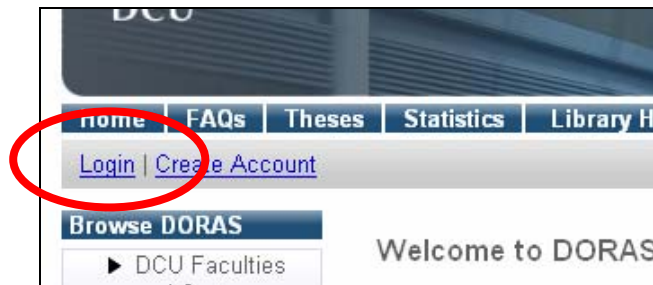# How to deposit a thesis - instructions for DCU staff

Please note:

- o Only Research Masters and PhD theses being submitted to the Registry for the next conferring will be accepted.
- o The supervisor/internal examiner of the thesis must deposit the electronic version of the thesis to DORAS on behalf of the candidate.
- o For full instructions on submitting research theses please see "DCU academic regulations for postgraduate degrees by research & thesis" available at: http://www.dcu.ie/info/regulations/postgraduate_regulations.shtml

Step-by-step guidelines

1. Print out this document.

2. Next, go to http://doras.dcu.ie

3. Click on 'Login' in the top left-hand corner.

4. Enter your DCU staff username and password (the same as your Novell login)

5. Click on 'New Item'

6. Select 'Thesis'.

7. Click the 'Next' button.

8. To upload the thesis file(s) click on 'Browse' and locate the file from your computer. Then click on the 'Upload' button.

Your file is now uploaded. If you scroll down the page you will be able to see the name of the uploaded file on the screen:

9. Please repeat the previous step if you have additional files that are part of the thesis.

10. Click the 'Next' button.

11. Please fill out the mandatory fields marked with a star sign ⭐. If you wish to fill out other fields you may, but this is not obligatory.
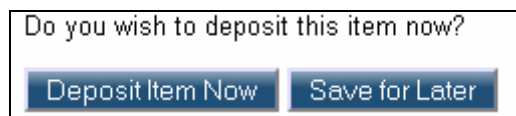
12. Click the 'Next' button.

13. If you wish, you can add relevant subjects or add keywords.

14. Click the 'Next' button.

15. Click on the 'Deposit Item Now' button.

16. Please take note of the **'Item ID'** displayed on the screen. You will need to enter this on the PGR12 form (http://www.dcu.ie/registry/postgraduate/forms.shtml) to be submitted to the Registry.

17. You have now finished the deposit. You can now logout by clicking on 'Logout' at the top of the screen.


18. If you wish to review or change something after the thesis is deposited please see the guidelines on the next page.

Please note that:
- o Thesis files and metadata will not be made publicly available until after the thesis has been awarded.
- o If the thesis candidate successfully applies for a restriction of access (see PGR8 form) then the electronic version of the thesis will not be made public until the restricted access period, as approved by the University, has expired.
- o All files and metadata will be checked by the DORAS Manager before the thesis is made publicly available online.
- o If you have any queries or if you are not sure if you have successfully deposited the thesis please contact the DORAS Manager, Rachel Hill, tel: 01 700 8747 or doras@dcu.ie

How to review/change something after the thesis is deposited:

1. First, make sure you are logged in. If you are not logged in then click on 'Login' at the top left-hand corner. Enter your DCU staff username and password (the same as your Novell login)
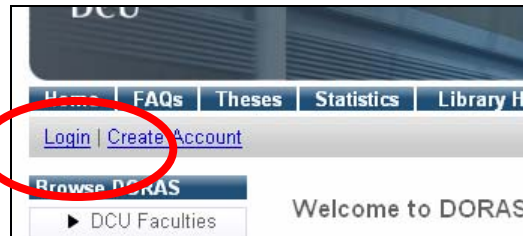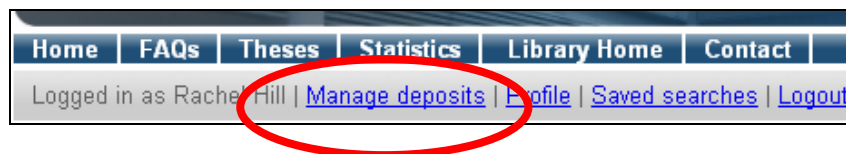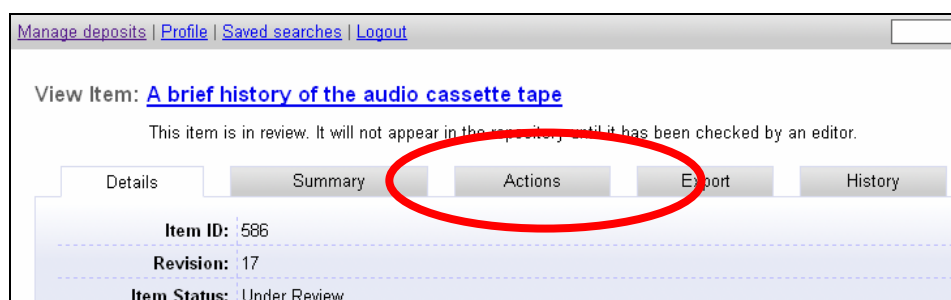
2. Click on 'Manage deposits'

