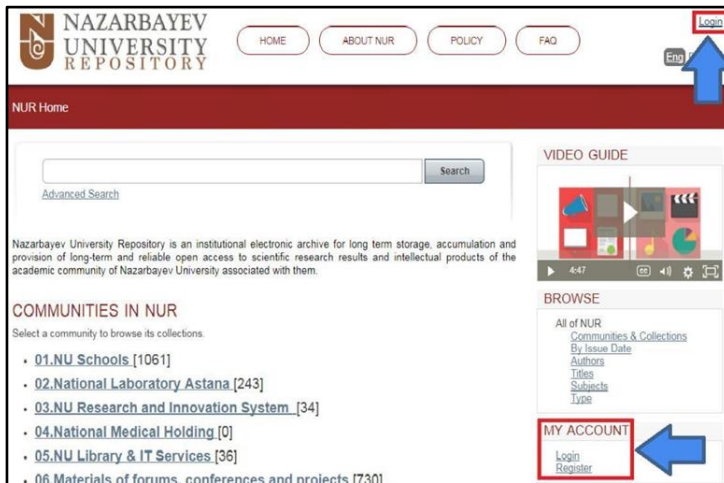


Thesis Submission Guide (August 2023) <https://nur.nu.edu.kz/>

Please ensure all fields are correctly entered. Failure to do so will result in the submission being rejected.

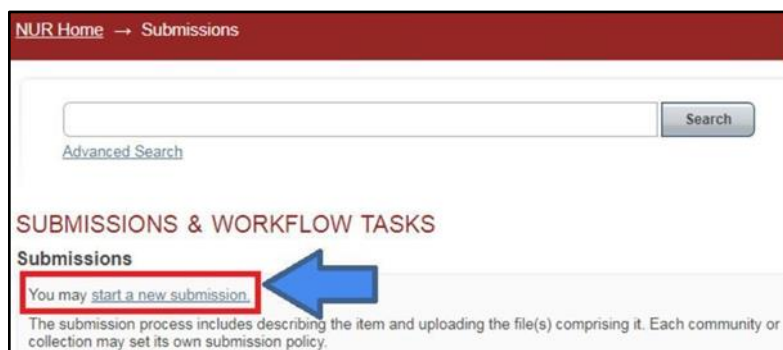
1. Sign in to the repository system either through the link at the top of the page or in **My Account** box:



2. Under **My Account**, click on **Submissions**:



3. Click on **Start a new submission** link:



4. From the drop-down **Collection**, choose **School > Theses and Dissertations**

ITEM SUBMISSION

Select a collection

Collection:
Select the collection you wish to submit an item to.

Select a collection... ▼

Select a collection...

- 01.NU Schools > Center for Preparatory Studies > Articles
- 01.NU Schools > Center for Preparatory Studies > Case studies
- 01.NU Schools > Center for Preparatory Studies > Presentations
- 01.NU Schools > Center for Preparatory Studies > Theses and Dissertations
- 01.NU Schools > Graduate School of Business > Articles
- 01.NU Schools > Graduate School of Business > Books and Chapters of books
- 01.NU Schools > Graduate School of Business > Conference proceedings
- 01.NU Schools > Graduate School of Business > Papers
- 01.NU Schools > Graduate School of Business > Presentations
- 01.NU Schools > Graduate School of Business > Theses and Dissertations
- 01.NU Schools > Graduate School of Education > Articles
- 01.NU Schools > Graduate School of Education > Books
- 01.NU Schools > Graduate School of Education > Collection of Alumni
- 01.NU Schools > Graduate School of Education > Conference proceedings
- 01.NU Schools > Graduate School of Education > Presentations
- 01.NU Schools > Graduate School of Education > Reports
- 01.NU Schools > Graduate School of Education > Theses and Dissertations
- 01.NU Schools > Graduate School of Public Policy > CONFERENCE-2018 > CON
- 01.NU Schools > Graduate School of Public Policy > Public Administration > Article

5. Select **NO** when asked if your work is published in Science Direct:

Import Source → Elsevier Import → Describe → Describe → Upload

License → Complete

Is your work indexed in Science Direct?

ScienceDirect ▼

Save & Exit YES NO

6. The following screenshots illustrate a form where essential information about the thesis must be filled in. The purpose of each field is explained below:

1. Field **AUTHORS**: Type in the Student's name.
2. Field **EDITORS**: ignore this field
3. Field **OTHERS**: ignore this field
4. Field **TITLE**: Type in the title of the thesis.
5. Field **OTHER TITLES**: Use this field if the thesis has another title (version of the title in another language or with an abbreviation, etc.)
6. Field **DATE OF ISSUE**: Indicate the thesis' defence date.

