

## Guide to completing the Bachelor's Final Project in ADDI Academic

1. When the FP is transferred from GAUR to ADDI Academic, both the student and the supervisor will receive an email from the address [addi@ehu.eus](mailto:addi@ehu.eus):

Pupil:	Director:
<p>Estimad@Usuario User Jaun/Andrea</p> <p>Your Degree Project has been created and you can get it and do it. Your final degree project has been created and is now available for you to complete.</p> <p>These are the data: The data are:</p> <p>Title/Title: <i>FP TITLE</i> Bilduma/Collection: <i>NAME CENTRE</i> Zuzendaria/Director: <i>Name Director</i> Ikasle/Student: <i>Student Name</i></p> <p>To submit your work, please enter in this link: In order to upload your work, please log in to: <a href="http://academico.ehu.eus/submissions">http://academico.ehu.eus/submissions</a></p> <p>Thank you! Thanks a lot!</p> <p>ADDI Academic Group/ADDI-Academic Team</p>	<p>This Final Degree Project awaits you:</p> <p>You have been assigned the following job:</p> <p>Title/Title: <i>FP TITLE</i> Helburuko bilduma/Collection: <i>CENTER NAME</i> Bidaltzailea/Submitted by: <i>Student Name</i></p> <p>As soon as the student submits the completed work, you will receive a new e-mail. As soon as the student sends the content of the project, we will notify them in a new email.</p> <p>Eskerrik asko!/Thank you very much!</p> <p>ADDI Academic Group/ADDI-Academic Team</p>

2. When they receive it, the student must enter the link that comes in the email and identify themselves, or enter <http://academico.ehu.eus/> My Account-Access.

Universidad del País Vasco Euskal Herriko Unibertsitatea

Inicio Login

**DSpace Repository**

DSpace is a digital service that collects, preserves, and distributes digital material. Repositories are important tools for preserving an organization's legacy; they facilitate digital preservation and scholarly communication.

[Listar](#)

**Comunidades en DSpace**

Elija una comunidad para listar sus colecciones

- [Trabajos Fin de Grado](#)
- [Trabajos Fin de Máster](#)

**Mi cuenta**  
[Acceder](#)

3. To identify yourself, you can choose between using the LDAP (recommended) or requesting a password for the email (always the institutional one).



## Escoger un método de acceso

Acceso mediante:

- [Autenticación mediante LDAP](#)
- [Autenticación mediante contraseña](#)

4. If we opt for the second option, we must enter the link "*Forgot your password?*"



## Acceder a DSpace

Correo electrónico:

Contraseña:

[¿Olvidó su contraseña?](#)

5. Enter our email address ([nombre001@ikasle.ehu.eus](mailto:nombre001@ikasle.ehu.eus)) and click on the "*Send Information*" button.



## ¿Olvidó la contraseña?

Verifique el correo electrónico → Restablecer contraseña → Terminado

Introduzca la dirección de correo electrónico que proporcionó cuando se registró con DSpace. Se le enviará un mensaje a esa dirección con las instrucciones pertinentes.

**Dirección de correo electrónico:**

Introduzca la misma dirección con la que se registró.



## Correo de verificación enviado

Verifique el correo electrónico → Restablecer contraseña → Terminado

Se ha enviado un correo a [nombre001@ikasle.ehu.eus](mailto:nombre001@ikasle.ehu.eus) que contiene una URL especial e instrucciones de registro.

6. The system sends a message containing a link: [http://academico.ehu.eus/forgot?toke ...](http://academico.ehu.eus/forgot?toke...)  
You have to enter this link to enter your password.

## Restablecer contraseña

Verifique el correo electrónico → Restablecer contraseña → Terminado

Por favor, introduzca una nueva clave en la casilla superior. Confírmela volviendo a teclearla en la segunda casilla. Debería tener al menos seis caracteres.

**Dirección de correo electrónico:**

nombre001@ikasle.ehu.eus

**Nueva contraseña:**

**Repita para confirmar:**

[Restablecer contraseña](#)

7. After identifying yourself, the following screen should appear. If not, log in to My Account-My Tasks:

## Envíos & tareas del flujo de trabajo

	Título	Colección	Remitente
<input type="checkbox"/>	<a href="#">TITULO DEL TFG</a>	NOMBRE CENTRO	correo electrónico: <a href="#">Usuario Prueba</a>

8. Click on the link in the title and click on the "Resume" button

## Envío de ítems

### TITULO DEL TFG

ALUMNO-APE1 ALUMNO-APE2, ALUMNO-NOMBRE  
DIRECTOR-APE1 DIRECTOR-APE2, DIRECTOR NOMBRE

GaurID: 33333-444444

### Ficheros en el ítem

Ficheros Tamaño Formato Ver  
No hay ficheros asociados a este ítem.

