

2022-2023



KAUST REPOSITORY



# Archiving your MS and PhD Thesis



# STEP-BY-STEP (SIMPLIFIED)

- Successfully defend your thesis (pass/pass with conditions) \*\*keep signed results form for uploading later.
- Plagiarism check/Turnitin in Blackboard - send report to your advisor
- Submit final approval form <https://forms.office.com/r/nmjFCc8gZa> \*\*after your advisor approves; print-to-PDF the email confirmation for uploading later.
- Make sure you have your ORCID <http://orcid.kaust.edu.sa>
- Go to the **repository** to start the archiving process (you need the three required documents)!
  1. Defense results form
  2. Final approval (PDF of confirmation email)
  3. Final thesis/supplemental files
- "Submit an item"
- Put in all thesis information
- Indicate embargo
- Upload required documents
- Review the submission

You will be notified once the thesis has been archived.



# ARCHIVING IN DETAIL!

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>

(approval email [as seen to the right] will be printed-to-pdf and uploaded to the repository)



2. Dissertation Defense Results Form

3. Your ORCID account. Create one here:

<http://orcid.kaust.edu.sa>



Office of  
the Registrar

Greetings,

This is to alert you that your final approval form is **approved**.  
by **Burgundy J. Powell**.

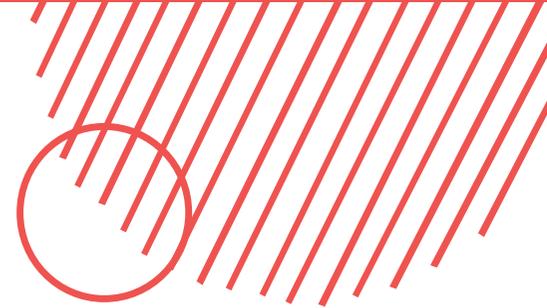
**The student is required to print-to-pdf this email and upload it along with the final thesis to The KAUST Repository for archiving.**

Following are the Final Approval Request Details:

<b>Student Name:</b>	Student First and Last Name
<b>KAUST ID:</b>	123456
<b>Program:</b>	B
<b>Degree:</b>	Ph.D.
<b>Semester:</b>	Fall
<b>Academic Advisor Name:</b>	Advisor First and Last Name
<b>Academic Advisor Email:</b>	<a href="mailto:Burgundy.Powell@kaust.edu.sa">Burgundy.Powell@kaust.edu.sa</a>
<b>Academic Advisor Approval:</b>	Approve
<b>Academic Advisor Approvals Comment:</b>	ready for archiving

Thank you





## 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?

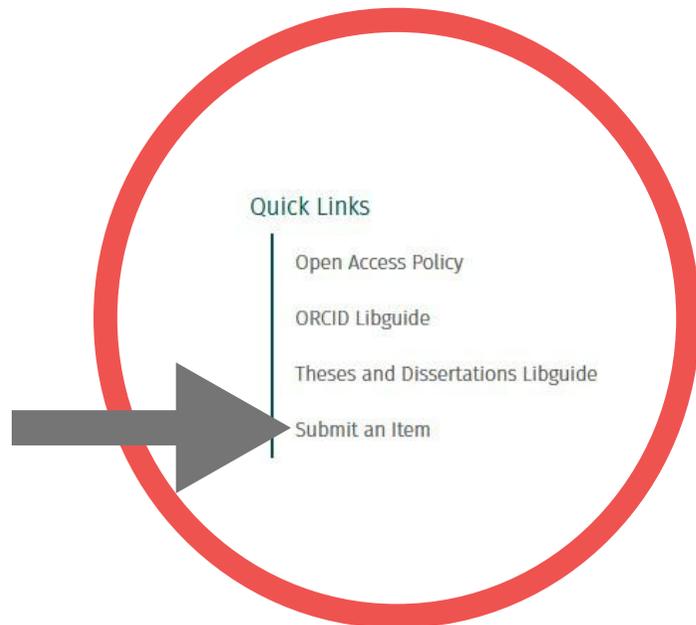
**Follow this step-by-step guide and all your questions will be answered!**

# THESIS SUBMISSION

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

You can access the Repository main page and find "submit an item" in the Quick Links tab, or you can follow [this direct link](https://repository.kaust.edu.sa/) and choose the collection to add your item to!

<https://repository.kaust.edu.sa/>



## Item submission

Select a collection

Collection:

Select a collection...

Select a collection...

Theses and Dissertations > MS Theses

Theses and Dissertations > PhD Dissertations

Next

<https://repository.kaust.edu.sa/handle/10754/1245>

CLICK and log in with your KAUST credentials.

