



# NU REPOSITORY

## Submission Guide

English version

**DSpace 9, 2025**



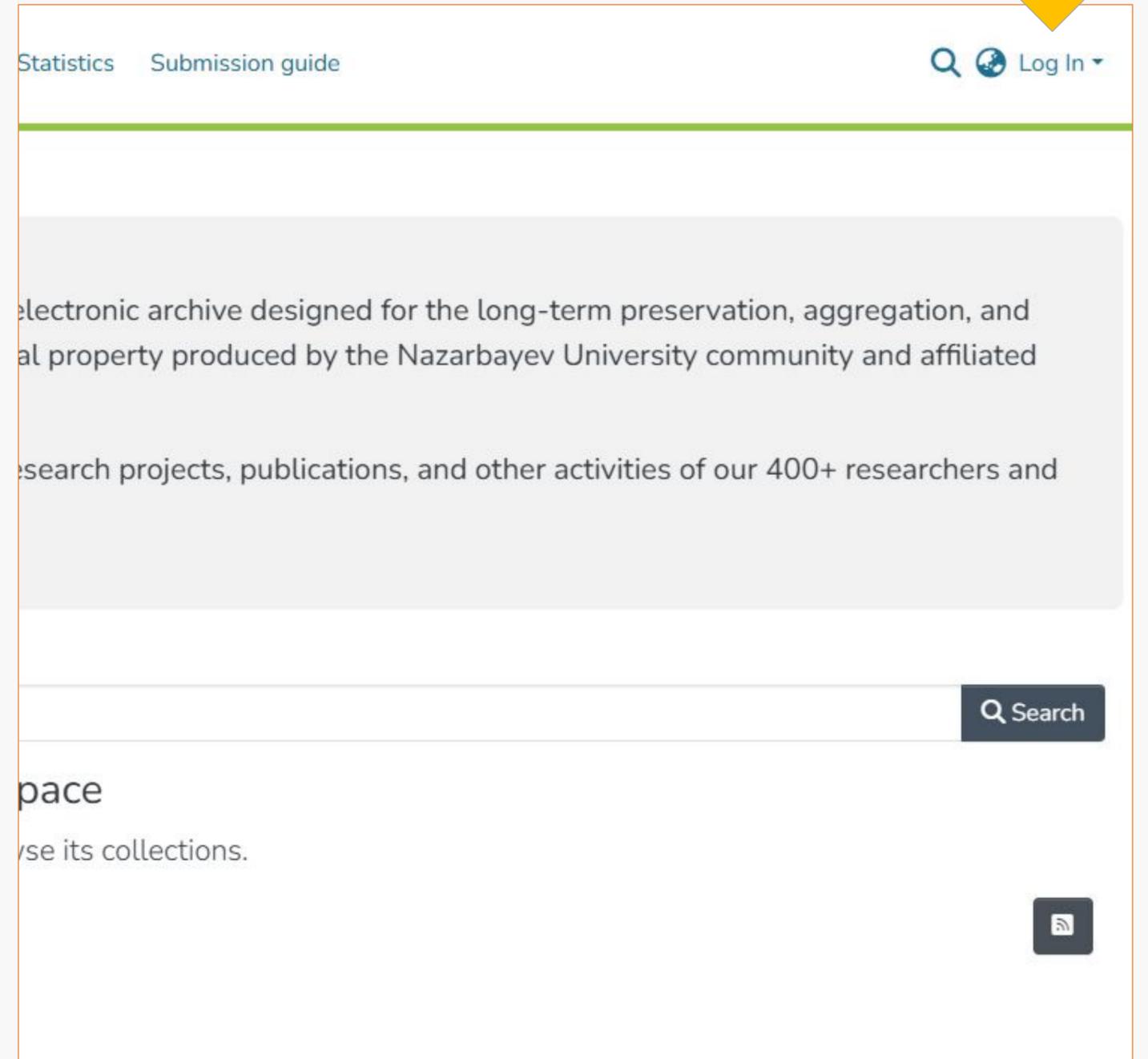
Library Research Support Office

# STEP 1 - Log In

Log in to the repository system through the link [nur.nu.edu.kz](http://nur.nu.edu.kz)

For login please use your email address without “[@nu.edu.kz](http://nu.edu.kz)”

The password is the same one you use for all NU systems (MyNU, Moodle, desktop PC and etc.)