Describe → Describe → Upload → Review → CC License → License → Complete

Describe Item

1 Authors:
Enter the names of the authors of this item.

Last name, e.g. *Smith* First name(s) + "Jr", e.g. *Donald Jr*

2 Editors:
Enter the names of the editors of this item.

Last name, e.g. *Smith* First name(s) + "Jr", e.g. *Donald Jr*

3 Others:
Enter the names of the compilers of this item.

Last name, e.g. *Smith* First name(s) + "Jr", e.g. *Donald Jr*

4 Title:
Enter the main title of the item.

5 Other Titles:
If the item has any alternative titles, please enter them here.

6 Date of Issue:
Please give the date of previous publication or public distribution. You can leave out the day and/or month if they aren't applicable.

▼

Year Month Day

7. Field **PUBLISHER**: Enter the full name of the relevant NU School, for example, Nazarbayev University Graduate School of Public Policy.

8. Field CITATION: Provide a citation (APA style) for the thesis in the following format: **Last Name, First Name. (year) Title. Publisher** (for example, Nazarbayev University Graduate School of Public Policy).
However, please check with your School what citation style is used.
9. Field SERIES/REPORT NO: ignore this field
10. Field IDENTIFIERS: ignore this field
11. Field TYPE: Choose the appropriate type of **Thesis** from the dropdown (Bachelor, Master, PhD)
12. Field LANGUAGE: Select the language of thesis (English).

7 Publisher:
Enter the name of the publisher of the previously issued instance of this item.

8 Citation:
Enter the standard citation for the previously issued instance of this item.

9 Series/Report No.:
Enter the series and number assigned to this item by your community.

Series Name Report or paper No.

10 Identifiers:
If the item has any identification numbers or codes associated with it, please enter the types and the actual numbers or codes.

11 Type:
Select the type(s) of content of the item. To select more than one value in the list, you may have to hold down the "CTRL" or "Shift" key.

12 Language:
Select the language of the main content of the item. If the language does not appear in the list, please select 'Other'. If the content does not really have a language (for example, if it is a dataset or an image) please select 'N/A'.

13. Field SUBJECT KEYWORDS:

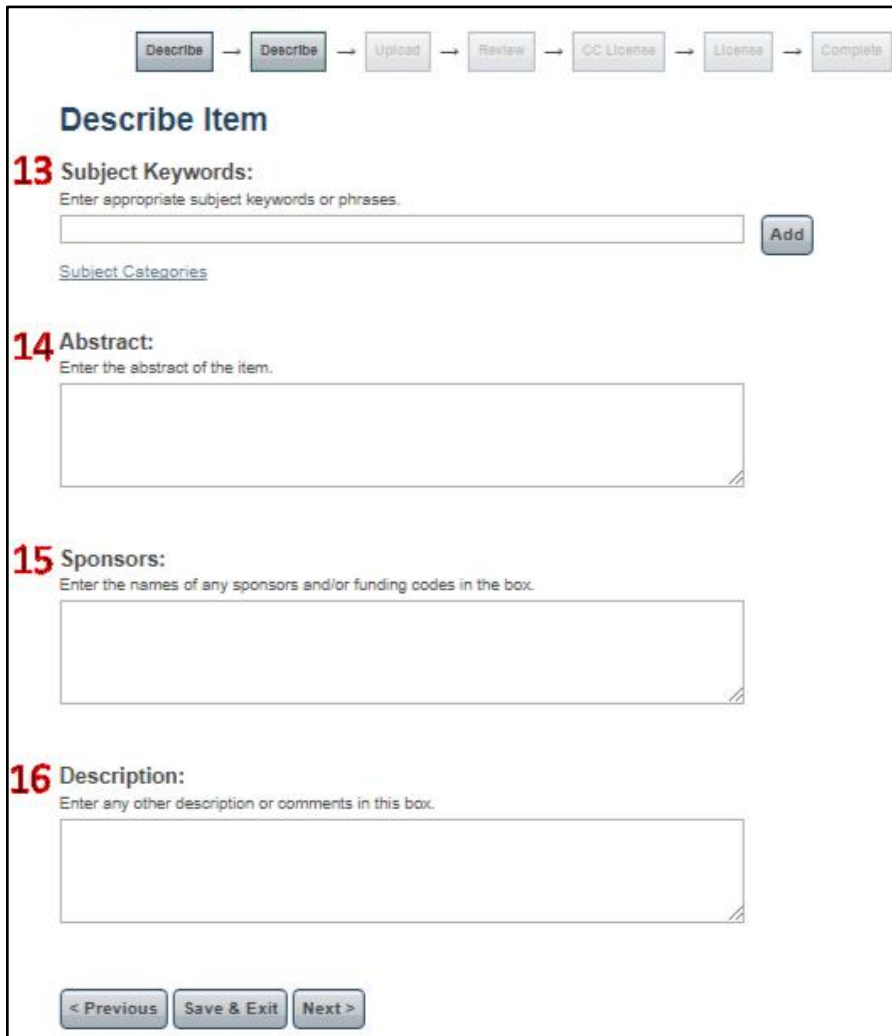
- Add one of the following: **“Type of access: Open access”** OR **“Type of access: Restricted”** OR **“Type of access: Embargo”**
- AND add main keywords describing the topic of the thesis

14. Field ABSTRACT: Provide an abstract of the thesis

15. Field SPONSORS: *ignore this field*

16. Field DESCRIPTION: further description or comments can be added here.

Once you are done, you can save it and complete it later or proceed to the next phase by clicking **Next**.