## Item submission

Describe Describe Upload Review License Complete

Describe Item

**Confirmation of Readiness to Submit: \***

Yes, I confirm that I am ready to upload the following 3 documents (in PDF format): 1) Final thesis or dissertation. 2) Completed Defense Results form showing "pass" or "pass with conditions". 3) Final Advisor Approval confirmation email (received after advisor completed the digital form).

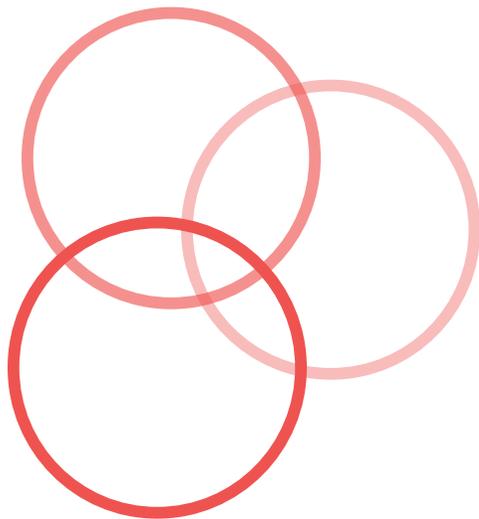
You must confirm that you have all 3 documents ready to upload before proceeding.

Save & Exit Next >

The item(s) you need to submit are: Defense Results form; Final Approval (PDF of confirmation email); and your final thesis draft

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

<https://orcid.kaust.edu.sa>



## Item submission

- Describe
- Describe
- Upload
- Review
- License
- Complete

### Describe Item

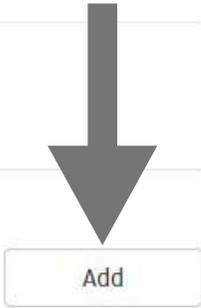
**Author: \***

Enter your name as the student author in the form of: Last name, First name Middle initial (e.g., Baessa, Mohamed A.).

Powell, Burgundy

Remove



**ORCID: \***

Enter your ORCID ID. If you have not done so already, please also use the ORCID at KAUST tool at [orcid.kaust.edu.sa](https://orcid.kaust.edu.sa) to grant permissions for information about your thesis or dissertation to be transferred to your ORCID record.

**KAUST ID: \***

Enter your KAUST ID.

**Title: \***

Copy and paste your full thesis or dissertation title.

## Some more details!

Advisor and committee member names are in the format: "Last name, First name". You can put the name in the field and **CLICK ADD** and the name will appear under!

### Advisor: \*

Enter the name of your thesis or dissertation Advisor in the form of: Last name, First name Middle initial (e.g., Baessa, Mohamed A.).

Arold, Stefan

### Committee Member: \*

Enter the names of Committee Members in the form of: Last name, First name Middle initial (e.g., Baessa, Mohamed A.).

