



Mathe 

INSTRUCTION MANUAL

- FIRST VERSION -
for students

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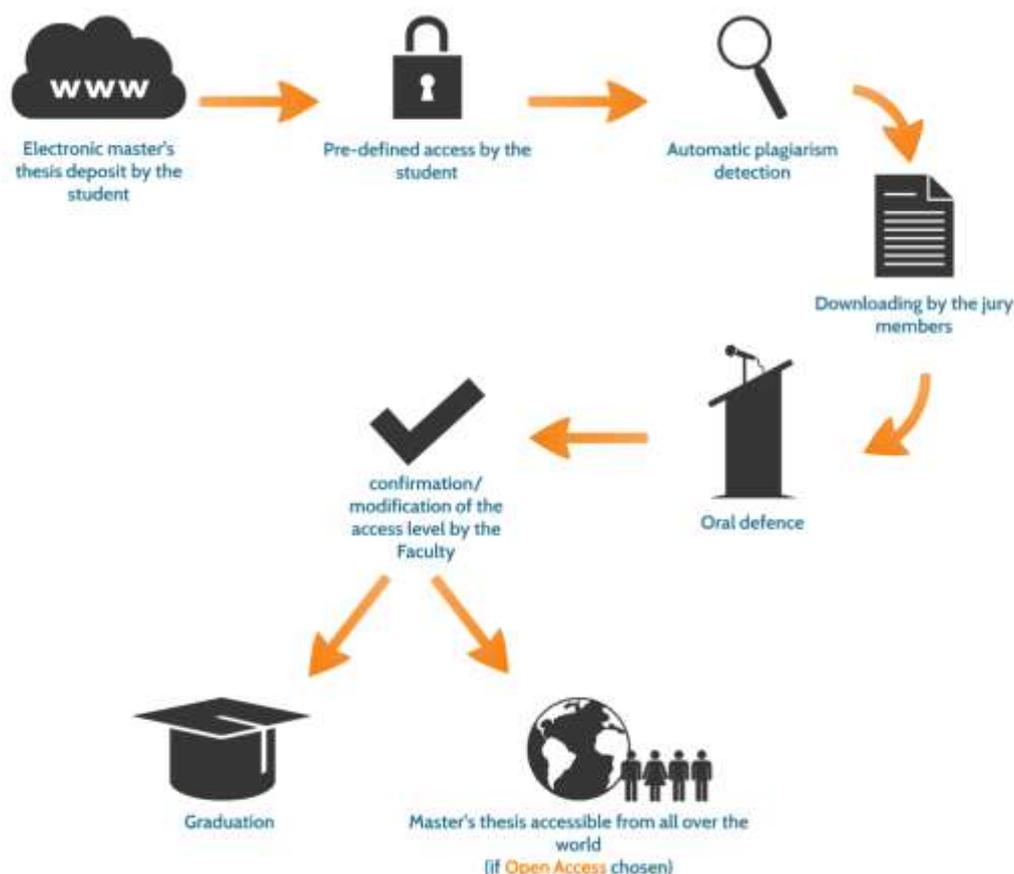


The MATHEO project

MatheO (Master Thesis Online) is the gateway site to the Master's Theses of the University of Liège. This gateway site, developed by the Library Network, serves as an official deposition and conservation space for the Master's Theses. But it is also a space for the consultation of these Master's Theses, both before the oral defence for the Board of Examiners and after the oral defence for the members of the University of Liège and for the rest of the world.

The project aims not only at solving paper archiving and permanent conservation issues but at ensuring a broader accessibility and visibility to these student works, many of which are of a quality. The Thesis, without being a real scientific publication, is a considerable amount of work from final-year students who often work several months on it. The Master's Theses are also a sign of the scientific and didactic activity of the University of Liège. Therefore they should not be abandoned on dusty shelves.

The deposit on MatheO



GENERAL INFORMATION

Who does what on MatheO?

- The **Faculty Manager**

The Faculty Manager can be any person (administrative, scientific or academic staff) appointed by the Faculty.

They are in charge of the management of the different courses and of the appointment of one or more managers for every course. They can also choose the submission date for every session if they are common to the whole Faculty. They are in charge of configuring the system to allow the deposit for every course wishing to use MatheO.

- The **Course Manager**

The Faculty Manager can be any person (administrative, scientific or academic staff) appointed by the Faculty.

