

Mandatory Digital Theses FAQs : information on depositing

1. What is an institutional repository?
2. What is UMER (University of Melbourne ePrints Repository)?
3. Do I have to deposit a digital copy of my thesis in Umer?
4. Is The University of Melbourne alone in promoting digital theses?
5. Who can deposit a Research Higher Degree Thesis into UMER?
6. What can be deposited?
7. What about copyright, intellectual property and third party copyright?
8. Where do I deposit my digital thesis?
9. How do I prepare my files?
10. What if I have multimedia files associated with my thesis?
11. Do I have to register to login?
12. Are there detailed instructions and help with the deposit process?
13. Can I embargo my thesis at the deposit stage to prevent others accessing the digital version?
14. Which deposit form do I choose?
15. How can I change access to my work in the Repository?
16. What types of theses are accepted in Mandatory Thesis Deposit?
17. What happens after I have completed the deposit of my digital copy?
18. How will the University of Melbourne Graduate School (MSGR) know that I have deposited my digital copy so that I can graduate?
19. How long will it be before my submitted thesis appears in UMER?
20. Can I change my deposited thesis in UMER?
21. Will my thesis be included in the Library catalogue as well as on UMER?
22. Is there a permanent way of linking to my thesis on UMER?
23. How will people be able to access my thesis?
24. How does UMER relate to the Australasian Digital Theses Program (ADT)?
25. Are there any other research portals to which my thesis will be made available?

1. What is an institutional repository?

An institutional repository is a collection of digital documents such as journal articles, conference papers or theses. They may contain research items and/or learning objects.

2. What is UMER (University of Melbourne ePrints Repository)?

UMER is an open access institutional repository of papers showcasing the research output of staff and postgraduate students of the University of Melbourne. It therefore covers a wide range of disciplines. Papers cover the whole gamut from pre-refereed drafts through to peer-reviewed publications and post-publication updates. Papers deposited in UMER are searchable via OAIster cross-repository search service and are also indexed by Google and other popular search engines.

3. Do I have to deposit a digital copy of my thesis in UMER?

Yes, see Melbourne School of Graduate Research FAQ at <http://www.gradresearch.unimelb.edu.au/digitalthesis>

4. Is the University of Melbourne alone in promoting digital theses?

No. This policy is already mandated in other parts of the world. Many Australian universities have already adopted this policy.

5. Who can deposit Research Higher Degree Thesis into UMER?

Research Higher Degree students of the University of Melbourne whose thesis has been examined and passed must deposit the final version of their thesis which has been approved by their Chair of Examiners using the deposit form at <http://www.lib.unimelb.edu.au/eprints/thesis>

6. What can be deposited?

The final version of the thesis which has been examined and any required amendments/revisions have been approved by the Chair of Examiners must be deposited.

7. What about copyright, intellectual property and third party copyright?

You will own copyright in your thesis. Information about copyright, intellectual property, and third party copyright is available at <http://www.unimelb.edu.au/copyright/mdt.html>. You can also contact the Copyright Office copyright-office@unimelb.edu.au or extension 46647.

8. Where do I deposit my digital thesis?

Go to the Mandatory Digital Thesis Deposit website at <http://www.lib.unimelb.edu.au/eprints/thesis/>

9. How do I prepare my files?

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

10. What if I have multimedia files associated with my thesis?

Your thesis will be deposited in the multiple files. If your work includes images, sound or movie files which are separate from the text of your thesis, you are encouraged to deposit these as supplementary files. We will accept files in any format and endeavour to make them available online, subject to copyright restrictions. Copyright information is available at <http://www.unimelb.edu.au/copyright/mdt.html>. You can also contact the Copyright Office copyright-office@unimelb.edu.au or X46647.

11. Do I have to register to login?

No. Use your University email login and password and begin.

12. Are there detailed instructions and help with the deposit process?

Detailed instructions are available in the right side menu titled Thesis Documentation, under Instructions for Mandatory Deposit (Higher Degree Thesis – PhD, Masters Research & Doctorate). For assistance contact the Digital Repositories Team at digital-thesis@unimelb.edu.au

13. Can I embargo my thesis at the deposit stage to prevent others accessing the digital version?

Yes, as the owner of copyright in your thesis, you have the right to determine whether or not your thesis will be made available on open access in full text for anyone to access. You also have the right to choose only to make the citation and abstract available. If you wish to make it available on open access at a later date, contact the Digital Repositories Team at digital-thesis@unimelb.edu.au.

