

UNM eThesis Deposit Guide

This guide covers deposit of the final version of your thesis in [Nottingham eTheses](#).

For guidance on the submission process, please consult the [Graduate School](#).

How to deposit

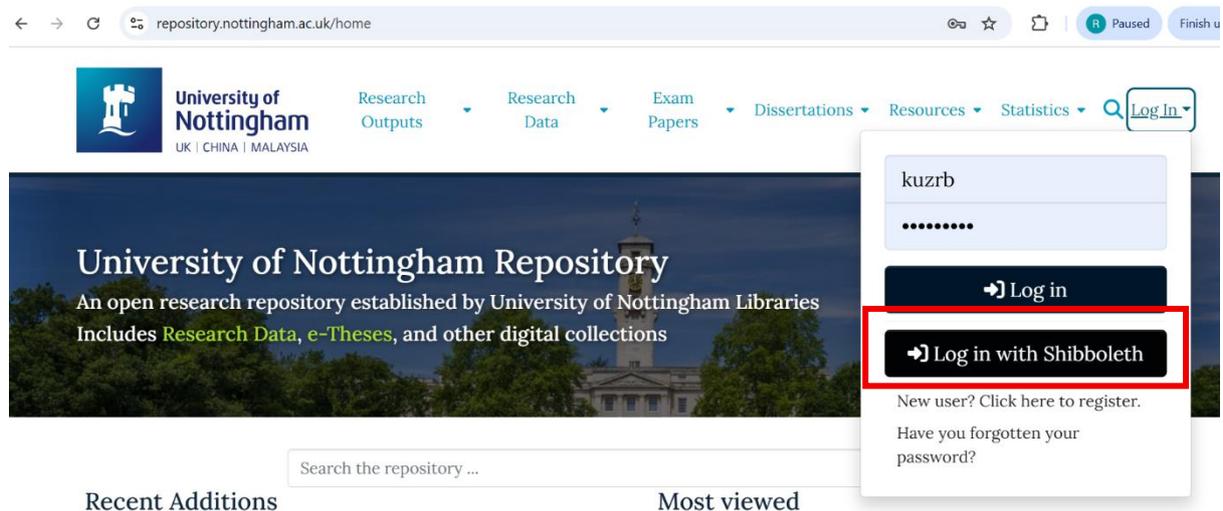
The copy you deposit should be the final version in PDF format.

You will need the following information to deposit:

- the full title and author of your thesis
- the publication details (i.e. school or department & supervisors) of your thesis
- the abstract of your thesis
- a PDF-format version of your examined thesis

