

eThesis Submission Guide: PGR Students

Table of Contents

eThesis submission overview	2
Notice of Submission	3
Submitting via My Manchester	3
Logging in	3
Unable to see My ETD portlet.....	3
eThesis submission windows	4
When will my eThesis submission be acknowledged?	4
eThesis submission form.....	4
eThesis metadata.....	5
Plain text abstract	5
Uploading your eThesis file.....	5
What if I upload the wrong eThesis file?	6
Problems with submission windows.....	6
Submission window is cancelled.....	6
Submission window is rejected.....	6
Submission window has expired.....	6
Submission deadline extension.....	7
Submitting printed copies of your eThesis	7
Thesis formats.....	8
Traditional format	8
Journal format.....	8
Practice-based PhD	8
PhD by published work	9
Higher Doctorate	9
Post-examination eThesis submission	9
Access to your final eThesis	10
Supplementary materials.....	11

Copyright and intellectual property.....	11
Access to your final eThesis	11
Redacted thesis.....	11
Copyright complaints	12
Plagiarism detection	12
Responsibilities at each stage of the submission process	12
Help and guidance	14

eThesis submission overview

Postgraduate Research Students are required to submit an electronic version of their thesis as part of the PGR examination process. PGRs studying towards the following qualifications must complete electronic submission of examination and final theses:

- Doctor of Philosophy (PhD); Engineering (EngD); Enterprise (EntD); Business Administration (DBA); Medicine (MD)
- Master of Philosophy (MPhil); Research (MRes) (certain Schools only)

Electronic submission is completed via My Manchester:

- My Manchester (log in required): <http://my.manchester.ac.uk>

Following successful final submission, University of Manchester eTheses are available via the institutional repository, Pure:

<http://pure.manchester.ac.uk>

They are discoverable via the University's Research Explorer and Library Search:

Research Explorer: <https://www.research.manchester.ac.uk/portal/>

Library Search: <http://www.library.manchester.ac.uk/>

Information and guidance on preparing your eThesis and access to your final eThesis can be found on the eThesis Support Service webpages:

eThesis Support Service: <http://manchester.ac.uk/eThesis>

Prepare your eThesis: <http://www.library.manchester.ac.uk/using-the-library/staff/research/services/ethesis/pgr-students/prepare/>

Access to your final eThesis: <http://www.library.manchester.ac.uk/using-the-library/staff/research/services/ethesis/pgr-students/access/>

The rest of this guide contains detailed information on each element of the eThesis submission process.

Notice of Submission

You are required to complete a Notice of Submission form via eProg.

Your eThesis submission window will be opened once your PGR Administrator is in receipt of an approved Notice of Submission notification from the eProg system. You will not be able to access an eThesis submission window, and will not be able to submit your eThesis, until you complete your Notice of Submission form via eProg.

If you encounter any problems with your Notice of Submission, you should contact your PGR Administrator as soon as possible.

Submitting via My Manchester

Submission of your eThesis is made through the My Manchester service.

- My Manchester (log in required): <http://my.manchester.ac.uk>

Once you have logged in to My Manchester you will complete your eThesis submission through the 'My ETD Summary' portlet.

When you are ready to complete eThesis submission, a submission window will be opened for you in My Manchester.

Logging in

To log in to My Manchester you will require an active central network username and password. This is the same username and password that you use for network access, email and other IT services at the University of Manchester. All staff and students are issued with these details upon arrival at the University.

If you encounter a problem regarding your central username and password, please contact the University's IT Services team:

Virtual IT Service Desk

Telephone: 0161 306 5544 (Internal x65544)

Email: IT-Servicedesk@manchester.ac.uk

Web: <https://helpdesk.man.ac.uk/onlineform.cgi>

Staff and students of the Alliance Manchester Business School should contact the specialist AMBS Service Desk. AMBS Worldwide students should e-mail dedicated MBS Worldwide IT Support at ithelp@mbs-worldwide.ac.uk.

Unable to see My ETD portlet

If after logging in to My Manchester you are unable to see the 'My ETD Summary' portlet, you can add the portlet manually. Enter the word 'ETD' into the search box. You should see the My ETD Summary portlet listed. Click Add. This will add the portlet to your My Manchester page.

eThesis submission windows

An eThesis submission window is the means by which you complete and monitor the progress of your eThesis submission. In order to submit your eThesis you must have an open eThesis submission window. Your eThesis submission window will normally be opened automatically when your Notice of Submission is approved.

