

How to submit your thesis to the BI Institutional Repository

IMPORTANT: Submit Only After Successful Completion

Submit your thesis to the institutional repository only after you have:

- Received official notification of a passing grade on your thesis defense/examination, **OR**
- Been formally notified by the Examinations Office that you will graduate

Do not submit your thesis prior to receiving confirmation of successful completion. Theses submitted before final approval may require resubmission and could delay the archiving process.

Step 1 - Prepare Your Thesis File for Long-Term Archiving

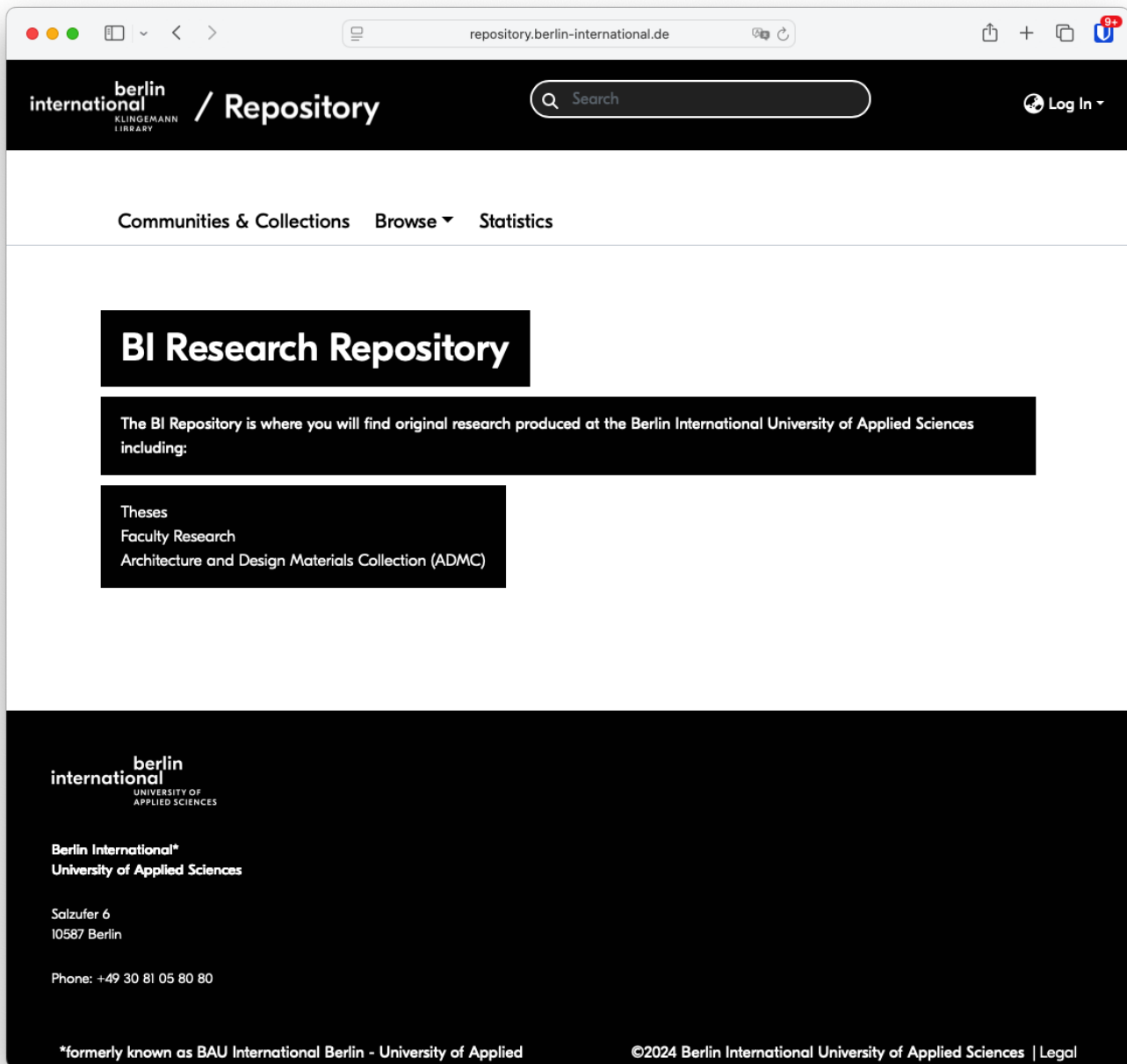
For optimal long-term preservation and accessibility, we **strongly recommend** submitting your thesis in **PDF/A** format rather than standard PDF. PDF/A is the ISO-standard archival format used by academic institutions worldwide to ensure documents remain readable and consistent for decades.

