eThesis: PGR Administrator Guide

Table of Contents

eThesis submission

Postgraduate Research Administrators manage the eThesis submission process, including through opening and acknowledging submission windows, providing support and guidance to PGR Students, and liaising with the Library's eThesis Support Service.

PGR 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)

PGR students complete eThesis submission via My Manchester:

http://my.manchester.ac.uk

You can access screenshots of the eThesis submission form used by PGR students, including a student-view of My Manchester (See p. 16 of this document).

Following successful final submission, University of Manchester eTheses are available via the institutional repository, Pure (log in required):

http://pure.manchester.ac.uk

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

Research Explorer: https://www.research.manchester.ac.uk/portal/
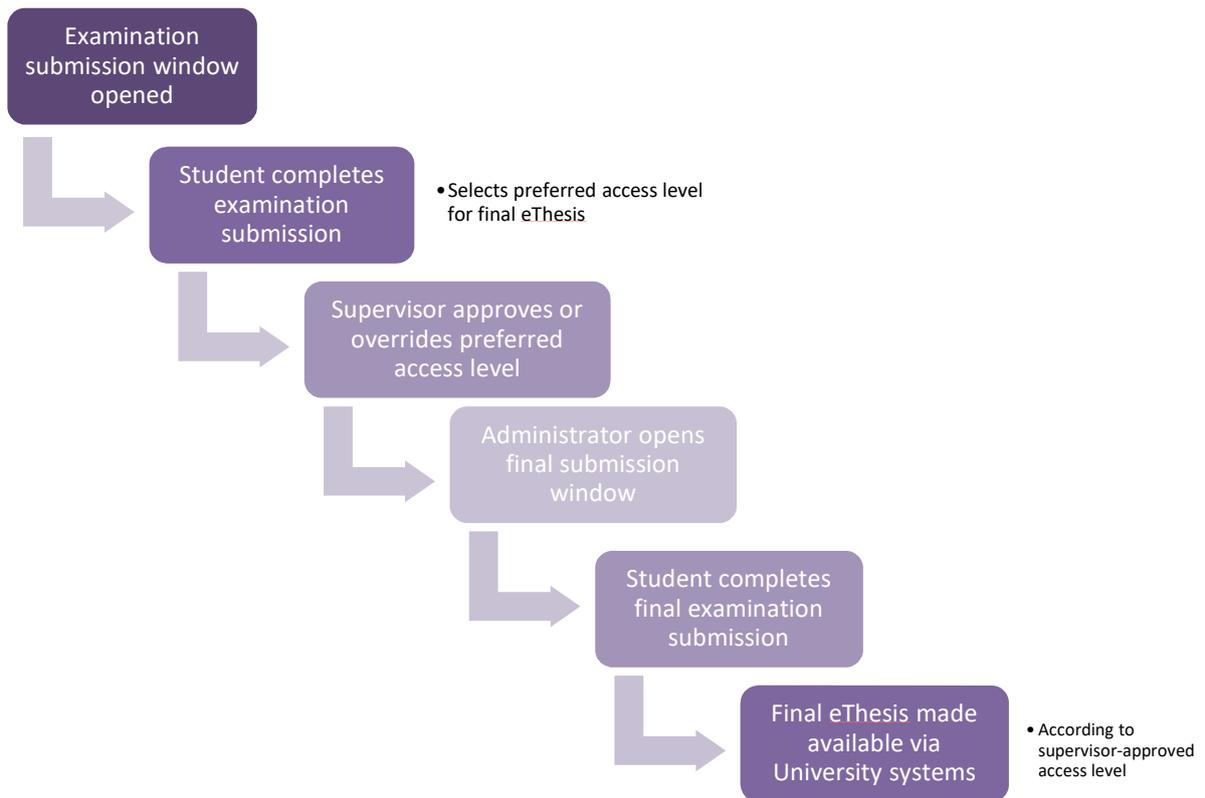
Library Search: http://www.library.manchester.ac.uk/

PGR Administrators can log in to the eThesis submission system to view, open, acknowledge or reject submission windows:

- ManageETDs (log in required):

https://www.escholar.manchester.ac.uk/myetd/manage/

eThesis Support Service

University of Manchester Library

Overview of the submission process

Examination submission window opened

Student completes examination submission
- Selects preferred access level for final eThesis

Supervisor approves or overrides preferred access level

Administrator opens final submission window

Student completes final examination submission

Final eThesis made available via University systems
- According to supervisor-approved access level

eThesis Support Service

University of Manchester Library

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
	Open eThesis resubmission window, if required	*Prepare resubmission eThesis, if required*	
		Complete resubmission, if required	
	Acknowledge resubmission, if required		
Final submission	Open eThesis submission window	Prepare final eThesis	
		Complete final eThesis submission	
	Acknowledge submission		
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 Explorer and Library Search.			

