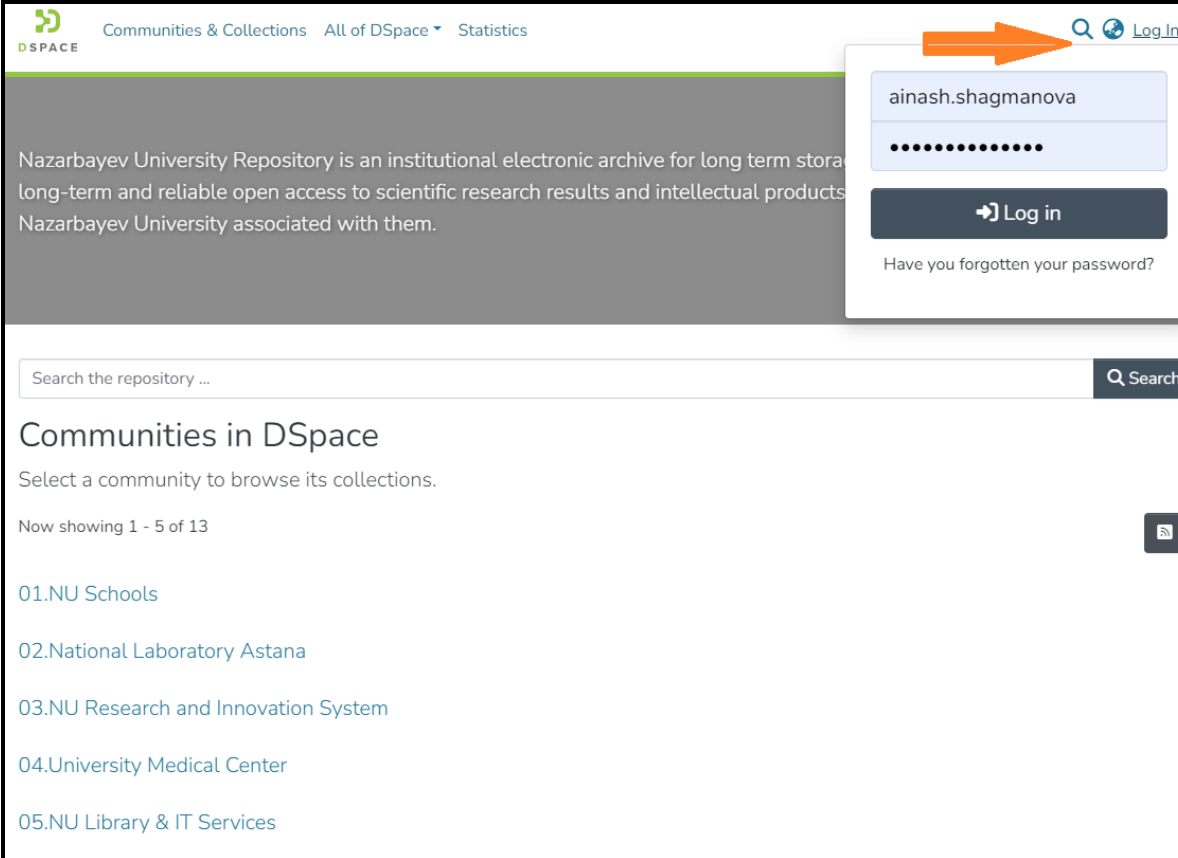


## Thesis Submission Guide (July 2024) <https://nur.nu.edu.kz/>

**Please ensure all fields are correctly entered. Failure to do so will result in the submission being rejected.**

1. Sign in to the repository system through the link at the top of the page.  
For login please use your email address without “@nu.edu.kz”, for password please take the password which you usually use in all NU systems (Moodle, PC and etc.):



The screenshot displays the DSpace interface for the Nazarbayev University Repository. At the top, there is a navigation bar with the DSPACE logo, links for 'Communities & Collections', 'All of DSpace', and 'Statistics'. A search bar is located in the top right corner, with an orange arrow pointing to the 'Log In' link next to it. Below the navigation bar, there is a grey banner with text describing the repository as an institutional electronic archive. A search bar is positioned below the banner. The main content area is titled 'Communities in DSpace' and lists several communities: 01.NU Schools, 02.National Laboratory Astana, 03.NU Research and Innovation System, 04.University Medical Center, and 05.NU Library & IT Services. A login form is overlaid on the right side of the page, containing a text input field with the email 'ainash.shagmanova', a password field with masked characters, a 'Log in' button, and a link for 'Have you forgotten your password?'.

