UMIT

private universität für gesundheitswissenschaften,
medizinische informatik und technik

the health & life sciences university

Guideline – Thesis Submission

(As per decision of UMIT's Senate on 08.05.2012;
last amended by the Senate on 13.11.2012)

I have enclosed the following necessary documents:
(Please confirm by ticking ☒ the respective boxes)

1. ☐ 1 bound copy for publication in the library

2. ☐ 1 bound copy for archiving by Study Management

3. together on **one** CD/DVD (**file naming in accordance with the specifications**):

    a) ☐ 1 digital copy (PDF/A) for archiving by Study Management
    b) ☐ 1 digital copy „SUMMARY" (PDF/A): title / author / abstract in German and English for publication in the library's OPAC system
    c) ☐ 1 digital copy „CURRICULUM VITAE" (PDF/A): tabular curriculum vitae

4. ☐ Signed declaration: A declaration by the applicant stating that he/ she has written the submitted thesis on his/ her own and has not used any other sources than the ones referred to in the thesis (author's declaration). Has to be **bound with the thesis (last page) and signed in original**.

5. **Only** valid for doctoral theses:

    ☐ 1 additional bound copy for the supervisor
    ☐ 2 additional bound copies for the reviewers
    ☐ additional form „Request for Admission to the Doctoral Procedure" (recommendations for reviewers have to be agreed on with the supervisor and must be stated. For further information on the submission of doctoral theses „Dr.phil." please refer to the *Implementation Rules of the Doctoral Regulations*).

6. ☐ A favorable opinion from RCSEQ or a vote of approval by the Ethics Committee is attached.

7. The oral final examination (colloquium/ defense) is the last examination. Besides, I have successfully completed all course examinations required by the curriculum of my studies:

    ☐ YES
    ☐ NO   (not all course examinations have been completed)

I hereby confirm that I submit my thesis in compliance with the regulatory framework.

_____   _____

DATE   Student's Signature

ANNEX

Ad 3.) Specification - file names and format:

Pt. a: Surname_First name_matriculation number.pdf
    ex.: Doe_John_1112223.pdf

Pt. b: Surname_First name_matriculation number_KF(KF=Kurzfassung=summary).pdf
    ex.: Doe_John_1112223_KF.pdf

Pt. c: Surname_First name_matriculation number_CV(Curriculum vitae).pdf
    ex.: Doe_John_1112223_CV.pdf

All files have to be saved in PDF/A format on the CD/DVD – see instructions

Information:

o The above mentioned documents shall be submitted collectively to UMIT's Study Management Office.

o Specification for the bound copies: hardcover, first name and surname have to be imprinted on the spine, otherwise design freely selectable.

o The 1st page of the thesis is the title page – for templates please refer to:

https://www.umit.at/page.cfm?vpath=studien/studienmanagement/formulare--informationen;

The 2nd page of the thesis for BSc/MSc study programs as well as university training courses is the supervisor's confirmation – for templates also refer to:

https://www.umit.at/page.cfm?vpath=studien/studienmanagement/formulare--informationen;

o Generally, a summary of the thesis will be entered into the library's OPAC system (summary = title/ author/ abstract in German and English). The full text version will be published in OPAC only with the written approval of the head of the respective department.

o **Please note that a thesis will only be regarded as "submitted" to Study Management once all items have been fulfilled.**

INSTRUCTION PDF/A

In order to ensure that theses in digital form, i.e. the submitted PDF files will be usable also in the future, PDF documents shall be created according to the PDF/A standard. PDF/A is an electronic document file format based on PDF that provides a mechanism for representing electronic documents in a manner that preserves their visual appearance over time, independent of the tools and systems used for long-term preservation.

The PDF/A standard provides:

- all fonts have to be embedded in the PDF document.
- transparent objects are forbidden.
- make sure that the metadata such as author, creation date are included in the file.
- make sure the PDF is not password protected.

Creating a PDF/A file can easily be done with almost any program adapted for generating PDF files, but it is necessary to ensure the correct setting of Options.

Create PDF/A from Word 2007:

For this purpose the plugin "SaveAsPDF" is required. If it is not installed, it can be downloaded free from charge from the Microsoft website. Then you can start creating the PDF/A files as follows:

- click "Save as"
- choose "PDF" as file type (if there are two menu items „PDF" and „PDF or XPS", choose the latter.)
- In "Options" make sure that the "ISO19005-1-compliant (PDF/A)" check box is selected.

Attention: If then the newly created PDF file is opened in Acrobat/Adobe Reader (this will happen automatically if the "Open file after publishing" checkbox is active) a blue bar comes up indicating that you are viewing the document in PDF/A mode.

(Other options for converting Word to PDF, also PDF/A, are PDF Creator and Ghostscript.)

Create PDF/A from Open Office/Libre Office:

- click "Export as PDF"
- an Options window pops up; make sure that the PDF/A check box is selected.
  (pre-selected in case of the tested Open-Office-Version 3.2.0)

Create PDF/A from PDFLaTeX:

For a good description including examples please refer to:
http://support.river-valley.com/wiki/index.php?title=Generating_PDF/A_compliant_PDFs_from_pdftex
Please note: It is essential to download the linked file PdfA-supp.zip which is at the end of the section "Introduction"; it includes auxiliary files which are needed for the successful conversion of the examples as well as one's own PDF/A documents.