

Guide: Deposit a masters digital or electronic thesis online

(See also the [Quick Guide](#))

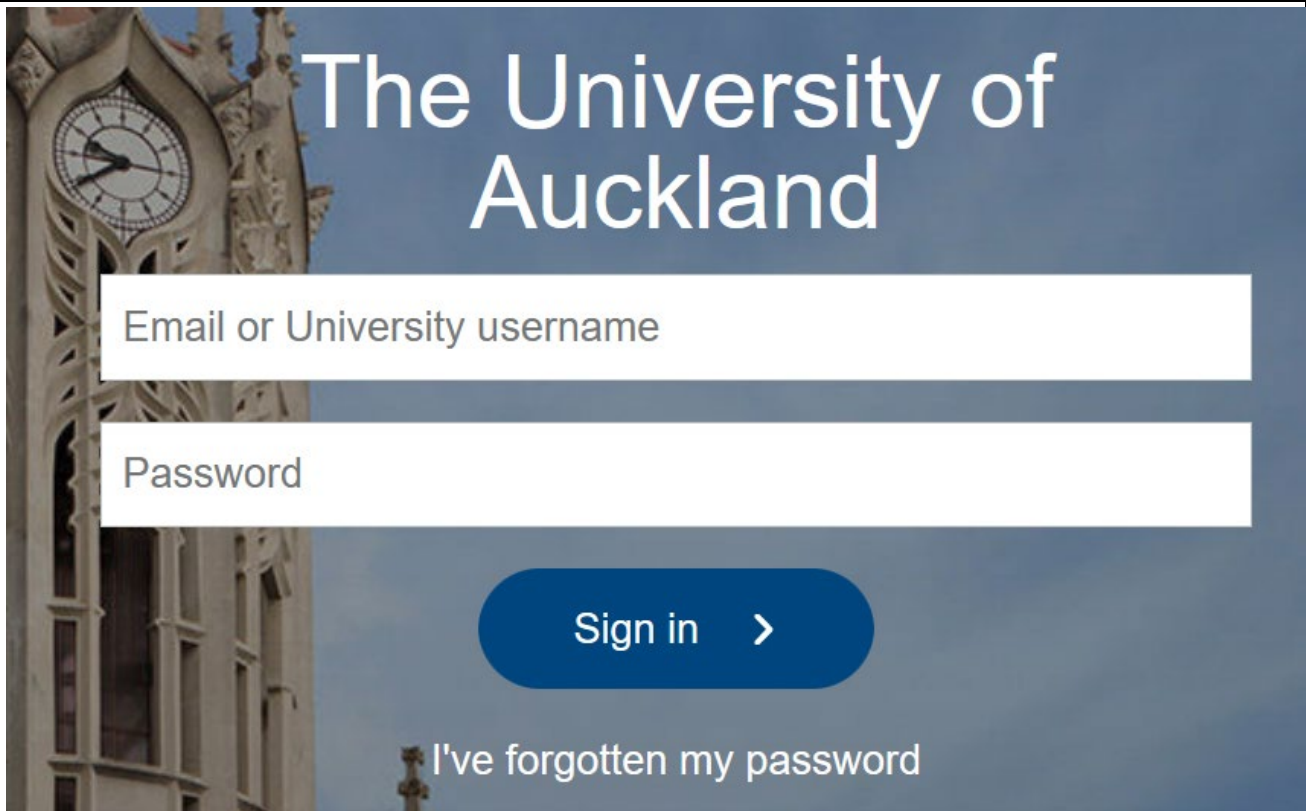
When did you graduate?

This year onwards	Prerequisites <ol style="list-style-type: none">1. Your thesis has been examined and you have completed any requested post-examination changes. (If your thesis hasn't yet been examined contact your Faculty Student Centre about submitting it for examination, you are not ready for final Deposit).2. Have a digital copy of your thesis. Follow the instructions below on "Create your document in PDF format".
Before this year Retrospective	Prerequisites <ol style="list-style-type: none">1. Have already deposited the hardbound copies of your thesis to the Graduate Centre and verified your thesis has been catalogued by the Library.2. Have a digital copy of your thesis or follow the instructions below on "Create your document in PDF Format".3. Follow the instructions below on depositing your thesis.
File Formats PDF is the preferred format	Create your document in PDF Format <ol style="list-style-type: none">1. Please create a PDF of your thesis.2. If you cannot create a PDF, deposit the document in any standard format.3. See the Guidelines for more detail.

Deposit: Uploading your files – two options

Option 1. Online author deposit – fastest method

Webpage for Depositing your thesis	Go to the University Research Repository Masters Collection website: https://researchspace.auckland.ac.nz/handle/2292/2303 and click on MASTERS THESIS DEPOSIT or go directly to: https://deposit.library.auckland.ac.nz/masters/
Login with your University Username and Password	If you cannot use your university login, use Option 2 below– Deposit via email, post, or Web DropOff Box.



