University regulations require the submission of one electronic copy of the following theses, in addition to one bound print copy. These regulations regarding the electronic deposit and publication of theses, (excluding PhD by portfolio), were introduced from 2007/8 onwards.

DEng Doctor of Engineering
DLang Doctor of Languages
MD Doctor of Medicine
MPhil Master of Philosophy
PhD Doctor of Philosophy

Please note that submission procedures require the submission of the electronic copy of a thesis directly to Registry (Postgraduate Research) on CD. There is also a requirement for descriptive details, including the abstract of the thesis, to be submitted online and for a deposit license to be granted online. This is done by registration with St Andrews Research Repository, the digital repository for St Andrews theses and a service provided by the University Library.

The Policy for supervisors and students in research postgraduate programmes provides specific information in section 10.2 entitled ‘Submission of thesis and electronic publication of theses’. The current thesis declaration is available in section 16.2 of the Policy for supervisors and students in research postgraduate programmes. It is also available as a Word and PDF document, entitled ‘Thesis Declaration Form’, from the Registry webpage at http://www.st-andrews.ac.uk/pgstudents/academic/theses or from the Library webpage at http://www.st-andrews.ac.uk/library/resources/collections/theses

The Electronic deposit and Electronic publication of MPhil and PhD theses letter written by the Provost in 2008 gives further explanation of the rationale behind embargoes and the embargo renewal procedure.

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- For more help on how to submit your e-thesis see the repository help screens or the latest version of the Gradskills presentation ‘Depositing an electronic thesis’ available at www.st-andrews.ac.uk/library/resources/collections/theses

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- Library theses information: www.st-andrews.ac.uk/library/resources/collections/theses
- St Andrews Research Repository: http://research-repository.st-andrews.ac.uk
- Thesis Declaration Form (DOC) at: www.st-andrews.ac.uk/pgstudents/academic/theses/ or from the Library webpage: www.st-andrews.ac.uk/library/resources/collections/theses
- Gradskills presentation 'Depositing an electronic thesis': www.st-andrews.ac.uk/library/resources/collections/theses
- Policy for supervisors and students in research postgraduate programmes: http://www.st-andrews.ac.uk/staff/teaching/strategypolicy/policy/postgraduate/research/
- University Copyright pages: www.st-andrews.ac.uk/students/rules/Copyright

Quick checklist
- Find out in advance how to complete the thesis declaration when you submit for examination.
- Decide whether or not you need to request an embargo in your declaration (embargoes mean that public access to the thesis is restricted for a certain amount of time).
- Make sure you discuss any potential need for an embargo with your supervisor in advance of submission. You can request an embargo on the grounds that publication might be commercially damaging, might preclude future publication or might be in breach of law or ethics.
- Find out how to comply with copyright requirements in your electronic thesis. You may need to contact copyright holders to seek permission to use certain material in your electronic thesis.
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- Become familiar with where Registry is located so you know where to go to submit your thesis for examination and where to submit your final electronic and print copies. Remember that at the end of the submission process you need to register with St Andrews Research Repository to provide information about your final examined version.

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