



SVEUČILIŠTE U ZAGREBU
Ekonomski fakultet
ZAGREB - HRVATSKA

UNIVERSITY OF ZAGREB
Faculty of Economics & Business
ZAGREB - CROATIA



**PROCEDURE FOR SELF-ARCHIVING OF THE WORKS
INTO THE REPOSITORY OF THE FACULTY ECONOMICS AND BUSINESS - ZAGREB (REPEFZG)**

1. After defending grade work, the student takes over the form *Statement on the clearance for storing and publishing grade work* from the Faculty website (Legal Framework: <http://www.efzg.unizg.hr/for-students-11750/documents/11757>).

The completed and signed Statement should be submitted to the Library Loan Desk. The librarian-on-duty will take over and submit Statement to the editor/repository administrator.

2. Student self-archives the work in accordance with the Instructions for storing the work, and the editor/administrator of the repository (through DABAR system) sends a notice of the stored work.

3. After verifying and agreeing with the Statement, the editor/repository administrator allows the publication of the work in the repository and informs the student by e-mail.

4. The editor/administrator of the repository inserts into the student's file in the library software remark that the student has fully self-archived the work.

5. Upon receipt of a notice from the editor/administrator that the work is published, the student comes to the library to "settle" the debts. At the lending desk student has to check whether he/she has returned all the borrowed library materials, has paid any existing overdue fee, and whether is completed self-archiving of the work. If everything is done in accordance with the above procedure, the librarian-on-duty will stamp at the back cover of the index over the membership bar code tag of the library VRAĆENO (returned) and sign below.

6. Both faculty record-offices assume the responsibility that a student cannot obtain a diploma until there are a stamp and a signature through the bar code tag. If a student does not have a stamp and a signature, the record-office staff are obliged to turn back the student to the library for the 'clearance' of obligation.

IMPORTANT NOTICE

The student is obliged to submit one copy of the printed version of the final and graduate work to the Student Record Office, that is, one copy of the printed version of the postgraduate specialist work or six copies of the doctoral thesis to the Record Office of Postgraduate Studies.