2. Please choose desired collection for material submission:

The screenshot shows the DSpace interface for the Nazarbayev University Repository. At the top, there is a navigation bar with the DSPACE logo, 'Communities & Collections', 'All of DSpace', and 'Statistics'. Below this is a grey banner with a description of the repository. A search bar is present with the text 'Search the repository ...' and a 'Search' button. The main section is titled 'Communities in DSpace' and includes the instruction 'Select a community to browse its collections.' and 'Now showing 1 - 5 of 13'. A list of communities is displayed, with '01.NU Schools' highlighted by an orange arrow. Other communities listed are '02.National Laboratory Astana', '03.NU Research and Innovation System', '04.University Medical Center', and '05.NU Library & IT Services'.

DSpace Communities & Collections All of DSpace Statistics

Nazarbayev University Repository is an institutional electronic archive for long term storage, accumulation and provision of long-term and reliable open access to scientific research results and intellectual products of the academic community of Nazarbayev University associated with them.

Search the repository ... Search

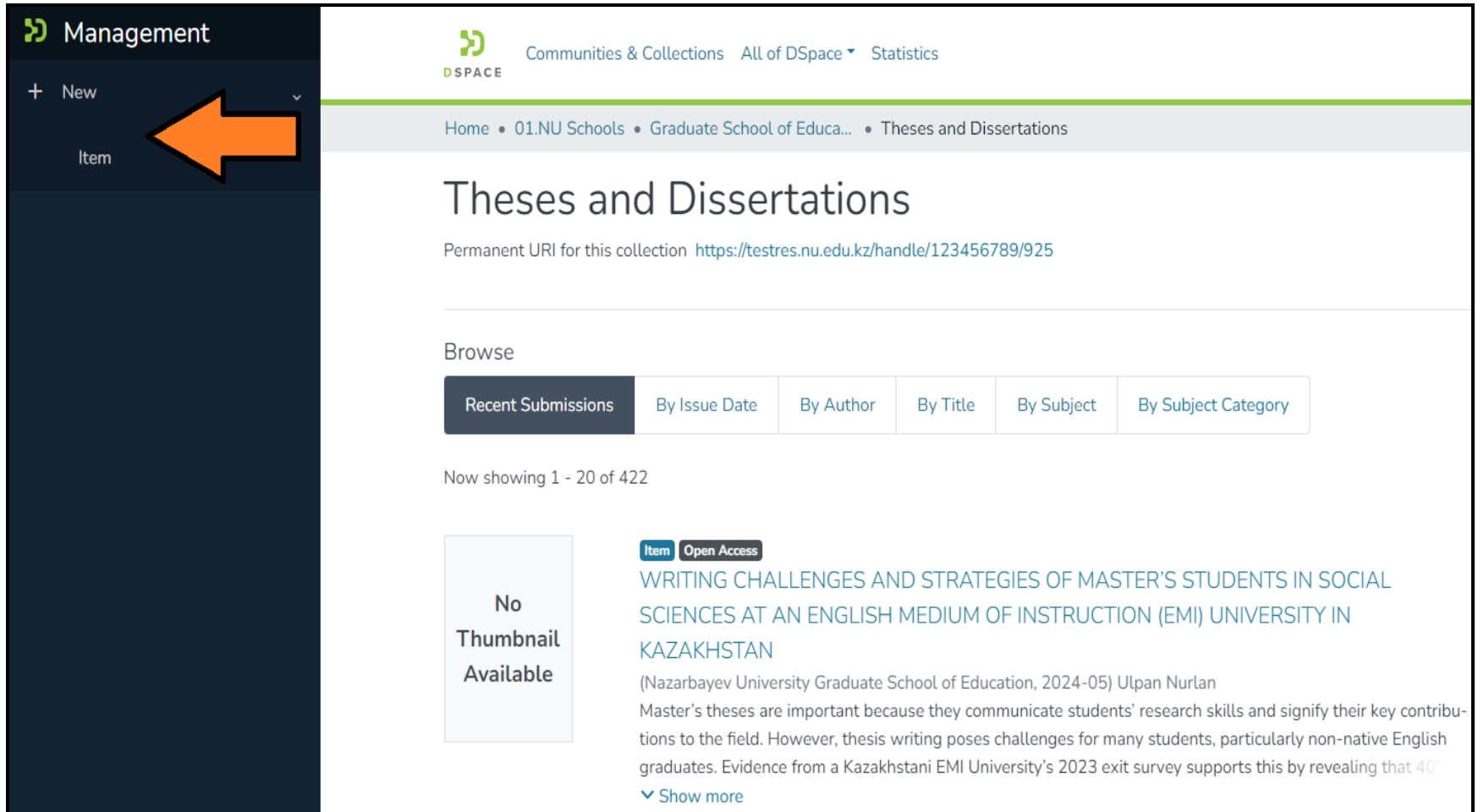
### Communities in DSpace

Select a community to browse its collections.

Now showing 1 - 5 of 13

- [01.NU Schools](#)
- 02.National Laboratory Astana
- 03.NU Research and Innovation System
- 04.University Medical Center
- 05.NU Library & IT Services