Access level requirements for final eTheses

The University of Manchester is committed to ensuring as wide an audience as possible can access and read the outputs of its research and scholarship. The University supports the principles of Open Access and the efforts of its researchers to disseminate their research findings as widely as possible.

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. This aligns with the University's

Publications policy which applies to all students and employees of the University. Final eThesis access level is subject to supervisor approval during the examination process.

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

University's Publications policy: http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=28526

Students select their preferred access level for their final eThesis during submission of their examination eThesis. This preferred access level is subject to approval by the PGR supervisor.

The majority of PGR students will be able to comply with the policy by selecting either immediate Open Access, or Open Access with a 12 month embargo, for their final eThesis. In academic publishing terms, an embargo is a period during which access to scholarly work is restricted. An eThesis which is embargoed will not be accessible via the University's systems.

It will not be possible for certain PGR students to comply with the policy, in which case an exception to the policy can be requested.

The student can only select their preferred access level for their final eThesis once. This selection is retained in the submission system, even if the student is required to complete examination submission again, e.g. due to attaching the wrong thesis file. If the student completes repeated examination submission, or resubmission, before the supervisor has approved or overridden the access level, the student will see that the supervisor's approval is 'Pending' within the submission system.

Access level options

Scenario	Reason	Access level options
eThesis can comply with default policy	N/A	Immediate Open Access *OR* Open Access with 12 month embargo
eThesis cannot comply with default policy: exception required	Contractual restrictions imposed by sponsor	Open Access with 5 year embargo *OR* Indefinite closed access
	Contractual restrictions of theses partners (e.g. external co-supervisors)	
	IP / product protection / patent pending / potential commercialisation	
	eThesis contains personally identifiable or ethically sensitive data	
	Other	
	eThesis contains data likely to be included in future research by supervisor or collaborators	Open Access with 2 year embargo
	Student is on blocked Programme/Plan combination (CRUK Manchester Institute)*	Open Access with 5 year embargo *OR* Indefinite closed access

*Students associated with the CRUK Manchester Institute on specific programme/plan combinations are unable to comply with the policy, so will only be given the option of either 5 year embargo or indefinite closed access.

Students funded (partially or fully) via one of the RCUK Research Councils are required as part of the terms and conditions of the grant to make a full text version of the thesis available within the institution's repository within a maximum of 12 months following award. If there is a formal IP/Copyright contract in place with an additional external sponsor or collaborator this will take precedence and the eThesis may be lodged in the University of Manchester's Institutional Repository with closed or embargoed access.

Supervisor access level approval

Once the student has completed examination submission, selecting their preferred access level for their final eThesis, the PGR supervisor is notified via email, and asked to take action.

The supervisor's notification email includes a link to a dedicated supervisor portal, where the supervisor will see details of all final eThesis access levels awaiting approval. The supervisor can view each student's selected access level, and, if an exception to the policy has been requested, the reason for this. The supervisor will then either approve or override the selected access level, based on the requirements of the policy and the thesis' content, sponsors or partners.

The student is notified via email once their supervisor approves or overrides their preferred access level.

Supervisors are encouraged to act promptly to approve or override selected access levels once they receive their notification email. PGR Administrators will be able to monitor outstanding approvals, and will make contact with supervisors if approval is still outstanding one month after submission. See page 10 of this document. If the supervisor has not taken action 2 months after submission, PGR Administrators will escalate details of the outstanding access level approval to the relevant PGR Director.

eThesis Support Service

University of Manchester Library

Using the ManageETD system

The system is accessed via the following webpage:
https://www.escholar.manchester.ac.uk/myetd/manage/