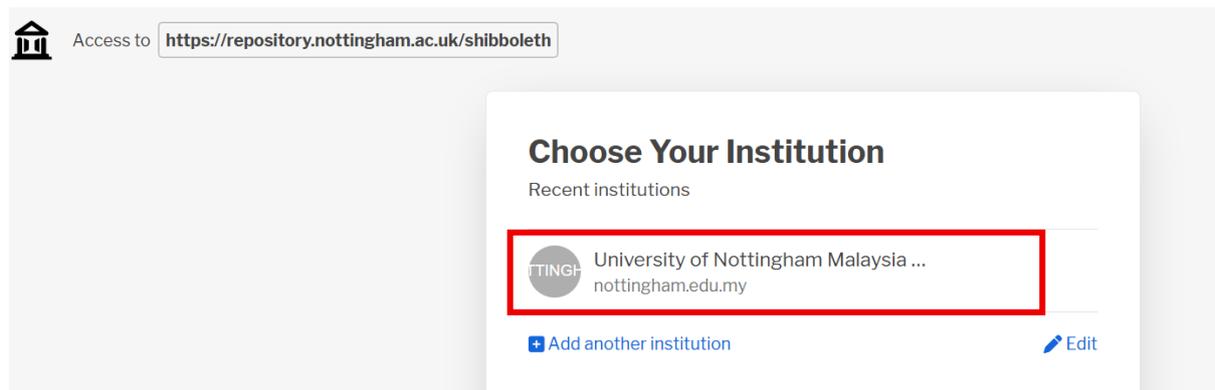
Step by step guide

1. Visit <https://repository.nottingham.ac.uk> and click on log in with Shibboleth option (top right of page)



The screenshot shows the homepage of the University of Nottingham Repository. The browser address bar displays 'repository.nottingham.ac.uk/home'. The navigation menu includes 'Research Outputs', 'Research Data', 'Exam Papers', 'Dissertations', 'Resources', and 'Statistics'. A 'Log In' button is visible in the top right corner. The main banner features the University of Nottingham logo and the text: 'University of Nottingham Repository', 'An open research repository established by University of Nottingham Libraries', and 'Includes Research Data, e-Theses, and other digital collections'. A search bar is located below the banner. The 'Recent Additions' and 'Most viewed' sections are partially visible at the bottom. A login modal is open on the right side, showing a text input field with 'kuzrb', a password field with masked characters, and two buttons: 'Log in' and 'Log in with Shibboleth'. The 'Log in with Shibboleth' button is highlighted with a red rectangle. Below the buttons, there are links for 'New user? Click here to register.' and 'Have you forgotten your password?'.

2. Search for “University of Nottingham Malaysia” and double-click to continue.



Access to <https://repository.nottingham.ac.uk/shibboleth>

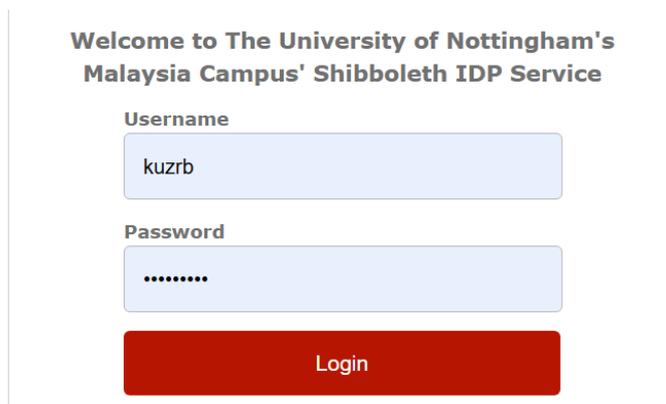
Choose Your Institution

Recent institutions

- University of Nottingham Malaysia ...
nottingham.edu.my

[Add another institution](#) [Edit](#)

3. Login with your university IT account.



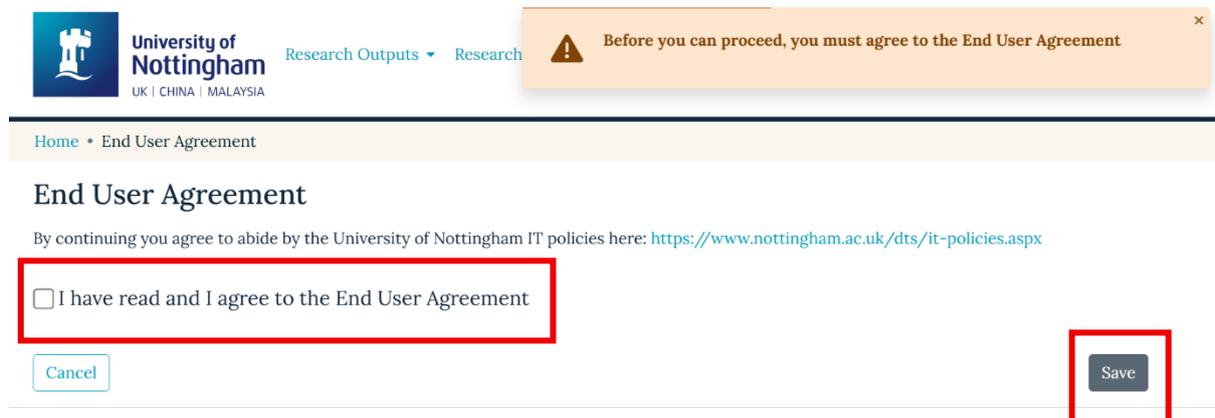
Welcome to The University of Nottingham's Malaysia Campus' Shibboleth IDP Service

Username
kuzrb

Password
.....

Login

4. If this is your first time logging in to the repository, you will need to accept the user agreement displayed on screen and click save.