They are in charge of managing the Master's Theses from one or more courses of which they are the manager. They can also choose the submission date for every session if they are specific to their course. They are the one who inputs following data: the examination date, the promoter and the Board of Examiners. They are also in charge of validating the deposit of the Master's Thesis of the student.

- The **Promoter and the Board of Examiners**

They are in charge of managing the Master's Theses of which they are the Promoter or a member of the Board of Examiners. They have access to the content of the Master's Thesis and they can observe the result of the detection of plagiarism. They can also add some personal comments for the student or for the Board of Examiners about the Master's Theses in which they are involved

The Promoter can edit the access to these files (non-public access, restricted access, open access) and respond to the requests about reprints when the access is restricted.

- The **Students**

They have to deposit their Master's Thesis and the compulsory additional data related to the Master's Thesis before the deadline. They set up a maximum access to the file(s) and they have to respond to the requests about reprints when the access is restricted.



Who can deposit?

The final-year students who have a Master's Thesis due for the ongoing academic year can deposit on MatheO.

The students have to be registered in the University of Liège and have to dispose of a **Student I.D.** (sXXXXXX).

The deposit on MatheO is only compulsory for the faculties and for the University departments that mention it in the examination policy, in the pedagogical commitment or in any other similar official document.

What can we deposit?

The main goal of Matheo is the **official deposit of the Master's Theses**. The electronic version (and not the paper version anymore) of the Master's Thesis – deposited on MatheO – that will be the base of the assessment of the Board of Examiners.

The main file (the content of the Master's Thesis) consists of **one unique PDF file**. However the additional appendices are allowed and they can be deposited in different formats (.ppt, .jpg, .avi, .xlsx, etc.).

Bear in mind that the PDF format is really appreciated because it mitigates compatibility issues. The main word processing programs (Word, Write, etc.) allow the direct creation of a PDF file from any document. Where appropriate, a web site such as <http://www.ilovepdf.com> can help to convert files into PDF.

The addition of an erratum is also authorized after the validation of the first deposit by the Course Manager and before the archiving of the file (when the finale score is available).

When can we deposit?

The deposit on MatheO is available at the start of the academic year (October 1st) until the end of the academic year (September 30th)

Thereby the students can deposit the Master's Thesis for the session of their choice (first session in January, first session in June and second session in September).

However, it is imperative to **meet the deadlines given by the Faculty or by the Department**.

Bear in mind that the deposit on MatheO is not locked after the deadline but the exact date of the deposit is recorded. In the event of non-compliance with this rule, the Board of Examiners can decide if they accept the deposit or not, with or without penalty.

MyMatheO: PERSONAL AREA

MyMatheO allows the access to a lot of functionalities for identified users. These functionalities change depending on the roles of each on MatheO.

Login on MatheO

- **Click on the link « login »** in the upper right of the page to log in. If you are already logged in, your name will appear in the upper right of the web page.
- To enter your MyMatheO personal area, **click on your name**.
- To log out, **click on the link « log out »** in the upper right of the web page.
Bear in mind that a closure of your session will automatically occur after 20 minutes of inactivity. You will lose unsaved information.

Manage the interface language

Every web page of MatheO – including MyMatheo, which is only visible for identified users – are bilingual (French/English). By default, MatheO will appear in French. You can switch from one language to another via the icon situated in the upper right of the web site MatheO.

Manage your deposit

Once logged in, you can choose, via MyMatheo, to:

- Initiate a **new deposit** if you meet the terms and conditions and if you never initiated a deposit for the ongoing academic year.
- **Manage your ongoing deposit**.
- **Change your personal data** and, notably, add an alternative e-mail address in order to always keep tabs on your Master's Thesis, even after your graduation.

The status of your Master's Thesis is variable depending on its level of completion:

1. **Master's Thesis being deposited:** it concerns a Master's Thesis for which the deposition process is not completed yet. If you click the on the reference, you can change this process in order to continue or even complete the deposit.
2. **Master's Thesis waiting for being validated by a manager:** it concerns a Master's Thesis for which the deposition process is completed but still needs to be technically validated by the Course Manager.
3. **Master's Thesis waiting to be sent to the anti-plagiarism system:** it concerns a Master's Thesis which has been validated by the Course Manager but that still has to be sent to the anti-plagiarism software.
4. **Master's Thesis waiting for official proclamation:** it concerns a Master's Thesis which has been validated by the Course Manager but for which there is still no score.
5. **Completed Master's Thesis:** it concerns a archived Master's Thesis for which the score is known.



