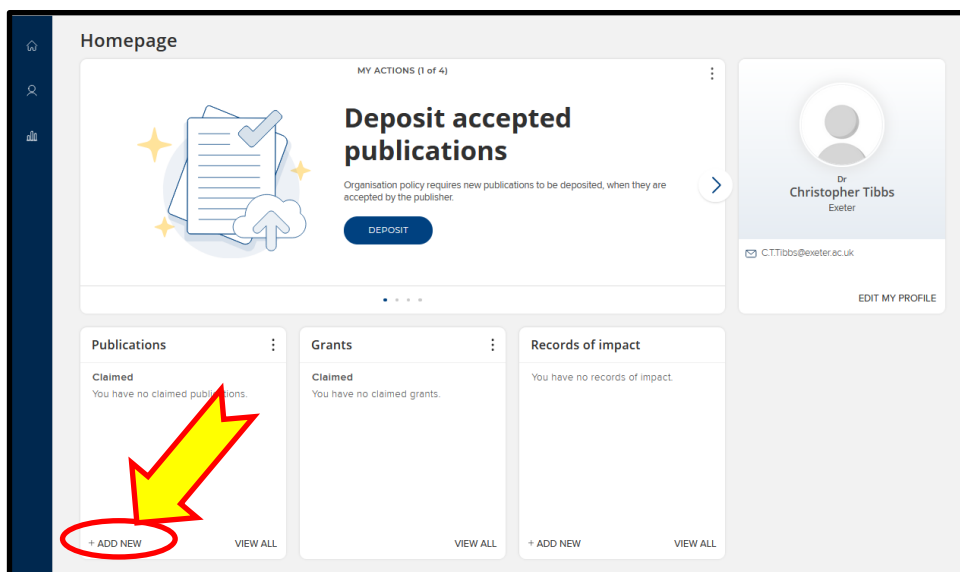


A Guide to Depositing Theses or Dissertations into ORE

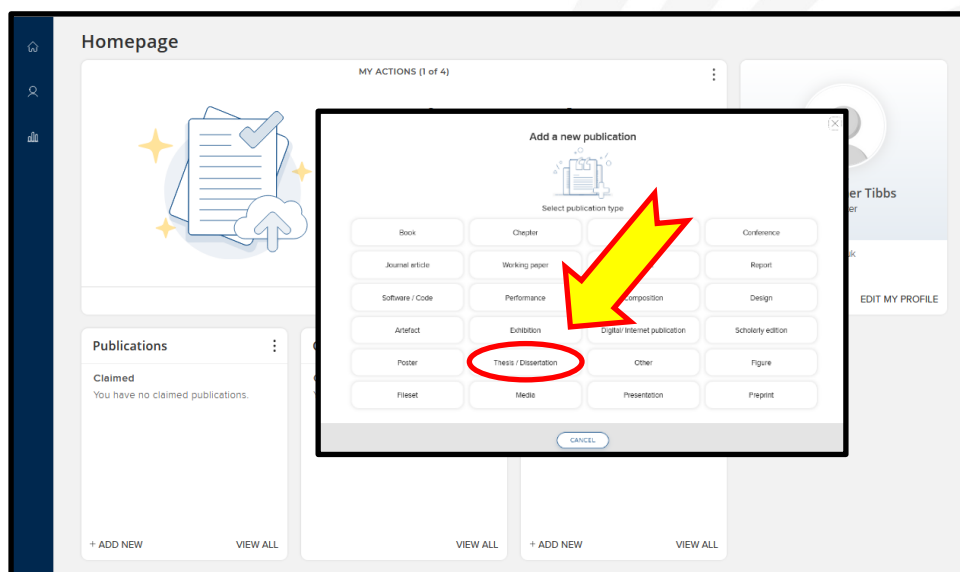
This guide covers depositing theses and dissertations into ORE using Symplectic. Before you can start the deposit, you must first prepare your files. Please check the e-theses [FAQs](#) for advice on preparing your thesis.

Your submission must be in PDF format.