# STEP 2 - Selecting The Collection



Please choose the collection where submitted material should be placed by clicking on the corresponding collection title

1.

Communities in DSpace  
Select a community to browse its collections.  
Now showing 1 - 5 of 5

- 001. Theses **2806**
- 002. NU Research Publications **4180**
- 003. NU Research Institutes & Centres **586**
- 004. NU Journals & Magazines **267**
- 005. Forums, Conferences & Projects **1333**

2.

Home • 001. Theses • Subcommunities and Coll...

## 001. Theses

Permanent URI for this community <https://nur.nu.edu.kz/handle/123456789/8127>

Browse

Search **Subcommunities and Collections** By Issue Date By Author

### Communities in this Community

Now showing 1 - 8 of 8

- 01. School of Engineering and Digital Sciences **1009**
- 02. School of Sciences and Humanities **568**
- 03. Graduate School of Public Policy **152**
- 04. Graduate School of Education **515**
- 05. Graduate School of Business **97**
- 06. School of Mining and Geosciences **175**
- 07. School of Medicine **218**
- 08. School of Science & Technology (2015-2019) **70**

3.

Browse

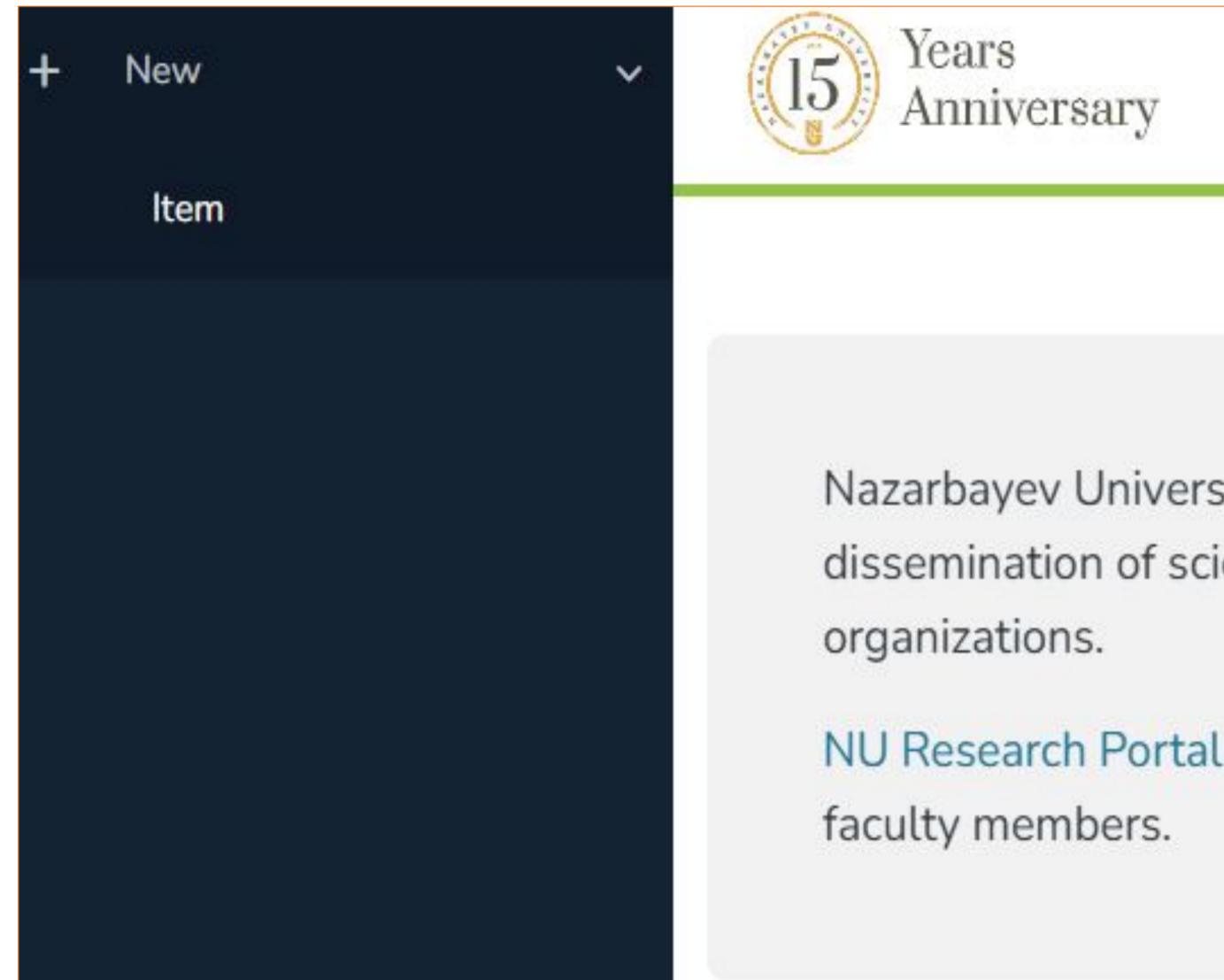
Search **Subcommunities and Collections** By Issue Date

