

# Guide: Deposit a doctoral digital thesis online

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

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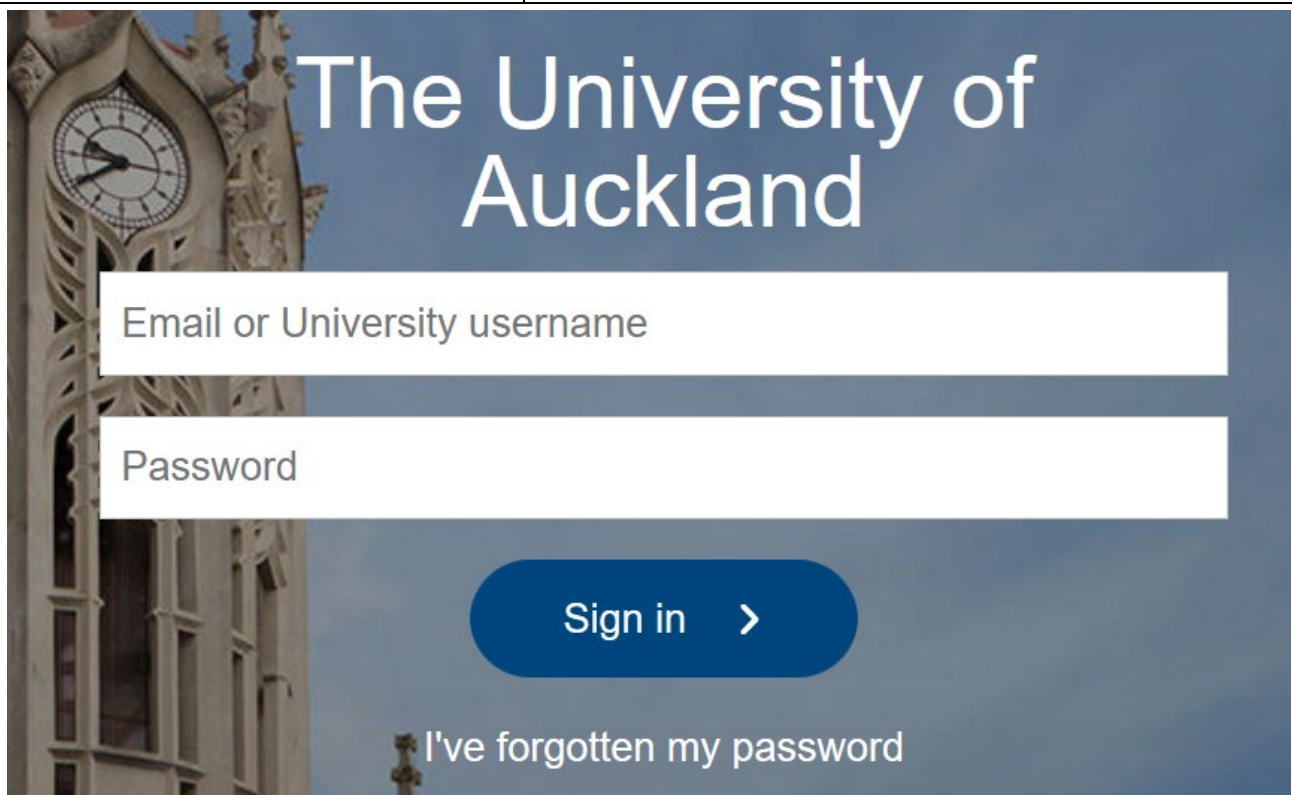
## When did you graduate?

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

# Deposit: Uploading your files – two options

## Option 1. Online author deposit – fastest method

<b>Webpage for Depositing your thesis</b>	Go to the University Research Repository Doctoral Collection: <a href="https://researchspace.auckland.ac.nz/handle/2292/2">https://researchspace.auckland.ac.nz/handle/2292/2</a> and click on PHD THESIS DEPOSIT or go directly to: <a href="https://deposit.library.auckland.ac.nz/phd/">https://deposit.library.auckland.ac.nz/phd/</a>
<b>Login with your University Username and Password</b>	If you cannot use your university login, use Option 2 below– Deposit via email, Web DropOff Box or post.



