# **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

- 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 <u>after</u> the student has uploaded the digital thesis.
- 2. Click on the highlighted link in the email.
- 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 IAccept 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

UNITED TO A CONTRACT OF A CONT	Welcome to digital thesis pro The aim of this project is to pilot a process and T s research theses for Medical Science Division stude	olution for the digital submission and distribution of graduate
Thesis files:	Download thesis files:	
Student: Thesis Title:	Download thesis file	Download additional materials
	C	Downloads remaining: 5
Upload corrections, referrals or notes:		
Thesis corrections :		rm for examiners] for examiners]. Do you want to proceed?
(*) Thesis corrections is a required file	Uploa	d required files to submit your corrections!
Additional report :	<b>∕</b> Browse	
*Read Terms and Conditions >>	Z orowse	

 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

## 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.

 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.

Paper Copy Reques	t		
Name:			
Address Line 1:			
Address Line 2:			
Address Line 3:			
Postcode:			
Country:			
Email Address:			

\*Read Terms and Conditions >>>

### B. Submitting Corrections, Referrals or Notes

 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.

Research Theses D	igital Submission Co	ntact & FAQ	
	The aim of this project	D digital thesis project! ext is to pilot a process and IT solution for the digital submiss Medical Science Division students.	sion and distribution of graduate
Thesis files:	Down	nload thesis files:	
Student: Thesis Title:		Downloads remaining: (	
Upload corrections, referrals or not After you have reviewed the thesis, you may returned along with the relevant report form	upload any corrections or notes to th	ne system. However, the report of the Examiners must NOT e.	be uploaded and should be
Thesis corrections : Additional notes :		Confirm I confirm that the digital copy of th the hard copy. After submitting this submit another version. Do you want to proceed?	
		Browse (Awaiting Result)	
*Read Terms and Conditions >>>		Submit File(s)	

- 2. Windows Explorer will open.
- 3. Select your file by navigating to the relevant folder, highlight, right click and select **Open**

A 🔆 Favorites	Name	Date modified
	Additional Materials - With Examiner Not	29/11/2017 13:43
a 🧊 Libraries	Additional Materials	29/11/2017 13:44
Documents	Thesis Title - With Examiner Notes	29/11/2017 13:43
Computer	Thesis Title	29/11/2017 13:45
Example 2 August 2		

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## 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.

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

Upload corrections, referrals or notes:			
Thesis corrections :		_	
Thesis Title - With Examiner Notes.docx	🛱 Remove	O Upload	Browse

#### 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.

- 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.

Thesis corrections :			Confirm	
Thesis Title - With Examiner Notes.docx	View	Remove	[Text for examiners] [Text for examiners], Do you want to proceed?	
Additional notes :	_		(Awaiting Result)	

*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.

Research Theses Digital Submission - Pilot	Home	Contact & Faq	
	Welco	ne to your	digital thesis!

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