

INSTRUCTIONS FOR SELF-ARCHIVING THESES IN THE REPOSITORY OF THE FACULTY OF TOURISM AND HOSPITALITY MANAGEMENT

Students are required to archive their thesis independently in the Digital Academic Archive and Repository (Dabar). In agreement with their supervisor, **the final version of the thesis must be archived prior to the defence.** Self-archiving of the thesis is one of the requirements for being allowed to defend it.

Process of self-archiving bachelor's, master's, and specialist theses:

1. Access the Repository via the [Faculty library web page](#).
2. Log in by clicking the **FTHM repository** link <https://repository.fthm.uniri.hr/en>
3. Click **Login** and enter your AAI@EduHr electronic identity.
4. Begin the archiving process by clicking **UPLOAD**.
5. Select **Master's thesis** (Thesis produced during your **undergraduate**, graduate or postgraduate specialist study).
6. After selecting *Master's thesis* a page will open containing blank fields for **entering** or **selecting** data.
7. Some metadata about the student (author) and the thesis is automatically generated (when logging in with the AAI identity) and retrieved from ISVU (the Higher Education Institutions Information System).
8. **Mandatory fields** are marked with a **red asterisk (*)**.


Information about the student–author, the bachelor's, master's or specialist thesis, and other required data is entered on one page. Once the data has been entered, it is confirmed, and the thesis is submitted for publication.

You need to:

- Enter the agreed *Thesis defense date* and other required data (thesis title, text/content language).
- Copy and paste the **abstract** and **keywords** in English.
- Choose the scientific area, field, branch: Social Sciences, Economics.
- Choose the degree grantor: University of Rijeka, Faculty of Tourism and Hospitality Management.

Degree grantor*
University of Rijeka ▼
University of Rijeka, Faculty of Tourism and Hospitality Management ▼
▼
Opatija

- Carefully select the following **Studies program name with the corresponding ID number:**
BUSINESS ECONOMICS IN TOURISM AND HOSPITALITY – ID 4581



Business Economics in Tourism and Hospitality, Preddiplomski sveučilišni studij, šifre 257/2746 (šifra SP-a/šifra zapisa)
Poslovna ekonomija u turizmu i ugostiteljstvu, Sveučilišni prijediplomski studij, šifre 257/3122 (šifra SP-a/šifra zapisa)
Poslovna ekonomija u turizmu i ugostiteljstvu, Preddiplomski sveučilišni studij, šifre 257/257 (šifra SP-a/šifra zapisa)
Business Economics in Tourism and Hospitality, Sveučilišni prijediplomski studij, šifre 4791/4581 (šifra SP-a/šifra zapisa)
Klinički nutricionizam, Sveučilišni diplomski studij, šifre 2278/4175 (šifra SP-a/šifra zapisa)
Klinički nutricionizam, diplomski sveučilišni studij, šifre 2278/2278 (šifra SP-a/šifra zapisa)
Marketing u turizmu, Sveučilišni diplomski studij, šifre 2195/4105 (šifra SP-a/šifra zapisa)
Marketing u turizmu, diplomski sveučilišni studij, šifre 2195/2195 (šifra SP-a/šifra zapisa)
Master of Sustainable Outdoor Hospitality Management, Stručni diplomski studij, šifre 2891/4694 (šifra SP-a/šifra zapisa)
Master of Sustainable Outdoor Hospitality Management, specijalistički diplomski stručni studij, šifre 2891/2891 (šifra SP-a/šifra zapisa)
Menadžment održivog razvoja, Sveučilišni prijediplomski studij, šifre 2057/3986 (šifra SP-a/šifra zapisa)
Menadžment održivog razvoja, Preddiplomski sveučilišni studij, šifre 2057/2057 (šifra SP-a/šifra zapisa)
Menadžment u hotelijerstvu, Sveučilišni diplomski studij, šifre 2194/4104 (šifra SP-a/šifra zapisa)
Menadžment u hotelijerstvu, diplomski sveučilišni studij, šifre 2194/2194 (šifra SP-a/šifra zapisa)
Menadžment u turizmu, Sveučilišni diplomski studij, šifre 2192/4102 (šifra SP-a/šifra zapisa)
Menadžment u turizmu, diplomski sveučilišni studij, šifre 2192/2192 (šifra SP-a/šifra zapisa)
Menadžment u turizmu, Sveučilišni diplomski studij, šifre 4996/5126 (šifra SP-a/šifra zapisa)
Menadžment u turizmu i ugostiteljstvu, Sveučilišni specijalistički studij, šifre 1863/3864 (šifra SP-a/šifra zapisa)
Menadžment u turizmu i ugostiteljstvu, Poslijediplomski sveučilišni specijalistički studij, šifre 1863/1863 (šifra SP-a/šifra zapisa)

- Type the supervisor's name into the search field **Advisor / mentor search** and the search tool will suggest results (the supervisor's full name, academic title, and institution of employment). Confirm your supervisor's name by clicking on it.

