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](#).
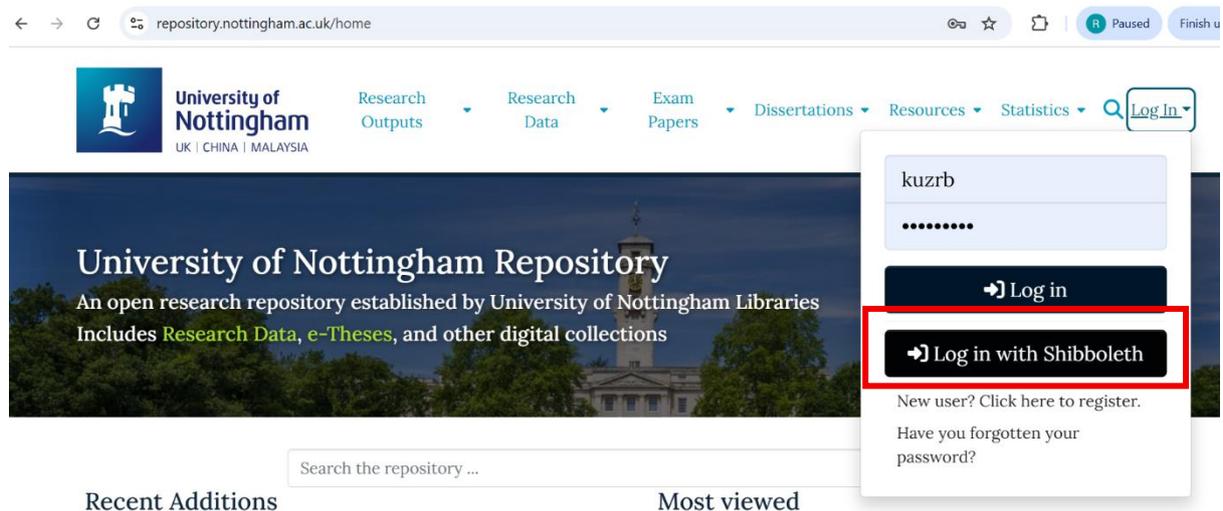
How to deposit

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
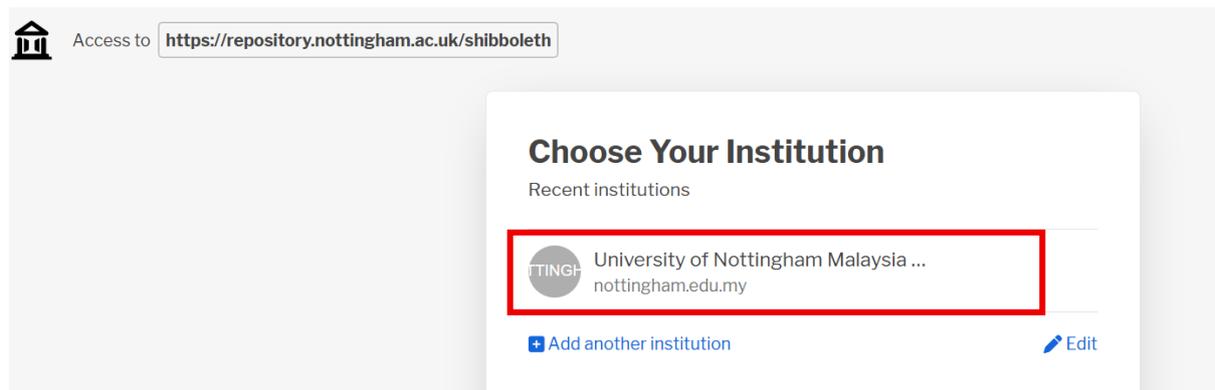- a PDF-format version of your examined thesis

