UNIVERSITY OF ALBERTA

Faculty of Graduate Studies and Research
Thesis Deposit
Electronic Submission of Thesis or Dissertation

Before you submit:

Please ensure that you have read and followed the following document and checklist before you submit your thesis. 95% of theses that are rejected did not meet the requirements outlined in these documents and require further edits.

Thesis Preparation, Requirements and Deadlines
Thesis Submission Checklist
Saving your Thesis in PDF/A format
Adobe Acrobat Resources

If you have questions about preparing your thesis please contact your Graduate Student Services Advisor at grad.services@ualberta.ca.

If you are having problems creating a PDF/A document please contact IST at ist@ualberta.ca.

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Thesis Deposit Application Pages

1. Go to the https://thesisdeposit.fgsr.ualberta.ca webpage
2. Log in with your CCID and password.

Note: All correspondence regarding your thesis submission will go to your ualberta.ca email address.

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3. **Thesis Deposit Task Pool Webpage.**
   The thesis deposit task pool webpage has been designed to allow reviewers

   a. **FGSR Thesis submission information and deadlines**.
      The red text is information passed from FGSR to students concerning thesis submissions. This text can include information about upcoming deadlines or blackout periods.

   b. **Deposit Your Thesis and Deposit Thesis buttons and links.**
      These links take you to the form where you can upload and add the required metadata to your thesis and submit it for review to FGSR student advisors.

   c. **Help.**
      Clicking on the help button will take you to the Frequently Asked Questions page that contains commonly asked questions about Thesis submissions.

   d. **Saved Items.**
      Clicking this button will show your thesis that have been saved but not yet submitted for review.

   e. **Pending Items.**
      Clicking the button will show your thesis and with the ability to see the status of the document including any information on items that require editing and resubmission.

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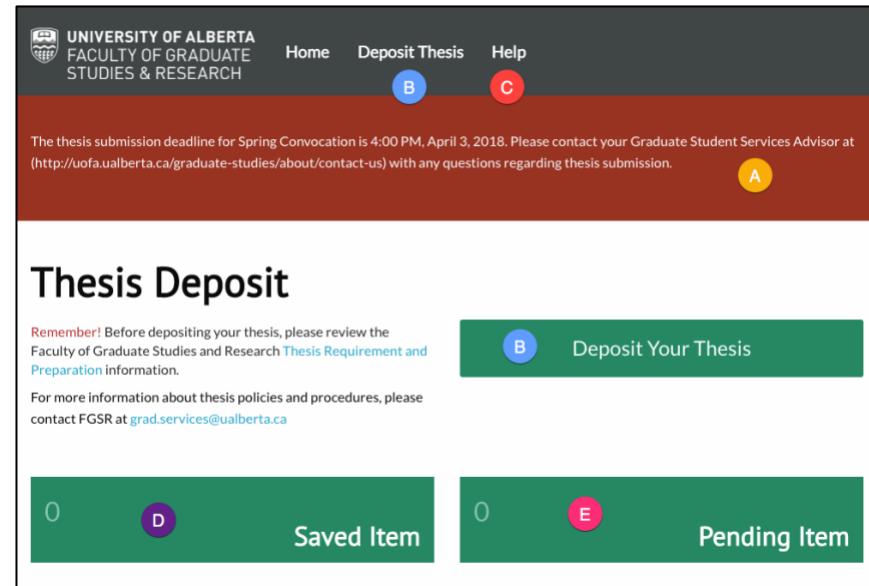
4. Thesis Deposit Form
Clicking on the Deposit Thesis Link in the green menu bar or the green Deposit Your Thesis button will take you to the Thesis Deposit Form.

The Thesis Deposit form has the following features:
   a. **FGSR Thesis submission information and deadlines**.
   The red text is information passed from FGSR to students concerning thesis submissions. This text can include information about upcoming deadlines or blackout periods.

   b. **Upload Your Thesis Button**
   Clicking this button will allow you to select and upload your thesis from your computer.
   Note: Please ensure your file is in PDF/A format and follows the appropriate naming convention
   • lastname_firstname_middleinitial(s)_submissionyearmonth_degree.pdf
   (Example: Smith_Jill_M_201404_PhD.pdf))

   c. **Metadata Inputs**
   This input fields allow you to input the information about your thesis. Mandatory items are marked with an asterisk (*).

   d. **Help Text**
   This text explains what information and the formatting that should be used for each of the input fields.