This system enables administrators to create, manage and search for submission windows, as well as accessing final eThesis access level information.
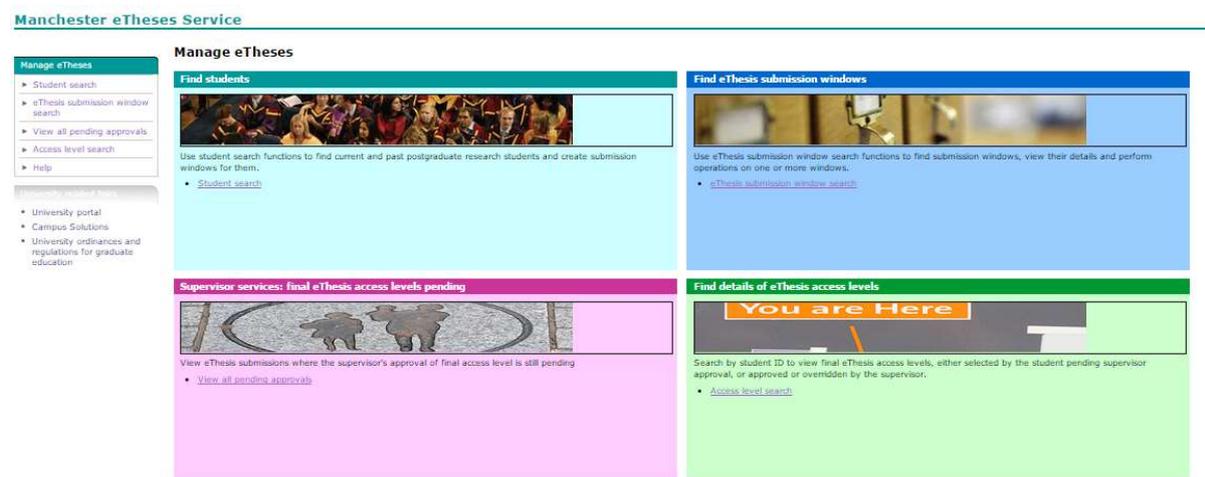
Please note: this system was created prior to revised submission workflows being developed in May 2017, and may include outdated terminology such as 'eScholar' and 'ETD.' See the Terminology guide on page 15 of this document for more information.

Open a submission window

You'll need student's name or SPOT ID to open a window for them.

Locate the 'Find students' box and click 'Student search'.

Once you've input SPOT ID or name, the 'search' button may remain greyed-out and unclickable. Click anywhere outside the box to activate this button.

Searching for a student allows you to check their status (current or expired) and programme and plan details. If more than one programme/plan is returned following the search, ensure that you select the student's current prog/plan code record – this can be checked on Campus Solutions. (If a window is opened against an incorrect prog/plan code, the acknowledgment date will not feed through to eProg).

To open a window for them, tick the box next to their ID, and click 'Create ETD submission window(s)'.

eThesis Support Service

University of Manchester Library

Select the type of submission window you wish to open (examination, resubmission, re-classification or final), and set the open and close dates. You can also select the emails that you and the student should receive at key points in the submission process.

Click 'Submit' when you have made your selections to create the window.

Please note, the option to 'Set ETD submission restricted' does *NOT* relate to the access level required for the final eThesis. A very small number of theses will contain material that is so sensitive that even Administrators should not be able to view details; in such cases, a restricted window will need to be opened for the student. The majority of submission windows do *NOT* need to be set as restricted. See Access level requirements for final eTheses (on p. 4 of this document) for more information on embargoes, etc.

View, acknowledge, cancel, reject or Send to Library

Go to ManageETD homepage:

https://www.escholar.manchester.ac.uk/myetd/manage/

Locate the box marked 'Find eThesis submission windows' and click 'eThesis submission window search'.

eThesis Support Service

University of Manchester Library

Most of the time, it's easiest to 'Enter student ID' and search to see which/if any windows are open.

All active windows associated with the student will be displayed. You can see the Window Type (first, resubmission or final, etc), and the status (Deposited, Acknowledged, etc).

You can check details of a window and its associated submission by clicking the hyperlinked 'Window Type' description.

You can move through the tabs to understand the situation with the window in question.

- Operations – check when window opened, by whom, when thesis was submitted, and when acknowledged and by whom
- Metadata – author details, thesis format, title, page numbers, supervisors and abstract

eThesis Support Service

University of Manchester Library

- Full text – click 'Download full-text PDF file' to check the submitted thesis. If you can't open this, a non-PDF file may have been submitted.
- Student declarations – confirmation of the author's copyright and access declarations. Note: button to download cover page no longer works. We cannot obtain a copy of the cover page on behalf of the student.
- Please note:
  - There may be several submission windows, and these are not always shown in chronological order. Look carefully for the window type you have in mind, i.e. if you know the student is at the examination submission stage, look for this window type; if they're at the final submission stage, concentrate on final submission windows
  - There may be several windows for each submission type, e.g. some may be 'cancelled' or 'rejected'.
  - See the following diagram for an explanation of submission window statuses and what these mean.

