

Uploading your thesis to the University Repository

1. Go to <http://epubs.surrey.ac.uk>
2. From the menu on the left choose Login and use your IT username and password to login to the site.

Surrey Research Insight Open Access

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Welcome to Surrey Research Insight Open Access

Making Surrey research available to a global audience

Search SRI

Browse By

Academic/research unit Author Year

Deposit

Members of staff - Please deposit your papers from SRI Publications Database.
 Research students - Please login with your University username and password to submit your papers.

Latest Additions | Download Statistics

3. Select 'Manage Deposits' from the menu on the left then choose the button for 'New Item'

Surrey

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- Logged in as Claire Gravely
- Manage deposits »**

Manage deposits

Help

New Item

Import from Atom XML Import

Displaying results 1 to 10 of 11. Show 10, 25 or 100 results per page. 1 | 2 | Next

User Workarea Under Review Live Archive Retired

Last Modified	Title	Item Type	Item Status

4. Select 'Thesis' from the list and then click 'Next'

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- Admin »
- Logout »

Edit item: Article #772758

Type → Upload → Details → Divisions → Deposit

Save and Return Cancel Next >

Item Type

- Article
- Book Section
- Monograph
- Conference or Workshop Item
- Book
- Thesis
- Patent

- Click the “Browse” / “Choose file” button to select the file and the “Upload” button to upload it to the repository.

Edit item: Thesis #807122

The screenshot shows the repository interface for editing item #807122. At the top, there is a navigation bar with buttons for 'Type', 'Upload', 'Details', 'Divisions', and 'Deposit'. Below this are buttons for '< Previous', 'Save and Return', 'Cancel', and 'Next >'. A text box explains that to upload a document, the user should click the 'Browse' button to select a file and then the 'Upload' button. It also mentions the SHERPA RoMEO tool. Below this is the 'Add a new document' form with two tabs: 'File' and 'From URL'. The 'File' tab is active, and a blue arrow points to the 'Browse...' button.

- Once you have uploaded the electronic copy of your thesis, then you will be able to see “Show options” on the right-hand bottom corner for each file uploaded.

Edit item: Thesis #807122

The screenshot shows the repository interface after a file has been uploaded. The 'Add a new document' form now displays the uploaded file: a text document named '_homes.surrey.ac.uk_Home_System_Desktop_2014_08_13_Author_Deposit_Agreement_KarenCann.docx' with a size of 42kB. At the bottom right of the file entry, there is a 'Show options' button with a plus sign icon. A blue arrow points to this button.

Click on ‘Show options’ for:

- Choose Content: **VERSION OF RECORD**
- Setting up under which licence you are sharing your thesis, and
- Setting an embargo, if applicable

PhD students retain the copyright of their thesis, so it is recommended to choose [Creative Commons Attribution Non-Commercial Share Alike](#).

IF you are requesting an *embargo*, i.e. a period of time during which your PhD thesis will not be open access in the institutional repository, do the following:

- a) Where it says “visible to”, choose from the drop-down menu “Repository staff only”.
 - b) Specify when you would like your thesis to be open access (see the [procedure on restricting access to thesis](#) for recommended periods).
 - c) Please bear in mind that if you do not upload your Restricting Access Form, the date that you set up will not be applied.
7. Click on “Next” to be able to enter the thesis details. You only need to fill in the fields with orange stars next to them:
- Title: *Type in the thesis title here*
 - Abstract:
 - Qualification Level: Doctoral
 - Authors: Please enter your name in the following format
Smith John E.
NOTE: It’s not mandatory to enter your email. If you type it down, be aware that it will be publicly available as part of the bibliographic details of your thesis.
 - Contributors. Choose from the drop-down menu Thesis supervisor and enter your supervisor name.
 - Status: ‘approved by examiner’
 - Date: Enter year of award i.e. 2017.
 - Date Type: Award
 - Institution: University of Surrey
 - Department: *Please do not enter the name of the research centre.*
 - Comments and suggestions: If you are requesting an embargo, you need to elaborate the reason of your request on this field.
8. Click on ‘Next’ to go to the Divisions section. Please click the blue ‘Add’ button for ‘Theses’ which is at the bottom of the list. Please do **not** select any other division.

Edit item: Thesis #772758

Type → Upload → Details → **Divisions** → Deposit

< Previous Save and Return Cancel Next >

Divisions ?

Search for division: Search Clear

- [Add](#) Faculty of Arts and Human Sciences
- [Add](#) Faculty of Engineering and Physical Sciences
- [Add](#) Faculty of Health and Medical Sciences
- [Add](#) Faculty of Business, Economics and Law
- [Add](#) Service Departments
- [Add](#) Theses

- You will be prompted to 'agree' or 'disagree' with the Author Deposit Agreement. Read the agreement carefully, and select 'Agree' and hit 'Next' to complete your deposit.

By uploading this form I agree that:

- my thesis does not to the best of my knowledge infringe any other Intellectual Property Right or contain any confidential material.
- if I have requested that this thesis is restricted for a specific embargo period, it is my responsibility to review any pending commercial, IPR or confidentiality issues affecting online availability of the thesis at the end of the embargo period, and to request an extension via the University Library if this is required.

I understand that neither the University of Surrey nor the British Library have any obligation to take legal action on behalf of myself, or other rights holders, in the event of infringement of intellectual property rights, breach of contract or of any other right, in the Work. I understand that the University of Surrey Library can remove the thesis from view if they receive a complaint that the thesis infringes intellectual property rights or moral rights of a third party or if it is offensive or unacceptable in some other way. (See University of Surrey Take-Down Policy)

Agree
 Disagree

< Previous Save and Return Cancel Next >

- You will be taken to the 'Deposit item' page. Click on 'Deposit Item Now' to submit your thesis.

An automatic email will be sent to you and Registry (Assessment and Award) notifying that you have complied with the university's requirements.

Your thesis will be made open access within a month.