

Quick summary for first time depositors

* If you are no longer a member of staff or are a past student, please email us at umer-enquiries@unimelb.edu.au and we will deposit on your behalf.

* All students completing a Research Higher Degree who enrolled in the course from 1st January 2007 must now submit an electronic copy of their thesis into UMER from the Mandatory Thesis Deposit site at: <http://www.lib.unimelb.edu.au/eprints/thesis/> as a requirement for completion as prescribed under [Statute 12.5](#).

Depositing

Your work must be submitted in PDF format. PrimoPDF (<http://www.primopdf.com/>) and pdf995 (<http://www.pdf995.com/>) are both freeware which convert documents in Word or Excel to PDF (Portable Document Format). If you have the ability to apply Optical Character Recognition (OCR) please do so.

From the UMER website at: <http://www.lib.unimelb.edu.au/eprints/> choose the appropriate instruction sheet for the type (non mandatory thesis, journal article, etc.) of work you are depositing, click on either the single file or multi file work deposit link and log in using your University of Melbourne user name and password.

Complete your deposit using the instruction sheet. You will receive an immediate deposit notification email.

The Digital Repositories Team will check and review metadata, copyright and licensing issues associated with your item. If all is clear the full text will be submitted, however if there are any copyright issues the item will be restricted while confirmation is in progress.

Post deposit

When your work has been approved, the record will appear in UMER with a handle (permanent URL) to view/access your deposited work. This could be put in your CVs, personal websites, grant applications, emails, etc.

The full collection of the University of Melbourne ePrints Repository (UMER) can be found at: <http://www.lib.unimelb.edu.au/eprints/>

Flow chart for depositing:

