



PURE Theses Guide

How to submit your final e-thesis via PURE

Help and Support

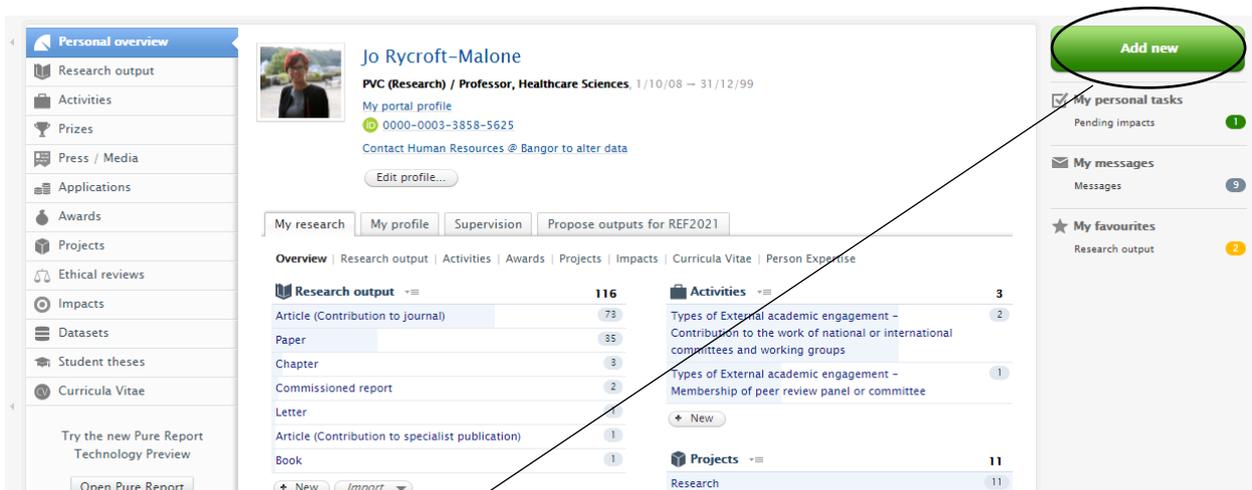
For theses related queries contact Michelle Walker, Repository and Research Data Manager,
repository@bangor.ac.uk

For technical help with the PURE system contact: IT helpdesk, helpdesk@bangor.ac.uk

How to submit your final e-thesis into Pure

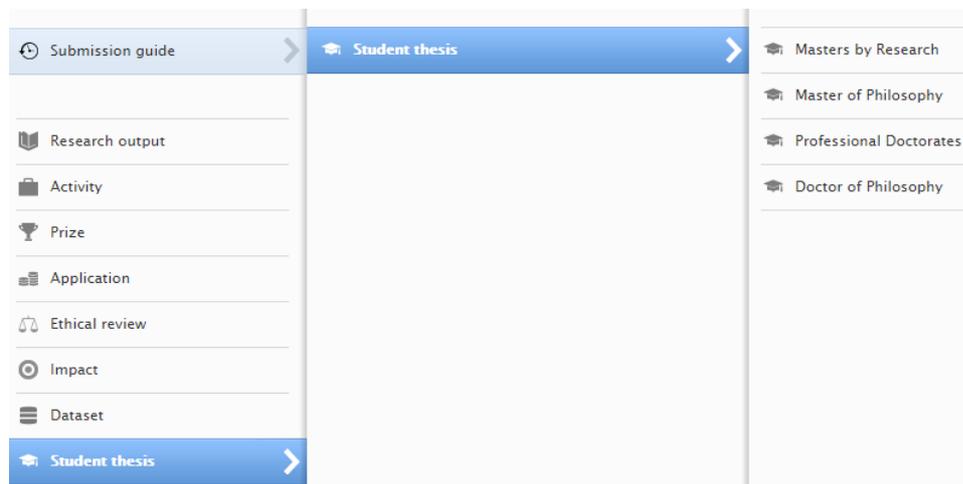
This step-by-step guide explains how to use PURE to record the details of your final thesis. Once you have confirmation that your corrections have been completed, upload your thesis onto PURE using the following steps.

1. Log on to PURE via <http://pure.bangor.ac.uk> using your Bangor username and password. This will take you to your personal profile page
2. Click on the green “Add New” button at the top right of the screen



A new window will open.

Select “Student thesis” > “Student thesis”.



Then choose between “Masters by Research”, “Master of Philosophy” “Professional Doctorates” or “Doctor of Philosophy”.

A new form will open. Mandatory fields are indicated with an * . All other fields are optional.

Wherever you see ⓘ further information is provided by hovering over, or clicking, the icon.

3. You will need to select the **Qualification level**, you can choose from Masters by Research, Master of Philosophy, Professional Doctorates or Doctor of Philosophy

- The **Original language** of the output is mandatory, and can be assigned with the use of a drop-down menu. We only record theses in the language in which they were written. We do not translate this information.

Publication information ⓘ

Original language *

English ▾

- Fill in the **Title of the thesis**
- Add your **Abstract** if you are happy for the thesis abstract to be made available in the public domain
- Add yourself as **Author**. You should automatically be added as an author to the item and your school affiliation should be listed.

If for any reason, you are not added as an author you can search for your name in the BU authors search bar.

