


How to submit a Higher Doctorate Contextual Statement to the library

Note: these instructions are for Higher Doctorates only, not for Doctorates or other higher degrees

1. Open the online [HDR thesis submission form](#) and select the *Register now* button



2. Fill out personal details in Part 1 of the form, including an email address you will continue to have access to after conferral (this will not be made public).
3. In Part 2 and 3, select thesis type of 'Higher Doctorate' and complete details with information about your thesis.
4. When complete, select *Save and continue*.
5. Select the *Deposit thesis* button



6. To proceed, select *Edit this version* from the menu on the right side of the page

Actions

[Edit this version](#)

7. Scroll down to 'Part 3: About Your thesis' and type in an abstract or description.

Beneath this, you also have the option to upload a separate PDF copy of your abstract. This is entirely optional but you may want to do this if your abstract had symbols and formatting that have not come across as desired.

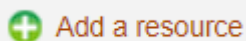
8. Add keywords which relate to the topic of contextual statement; these will aid with your thesis appearing in library search results. Use all lower case (except for names) separated by commas.

Keywords *

Keywords will help people find your thesis. Please separate keywords with commas.

school bullying, clinical psychology, cyber bullying, educational psychology, Australia

9. Where it says 'Part 4: Upload Your Thesis', click on *Add a resource*



10. Browse for, or directly drag and drop the PDF of your contextual statement.

Click to select files or drag and drop files here

Once the file name appears, select *Add*

✓ Add

Note: The file you are submitting should not contain the body of work, due to copyright restrictions. You should be uploading a file that contains a title page, declaration, contextual statement, and list of publications.

11. The file will now appear and you can reopen it to confirm it is the intended file. You can also replace the file, or rename it by selecting *Edit*.

Ellis Higher Doctorate 2023.pdf Edit Replace Delete

12. Make sure to read and agree to the *Authenticity Statement* and the *Declaration* before marking the two *I agree* boxes.

13. Under the Open Access heading, select the first button labelled 'I am only uploading the final approved thesis (no copyright issues or confidential material)'

Open Access *

I am only uploading the final approved thesis (no copyright issues or confidential material)

My open access version is different from my final approved thesis (I have removed third party copyright, confidential, or sensitive material as required)

14. Read the Sign off Copyright Statement and mark the *I agree* box.

15. In Part 5 of the form, select the button next to *Immediate open access*

Public access to view thesis *

Immediate open access

Delayed access (Released at the end of embargo period. This option is not applicable for Higher Doctorate students)

16. Once this is all complete, click on *Save and Exit* at the top right of the page. If you skipped any mandatory fields, such as keywords, you will need to go back and complete them before you can move on.

17. For the final step, you will be presented with a box where you can enter an optional note for university staff. Once you are ready, select *Submit for moderation*.

✓ Submit for moderation

Your submission will now be submitted to be processed by staff.