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e. **Save Form Buttons**
These buttons allow you to save your submission so you can come back to it complete it later. It is recommended that you save your work as you go along.

f. **License Agreement**
All submissions must agree to the terms of the license before you are able to submit your thesis.

g. **Submit Thesis Button**
Once all the mandatory information has been entered into the form, a thesis has been uploaded, and the license agreement accepted you will be able to submit your thesis.

Note: If you have not entered in any of the mandatory fields, you will get a message saying your thesis could not be uploaded and the missing items will be highlighted in red. Once those corrections have been made you can successfully submit your thesis.

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5. **Help**

Clicking on the help link at the top will bring you to the Frequently Asked Questions page that has answers to some of the most asked questions about the thesis submission process and links to both FGSR Graduate Student Advisors and IST emails.

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6. **Saved Items**

By clicking on the Saved Items button you will be able to see any submission that has been saved but not submitted. Clicking on the Edit button will take you back to the form with the saved metadata populated in the input fields.

7. **Pending Items**

Once you have successfully submitted your thesis, you will now have a Pending Item. By clicking on it will open more information about your submission and give you an option to View Pending where you can see the status of your submission.

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8. **Student Workflow History**

After clicking on the View Pending button you will be taken to the student workflow history page. Here you will be able to see the details of your thesis submission and any actions that have occurred and be able to download the current version of your thesis

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How to submit your thesis

Deadline for submission is at 4:00 pm on the published deadline dates for thesis submission for each term (https://www.ualberta.ca/graduate-studies/current-students/academic-requirements/important-thesis-deadlines).

The submission system will be closed to new submission for three business days after each deadline. Late submissions will not be accepted by the Faculty of Graduate Studies and Research.

	1. Please ensure that you have read and followed the following document and checklist before you submit your thesis. 95% of theses that are rejected did not meet the requirements outlined in these documents and require further edits. Thesis Preparation, Requirements and Deadlines Thesis Submission Checklist Saving your Thesis in PDF/A format Adobe Acrobat Resources If you have questions about preparing your thesis please contact your Graduate Student Services Advisor at grad.services@ualberta.ca. If you are having problems creating a PDF/A document please contact IST at ist@ualberta.ca.
	2. **Go to https://thesisdeposit.fgsr.ualberta.ca**
	3. **Log in with your CCID and Password** After you have logged in you will be taken to the Thesis Deposit homepage. *If you have forgotten your password you can reset it by going here:* *https://password.srv.ualberta.ca/cgi-bin/nohave.cgi*

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	4. **Click on the Deposit Thesis link or Deposit Your Thesis button on the student homepage.**

Step 5a
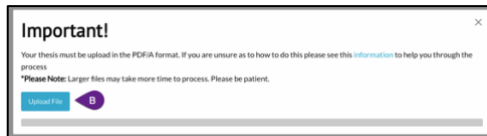 	
Step 5b
 	
Step 5d
	5. **Upload your thesis, ensuring it is in a PDF/A format and follows the appropriate naming convention**
	• lastname_firstname_middleinitial(s)_submissionyearmonth_degree.pdf
	(Example: Smith_Jill_M_201404_PhD.pdf))
	Instructions on how to save a PDF/A are located here.
	
	    a. Click on the Upload Your Thesis button
	    b. A pop up window will give you information about ensuring your document is in PDF/A format.
	        Click on the Upload File button
	    c. You will be presented with a window where you can find and select your thesis for upload.
	    d. Once you have selected your thesis you will go back to the pop up window which will show a progress bar of the status of your upload. The progress bar will display a green colour once the upload is complete and you will be taken back to the Upload Thesis form.

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Thesis Details

6. **Fill in the form with the required metadata.**
   The following is the list of metadata and the instructions on the items and how they are expected to be filled in:

Thesis Details

   a. **Title. – Mandatory Field**
      • Enter the title of your thesis as it appears on your thesis/dissertation title page.

   b. **Other title(s).**
      • Enter the secondary/translated title of your thesis/dissertation.

   c. **Author. – Mandatory Field**
      • Enter your last name, followed by your first name and middle initial(s).
      Example: Smith, John R.

   d. **Language. – Mandatory Field**
      • Select the language in which your thesis/dissertation is written from the available choices.