Creating PDF/A files:

- **Adobe InDesign:** Choose File → Export → select "Adobe PDF (Print)" as format → in the Export Adobe PDF dialog, select "PDF/X-4:2008" or "PDF/A-1b:2005" from the Adobe PDF Preset dropdown (top of dialog) → click Export. Note: PDF/X-4 is also suitable for archival and widely used in professional publishing.

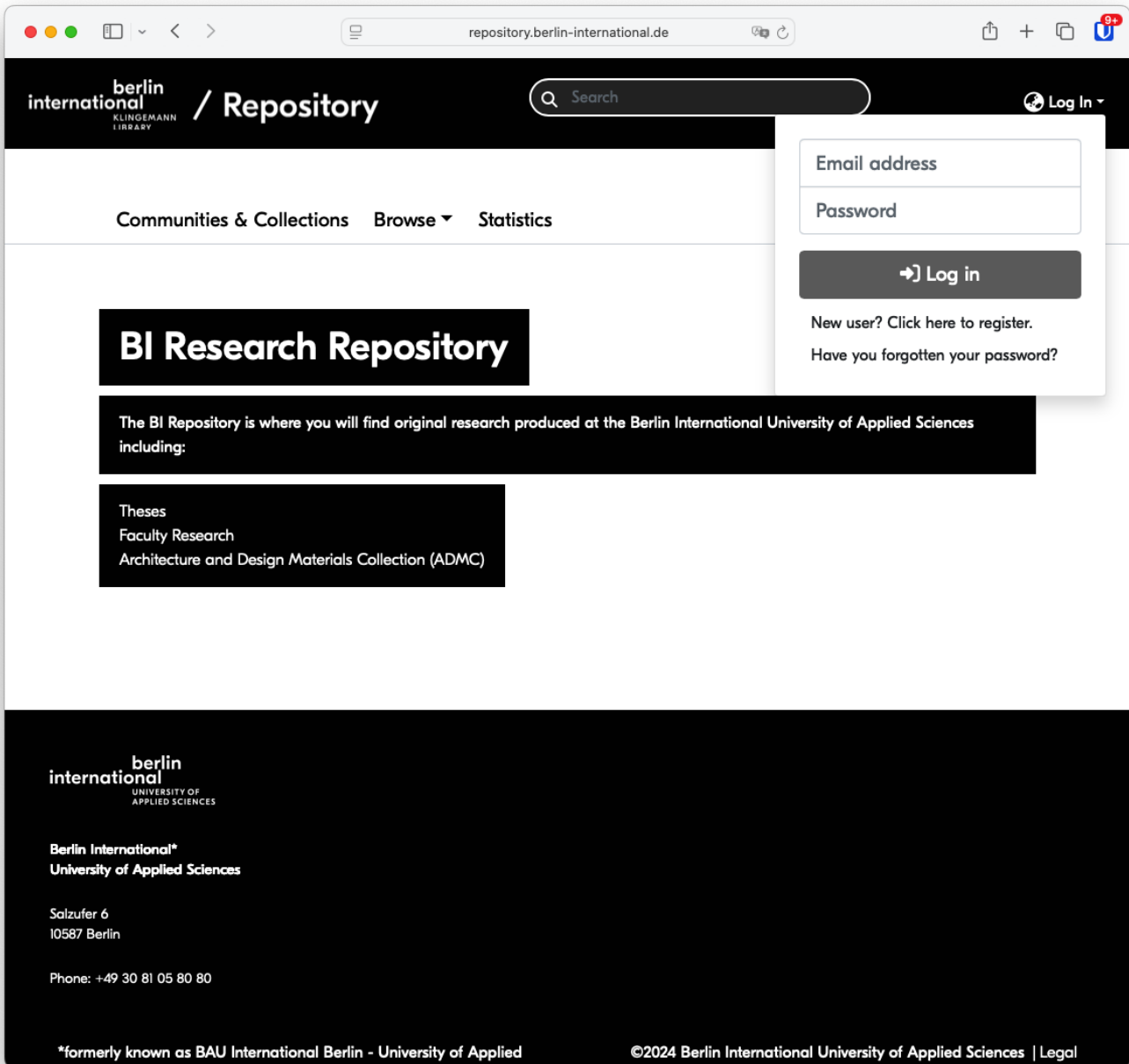
- **Adobe Illustrator:** Choose File → Save As → select "Adobe PDF" as format → in the Save Adobe PDF dialog, choose "PDF/A-1b:2005" from the Standard dropdown menu → click Save PDF.
 - **Microsoft Word (Windows/Mac):** When saving, choose File → Save As → Browse → select "PDF" as file type → click "Options" → check "ISO 19005-1 compliant (PDF/A)".
 - **LibreOffice/OpenOffice:** Use File → Export as PDF → select "Archive PDF/A-1a (ISO 19005-1)" option in the export dialog.
 - **LaTeX users:** Include the `pdfx` package with `[a-2b]` option in your preamble (see [this guide](#) for detailed LaTeX-specific instructions).
 - **Online converters (privacy note):** For theses, avoid “free” ad-supported web converters; instead prefer installed desktop tools (e.g., Acrobat Pro or callas pdfaPilot) so the document never leaves your device.
-

