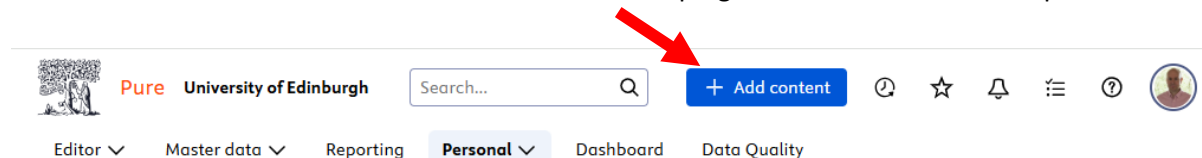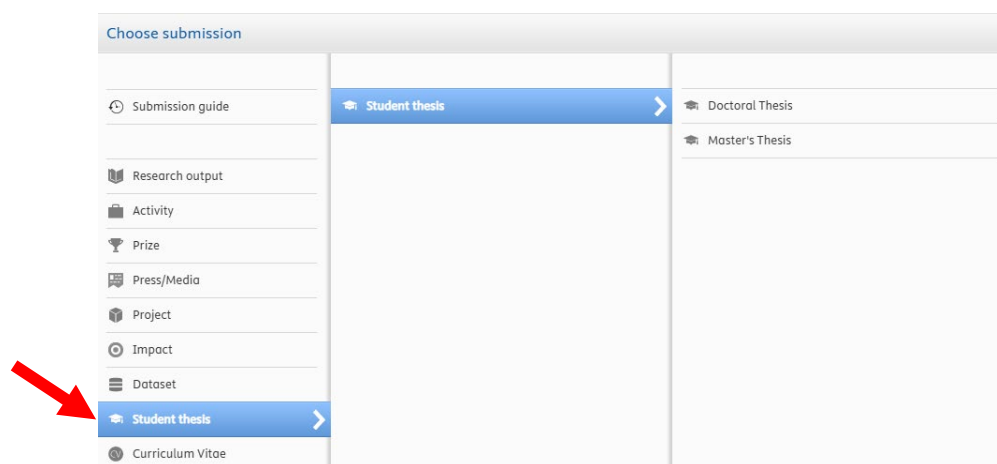# Submitting the PDF version of your thesis online in PURE

Submission of PhD theses is now electronic only. Before you start please make sure that you have a PDF version of your thesis and a completed Access to Thesis form ready to upload.
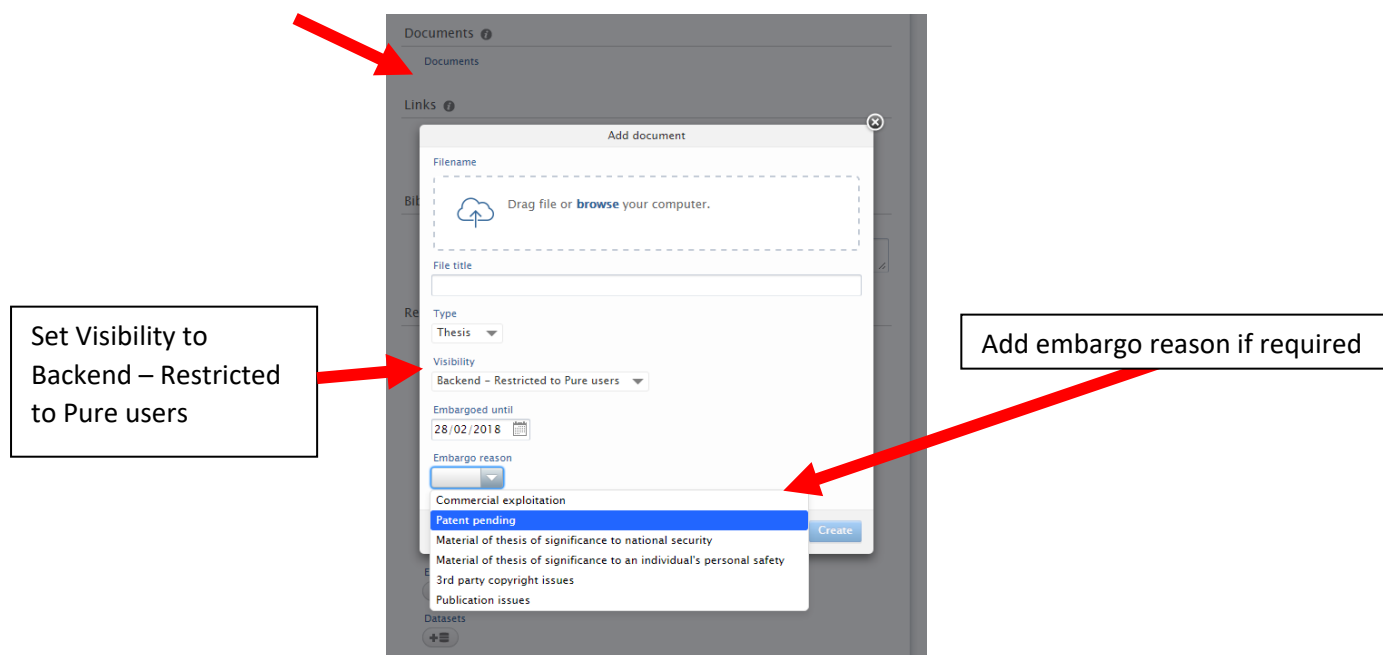
1. Go to https://www.pure.ed.ac.uk/ and log-in with your University of Edinburgh credentials.
2. Click on the Blue 'Add content' button on the top right to start the submission process:

3. Select the Student thesis option on the left, then 'Doctoral Thesis' for a PhD, or 'Masters Thesis' for MScR or MPhil.
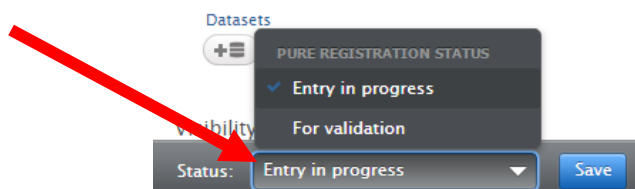

4. The record should be auto-populated with most of your thesis award information. Please check for completeness, and add in the title of your thesis in the appropriate box.
5. Upload your thesis and Access to Thesis form by clicking on the 'Add document' button, under the Documents section.

Set Visibility to Backend – Restricted to Pure users

Add embargo reason if required

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6. If you require an embargo for the PDF <u>add the date and reason in the appropriate boxes</u>. The initial embargo length is one year from date of graduation. The date will be checked by Library staff and changed if a different value is added without permission.
7. Upload your 'Access to Thesis' and any Supplementary Data files alongside the thesis text. Change the 'Type' to 'Supplementary materials' and upload the files as described above.
8. To finish, <u>set the status to 'Entry in progress'</u> click the blue 'Save' button at the bottom of the screen and the submission is ready for validation by college office staff.

9. Students should then email the relevant College Office (see Useful information below) so that they know the submission is complete. Once you have submitted your thesis, the College will arrange for your award letter to be issued and for your thesis to be sent to the University Library.
10. Library staff will take the data from Pure and create a public record in the Edinburgh Research Archive.

Other Useful Information

College Office contact details:

- Arts, Humanities & Social Sciences: **cahss.pgrexams@ed.ac.uk**
- Medicine and Veterinary Medicine: **cmvmpgr-examinations@ed.ac.uk**
- Science & Engineering: **pgrcse@ed.ac.uk**

Relevant forms:

Access to a Thesis & Publication of Abstract form

Registry services page on Doctoral thesis submission:

https://registryservices.ed.ac.uk/academic-services/students/thesis-submission

Guide version 3: Last updated August 2025
Help & Support: Scholarly Communications Team
Email: scholcomms@ed.ac.uk