Research Thesis Digital Submission

Quick Reference Guide for Students v1.7

Students should follow this guide when submitting their digital copy of their research thesis and, where appropriate, any additional materials online. Please remember that the minimum time between both examiners receiving notification of the thesis download and a viva date remains at 4 weeks.

All students must ensure they have up to date student credentials, including a working University email and an in date Bodleian card to be able to access the RTDS portal.

This guide covers:

- A. Logging in and navigation
- B. Uploading Thesis file
- C. Uploading Additional materials
- D. Submitting files
- E. Downloading and resubmitting corrections
- F. Resubmitting files following a Refer Back
- G. Further support

A. Logging in and Navigation

1. Login to the Research Thesis Digital Submission (RTDS) website via https://student.rtds.ox.ac.uk.
2. Enter your Oxford Single Sign On **Login** and **Username** and click **Login**.
3. The first time you login you will be asked to accept the term and conditions, to do this click the **I Accept Terms And Conditions** button.
4. The *Research Thesis Digital Submission main* screen will open.

The screen is divided into several sections

| Section	Description
Student Info:	This will display your details, if they are incorrect then please contact the Submissions and Research Degrees Team (SRDT), by emailing researchdegrees@admin.ox.ac.uk.

Note: The thesis title will be displayed after the GSO3 (Application for Appointment of Examiners) has been processed by the SRDT..

Messages:	Any messages about the thesis submission process, deadlines, system issues etc. will be displayed here.
Digital submission:	You submit a copy of your thesis and any additional materials in this section.
T&C	Read Terms & Conditions. Should you wish to review
GSA Contact Details	This will show your Graduate Studies Assistant (GSA) contact.

B. Uploading Thesis Files

1. From the Digital submission section, click the Thesis file **Browse…** button.

2. *Windows Explorer* will open.
3. Select your thesis document by navigating to the relevant folder and click **Open**.
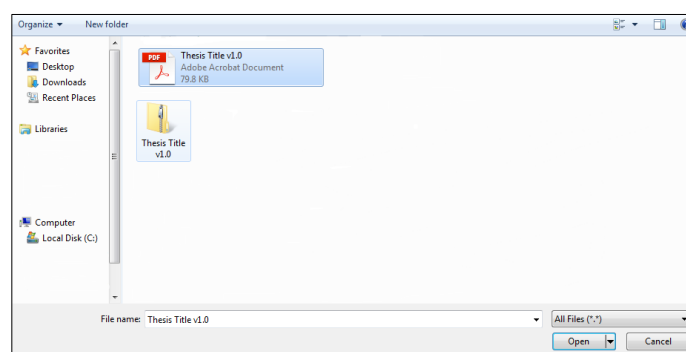
ⓘ Important

*Your thesis must be saved as a PDF (Adobe Acrobat). If you wish to upload a different type of file, e.g. datasets, videos and audio files, use the 'Additional Materials' option, which is detailed in see **section C**.*

The maximum file size for a Thesis is 500Mb. If your file size is larger than this, please consider using software such as smallpdf to compact further.

You must have uploaded a file to the Thesis file section, you cannot submit Additional materials only.

4. Click the **Upload** button.

Important

*The file can be removed at any time using the **Remove** button, until it is submitted*

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a. If you don't have any additional materials to upload, skip to **Section D**.

b. To upload additional materials proceed to **Section C**.

C. Upload Additional Materials

Follow this section if you have additional materials to upload that support your thesis, it is not mandatory to upload additional materials.

1. From the Digital submission section, click the Additional materials **Browse…** button.

2. *Windows Explorer* will open.

3. Select your additional file by navigating to the relevant folder and click **Open**.

Important

The following file types will be accepted when uploading additional materials: Archive (ZIP) or Adobe Acrobat (PDF). The maximum file size is 500Mb.

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4. Click the **Upload** button.

Important

*The file can be removed at any time using the **Remove** button, until it is submitted.*

D. Submitting Files

Once your file(s) have been uploaded they should be submitted.

It is important to ensure that you have uploaded the correct file(s) and version(s).

If you leave the site before submitting, the files will not be saved.

1. Once your files(s) have been uploaded, click the **Submit File(s) button**.

2. You will receive the following message to confirm the file(s) have successfully been submitted.

Digital submission:

The **digital** copy of your thesis was submitted on **Monday 10.37, November 27, 2017.**
- Thesis file: Thesis Title v1.0.pdf
- Attachment file: Additional Files v2.3zip __ 100.28KB__ zip

E. Downloading and Resubmitting Corrections

If minor or major corrections are required following your viva you will receive an email that will invite you to return to the Research Thesis Digital Submission website.

Resubmitting files following a Refer Back

If your examination result was 'Refer back' then a new submission will be required. The system steps mirror the process described in **Section E**, but the digital thesis will not be released until the new GSO3 form has been processed.

1. When you have logged in you will be able to see which file(s) require corrections. Click the **Download** option next to the relevant file(s), which will allow you to view the notes from the examiner(s).

Digital submission:

The **digital** copy of your thesis was submitted on **Monday 10.37, November 27, 2017.**
- Thesis file: Thesis Title v1.0.pdf
- Attachment file: Additional Files v2.3zip __ 100.28KB__ zip

*New - Corrections from External examiner are now available!
Posted on: **Monday 10.37, November 27, 2017** by Smith

Thesis Title v1.0 __ Corrections.pdf   ⊕ Download

*New - Corrections from Internal examiner are now available!
Posted on: **Monday 10.37, November 27, 2017** by Stacey

Additional Filesv2.3zip 9100.28KB __ Corrections   ⊕ Download

2. If you need to submit a corrected file then the **Browse** buttons will be available.

3. To upload your corrections, follow the processes described in **sections B and C** accordingly.

Digital submission:

The **digital** copy of your thesis was submitted on **Monday 10.37, November 27, 2017.**
- Thesis file: Thesis Title v1.0.pdf
- Attachment file: Additional Files v2.3zip __ 100.28KB__ zip

*New - Corrections from External examiner are now available!
*New - Corrections from Internal examiner are now available!
The **digital** copy of your thesis has not been submitted yet - please upload:

Thesis file :

[   ] 📁Browse ...
(*) Thesis file is a required file

Additional materials :

[   ] 📁Browse ...

4. Once you have uploaded your corrected files, they will need to be submitted by clicking the **Submit Files(s)** button.

Digital submission:

The **digital** copy of your **corrected** thesis has not been submitted yet - please upload:

Thesis file :

Thesis Title v3.0.pdf （79.83KB） ⊕ View 🗑 Remove

Additional materials :

[   ] 📁Browse ...

Confirm

I confirm that the work I am submitting for assessment is my own.
After submitting this form you will NOT be able to re-submit a digital copy. Do you want to proceed?

[Submit File(s)]

5. You will receive the following message to confirm the revised document(s) have successfully been submitted.

Digital submission:

The **digital** copy of your **corrected** thesis was submitted on **Monday 10.37, November 27, 2017.**
- Thesis Title v3.0.pdf （124.73KB)

Minor and major corrections will then be sent to the examiners on receipt.

If you are granted Leave to Supplicate as the thesis stands, then there is no requirement to continue with this process.

F. 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
Welcome to your digital thesis!

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'**.