

## Step-by-step plan for uploading dissertations in VU-DARE (VU-repository)

1. PhD students receive an information flyer folder from the VU beadle's office, including instructions how to upload the dissertation and how to apply for the reimbursement (compensation for printing costs).
2. The upload has to be done at least six weeks prior to the date of the PhD defence.
3. Please use the promotion UD (Promid), which you will find in the info file to initiate the upload. if you encounter any problems, please send an email to VU-DARE ([informatie.ub@vu.nl](mailto:informatie.ub@vu.nl)).
4. Upload form: [http://www.ubvu.vu.nl/pub/?objectid=41#a\\_promid](http://www.ubvu.vu.nl/pub/?objectid=41#a_promid).
5. The final step of the uploading process is the license agreement, which you need to sign and print.
6. Send the license agreement by postmail to:

Vrije Universiteit Amsterdam  
Library, Dept. Acquisitie & Metadata  
attn. Dissertations, Room 0B-17  
Antwoordnummer 2941  
1000 SN Amsterdam

No stamp is required when sent from within the Netherlands.

7. Or send a colour scan by email (the signature has to be in blue) to: [informatie.ub@vu.nl](mailto:informatie.ub@vu.nl).
8. After receiving the license agreement the upload will be checked.
9. When everything is OK, the license agreement will be countersigned on behalf of the Board of the Vrije Universiteit. A scan of the license agreement will be sent to the PhD candidate by email. This scan is required when applying for the reimbursement (for printing costs).
10. The signed license agreements are sent to the VU beadle's office and kept in the beadle's archives.
11. All parts of the dissertation without an embargo will be made public in VU-DARE four weeks prior to the day of the PhD defence.