**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).

Your name will be removed from the contributor list during validation.

**Note:** If you want to record your own thesis, rather than one you have supervised, please see the Add new Research Output – Your Thesis guide.

7. Click on the **Add person** button to list the names of the authors.

8. Enter the author’s name in the search bar. If they are in Pure, they will appear in the search list. Click on their name to add them to the record.

If they do not appear in the results list, click on **Create external person**.
9. Enter the author’s name. Click on **Add organisational unit** to add the author’s affiliation.

10. Enter the author’s affiliation in the search bar. If the organisation is in Pure, it will appear in the search list. Click on the organisational unit name to add the author’s affiliation.

If the organisation does not appear in the results list, click on **Create external organisation**. Enter the organisation name, select Type and Country and click **Create** to add this affiliation to the author.

In the Add Person window, click on **Create** to add the author to the Contributor list.
11. The Publication managed by section will be automatically populated with your School or College Department.

12. 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.
13. Add your name to the Supervisors section. Click on **Add person**.

14. Search for your name and click on the relevant name in the list to select it.

Click on **Add organisation** to add any external affiliations.

Click on **Create**.
15. Check to see if the thesis has been made publicly available online. Add a link or DOI to the repository where the 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.
16. 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 DOI/Link to the record.
17. You can choose whether the item is to be displayed on Edinburgh Research Explorer by selecting the relevant **Visibility** setting.

18. 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 **Supervised Work** tab on your Edinburgh Research Explorer Profile.

C'est le titre de la thèse de doctorat supervisée
External-Researcher, A., 2021
*Research output: Thesis > Doctoral Thesis*

Test
Harkness, J., 2021
*Research output: Thesis > Doctoral Thesis*