To take action on a window, tick the box next to the student ID number. You can then click the appropriate button to Acknowledge, Reject, Cancel the window or Send to Library.

A submission window will be marked 'Deposited' when a student has completed submission. You can then acknowledge this window.

Final submission windows should be 'Acknowledged' and then 'Sent to Library', so the final eThesis can be made Open Access in line with the supervisor's approved access level.

Final submission window status

eThesis Support Service

University of Manchester Library

Supervisor services

Following amendments to the Presentation of Theses policy in June 2017, PGR supervisors now approve the access level for the final eThesis. Students select their preferred access level during examination submission, at which point the supervisor is notified via email, and asked to take action to approve or override the selected access level, based on the requirements of the policy and the thesis' content or sponsorship:

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

If a supervisor does not take action on a selected access level within one month of submission, the relevant PGR Administrator should liaise with the supervisor, using the template on page 13 of this document.

The ManageETD system has been updated to allow PGR Administrators to obtain information on final eThesis access level selections, and monitor supervisor approvals.

Monitor pending approvals

Locate the box marked 'Supervisor services: final eThesis access levels pending,' and click 'View all pending approvals.'

This page allows PGR Administrators to monitor outstanding final eThesis access levels, where the PGR supervisor's decision is still pending. You can see details of each submission, including student name, ID, supervisor name, and the date examination submission was completed.

Clicking the student's name will reveal further details about the preferred access level selected.

You can use the submission date to determine if supervisor liaison is required, i.e., contact supervisor using the template on page 13 of this guide if action has not been taken within one month of submission.

If the supervisor has not taken action 2 months after submission, PGR Administrators will escalate details of the outstanding access level approval to the relevant PGR Director.

Note: The 'Supervisor services' section of the ManageETD PGR Admin portal does not display school information. If PGR Administrators feel it would be useful to include school information in this

eThesis Support Service

University of Manchester Library

portal, the eThesis team can explore the possibility of surfacing this information for a later release of this system. It is appreciated that, currently, Administrators must click into each pending approval to determine the associated school/Faculty, and therefore if they need to take action or not. PGR Administrator thoughts are welcome, including if Prog/Plan details (course numbers) would be sufficient.

Search for a final eThesis access level

You can also search by student ID to view final eThesis access levels, either selected by the student pending supervisor approval, or approved or overridden by the supervisor.

Locate the box marked 'Find details of eThesis access levels,' and click 'Access level search'.

Enter a student ID to view their final eThesis access level, and approval status.

Click eThesis submission ID for access level details.

If Approval status is Pending, you will see the student's preferred access level for their final eThesis.

If the supervisor has approved or overridden the preferred access level, you will see the access level approved for this eThesis.

eThesis Support Service

University of Manchester Library

Supervisor liaison template

[Subject line] Action required: Please approve final eThesis access level

Dear

I am contacting you regarding the following student's thesis:

Student name:

Student ID:

Date of submission:

As the student has completed submission of their examination thesis, you are now required to check and either approve or override the access level the student has selected for their final eThesis. Please visit the supervisor portal to take action as soon as possible:

https://www.escholar.manchester.ac.uk/myetdv2/manage/getpendingapprovals.

More information on final eThesis access levels, and associated supervisor responsibilities, is available via the eThesis service webpages: http://manchester.ac.uk/eThesis

If you would like any further information or assistance, please contact the eThesis Support Service:

eThesis Support Service
The 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

Kind regards,
[Sign off]

Students submitting in old and new workflows

A small number of students will complete submission of an examination or resubmission thesis in the pre-June 2017 submission workflow, and final submission on or after 7th June 2017. These students are subject to the OA policy, but are unable to select their final eThesis access level in the submission system. At step 4 of the submission form, they will see a tailored message asking them to contact the eThesis team to advise their preferred eThesis access level.

The eThesis team are notified when one of these submissions occurs, and diarise to contact student if no access level is selected within 1 week of submission.