1. Log in to [Symplectic](#) using your University username and password
2. On the home screen click '+ Add New' in the Publications section



3. Select type 'Thesis/Dissertation'



4. Enter the title of your thesis/dissertation and click 'Search'

5. Check that no match is found, to confirm that a Symplectic record for the thesis/dissertation does not already exist. Then click 'Go to next step'

6. Describe your thesis/dissertation by entering all of the required information

- Be as accurate and consistent as possible; the information you include here will be used by others to search for your work
- Fields marked * are required and must be completed in order to move on to the next stage
- Add at least one keyword, as this will aid discovery of your thesis/dissertation

7. Click 'Save'

8. Link any grants that supported the production of your thesis/dissertation

Find the grant(s) from the list, tick the box associated with the appropriate grant(s), and click 'Link selected'. You can link multiple grants, and when all have been added, click 'Done'.

Alternatively, if your research had no external funders, click 'Not externally funded', or if you cannot find the appropriate grant, click 'Grant not listed'.

9. Upload your thesis/dissertation to ORE

Click on 'Deposit to figshare for institutions', then click on 'Choose file' and select the file you wish to deposit. Press the 'Use this file' button and wait for the page to refresh.

If you wish to upload an additional file, select 'Upload another file' and repeat the process. If you have any data or supplementary files associated with your thesis/dissertation, please contact rdm@exeter.ac.uk before depositing your thesis/dissertation.

If you have undertaken a by-practice PhD and may need to embargo the practice element of your thesis separately from the academic research element, please contact the PGR Administration team (pgradmin@exeter.ac.uk) before depositing your thesis/dissertation.

If an embargo is required, tick the 'I would like to specify an embargo' box, and select an embargo period from the 'Embargo period' drop-down list. In the 'Comment' box, clearly state the reason for the embargo. **Note** that you are able to specify an embargo period of up to 12 months (for UKRI funded students) or 18 months (for non-UKRI funded students). Longer extensions up to 5 years may be specified, providing you requested this on your examination submission form. See the e-theses [FAQs](#) for further information about restricting access to your thesis/dissertation, or contact the PGR Administration team (pgradmin@exeter.ac.uk)

If you wish to specify a reuse licence, tick the 'I would like to specify a reuse licence' box, and select a licence from the 'Reuse licence' drop-down list. In the 'Comment' box, clearly state the reason for the licence. **Note** that if your thesis contains any material for which you do not own the copyright you should leave this box unticked.

Once you have added all the files you wish to deposit, read the deposit licence. This includes information about the permissions granted by you to ORE, as well as a declaration of ownership of the work and a third party copyright statement. Granting the licence will not affect the copyright of the thesis/dissertation, which will still belong to you as the author. If you agree to the deposit licence, click 'Deposit'.

NOTE: If your thesis contains third party copyright material for which you have not obtained the permission of the copyright holder to use in your work, you will need to submit two versions of your thesis/dissertation, one with and one without the third party copyright material. Create two records in Symplectic, one for the complete text of your thesis/dissertation, and the other for the version with third party copyright material redacted. Complete steps 6 – 9 for each version of your thesis/dissertation.

For the file containing the complete text of the thesis/dissertation (including third party copyright material): construct the filename from your last name and first initial e.g. SmithA

For the file with all third party copyright material removed: construct the filename from your last name and first initial e.g. SmithA_TPC

Following upload, your deposit will be checked. If any amendments are required you will be contacted via your University email account. Once any such amendments have been made to your thesis/dissertation:

- i. Go to the Symplectic record for your thesis/dissertation and click on the 'redeposit' link
- ii. You will not be able to remove the existing file(s); these will be removed by repository administrators during the review process. Click 'choose file' and select the file you wish to deposit. Press the 'Use this file' button and wait for the page to refresh.
- iii. Click the "Deposit" button to send the amended file back to ORE for review and approval

You will receive an email notifying you that your thesis/dissertation has been approved and included in ORE.

If you have any queries, contact the Postgraduate Administration Office:
pgradmin@exeter.ac.uk