

Thesis deposit guide

Updated: 10th April 2026

This guide covers deposit of the final version of your thesis in [Nottingham eTheses](#).

For guidance on the submission process, please consult the [Student Services webpages](#)

How to deposit

The copy you deposit should be the final version in PDF format.

You will need the following information to deposit:

- the full title and author of your thesis
- the publication details (i.e. school or department & supervisors) of your thesis
- the abstract of your thesis
- a PDF-format version of your examined thesis

Step by step guide

1. Visit repository.nottingham.ac.uk and login with your university IT account using the Login option (top right of page)



2. If this is your first time logging in to the repository, you will need to accept the user agreement displayed on screen
3. Click on "[MyDspace](#)" in the account menu (top right corner of page)
4. Drag and drop your file into the designated area (top of screen)
5. Select Nottingham eTheses (UK) from the collection options

Create a new item in

Collections

Nottingham eDissertations (UK)

[An electronic archive of selected dissertations from the...](#)

Collections

Nottingham eTheses (UK)

[An electronic archive of research degree theses from th...](#)

6. On the next screen complete the bibliographic details (author, abstract etc). All fields marked by an asterisk (*) are mandatory. You will not be able to submit your deposit without completing them.

- a. Indicate whether you have discussed with your supervisor the Open Access status of your thesis

Supervisor Discussion *

Confirmation of discussion with the supervisor about OA of this item

- b. Indicate whether you approve that a copy of your thesis may be given to your supervisor, if they request it during an embargo period

Waiver *

I approve that a copy of my thesis may be given to my supervisor,

- c. Add your student id number

Student ID Field *

Please provide your numerical student ID

- d. Add the names of your supervisors.

No value entered

[+ Add more](#)

Name(s) of degree supervisor(s)







- e. Indicate if you will graduate in the summer or winter

Graduation *

Please indicate when you expect to graduate. Note

- f. If Quality and Standards Committee (QSC) has granted your thesis a formal restriction, due to commercial or other sensitivity, enter the restriction end date. A restriction hides both the bibliographic details *and* full text of your thesis. [More information on the application process for formal restrictions can be found here](#)

Formal Restriction Details (date)

Year   Month   Day  

If you have received a letter granting formal restriction of this thesis,

- g. Enter any keywords associated with the subject of your thesis

Keywords

Enter the Keywords

Natural language terms to describe the content of the item

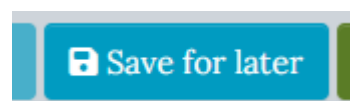
- h. If your supervisor has advised an embargo, please enter the length of the embargo in “Comments and Suggestions”. Embargoes are usually granted for 2 years at a time. Under an embargo, the bibliographic details of your thesis (but not its full text) will be publicly visible.

Comments and Suggestions

Comments and Suggestions

Any comments to the editor. This information will not be displayed to the public.

7. Review your submission details then read and accept the deposit licence
8. If you are missing any information or wish to pause the deposit of your thesis to return to later, press “Save for later” (located at the bottom of the page).



You can resume the deposit again via the "[MyDspace](#)" option in the account menu (top right of page). It will appear listed under "Your Submissions" and you can resume the submission by clicking the "Edit" button.

Your submissions

Now showing 1 - 3 of 3

Workspace
Publication
Nocturnal Arachnid Surveillance Systems
(University of Nottingham UK)

 View  Edit  Delete

9. If you are ready to deposit your thesis, press, "Deposit". Your submission will be checked and will be made available shortly after the graduation you selected (summer or winter).



If you have any questions about depositing, please contact theses@nottingham.ac.uk