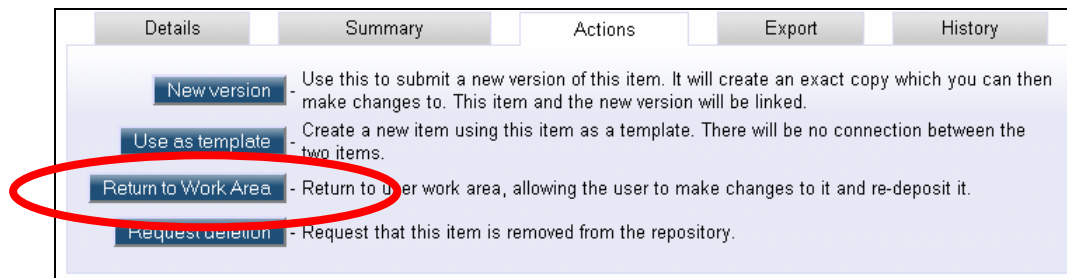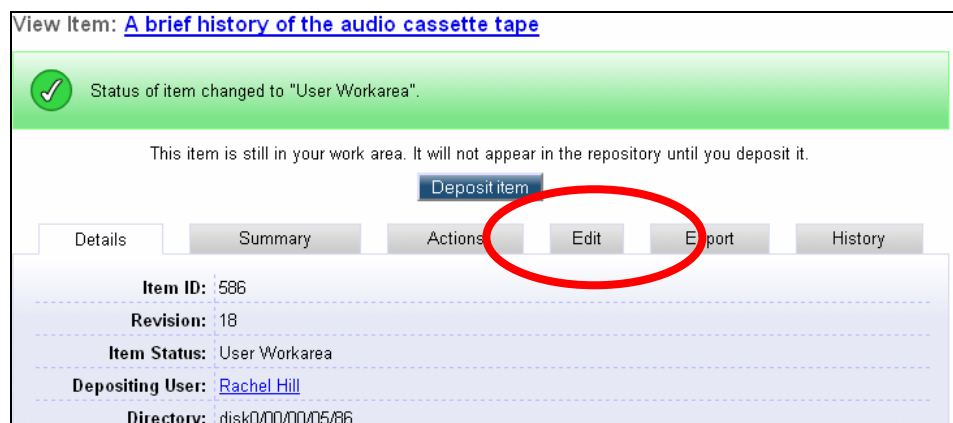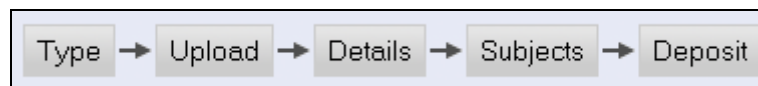3. Click on the title of the thesis.
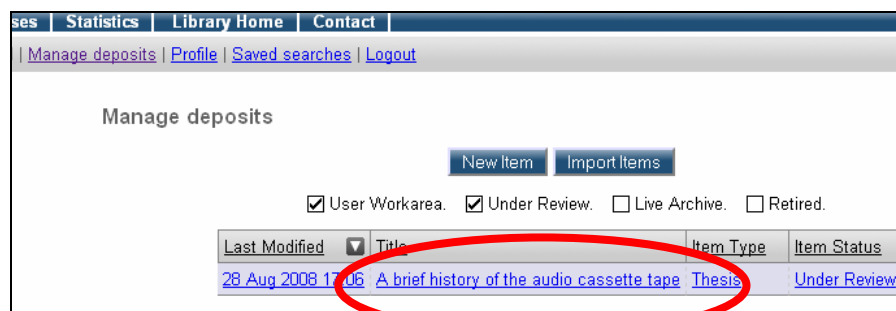
4. Click on the 'Actions' tab.

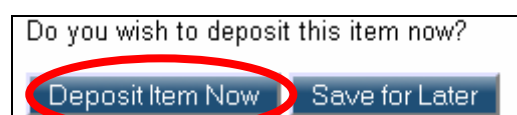5. … and select 'Return to Work Area":

6. Click on the 'Edit' tab.

You can now make changes to the thesis by selecting any of the following buttons:

7. **Do not forget to re-deposit the thesis when you are finished**. You can do this by clicking on the 'Deposit' button:

…and then click on 'Deposit Item Now':

If you have any queries or if you are not sure if you have successfully deposited the thesis please contact the DORAS Manager, Rachel Hill, tel: 01 700 8747 or doras@dcu.ie