Once a response is received, the eThesis team asks the relevant PGR Administrator to liaise with the supervisor to approve the selected access level. We will provide the below email template for Administrators to use.

Once the Administrator receives the supervisor's response, they should forward the email to uml.scholarlycommunication@manchester.ac.uk for processing.

Please note: submission windows opened before policy revision launch date of 7 June 2017 will still be usable by both student and Administrator.

Supervisor liaison template: approval required for submission in old and new workflows

Subject: [Student ID] Final eThesis access level: supervisor approval required

Dear

The following student has completed submission of their final eThesis.

Student ID:

Student name:

The University's Presentation of Theses policy has recently been updated. The policy now 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.

As this student's supervisor, you are now required to approve or override the access level selected for the final eThesis. Please reply to this email confirming the access level for this final eThesis: Student's Preferred access level:

Information on final eThesis access requirements, and guidance to help supervisors decide whether to approve or override selected access levels, is available via the eThesis webpages: http://manchester.ac.uk/eThesis

[Sign off]

eThesis Support Service

University of Manchester Library

Troubleshooting

Multiple student records

If more than one record exists for the student, their programme/plan combination may have changed, which can cause problems during submission. See instruction on Opening a submission window (see p. 7 of this guide), or contact the eThesis team (see p. 18 of this guide) if you have any concerns.

Student selects wrong access level when completing examination submission

If supervisor hasn't yet approved the access level, contact the eThesis team who will ask Nilani to amend the selected access level in the system.

If supervisor has already approved the access level, check their selection.

- If supervisor has chosen the right embargo, no further action is required
- If supervisor has not chosen or approved the right embargo, supervisor liaison is required.

PGR Administrator should contact the supervisor, using the following email template if helpful, and forward the supervisor's response to the eThesis team. Nilani can then amend the access level in the system.

Template: student has selected wrong access level

Subject: [Student ID] Final eThesis access level: supervisor approval required

Dear

Following your approval of the final eThesis access level for the following student's thesis, the student has advised that the wrong access level was selected.

Student ID:

Student name:

You approved the following access level:

Student advises the appropriate access level is:

Please reply to this email confirming the access level for this final eThesis.

eThesis Support Service

University of Manchester Library

Information on final eThesis access requirements, and guidance to help supervisors decide whether to approve or override selected access levels, is available via the eThesis webpages: http://manchester.ac.uk/eThesis

[Sign off]

Validated colleges

Students associated with Validated colleges (SALC) should receive system emails and be able to submit using the revised submission form if they have an @postgrad.manchester.ac.uk email address.

Handling access levels for B3 resubmissions

A B3 resubmission may mean that the previously selected, or approved, access level is no longer appropriate. The eThesis team is investigating the best way of handling this scenario (June 2017) and will provide an update as soon as possible. PGR Administrator thoughts are welcome.

Screenshots

You can access screenshots of the eThesis submission form via the eThesis service Administrator webpages:

https://www.library.manchester.ac.uk/using-the-library/staff/research/etheses/pgr-admin/

These screenshots include a student view of My Manchester.

eThesis Support Service

University of Manchester Library

Terminology guide

The eThesis Support Service and associated systems were renamed in June 2017. The lexicon below explains the revised terms for your reference:

Previous term	Sense	Example of use	Replace with	Example of new term use
eScholar	System used to submit electronic theses for examination and deposit	"Submit your thesis via eScholar"	eThesis submission system	"Submit your thesis via the eThesis submission system in My Manchester"
	Repository where electronic theses are stored after deposit	"Thesis is available via eScholar"	Institutional repository	"Thesis is available via the institutional repository"
	Library team providing support in submission and deposit of electronic theses	"Contact eScholar"	eThesis Support Service	"Contact the eThesis team"
ETD	Library team providing support in submission and deposit of electronic theses	"Contact the ETD team"	eThesis Support Service	"Contact the eThesis team"
	Portlet in MyManchester used by students to submit electronic theses for submission and deposit	"Submit your thesis via MyETD"	eThesis submission system	"Submit your thesis via the eThesis submission system in My Manchester"

Contact the eThesis team

The eThesis Support Service is part of the Library's Scholarly Communications Service. eThesis enquiries are handled by the Scholarly Comms team, meaning service emails will be sent from uml.scholarlycommunication@manchester.ac.uk, and the team will refer to the Scholarly Communication team when answering telephone enquiries.

eThesis Support Service
The 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