

# Upload Your Student Thesis

*This guide is for personal users enrolled on an Edge Hill doctoral research degree*

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## Your thesis & Pure

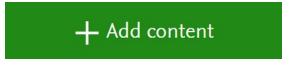
- Pure is the University's doctoral research thesis repository.
- The system is only for theses where the doctoral research degree was awarded by Edge Hill University. MRes students *should not* upload their dissertations onto Pure.
- This guide explains how to deposit your thesis in Pure, but you will also need to read the appropriate thesis guidance from the Graduate School.
- You should only submit your thesis, in PDF format, to Pure when it has been recommended for award by the examiners to the Graduate School.
- You must submit your thesis in Pure before your award can be conferred.
- If you have questions about submitting your thesis, please contact the [Graduate School](#).

### Theses awarded by other institutions

- If you received your award from another institution, it may have already added your thesis to its own repository. You should include a [link to that in your person profile](#) instead of adding the thesis to Pure.
- Alternatively, you could create a doctoral [project](#) record.

## Create a new thesis record


Always click  or  or  where you see them before you close a window or section, or your changes will not be saved.

- Click  and select *Student thesis*.
- The rest of this guide walks you through the thesis editor screens.

### Thesis content information

- *Original language* is the language in which the thesis is written. English, as per the [Research Degree Regulations](#).
- *Title of the thesis in original language* refers to the previous field.
- Include a *Subtitle of the thesis in original language* if relevant.
- Add your *Abstract*.

### Author

- This is just you. Your supervisors appear in a different section.
- The system should have automatically added you. If not, click  to [find and add yourself](#). You will **not** need to create a new external person for this.

### Author organisational unit affiliations

- You can ignore this field; the Graduate School will update it during validation.

## Student thesis managed by

- You can ignore this field; the Graduate School will update it during validation.

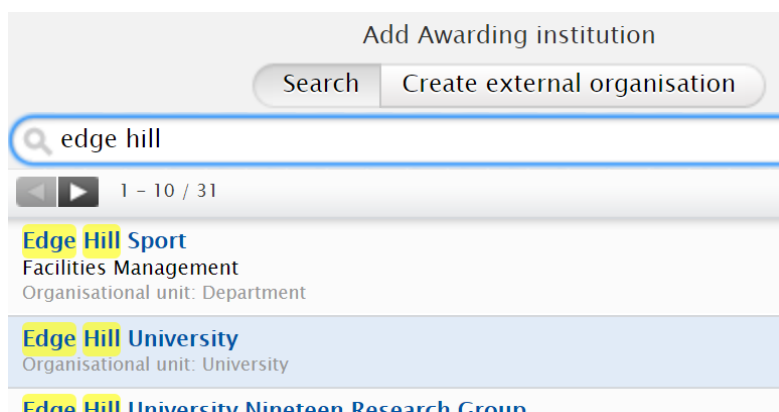
## Thesis award information

### Date of award:

- While your thesis will not have been awarded by the time you submit it to Pure, you will need to input at least a year in this section to continue.
- The Graduate School will complete the full date when the degree has been awarded.

### Awarding institution

- lets you search for the University.
- When you start typing *Edge Hill* or *EHU*, there will be various options. Ensure you select the *Edge Hill University* that has *Organisational unit: University* underneath, not *External organisation: Academic*.



### Sponsors

- Use this section if your degree was sponsored by an [external organisation](#).

### Supervisors

- [Add your supervisors](#) in this section, whether they are internal or external.
- Advisors should **not** be added.
- Make sure you search for them before creating a new person in the system.
  - o Internal supervisors should already exist in Pure.
  - o External supervisors may already exist in Pure but you may need to create them if they do not.
- When you choose the supervisor from the search results (or create a new one), you will need to specify their role on your supervisory team: *Director of Studies* or *Supervisor*.

### Keywords

- Add your thesis keywords, to help improve its discoverability.

### Documents

- Click **Add document...** to upload your thesis. This should be in PDF format.
- If you have more than one document to upload, you need to do this for each one at a time.
- After you add files you will see them listed in this section.
  - Click *Show* next to each file to open it.
  - Click *Edit* next to each file to edit the file metadata.
  - Click the minus button next to each file to delete it.
    - Once a file appears in this section, you cannot edit the file, only its metadata so, if you wish to replace it, you will need to delete the file and add a new one.
- When adding a new file, the pop-up gives you some additional fields to complete:

#### Filename

- Attach your file in this section

#### File title

- This will be automatically populated with the name of the file you attach.
- You can overwrite this: it will be the public description on the link to the file, so make it brief but descriptive.

#### Type

- *Thesis* or *Supplementary materials*.
- If your thesis has been split into separate volumes (e.g. for embargo reasons), each volume should be set as *Thesis*.

#### File visibility

- This will determine how publicly visible the file in question is on the portal.
- It should remain *Public* for files that should be publicly visible:
  - Immediately, or
  - Following an embargo period that has been approved by the Graduate School Board of Studies.
- If the Board has approved an open-ended restriction, set it to *Backend*.
- Public files will be harvested by the British Library's EThOS database when it harvests the thesis record (see record visibility, below).

#### Embargo end date

- If an embargo has been approved by the Graduate School *prior to* your final viva examination, enter the approved embargo end date and the file will be released automatically after this date (file visibility must be set to public).
- Leave this blank if no embargo has been approved, or if a permanent restriction has been approved.


### Embargo reason

- Complete this whether there is an approved time-limited embargo or open-ended restriction.
- It should be blank if no restriction has been applied.
- Select the appropriate option, as approved by the Board.

### Licence

- Select the appropriate licence that lets people know the terms under which they can re-use your file.
- When you select a licence, a *Show licence* link appears which will offer you more information about your selection on the Creative Commons website.
- CC BY NC ND 4.0 is the norm, however, please ensure you select the most appropriate one for **your** research.

### Links

- Click  to add any links relevant to your thesis.

### Bibliographical note

- Ignore this field.

### Relations

- You can use this section to relate your thesis to your other content records in Pure e.g. a project, any research outputs you co-authored, etc.
- You should not relate it to content you are not named on e.g. your supervisor's outputs if you are not credited as an author.
- Choose the content type, click on its icon and start typing the title of the record you wish to relate.

### Record visibility

- This final field refers to the visibility of the entire metadata record.
- This should remain *Public*.
- It makes the metadata and public files visible on the portal, and it lets the British Library's EThOS database harvest your thesis.
- If you have set visibility restrictions on any individual files, they will not be publicly visible unless their individual file-level visibility is changed to *Public* e.g. at the end of an embargo or manually by the administrator.

### Workflow

- Your thesis is not submitted until it enters the validation workflow.
- Ensure the status in the footer of the window is set to


 For validation

and click

 Save

- This sends the record to the Graduate School.
- After the award has been made, the Graduate School will update the award date and mark the record as *Validated*. It will then be publicly visible.

### If your thesis is returned to you for any reason

- The workflow status may default to . Saving to this status keeps the record in your own work area. You need to change it to *For validation* to submit your updated record to the workflow.
- You can view any comments added by you or administrators in [history and comments](#) in the menu on the left-hand side of the screen.
- Whether you receive a notification of the return of the thesis depends on your [user account settings](#).

*Guide updated 21/01/2020*