2022-2023





## Archiving your MS and PhD Thesis

## BEFORE YOU START.....you must have:

- 1. The digital Final Approval form signed by your PI. Submit it here: https://forms.office.com/r/nmjFCc8gZa
- 2. Your ORCID account. Don't have one yet? Create one here:

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FINAL APPROVAL
FORM SIGNED BY
YOUR PI



ORCID ACCOUNT









## **Getting Started**

- What documentation do you need to upload?
- What about the plagiarism and format checks?
- How can I make sure my thesis is embargoed?

Follow this step-by-step guide and all your questions will be answered!

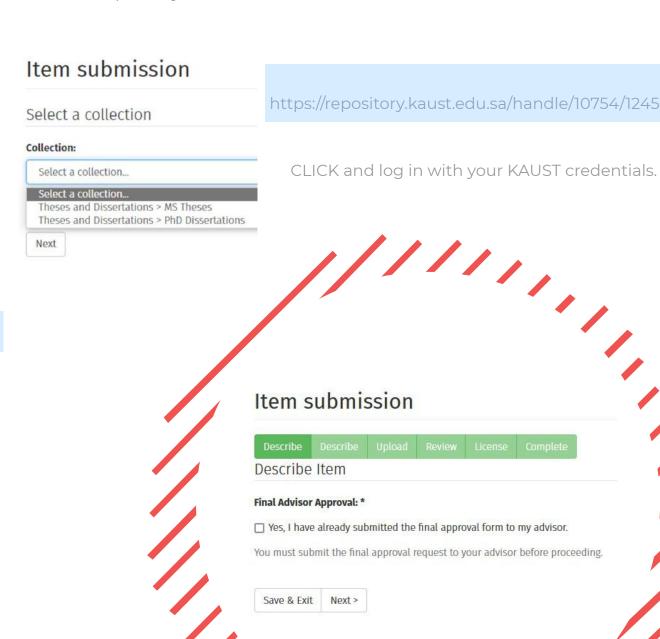
## THESIS SUBMISSION

Once your final approval form is signed you can access the KAUST Repository and SUBMIT AN ITEM!

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## https://repository.kaust.edu.sa/



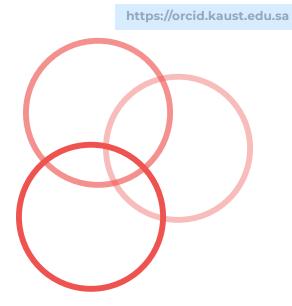


## The only item(s) you need to submit are thesis files!

Please include the final draft of the thesis (PDF) and all supplemental files for uploading! You will need your ORCID before you can submit!

## Item submission





## ORCID: \*

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Enter your ORCID iD. If you have not done so already, please also use the ORCID at KAUST tool at orcid.kaust.edu.sa to grant permissions for information about your thesis or dissertation to be transferred to your ORCID record.

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129586

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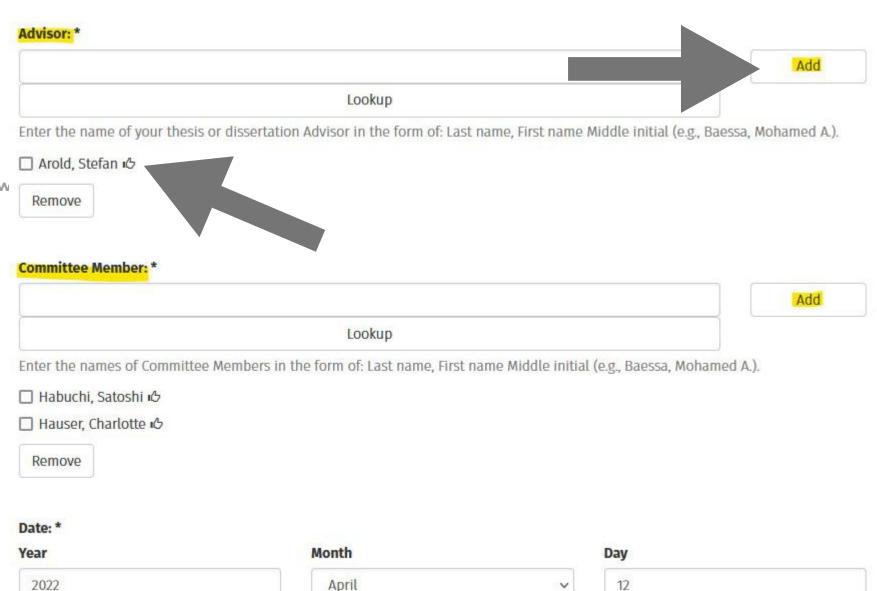
## Title: \*

