

Submitting an electronic thesis in DI-fusion

Guide for PhD students

Table of contents

1. Introduction	1
1.1 DI-fusion, the institutional repository of the ULB	1
1.2 Brief history of the doctoral thesis's deposit since 1991	2
1.3 The advantages and benefits of DI-fusion	2
2. Submission procedure: how-to guide for encoding	3
2.1 Preparing your PhD thesis.....	3
2.2 Authentication to DI-fusion	4
2.3 Steps of the encoding procedure.....	4
2.3.1 Home page	4
2.3.2 Choice of the document type	5
2.3.3 Description of the thesis: Description heading.....	5
2.3.4 Uploading the files: Uploading heading.....	7
2.3.5 Verifications: Check screen.....	7
3. Contact persons	9

1. Introduction

1.1 DI-fusion, the institutional repository of the ULB

DI-fusion (<https://difusion.ulb.ac.be>) is the tool ULB uses to reference its scientific production; it constitutes the university's academic bibliography and aims at collecting an electronic version of every publication and research paper written by ULB professors and researchers. The goal of this repository is to collect these documents for purposes of research and teaching, institutional archiving and communication to the public.

DI-fusion is an “open archive” available online for free. The documents contained in DI-fusion are, insofar as possible, available in full text and open access. Access to these documents in DI-fusion is open to the public with copyright rules respected: full internet access, restricted access via ULB’s Intranet, or blocked content.

1.2 Brief history of the doctoral thesis’s deposit since 1991

On June 10th, 1991 the Board of Directors decided to make it mandatory to hand in a paper copy of every doctoral thesis to the Archives & Library department (*later in this document : A&B*). In October 2012, the Research Council imposed on all PhD students having defended their thesis publicly on a date subsequent to December 31st, 2003 to fill in a thesis description form which included an abstract, and to upload at least the thesis’ table of contents. From September 17th, 2007 on, the Board of Directors explicitly required all PhD students having successfully defended their thesis to describe their thesis and upload the full text to Bictel/e and to permit full or partial access to it and to provide at least ULB’s Intranet access to its table of contents. From September 15th, 2015 on, the electronic thesis becomes the official, definitive and authentic document and must be archived in DI-fusion (not in Bictel/e anymore); the paper copy is no longer preserved by the University.

Public defense date	Thesis in paper format	Thesis in electronic format
1991-2004	Mandatory deposit in the Libraries	Optional deposit
2004-09/17/2007	Mandatory deposit in the Libraries	Mandatory deposit of the thesis description and at least the table of contents.
09/17/2007 - 09/14/2015	Mandatory deposit in the Libraries	Mandatory deposit of the description, and the thesis’ full text. ULB’s Intranet access to the table of contents at least.
Since 09/15/2015	No more deposit in the Libraries	Mandatory deposit of the description, and the thesis’ full text. ULB’s Intranet access to the table of contents at least.

The positive outcomes of the initiative are valorization of our scientific production, greater visibility and increased promotion of research at a worldwide level. Ease of access as well as rapidity of diffusion through internet **substantially broadens the document’s potential public**. Additionally, having a comprehensive inventory of all doctoral theses is of capital importance to the institution itself in terms of its funding.

1.3 The advantages and benefits of DI-fusion

Referencing: The encoded publications build up the University’s official academic bibliography, which is used for the diffusion of research results and evaluation.

Visibility: The deposited documents are accessible in full text and are indexed by search engines, thus boosting their impact both nationally and internationally.

Durability: The documents deposited in Open Access are archived in the preservation network SAFE-PLN (www.safepln.org).

Ease of use: Encoding publications in DI-fusion enables multiple uses such as automatic extraction of publication lists which are compatible with CV-ULB, FNRS, and for integration in web sites.

2. Submission procedure: how-to guide for encoding

2.1 Preparing your doctoral thesis

For each thesis present in DI-fusion, you must encode bibliographical information (name, title, abstract, keywords, and jury members) and deposit one or more files containing the full text of the thesis.

When to deposit in DI-fusion?

The day you hand in your thesis at the faculty secretarial office, the administrator of thesis in your faculty will inform you about the proper depositing procedure in DI-fusion. **By decision of the Board of Directors**, all PhD students **must obligatorily deposit, no later than one day before the public defense of their thesis**, the description and the full text of their thesis in DI-fusion, and are to at least provide access to its table of contents (public access or limited access to the ULB's Intranet). As for access to the rest of the thesis, you can choose between several options (public access, limited access to ULB's intranet or blocked access, with an embargo date or forever). **The Rector will not sign your diploma** if your thesis has not been encoded in DI-fusion.

At the moment of the final submission of your thesis in DI-fusion, you will be invited to download the document "*Electronic thesis deposit - Non-exclusive license for reproduction and communication to the public*", hereafter called *Contract*. You have to print, fill in and sign this contract, ask your supervisor(s) to sign it, and hand it in to the administrator of thesis in your Faculty/School/Institute.

The administrator of thesis in your faculty will verify the conformity of the deposited thesis in DI-fusion before stamping the contract, and then add the contract in blocked access to your thesis.

A special lay-out?

No particular style sheet is required, except, since the 2018-19 academic year, the mandatory use of the faculties' cover pages templates. For more information, please see <https://portail.ulb.be/fr/recherche/doctorat/mon-parcours-doctoral/page-de-couverture-de-la-these-de-doctorat>

What version do you have to deposit?

The electronic version of your thesis to be uploaded in DI-fusion must be the version presented during the public defense; it may contain *addenda* required by your jury, and may thus differ slightly from the paper version handed in before the private defense. The electronic version deposited in DI-fusion will be the official and final version of your thesis.

Required PDF format

The PDF format is required in order to allow easy access to the text. Using **Adobe Acrobat** for the conversion of text documents into PDF format will also allow you to protect your file, (for instance against printing).

2.2 Authentication to DI-fusion

In some cases, you may already have used DI-fusion as part of your PhD, for instance to encode publications or to extract your publication lists compliant with FNRS or CV-ULB formats. The log-in procedure to DI-fusion is identical as the one you used in that context.

If you have never used DI-fusion, go to: <https://difusion.ulb.ac.be> then click on “My DI-fusion” and enter your ULBID and related password.

2.3 Steps of the encoding procedure

In order for your encoding to be complete and ready for approval, you must:

- Encode all mandatory bibliographical information required (last name, first name, title, abstract, keywords)
- Upload at least:
 - One PDF file of the type “**Table of contents**” (with public access or limited access to the ULB’s Intranet)
 - One PDF file of the type “**Full text for the whole work, or for a work part**” in public access (internet) or access limited to ULB’s Intranet or blocked (“Not visible” = for your eyes only).

The “*Full text for the whole work, or for a work part*” files and the “*Table of contents*” **must together constitute the complete thesis**.

The steps to follow in order to encode a doctoral thesis in DI-fusion are similar to the encoding steps for other types of publications. Guides are available on the pages of the website dedicated to DI-fusion: <https://bib.ulb.be/fr/documents/di-fusion/encoder/guides> (in French).

2.3.1 Home page

On this page, you will find the following sections:

“Your references currently under submission”

This section shows the references on which you’re currently working, without having yet finished the submission process. These may be new references, or old, already submitted references which you are editing (for instance to add a file, etc.).

Exception: your fully submitted doctoral thesis remains under this section until it is approved by the administrator of thesis in your faculty. After approval, it will move in the “*Your references in DI-fusion*” section.

“Your references in DI-fusion”

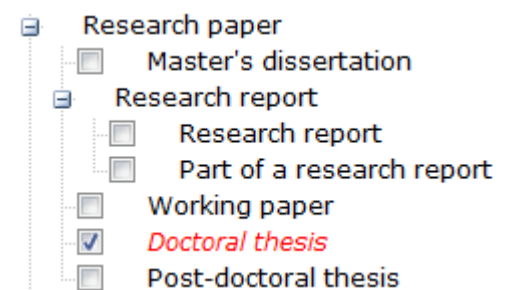
This section lists the references submitted in DI-fusion of which you are author. If one of your co-authors is editing one of these references, you will not be able to edit it at the same time; the pencil icon will appear grayed.

To begin the encoding procedure of your thesis, click on “*New reference*”.

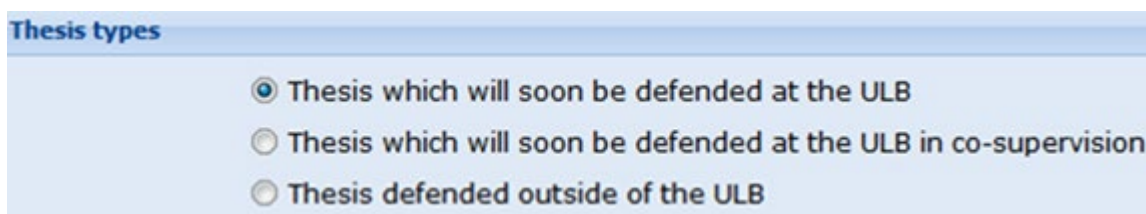


2.3.2 Choice of the document type

This screen allows you to choose the document type you are about to encode in DI-fusion; in the present case, select “*Doctoral Thesis*”.



A second menu proposes the choice of the thesis type you are about to encode.




Choose between “***Thesis which will soon be defended at the ULB***” or, if appropriate, “***Thesis which will soon be defended at the ULB in co-supervision***”.

2.3.3 Description of the thesis: Description heading.

This step allows you to encode the bibliographical information of your thesis:

Title: Complete title of your thesis.

Other Title (optional): If necessary, encode the title of your thesis in another language.

PhD Student: Type the first letters of your name and select it in the drop-down list. If your name doesn't appear in the list, please contact the DI-fusion team: di-fusion@ulb.be. By clicking on the icon , you can display your personal details. The referenced e-mail address is derived from the ULB's database; it


is possible to modify it. It is at this address that you will receive the messages related to the deposit of your thesis in DI-fusion.

Title of Diploma: Choose the appropriate diploma from the drop-down menu.

Date of Defense: Enter the date of the public defense of your thesis following the YYYY/MM/DD format. You must enter a complete date in the future.

Academic year: This field will be filled in automatically once you have encoded your date of defense.

Language: Main language used in the thesis.

Jury members: Encode the names of jury members for the defense of your thesis and specify the role of each one (President, Supervisor, Co-supervisor, Jury member). All members of the jury need to have a valid e-mail address because they will receive a confirmation that your thesis was defended successfully. If a member of the jury has no valid e-mail address in DI-fusion, it is possible to add one by editing the information (to do so, click on the  icon).

CRefs list: Choose one or several research domains corresponding to your document. To do so, choose a word that is representative of your research field in order to display the CRefs codes describing your publication. If your thesis focuses particularly on one or more research areas related to gender studies (study on women, sociology of family, stereotypes, discrimination, LGTB, etc.), please select among others the CRef code 5358 – Etudes-femmes. If your publications belong in majority to the same field of research, you can define up to 5 CRefs codes which will be added automatically in the “CRef list” field during your references encoding procedure.

Publisher: Name of the institution, place of defense and Faculty/School/Institute.

Co-supervision Institution: (this field only appears if “Thesis which will soon be defended at the ULB in co-supervision” was chosen): Name of the University, Faculty and Department and the title of the degree at the co-supervision institution.

Statement(s) (optional): This field is optional and repeatable. It can be used for instance to mention other universities who have contributed to the thesis, funding sources, etc.

Number of pages/volumes (optional): Indicate the number of pages and the number of volumes.

Keywords: To allow for greater ease of access to the thesis, it is advisable to introduce keywords (words or expressions describing your thesis) different from those already present in the summary or title. Use one keyword or expression per field. These keywords will preferably be introduced both in English and in French.

Abstract: It is advisable to encode the thesis abstract not only in English but also in French. This will increase the probability of your thesis being flagged up as a result of a search, initiated in one or the other language, for example in Google Scholar.

For additional information about search engine indexing, please consult the following news: <https://bib.ulb.be/version-francaise/actualites/actualites-di-fusion/vos-references-de-di-fusion-accessibles-dans-google-scholar>.




Note (optional): Any additional information can be added here.

Identifiers (optional): If your document has been attributed an identifying number or unique code, then add this identifier in this field.

2.3.4 Uploading the files: Uploading heading

When uploading a file, you also have to choose its access type. These accesses will automatically be mentioned in your *Contract*. Remember that **you are required to deposit your entire thesis for archiving purposes**. At least the table of contents must be accessible: internet access or limited access to the ULB's Intranet. You can choose whether or not you give access to the rest of your thesis.

The different access types you can choose from for your file(s) are:

-  **Open Access [Internet]**: Gives open access to the deposited file
-  **Restricted Access [Intranet ULB]**: Limits the access to the deposited file to the ULB community
-  **No access**: Blocks all access to the file; only you will be able to access it.

It is also possible to opt for different access types for different parts of your thesis. For instance, free access can be provided to the table of contents while the rest of the thesis is blocked, but you can also provide free access to one part of your thesis and limited access to ULB's Intranet for another part.

Should you opt for different access types, you may, **in addition of the complete thesis file**, add files corresponding to the chapters you want to open the access.

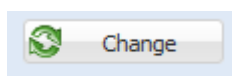
All the files you deposited by you will be included in the *Contract* with mention of their respective access types.

