**Thesis Records**

Staff who would like to list their own thesis or theses they have supervised on their Edinburgh Research Explorer profile should record these as **Research outputs** with the subtype **Thesis**.

*Please do not use the Student theses module in Pure.*

The Student theses module is reserved for current students to submit their theses, and plays an important role in the process of awarding degrees. Please see the [Postgraduate students](#) page for more information.
1. Log in to Pure with your University Login (formerly EASE) at https://www.pure.ed.ac.uk

2. Either:
   - Click on the **Personal** drop down menu at the top left of the screen, then click on the **+ New** button under **Research output**. This will open the submission window.
   OR
   - Click on the green **+ Add content** button to the right of the page. This will open the Choose submission window. Select **Research output** in the left column.

3. Select the sub-type **Thesis**. Then select either **Doctoral Thesis** or **Master’s Thesis**.
4. Add the award year to the Publication status with the status set as Published.

5. Select Original language and add the Title of the thesis.

Note: If the thesis is in a language other than English, once you have selected the Original language from the drop down menu, another field will appear for the Translated title.
6. Your name will be automatically added to the Contributor list as an **author** with your current University of Edinburgh affiliation(s).

**Note:** If you want to record a thesis you have supervised, rather than one you have authored, please see the Add new Research Output - Supervised Thesis guide.

7. Click on the **Edit** button next to your name to open the Edit person window and add to your affiliations as needed.

Click on **Affiliate to another organisational unit** to add an affiliation to a different School/Deanery/Institute/Centre in the University.

Click on **Affiliate to an external organisation** to add an external affiliation.
8. Search for the organisation and click on the relevant name in the list. Then click on update.

9. Add the awarding institution to the Thesis Information section.

Click on Add Awarding institution.

If awarded at University of Edinburgh, search for the University under Search for organisation (internal).

If awarded at another university, search under Search for organisation (external).

Click on the relevant name in the list to select it.
10. Add your supervisor to the Supervisors section. Click on **Add person**.

11. Search for the name of your supervisor and click on the relevant name in the list to select it.

If no results are found, click on **Create external person**.

Add your supervisor’s name and affiliation and click on Create.
12. Check to see if your thesis has been made publicly available online. Add a link or DOI to the repository where your thesis can be accessed.

   If your thesis was undertaken at the University of Edinburgh, check the Edinburgh Research Archive (ERA).

   If your thesis was undertaken at another institution, check their online repository for a record of your thesis

If your theses has been published online and you have the DOI or a link to the published version, click on Add access version (full text, DOI or URL) and then click on either Add Digital Object Identifier (DOI) or Add link (url).

Please do not add any files to the record. Any files will be removed when the record is validated.
13. The **Document version** will be set to Final published version for DOIs, but must be added from the dropdown menu for Links.

Add the correct **Public access to file**. Select ‘Unknown’ if you are not sure.

Add the **Licence to document** if available.

Click on **Create** to add the link to the record.
14. You can choose whether the item is to be displayed on Edinburgh Research Explorer by selecting the relevant **Visibility** setting.

15. Make sure the **Status** is set to **For validation** and then click on **Save**.
Note: Once the record has been validated, it will appear under the Research output tab on your Edinburgh Research Explorer Profile.