When your eThesis Submission Window opens you will receive an automatic email to your University email account. This will notify you of the duration that your window will remain open and explain what to do next. It is therefore important that you check your University email account regularly when you are close to submitting your thesis. If you do not receive a notification email when you are expecting to do so, please contact your PGR Administrator for assistance.

Your eThesis submission window remains open for a pre-defined duration, starting from the approval of your Notice of Submission and closing just before the deadline for completion of your Postgraduate degree. It will close either once you have successfully submitted your eThesis, or as soon as your submission deadline passes.

Your submission window will close three days before the final submission deadline to allow time for printing and binding paper copies from the submitted eThesis (see p. 7 of this document).

You can only submit your eThesis when you have an open eThesis submission window. If you receive a message in your My ETD Summary portlet that an eThesis submission is not required at this time, this means your eThesis submission window has not yet been opened.

If you do not have an open eThesis submission window and you have completed your Notice of Submission, or are expecting to submit your thesis in the next few weeks, contact your PGR Administrator for assistance.

You can access screenshots of the eThesis submission form via the eThesis Support Service webpages:

<http://www.library.manchester.ac.uk/using-the-library/staff/research/services/ethesis/pgr-students/submit/>

When will my eThesis submission be acknowledged?

Once your PGR Administrator is satisfied that your print and electronic submissions adhere to all University rules and guidelines governing thesis submissions, the Administrator will acknowledge receipt of your eThesis submission.

eThesis submission form

You can access screenshots of the eThesis submission form via the eThesis Support Service webpages:

<http://www.library.manchester.ac.uk/using-the-library/staff/research/services/ethesis/pgr-students/submit/>

We recommend that you use Google Chrome or Firefox to complete eThesis submission, as the submission system may not work effectively on other browsers.

Please ensure that you have turned off pop-up blockers in your internet browser before you begin eThesis submission.

eThesis metadata

Metadata literally means 'data about data,' and is the information that describes your eThesis. Certain metadata is mandatory, while others are optional. As part of your submission, we source some metadata from existing University data. This includes your name and your supervisor's name. If you notice that any information is incorrect when completing eThesis submission, contact your Postgraduate Administrator immediately, and do not proceed with submission until you have received further information.

Metadata improves the visibility and discoverability of your eThesis online, enabling potential readers to more easily access and understand your thesis. The metadata for your thesis is used to populate the record of your eThesis in the University's institutional repository.

Plain text abstract

At step 2 of the submission form, you are required to include a copy of your thesis abstract, in plain text. To ensure your abstract does not contain any formatting or characters which could cause problems during submission, we recommend that you copy your abstract wording from your thesis file and paste this into Wordpad (if using Microsoft), or Textedit (if using Mac software). Then, copy the text from these basic word processor tools into the abstract box.

If it's not possible for you to include a plain text abstract, e.g. if your abstract contains essential non-standard characters such as mathematical formulae or non-English language characters, you may wish to add the note 'See full text for abstract' in the abstract box.

Uploading your eThesis file

You must upload your eThesis as a single Portable Document Format (PDF) file. You won't be able to complete submission if you upload your thesis in another format, e.g. a Word file.

If your submission contains supplementary digital or non-digital materials, you can describe the content of these materials when completing the eThesis submission form. Examples of supplementary digital materials include large datasets, very high definition image files, musical composition, etc. Non-digital materials could take the form of an artistic performance, a sculpture, a work of art, etc. Multimedia files that form part of your submission should be submitted in a suitable format (i.e. CD-ROM) and placed in a pocket inside the back cover of the paper version of your thesis.

When creating the PDF of your thesis, be sure that the content is rendered and formatted correctly, irrespective of whether you used Microsoft Word, LaTeX or any other word processing software. In

particular, take care to check any typesetting, non-Latin characters, mathematical formula, graphs, charts and images.

Large eThesis files will take longer to upload in the eThesis submission system. We recommend that you reduce the size of the eThesis as much as possible, e.g. by saving images as JPG files.

What if I upload the wrong eThesis file?

At the end of your eThesis submission, you will be given the chance to review both the metadata that you have input, and the file that you have attached. It is very important that you carefully review this information, as once it has been confirmed, the submission window will close, and you will not be able to make any amendments.

If you do accidentally attach an incorrect file, or submit any other incorrect information, you should contact your PGR Administrator immediately. You may be required to complete submission of your eThesis again.

