UWC Thesis Submission Portal - Workflow

Introduction

Software: Open Journal Systems

The is document outlines instructions for Students, Faculty Administrators and Supervisors. Note the portal as described below is a temporary administrative platform to aid in the capture of graduating theses. The OJS operating system that we use in the portal is also an operating system used to host journals in a separate workflow. This system however has been further customized to fit the purpose of our ETD submission portal. This means that Within the portal we have been able to change the names of various roles, sections and buttons, but this has not been the case through the platform. As a result, there are areas where naming still reflects the publishing processes as per the original design of the software.

Note this platform is not a public platform and usernames and passwords are not to be shared with anyone outside UWC or anyone not involved in the graduation workflow.

Workflow – brief overview

Once a thesis has been presented (and passed) at the SHD, the student uploads their thesis to the Thesis Submissions portal

- The **Portal administrator** (Library) assigns the thesis to the relevant **Faculty Administrator**
- The **Faculty Administrator** assigns the **Supervisor** (aka **Reviewer**) to review the thesis within a specified period of time
- The **Supervisor** accepts the review task and opens the submission record
    - The **Faculty Administrator** is notified by email
- The **Supervisor** downloads the thesis (submitted file)
- The **Supervisor** confirms that corrections have been made
- The **Supervisor** completes the **Review Form**
- The **Supervisor** recommends the thesis be **Accepted / Revisions Required / Declined**
    - The **Faculty Administrator** is notified by email
- The **Faculty Administrator** opens the review and confirms the supervisor's decision and informs the student
- Note the **Faculty Administrator** is also required to inform **Student Administration** of the supervisors' decision by email. This email is sent externally via the regular UWC email.
- The **Portal Administrator** (Library) captures the submitted file (thesis) and uploads the deposited thesis onto the UWC ETD Repository.

UWC Thesis Submission Portal

Instructions for Students

After your thesis has been presented at the Senate Higher Degrees Committee (SHD) you are required to up load your final, corrected, thesis to the Thesis Submissions Portal in order to graduate. The purpose of the portal is to ensure the library received a copy of your thesis for archiving and distribution via the UWC Electronic Thesis and Dissertations Repository (ETD Repository).

Note this portal is a temporary administrative platform from which theses are harvested for placement on the ETD Repository.

To upload your thesis, proceed as follows:

- Open the Thesis Submissions Portal at **https://submissions.uwc.ac.za/**
- **Register** as a user (link at the bottom of the screen)
- Enter your details as required and check the first checkbox at the bottom of the form
- Click **Register**
- You will be logged in and provided with options to proceed
- Select **Make a new submission**

Step 1 - Start

- Under **Section**, select your **faculty** from the drop-down menu
- Check the boxes under **Submission Requirements**
  - You do not have to include any comments for the editor
- Check the two boxes under **Corresponding Contact** (Required)

Click **Save and Continue** to proceed to the next step

Step 2 – Upload Submission

- Select **Add File**, or **Upload File, or drag-and-drop** your file (thesis) into the box
- Select **Article Text**

 Click **Save and Continue** to proceed to the next step

Step 3 – Enter Metadata

- Enter the **Title** of your thesis
- Do not use the Subtitle field
- Copy and paste the **first paragraph of your Abstract**

- Include the name of your **supervisor** at the top of the **Abstract** box
- As the author, your details are captured automatically

Click **Save and Continue** to proceed to the next step

Step 4 – Confirmation

- Confirm that you have entered the correct information and have attached the correct file.
- You may return to previous steps to make any adjustments.
- Click **Finish Submission** to proceed
- You will be required to **Confirm** your submission, click **OK**.

Step 5 – Next Steps

- Your submission is now complete
- You may return to your **Dashboard** or **Log out** at the top right of the screen
- You may log in again at any time to check the progress of your thesis
- You will receive progress updates by email

UWC Thesis Submission Portal

Instructions for Faculty Administrators

- Log on to the portal here: https://submissions.uwc.ac.za/
- The portal will open on the **Submissions** page for your faculty
- If the student has selected the correct faculty the you will see submissions for your faculty only
- Select **View** to open the submitted thesis record
- Select **Sent to Review**
- **Check the box** to select the correct file
- Select **Sent to Review**
- Select **Add Reviewer** for a list of **Supervisors** (Reviewers)
- Use the **Search** option to find the supervisor

If the supervisor **is on the list** then **Select** the reviewer

- o The window includes the name of the supervisor as well as option to change it
- o This window includes an automated email requesting review of the selected thesis
- o Select **Add Reviewer** at the bottom of the window

If the supervisor **is not on the list** you can add them by using **Create New Reviewer** at the bottom of the page. This step will enable you to add a supervisor

- Add a new supervisor by entering the first name, surname and email address
- This step includes an automated email requesting a review of the selected thesis
- This email may be edited as required
- The file to be reviewed is automatically assigned, you may choose to confirm this
- The review type is **Open** and the **Review Form** is automatically assigned
- Select **Add Reviewer** to add the supervisor, the email will be sent automatically

Return to the Dashboard to assign another supervisor

When a Supervisor makes a recommendation:

- Once a supervisor decision is submitted a notice will appear on your dashboard
- Select **View** to open the thesis record
- The supervisor decision is visible under **Review Submitted**
- Select **Read Review** and **Confirm** at the bottom of the page
- Select **Accept Submission** (or Request Revisions or Decline) on the right
- Check the box to send confirmation to the reviewer
- Check the file box to select the file

- **Next Select files for Copyediting**
- **Record Editorial Decision**

Return to the **Submissions** page to assign another thesis review or log out.

This concludes the Faculty Administrator's role in the Thesis Submissions Portal.

UWC Thesis Submission Portal

Instructions for Faculty Supervisors (Reviewers)

As supervisor of your student's thesis you are requested to confirm that corrections have been done and that the submitted thesis is the final version prior to graduation.

You will also be required to inform the library of any embargo that may be applicable to the appropriate thesis. The embargo details are listed on the **Review Form**.

Proceed with the thesis review as follows:

- You will receive a thesis review request by email
- Click the link provided in the email
- You may also log on to the Thesis Submissions Portal here:
  https://submissions.uwc.ac.za/
- Once logged in, the window will display theses assigned to you for review
- Select **View** to open the thesis record

Step #1 - Request for review

- The window contains the details of the thesis to review
- Check the box at the bottom of the page (required)

Click **Accept Review, Continue to Step # 2 - Guidelines**

- No guidelines have been set as yet

Click **Continue to Step #3 – Download and Review**

- Open the submitted file (you may need to download it)
- Confirm the corrections have been made
- Complete the **Review Form** (required)
- Select a **Recommendation** at the bottom of the page
  - Accept
  - Revisions Required
  - Declined
  - See Comments

Click **Submit Review** to proceed

- To confirm the review, click **OK**

Step # 4 – Completion

- The review is now complete
- You may choose to add a discussion
- Either return to **Submissions** (top left) to review another assigned thesis or **Log Out** (Top right)
- Your decision will be communicated to the **Faculty Administrator** and the **Library**
- We will then inform **Student Administration** of your decision

Thank you.