[Mostrar el registro completo del ítem](#)

[Reanudar](#) [Cancelar](#)

9. Descriptive data from our work appear. They must be completed. Once this process has started, you cannot change the language of the interface (all data would be deleted):

## Envío de ítems

Describir → Subir → Revisar → Licencia → Completar

### Describir el ítem

#### Título:

Escriba el título del TFG.

#### Título Alternativo:

Si el TFG tiene un título alternativo, por favor, escríbalo debajo.

Add

#### Autor/a:

Escriba los apellidos, nombre del autor/a.

Apellido, *p.ej. Pérez*

Nombre(s), *p.ej. Manuel*

#### Director/a:

Escriba los apellidos, nombre del director/a.

Apellido, *p.ej. Pérez*

Nombre(s), *p.ej. Manuel*

#### Co-Director/a:

Escriba los apellidos, nombre del co-director/a.

Apellido, *p.ej. Pérez*

Nombre(s), *p.ej. Manuel*

Add

#### Idioma:

Seleccione el idioma de los contenidos principales del ítem. Si el ítem no contiene ningún idioma (por ejemplo, una imagen, dataset...), seleccione 'N/A'

#### Descriptores:

Introduzca las descripciones apropiadas para este ítem.

Add

#### Resumen del TFG:

Introduzca el resumen del TFG debajo y especifique su idioma. Si se encuentra disponible en varios idiomas, haga click en añadir más.

Add

Guardar / Salir    Siguiente >

10. When we finish the description, we press the "Next" button and that's when we start sending files. You can upload as many as you need and you can also describe what they are (index, cover, complementary material...). We recommend that file names be short and without blank spaces:

## Envío de ítems

Describir → Subir → Revisar → Licencia → Completar

### Subir fichero(s)

#### Fichero:

Por favor, introduzca la ruta completa del fichero en su ordenador que corresponda con el ítem. Si pincha en "Examinar...", se abrirá una ventana que le permitirá seleccionar un fichero de su ordenador.

No se ha seleccionado ningún archivo.

#### Descripción del fichero:

Si lo desea, puede describir brevemente el contenido de este fichero, por ejemplo "Artículo principal", o "Lectura de los datos del documento".

Hay más de un fichero

< Anterior   Guardar / Salir    Solo hay un fichero

11. If we have several files, click on the button "Upload file and add another one" until we finish.
  - a. Also upload the Authorisation Form for the dissemination of the FP.

We then move on to the next screen, clicking on the "Next" button

12. When all the files are in the system, we must check that everything is correct

## Envío de ítems

Describir → Subir → Revisar → Licencia → Completar

### Revisar envío

#### Describir el ítem

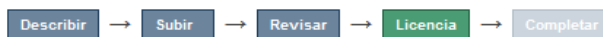
**Título:**  
TTIULO DEL TFG  
**Autor/a:**  
Alumno-Ape1 Alumno-Ape2, Alumno- Nombre  
**Director/a:**  
Director-Ape1 Director-Ape2, Director-Nombre  
**Idioma:**  
Inglés

#### Subir fichero(s)

- GIF (Conocido)

< Anterior   Guardar / Salir  

13. To complete this process, the program will ask for the acceptance of the license, which allows the dissemination of the work in case it is not recorded as confidential in GAUR. In case it is subject to confidentiality, it will only be archived.



## Licencia de distribución

Queda un último paso: para permitir a DSpace reproducir, traducir y distribuir su envío a través del mundo, necesitamos su conformidad en los siguientes términos.

Conceda la licencia de distribución estándar seleccionando 'Conceder licencia' y pulsando 'Completar envío'.

Ponemos licencia de la EHU/UPV en EUSKERA y CASTELLANO

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Si tiene alguna duda sobre la licencia, por favor, contacte con el administrador del sistema.

### Licencia de distribución:

Conceder licencia

< Anterior   Guardar / Salir   Completar el envío

- Once this is done, the student has finished the submission. The FP is waiting for the director to validate it. The student will receive an email informing them that the student has completed the submission.