Describe → Describe → Upload → Review → CC License → License → Complete

Describe Item

13 Subject Keywords:
Enter appropriate subject keywords or phrases.

[Subject Categories](#)

14 Abstract:
Enter the abstract of the item.

15 Sponsors:
Enter the names of any sponsors and/or funding codes in the box.

16 Description:
Enter any other description or comments in this box.

7. Upload the file in **PDF format** (find it on your hard drive, desktop, server, etc.).

Optionally, provide a description of the file uploaded, for example, **thesis**.

Please choose the type of access to your file:

- **Public**
- **Restricted**
- or **Embargo** and the embargo end date.

Import Source → Elsevier Import → Describe → Describe → Upload → Review → CC License
License → Complete

Upload File(s)

File:
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.
 No file chosen

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

File access:
 public restricted embargo

Embargo end date:
Fill in the embargo end date if file access is embargo

Year Month Day

8. The screenshot below demonstrates the phase where you can review the submission and correct the information provided in the previous stages (if needed). If everything is correct, proceed to the next stage.

Describe → Describe → Upload → **Review** → CC License → License → Complete

Review Submission

Describe Item

Authors:

Title:

Date of Issue:

Publisher:

Citation:

Type:

Language:

Correct one of these ←

Describe Item

Correct one of these ←

Upload File(s)

- Adobe PDF (Knows)

Correct one of these ←

9. From the drop-down list, you can select the license type of the thesis. If you are unsure what license type you need, consult the thesis supervisor (a recommendation is to choose Creative Commons).

It is imperative: the author's consent must be obtained before the thesis is uploaded.

Describe → Describe → Upload → Review → **CC License** → License → Complete

License Your Work


If you wish, you may add a [Creative Commons](#) License to your item. Creative Commons licenses govern what people who read your work may then do with it.

License Type:

Select or modify your license ... ▾

< Previous Save & Exit Next >

10. Please, review the terms of the License agreement before submission.



Distribution License

There is one last step: In order for DSpace 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'.

License Agreement on accession of Open access archives (repository) to the autonomous organization of education Nazarbayev University

1. General provisions 1.1. Autonomous Organization of education Nazarbayev University (hereinafter - University) offers to an individual (hereinafter – the Licensor) to use Open access archives (repository) of the University (hereinafter - Nazarbayev University Repository) on the terms set out in this license agreement on accession (hereinafter – the Agreement). The Agreement shall enter into force from the moment of expression of consent by

11. Check the box at the bottom of the page to grant the License. Click Complete submission.

accordance with the laws of the Republic of Kazakhstan. 4.4. This Agreement is made in Kazakh, Russian and English languages. In case of discrepancies between the versions of the Agreement, the Russian version shall prevail. I hereby accept the terms of the above License Agreement.

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

Distribution license:

I Grant the License

< Previous Save & Exit Complete submission

12. At the end of the submission process, the following page can be seen with further instructions on your submission. Here you can submit another item or return to the Home page.



NAZARBAYEV
UNIVERSITY
REPOSITORY

HOME ABOUT NUR POLICY

NUR Home → Submission

Search

Search NUR
 This Collection
[Advanced Search](#)

SUBMISSION COMPLETE

Your submission will now go through the review process for this collection. You will receive e-mail notification as soon as your submission has joined the collection, or if there is a problem with your submission. You may also check on the status of your submission by visiting your submissions page.

[Go to the Submissions page](#)

Submit another item

13. Submission status

You can check the status of your submissions at Submissions under the **My Account** box. There are three statuses a submission can have:

- 1) **Awaiting editor's attention** – a submission is still being processed by the system administrators:

Submissions

You may [start a new submission](#).

The submission process includes describing the item and uploading the file(s) comprising it. Each community or collection may set its own submission policy.

Submissions being reviewed

These are your completed submissions which are currently being reviewed by collection curators.

Title	Collection	Status
Factors affecting the adoption of energy-efficient ...	Articles	Awaiting editor's attention

- 2) **Submission being edited** – a submission is temporarily rejected and some corrections should be made to the item:

Submissions

You may [start a new submission](#).

The submission process includes describing the item and uploading the file(s) comprising it. Each community or collection may set its own submission policy.

Submissions being reviewed

These are your completed submissions which are currently being reviewed by collection curators.

Title	Collection	Status
Factors affecting the adoption of energy-efficient ...	Articles	Submission being edited

- 3) **Archived submission** – a submission has been accepted and placed in the repository for open access:

Submissions

You may [start a new submission](#).

The submission process includes describing the item and uploading the file(s) comprising it. Each community or collection may set its own submission policy.

Archived Submissions

These are your completed submissions which have been accepted into DSpace.

Date accepted	Title	Collection
2017-09-21	The study of polymorphism of TGF-BETA1 in patients ...	Abstracts