Step 2 - Visit <https://repository.berlin-international.de>

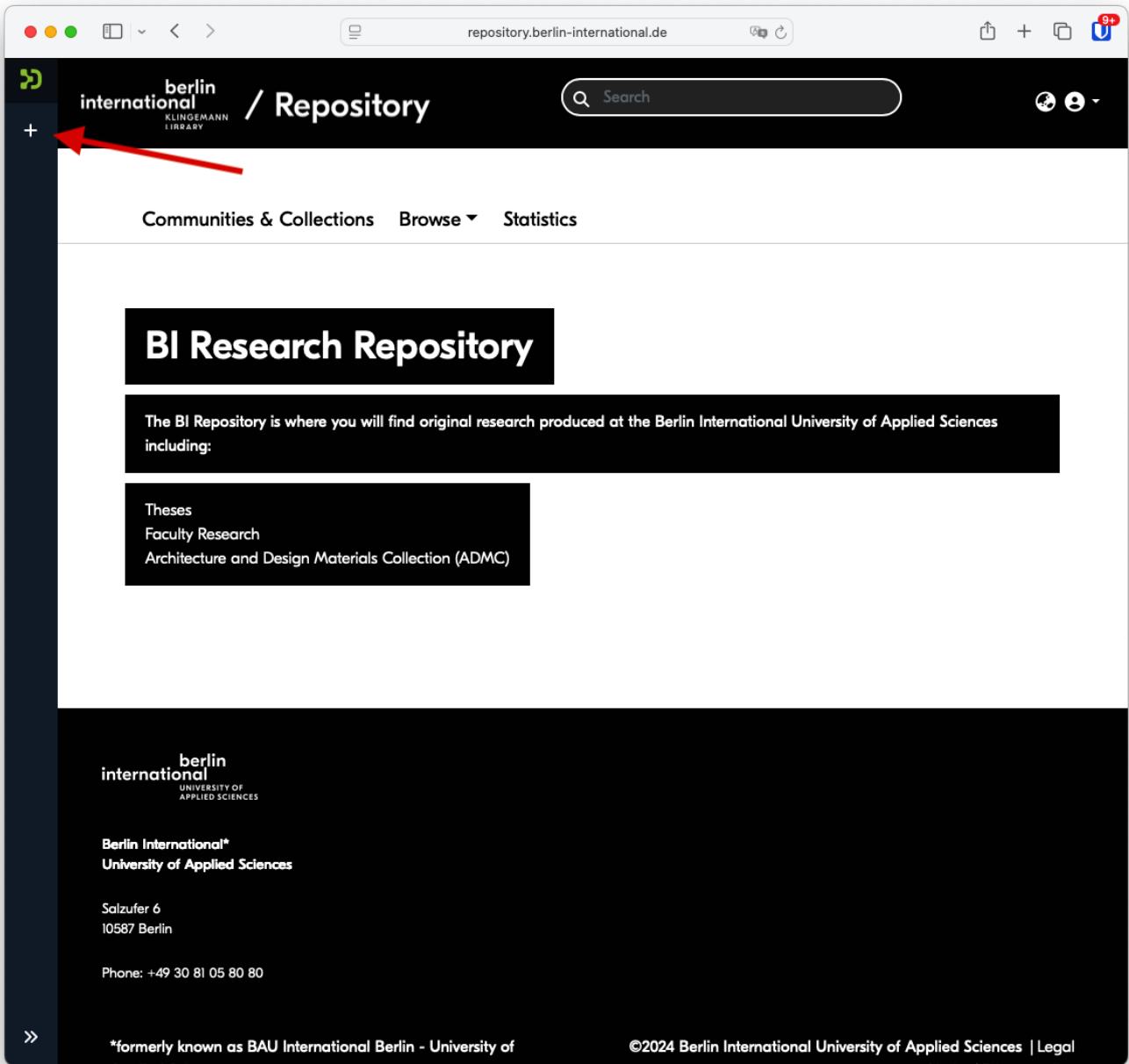


Step 3 - Log in using your BI email and email password