Bear in mind that the archived and successful Master's Theses ($\geq 10/20$) are visible and available **ONLY** for concerned people (author, managers, Board of Examiners, etc.).

DEPOSIT A MASTER'S THESIS

After logging in, click on « **Deposit my Master's Thesis** » in your MatheO personal area (available by clicking on your name, in the upper right of the web page, once you are logged in).

The tabs situated at the top of the page show, step by step, your progress in the deposit process.



Note: Do not hesitate to check the different action tabs and the interrogation marks in order to bring up informative tool-tips.

- Step 1 : General information about the Master's Thesis
- Step 2 : Additional information about the Master's Thesis
- Step 3 : Deposition of the files
- Step 4 : Signature of the license and validation

Bear in mind that: MatheO was developed to minimize the manual entry of information. A lot of information is thereby directly collected by the University data base. If something goes wrong, please let the Faculty know.

Step 1: General information about the Master's Thesis

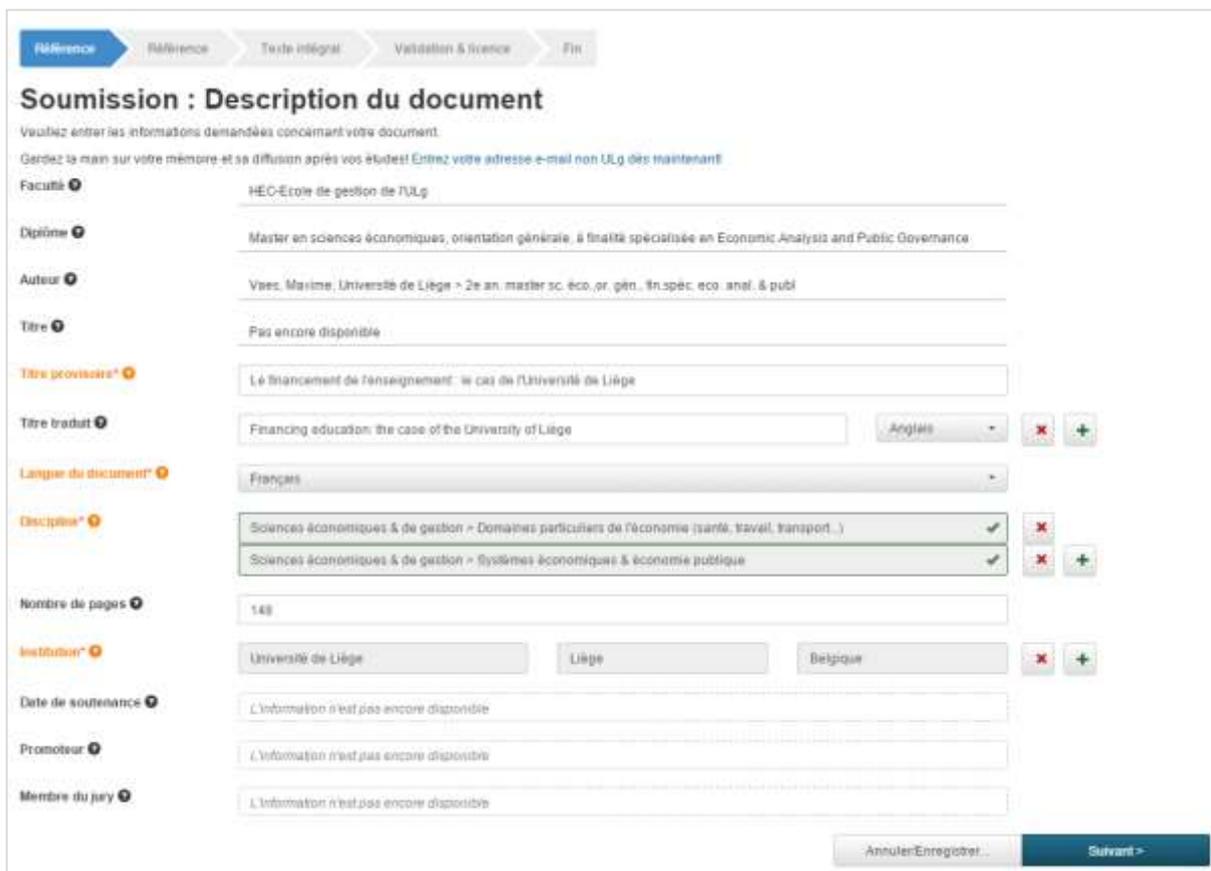
Some of the required information for the deposit is directly collected by the University data base. It concerns the faculty, the diploma, the author, the title of the Master's Thesis (when encoded by the Faculty) and the **Institution*** (by default, the University of Liège).