3. Click on **Start a new item** link:

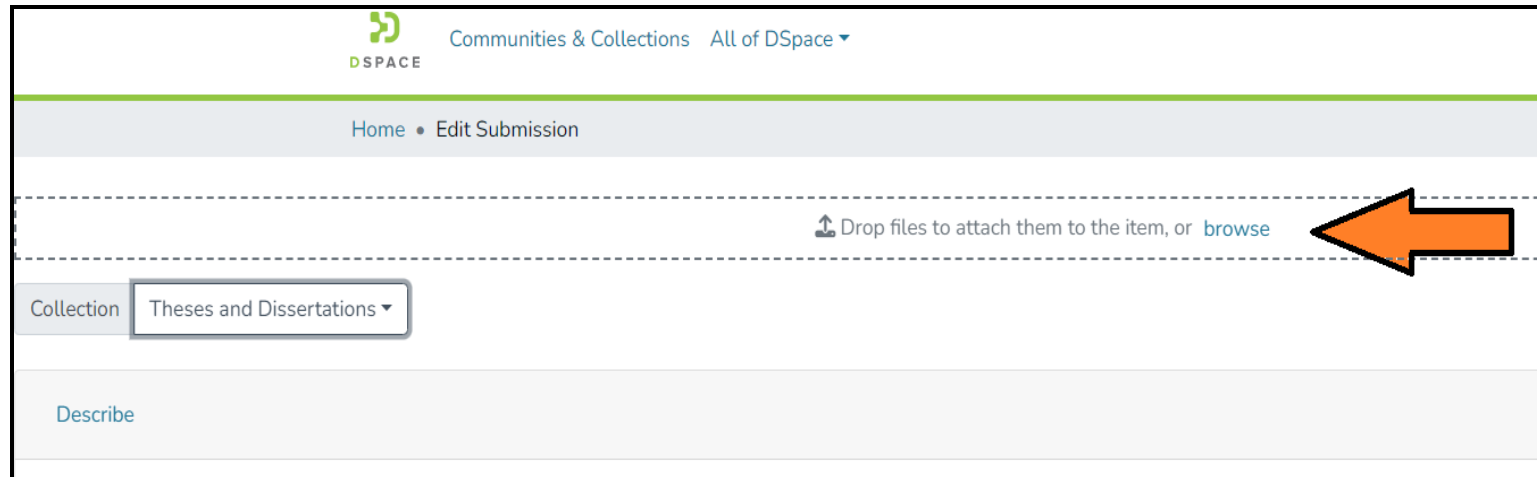


The screenshot shows the DSpace interface. On the left is a dark sidebar with a 'Management' header. Below it, there is a '+ New' link and an 'Item' link. An orange arrow points from the 'New' link towards the 'Item' link. The main content area has a header with the DSPACE logo and navigation links: 'Communities & Collections', 'All of DSpace', and 'Statistics'. Below this is a breadcrumb trail: 'Home • 01.NU Schools • Graduate School of Educa... • Theses and Dissertations'. The main heading is 'Theses and Dissertations'. Below the heading is the permanent URI: 'Permanent URI for this collection <https://testres.nu.edu.kz/handle/123456789/925>'. There is a 'Browse' section with several buttons: 'Recent Submissions', 'By Issue Date', 'By Author', 'By Title', 'By Subject', and 'By Subject Category'. Below the buttons, it says 'Now showing 1 - 20 of 422'. The first item in the list is a thesis titled 'WRITING CHALLENGES AND STRATEGIES OF MASTER'S STUDENTS IN SOCIAL SCIENCES AT AN ENGLISH MEDIUM OF INSTRUCTION (EMI) UNIVERSITY IN KAZAKHSTAN'. It is marked as 'Open Access'. The author is '(Nazarbayev University Graduate School of Education, 2024-05) Ulpan Nurlan'. The abstract starts with 'Master's theses are important because they communicate students' research skills and signify their key contributions to the field. However, thesis writing poses challenges for many students, particularly non-native English graduates. Evidence from a Kazakhstani EMI University's 2023 exit survey supports this by revealing that 40%'. There is a 'Show more' link at the bottom of the abstract.

4. In the drop-down list you will be provided with the appropriate collection for your submission.

The screenshot shows the 'New item' dialog box in the Nazarbayev University Repository. The dialog box has a search bar labeled 'Search for a collection'. Below the search bar, a list of collections is displayed. The first collection is 'Graduate School of Education Theses and Dissertations', which is highlighted in light blue. An orange arrow points to this collection. Below it, there are several 'Library Connect' collections, including '01.Library Connect - 2013', '02.Library Connect - 2014', '03.Library Connect - 2015', and '04.Library Connect - 2016'. The background of the screenshot shows the repository's main page with a list of items, including 'WRITING SCIENCES KAZAKHSTAN' and 'EXAMINING UNDERGRADUATE STUDENTS' ENGLISH LANGUAGE SPEAKING ANXIETY AND THEIR STRATEGY USE AT AN EMI UNIVERSITY IN KAZAKHSTAN'.