Step by step guide

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

2. Search for "**University of Nottingham Malaysia**" and double-click to continue.

3. Login with your university IT account.
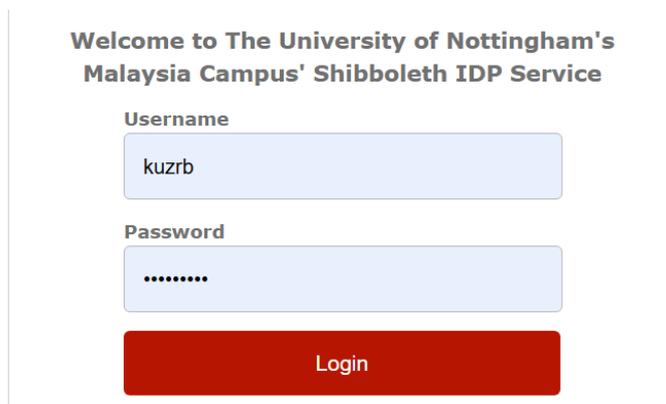
4. If this is your first time logging in to the repository, you will need to accept the user agreement displayed on screen and click save.
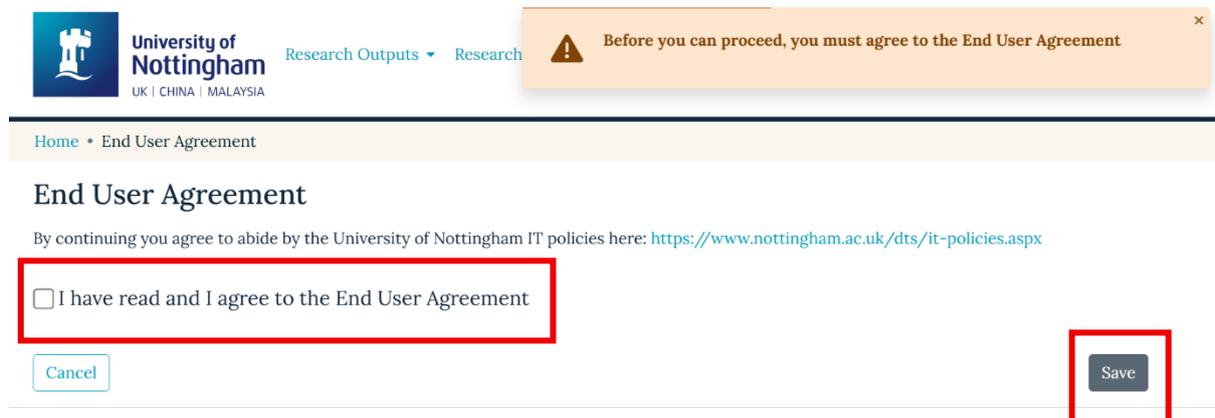
5. Click on "**MyDspace**" in the account menu (top right corner of page)

6. Drag and drop your file into the designated area (top of screen)
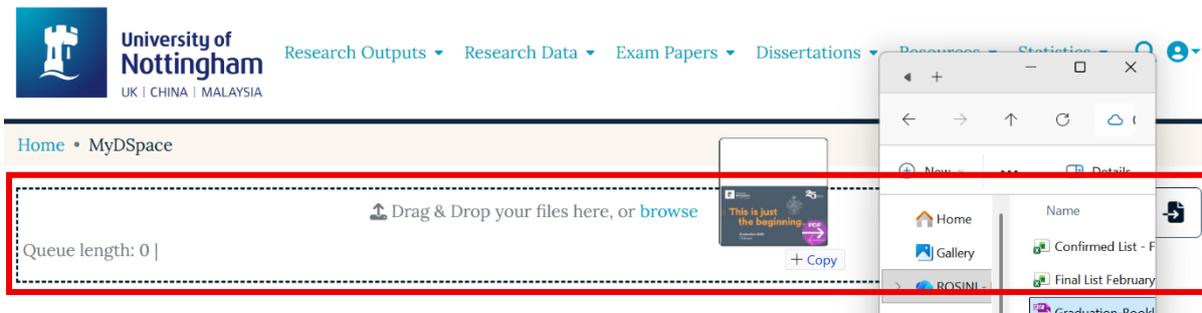
7. Select "**Nottingham eTheses (Malaysia)**" from the collection options.
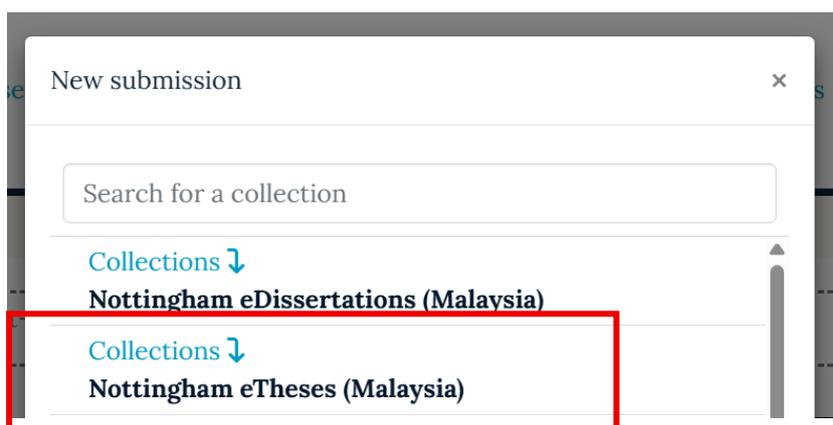
8. On the next screen complete the bibliographic details (author, abstract etc). All fields marked by an asterisk (*) are mandatory. You will not be able to submit your deposit without completing them.