Problems with submission windows

Submission window is cancelled

Your eThesis submission window may be cancelled in certain situations, for example, if an extension to your submission deadline is agreed.

If your submission window is cancelled, your PGR Administrator will usually open a new submission window, which you can use to complete submission.

If you believe that your eThesis submission window has been cancelled in error, and a replacement has not been opened, you should contact your PGR Administrator immediately.

Submission window is rejected

If the print and/or electronic version of your thesis does not meet University requirements then your EThesis submission may get rejected. In this scenario, your school/faculty administrative office will contact you and may create a new EThesis Submission Window which you can use to repeat your submission with a modified thesis.

Submission window has expired

You require an open eThesis submission window to submit your eThesis. The duration of your eThesis Submission Window is determined based on the deadline for completion of your Postgraduate degree.

The notification email that is generated when your eThesis submission window is opened contains the start and end date of the submission window.

If you do not complete eThesis submission within the period that the eThesis submission window is scheduled to remain open, the window will automatically expire and close. In this case, you will be unable to complete submission of your eThesis using this window, and should contact your PGR Administrator immediately. Depending on the circumstances, your administrative office may open a new eThesis submission window, enabling you to complete submission.

Submission deadline extension

eThesis submission windows are opened and closed by eProg and School or Faculty PGR Administrators. The duration of an eThesis submission window is determined based on the deadline for completion of your thesis. If you require an extension, you should notify your Postgraduate Administrator as soon as possible. If your request is approved, your Administrator will normally cancel your existing eThesis submission window, and open a new window with the agreed extended duration.

Submitting printed copies of your eThesis

You are required to submit printed and bound paper copies from the submitted eThesis for both examination submission and resubmissions. You should hand these in to your School or Faculty Postgraduate Administration office. Both print and electronic versions of your thesis must abide by University rules and guidelines on the format of your thesis.

- University Ordinances and Regulations for Graduate Education:

<http://www.staffnet.manchester.ac.uk/services/rbess/graduate/ordinancesandregulations/>

- Code of Practice for Postgraduate Research Degrees:

<http://www.staffnet.manchester.ac.uk/services/rbess/graduate/code/>

- Presentation of Theses Policy:

<http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=7420>

- Guidance Notes for the Presentation of Masters Level Dissertations:

<http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=2863>

We strongly recommend that the bound paper versions of your examination and re-submission thesis are printed from the electronic PDF version that you submit, as it is important that both versions have all the same information. Examiners may choose to examine the electronic version of your thesis; either by examining it on-screen or by printing the electronic version themselves.

You can download and print a copy of your submitted eThesis PDF, including a cover page confirming eThesis submission has occurred, immediately after your successful eThesis submission. You may also download a copy of your submitted eThesis at any time after your submission via the My ETD Summary portlet.

When you complete submission of your examination thesis, you will see an option to have your thesis bound by the University's recommended binders, Hollingworth and Moss. You can submit your thesis for binding by this company electronically using the online form you will see, and the company can arrange to send your bound thesis directly to your Postgraduate Administration office if you prefer this. You are under no obligation to use the services of Hollingworth and Moss, and can

make alternative arrangements to have your thesis bound. You do not need to print and bind your final, post-examination thesis.

Thesis formats

Traditional format

Traditional format theses adhere to the standard format for theses submitted to the University of Manchester, detailed in the University Ordinances and Regulations for Graduate Education and Presentation of Theses Policy:

University Ordinances and Regulations for Graduate Education :

<http://www.staffnet.manchester.ac.uk/services/rbess/graduate/ordinancesandregulations/>

Presentation of Theses Policy: <http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=7420>

If you are submitting a Traditional format eThesis, you should select appropriately from the choice of thesis formats on step 2 of 5 of the eThesis submission form.

Journal format

The Journal format thesis allows you to incorporate sections that are in a format suitable for submission for publication in a peer-reviewed journal. If you wish to submit your thesis in journal format, you should discuss this with your supervisor, and declare your intention on the Notice of Submission form (see p. 3 of this guide). See also the Presentation of Theses Policy for more information:

Presentation of Theses Policy: <http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=7420>

If you are submitting a Journal format eThesis, you should select appropriately from the choice of thesis formats on step 2 of 5 of the eThesis submission form.

