

1 Pre-Upload Embargo Requests

The default position is that the thesis and metadata (detail about the thesis - title, abstract etc.) will be published online and will be publicly available to all, unless an embargo (bar on access) is applied for and approved for the thesis.

PGR must apply for an embargo to the Request Centre with support by their supervisor.
<https://www.bangor.ac.uk/ds/thesis-embargoes>

All questions about embargoes should be directed to the Doctoral Academy. Also check out:
<https://www.bangor.ac.uk/ds/staff-supervisors/key-documents>

2 Where to Upload

To upload the Thesis to PURE, PGR accesses the “How to Guide” on the Doctoral Academy website.
https://www.bangor.ac.uk/doctoral-school/documents/PUR E-Theses-EN_3.pdf

If PGR cannot upload (access to PURE denied) as per this guidance, Doctoral Academy or Repository will upload it for them on their behalf. Contact Repository or the Doctoral Academy for issues.

3 What to Upload

A short declaration statement with no signature is included in the thesis. See:
<https://www.bangor.ac.uk/ds/staff-supervisors/key-documents>

PGR uploads to PURE:

- 1) Signed thesis deposit agreement [visibility set to backend] and
- 2) The final version of thesis (post-viva and after any corrections have been made) [visibility set to backend].

PGR can indicate that there is an embargo/bar on the thesis but confirmation of the embargo required from the Doctoral Academy.

4 Post-Upload Check

Student Administrator will check that the thesis has been submitted.

5 Award Notification

Student Administrator sends the paperwork to the Awards Office to confirm that all tasks are completed.

The Awards Office then issues the award letter, which is sent to the PGR, the Student Administrator and to the Repository.

Thesis Validation

Once the Repository receive confirmation that the award letter has been sent, Repository will complete a validation process in PURE;

- 1) the metadata will have visibility set to publicly available online.
- 2) The thesis will also be made publicly available (or at the end of an approved embargo/bar on access).

Note: Thesis validation, i.e., checking for copyright material and metadata accuracies, is NOT required for the award. This is a process that occurs after the award is given.