5. Once the collection is selected you will be forwarded to the page of material edition. Please go to “Drop files to attach them to the item, or browse” and upload your material in PDF format:



6. The following screenshots illustrate a form where essential information about the thesis must be filled in. The purpose of each field is explained below:
1. Field AUTHORS: Type in the Student's name.
  2. Field TITLE: Type the title of the thesis. (In capital letters)
  3. Field OTHER TITLES: Use this field if the thesis has another title (version of the title in another language or with an abbreviation, etc.)
  4. Field DATE OF ISSUE: Indicate the thesis' defence date.
  5. Field PUBLISHER: Enter the full name of the relevant NU School, for example, Nazarbayev University Graduate School of Public Policy.

Describe

Author

Author

Enter the author's name (Family name, Given names).

[+ Add more](#)

Title \*

Title

Enter the main title of the item.

Other Titles

Other Titles

If the item has any alternative titles, please enter them here.

[+ Add more](#)

Date of Issue \*

▲   ▲   ▲  
year   month   day  
▼   ▼   ▼

Publisher

Publisher

Enter the name of the publisher of the previously issued instance of this item.

6. Field CITATION: Provide a citation (APA style) for the thesis in the following format: **Last Name, First Name. (Year). Title. Publisher** (for example, Nazarbayev University Graduate School of Public Policy).  
However, please check with your School what citation style is used.
7. *Field IDENTIFIERS: ignore this field*
8. Field TYPE: Choose the appropriate type of **Thesis** from the dropdown (Bachelor, Master, PhD and etc.)
9. Field LANGUAGE: Select the language of thesis (English).
10. Field SUBJECT KEYWORDS:
  - Add one of the following: **Type of access: Open access** OR **Type of access: Embargo**
  - AND add main keywords describing the topic of the thesis

## 11. Field ABSTRACT: Provide an abstract of the thesis

out the day and/or month if they aren't applicable.

