



eTheses Step by Step Instructions

The eTheses submission system will be used by all Phd and research masters students for the submission of their thesis. The submission takes place after the examination process. The eTheses submission system is located in the College's [Research Support System \(RSS\)](#) and Institutional Repository, [TARA](#).

Eligibility to upload & Registering with the system

- When you are eligible to submit your thesis you will receive an email from Academic Registry notifying you that within 24 hours your thesis will be ready to submit via the Research Support System (RSS).
- In this email there will be a link to [register with the system](#).
- Click on this link and enter your college username and password.
- It can take up to 24 hours for your thesis to show in the RSS.

Accessing the system and uploading the thesis

- To access the RSS type rss.tcd.ie into your browser address bar or click on the link in the email sent to you from Academic Registry.
- Enter your username and password.
- You will see the research support system menu.
- Click on 'Submit an eThesis'.
- Some data has already been pre populated from the SITS system, such as your name and the Thesis title. Other fields will need to be entered by you where appropriate. Not all fields need to be filled out.
- All theses must include an abstract.
- Once you have filled in all relevant information, click on next step.
- If your thesis includes large quotes, such as passages from a play, then please note the name of the quoted works here. Otherwise you can disregard this part.
- If you have received a grant from a funding agency to fund your study then you can acknowledge that in this section.
- Finally you can add some keywords to describe your thesis. Once you have filled in all relevant information, click on upload thesis.
- On this page you must tick the box confirming you have read and accept the thesis declaration.
- Once you have ticked the box, click on next step.
- Your information has now been sent to TARA and you can now upload the pdf of your thesis.
- Click choose file and upload your file. If you need to add another file you can click on "add another file". Once you have finished adding your files, click "Next"



- On this screen you can review the information to ensure it is correct. Click next
- This screen has the license applied to all items in TARA. It protects your work by covering it with a creative commons non-commercial sharealike license. Click on the box at the end to confirm you grant the license and click on Complete submission.

Printing the Thesis

- The thesis will be checked by the TARA Content Manager before it is approved into TARA.
- Once it has been approved you will receive an email giving you the notice to print your thesis.
- The system allows for 2 options.
- Firstly you can have the appropriate files sent to you to be printed by your chosen supplier. To do this click on Self print. Here you can choose the files you wish to print. Use the control key to select multiple files. Click on submit. You will receive an email with a number of files attached. You must print all attached files. These include a numeric code which links the printed item to the electronic version.
- The Second option available to you is to send your thesis to the Thesis Centre in Camden street. Click on Thesis Centre print. Fill out the appropriate information. Once you have filled in the appropriate information click on send.
- Please be aware that you are responsible for making payment to the Thesis Centre, collecting the hard copy and delivering it to academic registry.