For more detailed information from Melbourne School of Graduate research see <http://www.msgr.unimelb.edu.au/digitalthesis>.

For copyright information see <http://www.unimelb.edu.au/copyright/mdt.html>

14. Which deposit form do I choose?

Open Access Single File Only is chosen for a thesis which is a single PDF or text file, with no copyright implications preventing your full text to be available online.

Open Access Multiple Files Only are for those requested to be in full text but with other multimedia or text files which accompany the thesis and with no copyright implications preventing your full text to be available online.

Citation and Metadata Record Single File Only is chosen where there may be restrictions or concerns about copyright issues.

Citation and Metadata Record Multiple Files Only is chosen where there may be restrictions or concerns about copyright issues, but includes other multimedia or text files which accompany the thesis.

15. How can I change access to my work in the Repository?

If circumstances have changed since you deposited your work, please contact

digital-thesis@unimelb.edu.au to change access at any time. For example you might want open access to your restricted thesis after all copyright conditions have been met. Alternatively, you have decided to publish and you want to restrict access to your work.

16. What types of theses are accepted in Research Mandatory Thesis Deposit?

All University of Melbourne Higher Degree theses, i.e. PhD, Masters Research and Doctorate, must be deposited at <http://www.lib.unimelb.edu.au/eprints/theses/>. Metadata for higher degree theses will be harvested from UMER by the Australasian Digital Theses program (ADT).

Other theses are deposited through the general deposit form found at <http://www.lib.unimelb.edu.au/eprints/>. Theses from other institutions authored by University of Melbourne staff or students will also be accepted.

Coursework and Honours thesis are accepted through general deposit form at <http://www.lib.unimelb.edu.au/eprints/>

17. What happens after I have completed the deposit of my digital copy?

The UMER approver will check your online deposit to ensure that the process has been successfully completed and the files are readable and will contact you via email.

18. How will the Melbourne School of Graduate Research (MSGR) know that I have deposited my digital copy so that I can graduate?

When you have successfully completed the deposit, you will receive a confirmation email from UMER which is also sent to both your Supervisor and MSGR.

19. How long will it be before my submitted thesis appears in UMER?

All submitted theses go through a review process. Your thesis will be embargoed, if you wish it to be, or until your Supervisor clears it for Open Access. This could take a week or more.

20. Can I change my deposited thesis in UMER?

Contact us at umer-enquiries@unimelb.edu.au to have any details, email address or access conditions (with approval of your Supervisor).

21. Will my thesis be included in the Library catalogue as well as on UMER?

Yes, all higher degree theses deposited on UMER are also included in the Library catalogue with links to the full text on UMER. This will allow those searching the Library online catalogue to access directly to the full text of your thesis.

22. Is there a permanent way of linking to my thesis on UMER?

Once your work is deposited on UMER, has been checked and posted by the Approver, the email you receive will contain the permanent URL/handle which is provided for citing and linking purposes.

23. How will people be able to access my thesis?

When you allow your thesis to be freely available worldwide, we will make it accessible over the Internet through UMER (<http://www.lib.unimelb.edu.au/eprints/>), where people may link to our collection for browsing, and even link directly to your thesis.

24. How does UMER relate to the Australasian Digital Theses Program (ADT)?

We will provide access to your thesis through the Australasian Digital Theses Program (ADT) which enables access to theses produced by the postgraduate research students at Australian and New Zealand universities.

25. Are there any other research portals to which my thesis will be made available?

Besides Google and Google Scholar, it is also available to the national resource discovery portal for higher education research, known as the ARROW Discovery Service, <http://search.arrow.edu.au/>. This is for the Australian higher education sector as well as for access by the general public, with records from institutional repositories.

[OAster](#) , from [University of Michigan University Library](#), is a collection of freely available, previously difficult-to-access, academically-oriented digital resources that are easily searchable by anyone.

Both ARROW and OAISTER are available from the UMER site, <http://eprints.unimelb.edu.au>