

Instructions on completing the form for storing FQT in TSU E-library (repository)

The following steps should be taken to upload FQT to the TSU E-library (repository):

1. Open the form for submitting final qualification theses (FQT) available at <http://vital.lib.tsu.ru/cgi-bin/submit.cgi>.
2. Upload the FQT file in *.pdf format (the size should not exceed 100 Mb) that includes scanned title page and a plagiarism check report. To do that click “Choose a file” button, choose it and click “Upload”.
3. Complete the form to create the bibliographic description of FQT:
 - the title;
 - year (when FQT was written);
 - FQT type (select from the list);
 - author’s full name;
 - field of study code;
 - thesis supervisor’s full name;
 - thesis consultant’s / co-supervisor’s full name (if applicable);
 - faculty (institute, autonomous main educational program) – select from the list.
4. Check the entered data for errors by clicking the “Preview” button
5. If necessary, click the “Edit” button
6. Activate the option “Submit” to transfer the data to the repository
7. Save the text of notification with a unique ID of the uploaded file (Pic. 1)

Your file is uploaded

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Your application for storing the resource in TSU E-library (repository) will be considered. In case there are some changes concerning your application, you will be informed by e-mail. **Make a copy of this message.**

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Pic.1 Notification about uploading FQT to the repository