Formally publishing your work in a journal or conference proceeding prior to completing your research degree is encouraged. However, if you plan to submit a Journal format thesis, you need to be aware of any copyright constraints your publisher may have or will place on your work, as your final eThesis will be made available to others via the University's systems in line with the Presentation of Theses policy, unless an exception to this policy is required. See Access to your final thesis on the eThesis Support Service webpages:

<http://www.library.manchester.ac.uk/using-the-library/staff/research/services/ethesis/pgr-students/access/>

You can also access the Library Copyright Guide for more information:

<http://subjects.library.manchester.ac.uk/copyright/>

Practice-based PhD

If you are submitting a thesis related to a Practice-based doctorate, you will submit using the eThesis submission system.

Submit the text-based submission of 20,000-50,000 words in a Portable Document Format (PDF) file. Step 2 of the submission form includes fields for describing work that is part of your submission but is either in a digital form but not included in your eThesis or is a non-digital form. Provide a full description of the practical component of your submission in the appropriate field.

There is a list of programmes which are exempt from electronic submission in section 10 of the Presentation of Theses policy (page 19):

Presentation of Theses Policy: <http://documents.manchester.ac.uk/display.aspx?DocID=7420>

Generally, practice-based submissions should be submitted electronically where possible, but they may have a practical or creative element which can be submitted in written (or other) format. The student can request permission to submit material for an assessment in a format that differs from standard or journal.

PhD by published work

A PhD by published work consists of a corpus of work normally published in scholarly books and journals. See the University's Ordinances and Regulations on PhD by Published Work for more information:

University's Ordinances and Regulations on PhD by Published Work :
<http://documents.manchester.ac.uk/display.aspx?DocID=20672%20>

Candidates must submit **two** pre-examination paper copies of both the thesis and any additional material, as well as a loose copy of the abstract.

When the candidate submits the thesis it is forwarded to the examiners by the appropriate graduate office.

Although the University's guidance states that only 'The final version of the thesis post examination should only be submitted in electronic format; a print submission is not required,' some Faculties may require electronic submission of examination theses as well. Please check this with your Postgraduate Administrator.

Higher Doctorate

See the University's Ordinances and Regulations on Higher Doctorates for more information on this award type:

University's Ordinances and Regulations on Higher Doctorates:
<http://documents.manchester.ac.uk/display.aspx?DocID=20675>

The final version of a Higher Doctorate thesis must be submitted electronically. Please check with your Postgraduate Administrator for guidance on specific requirements for your submission.

Post-examination eThesis submission

Once your Postgraduate Administrator has been notified of the outcome of your examination, the Administrator will open the appropriate post-examination eThesis submission window for you.

- If you receive (Ai) or (Aii) recommendations, a 'Postgraduate Research eThesis - final' window will be opened for you.
- If you receive (Bi), (Bii), (Biii) or (Ciii) recommendations, a 'Postgraduate Research eThesis - examination (re-submission)' window will be opened for you.
- If you receive (Ci) or (Cii) recommendations, a 'Postgraduate Research eThesis - final MPhil (re-classification)' window will be opened for you.

You will receive an email to your University email account notifying you that your next eThesis submission window is open. The email includes details of the date the window was opened, and when it will close, and instructions on what to do next.

Access to your final eThesis

Following successful final submission, and once all administrative checks have taken place, your approved, final eThesis will be made available via the institutional repository. These checks can take several weeks.

eTheses are available via the institutional repository, Pure, and discoverable via the University's Research Explorer and Library Search:

Pure: <http://manchester.ac.uk/pure>

Research Explorer: <https://www.research.manchester.ac.uk/portal/>

Library Search: <http://www.library.manchester.ac.uk/>

The University's Presentation of Theses policy requires that all final Postgraduate Research eTheses are made Open Access no longer than 12 months after submission, unless an exception to the policy is required for reasons of sponsorship or sensitive content:

Presentation of Theses policy: <http://documents.manchester.ac.uk/display.aspx?DocID=7420>

Final eThesis access level is subject to supervisor approval during the examination process. See Access to your final eThesis on the eThesis Support Service webpages for more details on thesis access requirements:

<http://www.library.manchester.ac.uk/using-the-library/staff/research/services/ethesis/pgr-students/access/>

eTheses stored in Manchester's institutional repository are also made available via the British Library's ETHOS service, a repository of theses published by UK Higher Education institutes, as well as DART Europe, a repository of theses published by European research institutes:

British Library ETHOS service: <http://ethos.bl.uk/>

Dart Europe: <http://www.dart-europe.eu/basic-search.php>

eTheses are also discoverable via Google and other generic web search engines.