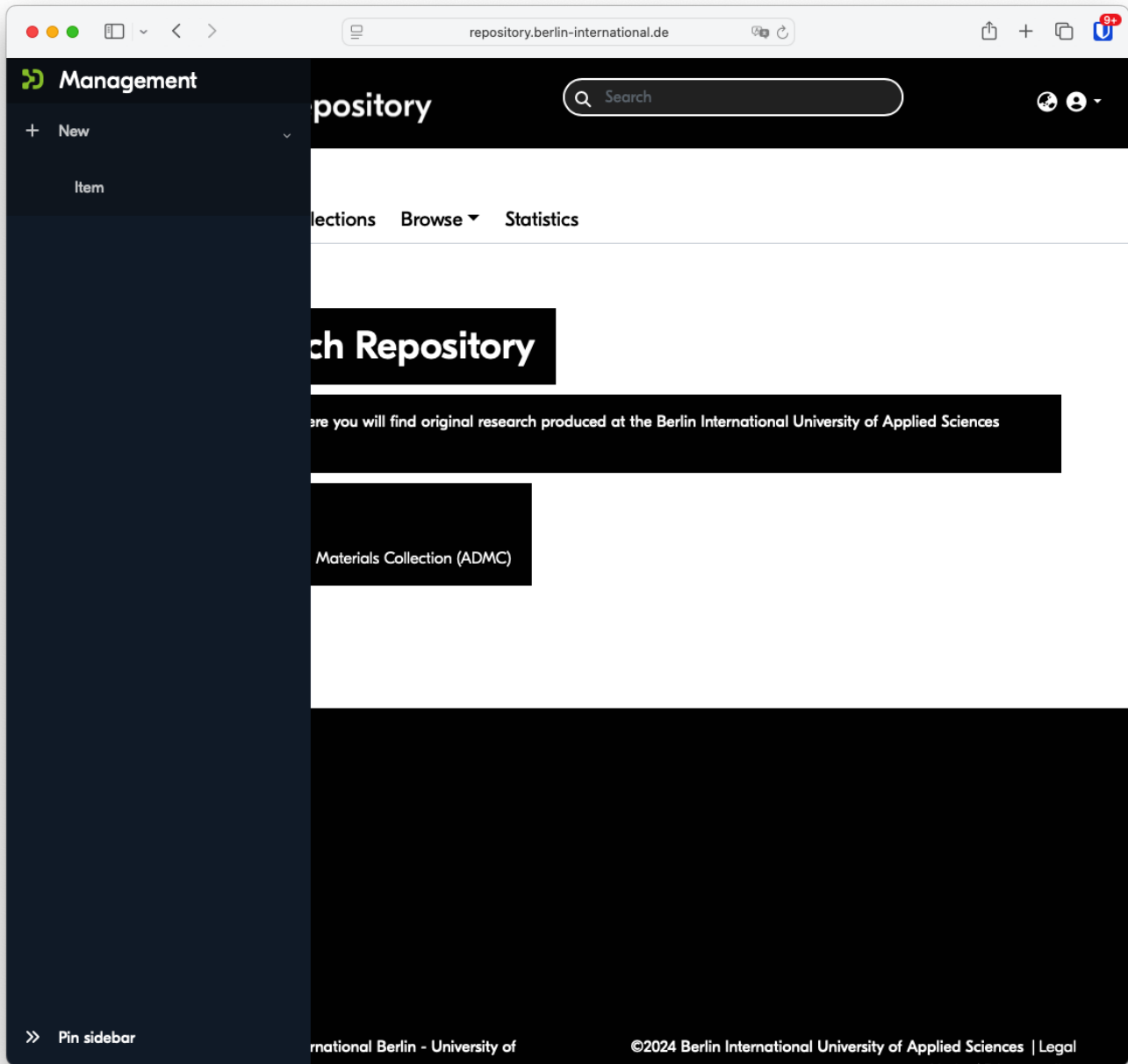
These credentials should be exactly the same as those you use to log into your BI email account. **Do not try to register a new account.**