### Collections in this community

Now showing 1 - 3 of 3

- 01. PhD Thesis **92**
- 02. Master's Thesis **618**
- 03. Bachelor's Thesis **299**

# STEP 3 - New Item Submission



Click on  sign and then select **Item**:

# STEP 4 - Appropriate Collection for Your Submission

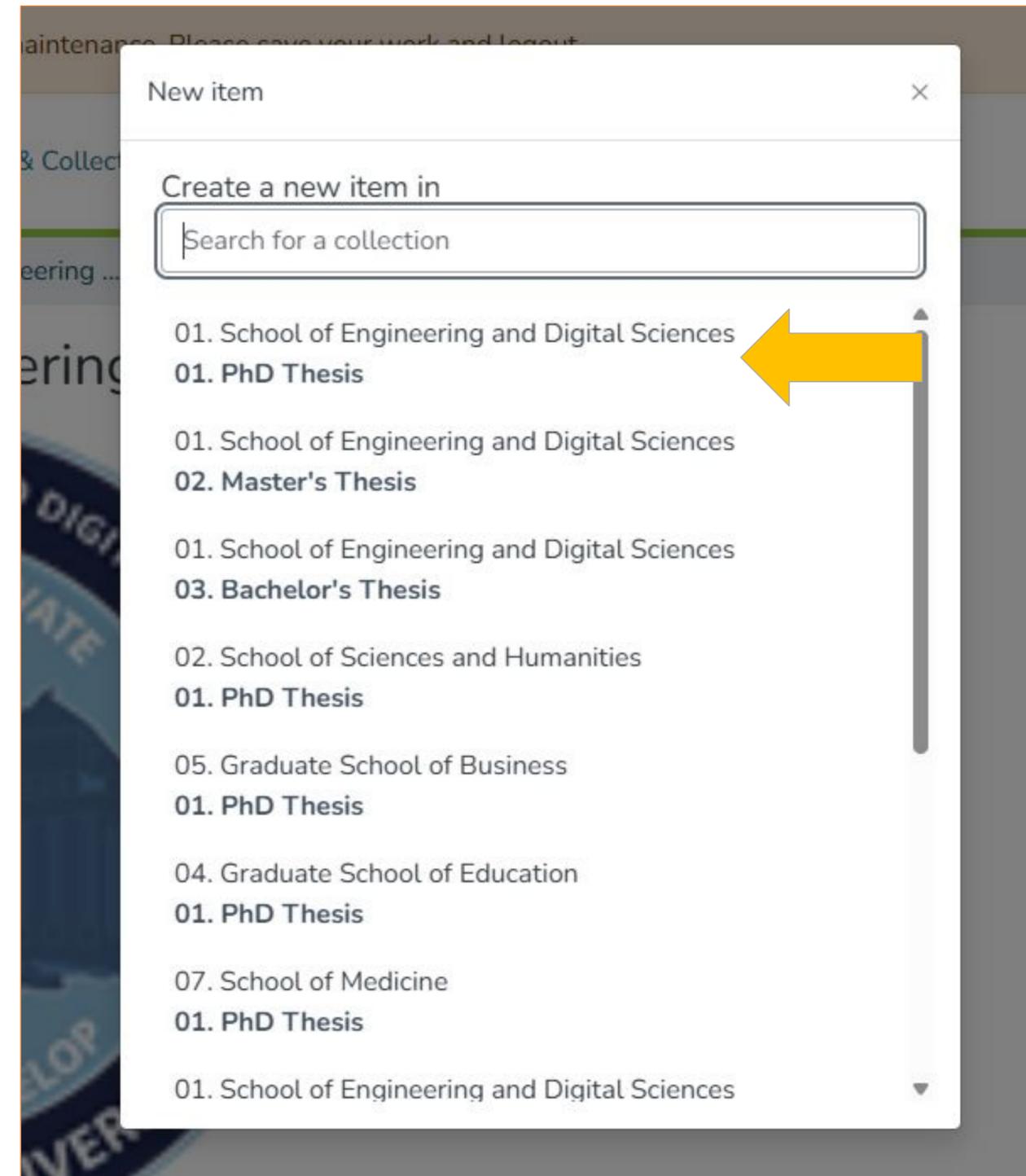


In the drop-down list you will be suggested with the list of collections for your submission.

Choose the collection to place your material

\*If collection does not exist please clean up all cookies or try another browser.

Click on chosen collection title.



# STEP 5 - Attaching the File



Home • 001. Theses • 01. School of Engineering ... • 01. PhD Thesis • Edit Submission

Drop files to attach them to the item, or [browse](#)

Collection 01. PhD Thesis ▾

Describe ⓘ ^

Author

Once the collection is selected, you will be forwarded to the page of the form which you need to fill out with all necessary metadata of your submitting material.

Go to **“Drop files to attach them to the item, or browse”** on the top and click **browse** to upload your material (PDF - for textual materials, .zip file - for datasets).



# STEP 6 - Fill in Submission Form

1. Field AUTHOR: Type in the author's name (Last name, first name)  
\*for multiple authors add additional fields
2. Field TITLE: Type the title of the material (Use Title Case Capitalization)
3. Field OTHER TITLES: Not necessary. For subtitles or another version of the title in another language or with an abbreviation, etc.
4. Field DATE OF ISSUE: Indicate the date of the material publication/thesis defence. (Year and Month)
