Research Thesis Digital Submission

Quick Reference Guide for Examiners v1.6

Examiners should follow this guide whilst examining the official, digital copy of a student's thesis and additional materials.

This guide covers:

A. Accessing the documents
B. Uploading and submitting corrections, referrals or notes
C. Processing corrected and resubmitted files
D. Data Protection
E. Further support

A. Accessing the Documents

1. You will receive an email with a web link directing you to a website that allows you to download the thesis and any additional materials to be examined. This will be sent after the student has uploaded the digital thesis.
2. Click on the highlighted link in the email.
3. You will be asked to accept the term and conditions, which must be accepted before you can download the student's files. To do this click the **I Accept Terms And Conditions** button.
4. Click on the **Download thesis file** button and save the file to a secure network location. The file format will be .pdf

5. If the student submitted additional materials the **Download additional materials** button will be visible. Click on this button and save the file(s) to a secure network location. The file format will be either .zip or .pdf

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ℹ️ **Important**

Examiners are permitted to download the files a maximum of six times. If you have reached the maximum number of downloads, please contact the Submissions and Research Degrees Team (contact details are available from the Contact and FAQ section of the Research Thesis Digital Submission site)

Note that the thesis file will be a PDF (Adobe Acrobat) and any additional materials will be enclosed in a zip (archive) file. You will need to have the appropriate software available on your device in order to open and view the files.

6. Review the files.

7. If you wish you can request a soft-bound copy to be sent to you. To do so click on the request link and enter the delivery address as below.

B. Submitting Corrections, Referrals or Notes

1. After you have reviewed the thesis and any additional materials, where appropriate you should upload any list of corrections, a marked up digital copy of the thesis or additional notes/comments in other formats. Click either the Thesis corrections **Browse** button, the Additional notes **Browse** button or both in turn. This will be dependent on what media the files are.

2. *Windows Explorer* will open.

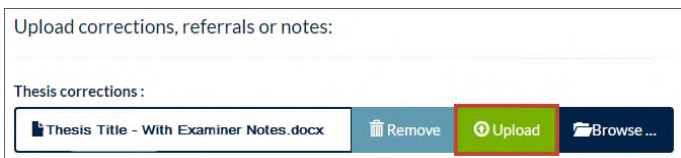3. Select your file by navigating to the relevant folder, highlight, right click and select **Open**
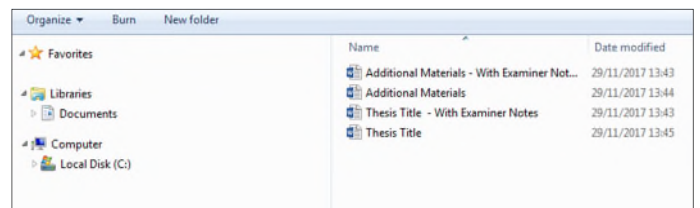
ⓘ Important
The following file types will be accepted: Archive (ZIP), Adobe Acrobat (PDF), MS Word (DOC, DOCX), MS Excel (XLS, XLSX), Text (TXT), and Open Document Format (ODF). If you wish to upload other file types then please place the file within a ZIP file.

The maximum file size for both the Thesis corrections and the Additional notes is 500Mb each.

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4. Click the **Upload** button for Thesis corrections / Additional notes accordingly.

ⓘ Important
*The file can be removed at any time using the **Remove** button, unless it has already been submitted. Either a Thesis corrections file or an Additional notes file must be uploaded in order to submit a result.*

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5. If appropriate upload further documents by following the relevant steps in **section B**

6. Enter the student's **examination result** using the drop down menu.

7. When you have uploaded all of your documents and recorded the result, click the **Submit File(s)** button.

ⓘ Important *The files will then be sent to the student for minor corrections. For other results, the student will not receive the files or any indication of the chosen result until they have been processed by the Submissions and Research Degrees team.*

C. Processing Corrected and Resubmitted Files

A new email link will be sent to you when a corrected or resubmitted thesis is available for examining.

The system steps for handling these scenarios mirror the process described in **Section A and B**.

D. Data Protection

Please note that the procedures and conditions set out in the Memorandum of Guidance, and in particular those relating to copyright and confidentiality in section 11, apply equally to the digital copy.

Please delete the pdf and any additional electronic copies of the thesis in your possession once the examination process is complete.

E. Further Support

If you have any questions please refer to the Frequently Asked Questions (FAQ) section in the Research Thesis Digital Submission site before contacting the Submissions and Research Degree Team.

The FAQ section and the Submissions and Research Degree Team's contact details can be found at the top of the Research Thesis Digital Submission screen by selecting **'Contact & FAQ'** or use the following URL:

https://examiners.rtds.ox.ac.uk/Contact