Thesis/Dissertation Title

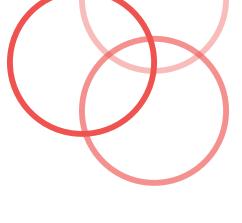
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## Some more details!

Advisor and committee
member names are in the
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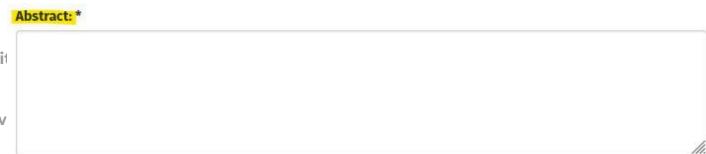


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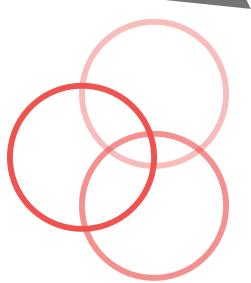
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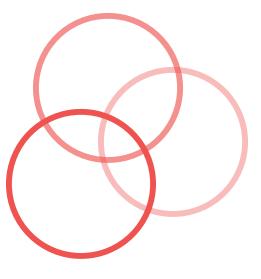
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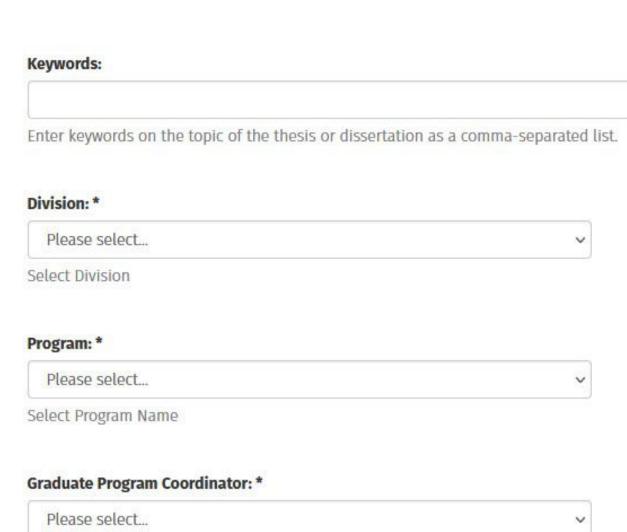
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## Final details!



Up next, how do you embargo your thesis!



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## **Thesis Availability**

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## File upload!

- Browse to find your thesis file by CLICKING CHOOSE FILE
- Put in the "file description"
- CLICK UPLOAD (either green button up top or "upload file & add another"; both are fine to use)

## Item submission



First upload the final PDF of your thesis or dissertation. If needed, you may also upload additional files, such as supplemental data or publisher permission forms granting permission to reuse third-party copyrighted materials.

## File Description: \*

Describe each file, for example "MS Thesis", "PhD Dissertation", "Publisher Permissions", "Supplemental File 1", "Supplemental File 2", etc.

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| 0         |   | Burgundy Powell<br>Thesis.pdf                    | 120941<br>bytes | Burgundy Powell<br>Thesis              | application/pdf (Supported)  | Edit |
|           | File checksum: MD5:c3c79bbc8cc04b6951f428f3bc964952 |  |                 |  |  |      |
| 0         |   | Burgundy Powell<br>Supplemental The<br>File.xlsx | -1 bytes<br>sis | Burgundy Powell<br>Supplemental File 1 | application/vnd.openxmlformats-<br>officedocument.spreadsheetml.sheet<br>(Supported) | Edit |
|           | File  | checksum: null:null                              |                 |  |  |      |
|           | Remove selected files                               |  |                 |  |  |      |
| < Previou | ıs  | Save & Exit Next                                 | >               |  |  |      |



## Item submission



## Review Submission

### Describe Item

Final Advisor Approval: Yes, I have already submitted the final approval form to my advisor.

