

How to do a SciDok Upload (UdS - Medical Faculty)

Where do I find SciDok?

<https://scidok.sulb.uni-saarland.de/handle/20.500.11880/2?locale=en>

or at the homepage of the Medical Library listed under "Examen und Promotion" – the link at the homepage leads to the German site, you can change the language in the upper right corner with "Sprache"

How do I sign on?

You click on „Sign on to:" → My publications / Publish

Now you have to sign on with your UdS-Account.

The UdS user name is the user name you also use for VPN and WLAN, the part of your UdS e-mail that is left from the @-sign.

If you don't have one (anymore), you have to register first with an e-mail address.

How does the publishing process work?

After signing on:

- "Start a New Submission" - select SciDok, then "Manual submission"
- "Describe this item:" as type of content, choose "Doctoral thesis" → "next"
- all fields marked with a red star are mandatory → fill in
- in the lower right corner click on "next" to get to the next page until all "describe" pages are filled in
- "Upload" - choose your document from your computer, fill in a short description and → "next"
- upload another file or "next"
- verify your data and "next"
- "Licence" – choose "skip creative commons licence" → "next"
- the "Veröffentlichungsvertrag" is only available in German – please grant the licence
- "Please print the license and hand it in at the SULB" – as a doctoral candidate of the Medical Faculty please don't take your documents to Saarbrücken but to the Medical Library in Homburg. If you printed the licence already twice you don't need to print it again, only if you want a signed copy for your personal use. In this case please present the licence at the Medical Library to get a signature. Please check beforehand that someone who is allowed to sign the licence is available - check either by phone (06841/16-26009) or by e-mail (scidok@sulb.uni-saarland.de – please note the faculty where you do your doctorate).

What else do I have to consider for the description of the document?

If you click on the question mark beside „Describe the Item“, the help opens. There many questions are answered.

Often there are problems with the date of the oral examination. Normally, a calendar where the date can be chosen opens. If this doesn't happen please fill out the date in the following format: YYYY-MM-DD.

Tips for the field DDC notation:

- Medicine is hidden within Technology
- if you want to select more than one DDC notation, multiple selections are possible if you hold onto the Ctrl-key.