to the electronic full text of the abovementioned work should be treated as follow: Be restricted for months after self-submission. The embargo will end automatically, and the full electronic text will become accessible to users of the library. (The minimum embargo period is 12 months, need approval by the Dean of the College.)

Correct one of these **18**

Upload File(s)

An ethnographic study of Vietnamese-Ukrainian identity.pdf - Adobe PDF (Known)

Correct one of these

Item submission

Describe Upload Review License Complete

Distribution License

There is one last step: In order for VinSpace to reproduce, translate and distribute your submission worldwide, you must agree to the following terms.

Grant the standard distribution license by selecting 'I Grant the License', and then click 'Complete Submission'.

Copyright declaration

I affirm that the version of my thesis, dissertation, or project report ("the work") I have submitted matches the one approved by the thesis/dissertation committee and all revisions requested by the examiners have been incorporated. I hereby authorize VinUniversity to loan the work to users of the VinUniversity library and to create partial or single copies solely for such users in response to requests from the library or any other university, educational institution, or individual, either on its own behalf or for one of its users. It is understood that copying or publishing this work for financial gain is prohibited without my written consent.

If you have questions regarding this license please contact the system administrators.

Distribution license:

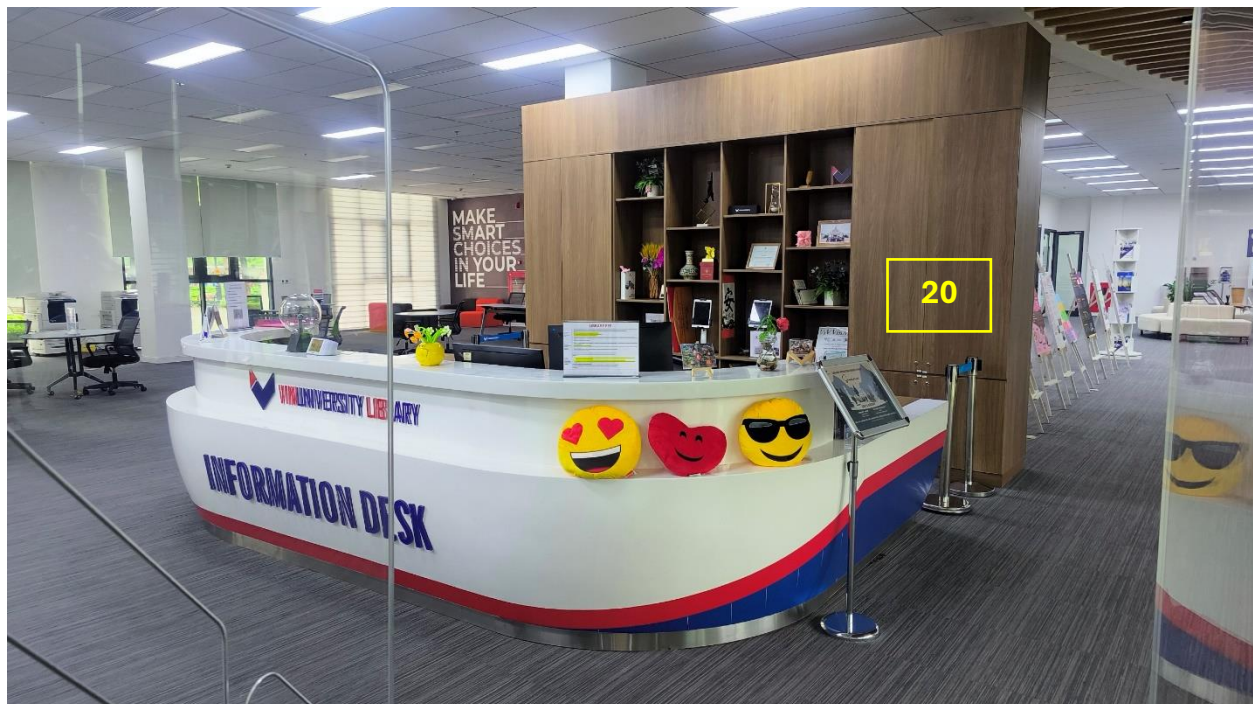
I Grant the License

19

< Previous Save & Exit Complete submission

Step 3: Submit the hard copy of your thesis at the Information Desk at the 1st floor of the Library

After getting a confirmation email from our system, you can bring the hard copy of your thesis to the Information Desk at the 1st floor, Library, Building A to complete the process (20).



If you are ready, you can **submit now**.