 **University of Nottingham** [Research Outputs](#) [Research](#)

UK | CHINA | MALAYSIA

Before you can proceed, you must agree to the End User Agreement

[Home](#) • [End User Agreement](#)

End User Agreement

By continuing you agree to abide by the University of Nottingham IT policies here: <https://www.nottingham.ac.uk/dts/it-policies.aspx>

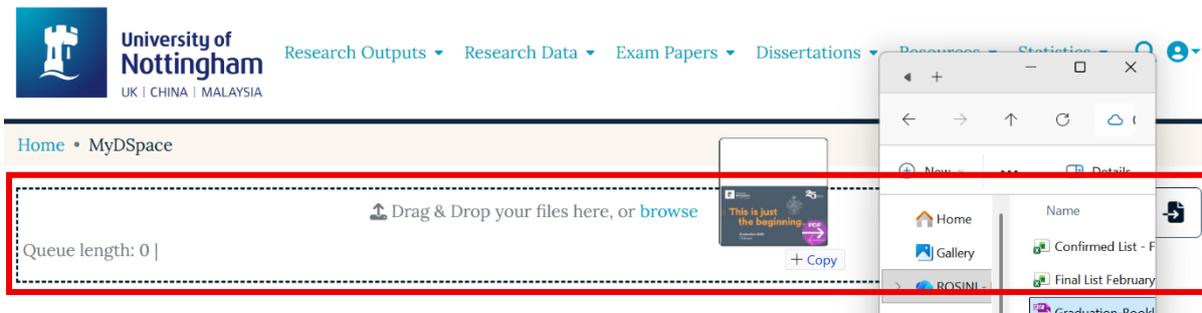
I have read and I agree to the End User Agreement

[Cancel](#) [Save](#)

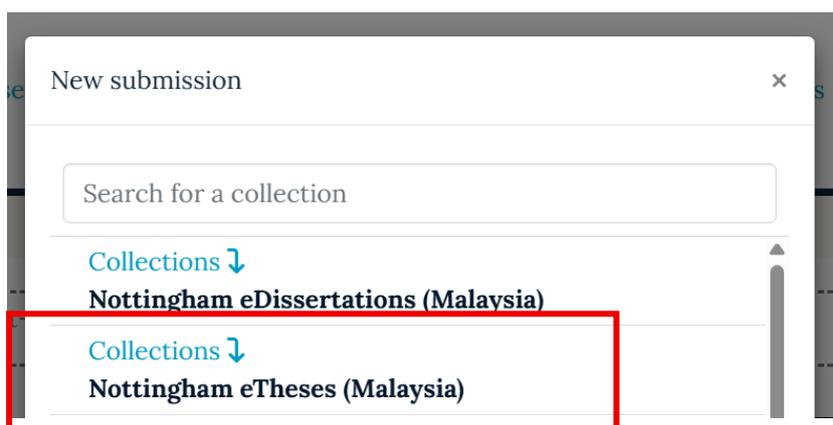
5. Click on "**MyDspace**" in the account menu (top right corner of page)



6. Drag and drop your file into the designated area (top of screen)



7. Select "**Nottingham eTheses (Malaysia)**" from the collection options.



8. On the next screen complete the bibliographic details (author, abstract etc). All fields marked by an asterisk (*) are mandatory. You will not be able to submit your deposit without completing them.

In ePrints, you will receive an Item ID immediately after creating a new item. In DSpace, your identifier number is the last five digits of the URI assigned to the item.

Collection Nottingham eTheses (Malaysia)

eThesis basic information

Identifiers

URI

If the item has any identification numbers or codes associated with it, please enter the types and the actual numbers or codes.

+ Add more

Type *

eThesis

9. Select your thesis type from the available options.

Collection Nottingham eTheses (Malaysia)

Thesis Type *

Search

Clear selection

PhD - Doctor of Philosophy or Integrated PhD

DM - Doctor of Medicine

Mphil - Master of Philosophy

Mres - Master of Research

AMusD - Doctor of Musical Arts

10. Select your School or Department from the list provided.

Collection Nottingham eTheses (Malaysia) PhD

Associated Schools and Departments *

Department of Civil Engineering

The Schools & Departments with which this item should be associated.