## Envío completado

Su envío pasará por el flujo de trabajo designado para la colección a la que lo está enviando. Recibirá una notificación vía correo electrónico tan pronto como su envío forme parte de la colección, o si por alguna razón hubiera algún problema con el envío. También puede verificar el estado de su envío accediendo a la página 'Mi DSpace'.

[Ir a la página de envíos](#)

- When the director receives this email:

*A new item has been sent to the internal ADDI/IIAD:*

*A new item has been sent to ADDI-akademikoa:*

*Title: FP TITLE*

*Collection/Bilduma: CENTER NAME*

*Author/Ikaskerak: Student Name*

*Director/Zuzendaria: Name Director*

*To apply for this feature, please click on the link below:*

*To request this task, please click on the following link:*

<http://academico.ehu.eus/handle/123456789/36/workflow?workflowID=103>

You have the deadline given by your centre to validate the Final Degree Project, so that the members of the Jury will receive the date of the defence well in advance.

You have the deadline established by your Centre to validate the Final Degree Project and thus reach the members of the Tribunal well in advance of the defence date.

Eskerrik asko!/Thank you very much!

ADDI Team-Academic/Academics Group ADDI Team

You must enter the link that includes the message. Before proceeding, the system will prompt you to identify yourself, for which you will need to use LDAP or proceed as instructed in steps 4, 5, and 6 of this manual.

16. When identified, this screen appears:

The screenshot shows the 'Envío de ítems' (Item Submission) page in the ADDI system. The header includes the logos of Universidad del País Vasco and Euskal Herriko Unibertsitatea, along with a 'Uso Interno' (Internal Use) label. The breadcrumb trail is 'Inicio → Trabajos Fin de Grado → F. CIENCIAS QUIMICAS → Envío de ítems'. The main heading is 'Envío de ítems' with a sub-heading 'TTIULO DEL TFG'. Below this, there are fields for 'Alumno-Ape1 Alumno-Ape2, Alumno- Nombre' and 'Director-Ape1 Director-Ape2, Director-Nombre'. A 'GaurID: 33333-44444' is displayed. Under 'Ficheros en el ítem', a file named 'addi\_esp.gif' (1.002Kb, GIF format) is shown with a description 'LogoADDI' and a lock icon. A button 'Mostrar el registro completo del ítem' is present. The 'Acciones posibles para esta tarea:' section contains instructions and three buttons: 'Aprobar ítem', 'Rechazar ítem', and 'Cancelar'.

17. Their function is to check that the student has described and filed the FP correctly. In that case, you must click on the "Approve Item" button. This means that the work is ready for your defense. If accepted, the student receives the following email. You can consult your FP by clicking on the link included in the message.

Estimad@,  
Jaun/Andrea,  
Your submission has been filed in ADDI-Académico at:  
Your issue has been archived in addI-Academic:  
Title/Title: FP TITLE  
Bilduma/Collection: NAME CENTRE  
URI: <http://academico.ehu.eus/handle/123456789/608>  
Thanks a lot!  
Thank you!  
ADDI Team-Academic/Academics Group ADDI Team

18. If, on the other hand, the version is not yet indicated for its defense, the director must reject it, indicating the reasons.

**Alumno-Ape1 Alumno-Ape2, Alumno- Nombre  
Director-Ape1 Director-Ape2, Director-Nombre**

---

GaurID: 33333-444444

#### Ficheros en el ítem



Nombre: addi\_esp.gif  
Tamaño: 1.002Kb  
Formato: imagen GIF  
Descripción: LogoADDI



[Mostrar el registro completo del ítem](#)

Por favor, indique la razón por la que rechaza el envío. Indique en su mensaje qué deberá cambiar el remitente para reenviarlo.

**Motivo:**

19. In this case, the student will receive an email indicating that their submission has been rejected, and they must re-enter to correct the errors that have been indicated. You will follow steps 7-14 again until your director gives you the go-ahead.

Estimad@,  
Jaun/Andrea,

Bidalitakoa/Sent: FP TITLE

Helburuko bilduma/Collection: CENTER NAME

Director ([correo.director@ehu.eus](mailto:correo.director@ehu.eus))

(e) has not accepted the shipment for the following reason:

You have rejected your submission due to the following reason

GROUNDS REJECTION

Your broadcast has not been deleted. You can obtain and direct it at the following point:

Your submission has not been deleted. You can access and correct it from the following page:

<http://academico.ehu.eus/mydSPACE>

Eskerrik asko!/Thank you very much!

ADDI Team-Academic/Academics Group ADDI Team