Supplementary materials

When you submit your thesis electronically, your submission must be comprised of a single PDF (Portable Document Format) file. You may have created other material during the course of your postgraduate study, and may wish to refer to this in your submission. The following guide outlines options for arranging storage of and access to supplementary materials:

- eThesis submission: supplementary materials
<http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=34536>

Copyright and intellectual property

In line with the University's Intellectual Property (IP) policy, you own the copyright of your thesis, unless you have entered into an agreement which transfers copyright/IP (such as an assignment or employment agreement) to another party (including The University of Manchester). IP described in your thesis, such as a patentable invention or software copyright, may belong to someone else. If in doubt, we recommend discussing this with your supervisor, and contacting UMIP for advice:

UMIP: <http://umip.com/>

Your eThesis may contain third party copyright materials (e.g. photographs, diagrams, etc.). In such cases you must ensure that you have the permission of the copyright holder to include these materials, especially if you intend to make your thesis available to others. This permission should include the rights to make the materials available through the University's institutional repository. For further information, please see the Library's Copyright Guide:

Library Copyright Guide: <http://subjects.library.manchester.ac.uk/copyright/>

Access to your final eThesis

The University's Presentation of Theses Policy requires that all final Postgraduate Research eTheses are made Open Access no longer than 12 months after submission, unless an exception to the policy is required for reasons of sponsorship or sensitive content. If it is not possible to make your final eThesis available via the institutional repository, you will need to request an exception to this policy when completing examination submission:

Presentation of Theses policy: <http://documents.manchester.ac.uk/display.aspx?DocID=7420>

See Access to your final thesis on the eThesis Support Service webpages for more information:

<http://www.library.manchester.ac.uk/using-the-library/staff/research/services/ethesis/pgr-students/access/>

Redacted thesis

In some cases, it may be possible arrange deposit of a redacted version of your thesis to the institutional repository, after submission of your full, final eThesis has been completed via the eThesis submission system. Please note that submission of a redacted version of your theses to the institutional repository is optional, and does not contribute to completing your mandatory eThesis submission. Please contact the eThesis team if you would like to discuss the possibility of making a redacted version of your thesis openly available via the University's systems.

Copyright complaints

All eTheses are available via The University of Manchester's institutional repository. The eThesis Support Service has a well-defined takedown process, developed in line with the University's Takedown Policy, to protect individuals and the University from legal proceedings if any item of work attracts a complaint from a third party.

If a complaint is received regarding a University of Manchester eThesis, the eThesis team will immediately close access to the item and instigate an investigation into the complaint. The team will make every reasonable effort to inform the copyright owner(s) of this issue and work with them to resolve it.

Plagiarism detection

All eTheses are available to Schools or Faculties for plagiarism detection purposes. The decision on subjecting a particular eThesis to plagiarism detection software is at the examiner's discretion.

Responsibilities at each stage of the submission process

Stage	PGR Administrator	PGR Student	PGR Supervisor	
Examination submission	Open eThesis submission window, if not automatically opened following completion of Notice of Submission in eProg	Prepare examination eThesis		
		Select preferred access level for final eThesis		
		Complete eThesis submission		
	Acknowledge submission			Consider and approve or override selected access level for final eThesis
	<i>Open eThesis resubmission window, if required</i>	<i>Prepare resubmission eThesis, if required</i>		
		<i>Complete resubmission, if required</i>		
<i>Acknowledge resubmission, if required</i>				
Final submission	Open eThesis submission window	Prepare final eThesis		
		Complete final eThesis		

		submission	
	Acknowledge submission		
<p>Final eThesis will then be made available according to supervisor's approved access level via the institutional repository, Pure, and discoverable via the University's Research Explore and Library Search.</p>			

Help and guidance

For procedural enquiries about your eThesis submission, contact your PGR Administrator.

For information and guidance on the eThesis submission process, including access to your final eThesis, see the eThesis Support Service webpages:

<http://manchester.ac.uk/eThesis>

If you encounter any difficulties with your submission, or need further advice, contact the eThesis team:

eThesis Support Service

University of Manchester Library

Tel: +44 (0)161 275 8728 (internal: x58728)

Email: uml.scholarlycommunication@manchester.ac.uk

Web: <http://www.manchester.ac.uk/eThesis>