Habuchi, Satoshi

Hauser, Charlotte

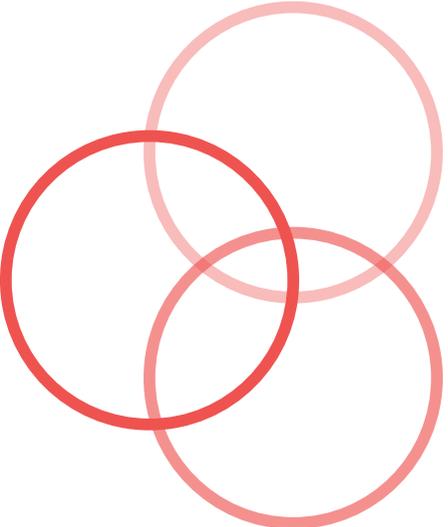
### Date: \*

Year

Month

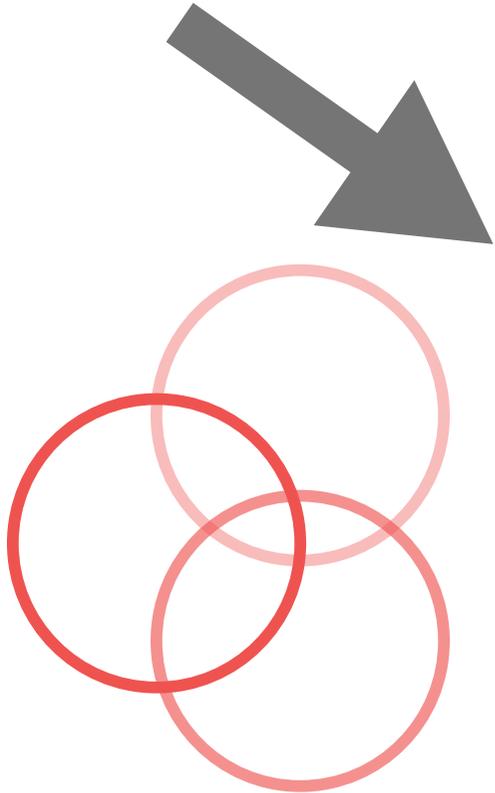
Day

Enter the date that appears on the title page of your thesis or dissertation (year and month is sufficient).



## Paste your ABSTRACT!

Copy and paste the full abstract. Please check that it is copied correctly! CLICK ADD and it will appear below



Abstract: \*

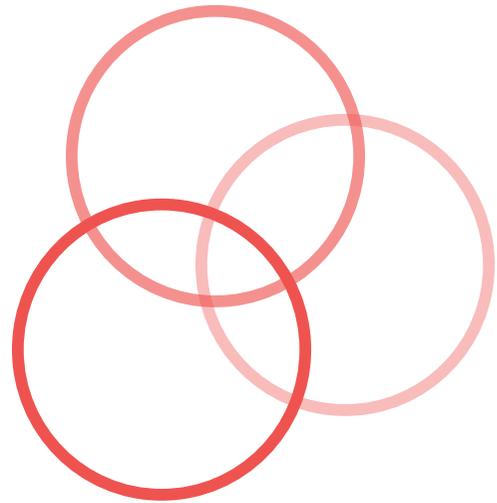
Add

Copy and paste your full thesis or dissertation abstract. Please check that it is copied correctly and completely including special characters and line breaks between paragraphs. Display of LaTeX equations is handled by MathJax with a single dollar sign, \$, as the inline delimiter.

- Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ut purus elit, vestibulum ut, placerat ac, adipiscing vitae, felis. Curabitur dictum gravida mauris. Nam arcu libero, nonummy eget, consectetur 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 fringilla ultrices. Phasellus eu tellus 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, fringilla 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 nisl 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.

Remove

## Final details!



Up next, how do you embargo your thesis!

**Keywords:**

Enter keywords on the topic of the thesis or dissertation as a comma-separated list.

**Division: \***

Select Division

**Program: \***

Select Program Name

**Graduate Program Coordinator: \***

Select your GPC from the list so that they can be notified when your thesis or dissertation archiving is complete.

## Thesis Availability

Please indicate if you would like to embargo your thesis (keep it from being made public) for up to a year! Choose your option and CLICK NEXT!

**Availability (select when you want the full text file of your thesis or dissertation to be made public): \***

- Release the work immediately for public access\* on the internet through the KAUST Repository.
- Embargo the work for one year and then release for public access\* on the internet through the KAUST Repository. This option should be selected if your thesis contains unpublished results that require confidentiality for the purpose of, for example, protecting patent applications or publications.

\*Regardless of the selection made by the student, an institutional embargo on the public release of a thesis or dissertation through the KAUST Repository can also be placed by the Vice President for Research, the Provost or the student's advisor for a period to be indicated through email instruction to the Library Director.

< Previous

Save & Exit

Next >



# Files to 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)
- You must upload your Defense Results Form, the Final Approval (PDF of email confirmation you received), and the final thesis.



## Item submission

Describe Describe Upload Review License Complete

Upload File(s)

**File: \***

Choose File No file chosen

First upload the final PDF of your thesis or dissertation. Then, upload your Defense Results form showing "pass" or "pass with conditions", as well as a PDF of the Final Approval confirmation email that you received after your advisor completed the digital form. 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", "Defense Results Form", "Final Advisor Approval Confirmation Email", "Publisher Permissions", "Supplemental File 1", "Supplemental File 2", etc.

Upload file & add another

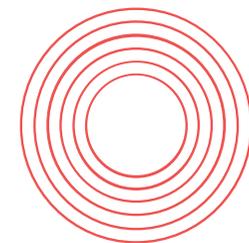
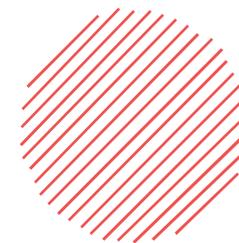
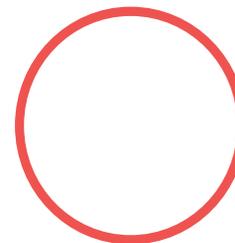
< Previous Save & Exit Next >

**You can check to see what is uploaded!**

After you CLICK UPLOAD, all files that you have uploaded will appear at the bottom of the page under the "Files Uploaded" section. If you need to you can edit/delete at this stage. CLICK NEXT when you are ready to Review your submission.

