

# Depositing a Digital or Electronic Thesis for Masters

([Quick Guide](#) - 2 pages)

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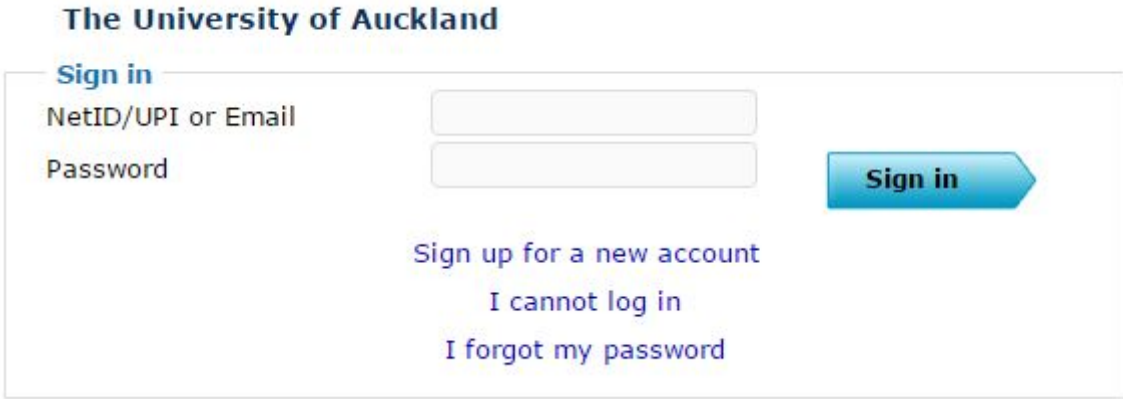
## When did you graduate?

<b>This year onwards</b>	<b>Prerequisites</b> <ol style="list-style-type: none"><li>1. Presented or be about to present the hardbound copy of your thesis to your Faculty Student Centre as required by the <a href="#">General Regulations – Masters Degrees 7 (d)</a>. Please note that a <b>signed</b> Library <a href="#">Thesis Consent Form</a> must be bound into the hard copy.</li><li>2. Have a digital or electronic copy of your thesis. Follow the instructions below on “Create your document in PDF Format”.</li><li>3. Ensure that you have filled in the sections of the Consent form dealing with digital format.</li></ol>
<b>Before this year Retrospective</b>	<b>Prerequisites</b> <ol style="list-style-type: none"><li>1. Have <b>already</b> 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> <p>PDF is the preferred format.</p>	<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 – 2 options

## Option 1. Online author deposit – Fastest Method

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



The University of Auckland

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### Masters Thesis Deposit

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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.

Normally only authenticated members of the University of Auckland can view your thesis online, but you may choose to allow public access under special circumstances. If your thesis is available online for public access it can be used for criticism, review, news reporting, research and private study.

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

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

**Describe your item - Enter the title of your thesis, and list the full name of the supervisors for your thesis**

### Describe your item

What is the title of your item:

Title:

List the full name of the supervisors for your thesis:

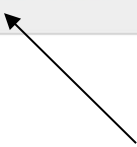
Main Supervisor:

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**Click on "Add additional supervisors" if you have more than one supervisor**

Main Supervisor:

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## Upload your files - Please make sure you do not put security on the PDFs

For more details : see  
[Guidelines](#)

### Upload files

Select which files to upload:

Select file 1:  Capture02.JPG  
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Please note: it may take a minute or two for the files to upload. Do not press the button more than once.

**Permissions:** The default access option is **Campus Access**, if you would like to limit access to your work you need to choose **Closed Access (Embargo)** option and choose a time limit. If you would like your work to be **Open Access**, you will need permission from your supervisor. The options are outlined below:

### Permissions

Please choose how you would like us to make your thesis available:

Digital copies of your work are deposited online in ResearchSpace under the following conditions of deposit: <http://researchspace.auckland.ac.nz/docs/uo-a-docs/depositlicence.htm>. Note: The access permissions for thesis deposit which you choose below will take precedence for the period you specify over the deposit licence conditions.

<b>Campus Access</b>	I agree that my whole thesis will be available to authenticated members of the University of Auckland for campus access.	<b>Campus Access</b> <input checked="" type="radio"/>
<b>Open Access</b>	I agree that my thesis will be fully available online for public access. I do not need to embargo this thesis, for reasons including pending patents, copyright restrictions, or future publications. (please note: this option requires agreement from your Supervisor or Head of Department, please contact us to arrange this)	<b>Open Access</b> <input type="radio"/>
<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 on ResearchSpace but no other details will be viewable. After the specified period of time the thesis will be available online to authenticated members of the University of Auckland.	<b>Closed Access (Embargo)</b> <input type="radio"/> 1 year <input type="button" value="v"/>

If you have chosen to make your thesis available online using the open access option, either now or following a period of time, you must decide how you want people to use your thesis. Please choose from the following Creative Commons options:

<b>Allow commercial uses of your work?</b>	We recommend that you do not allow this. If commercial companies wish to use your thesis, they can still contact you and request permission to do so.	<b>No</b> <input checked="" type="radio"/> <b>Yes</b> <input type="radio"/>
<b>Allow modifications of your work?</b>	If you allow this, we recommend that you ensure others 'share alike' to ensure that you and others can access any derivative work.	<b>Yes, as long as others share alike</b> <input checked="" type="radio"/> <b>Yes</b> <input type="radio"/> <b>No</b> <input type="radio"/>
Or:		
<b>No Creative Commons</b>	I do not choose a Creative Commons option, and limit use as permitted under the Copyright Act only.	<b>No Creative Commons option</b> <input type="checkbox"/>

**Verify Details:** Please take a moment to check the information entered then click on the button “I understand and agree: Deposit my thesis”

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Please check the following details are correct:

Author: Ya'nan,Yanan Zhao

Title: Test Digital Thesis  
 Main Supervisor: Main Supervisor  
 Supervisor 2: co-supervisor a  
 Supervisor 3: co-supervisor b

Edit

File: Capture02.JPG

Edit

**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. *[Note: this declaration is also bound into the print copy of your thesis.]*

Edit

- I confirm that my thesis does not contain material for which the copyright belongs to a third party.

or

- I confirm that the amounts copied fall within the limits permitted under the Copyright Act 1994.

or

- I confirm that for all third party copyright material in my thesis I have either:
  - obtained written permission to use the material and attach copies of each permission
  - 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

Use of your thesis:

- I understand that I have chosen to make my thesis available to authenticated members of the University of Auckland.

Creative Commons Options:

Allow commercial uses of your work: No

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**Completed –  
 Please note your  
 digital files will  
 not be available  
 online  
 immediately**

### Thank you

Thank you for depositing your thesis.

What happens next? Your digital files will **not** be available 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. A Permanent URL is allocated to your work but the default access option is access for *University members only*. If you have obtained permission for open access, you can distribute this URL to colleagues and create online links in web pages.

Please contact [researchspace@auckland.ac.nz](mailto:researchspace@auckland.ac.nz) for any queries, quoting reference 'yzha514-2021905115'.

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## Option 2 - Deposit via email, CD/DVD, or Web DropOff box

### Consent

If you do not use our online deposit service, we require a signed

[Thesis Consent Form](#) and a completed [Access Permissions Form](#).

<b>Email the files to:</b>	Email: <a href="mailto:researchspace@auckland.ac.nz">researchspace@auckland.ac.nz</a>	
<b>Post a CD/DVD - with the files on it and post to:</b>	Mail: Thesis Deposits Acquisitions Department University of Auckland Library PO Box 92019 Auckland	Fax: +64 9 3737401 Phone: +64 9 3737599 ext 88057
<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>	

## What happens next?

<b>Confirmation</b>	<p>If you have used our online deposit service, you will receive an email acknowledging your deposit. <b>Please bring a copy of this email with you when you deposit your final approved print copy with your Faculty Student Centre.</b></p> <p>The email contains details of the permissions you agreed to, for example</p>
<p>Dear Ya'nan;Yanan</p> <p>Thank you for depositing an electronic copy of your item 'Test Digital Thesis'.</p> <p><b>IMPORTANT:</b> Please bring a copy of this email with you when you deposit your final officially approved print copy with your Faculty Student Centre.</p> <p>You have uploaded 1 file: - Capture02.JPG</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. [Note: this declaration is also bound into the print copy of your thesis.]</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: <ul style="list-style-type: none"> <li>a) obtained written permission to use the material and attach copies of each permission or</li> <li>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> </li> </ul> <p>Use of your thesis: - I understand that I have chosen to make my thesis available to authenticated members of the University of Auckland.</p> <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>ResearchSpace <a href="mailto:researchspace@auckland.ac.nz">researchspace@auckland.ac.nz</a></p>	



## When does the thesis go online?

The digital files will **not** be available immediately; our current processing time is 4–6 weeks.

Library staff will:

1. Check the file for completeness and ensure it uploaded without errors
2. Insert a cover sheet with copyright information into the front of each file.
3. Create a record on our library catalogue, and link it to the digital copy. You will see a link to the electronic copy called **e-Theses University of Auckland. (see screen shot below)**
4. Make the digital thesis available to University of Auckland members via the University Research Repository, ResearchSpace.
5. Email you when it becomes available online.

Alternatively you can check directly in the [Catalogue](#) on the University Library website at [www.library.auckland.ac.nz/](http://www.library.auckland.ac.nz/)

BOOK  
**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.  
Available at PHILSON LIBRARY Main Collection (W4 W377 2004)  
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## Frequently Asked Questions – FAQs about Theses

For more information, see [FAQs](#) (Frequently Asked Questions).