5. Field PUBLISHER: Select the relevant NU School. If the publisher is not an NU School, choose the school you are affiliated with (The Repository Coordinator will edit submission record and replace it with the official publisher title.)
6. Field CITATION: Provide a citation in APA 7 style for the submitted material
7. IDENTIFIERS: Indicate ISSN if applicable.

The screenshot shows a submission form with the following sections:

- Collection:** 01. PhD Thesis
- Describe:**
  - Author:** Text input field with placeholder "Author". Instruction: "Enter the author's name (Family name, Given names)". Includes a "+ Add more" link.
  - Title \*:** Text input field with placeholder "Title". Instruction: "Enter the main title of the item."
  - Other Titles:** Text input field with placeholder "Other Titles". Instruction: "If the item has any alternative titles, please enter them here." Includes a "+ Add more" link.
  - Date of Issue \*:** Three dropdown menus for Year, Month, and Day. Instruction: "Please give the date of previous publication or public distribution. You can leave out the day and/or month if they aren't applicable."
  - Publisher:** Text input field with placeholder "Publisher". Instruction: "Enter the name of the publisher of the previously issued instance of this item."
  - Citation:** Text input field with placeholder "Citation". Instruction: "Enter the standard citation for the previously issued instance of this item."
  - Identifiers:** Text input field with placeholder "ISSN" and a dropdown menu labeled "Identifiers". Instruction: "If the item has any identification numbers or codes associated with it, please enter the types and the actual numbers or codes."