Citation

Citation

Enter the standard citation for the previously issued instance of this item.

Identifiers

ISSN Identifiers

If the item has any identification numbers or codes associated with it, please enter the types and the actual numbers or codes.

[+ Add more](#)

Type

Select the type of content of the item.

[+ Add more](#)

Language

Select the language of the main content of the item. If the language does not appear in the list, please select 'Other'. If the content does not really have a language (for example, if it is a dataset or an image) please select

---

[Describe](#)

Subject Keywords

Subject Keywords

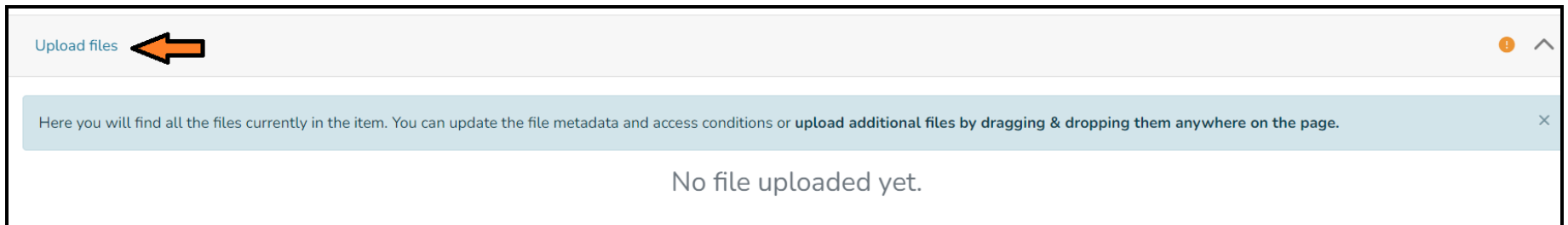
Enter appropriate subject keywords or phrases.

Abstract

Abstract



12. Field UPLOAD FILES: upload your material in PDF format (find it on your hard drive, desktop, server, etc.). In this part you can edit the bitstream



13. Field TITLE: Please indicate the title of the PDF file


14. Field DESCRIPTION: Please indicate the type of material (e.g. Master`s thesis, Bachelor`s thesis and etc.)

15. Field ACCESS CONDITION TYPE: Please choose the type of access to your file.


- Public
- Embargo and the embargo end date.

16. Once you are done, you can save it.

**Edit bitstream** ✕


Title \*  
Thesis 

Enter the name of the file.



Description  
test 

Enter a description for the file



[+ Add more](#)

Access condition type  
openaccess 

Select an access condition to apply on the bitstream once the item is deposited

Grant access from \*  
From  

Select the date from which the related access condition is applied

Grant access until \*  
Until  

Select the date until which the related access condition is applied

[+ Add more](#)

✕ Cancel Save

17. Field CREATIVE COMMONS LICENSE: From the drop-down list, you should select the license type of the thesis - Creative Commons).  
**It is imperative: the author's consent must be obtained before the thesis is uploaded.**
18. Please, review the terms of the License agreement before submission.
19. Check the box at the bottom of the page to grant the License.
20. Once you are done, you can save it and complete it later or finish the submission by clicking DEPOSIT.

Creative commons license

Select a license type... ▾

Deposit license

License Agreement on accession of Open access archives (repository) to the autonomous organization of education Nazarbayev University