If the thesis has a co-supervisor, click *Add advisor/mentor* and under **Advisor / mentor function*** choose *Thesis co-advisor*.

Advisor / mentor search

Type in the last or first name to get the list of employees

Advisor / mentor first name*

Advisor / mentor last name*

Advisor / mentor function*

Thesis advisor


Identifier type

Identifier value

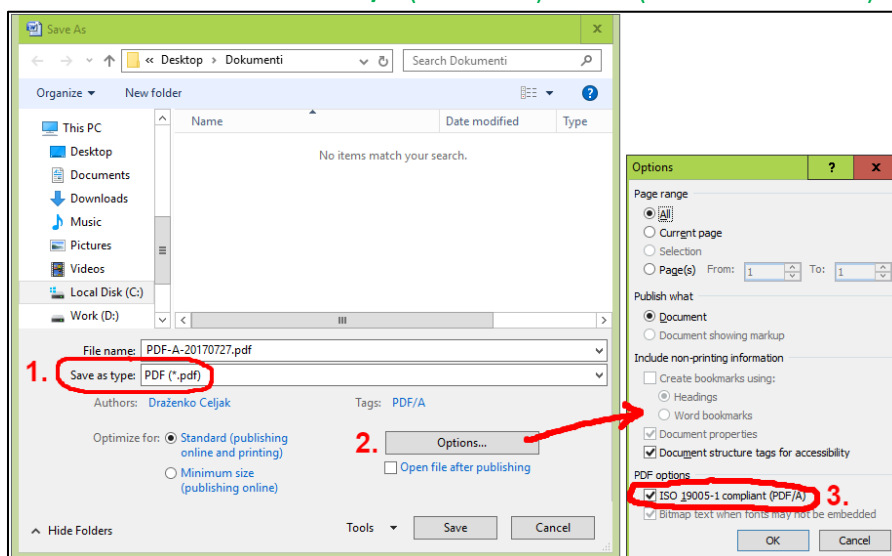
Advisor's / mentor's identifier is required for all Master's theses that were defended from the 1st of January, 2015.

+ Add advisor / mentor identifier

+ Add advisor / mentor

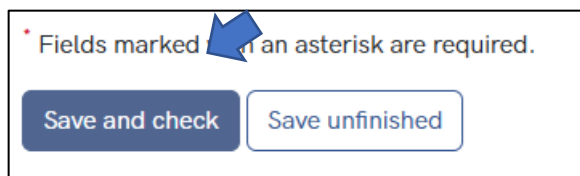


- The thesis file must be in a **PDF/A (ISO 19005)** format (see **INSTRUCTIONS**)

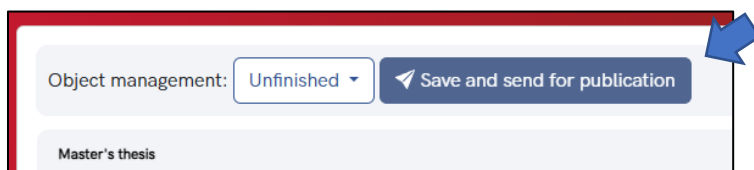


- Under **Document file**, choose the **thesis PDF file** (Choose File).
- Under **Access Rights**, choose **Open access**.
- Under **Terms of use**, choose **Attribution 4.0 International (CC BY 4.0)**.
- Under **Type of resource**, choose **text**.
- Under **Is the material originally digital or was it digitalized afterwards?**, choose **born digital**.
- The student – author has to confirm the following with a click: *I confirm that I have the right to submit this version of the PDF document.*; I confirm that this is the final version of the thesis.*; As the author, I give permission for my thesis to be permanently stored and published, without compensation, in the institution's repository and in the national repository. **

After that, click **Save and check**:



- Take a **screenshot** as proof of successful self-archiving and submit the **print screen** to the Students' Office (with other required documentation for the thesis defence).
- By clicking **Save and send for publication**, you complete self-archiving process:



Each archived thesis remains **inactive and invisible** in the public interface until it is published by the editor or the administrator of the repository. Once the list of students who have defended their thesis has been received, the **editor will either publish the thesis or contact the supervisor/student** if the requirements for publication have not been met.

For all questions regarding the archiving process, please contact the repository editor at the Faculty Library at phone: 051/294-751 or e-mail: knjiznica@fhm.hr