# STEP 7 - Metadata Submission Form



8. Field TYPE: Choose the appropriate type of the uploaded material from the dropdown list

9. Field LANGUAGE: Select the language of the material

10. Field LEAD SUPERVISOR AND CO-SUPERVISORS: Enter the lead supervisor`s and co-supervisor`s name in separate fields (Last name, first name).

\*add more fields if needed

11. Field SUBJECT KEYWORDS: add at least 3 main keywords describing the material (Use Title Case Capitalization)

12. Field ABSTRACT: Provide an abstract of the submitted material

Type \*

Select the type of content of the item.

[+ Add more](#)

Language

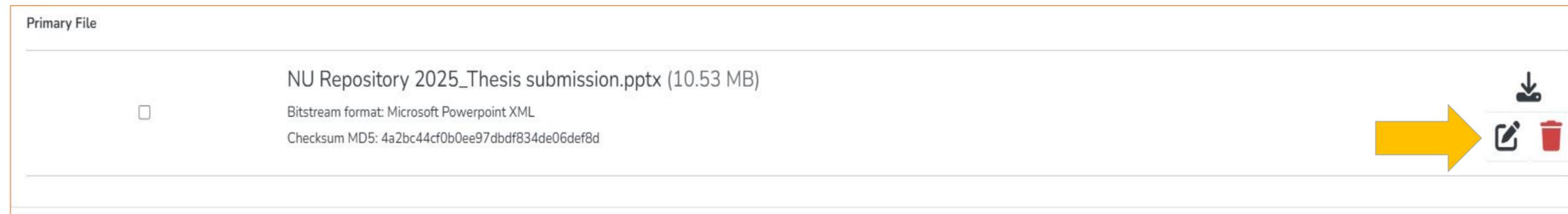
Select the language of the main content of the item. If the language does not appear in the list, please select 'Other'. If the content does not really have a language (for example, if it is a dataset or an image) please select 'N/A'.

Lead Supervisor and Co-Supervisors (Applicable for PhD and Master's Theses)

Lead Supervisor and Co-Supervisors (Applicable for PhD and Master's Theses)

[+ Add more](#)