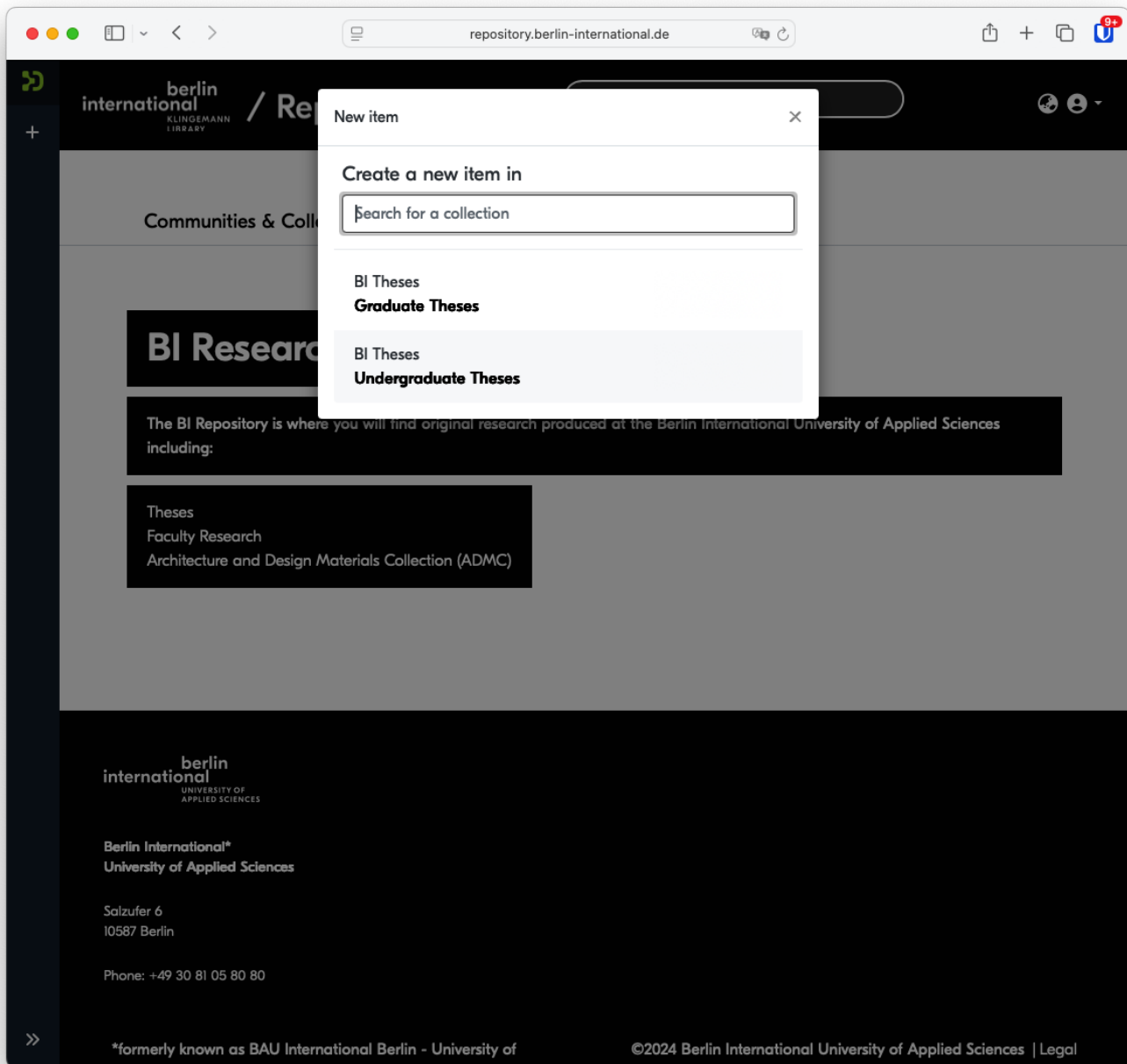
Step 4 - Press the plus (+) button



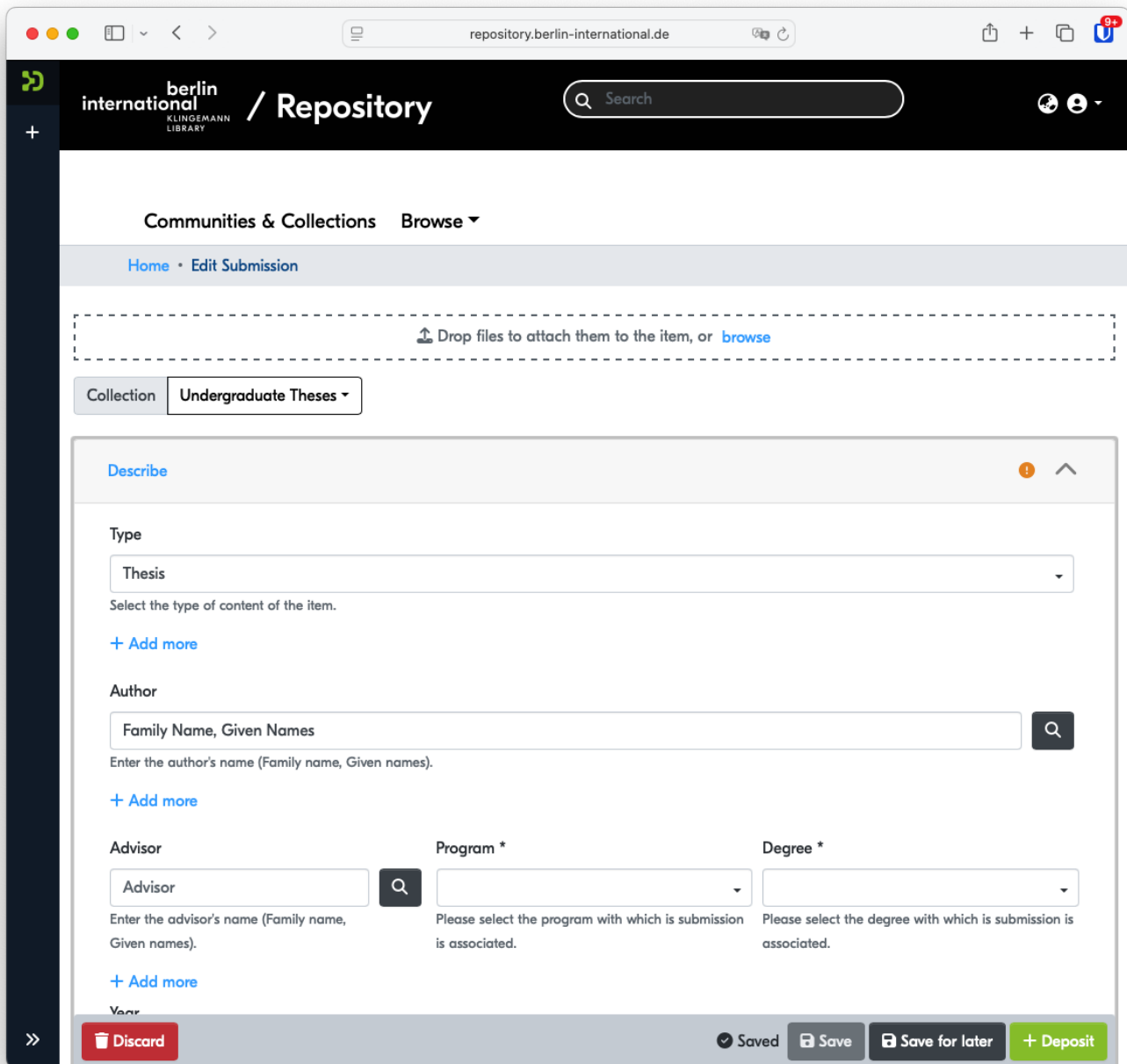
Step 5 - Press the New → Item



Step 6 - Select either Graduate Theses (e.g. MA or MBA) or Undergraduate Theses (all BAs)



Step 7 - Either drag your PDF/A file (or standard PDF) onto the screen or press Browse to locate the file on your device



Step 8 - Fill in all applicable fields

Type*	Do not modify
Author*	Enter your name in the format: Family Name, Given Name(s)
Advisor	Press the magnifying glass to search for your advisor. If not found, type the advisor's name in the format: Family Name, Given Name(s)
Program*	Select your program