The students have to only fill in the boxed information. It concerns the **temporary title*** if the official one is not known yet, the translated title, the **main language of the document***, the **subjects*** and the number of pages.

*Compulsory information

- **Note:** The temporary title will automatically be erased while archiving and replaced by the official one. If there is any mistake in the official title, please let the Faculty know.

The following information is encoded by the Faculty Managers: deposition deadline, promoters, Board of Examiners. This information will appear only if they already are available.



Soumission : Description du document

Veuillez entrer les informations demandées concernant votre document.

Gardez la main sur votre mémoire et sa diffusion après vos études! Entrez votre adresse e-mail non ULg dès maintenant!

Faculté: HEC-Ecole de gestion de l'ULg

Diplôme: Master en sciences économiques, orientation générale, à finalité spécialisée en Economic Analysis and Public Governance

Auteur: Visez, Maxime, Université de Liège > 2e an, master sc. éco. pr. gén., fin.spéc. éco. anal. & publ.

Titre: Pas encore disponible

Titre provisoire*: Le financement de l'enseignement: le cas de l'Université de Liège

Titre traduit: Financing education: the case of the University of Liège

Langue du document*: Français

Discipline*: Sciences économiques & de gestion > Domaines particuliers de l'économie (santé, travail, transport...) Sciences économiques & de gestion > Systèmes économiques & économie publique

Nombre de pages: 149

Institution*: Université de Liège, Liège, Belgique

Date de soutenance: L'information n'est pas encore disponible

Promoteur: L'information n'est pas encore disponible

Membre du jury: L'information n'est pas encore disponible

Annuler/Enregistrer... Suivant >

Step 2: Additional information about the Master's Thesis

This page resumes the additional information about the reference. This will help to find the Master's Theses easier.

Key words

In order to improve the visibility of your Master's Thesis on MatheO and online, you can **enter some key words linked to the content of the document**. Please enter only one key word by field. You should first enter English key words.

You can use some accented characters. When the user searches for a Master's Thesis, ORBi will find both accented characters and unaccented characters.

Summary*

It is advisable to avoid too long summaries. You are asked to indicate the language of the summary. An English summary often increases the visibility of the document.

If there are rules specific to your Faculty about the summary, it is advisable to respect them.

Comments

This area allows you to give some additional information linked to the document. Comments are visible by every user of MatheO.

Subsidy organism(s)

It concerns one of more potential organisms that have financially contributed to the realization of the Master's Thesis.

Research centers

These are potential research centers that have supported the realization of the Master's Thesis.

Title of the research project

This area allows you to indicate the name of the potential broader research project in which your Master's Thesis is involved.

Target audience

This area highlights the kind of public audience to which the Master's Thesis is destined. It is possible to choose from among the different checkboxes.

Additional URL

Enter here the useful additional URL (research project website, etc.).

Référence
Référence
Texte intégral
Validation & licence
Fin

Soumission : Description du document

Veuillez entrer les informations demandées concernant votre document.

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Mots-clés

Education	Finance
University	School
Education	Financement
Université	Ecole

Anglais

Anglais

Français

Français

Français

Résumé

Si les moyens dévolus aux universités ont augmenté dans la période récente, les financements supplémentaires mis à la disposition des acteurs suscitent des interrogations : distorsions entre affichages et réalités ou en tout cas compréhension difficile du rapport entre les deux, décroissance en fin de période, modalités d'allocation complexes et peu cohérentes. Face à ces constats, les pistes de propositions se concentrent autour de trois axes. Tout d'abord, il conviendrait de simplifier et de stabiliser un dispositif de financement public des établissements reposant sur les deux outils principaux que sont le modèle Sympa et le contrat quinquennal État-université, après avoir ajusté le premier et renforcé le second.