Hierarchical tree view

Hierarchical tree view

Filter results by typing the first few letters

Search Reset

- University of Nottingham
 - Other
 - University of Nottingham Ningbo China
- University of Nottingham, Malaysia
 - Faculty of Arts and Social Sciences
 - Faculty of Science and Engineering - Engineering
 - Department of Chemical and Environmental Engineering (MY)
 - Department of Civil Engineering

11. Enter the title of your thesis according to the instructions provided. If your thesis includes alternative titles (as stated in your submitted document), you may enter them in the Alternative Title column.

Collection Nottingham eTheses (Malaysia)

Title *

DSPACE repository : how to deposit your ethesis and edissertation

The title of the item. The title should not end with a full stop, but may end with a question mark. There is no way to make italic text, please enter it normally. If you have a subtitle, it should be preceded with a colon [:]. Use capitals only for the first word and for proper nouns. Example: A brief history of time Example: Life: an unauthorised biography Example: Mathematics for engineers and scientists. 5th edition Example: Ecosystems of the world. Vol. 26. Estuaries of the world

Alternative titles

Guide 

Use this field to enter the title of the version of record if it differs from the resource deposited.

[+ Add more](#)

12. Enter the abstract of your thesis exactly as stated in your submitted document.

Collection Nottingham eTheses (Malaysia)

Abstract

This guide explains how to deposit an eThesis and eDissertation into the DSpace repository. It outlines the step-by-step submission process, including account login, metadata entry, file upload, and access settings such as embargo options. The purpose of this guide is to help postgraduate students submit their research work accurately and efficiently. By following the instructions provided, students can ensure that their theses and dissertations are properly archived, accessible, and preserved for future reference.

13. Indicate whether you have discussed with your supervisor the Open Access status of your thesis.

Collection Nottingham eTheses (Malaysia)

Supervisor Discussion *

Search 

Clear selection 

True

False

14. Indicate whether you approve that a copy of your thesis may be given to your supervisor, if they request it during an embargo period

Collection Nottingham eTheses (Malaysia)

Waiver *

Search

Clear selection

True

False

15. Enter your full name exactly as it appears on the first page or title page of your thesis and select “University of Nottingham Malaysia” as your affiliation.

Collection Nottingham eTheses (Malaysia)

Creator *

Rosini Bujang

Enter in the format given on the first page or title page.

Affiliation of creator

University of Nottingham, Malaysia

Enter the affiliation of the creator of thesis.

16. Add your student id number.

Collection Nottingham eTheses (Malaysia)

Student ID Field *

2001234567

Please provide your numerical student ID

17. Click “Add more” to enter your supervisor’s name. Follow the instructions provided to enter the supervisor’s full name and their affiliation. Once completed, click the “Add” button.

Collection Nottingham eTheses (Malaysia)

Supervisors

Harun, Abrar × + Add more

Name(s) of degree supervisor(s)

Supervisor

Supervisor *

Harun, Abrar

Enter the names of the supervisor of this item in the form Lastname, Firstname [i.e. Smith, Josh or Smith, J].

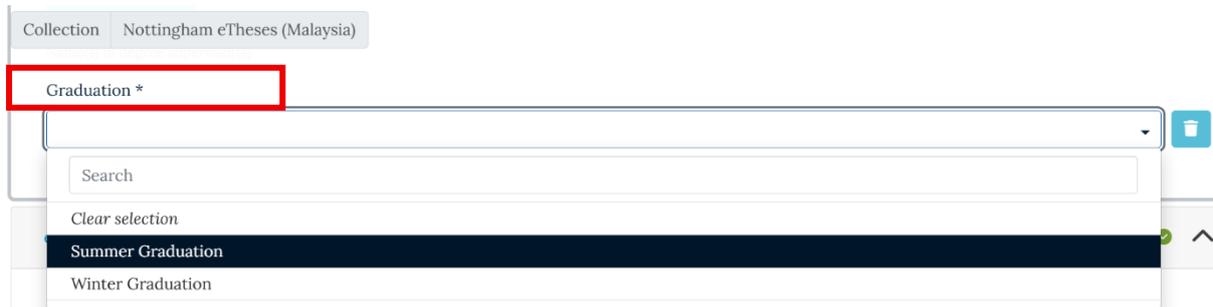
Affiliation of supervisor

University of Nottingham Malaysia

Enter the affiliation of the supervisor.