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.

9. Select your thesis type from the available options.

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

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

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.

16. Add your student id number.

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.

18. Indicate whether you will be graduating in the summer (mid-year graduation) or in the winter (beginning-of-year graduation).
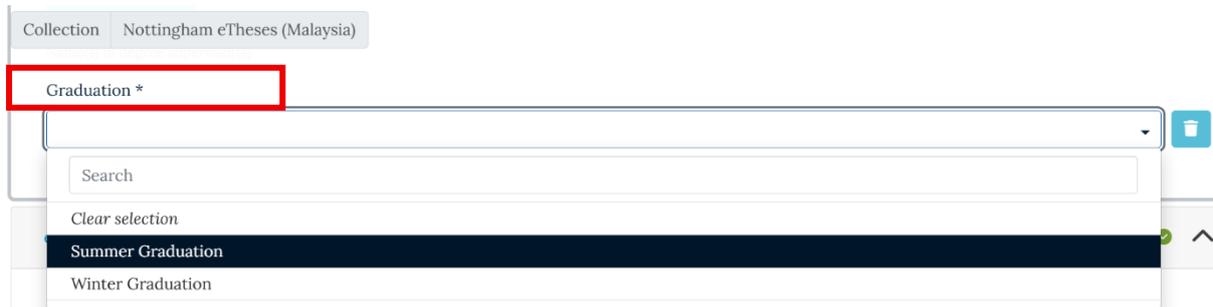
19. Select **English (UK)** as the resource language.
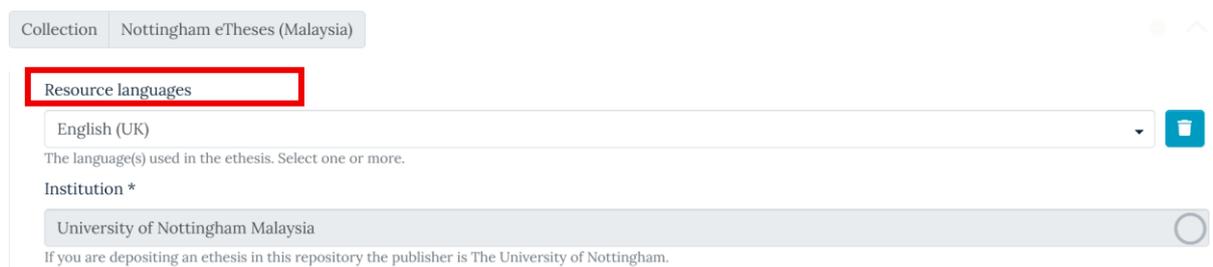
20. Read the information provided, then enter any relevant URL(s) that match the categories **"Related Publication URL(s), Author URL(s), Organisation URL(s), or Dataset URL(s)"** in the appropriate boxes.

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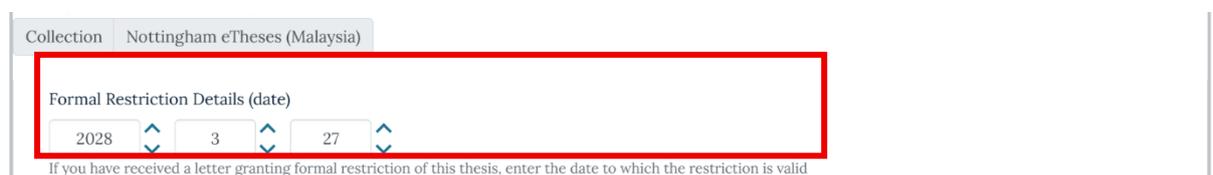
22. Click the **Edit Bitstream** icon to modify the file metadata and adjust the access condition type.

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.

