

DEPOSITING THE ELECTRONIC VERSION OF YOUR MASTER THESIS IN DI-FUSION – STUDENT’S GUIDE

1	<i>Context of the deposit of Master Theses in DI-Fusion</i>	1
2	<i>How to deposit a Master Thesis in DI-Fusion</i>	2
2.1	How to sign in to My DI-Fusion	2
2.2	Submission steps	2
2.2.1	Homepage	3
2.2.2	Description of the master thesis: Describe screen	3
2.2.3	Upload the file(s): Upload Screen	5
2.2.4	Checking : Check screen	6
3	<i>Contacts</i>	7

1 CONTEXT OF THE DEPOSIT OF MASTER THESES IN DI-FUSION

In the context of travel restrictions related to the coronavirus, both for university staff and for students, the deposit of Master Theses in printed format for the use of jury members is replaced by an electronic deposit.

The deposit of electronic Master Theses in the “*Mémoires virtuels*” collection, integrated into the My DI-fusion platform is a **temporary solution for depositing, storing and making Master Theses available to evaluators in electronic format**.

At this stage, there is no provision for any flagging of the Master Theses deposited in this context, nor for the dissemination of their contents by electronic means. The issue of electronic dissemination of those Master Theses must be the subject of analysis and decisions in the appropriate bodies of the university.

The solution proposed here, however, includes a **license** by which the author can already decide on the future dissemination of his or her work.

WHO CAN DEPOSIT?

Students who are required to submit a Master Thesis or a Preparatory Work to the Master Thesis (hereafter referred to as Master Thesis to designate either of these documents), during the current academic year, can deposit it in the collection "*Mémoires virtuels*". Students must be regularly registered at the Université libre de Bruxelles and have an active NetID¹.

WHAT CAN YOU DEPOSIT?

The Master Thesis may consist of one or more files. The PDF format is to be favoured as it limits compatibility and readability problems. Appendices can be added, and these be in various formats (.ppt, .jpg, .avi, .xlsx, etc.).

WHEN DO YOU HAVE TO DEPOSIT?

For the precise date by which you must submit your Master Thesis, please refer to the deadlines set by your Faculty or Department.

2.1 HOW TO SIGN IN TO MY DI-FUSION

To sign in to My DI-fusion, go to <https://difusion.ulb.ac.be> then click on "My DI-fusion" and Enter your ULBID and related password.



Access to My DI-fusion

If you are unable to sign in to My DI-fusion, please contact the DI-fusion team (di-fusion@ulb.be) specifying the error message obtained / attaching a screenshot illustrating the problem.

All the steps for depositing the Master Thesis are available in French and English. By default, DI-fusion will be displayed in French. You can switch from one language to the other via the icon at the top right of the DI-fusion encoding interface.

2.2 SUBMISSION STEPS

For your submission to be complete and ready for approval, you must:

- Enter the compulsory bibliographic information: faculty, title of the diploma, title, date of defense (the academic year is automatically deducted from the date of defense), language.
- Upload at least one file corresponding to your complete Master Thesis.

¹ More information about ULBID : <https://support.ulb.be/fr/web/support/-/gu-est-ce-que-l-ulbid->

2.2.1 HOMEPAGE

On this screen, you will find the following sections:

"Your references to be completed"

Your fully submitted Master Thesis will remain in this section until it is approved by your faculty's thesis administrator. After approval, it will be moved to the section "*Submitted bibliographic references*".

"Submitted bibliographic references"

This section includes the Master Thesis once it has been validated.

To start the submission, click on « *Submit your Master Thesis* » or « *Submit your Preparatory work of the Master Thesis* ».



If you don't see these buttons, you **MUST** choose *Mémoires virtuels*. On top of the screen, click on the arrow to the right of *Collection* and select *Mémoires virtuels*:

Collection:	Université libre de Bruxelles
Série/Ecole doctorale :	Université libre de Bruxelles
	Mémoires virtuels

You should then access the buttons allowing you to submit a Master Thesis. If this is not the case, send an email to di-fusion@ulb.be.

2.2.2 DESCRIPTION OF THE MASTER THESIS: DESCRIBE SCREEN

This step allows you to enter the bibliographic information of your Master Thesis. The **data required to validate this step are preceded by a red ***.

PUBLISHER: the name of the institution and location of defense are pre-filled. You can change the *Location of the defense*. Please choose your *Faculty or Department*.


*Publisher	
*Institution's name:	Université libre de Bruxelles
*Location of the defense:	Bruxelles
*Faculty or Department:	

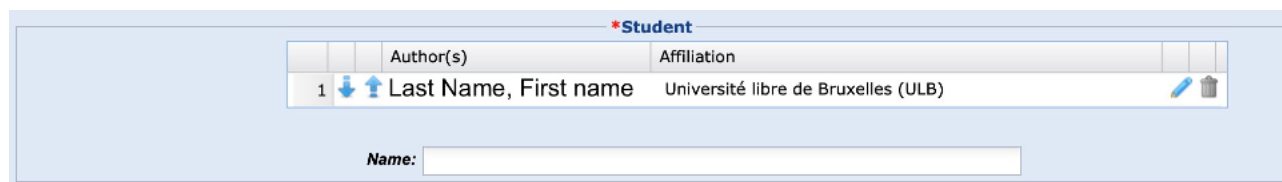
TITLE OF DIPLOMA: choose the title of your diploma from the drop-down menu. This is the name of the Master in which you are enrolled.