× Close Add

18. Indicate whether you will be graduating in the summer (mid-year graduation) or in the winter (beginning-of-year graduation).



Collection Nottingham eTheses (Malaysia)

Graduation *

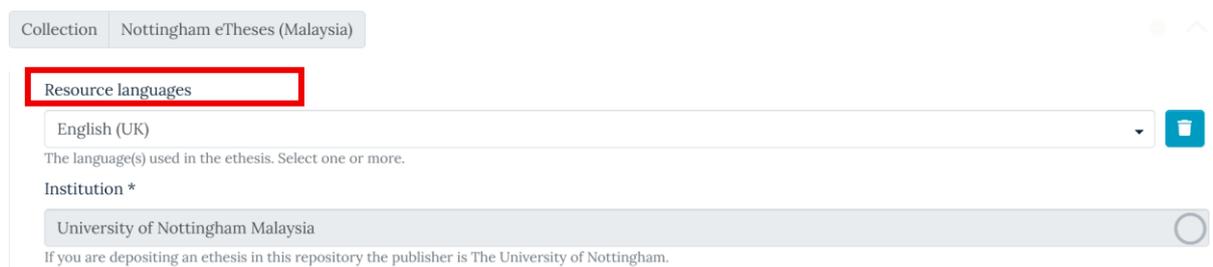
Search

Clear selection

Summer Graduation

Winter Graduation

19. Select **English (UK)** as the resource language.



Collection Nottingham eTheses (Malaysia)

Resource languages

English (UK)

The language(s) used in the ethesis. Select one or more.

Institution *

University of Nottingham Malaysia

If you are depositing an ethesis in this repository the publisher is The University of Nottingham.

20. Read the information provided, then enter any relevant URL(s) that match the categories “**Related Publication URL(s)**, **Author URL(s)**, **Organisation URL(s)**, or **Dataset URL(s)**” in the appropriate boxes.



Related Publication URL(s)

Related Publication URL(s)

URL(s) of any publications related to th

Author URL(s)

Author URL(s)

Personal website(s) of author(s)

Organisation URL(s)

Organisation URL(s)

Website(s) of any organisation(s) associate

Dataset URL(s)

Dataset URL(s)

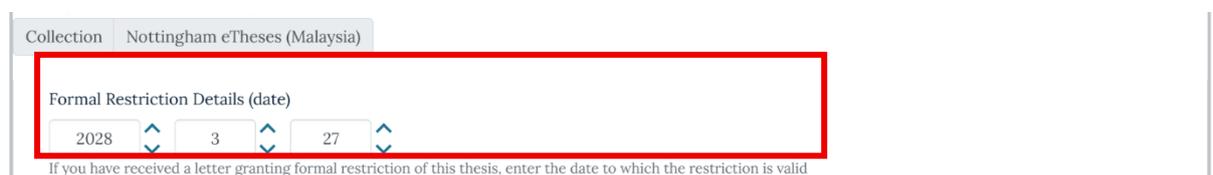
URL(s) where data related to t

Other Related URL(s)

Other Related URL(s)

Any other URLs related to this pu

21. If Quality and Standards Committee (QSC) has granted your thesis a formal restriction, due to commercial or other sensitivity, enter the restriction end date. A restriction hides both the bibliographic details *and* full text of your thesis. [More information on the application process for formal restrictions can be found here](#)



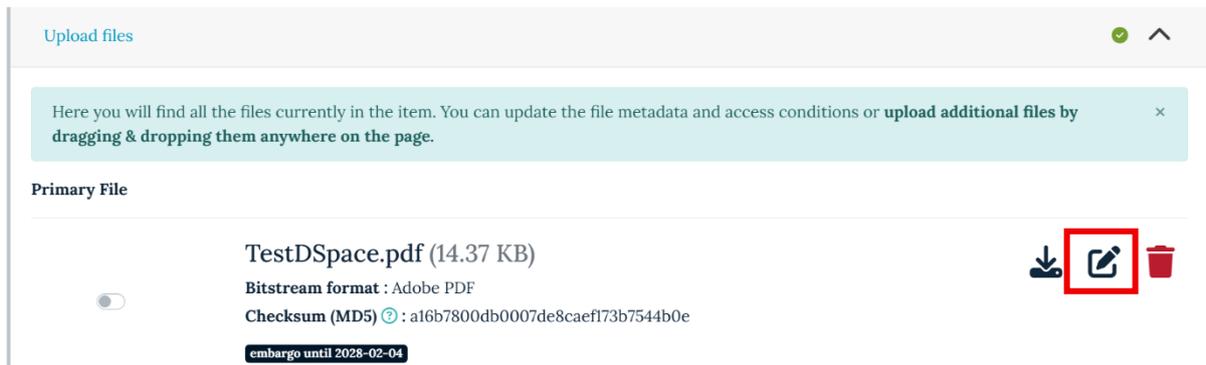
Collection Nottingham eTheses (Malaysia)

