

# GUIDE for Thesis

The university library has been building the repository of the university called MIDRA (Hungarian short name for Digital Repository of Miskolc University) since 2006. The university repository is the „shopwindow” for all the intellectual work at the university. The special collection of MIDRA is the Thesis (Szakdolgozatok).

## Uploading:

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1. The <http://midra.uni-miskolc.hu> page, select **Feltöltés** (Upload) in menu.
2. First you have to choose a *collection* (**Szakdolgozatok** = Thesis), because every collection has a different form to fill in.



3. Then you have to **select the file** from your computer to upload.

In the database the text files are stored in PDF format and all joint attachments as ZIP files.

The name of the files may not contain diacritic letters, spaces and brackets. The file must be named after his creator: family name\_first name\_year of submitting\_Neptun code dot extension

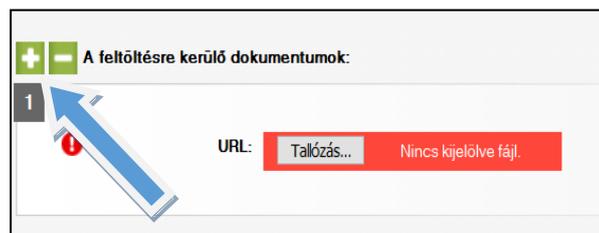
Examples:

Karl May (Neptun code: AL3K69) can upload his thesis, submitted in 2016, with the following file name:  
May\_K\_2010\_ AL3K69.pdf

If he is uploading multiple files because there are also attachments, the first part of the file names is the same, but the second part is changing:

May\_K\_2010\_ AL3K69\_f1.pdf, May\_K\_2010\_ AL3K69\_f2.zip

Clicking the „+” sign it is possible to upload multiple files.



#### 4. Type in a **control code!**

Ellenőrző kód:

1

Kód:

#### 5. **Cím = Title**

Title is an obligatory field. Please fill in the whole title of the thesis exactly as it is written on the printed version.

Example: Instead of ELECTRONIC SYSTEMS choose the form Electronic Systems.

If your thesis has any subtitle write it into the field 'Alcím'. [You could leave it empty if there no subtitle.]

#### 6. **Szerző =Author**

Author is an obligatory field , please enter the name without any degrees of the author (e. g.: dr.)!

Order: Family name, First name (example: May, Karl)

#### 7. **Kar/Intézet = Faculty/institute**

**Kar (Faculty):** It is an obligatory field , please select one from the drop-down-list!

Kar	Faculty
Állam és Jogtudományi Kar	Faculty of Law
Bartók Béla Zeneművészeti Intézet	Bartók Béla Institute of Music
Bölcsészettudományi Kar	Faculty of Arts
Egészségügyi Kar	Faculty of Healthcare
Gazdaságtudományi Kar	Faculty of Economics
Gépészmérnöki és Informatikai Kar	Faculty of Mechanical Engineering and Informatics
Műszaki Anyagtudományi Kar	Faculty of Materials Science and Engineering
Műszaki Földtudományi Kar	Faculty of Earth Science and Engineering

**Intézet/tanszék (Institute/department):** The organisational structure varies from faculty to faculty. Some faculties have only departments, others have only institutes and there are some which have both. Please select both if any. In both cases select from a drop-down-list.

If the list does not contain the department or institute, please mention it in the notes field!

## 8. Hallgatói adatok = Student's data

<b>Neptunkód</b>	<b>Neptun code</b>
<b>Tagozat</b>	<b>Course</b>
nappali	full-time course
levelező	correspondence course
<b>Képzési szint</b>	<b>Level of education</b>
alapképzés (BA, BSc)	bachelor
mesterképzés (MA, MSc, osztatlan)	master
szakirányú továbbképzés	specialist training courses
<b>Szak</b>	<b>Programme</b>
<b>Szakirány</b>	<b>Specialisation</b>
<b>Elérhetőség</b>	<b>Contact data</b>

**Szak, szakirány (Program, specialisation):** As you begin to type in your program and specialisation the already existing departments and specialisations will appear. If your department and specialisation exist, select them from the list and do not type them in again.

By **contact data (elérhetőség)** please give your postal (home) address, telephone number and a-mail address.

## 9. Konzulens = Consultant

Enter the name of your consultant teacher without their doctor degree. Clicking the + sign you can enter multiple consultants.

## 10. Jogkezelés = Rights management

Three levels of access are available:

- **dedikált gépeken elérhető = dedicated machine available:** the text can be read only in the library' special coputers
- **teljesen nyilvános = full public:** the text is publicly available on the Internet
- **titkos = secret:** the text is not is not readable

## 11. Beviteli dátum = Date of input

It is automatically.

## 12. Megjelenési dátum = Year of submission (Change if not correct)

## 13. Nyelv = Language

## 14. Dokumentumtípus = Document type

Always choose 'szakdolgozat' (thesis)

## 15. Téma, altéma = Topic, subtopic

Please select one from the drop-down-list!

## 16. Tárgyszó = Subject term (keywords about your thesis)

Please define the contents of your dissertation with 3-6 subject terms (keywords). As you begin to type in the subject terms the already existing terms will appear. You can choose one of them but you can add new ones too.



## 17. Feltöltő = Uploader

The uploader and the author can be the same person, but you have to enter the name and the e-mail address of the uploader in this field too because you will be notified about the result of your uploading.

## 18. Megjegyzés = Notes

You can type in other data you think important and you can mention if you found any field that you could not fill in exactly.

## 19. Űrlap mentése = Save form

Click the button 'Mentés' button (at the top right of the screen) to finish the processing. The record does not appear immediately in the database. The librarian who controls and complements the entered data is notified about the upload and then makes them available in MIDRA. You can contact the administrator of the database by writing an e-mail on [midra@uni-miskolc.hu](mailto:midra@uni-miskolc.hu).

## 20. Certification

After you have uploaded your thesis, this will be checked, and the MIDRA will give a certificate to you about your upload. These certificates are created in the order of uploading, and the maximum waiting period is 2 working days.

To get this certificates you need to download and fill a Student's declaration form, which downloadable under from site Midra's 'Dokumentumok' menu. [URL: <http://konyvtar.uni-miskolc.hu/web/midra-dokumentumok/dokumentumok> ]

OR

**Students of The Faculty of Mechanical Engineering and Informatics** got this filled declaration paper after their final exam from the notary of the final exam committee. After the upload and checking procedure, they will get the certificates from the Library, and after it they have to bring this certification paper to the notary.