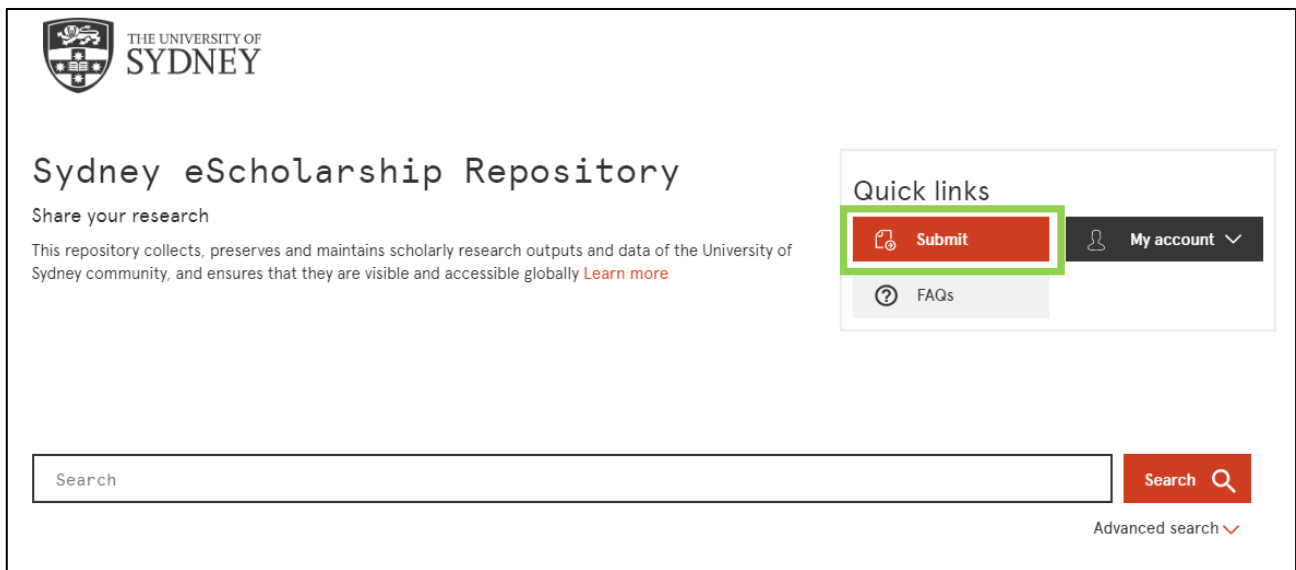


HDRAC Thesis Submission Procedures

Sydney eScholarship Repository

HDR theses need to be submitted with the Final Lodgement of Thesis for a Higher Degree by Research form and a signed copy of the SeS Terms and Conditions. Both forms will be retrieved from the record and stored securely in Records Online by repository staff.

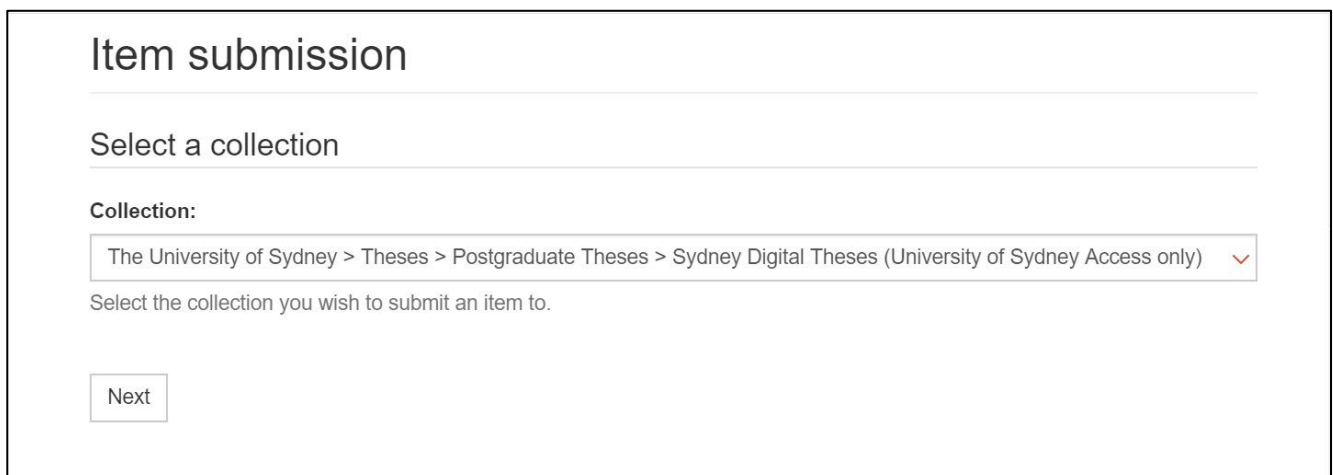
1. Navigate to <https://ses.library.usyd.edu.au/>
2. Click Submit and sign in using your UniKey and password