Formal Restriction Details (date)

2028 3 27

If you have received a letter granting formal restriction of this thesis, enter the date to which the restriction is valid

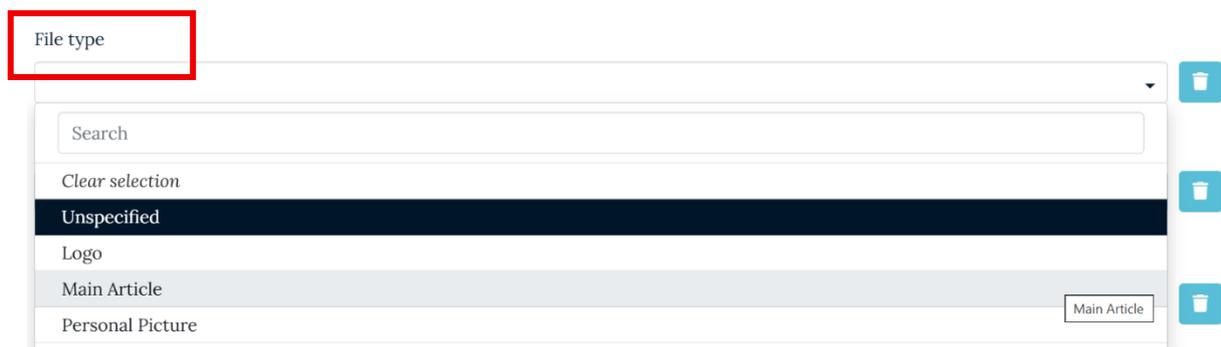
22. Click the **Edit Bitstream** icon to modify the file metadata and adjust the access condition type.



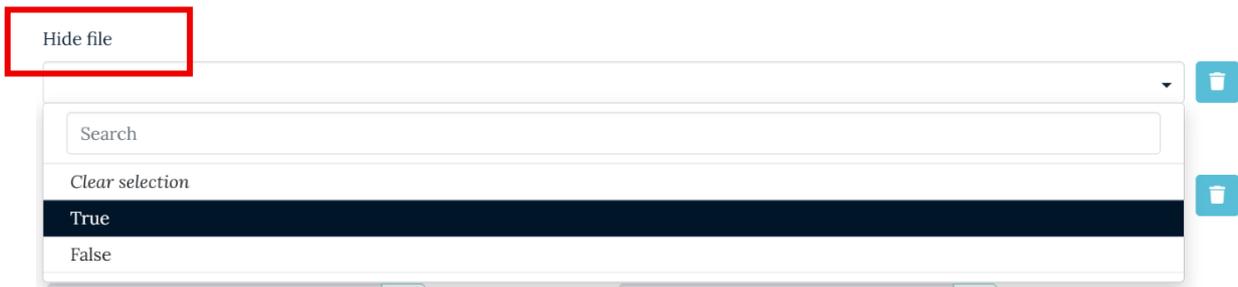
a) If your file is the final version, enter "examined" in the description field.



b) Choose the appropriate file type from the list provided.



c) Indicate whether you want your thesis to be hidden or visible.

