Submitting a Thesis via TU-Login

- Navigate to https://leopard.tu-braunschweig.de and click the „Login" text on the top right:

Login   EN ▾

- You'll be directed to the Login-Page. Choose the first option ‚Member of university' and click ‚Sign in with your credentials…':

You are currently logged in as **Guest user**.

Please select:

Member of university
- Sign in with your credentials at the Technische Universität Braunschweig
This login uses single-sign-on facilities provided by your home institution.

Administrative login
- Login with local user account
This account is local for this application only.

Cancel

- Use your TU Braunschweig account credentials login on the following page (y-number won't work). After confirming the next dialogue by clicking "Agree and continue", you are logged in.

- Open the Menu ‚Publish‘:
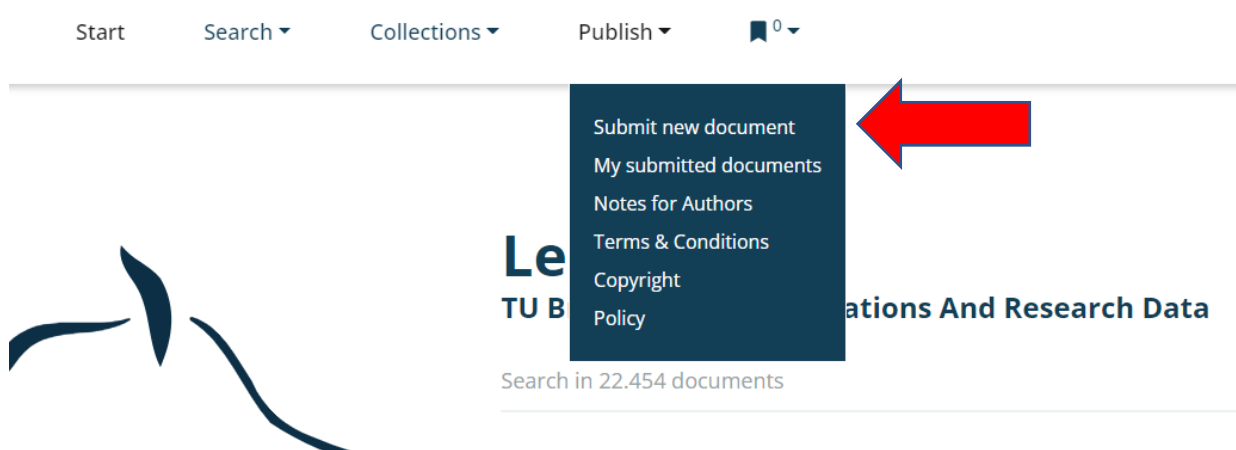
- Select ‚Submit new document‘ to get to the options of the different publication types offered in this menu. Choose ‚Dissertation‘ and click ‚Next‘:

- An input form for Thesis' opens up. Please fill in all required fields.

Submission form for Thesis

Original title

* Title:	Original title
Subtitle:	

Translated title

Title:	Translated title
Subtitle:	
Language:	German

Author	Last name, First name	Search...
Thesis advisor	Last name, First name	Search...
Thesis advisor	Last name, First name	Search...

- The field 'Title' requires the original title of your work, the field 'Translated title' is used for the translated title (please choose the appropriate language in the menu). The next field is used for the name of the author.

Author	Last name, First name	Search...

- Click the small arrow on the right to open the menu for more specific options. There, you can enter your institutional affiliation:

Author	Last name, First name	Search...

Type	Person
Term of address	
Affiliation/Institute	
GND	

- Then, two fields for academic supervision follow, in which you can enter the professor(s) who are responsible for your thesis. If you want to enter more than two, you can double the field by clicking on the 'plus' sign on the right (Please note that in the menu on the left, "Author" appears by default, you have to change this to "Thesis advisor").

- In the fields below, please enter the date of the oral exam of your doctoral thesis, the publisher (only if the thesis was published by an external publisher), the page count of the PDF, the language in which the thesis was originally written, the desired license type and the faculty to which you belong to.

- Finally, enter your two abstracts in the corresponding fields. Please note the formatting options there, e.g. italics or superscript.
  There is no character limit for the abstracts, but we ask you to keep a limit of approximately 2,500 characters.

- Click ‚Save'.

- You'll find your submitted data in the ‚Publish' menu under ‚My submitted documents':
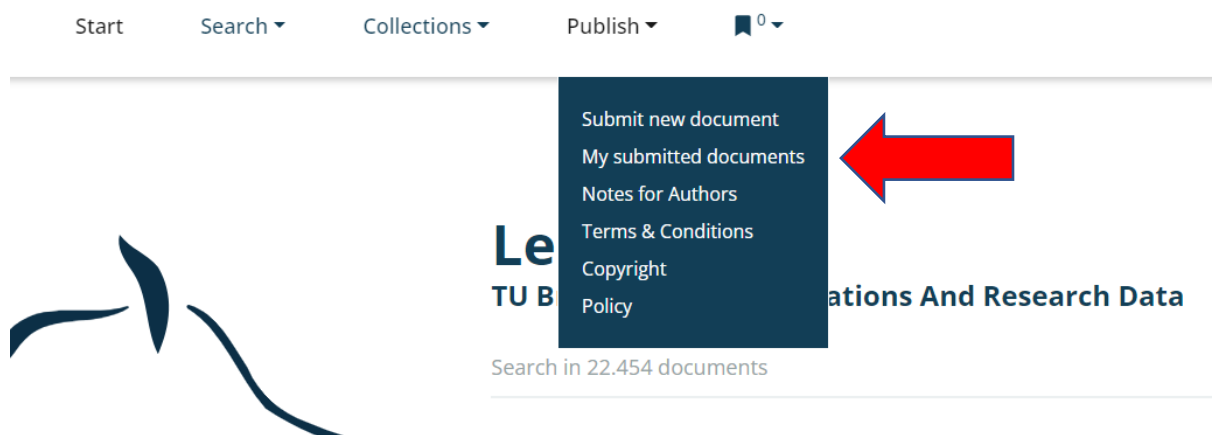
- By clicking on the title of your ‚dataset', you'll get a preview of your submitted metadata and the option to upload your PDF-file of your doctoral thesis:

- You can deploy your file either by drag-and-drop or by clicking ‚browse' to search the appropriate file in the file system of your device. You will also be able to supplement or correct the metadata you've already entered by clicking the ‚Actions' menu on the right. In the following dropdown menu choose ‚Edit the document' to do so.
- If you do have any attachments that should be published, please place them in a folder named 'Supplementary material' and drag-and-drop the folder into the field shown above after you have uploaded your thesis.