## Files Uploaded

Primary	File	Size	Description	Format	
<input type="radio"/>	<input type="checkbox"/> Burgundy Powell Thesis.pdf	120941 bytes	Burgundy Powell Thesis	application/pdf (Supported)	<input type="button" value="Edit"/>
<b>File checksum:</b> MD5:c3c79bbc8cc04b6951f428f3bc964952					
<input type="radio"/>	<input type="checkbox"/> Burgundy Powell Supplemental Thesis File.xlsx	-1 bytes	Burgundy Powell Supplemental File 1	application/vnd.openxmlformats-officedocument.spreadsheetml.sheet (Supported)	<input type="button" value="Edit"/>
<b>File checksum:</b> null:null					



# Item submission

Describe Describe Upload **Review** License Complete

## 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, consectetur adipiscing elit. Ut purus elit, vestibulum ut, placerat ac, adipiscing vitae, felis. Curabitur dictum gravida mauris. Nam arcu libero, nonummy eget, consectetur 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 fringilla ultrices. Phasellus eu tellus 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 dul ligula, fringilla a, euismod sodales, sollicitudin vel, wisi. Morbi auctor lorem non justo. Nam lacus libero, pretium at, lobortis vitae, ultrices et, tellus. Donec aliquet, tortor sed accumsan bibendum, erat ligula aliquet magna, vitae ornare odio metus a mi. Morbi ac orci et nisl 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, consectetur

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

**Program:** Bioengineering

**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.

Correct one of these

Upload File(s)

Burgundy Powell Thesis.pdf - Adobe PDF (Known)

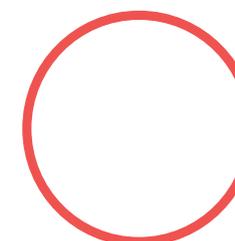
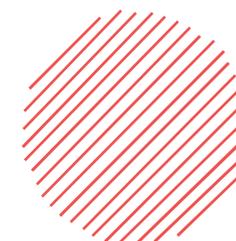
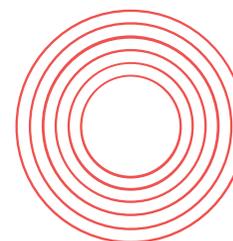
Burgundy Powell Supplemental Thesis File.xlsx - Microsoft Excel XML (Known)

Correct one of these

< Previous Save & Exit Next >



All item details and files will be shown to you here. You can CLICK CORRECT if anything needs to be edited at this point.



# Last step! Confirm the distribution license!

## Item submission

Describe Describe Upload Review License Complete

### KAUST Distribution License

**There is one last step:** In order for KAUST Repository to reproduce, translate and distribute your submission worldwide, you must agree to the following terms.

Grant the standard distribution license by selecting 'I Grant the License'; and then click 'Complete Submission'.

- I certify that the version of my thesis or dissertation I have submitted is the same as that approved by my advisory committee.
- I certify that, if appropriate, I have obtained and attached hereto a written permission statement from the owner(s) of each third-party copyrighted matter (including any scientific illustration created by a KAUST scientific illustrator) to be included in my Thesis/Dissertation and any supplementary files (if any) allowing distribution as specified below.
- I grant to King Abdullah University of Science and Technology or its agents the non-exclusive license to archive and make accessible my thesis or dissertation in all forms of media, now or hereafter known.
- I retain all other ownership rights to the copyright of the thesis or dissertation. I also retain the right to use in future works (such as articles or books) all or part of this thesis or dissertation.

If you have questions regarding this license please contact the system administrators.

#### Distribution license:

I Grant the License

< Previous

Save & Exit

Complete submission

## Wait! What about the format check?

Your submission is now being reviewed by the Library Repository Team and the Registrar's Office. If for any reason the submission is rejected and returned to you (most likely to edit some formatting in the thesis) , you will be notified via email --->

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



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

Tue 4/12/2022 9:53 AM  
kaust@openrepository.com  
**KAUST Repository: Submission Rejected**

To: Burgundy J. Powell  
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

XXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXX

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**.

<input type="checkbox"/>	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).

Item submission

Resume Cancel

Thesis/Dissertation Title

Name: Burgun  
Size:

**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](mailto: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](mailto:registrarhelpdesk@kaust.edu.sa)