Commentaire

Organisme subsidiant

Centre de recherche

Intitulé du projet de recherche

Public

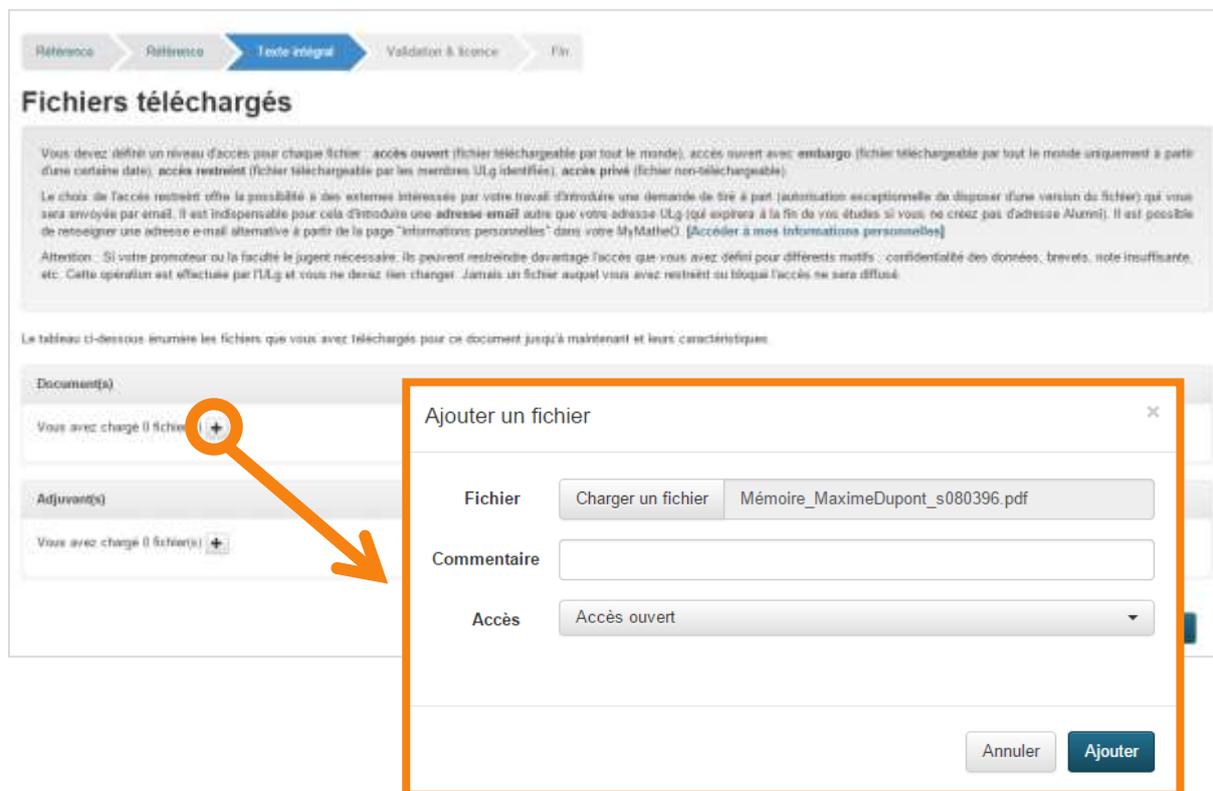
<input checked="" type="checkbox"/>	Chercheurs
<input checked="" type="checkbox"/>	Professionnels du domaine
<input checked="" type="checkbox"/>	Etudiants
<input type="checkbox"/>	Grand public
<input type="checkbox"/>	Autre

URL complémentaire

< Précédent
Annuler/Enregistrer...
Suivant >

Step 3: Deposition of the files

In the box called « **Document(s)** » click on « + », a window will open, allowing you to deposit the full version.



The part called « **document(s)** » corresponds to the main text. The advised deposit format file for the main text is PDF. It can be a zip file in order to downsize it thanks to a web site such as <http://www.ilovepdf.com>.

The part called « **appendices** » corresponds to the appendices. The file format can be .png, .jpg, .avi, .mov, .mp3, mp4, .ppt, .xls, etc..

Note: To avoid any compatibility problem with the different existing operating systems, **do not use symbols, accents and spaces in the files names.** (For instance: ideal name: s080396Dupont2015).

You have to define a **maximal level of accessibility** for every uploaded file on MatheO:



Open Access: everybody can consult the file.



Restricted access : (members of the ULg only): the file is only available via the Intranet to the members of the University staff who are logged in on MatheO. The access to other users is only possible upon request of a reprint, which can be done through the reference of the Master's Thesis.