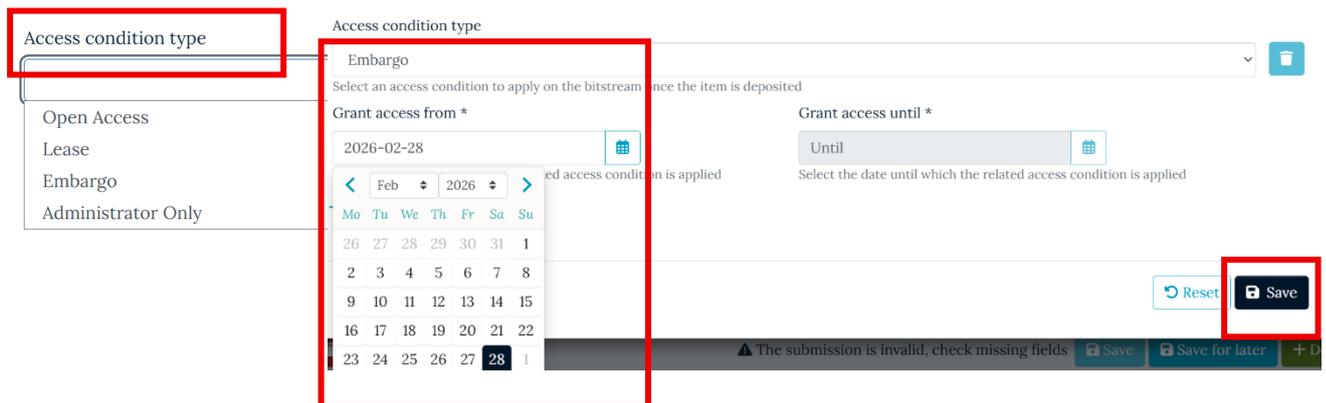


A screenshot of a web form. At the top, a red box highlights a label 'Hide file'. Below it is a dropdown menu. The menu is open, showing a search bar, a 'Clear selection' button, and two options: 'True' (which is highlighted in black) and 'False'. To the right of the dropdown are two trash icons.

d) Indicate the access condition type for your thesis:

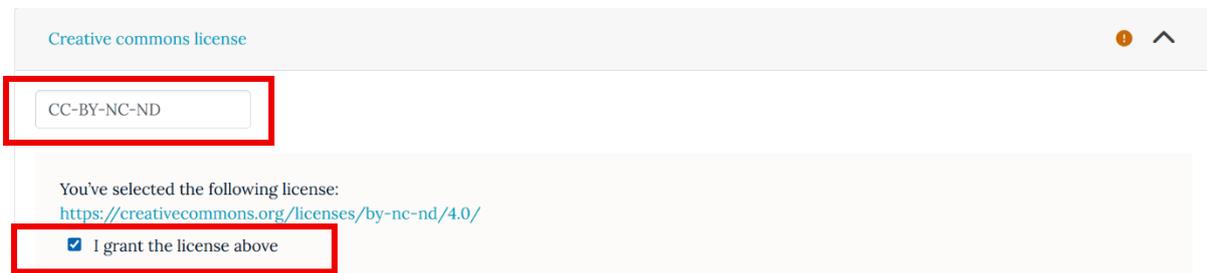
- **Open Access**
Choosing this option will make the full text of your thesis openly available to the public.
- **Embargo**
If you select this option, you must set an embargo end date (maximum of 2 years).
During the embargo period, only the bibliographic details of your thesis will be visible to the public, while the full text remains restricted.
- **Administrator Only**
With this option, the full text of your thesis will be accessible only to administrators.
The public will be able to view only the bibliographic details, not the full text.

Click the “Save” button when you are done.



A screenshot of a web form for setting an access condition type. A red box highlights the 'Access condition type' label. The dropdown menu is open, showing 'Open Access', 'Lease', 'Embargo', and 'Administrator Only'. The 'Embargo' option is selected. Below the dropdown, there are two date pickers: 'Grant access from *' (set to 2026-02-28) and 'Grant access until *' (set to 'Until'). A calendar is open for the 'Grant access from' date, showing the month of February 2026. A red box highlights the 'Save' button at the bottom right. A warning message at the bottom reads: 'The submission is invalid, check missing fields'.

23. Indicate the license type for your thesis. You should discuss this with your supervisors; normally, a “Creative Commons” licence is used. Tick the checkbox after selecting your option.



