eThesis Submission

Screenshots:
PGR Administrator
supervisor services

eThesis Support Service
University of Manchester Library

Supervisor approval system

- PGR supervisors will be notified via email when student completes examination submission

- Notification email will contain link to dedicated supervisor portal

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

- Supervisor will consider and approve or override preferred access level for final eThesis

PGR Administrator

- Supervisors are encouraged to take action on pending access levels as soon as possible

- MDC agreed that PGR Administrators will contact supervisors who have not taken action within 1 month of examination submission

- More details, and email template, available for download via eThesis Support Service webpages:

http://www.library.manchester.ac.uk/using-the-library/staff/research/services/ethesis/pgr-admin/

Additional Supervisor services functionality has been added to the ManageETD system

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

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University home

Manchester eThesis Service

Manage eTheses

Manage eTheses
► Student search
► eThesis submission window search
► View all pending approvals
► Access level search
► Help

* University portal
* Campus Solutions
* University ordinances and regulations for graduate education

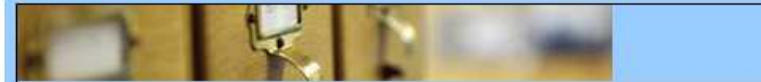**Find students**

Use student search functions to find current and past postgraduate research students and create submission windows for them.
* Student search

Find eThesis submission windows

Use eThesis submission window search functions to find submission windows, view their details and perform operations on one or more windows.
* eThesis submission window search

Supervisor services: final eThesis access levels pending

View eThesis submissions where the supervisor's approval of final access level is still pending
* View all pending approvals

Find details of eThesis access levels

You are Here

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.
* Access level search

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The John Rylands University Library, The University of Manchester, Oxford Road, Manchester, M13 9PP, UK. | Contact details
The University of Manchester, Royal Charter Number:

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This page allows PGR Administrators to monitor outstanding final eThesis access levels, where the PGR supervisor's decision is still pending.

Manage ETDs

eThesis PGR Admin – Pending approvals

Student name	Student ID	Supervisor name	Submission completed
Tracey Dawson	9999915	Berrisford Edwards	02 June 2017 15:15:16
Christopher Smith	9999911	Nilani Ganeshwaran	30 May 2017 10:37:20
Jane Goldman	9999912	Nilani Ganeshwaran	25 May 2017 12:46:54
David Parker	9999913	Lucinda May	24 May 2017 09:37:34
David Parker	9999913	Lucinda May	16 May 2017 13:24:16

Click student's name for access level information

View all pending approvals, and when examination submission occurred, to determine whether supervisor liaison is required

The University's eThesis access policy

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.

PGR students select their preferred access level for their final eThesis when completing submission of their examination thesis. PGR supervisors are required to check and either approve or override this preferred final thesis access levels, based on the supervisor's awareness of the policy, thesis content, and sponsor or research partner requirements.

Supervisor liaison

If a PGR supervisor fails to approve or override the student's preferred final eThesis access level within one month of submission, the PGR Administrator will liaise with the supervisor, requesting that action is taken as soon as possible.

If the supervisor fails to take action within one month of Administrator liaison, the Administrator should escalate the situation to the appropriate PGR Director.

There will be no delay to student eThesis submission or graduation whilst the supervisor's access level approval is still pending, however the final eThesis will not be made available via the University's systems until the supervisor has completed their access level action.

More information on the policy, access levels, and supervisor access level liaison can be found on the dedicated PGR Administrator page of the eThesis Support Service webpages.

eThesis PGR Admin – Pending approval summary

Student name:	Tracey Dawson
Student ID:	9999915
Programme ID:	01803
Plan ID:	01745
Blocked programme/plan:	No
Supervisor name:	Berrisford Edwards
Supervisor ID:	2060273
Submission completed:	02 June 2017 15:15:16
Access level selected:	Open Access with 5 year embargo
Policy exception reason:	Contractual restrictions imposed by sponsor
Supervisor approval status:	Pending

Clicking student's name will provide more information on preferred final eThesis access level selected

Please contact the eThesis Support Service if you would like more information or assistance.

eThesis Support Service

University of Manchester Library

Email: Uml.scholarlycommunication@manchester.ac.uk

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

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

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eThesis PGR Admin – Access level search

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

Student ID: [   ]   Search

You can also search for details of the access level selected by an individual student

Final eThesis access requirements

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PGR students select their preferred access level for their final eThesis when completing submission of their examination thesis. PGR supervisors are required to check and either approve or override this preferred final thesis access levels, based on the supervisor's awareness of the policy, thesis content, and sponsor or research partner requirements.

There will be no delay to student eThesis submission or graduation whilst the supervisor's access level approval is still pending, however the final eThesis will not be made available via the University's systems until the supervisor has completed their access level action.

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Final eThesis access level details

Student name	Student ID	eThesis submission ID	Submission completed	Approval status
Tracey Dawson	9999915	237001	02 June 2017 15:15:16	PENDING

How to use this page:

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.

Please contact the eThesis Support Service if you would like more information or assistance.

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You can check the status of the access level approval: pending supervisor's decision, or approved/overridden by supervisor

Click the eThesis submission ID for more details

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eThesis PGR Admin – Access level search

Student name:	Tracey Dawson
Student ID:	9999915
Programme ID:	01803
Plan ID:	01745
Blocked programme/plan:	No
Supervisor name:	Berrisford Edwards
Supervisor ID:	2060273
Submission completed:	02 June 2017 15:15:16
Access level selected:	Open Access with 5 year embargo
Policy exception reason:	Contractual restrictions imposed by sponsor
Supervisor approval status:	Pending

See all details of the student's preferred access level, and, once supervisor has taken action, final approved access level

Please contact the eThesis Support Service if you would like more information or assistance.

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