Open access under embargo : The Open access will only be possible at the end of an embargo. The file will automatically be available once the embargo ends. Before this, the file is only available with restricted access only.



Private access: the file is only available to the author of the Master's Thesis, the Faculty or Course Managers who are logged in on MatheO. This really restricted level of access should only occur in specific cases such as patents being deposited, or when the file contains confidential data that cannot (yet) be seen by the audience or by the rest of the academic community.

The access you defined can be restricted by the University depending on the score, the confidentiality, the quality, the patentability or any other relevant criteria.

The access is modified as follows:

- During the deposit, the **student** defines the maximal access for every file;
- This access can be modified by the **promoter** once the deposit is validated.
- This access is also automatically adjusted when the **score** is received (on Penelope) according to the following rule : < 10/20 (reference and files of the Master's Thesis are invisible), 10-13/20 (never open access).

The « open access under embargo » and « restricted access » documents can be the subject of a **reprint (exceptional request) by people from outside the Institution**. Then it will be up to you, to the University (or both) to give the permission to reprint the Master's Thesis or to maintain the restriction.

Note: If you choose the restricted access or the open access under embargo, **please do not forget to mention your personal data** and to add an alternative e-mail address for you to receive the requests of reprint!

[Référence](#)
[Références](#)
[Texte intégré](#)
[Validation & licence](#)
[Fin](#)

Fichiers téléchargés

Vous devez définir un niveau d'accès pour chaque fichier : accès ouvert (fichier téléchargeable par tout le monde), accès ouvert avec embargo (fichier téléchargeable par tout le monde uniquement à partir d'une certaine date), accès restreint (fichier téléchargeable par les membres ULg identifiés), accès privé (fichier non-téléchargeable).

Le choix de l'accès restreint offre la possibilité à des externes intéressés, par votre travail d'introduire une demande de tiré à part (autorisation exceptionnelle de disposer d'une version du fichier) qui vous sera envoyée par email. Il est indispensable pour cela d'introduire une adresse email autre que votre adresse ULg (qui expirera à la fin de vos études si vous ne créez pas d'adresse Alumni). Il est possible de renseigner une adresse e-mail alternative à partir de la page "Informations personnelles" dans votre MyMatheO. [Accéder à mes informations personnelles](#)

Attention : Si votre promoteur ou la faculté le juge nécessaire, ils peuvent restreindre davantage l'accès que vous avez défini pour différents motifs : confidentialité des données, brevets, note insuffisante, etc. Cette opération est effectuée par l'ULg et vous ne devez rien changer. Jamais un fichier auquel vous avez restreint ou bloqué l'accès ne sera diffusé.

Le tableau ci-dessous énumère les fichiers que vous avez téléchargés pour ce document jusqu'à maintenant et leurs caractéristiques.

Document(s)				
Vous avez chargé 1 fichier(s)				
Fichier	Type d'accès	Format	Taille	Action
Mémoire_MaximeDupont_080396.pdf	Accès ouvert	Adobe PDF	417,28 kB	
Adjuvant(s)				
Vous avez chargé 2 fichier(s)				
Fichier	Type d'accès	Format	Taille	Action
Annexes_MaximeDupont_confidentiel.pdf	Accès privé	Adobe PDF	27,63 kB	
Annexes_MaximeDupont_PPT.pptx	Accès ouvert	Microsoft Powerpoint XML	78,77 kB	

[< Précédent](#)
[Annuler/Enregistrer](#)
[Suivant >](#)

Step 4: Signature of the license and validation

The validation screen contains the following:

- Every encoded **data** ;
- A **direct access** to the uploaded files ;
- The **level of accessibility** of every document ;
- The **broadcast license** to be signed (compulsory) checking the box called « I accept the terms of the license specified above ».

If you want to **make corrections**, you can do it by clicking on “correct information/file”.

The **license** contains the useful data about the login, the files you want to broadcast, the maximal level of access for every file and the possibility, for the University, to restrict this access.