1. General provisions 1.1. Autonomous Organization of education Nazarbayev University (hereinafter - University) offers to an individual (hereinafter – the Licensor) to use Open access archives (repository) of the University (hereinafter - Nazarbayev University Repository) on the terms set out in this license agreement on accession (hereinafter – the Agreement). The Agreement shall enter into force from the moment of expression of consent by Licensor to its terms in the manner provided in § 1.4 hereof. 1.2. The University offers to Licensor access to Nazarbayev University Repository with the aim of placement (self-archiving) of storage facilities. All Nazarbayev University services associated with Nazarbayev University Repository are the subject of herein. 1.3. The use of the Nazarbayev University Repository functions is governed by the Regulations on Nazarbayev University Repository, which is available on the Repository web site (<http://nur.nu.edu.kz>), and this Agreement. 1.4. Starting to use any function of Nazarbayev University Repository on placement (self-archiving) of storage facilities, Licensor is deemed to have accepted the terms of herein in full, without reservations and exceptions. In case of disagreement of the Licensor with provision hereof, he has a right not to place his publication in the Nazarbayev University Repository. If the University made changes hereto in the manner prescribed by section 4.1 hereof, with which Licensor does not agree, he has the right to terminate the Agreement with Nazarbayev University.

2. Licensor Account 2.1. In order to use the functions of Nazarbayev University Repository for placement (self-archiving), storage facilities, the Licensor shall be logged by ID card or login issued by the responsible subdivision of the University. 2.2. All actions upon usage of Nazarbayev University Repository under the account of the Licensor are considered as made by the Licensor himself, except for when the Licensor, in the manner prescribed by section 2.3 hereof, has notified the University about unauthorized access to his account, and (or) a privacy password of his account.

2.3. The Licensor shall immediately notify the University about any unauthorized, that is not permitted by the Licensor, access to the functions of Nazarbayev University Repository with the use of User's account and (or) a privacy password of his account. 2.4. The Licensor may not reproduce, copy, sell and use for any commercial purposes any material of Nazarbayev University Repository, including information about storage facilities available to the Licensor, except when the Licensor has received such permission from the University.

3. Terms of usage of Nazarbayev University Repository 3.1. The Licensor shall be solely liable to third parties for his actions related to the use of functions of Nazarbayev University Repository including, if such action would lead to a violation of the rights and legitimate interests of third parties, as well as compliance with the law when using the Nazarbayev University Repository. 3.2. The Licensor shall post publication in Nazarbayev University Repository, while reserving the right of independent use of full text of electronic copies of publications. 3.3. The Licensor shall provide to the University a non-exclusive right to placement, backup and storage of scientific publications for non-commercial purposes with the following levels of access for the users of Nazarbayev University Repository (tick the necessary one):  in open access (with the ability to download full text or media file),  in gated access (with the ability to download full text or media file only for Nazarbayev University community),  in open access from Year \_\_\_\_ Month \_\_\_\_ Day \_\_\_\_ (with the ability to download a full-text or multimedia file (after the specified date the research material will be automatically placed in open access for all users)).

3.4. The Licensor shall have the right: 3.4.1. to maintain his/her personal page; 3.4.2. to add documents within his/her personal pages by self-archiving; 3.4.3. to use other rights in accordance with this Agreement. 3.5. When using Nazarbayev University Repository, the Licensor shall be prohibited to: 3.5.1. Upload, post, and (or) distribute documents and materials that are unlawful, harmful, defamatory, promoting violence and cruelty, hatred or discrimination against people on racial, ethnic, sexual, religious or social sign, containing insults against any individuals or entities, containing elements or are propaganda of pornography, child erotica, constitutes advertising of goods and services, explain the procedure of manufacture, application or other use of narcotic and psychotropic substances or their analogues, explosives or other weapons; 3.5.2. Upload, post, and (or) distribute works of science in the absence of rights on such actions in accordance with the current legislation of the Republic of Kazakhstan; 3.5.3. Perform any act aimed at the violation of the restrictions and prohibitions imposed by this Agreement.