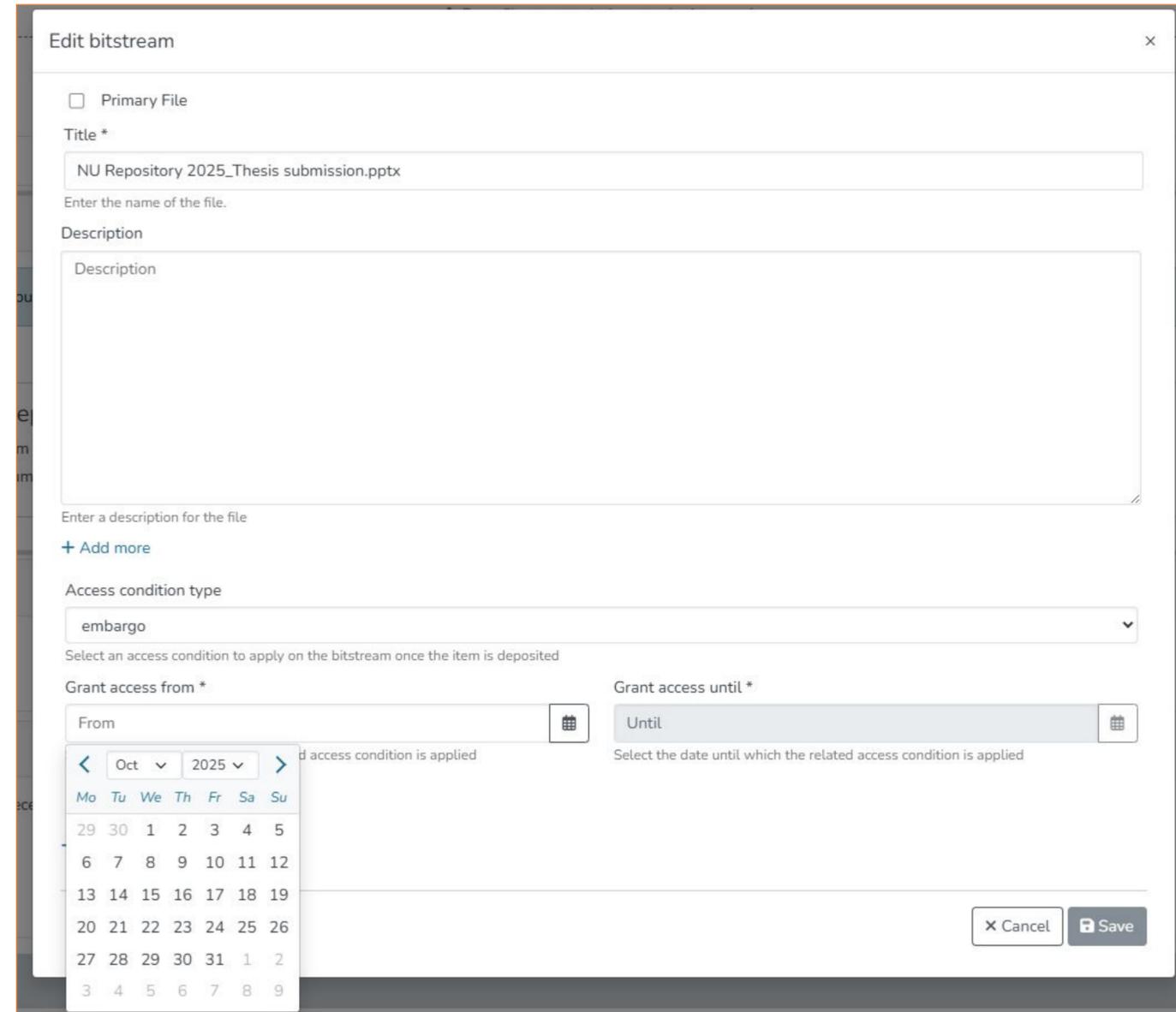
# STEP 8 - Editing the Uploaded File



Field UPLOAD FILES: This part allows editing of the description and type of access for the uploaded file. Click on editing icon as shown

# STEP 9 - Editing the Uploaded File

13. Field TITLE: Please indicate the title of the file
14. Field DESCRIPTION: Please type in manually the type of the material (e.g. Master`s thesis, Article, Dataset etc.)
15. Field ACCESS CONDITION TYPE: Please choose one of the following types of access to your file.
  - **Open access**
  - or
  - **Embargo** and then enter the end date of embargo
16. Once you are done, save it.



**Edit bitstream**

Primary File

Title \*

NU Repository 2025\_Thesis submission.pptx

Enter the name of the file.

Description

Description

Enter a description for the file

[+ Add more](#)

Access condition type

embargo

Select an access condition to apply on the bitstream once the item is deposited

Grant access from \*

From

Grant access until \*

Until

Select the date until which the related access condition is applied

Oct 2025

Mo	Tu	We	Th	Fr	Sa	Su
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

# STEP 10 - Creative Commons License

17. Field CREATIVE COMMONS LICENSE: From the drop-down list, select the Creative Commons license type.
18. Review the terms of the License agreement before submission. Click the corresponding button.
19. Check the box at the bottom of the page to grant the License.
20. Once you are done with editing, you can save it and complete it later or finish the submission by clicking DEPOSIT.

**NOTE:** The submitted materials will be processed only upon receipt of the signed original license agreement in hard copy, which must be submitted to the Library Research Support Office, Block 5, Room 5e.323.

After your submission is reviewed by the repository administrators, it will be approved, published and you will receive a notification from the repository.

### Creative commons license

Creative Commons

Allow commercial uses of your work? [?](#)

Yes  
 No

Allow modifications of your work? [?](#)

Yes  
 ShareAlike  
 No

Jurisdiction of your license [?](#)

United States ▾

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### Deposit license

The submitted materials will be processed only upon receipt of the original license agreement in hard copy, which must be submitted to the Library Research Support Office, Block 5, Room 5e.323.

I confirm the license above  
You must accept the license



# Contact Us



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