

Step-by-step guide to uploading your thesis to the Repository

Before uploading your thesis to the Repository of Budapest Business School you have **to register** on <http://dolgozattar.repozitorium.uni-bge.hu>.

For registration choose Create Account button.



The screenshot shows the top navigation bar of the BGE Repository website. The navigation menu includes: Home, About, Browse by Year, Browse by Discipline, Browse by Faculty, Browse by Department, Browse by Specialization, and Browse by Author. Below the navigation bar, there is a 'Login | Create Account' link. A red arrow points to the 'Create Account' link. The main content area displays a welcome message: 'Welcome to BFG Repository of Degree Theses'. Below this, there are three sections: 'Latest Additions' (View items added to the repository in the past week), 'Search Repository' (Search the repository using a full range of fields. Use the search field at the top of the page for a quick search.), and 'Browse Disciplines' (Browse the items in the repository by disciplines.). At the bottom of the page, there is a footer with the text: 'dolgozattar is powered by ePrints 3 which is developed by the School of Electronics and Computer Science at the University of Southampton. [More information and software credits.](#)' and an 'eprints' logo.

Create Account

In order to access some areas of the repository, you'll need a *user registration*. No charge is made for registering with us or using any of our services.

This page lets you register with dolgozattar. This will allow you to save searches, receive alerts and deposit items.

Your new password will need to confirm your email address by using a code which will be mailed to you.

If you have already registered but have forgotten your username or password, [click here](#) to set a new password.

Name:	<input type="text" value="Title"/>	<input type="text" value="Family Name"/>	<input type="text" value="Given Name / Initials"/>
Email address:	<input type="text"/>		
Username:	<input type="text"/>		
Password:	<input type="password"/>		

Captcha Challenge:



You will receive an automatic response telling you how to confirm your registration. (Please check your junk e-mail folder, in any case.)

After successful registration you can start uploading by clicking on „Manage deposits” and „New item”.



The screenshot shows the 'Manage deposits' section of the repository. It features a 'New Item' button, which is highlighted with a red arrow. Below the 'New Item' button, there is an 'Import from' dropdown menu set to 'Atom XML' and an 'Import' button.

Help (?) icons serve you with useful information for easy uploading.

Fill in the form. The items with asterisk are mandatory.

Edit item: **UNSPECIFIED #12664**

publication → Level of instruction → Creator's data → Details → Upload → Deposit

Item Type ?

Thesis
A thesis or dissertation.

Students' Scientific Association paper

Collegium research report

Final paper

Project work

Edit item: **Thesis #12664**

publication → **Level of instruction** → Creator's data → Details → Upload → Deposit

Level of instruction ?

BSc course

MSc course

postgraduate specialist training course

higher education vocational training

higher-level vocational training

other course

Type of course ?

full time

correspondence training (part time training)

distant learning course

Edit item: **Marketing**

publication → Level of instruction → **Creator's data** → Details → Upload → Deposit

Institution ?

Budapest Business School

Faculty ?

Zalaegerszeg Faculty of Business Administration

Faculty of Commerce, Catering and Tourism

Faculty of International Management and Business

Faculty of Finance and Accountancy

Not relevant

Department ?

Specialization ?

Field of study ?

Creators ?

	Title	Family Name	Given Name / Initials	Full name	Email	Neptun code	Course code
1.							

Creators - Write your full name, as in the thesis, first Family name, then Given name(s) (but don't write Mr. or Ms.),

Codes – You can find the codes of your Department, Specialization, Field of study and Training in Neptun under „My data – Personal information” and “Instruction – Courses” buttons.

Edit item: [Thesis #12664](#)

[publication](#) → [Level of instruction](#) → [Creator's data](#) → **Details** → [Upload](#) → [Deposit](#)

[< Previous](#) [Save and Return](#) [Cancel](#) [Next >](#)

Title ?

Date of creation ?

Year: Month: Unspecified Day: ?

Uncontrolled Keywords ?

1. ▼

[More input rows](#)

Language ?

Hungarian
 English
 German
 French

Hungarian title ?

English title ?

Fill out the data of your thesis marked with asterisk.

Date of creation – year is enough.

Keywords – enter at least three relevant keywords for your document here. Keywords help other users find your document.

Edit item: [gf](#)

[publication](#) → [Level of instruction](#) → [Creator's data](#) → [Details](#) → **Upload** → [Deposit](#)

[< Previous](#) [Save and Return](#) [Cancel](#) [Next >](#)

Add a new document

To upload a document to this repository, click the Browse button below to select the file and the Upload button to upload it to the archive. You may then add additional files to the document (such as images for HTML files) or upload more files to create additional documents.

You may wish to use the [SHERPA RoMQE](#) tool to verify publisher policies before depositing.

File

From URL

Fájl kiválasztása

Nincs fájl kiválasztva

[< Previous](#) [Save and Return](#) [Cancel](#) [Next >](#)

Click on “Fájl kiválasztása” button and upload your thesis in **pdf** and **Application for handling the thesis as confidential (if it’s necessary)**.

Visible to your thesis:

- „Available at the computers of the University” – If you choose this option, your thesis will be accessible on special computers of the university libraries.
- „Anyone” – If you choose this option, your thesis will be accessible on internet. If you choose this possibility, you have to sign a declaration when submitting your document.

- „Repository staff only” – If you choose this option, only the administrator of the archive may open this document. If you choose this possibility, you have to enclose a declaration to your thesis.

Deposit item: [Marketing](#)



- Not all the documents in this record are available to the general public. We suggest you provide a contact email address which will allow people to request a copy directly from you.

publication → Level of instruction → Creator's data → Details → Upload → **Deposit**

For work being deposited by its own author: In self-archiving this collection of files and associated bibliographic metadata, I grant dolgozattar the right to store them and to make them permanently available publicly for free on-line. I declare that this material is my own intellectual property and I understand that dolgozattar does not assume any responsibility if there is any breach of copyright in distributing these files or metadata. (All authors are urged to prominently assert their copyright on the title page of their work.)

For work being deposited by someone other than its author: I hereby declare that the collection of files and associated bibliographic metadata that I am archiving at dolgozattar) is in the public domain. If this is not the case, I accept full responsibility for any breach of copyright that distributing these files or metadata may entail.

Clicking on the deposit button indicates your agreement to these terms.

Deposit Item Now **Save for Later**

Before submitting your thesis you will be informed of mistakes, if any. You can select to

1. “Deposit item now” – you can upload your thesis
2. “Save for later” you can save this record and work with it later

Pressing on the “Edit item” button you can reupload your corrected thesis. Please, choose only this method and do not upload a new item!

After having uploaded your thesis in the Repository, you will have to submit it bound in two copies (one of them bound in leather) at the Unit of Student Services (Diósy Lajos street 22-24. K building, ground floor), where uploading will be checked as well. Note that your thesis will appear in the Repository only after submitting it in print.