

Guide: Deposit a Doctoral Digital Thesis Online

([Quick Guide](#) – 2 pages)

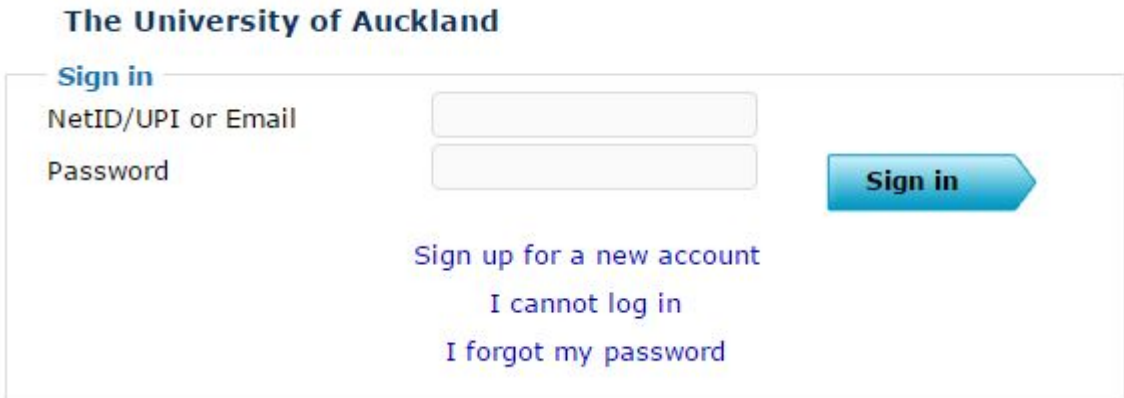
When did you graduate?

This year onwards	Prerequisites <ol style="list-style-type: none">1. Have successfully completed your oral examination.2. Presented or be about to present the hardbound copies of your thesis to the Graduate Centre as required by Examination Regulation 22c. Please note that a signed Library Thesis Consent Form must be bound into each hard copy. The hardbound copies must be accompanied by a Statutory Declaration as required by the PhD Statute.3. Have a digital copy of your thesis. Follow the instructions below on “Create your document in PDF Format”.4. Ensure that you have filled in the sections of the Consent form dealing with digital 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 <p>PDF is the preferred format.</p>	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 – 2 options

Option 1. Online author deposit – Fastest Method

Webpage for Depositing your thesis	Go to the University Research Repository Collection website: https://researchspace.auckland.ac.nz/handle/2292/2 and click on – PhD THESIS DEPOSIT or go directly to: https://deposit.library.auckland.ac.nz/phd/
Login with your University Username and Password	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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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>Describe your item - Enter the title of your thesis, and list the full name of the supervisors for your thesis</p>	<p>Describe your item</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"/> Add additional supervisors</p> <p><input type="button" value="Next >"/></p>
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<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:</p> <p>Select file 1: <input type="text"/> <input type="button" value="Browse..."/></p> <p>Select file 2: <input type="text"/> <input type="button" value="Browse..."/></p> <p>Select file 3: <input type="text"/> <input type="button" value="Browse..."/></p> <p>Select file 4: <input type="text"/> <input type="button" value="Browse..."/></p> <p>Select file 5: <input type="text"/> <input type="button" value="Browse..."/></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 >"/></p>
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Permissions: The default access option is **Open Access – No restrictions**, if you would like to limit access to your work you need to choose one of the restricted options and choose a time limit. The options are outlined below:

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Digital copies of your work are deposited online in ResearchSpace under the following conditions of deposit: <http://www.library.auckland.ac.nz/services/research-support/depositing-theses/licence-summary>. Note: that the access permissions for thesis deposit which you choose below will take precedence for the period you specify over the deposit licence conditions.

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Email the files to:	Email: researchspace@auckland.ac.nz	
Post a CD/DVD - with the files on it and post to:	Mail: Digital Thesis Deposits Acquisitions Department University of Auckland Library PO Box 92019 Auckland	Fax: +64 9 3737401 Phone: +64 9 3737599 ext 88057
Web DropOff service	Use this service to deposit your files via the web for pickup by Library staff. https://webdropoff.auckland.ac.nz/	

What happens next?

Confirmation	<p>The Graduate Centre can see that you have deposited your digital copy.</p> <p>If you have used our online deposit service, you will receive an email acknowledging your deposit.</p> <p>The email contains details on the permissions you agreed to, for example:</p>
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When does the thesis go online?

The digital files will **not** be available online immediately; our current processing time is 4-6 weeks. Your thesis is only viewable to library staff while the cataloguing and checking stages occur.

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 online via the University Research Repository, ResearchSpace.
5. Email you when it becomes available online with a permanent URL of your thesis, and if you have selected Open Access, you can distribute the URL to your colleagues or others wanting a copy of your work.

Alternatively you can check directly in the [Catalogue](#) on the University Library website at 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).