Masters Thesis Deposit

Welcome to Thesis Deposit. This is a simple 4 stage process.

You will need your University Username (UPI) and Password. See [Deposit Instructions](#), or use the [Quick Deposit](#) guide.

Please note, this is the final deposit of your digital thesis after examination and any required changes have been made to the thesis, this is not where you submit your thesis for examination.

For more information see: [FAQ's](#) and [Guidelines for Formatting](#).

To start your deposit... [click here](#)

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<p>Click on 'Add additional supervisors' if you have more than one supervisor</p>	<p>Main Supervisor: <input type="text"/> Add additional supervisors</p>															
<p>Upload your files - Please make sure you do not put security on the PDFs</p> <p>For more details see Guidelines</p>	<p>Upload files</p> <hr/> <p>Select which files to upload (pdf of thesis):</p> <table border="1"> <tr> <td>Select file 1:</td> <td><input type="button" value="Choose File"/></td> <td>No file chosen</td> </tr> <tr> <td>Select file 2:</td> <td><input type="button" value="Choose File"/></td> <td>No file chosen</td> </tr> <tr> <td>Select file 3:</td> <td><input type="button" value="Choose File"/></td> <td>No file chosen</td> </tr> <tr> <td>Select file 4:</td> <td><input type="button" value="Choose File"/></td> <td>No file chosen</td> </tr> <tr> <td>Select file 5:</td> <td><input type="button" value="Choose File"/></td> <td>No file chosen</td> </tr> </table> <p>Please note: it may take a minute or two for the files to upload. Do not press the button more than once.</p> <p><input type="button" value="Next >"/></p>	Select file 1:	<input type="button" value="Choose File"/>	No file chosen	Select file 2:	<input type="button" value="Choose File"/>	No file chosen	Select file 3:	<input type="button" value="Choose File"/>	No file chosen	Select file 4:	<input type="button" value="Choose File"/>	No file chosen	Select file 5:	<input type="button" value="Choose File"/>	No file chosen
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Please contact researchspace@auckland.ac.nz for any queries, quoting reference 'agoo014-108922241'.

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Option 2. Deposit via email, Web Dropoff Box or CD/DVD

Consent	If you cannot use our online deposit service, please complete this Deposit your Thesis Online - Permissions Form when you send us your thesis.
Email the files to:	Email: researchspace@auckland.ac.nz If the files are too large to email:
Web Dropoff service	Use this service to deposit your files via the web for pickup by Library staff. https://webdropoff.auckland.ac.nz/ Fill in researchspace@auckland.ac.nz as the recipient.
CD/DVD	If you need to manually drop off your files contact researchspace@auckland.ac.nz about dropping off or mailing a device with your files on.

What happens next?

Confirmation	<p>If you have used our online deposit service, you will receive an email acknowledging your deposit.</p> <p>Please forward this email to your Faculty Student Centre to confirm your deposit.</p> <p>The email contains details of the permissions you agreed to, for example</p>
<p>Thank you for depositing an electronic copy of your item 'Test Thesis Deposit'.</p> <p>IMPORTANT: Please forward this email receipt to your Faculty Student Centre.</p> <p>You have uploaded 1 file: - test.pdf</p> <p>When you deposited your thesis you agreed to the following terms and conditions:</p> <p>Digital Format: I certify that the digital copy of my thesis deposited with the University is the same as the final officially approved version. Except in the circumstances set out below, no emendation of content has occurred and I recognise that minor variations in formatting may occur as a result of the conversion to digital format.</p> <ul style="list-style-type: none"> - I confirm that my thesis does not contain material for which the copyright belongs to a third party.or - I confirm that the use falls under one of the exceptions in the Copyright Act 1994, and/or that for all third party copyright materials in my thesis I have obtained written permissions to use the material and attached copies of each permission, and/or I have removed the material from the uploaded thesis, fully referenced the deleted materials and, where possible, provided links to electronic sources of the material <p>Use of your thesis:</p> <ul style="list-style-type: none"> - I understand that I have chosen to make my thesis freely available online. <p>Creative Commons Options:</p> <p>Allow commercial uses of your work: No</p> <p>Allow modifications of your work: Yes, as long as others share alike</p>	

<p>When does the thesis go online?</p>	<p>The digital files will not be available immediately; our current processing time is 6–8 weeks.</p> <p>Library staff will:</p> <ol style="list-style-type: none"> 1. Check the file for completeness and ensure it uploaded without errors 2. Make the digital thesis available to University of Auckland members via the University Research Repository, ResearchSpace. 3. Email you a permanent link (handle) that you can share. 4. Create a record on our library catalogue, and link it to the digital copy. <p>You will see a link to the electronic copy called e-Theses University of Auckland.</p>
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THESIS
Implementation and assessment of a new integrated drug administration system (IDAS) as an example of a safety intervention in a complex socio-technological workplace
 Craig S Webster (Craig Stephen), 1967-
 Thesis (PhD-- Pharmacology)--University of Auckland, 2004.

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