### PhD 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.

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

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

<p><b>Describe your item – enter the title of your thesis and list the full name of the supervisors for your thesis</b></p>	<p><b>Describe your item</b></p> <hr/> <p>What is the title of your item:</p> <p>Title: <input type="text" value="Test Digital Thesis"/></p> <p>List the full name of the supervisors for your thesis:</p> <p>Main Supervisor: <input type="text" value="Main Supervisor"/> <a href="#">Add additional supervisors</a></p> <p><input type="button" value="Next &gt;"/></p>
<p><b>Click on 'Add additional supervisors' if you have more than one supervisor</b></p>	<p>Main Supervisor: <input type="text"/> <a href="#">Add additional supervisors</a></p>
<p><b>Upload your files - Please make sure you do not put security on the PDFs</b></p> <p>For more details see Guidelines</p>	<p><b>Upload files</b></p> <hr/> <p>Select which files to upload (pdf of thesis):</p> <p>Select file 1: <input type="button" value="Choose File"/> No file chosen</p> <p>Select file 2: <input type="button" value="Choose File"/> No file chosen</p> <p>Select file 3: <input type="button" value="Choose File"/> No file chosen</p> <p>Select file 4: <input type="button" value="Choose File"/> No file chosen</p> <p>Select file 5: <input type="button" value="Choose File"/> No file chosen</p> <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 &gt;"/></p>

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<b>Closed Access (Embargo)</b>	I have applied to my head of department for an <a href="#">embargo</a> for the specified time. I have deposited a digital copy of my thesis but do not wish to allow any online access. My name, title of thesis and date will appear in ResearchSpace but no other details will be viewable. After the specified period of time the thesis will be available online as per Open Access.	<input type="radio"/> 1 year <input type="text" value="1 year"/> <input type="button" value="v"/> <b>Closed Access (Embargo)</b>

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<b>Or:</b>		
<b>No Creative Commons</b>	I do not choose a Creative Commons option, and limit use as permitted under the Copyright Act.	<input type="checkbox"/> <b>No Creative Commons option</b>

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Edit

### Digital Format:

Edit

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What happens next? Your digital files will **not** be available online immediately, our current processing time is 4-6 weeks. Access to the thesis is only available to library staff while the cataloguing and checking stages occur.

We confirm by email when the permanent URL is available online. You can then distribute this URL to colleagues and create online links in web pages. Please contact [researchspace@auckland.ac.nz](mailto:researchspace@auckland.ac.nz) if you have any queries, quoting reference 'yzha514-1962390772'.

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

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

## What happens next?

<b>Confirmation</b>	<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 <a href="#">Faculty Student Centre</a> 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</p> <p>You have uploaded 1 file: - test.pdf</p> <p>When you deposited your thesis you agreed to the following term 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 to comply with copyright requirements as above, 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. I understand that if my thesis is available online for public access it can be used for research, private study and access/use by the media.</p> <ul style="list-style-type: none"> <li>- I confirm that my thesis does not contain material for which the copyright belongs to a third party, or</li> <li>- I confirm that the amounts copied fall within the limits permitted under the Copyright Act 1994, or</li> <li>- I confirm that for all third party copyright material in my thesis I have either: a) obtained written permission to use the material and attach copies of each permission or b) removed the material from the digital copy of the thesis; fully referenced the deleted materials and, where possible, provided links to electronic sources of the material</li> </ul> <p>Use of your thesis:</p> <ul style="list-style-type: none"> <li>- I understand that I have chosen to make my thesis available freely online.</li> <li>- I understand that I have chosen to allow other people to modify the contents of my thesis in order to make derivative works but that they can only do so if they make the new work available openly.</li> </ul> <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>Regards,</p>	

<p><b>When does the thesis go online?</b></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"> <li>1. Check the file for completeness and ensure it uploaded without errors</li> <li>2. Make the digital thesis available to University of Auckland members via the <a href="#">University Research Repository, ResearchSpace</a>.</li> <li>3. Email you a permanent link (handle) that you can share.</li> <li>4. Create a record on our <a href="#">library catalogue</a>, and link it to the digital copy.</li> </ol> <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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## Frequently Asked Questions – FAQs about theses

For more information see our [Frequently Asked Questions](#)