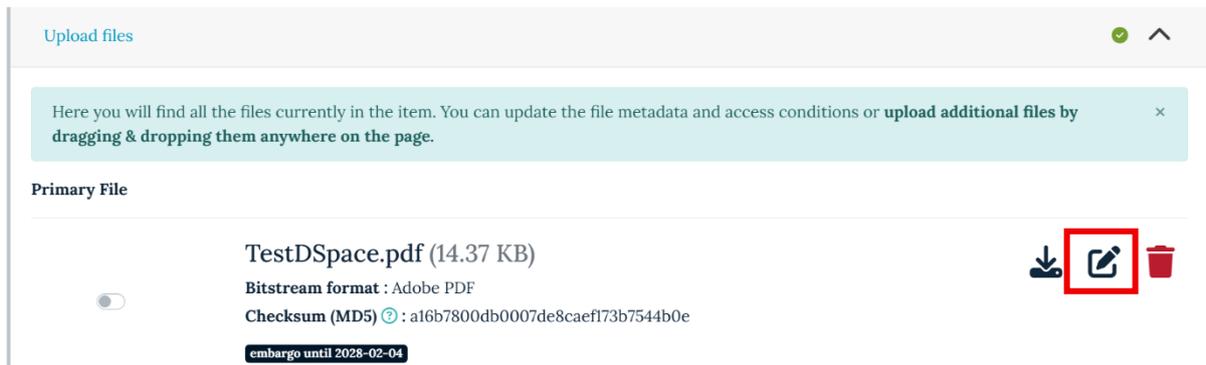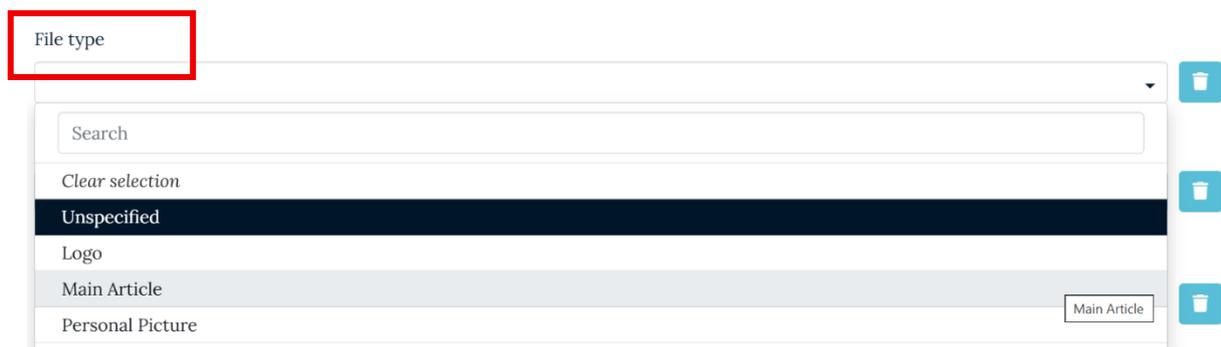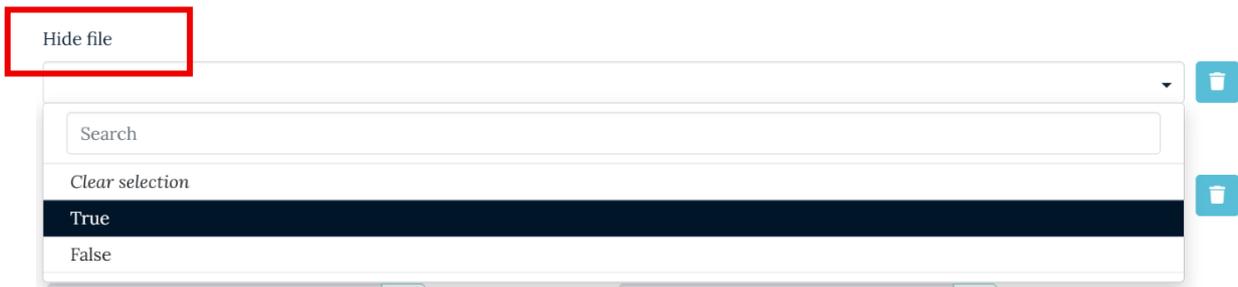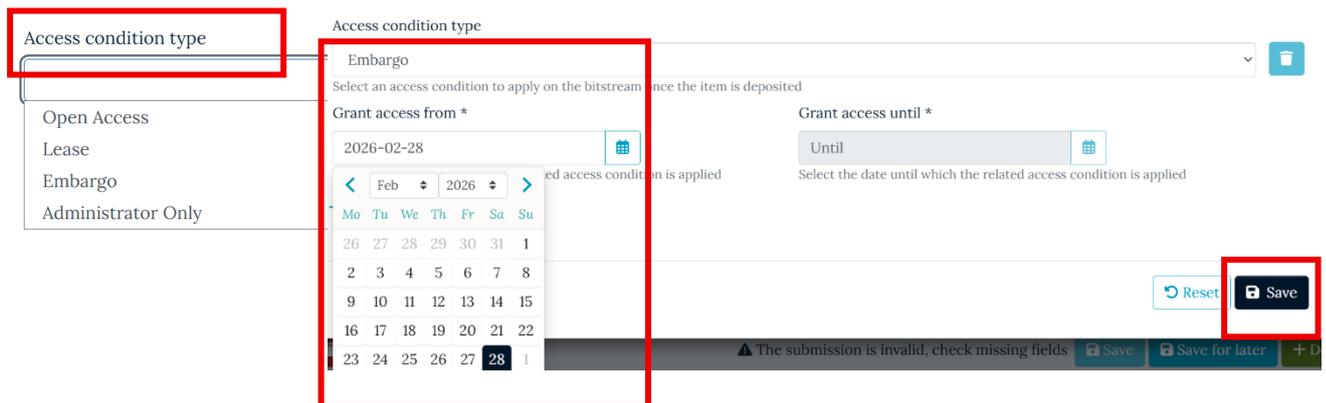**Hide file**