The screenshot shows the Sydney eScholarship Repository homepage. At the top left is the University of Sydney logo. The main heading is "Sydney eScholarship Repository" with the sub-heading "Share your research". Below this is a brief description: "This repository collects, preserves and maintains scholarly research outputs and data of the University of Sydney community, and ensures that they are visible and accessible globally [Learn more](#)". On the right side, there is a "Quick links" section with a red "Submit" button highlighted by a green box, and a "My account" dropdown menu. At the bottom, there is a search bar with a "Search" button and a link to "Advanced search".

3. From the drop-down menu select either:
 - a. The University of Sydney > Theses > Postgraduate Theses > Sydney Digital Theses **(University of Sydney Access only)**
 - b. The University of Sydney > Theses > Postgraduate Theses > Sydney Digital Theses **(Open Access)**

Click Next.



The screenshot shows the "Item submission" page. The main heading is "Item submission". Below this is a section titled "Select a collection" with a dropdown menu. The dropdown menu is open, showing the selected collection: "The University of Sydney > Theses > Postgraduate Theses > Sydney Digital Theses (University of Sydney Access only)". Below the dropdown menu is a text prompt: "Select the collection you wish to submit an item to." At the bottom left, there is a "Next" button.

4. On the Describe Item page, fill in the fields as appropriate



- **Author/s:** Add author name as last name (family name) and then first name (given name) (mandatory).
- **Student ID number:** enter the student number. This will not be made publicly available (mandatory).
- **Degree awarded:** select degree from the down menu (mandatory).
- **Thesis type:** select the type of thesis (mandatory).
- **Awarding institution:** University of Sydney has already been added so you don't need to enter it again. For Cotutelle theses, enter the other awarding institution and select 'Add'.
- **Title:** enter the title as it appears on the title page of the thesis (mandatory).
- **Abstract:** copy and paste the Abstract into the text box (mandatory).
- **Year:** enter the year on the title page of the thesis (mandatory).
- **Faculty and school:** this field can be used for faculty, school, portfolio or university/faculty level institutes and centres. Click the 'Faculty and School Lookup' link and either search for the faculty/school/portfolio/centre/institute using 'Filter Categories' search box or expand appropriate folders to locate and click on the relevant affiliation. If the affiliation is not listed, manually enter it into the field text box (mandatory).

Faculty and school: *

Faculty and school lookup

Add

Faculty and school lookup

Filter faculties:

Economics Filter

School of Economics

Cancel

Note: if using the Faculty and school look up, the final text will read “SeS faculties schools::Faculty of Arts and Social Sciences::School of Economics”. This will reformat after submission.

- **Department:** enter the full name of the department, discipline, institute or centre e.g. Department of Sociology and Social Policy.
- **Supervisor name:** enter the supervisor name as family name then given name
- **Language:** select the main language of the thesis
- **Subject/keywords:** Enter keywords or subjects separated by a comma e.g. nutrition, diet, olive oil, Mediterranean. There is no need to click 'Add'.
- **Descriptive notes:** add any descriptive notes as needed e.g. Includes publications or Cotutelle.

Click Next.

2. On the Upload File(s) page you need to upload the thesis, the Final Lodgement of Thesis for a Higher Degree by Research, the SeS Terms and Conditions forms and any other supporting documents.
 - Click on Choose File and browse for the appropriate file.

- Give the file an appropriate File Description. For thesis, enter 'Thesis' and for Lodgement form enter 'Lodgement form'.
- If an embargo is needed, click on the box under Embargo until specific date and a calendar widget will appear. Specify the embargo date accordingly (it should be the first day from which access is allowed). You will need to supply evidence of approval of the embargo.
- For multiple files, click Upload file & add another

Click Next.

3. On the **Review Submission** page, check to make sure that all details are correct and make any changes necessary, then click Next.
4. On the Terms and conditions page, read and scroll to the bottom and check the box next to *I have read, understood and agree to the University of Sydney's terms and conditions. My deposit of this document complies with those terms* and click Complete submission.
5. If you need to submit another item to the same collection (e.g. the Open Access collection), then you can click 'Submit another item', however if you need to submit to a different collection then you'll need to start the submission from Step 2 of this guide.

Note: If you wish to continue an unfinished submission, go to the My Account and Submissions and click on the submission that you wish to continue. A preview of the item information that you entered previously will be shown. Click on Resume to continue the submission. This will take you to the first page of the submission form and any information entered previously will still be present. For the fields which allow multiple entries such as Author, Department and Subject Keywords, the information you already entered will appear under the field boxes, no need to enter them again.



SeS Home / Submissions

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