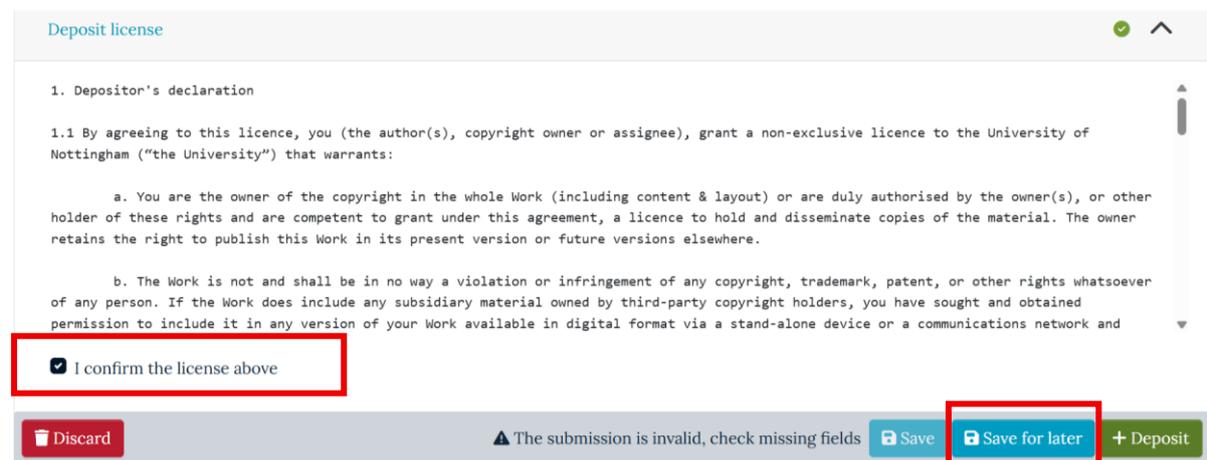
Creative commons license

CC-BY-NC-ND

You've selected the following license:
<https://creativecommons.org/licenses/by-nc-nd/4.0/>

I grant the license above

24. Review your submission details then read and accept the deposit licence. If you are missing any information or wish to pause the deposit of your thesis to return to later, press “Save for later” (located at the bottom of the page).



Deposit license

1. Depositor's declaration

1.1 By agreeing to this licence, you (the author(s), copyright owner or assignee), grant a non-exclusive licence to the University of Nottingham (“the University”) that warrants:

a. You are the owner of the copyright in the whole Work (including content & layout) or are duly authorised by the owner(s), or other holder of these rights and are competent to grant under this agreement, a licence to hold and disseminate copies of the material. The owner retains the right to publish this Work in its present version or future versions elsewhere.

b. The Work is not and shall be in no way a violation or infringement of any copyright, trademark, patent, or other rights whatsoever of any person. If the Work does include any subsidiary material owned by third-party copyright holders, you have sought and obtained permission to include it in any version of your Work available in digital format via a stand-alone device or a communications network and

I confirm the license above

▲ The submission is invalid, check missing fields

25. You can resume the deposit again via the “MyDspace” option in the account menu (top right of page). It will appear listed under “Your Submissions” and you can resume the submission by clicking the “Edit” button.

Your submissions

Now showing 1 - 10 of 120

Workspace

Publication

Dspace repository : how to deposit your ethesis and edissertation

(University of Nottingham Malaysia) Rosini Bujang; Harun, Abrar

This guide explains how to deposit an eThesis and eDissertation into the DSpace repository. It outlines the step-by-step submission process, including account login, metadata entry, file upload, and access settings such as embargo options. The purpose of this guide is to help postgraduate students submit their research...

▼ Show more

26. If you are ready to deposit your thesis, press, “Deposit”. Your submission will be reviewed and once you have graduated, your thesis will appear in the public archive.



27. Once you deposit your submission, its status will change from Workspace to Workflow. At this stage, you will no longer be able to make any changes to your submission.

Your submissions

Now showing 1 - 10 of 120



DSpace repository : how to deposit your ethesis and edissertation

In workflow since: 0 d 0 h

(University of Nottingham Malaysia) Rosini Bujang; Harun, Abrar

This guide explains how to deposit an eThesis and eDissertation into the DSpace repository. It outlines the step-by-step submission process, including account login, metadata entry, file upload, and access settings such as embargo options. The purpose of this guide is to help postgraduate students submit their research...

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If you have any questions about depositing, please contact [Graduate School](#).