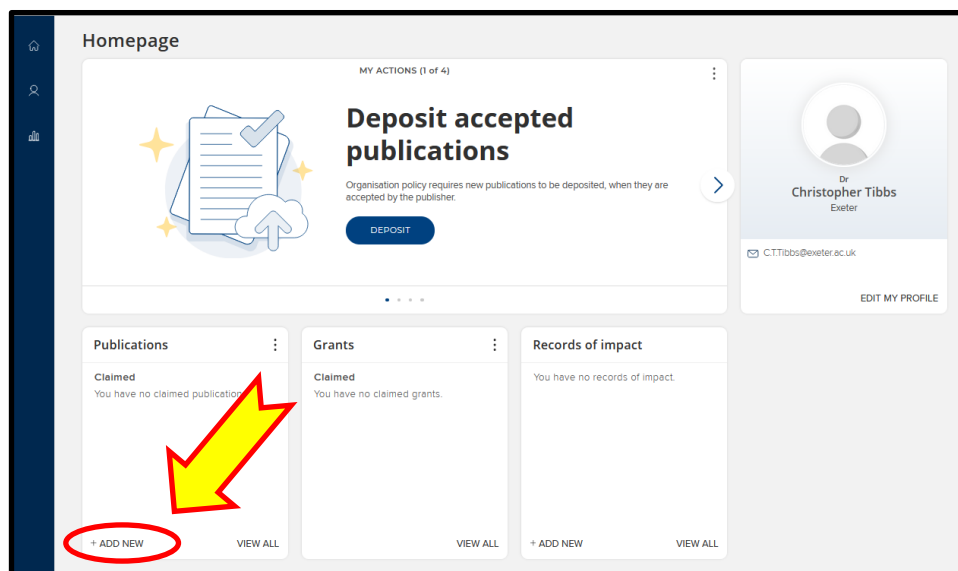


# A Guide to Depositing Theses or Dissertations into ORE

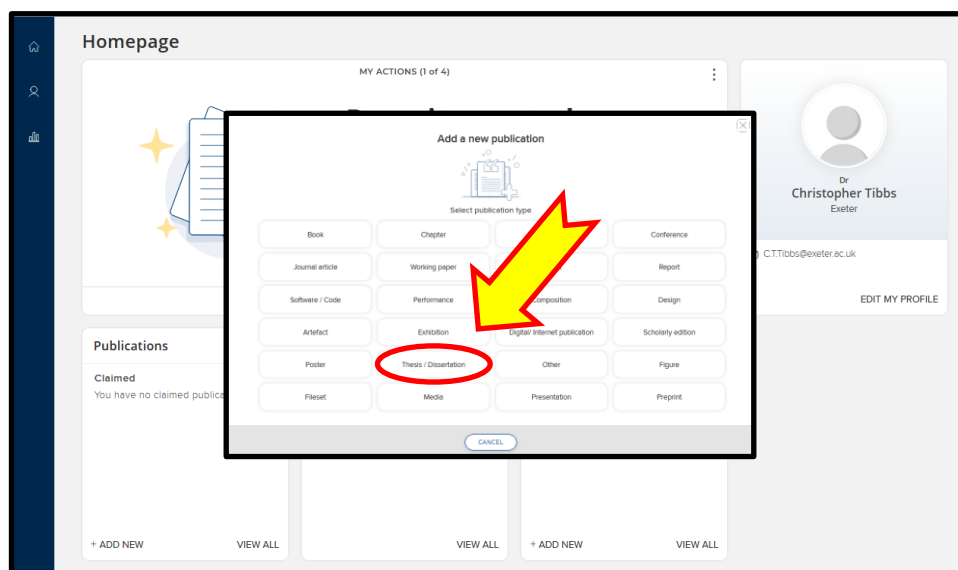
This guide covers depositing theses and dissertations into ORE using Symplectic. Before you can start the deposit, you must first prepare your files. Please check the e-theses [FAQs](#) for advice on preparing your thesis.

**Your submission must be in PDF format.**

1. Log in to [Symplectic](#) using your University username and password.
2. On the home screen click “+ Add New” in the Publications section.



3. Select type “Thesis/Dissertation”.



**4. Enter the title of your thesis/dissertation and click “Search”.**

**5. Check that no match is found to confirm that a Symplectic record for the thesis/dissertation does not already exist. Then click “Go to next step”.**

**6. Now describe your thesis/dissertation by entering all of the required information.**

- Be as accurate and consistent as possible; the information you include here will be used by others to search for your work
- Fields marked \* are required and must be completed in order to move on to the next stage
- If an embargo is required, provide an embargo end date and clearly state the reason for the embargo – you are able to specify an embargo period of up to 18 months. Longer extensions up to 5 years may be specified providing you requested this on your examination submission form. See the e-theses [FAQs](#) for further information about restricting access to your thesis/dissertation.

**7. Click “Save”.**

**8. Link any grants that supported the production of your thesis/dissertation.**

Find the grant(s) from the list, tick the box associated with the appropriate grant(s), and click “Link selected”. You can link multiple grants, and when all have been added, click “Done”. Alternatively, if your research had no external funders, click “Not externally funded”, or if you cannot find the appropriate grant, click “Grant not listed”.

**9. Upload your thesis/dissertation to ORE.**

Click the “Deposit to ORE” button and then click on “Browse” and select the file you wish to deposit. Press the “Use this file” button and wait for the page to refresh. If you wish to upload an additional file select “Upload another file” and repeat the process. If you have any data or supplementary files associated with your thesis/dissertation, please contact [rdm@exeter.ac.uk](mailto:rdm@exeter.ac.uk) before depositing your thesis/dissertation.

Once you have added all of the files you wish to deposit, it is strongly recommended that you take the time to read the deposit licence. This includes information about the permissions granted by you to ORE, as well as a declaration of ownership of the work and a third party copyright statement. Granting the licence will not affect the copyright of the thesis/dissertation, which will still belong to you as the author. If you agree to the deposit licence, click “Deposit”.

Following upload, your deposit will be checked. If any amendments are required you will be contacted via your University email account. Once any such amendments have been made to your thesis/dissertation:

- i. Go to the Symplectic record for your thesis/dissertation and click on “View”
- ii. You will not be able to remove the existing file(s), but you can click on “Browse” to locate the amended file, and then click “Use this file”



iii. Click the “Deposit” button to send the amended file back to ORE for review and approval

You will receive an email notifying you that your thesis/dissertation has been approved and included in ORE.

If you have any queries please contact the Postgraduate Administration Office:

[pgradmin@exeter.ac.uk](mailto:pgradmin@exeter.ac.uk)