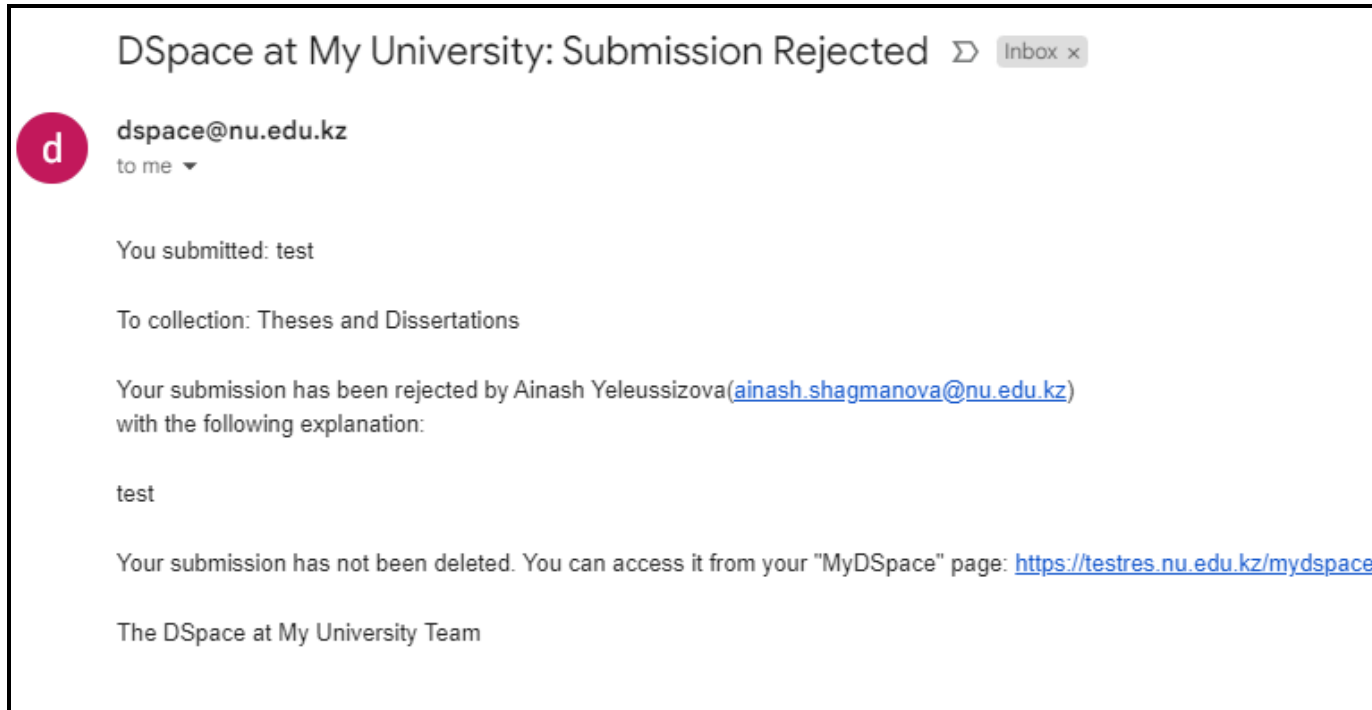
4. Final Provisions 4.1. Agreement may be amended by Nazarbayev University without any special notice; the new version of the Agreement shall enter into force on the date of its posting on the Internet at <http://library.nu.edu.kz> unless otherwise provided in the new (current) version of the Agreement. 4.2. Scientific and other works available on the public domain in the Nazarbayev University Repository can be removed from the public access upon written request of the Licensor, if these works may have the prospect of commercial realization and their placement in the public domain violates the Law of the Republic of Kazakhstan "On Copyright and Related Rights". In this case, scientific and other works are removed from public view, but not deleted from the server of repository. 4.3. Issues not covered by this Agreement, all possible disputes arising from relations governed by this Agreement shall be settled in accordance with the laws of the Republic of Kazakhstan. 4.4. This Agreement is made in Kazakh, Russian and English languages. In case of discrepancies between the versions of the Agreement, the Russian version shall prevail. I hereby accept the terms of the above License Agreement.

I confirm the license above

Discard Saved Save Save for later + Deposit

## 7. Submission status

You can check the status of your submissions at Submissions under the **My Dspace** box (top right corner). Also you will receive notifications to your email box once the status is changed. Please see screenshots below:



DSpace at My University: Submission Approved and Archived ⌵ Inbox x



**dspace@nu.edu.kz**

to me ▾

You submitted: test

To collection: Theses and Dissertations

Your submission has been accepted and archived in DSpace at My University,  
and it has been assigned the following identifier:

<https://testres.nu.edu.kz/handle/123456789/8122>

Please use this identifier when citing your submission.

Many thanks!

The DSpace at My University Team