Search

Clear selection

True

False

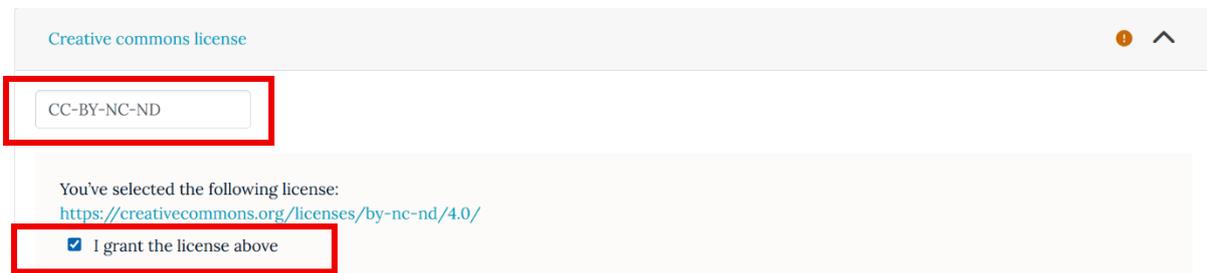d) Indicate the access condition type for your thesis:

- **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.

Access condition type

Open Access
Lease
Embargo
Administrator Only

Access condition type

Embargo

Select an access condition to apply on the bitstream once the item is deposited

Grant access from *

2026-02-28

Mo	Tu	We	Th	Fr	Sa	Su
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	1

Grant access until *

Until

Select the date until which the related access condition is applied

Reset   Save

⚠ The submission is invalid, check missing fields   Save   Save for later   + D

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.
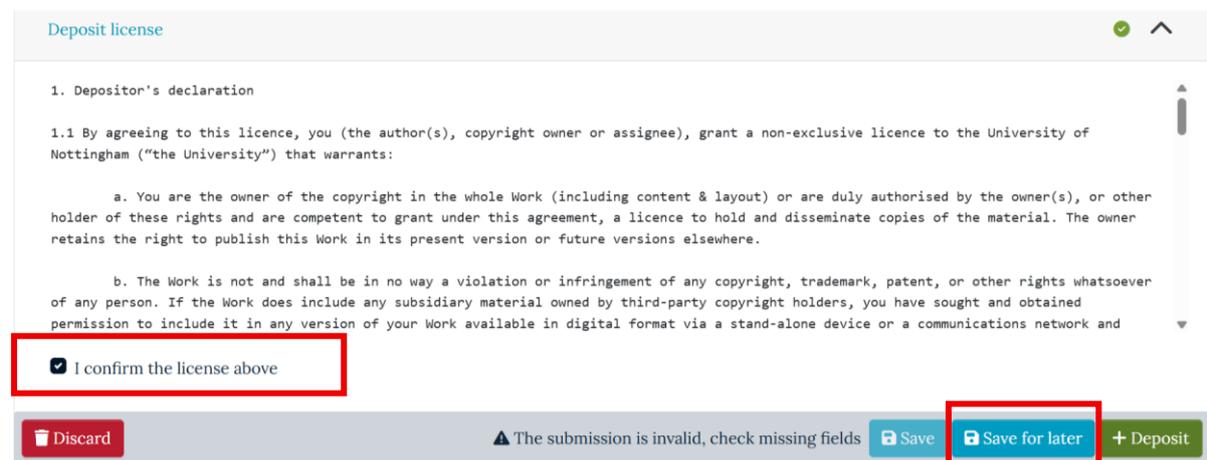

24. Review your submission details then read and accept the deposit licence. If you are missing any information or wish to pause the deposit of your thesis to return to later, press "Save for later" (located at the bottom of the page).

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

View   Edit   Delete

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

Workflow
Publication

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...

⌄ Show more

ⓘ View

If you have any questions about depositing, please contact Graduate School.