Remarks:

- The name of the files to be deposited in DI-fusion cannot contain any space, special character, accented character. The system will reject any file not compliant with these rules: if an error message appears, rename the file and delete all spaces, special or accented characters, and resume the upload procedure.
- Embargo period: Period during which you block access to the publication. At the end of this period of time, the access type will automatically switch accordingly to the chosen option (Internet or ULB's Intranet).
- You can choose the chapters of your thesis to which you give access. The *Creative Commons* Licenses enable you to share your work with clear and explicit terms of use. The use of a "Non-commercial" license will protect you against pseudo-scientific publishers who could try to take hold of your text and publish it for commercial purposes. For additional information about licensing click on: <https://dipot.ulb.ac.be/dspace/help/#upload>.

2.3.5 Verifications: Check screen

This page allows you to review the information you provided to describe your document. Should you find errors, you may correct them by clicking on this button:



Resume the registration procedure

You can continue to log into 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 thesis and that:

1. The date of your public defense is not exceeded
2. The thesis has not yet been approved by the administrator of thesis in your faculty.

If the submission of your thesis is completed and provided that the above stated conditions are still valid, but you notice that some changes need to be made to your thesis before it is approved, contact the administrator of thesis in your Faculty/School/Institute. He/she can make the necessary changes, or erase the preceding deposited version of the thesis and you will be able to start a new encoding procedure.

Beware: once your thesis has been approved by the administrator of thesis in your faculty **it is no longer possible to modify it** because the deposited version is the official and final version of your thesis.

Final submission of the thesis

To finalize the submission of your thesis, you have to click on the “Finish” button. The contract will be displayed in a new tab: you have to download, print, complete, sign contract, ask your thesis supervisor(s) to sign it as well, and hand it in to the administrator of thesis in your faculty.

Approbation of your thesis

After the successful public defense of your thesis, the administrator of thesis in your faculty will add a stamp to your Contract and will attach it in blocked access to your thesis and will approve your thesis in DI-fusion.

Remark: if you have misplaced the Contract, it is possible to download it again at any point in time after the complete submission of your thesis: on the home page of *My DI-fusion*, click on the title of your

thesis, then on the  button.

Should any imperative change still need to be made, please contact the DI-fusion’s thesis administrator: Cécile Gass, 02/650.47.39, cecile.gass@ulb.ac.be.

When your thesis becomes visible in the [DI-fusion search interface](#), an e-mail will automatically be sent to you, the jury members, the Rectorate secretariat and the Teaching Department.

3. Contact persons

If you have any questions regarding the submission procedure, you can contact the thesis administrator of your Faculty, School, or Institute.”

- **Faculty of Letters, translation and communication**
Sandie Delnoy - 02 650 21 32 sandie.delnoy@ulb.be
- **Faculty of Philosophy and social sciences**
Catherine Frenay - 02 650 46 30 catherine.frenay@ulb.be
- **Faculty of Law and Criminology**
Valérie Thomas - 02 650 22 63, valerie.thomas@ulb.be
- **Solvay Brussels School of Economics and Management**
Anne-Marie Notarianni – 02 650 38 38 Anne-Marie.Notarianni@ulb.be
Anne-Lise Remy – 02 650 66 01 Anne-Lise.Remy@ulb.be
- **Faculty of Psychological and Educational Sciences**
Benoit Bolliandi, doctorat.fspe@ulb.be
- **Faculty of Sciences**
Iustina Procop - iustina.procop@ulb.be
- **Faculty of Medicine**
Catherine Leclercq - 02 555 64 58, catherine2.leclercq@ulb.be
- **Faculty of Architecture (La Cambre-Horta)**
Valérie Peclow - 02 639 24 60, valerie.peclow@ulb.be
- **Brussels School of Engineering**
Lucyna Mudyn - 02 650 53 63, lucyna.mudyn@ulb.be
- **School of Public Health**
Blandine Martin - 02 555 40 88, doctorat.esp@ulb.be
- **Faculty of Pharmacy**
Frédéric Charles - 02 650 53 36, frederic.charles@ulb.be
- **Faculty of Motor Sciences**
Anne Moncousin - 02 555 33 58, anne.moncousin@ulb.be

For further questions about legal considerations relating to intellectual property issues, contact: Fiona Demeur (Research Department), 02 650 29 62, fiona.demeur@ulb.be

For further questions regarding the encoding process, contact: Cécile Gass (Library and Scientific Information Department - DBIS) - 02 650 47 39, cecile.gass@ulb.be.