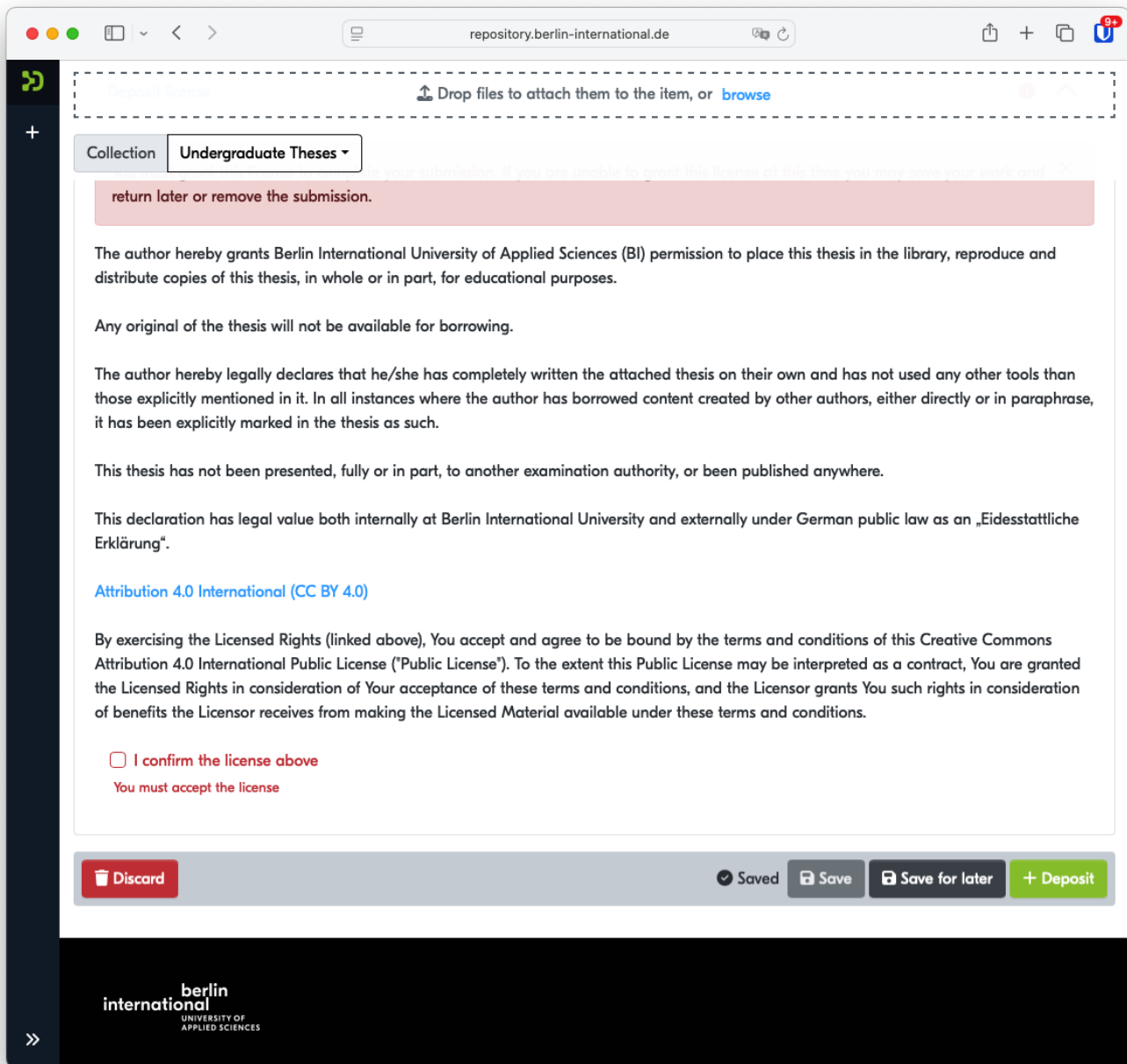
Degree*	Select your degree
Year*	Enter the year your thesis was submitted
Title*	Enter the complete english title for your thesis
Other titles	Any additional titles, for instance translated titles included on your thesis title page, can be included here
Subject Keywords	Enter a maximum of five descriptive keywords
Abstract*	Include the text of your abstract here. This should be the same abstract as included in your thesis.

*Required fields

If you experience that the previous fields have disappeared after inputting keywords or an abstract, try reloading the page and the missing info should reappear.

Step 9 - Click the box to agree to the license terms

Note that these are the same terms as submitted with your physical thesis.



Step 10 - Click + Deposit

After submission, your thesis will be reviewed and made available after confirmation from the Examinations Office.

Revision #12

Created 22 October 2024 08:33:37 by Librarian

Updated 26 January 2026 12:23:27 by Librarian