   e. **Subject keyword(s). – Mandatory Field**
      • Enter several short phrases or words that describe the subject of your work. Choose specific phrases or words that represent central concepts in the work. Check your abstract, chapter headings, or title for possible phrases.
      • Create a new input field for each keyword or phrase
      • To add in additional subject keyword(s) click the Add More text.

   f. **Abstract. – Mandatory Field**
      • Enter the abstract of your thesis/dissertation.
      • Up to 700 words for either Master's or Doctoral thesis.

   g. **Citation for previous publication.**
      • Enter a citation for any instance where a portion of your thesis, such as a

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Departmental Details

Departmental Details

chapter, has been previously published or publicly distributed. Include the year of issue and publisher (if known). Example: Smith, John R. (2004). Field of Dreams. http://www.thewebsitewhereyourworkisposted/yourwork.html
• To add in additional citation(s) click the Add More text

Departmental Details

h. **Main Department. – Mandatory Field**
• Under 'Main Department', choose the name of your department/academic unit exactly as it appears on your thesis/dissertation title page.
• If your degree is interdisciplinary or affiliated with the Office of Interdisciplinary Studies, read instructions carefully and click the Add Conjoint Department text to add it in

i. **Specialization.**
• If your degree has a specialization and this is on your thesis/dissertation title page, enter it here.
• You can check your specialization in BearTracks (https://www.beartracks.ualberta.ca)

j. **Degree Level. – Mandatory Field**
• Choose Master's or Doctoral from the dropdown list
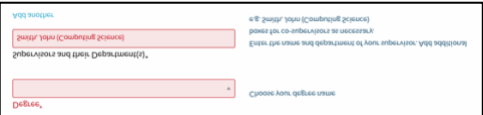
k. **Degree. – Mandatory Field**
• Choose your degree name as it appears on your thesis/dissertation title page from the dropdown list

l. **Supervisor/Co-Supervisor and Their Department(s). – Mandatory Field**
• Enter the name and department of your supervisor in the following form: Lastname, Firstname (Department name)
• Add boxes for co-supervisor(s) as necessary. Examining Committee Members and Their Departments.
• Enter the names and departments of your examining committee members in

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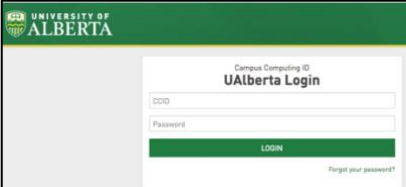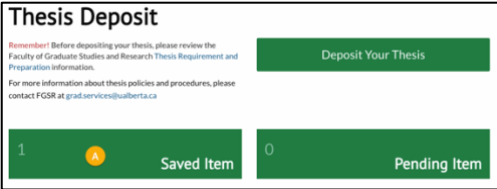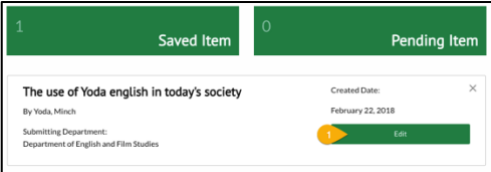|	
	the following form: Last name, First name (Department name) • Add or remove boxes for members as necessary using the Add another text m. **Graduation Date. – Mandatory Field** • This date is already populated by the form and rolls over to the next convocation period as each convocation period expires. You will not need to select this date.
All items in Thesis Deposit must have an associated license. License Permission is hereby granted to the University of Alberta Libraries to reproduce single copies of this thesis and to lend or sell such copies for private, scholarly or scientific research purposes only. Where the thesis is converted to, or otherwise made available in digital form, the University of Alberta will advise potential users of the thesis of these terms. The author reserves all other publication and other rights in association with the copyright in the thesis, and except as herein before provided, neither the thesis nor any substantial portion thereof may be printed or otherwise reproduced in any material form whatsoever without the author's prior written permission. Accept the license terms ☐ Accept	7. **License – Mandatory Field** This is not a copyright transfer agreement. You retain copyright of your thesis. The license allows the University of Alberta Libraries to take actions to preserve your document and work with external organizations, including the Library and Archives of Canada, to distribute it. a. **Click the Accept checkbox to accept**
You have successfully submitted your thesis/dissertation for evaluation. The Faculty of Graduate Studies and Research will now evaluate your submission in the order it was received, and will email you if changes are required. If you have questions about the status of your submission, email grad.services@ualberta.ca.If you have questions about thesis/dissertation submission in Thesis Deposit, please refer to the Thesis/Dissertation submission FAQ first before contacting the Thesis Deposit Helpdesk. ***Successful Submission Popup*** ***Missing metadata error***	8. **Click the Submit Thesis button** a. Upon successful submission you will receive a pop-up stating: "You have successfully submitted your thesis/dissertation for evaluation. The Faculty of Graduate Studies and Research will now evaluate your submission in the order it was received and will email you if changes are required. If you have questions about the status of your submission, email grad.services@ualberta.ca. If you have questions about thesis/dissertation submission in Thesis Deposit, please refer to the Thesis/Dissertation submission FAQ first before contacting the Thesis Deposit Helpdesk." b. If you have not filled in any of the Mandatory metadata the fields will become red in colour and you will need to fill in the information before you can submit successfully.
	9. Congratulations you have successfully submitted your thesis. If there are any questions, concerns, rejections, or acceptance of your thesis you will be notified by email to your ualberta.ca email address.