Licence de distribution

CONVENTION DE LICENCE RELATIVE A LA DIFFUSION D'UN MÉMOIRE

ENTRE

L'université de Liège, Réseau des bibliothèques, Place du Vingt août, 7 à 4000 Liège, représentée par Monsieur Albert Corneu, agissant en sa qualité de Recteur ci-après, dénommé "l'Université"

ET

Monsieur DUPOND Maxime
Domicilié Traverse des architectes, 4, 4000 Liège,
ci-après dénommé "l'étudiant",

IL EST PRÉALABLEMENT EXPOSÉ CE QUI SUIT

Afin d'obtenir son diplôme de Master en sciences économiques, orientation générale, à finalité spécialisée en Economic Analysis and Public Governance, l'étudiant a réuni, conformément au règlement des études et des examens, un travail/projet personnel de fin d'études/mémoire, qui s'intitule :
Le financement de l'enseignement : le cas de l'Université de Liège.

ci-après dénommé « le Mémoire ».

J'accepte les termes de la licence spécifiée ci-dessus (indispensable pour pouvoir continuer)

Référence Référence Texte intégral Validation & licence Fin

Soumission complétée

Votre soumission suivra maintenant son cours selon les étapes de la procédure normale de vérification mise en place pour la collection à laquelle vous avez soumis votre document. Vous recevrez un avis par e-mail dès que votre document sera intégré à la collection ou, le cas échéant, un avis indiquant que votre soumission ne peut être acceptée. Vous pouvez vous enquérir du statut de votre soumission en visitant votre espace personnel.

[Aller à votre espace personnel](#)

Once every step of the process of deposition is done, there is no turning back. The Master's Thesis is being validated by the Course Manager.

This/these person(s), who belong to the Faculty or to the Department control(s) that the deposit is technically valid (relevant file(s) and data).

They also have to mention: the official date of the deposit for every session, the date of the oral defence, the promoter and the Board of Examiners.

If the Course Manager refuses the deposit, an e-mail tells you so and asks you to correct the encoded data and/or the files on MyMatheO.

If the Course Manager accepts the deposit, you are also notified by e-mail.

The Master's Thesis is archived when it gets a score and when the access is adjusted according to the following rule : <10/20 (invisible reference and files), 10-13/20 (at least, a restricted access to the file).

Note: Only the archived and successful Master's Theses ($\geq 10/20$) are visible by the users of MatheO. The others are **ONLY** available for the concerned people (author, managers, Board of Examiners, etc.).

During this final archiving, a « **handle** » is given to the Master's Thesis. It is a unique and permanent URL that allows you to access to the reference, even if there is a change in the web address of MatheO. This is really useful when referencing your publication.

ADDITIONAL SERVICE

Several additional services have been added to MatheO in order to make the deposit easier and to meet the wishes and needs of the University students.

Automatic transfer to the anti-plagiarism system

Every Master's Thesis that is deposited on MatheO is automatically sent to the anti-plagiarism software of the University of Liège. This presupposes that you have the right to broadcast every contents (pictures, graphics, data, etc.) present in your Master's Thesis

This is why; **it is advisable for you to seek information from your Faculty regarding plagiarism**, respect of copyright, respect of personal data, etc. Here is the MatheO web page about plagiarism: <http://matheo.ulg.ac.be/page/plagiat>

Integrated management of the requests of reprint

The « open access under embargo » and « restricted access » can be reprinted for people from outside the University. These are requested to the author of the Master's Thesis if they defined the restricted access (via an alternative e-mail address to be encoded in « personal data »), or by the Institution if it defined the access in the first place.

MatheO automatically generates the different e-mails linked to this process:

- Transfer of the request to the author or to the Institution
- In the event of refusal by the author or the Institution, sending of a rejection e-mail to the requestor ;
- In case of acceptance, sending of an agreement e-mail to the requestor with the requested file(s) attached.

The requestors specifically commit themselves to use the requested document(s) in strict compliance with the statutory exceptions, which are: strictly personal use and illustration for teaching or scientific research only. Moreover they absolutely have to mention the reference to the source, including the name of the author.

FOR MORE INFORMATION

To obtain more information about MatheO and its operation, you can consult:

- The video tutorial which teaches you how to use MatheO;
- The web page that contains the **rules linked to the deposition of the Master's Thesis**. (<http://matheo.ulg.ac.be/page/rules>) ;
- The note about **why you should choose an open access Master's Thesis** (<http://matheo.ulg.ac.be/page/open-access>) ;
- The **useful information** about the realization of a Master's Thesis (<http://matheo.ulg.ac.be/page/resources>).

We wish you a good deposit! 😊

If you have any question, please contact us at matheo@ulg.ac.be.