Instruction Sheet (Thesis – Ph.D)

Ph.D is pure research and the thesis is longer than a Doctorate (80,000-100,000 words).

Depositing items

NOTE: Tool tips are provided in all fields. To view these, hover your mouse over each data entry field.

Please look for relevant fields for 'Thesis – Ph.D' in box on right.

- Log in to the DigiTool-Deposit module using your University username and password.
- Select 'New Deposit Activity' (top left of screen).
- Select 'Type of Object' (single or multiple files).
- On the 'Descriptive Information' screen, fill in as many of the fields as are relevant to your item. Note that all the fields with an asterisk(*) are mandatory.
- After reviewing the 'Access Rights', click to accept the terms. Acceptance is required to continue inputting.
- Upload your file/s by clicking 'Browse' to open your file directory. Select the file required.
- Add the title to the 'Label' field. If required, a brief note can be added for the approver. This is not visible to the public.
- The 'Brief Information and Confirmation' screen will display. Check that all the relevant details have been filled in and that the correct file/s have been uploaded. If changes need to be made, go 'Back'. If everything is done to your satisfaction, click 'Submit'. If you do not have time to complete your deposit, choose 'Save'. This allows you to come back to your deposit later to complete.
- Please note you will have to end the session by clicking on the door icon in the top right hand corner.
- You will receive an email confirming your submission.

Fields relevant to Thesis – Ph.D
(*Mandatory fields)
All mandatory fields must be filled in to save the record as a draft prior to submission.

*Title (Use sentence case)
*Author/Creator
*Year Produced/Published
Keywords/Subjects (Strongly encouraged)
Abstract (Strongly encouraged–Max. 1500 char. with spaces)
*Research/Thesis Type
*Work Creator Category (academic staff, student or professional staff)
Language
Publication Status (Strongly encouraged)
*Peer Reviewed or Non Peer Reviewed
*Faculty/Department
Faculty/Department (not covered by listed depts.)
*Institution
Further Information
Access Conditions (give reason for restriction in comments field)
Comments/Suggestions/Access Conditions (this information will not be displayed publicly)
*Depositor Name
*Depositor Contact Details