*Title of Diploma	
*Title of Diploma:	

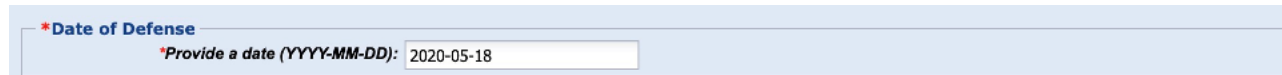
TITLE: complete title of your Master Thesis. Subtitle is optional.

*Title	
*Principal title:	
Subtitle:	

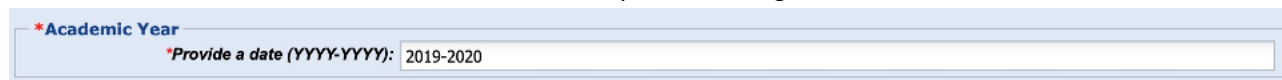
STUDENT: the name is pre-encoded. If you have deleted the name, you can enter the first few letters of your name to select it from the list². By clicking on the  icon, you can view your details³. The email address comes from the ULB database; it is possible to modify it. It is at the mentioned email address that you will receive the messages related to the deposit of your Master Thesis in My DI-fusion.



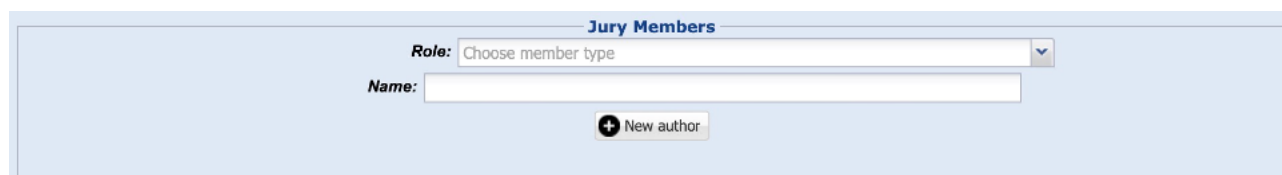
DATE OF DEFENSE: enter the date of your Master Thesis defense in the form YYYY / MM / DD. **If you do not know the date yet, indicate the date of the day you deposit your Master Thesis:** the faculty administrator will correct this date.



ACADEMIC YEAR: this field will be filled in automatically after entering a defense date.



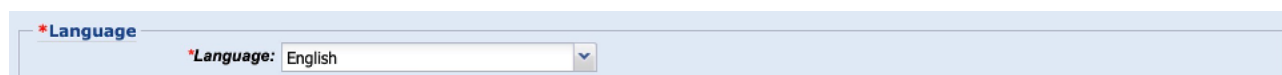
JURY MEMBERS: select the **role of the Jury member** (President, Promoter, Co-Promoter, Jury Member), then **enter the first letters of the Jury member's name** and **select it from the list**. If the Jury member does not exist in the database, click on "New author".



Important :

1. In My DI-fusion, all persons who have ever worked at ULB retain the affiliation "Université libre de Bruxelles (ULB)": in case of homonymy for a member of your jury, always give preference to the person identified as belonging to the ULB unless you are certain that this person has never worked at the ULB.
2. You must assign a valid email address to each member of your jury: it is from the Master Thesis submitted in My DI-fusion that the jury members will receive an email containing the link(s) of the file(s) that you will have associated with your Master Thesis.

LANGUAGE: main language of your Master Thesis.



CO-SUPERVISION INSTITUTION (OPTIONAL): University name, Faculty name, Department Name and Title of Diploma of the co-supervision Institution.



² Faculty of Medicine: If you have deleted the name, you have to restart the encoding of the whole reference

³ The personnel number associated with your name is an internal system number and should be ignored. You can check if your registration number is correct by going to the My Profile / Identifiers menu.

NOTE (OPTIONAL): you can mention any additional information here.

NUMBER OF PAGES/VOLUMES (OPTIONAL): indicate the number of pages and volumes.

KEYWORDS (OPTIONAL): you can enter keywords to improve the discovery of bibliographical / Master Thesis references when these will be made available. Use one keyword or phrase per field. These keywords should preferably be introduced in both French and English.

ABSTRACT (OPTIONAL): Master Thesis Abstract.

When you have entered all the information about your Master Thesis, click **Next** to go to the next step or **Cancel** to return to the homepage (+save).