Correct one of these

### Describe Item

Author: Powell, Burgundy &

ORCID: 0000-0001-2345-6789

**KAUST ID: 129586** 

Title: Thesis/Dissertation Title

Advisor: Arold, Stefan &

Committee Member: Habuchi, Satoshi &

Committee Member: Hauser, Charlotte &

Date: 2022-04-12

Abstract: Lorem Ipsum dolor sit amet, consectetuer adipiscing elit. Ut purus elit, vestibulum ut, placerat ac, adipiscing vitae, felis. Curabitur dictum gravida mauris. Nam arcu libero, nonummy eget, consectetuer Id, vulputate a, magna. Donec vehicula augue eu neque. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Mauris ut leo. Cras viverra metus rhoncus sem. Nulla et lectus vestibulum urna fringilia ultrices. Phasellus eu tel- lus sit amet tortor gravida placerat. Integer sapien est, iaculis in, pretium quis, viverra ac, nunc. Praesent eget sem vel leo ultrices bibendum. Aenean faucibus. Morbi dolor nulla, malesuada eu, pulvinar at, mollis ac, nulla. Curabitur auctor semper nulla. Donec varius orci eget risus. Duis nibh mi, congue eu, accumsan eleifend, sagittis quis, diam. Duis eget orci sit amet orci dignissim rutrum. Nam dui ligula, fringilia a, euismod sodales, sollicitudin vel, wisi. Morbi auctor lorem non justo. Nam lacus libero, pretium at, lobortis vitae, ultricies et, tellus. Donec aliquet, tortor sed accumsan bibendum, erat ligula aliquet magna, vitae ornare odio metus a mi. Morbi ac orci et nisi hendrerit mollis. Suspendisse ut massa. Cras nec ante. Pellentesque a nulla. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Aliquam tincidunt urna. Nulla ullamcorper vestibulum turpis. Pellentesque cursus luctus mauris.

Keywords: Lorem, Ipsum, Dolor sit, amet, consectetuer

Division: Biological and Environmental Science and Engineering (BESE) Division

Program: Bloengineering

Graduate Program Coordinator: Burgundy J. Powell

Availability (select when you want the full text file of your thesis or dissertation to be made public): Embargo the work for one year and then release for public access\* on the Internet through the KAUST Repository.

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## Upload File(s)

Burgundy Powell Thesis.pdf - Adobe PDF (Known)

Burgundy Powell Supplemental Thesis File.xlsx - Microsoft Excel XML (Known)

Correct one of these

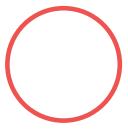
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## Item submission



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Below is what you will see when you click the My Repository link:

> **CLICK** on the submission title to re-submit



Burgundy J. Powell

1 We removed extra line breaks from this message.

You submitted: Thesis/Dissertation Title

To collection: TEST - MS Thesis Submission

Your submission has been rejected by Lakshmi Nagubandi(lakshmi.nagubandi@kaust.edu.sa) with the following explanation:

Please make the below changes and submit the final version

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Your submission has not been deleted. You can access it from your "My Repository" page: https://repository.kaust.edu.sa/mydspace

Many Thanks!

The KAUST Repository Team

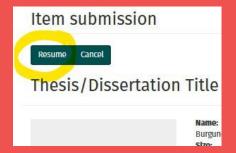
## Submissions & Workflow tasks

## Unfinished or rejected submissions

If you made a submission that was rejected, you may resubmit it by clicking on the submission title below and then clicking "Resume" on the next page. You can then proceed through the submission steps and make any changes (such as uploading corrected files). If you have questions about why your submission was rejected or how to make the required corrections, please refer to the rejection email you received and contact the reviewer directly by email. You may also start another submission.

Thesis/Dissertation Title TEST - MS Thesis Submission email: Burgundy Powell

CLICK RESUME and you can click through your submission to make any changes (e.g. to upload a new thesis file that has formatting changes).



# Once your submission has been approved and archived, you will be notified via email.



We hope that you have found this guide helpful during your submission process. If you have any questions or concerns (or you get stuck!), email Burgundy.Powell@KAUST.EDU.SA or

WhatsApp @ 0544700793.

Questions related to the final approval form or format check can be sent to: registrarhelpdesk@kaust.edu.sa