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**2** PGR accesses the "How to Guide" on the Doctoral School website. PGR Administrator could send this guide to PGRs.

**3** PGR signs and uploads a copy of the declaration form and the final version of thesis post-viva and after any corrections have been made. PGR can indicate that there is an embargo/bar on the thesis but the library will wait for confirmation of the embargo from the Doctoral School. PGR no longer needs to include the full "declaration form" in their thesis, they include a much shorter declaration statement with no signature in the thesis.

If the PGR has any problems they contact [repository@bangor.ac.uk](mailto:repository@bangor.ac.uk) or the PGR administrator

**4** Library will notify the relevant PGR Administrator when the thesis has been submitted. This process will be managed by Gwenda Owen in the library ([g.owen@bangor.ac.uk](mailto:g.owen@bangor.ac.uk)).

**5** PGR Administrator sends the paperwork to the Awards Office to confirm that all tasks are completed. The Awards office then issues the Awards letter which is sent to the PGR, the PGR Administrator and to Gwenda Owen in the library.

**6** Once the library receive confirmation that the award letter has been sent, the thesis will be validated in PURE and published online via the library catalogue and on supervisors profiles immediately (or at the end of an embargo/bar on access).