2.2.3 UPLOAD THE FILE(S): UPLOAD SCREEN

(1) Indicate the type of file (filled in by default): choose the type of file "Full text for the whole work, or part of the work" for the Master Thesis. Other file types are available, to see them, click on the "All file types" check box, and on the arrow to the left, to choose the file type that suits you.

(2) Select the file you want to download from your hard drive via the "Browse" button (or another term depending on your computer's operating system and language).

(3) Select the maximum level of access that you allow for this file. Regardless of the access option you choose, **after validation by your faculty administrator, jury members will receive an email with a link to download each file.**

The different types of access to the file(s) proposed are:

-  **Open Access [Internet]:** consultation by everyone on the Internet; possibility to indicate an embargo period during which access is blocked and beyond which the file becomes accessible via the Internet.
-  **Restricted Access [Intranet ULB]:** consultation only by members of the ULB community. This is recommended if the Master Thesis includes reproductions of images, texts and / or any other work protected by a copyright belonging to a third party, whose authorization for reproduction and communication has not been obtained. Ability to indicate an embargo period during which access is blocked and beyond which the file becomes accessible via the Intranet
-  **No Access:** accessible by yourself during the validity of your registration at the ULB, and to the administrators of the Faculty. Public consultation will not be permitted.

All the files uploaded by you will be included in the *License*, which will mention the accesses you have chosen for each file. You are free to give access or not to your Master Thesis and its possible appendices.

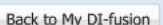
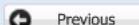
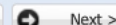
NB: The ULB reserves the right to restrict the terms of access according to the rules established by the academic authorities.

(4) ! Save your upload ! 

(5) Your file now appears in the left column.

If you have multiple files, you must repeat the above operations.

When you have entered the information of your Master Thesis, click **Next** to go to the next step, **Previous** to return to the description screen or **Back to My DI-fusion** to return to the homepage (+save).

Remarks :

- The name of the files that you upload to DI-fusion must not contain any space, special character, accented character. The system will reject any file not compliant with these rules: if an error message is displayed, rename the file by deleting all spaces, special or accented characters, then upload it again.
- You can choose the copyright to apply to your work. The *Creative Commons* Licenses enable you to share your work by clearly stating the limits of permitted uses. By default, the copyright status is set to “*Protected*” by “*Certain uses permitted by “université libre de Bruxelles”*”.

2.2.4 CHECKING : CHECK SCREEN

This page allows you to review the information you have entered to describe your document. If you find any errors, you can make the necessary corrections by clicking on:



You can also modify your file (access, copyright, etc.) by clicking on:



Before validating, you must check the following boxes:

By depositing this (these) file(s), I accept the rules and conditions of deposit and I grant ULB a non-exclusive license to reproduce and communicate this (these) file(s).
[Read the terms and conditions of deposit.](#)

If the Master thesis or preparatory work is also submitted in paper form (or on any other physical medium), I undertake to ensure that it is identical to the electronic version submitted online on this platform.

RESUME THE SUBMISSION

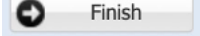
You can continue to connect to the encoding interface of My DI-fusion and complete or modify your data, as long as you have not yet completed the submission of your Master Thesis and the defense date has not passed. Your Master Thesis has not yet been approved at this stage by the Master Thesis administrator of your Faculty or Department.

If you have fully submitted your Master Thesis, and you realize that you need to make changes before your Master Thesis is approved, contact the master Thesis administrator of your Faculty or Department: he / she can make these modifications.



Once your Master Thesis has been approved by the Master Thesis administrator of your Faculty or Department, it will no longer be possible to make changes, as this is the official and final version of your thesis.

DEFINITIVE SUBMISSION OF YOUR MASTER THESIS

To complete the submission of your Master Thesis, you must click on the  button. The system will ask you to confirm that you wish to complete the submission of your Master Thesis: click **Yes** if you have nothing more to modify; click **No** otherwise: you can resume the submission at another time.

When you have validated the submission of your thesis in My DI-fusion, you will receive an automatic email (in CC: your Faculty) informing you that your Master Thesis has been submitted. If you do not receive this confirmation, contact the DI-fusion team at di-fusion@ulb.be.

Your fully submitted Master Thesis will remain in the *"Your references to be completed"* section until it is approved by your faculty's thesis administrator. After approval, it will be moved to the section *"Submitted bibliographic references"*.

MASTER THESIS APPROVAL

After Your Master Thesis has been successfully defended, the Master Thesis administrator of your Faculty or Department will approve your thesis.

As a reminder, there is no provision for any flagging of the Master Theses deposited in this context, nor for the dissemination of their contents by electronic means. The issue of electronic dissemination of those Master Theses must be the subject of analysis and decisions in the appropriate bodies of the university.

3 CONTACTS

For more information on how to submit your Master Thesis, please contact the Master Thesis administrator of your Faculty or Department.

For all your technical problems or if you need help with depositing your thesis, contact the DI-fusion team at di-fusion@ulb.be.