Authors and affiliations ⓘ

Authors *

No persons or organisational units associated

Add person...

Add organisational unit...

Add group author...

Search and add Person - or create External Person

Search Create external person

Search

Search by start entering person name, job title or organisation
Search results will be updated while you type

Cancel

+ |

Create external person

Search by start entering person name, job title or organisation
Search results will be updated while you type

If PURE finds you, you will need to ensure you tick the Affiliation of the School to which you are/were registered

Affiliation on the student thesis

History and Archaeology (1/09/09)

When completed, click Create

If there are any problems with the way this is displayed please contact repository@bangor.ac.uk

- Add the name of your **Supervisor(s)**, click on "Add supervisor" and search for your supervisor by surname. The "Add supervisor" button can be used again to add more than one supervisor. If you want to add external supervisors, click on "Add supervisor" and "Create new external person" and type in their name.

Supervisors ⓘ

Supervisors

Add supervisor...

Add supervisor

Search for internal person Search for external person Create new external person

Search

Search by start entering person name, job title or organisation
Search results will be updated while you type

9. For **Date of Award**, please add the year, the repository team will add the final date once the degree has been awarded.
10. Click on **Awarding Institution** and type in Bangor University and select “Bangor University” from the options
11. If you were awarded any funding, or your PhD thesis was sponsored by an external body/ company/funding agency, add your **Sponsors** by clicking on “Add External Organisation”. Type in the name of the organisation who funded you and search; if it doesn’t come up in the search results, click on “create new”

Sponsors

[Add External Organisation...](#)

12. Please add some relevant **Keywords** which describe your thesis

Keywords ⓘ

KEYWORDS

🇬🇧

Use the free-text box to add keywords which best describe the area your thesis is concerned with.

You can add as many different keywords as you require.

NOTE: Please also add as a keyword the qualification level you have gained – for example Master of Arts by Research (MAREs), see Annex A for the options

13. Add the full-text of your thesis by clicking on **Add document**.

Click: Documents ⓘ

[Documents](#)

[Add document...](#)

A new window opens, drag your file over or click on “browse” to locate the file in your documents.

Add document

Filename

 Drag file or **browse** your computer.

File title

Type

Thesis ▾

Visibility

Public - No restriction ▾

Embargo end date

Embargo reason

- Add full text of your thesis and any supplementary files.

Note: If your thesis contains substantial third party copyright material or has GDPR issues, please add two separate digital copies of the thesis. One complete version of the thesis (as examined) and one abridged version with the third party copyright material removed.

- You can add multiple files if you have separate Appendices.

- The File title will be automatically generated from your file name.

NOTE: We recommend that the thesis is uploaded as a PDF file and that the file is named as follows: year + last name + initials + degree + file extension (e.g. 2017Hallphd.pdf)

- Choose the File type “Thesis” or “Supplementary materials”.
- In Visibility, choose “Backend – Restricted to Pure Users”. The Repository team will make the thesis openly available once we have validated all the details.
- Please leave the Embargo end date and Embargo reason field empty. If you are applying for an embargo via your Supervisor, the repository team will update this field once we have received the correct notification from the Doctoral School.
- Click on the blue Create button.
- Repeat for any additional files.
- If you want to add large data files along with your thesis please contact repository@bangor.ac.uk to discuss.

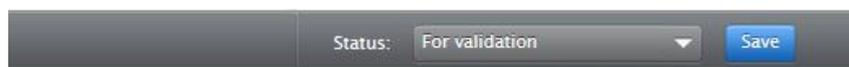
NOTE: DO NOT include copies of published articles within your thesis. Instead add a link/ DOI to them in the Links section.

14. It is also at this point that you need to upload a signed copy of the declaration form, which you will need complete before depositing your final thesis. The declaration form can be found here:

15. Please leave the **Links**, **Bibliographic note**, and **Relations** fields empty

16. In the section **Visibility** section, choose “Backend – Restricted to Pure users only” from the drop-down menu. The Repository team will make the record visible once the entry has been checked, and we have received confirmation that the degree has been awarded.

17. Finally, check all the information you have added, leave the status: For validation and click on the blue “Save” button.

A screenshot of a web form interface. It shows a 'Status:' label followed by a dropdown menu currently displaying 'For validation'. To the right of the dropdown is a blue button with the text 'Save'.

Note: This completes the requirements of the University for submission of your thesis. Please also check whether your funder / sponsor / embassy / supervisor(s) require your final thesis in another format (e.g. print copies) and ensure you complete their requirements, including any requirements to make the raw data available.

Annex A – Qualification level abbreviations

Masters by Research:

Master of Arts by Research (MARes)

Master of Business Administration by Research (MBARes)

Master of Education by Research (MEdRes)

Master of Laws by Research (LLMRes)

Master of Ministry by Research (MMinRes)

Master of Music by Research (MMusRes)

Master of Science by Research (MScRes)

Master of Theology by Research (MThRes)

Master of Philosophy: (MPhil)

Professional Doctorates:

Doctor of Clinical Psychology (DClinPsy)

Doctor of Ministry (DMin)

Doctor of Education (EdD)

Doctor in Healthcare (DHealthCare)

Doctor of Philosophy: (PhD)