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Access of a saved thesis
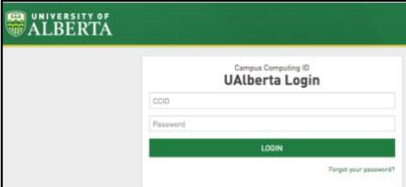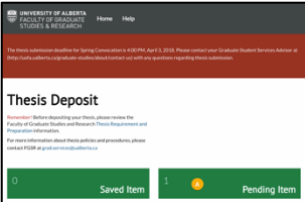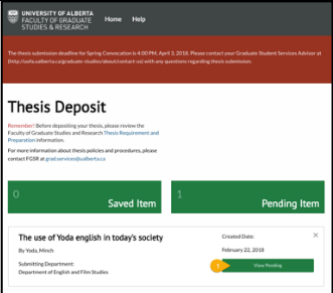
To access a thesis that you saved but not submitted please follow these steps:

	1. **Go to https://thesisdeposit.fgsr.ualberta.ca**
UNIVERSITY OF ALBERTA – UAlberta Login – Campus Computing ID – CCID – Password – LOGIN – Forgot your password?	2. **Log in with your CCID and Password** After you have logged in you will be taken to the Thesis Deposit homepage. *If you have forgotten your password you can reset it by going here:* *https://password.srv.ualberta.ca/cgi-bin/nohave.cgi*
Thesis Deposit homepage showing "Deposit Your Thesis", 1 Saved Item, 0 Pending Item	3. **Click on the Saved Items button** More information about your saved thesis will be displayed.
1 Saved Item / 0 Pending Item – The use of Yoda english in today's society – By Yoda, Minch – Created Date: February 22, 2018 – Submitting Department: Department of English and Film Studies – Edit	4. **Click on the Edit button** Clicking on the edit button will take you to the form where you can continue your thesis submission.

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Viewing the status of a submitted thesis

Once you have successfully submitted your thesis, you can check its status by following these steps:
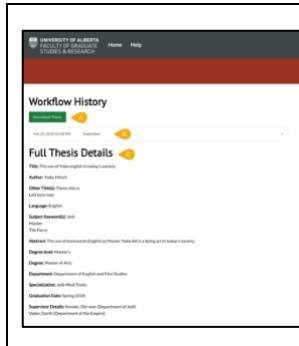
	1. **Go to https://thesisdeposit.fgsr.ualberta.ca**
	2. **Log in with your CCID and Password** After you have logged in you will be taken to the Thesis Deposit homepage. *If you have forgotten your password you can reset it by going here:* *https://password.srv.ualberta.ca/cgi-bin/nohave.cgi*
	3. **Click on the Pending Items button** More information about your submitted thesis will be displayed.
	4. **Click on the View Pending button** Clicking on the View Pending button will take you to the Student workflow history where you can see the status of your submission.

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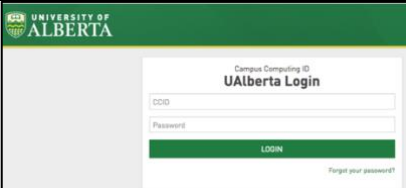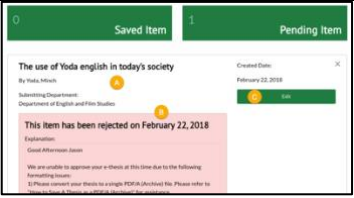5. **The Workflow History page shows the following information**
   a. Download Thesis button
   b. Actions taken with your submission
   c. Thesis metadata that you entered with your submission.

