



University of  
St Andrews | FOUNDED  
1413 |

## Procedures for submitting the final electronic copy of your thesis

**Students who have had their thesis examined and completed any necessary corrections are required to submit one final electronic copy of their thesis as part of the preparations prior to graduation.**

We now require you to register with the St Andrews Research Repository so you can submit the final version of your thesis. Please follow these instructions.

### Registration instructions

- Login to [MySaint](#)
- Navigate to the Thesis preparation and examination (PGR) tasks section
- Choose to take the Submit my final thesis (registration step) task. This task will take you to the [St Andrews Research Repository](#) registration page
- On the Repository registration page enter your St Andrews username and password into the two boxes at the top of the display
- Ignore the sign in button and instead move to the bottom two boxes on the screen
- We strongly encourage you to enter a long-term email address into the Preferred contact email box. This enables us to contact you after your St Andrews email address has expired e.g. to ask you about an embargo which is about to expire
- Enter details of your school/department/research institute into the final box. This enables us to assign your thesis to the correct repository collection(s)
- Now click on the **Register** button at the bottom of the screen which will send your registration details to the Library E-Theses Team
- Log out of the St Andrews Research Repository and await a confirmation email that your registration has been successful

**You will not be able to continue with your submission until you receive confirmation that you've registered.**

We will complete your registration and send confirmation to you as soon as we can, usually within one working day.

## Submission

Here's some information which will help you to make your submission once you are authorised to go ahead .

- You can login again to submit once we confirm your registration is complete
- You will be able to login again to MySaint and navigate to the Thesis preparation and examination (PGR) tasks section
- You will be able to choose the Submit my final thesis (submission step) task. This task will take you to the Repository login page
- This time you should only fill in the two top boxes with your St Andrews username and password and then you will be able to click on the Log in button immediately to login
- You will then go to the right-hand Browse menu and choose Submissions under 'My Account'. Then on the submissions page you will be able to select the Library Theses collection from the drop-down menu.
- Be prepared to fill in as many details as you can about your thesis. E.g. you will be able to provide subject keywords to describe your work more fully
- Be ready to upload all required thesis files to the repository. You need to upload at least two files (1) a PDF of your thesis and (2) the file that you created your PDF from e.g. Microsoft Word, LaTeX etc. You also need to upload redacted versions if these are required because of copyright or embargo. Supplementary data should also be uploaded here. See the Thesis LibGuide for further help on the files required, file-naming conventions and for examples of file description labels.
- Remember that the research data underpinning your thesis should be deposited in Pure and not in the Repository. You should have received relevant information already from the research data management team. For questions contact the team at [research-data@st-andrews.ac.uk](mailto:research-data@st-andrews.ac.uk) See the guidance on [data underpinning theses](#) for further help
- You will be given the choice to attach a Creative Commons licence to your work if you wish to. Please see the [Thesis LibGuide](#) for further details about the options available for Creative Commons licences
- For the final step, you are required to grant the **Deposit Licence** to submit your work into the repository.

The [Thesis LibGuide](#) is your main source of help for registration and submission. If you need further help then your main contact is the Library E-Theses Team and our email is [digirep@st-andrews.ac.uk](mailto:digirep@st-andrews.ac.uk)



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For administrative queries, contact Postgraduate Research Academic Registry:

Phone: +44 (0)1334 463084

Email: [registry-pgr@st-andrews.ac.uk](mailto:registry-pgr@st-andrews.ac.uk)

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For queries regarding the [St Andrews Research repository](#):

Phone: +44 (0)1334 462302/462299

Email: [digirep@st-andrews.ac.uk](mailto:digirep@st-andrews.ac.uk)

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