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- 1. Upload the thesis to the University's research information system, Pure (step-by-step instructions on page 2)
2. Complete this form and email it to your Doctoral Programme Administrator.

Form with fields: Name, Student Number, Degree, E-thesis Pure record ID, Title of Thesis, Supervisor(s). Includes instructions for alternative format and embargo options.

Advice on how to deposit your thesis with the Library can be found here: https://www.bath.ac.uk/guides/deposit-your-thesis-with-the-library/ If you have difficulty accessing Pure please contact the Library (openaccess@bath.ac.uk)

Electronic thesis deposit

In depositing the final version of your thesis into Pure you have:

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If there are reasons not to make the thesis publicly available immediately after examination, access can be restricted with a temporary embargo, but if your research has been sponsored please check for any conditions regarding public availability of material. An elective 12-month delay of access to the full-text of the thesis is freely available:

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Signature..... Date.....

Please note: A record of every thesis submission is displayed on the Research Portal. This metadata (title/author/abstract) is displayed even when there is a temporary embargo upon access to the full-text of the thesis.

To request permission from the Board of Studies (Doctoral) for a more extensive embargo that includes the metadata record, for an embargo period of longer than 12 months, or to deposit a redacted version of the thesis, use form PGR7

To be completed by the Doctoral College after the Board of Studies (Doctoral) approve the award

Award approved by BoSD on A restriction was approved by BoSD YES / NO
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Staff name Date

How to upload your electronic thesis to Pure

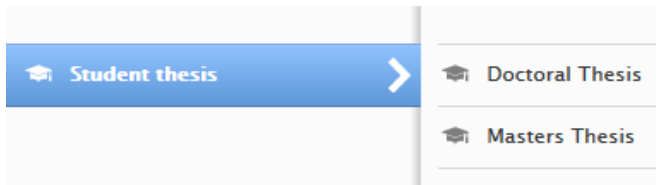
1. Log in to Pure: Go to:

<https://purehost.bath.ac.uk/admin/> and log in with your University of Bath username and password.

2. Create a thesis record: Click on the green *Add content* button in the top right corner of the screen.



This will open a *Choose submission* window. In the left-hand menu, click on *Bath Student theses*. Select either *Doctoral* or *Masters Thesis*. Then select the relevant degree template.



Please read the deposit agreement then check the box at the bottom. If you have any concerns about the public availability of your thesis, contact openaccess@bath.ac.uk.

Once you have agreed to the license, click Continue. A blank record will open.

3. Fill in the details of your thesis in the following sections:

Qualification

- check it is correct

Publication information

- language
- the title (and subtitle) of your thesis
- the abstract or summary

Authors, organisations, and placement

- check your name displays correctly
- if your department has not come through automatically, add it as an organisation and to the 'Student thesis managed by' section.

Thesis information

- Date of award – if you don't know the exact date, just add the year and we will update with the correct information
- Awarding Institution – click *Add organisation* and use the *search for organisation (internal)* tab to search for and select University of Bath

Supervisor(s)

- check details are correct and add any missing names

Keywords

- if your thesis is presented in the alternative format, please put 'alternative format' as a keyword.
- Additional keywords (optional) - one word or phrase per box

4. Before uploading your full-text thesis, please ensure that it meets the digital accessibility standards! See: [Digital Accessibility guidance](#)

Note: if your thesis has been produced using LaTeX there is some additional guidance available on: [Writing accessible technical content](#).

5. Upload your full thesis: please upload your thesis to the Documents section of the Pure record - as both a PDF file and as a Word or LaTeX document (zip file if appropriate).

It is important that we retain copies of the 'source' documents (Word or LaTeX files) as they may be requested by visually impaired researchers using screen reader software. If you encounter difficulties with creating accessible versions of LaTeX files, please note that we will need your source file as a minimum requirement.

Documents

Documents

Add document...

Click on *Add document...* Use the *Browse* option to locate the file in your filespace, highlight the file then click *Open*. The file will be uploaded to Pure. Leave the Type as *Thesis* and the *Visibility* as *Public – no restriction*. Leave the Embargo and Licence fields blank. Click *Create*.

You may need to upload a **redacted version** as well - see: <https://www.bath.ac.uk/guides/deposit-your-thesis-with-the-library/>

You can repeat the process of uploading a document as often as required.

Embargoes: If you require an embargo, this should be noted on the HD3 form (12 months). For a longer embargo, approval must be sought from the Board of Studies (Doctoral) – via form PGR7.

6. Save the record: Click the blue *Save* button at the bottom of the record, leaving the status as *For validation*.



7. Note the Pure record ID: Re-open the record by searching for, and then clicking on its title. Make a note of the *Id* number at the top left.



You must enter this Id number on your *University of Bath Higher Degree Electronic Thesis Submission Form – HD3 (overleaf)*.

8. Congratulations! You have now uploaded your thesis to Pure. Be sure to complete the *University*

of Bath Higher Degree Electronic Thesis Submission Form HD3 and email it to the Doctoral College. Your thesis will not be publicly available online until after you graduate.

Form revised 07/24 CFB