Note: If your thesis has been rejected you will need to follow the steps in the next section.

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Resubmission of your Thesis

If your submission requires revisions, you will receive an email notification notifying you of any required revision or action, and you will have access to your submission again. To access your submission and make the requested revisions please follow these steps:

	1. **Make the requested edits to your thesis ensuring it is saved in a PDF/A format and follows the appropriate naming convention** • **lastname_firstname_middleinitial(s)_submissionyearmonth_degree.pdf** **(Example: Smith_Jill_M_201404_PhD.pdf))** Instructions on how to save a PDF/A are located here.
	2. **Go to https://thesisdeposit.fgsr.ualberta.ca**
	3. **Log in with your CCID and Password** After you have logged in you will be taken to the Thesis Deposit homepage. *If you have forgotten your password you can reset it by going here:* *https://password.srv.ualberta.ca/cgi-bin/nohave.cgi*

	4. **Click on the Pending Items button**
	This will show the following information:
	   a. The title, author and department information you submitted with your thesis.
	   b. An explaination of the reason for the rejection.
	      Note: This window can be expanded by using the resizing tab on the bottom right hand corner.
	   c. The Edit button to take you to form to resubmit your thesis.

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5. **Click on the Edit button**
   This will bring to you to the Upload Your Thesis form.

Step 6a

Step 6b

6. **Upload Your Thesis –** *if required*
   If the rejection required you to make changes to your thesis, please upload the latest version.

   a. Click on the Upload Your Thesis button
   b. A pop up window will give you information about ensuring your document is in PDF/A format.
      Click on the Upload File button
   c. You will be presented with a window where you can find and select your thesis for upload.
   d. Once you have selected your thesis you will go back to the pop up window which will show a progress bar of the status of your upload. The progress bar will display

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Important! ✕ Your thesis must be upload in the PDF/A format. If you are unsure as to how to do this please see this _information_ to help you through the process. *Please Note: Larger files may take more time to process. Please be patient. Large PDF Test.pdf was successfully uploaded. [Complete] **Step 6d**	a green colour once the upload is complete and you will be taken back to the Upload Thesis form.
	7. **Edit the Metadata – _if required_** Use the form to make any changes that were requested to you metadata.
	8. Hit the submit button to resubmit your thesis. You will receive an email at your ualberta.ca email account if there are any further questions or revisions of your thesis required. Once your thesis has been accepted you will receive an email stating:

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"THIS IS AN AUTO-GENERATED EMAIL, DO NOT REPLY TO IT.

If you have any questions or concerns, please contact FGSR Program Services at grad.services@ualberta.ca

Congratulations! Your electronic thesis/dissertation has been successfully submitted and approved by the Faculty of Graduate Studies and Research.
TEST Thesis: Not very interesting
Community: Department of Elementary Education
Collection: Theses and Dissertations Spring 2009 to present

When you submit your thesis electronically, it is not immediately released. Theses will be released and accessible in ERA on June 15 for Spring Convocation, and on November 15 for Fall Convocation. Theses with extended embargo dates beyond the Convocation dates will not be released until the approved release date. The University of Alberta Libraries will also catalogue your thesis in its collection within a few months of the release date.

Once the thesis/dissertation is no longer under restricted access, an electronic version will be collected by Library and Archives Canada for inclusion in the Theses Canada Portal.

Next Steps for Graduation

1. If you have not already done so, apply for Graduation.
Proceed immediately to Bear Tracks at https://www.beartracks.ualberta.ca. Once in Bear Tracks, click on the Graduation link in the Academics folder, which will open the "apply for graduation" tab. Select the Program and follow the instructions to complete your application.
Once you have completed this step, the FGSR will be able to add your name to the Convocation list. Students who fail to apply will not be eligible for convocation.

2. Check for Outstanding Fees
See Bear Tracks at https://www.beartracks.ualberta.ca. Outstanding accounts must be cleared in

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	order to receive your degree parchment. 3. Letter of Completion If you require a Letter of Completion please contact Office Services at gradmail@ualberta.ca Congratulations again on the completion of your graduate program and on your outstanding achievement. We wish you success in your future endeavors. FGSR Program Services" You will not be able to make any further submissions for this convocation period. Your thesis will be available in the Education and Research Archive after the convocation date (or the embargo date you submitted) has passed.