# Online thesis submission workflow

**1. Student** submits the final approved thesis in PDF format (with the filename *name_surname_student number* EXAMPLE: **Nic_Smit_ 125486** including data sets (with file name *name_surname_*student number_**datasets**)) to the supervisor via email

**2. Supervisor** will verify and check if it is the correct file. If the file is correct the supervisor will send it to the faculty PGO **(Post Graduate Officer)** vial email confirming that it is a final approved submission.

The Supervisors will inform PGOs of the ETDs that need to be embargoed, embargo period and formal letter specifying reasons for embargo.

**3.** Each **PGO** will login on **MediaTum** and upload the final approved submissions in to the folders that are listed according to faculties. ETDs that should be embargoed must be clearly marked and accompanied by a formal letter specifying embargo reasons. Each PGO will have access to his/her folder(s) only.

Each faculty PGO will name approved faculty submissions with the filename(s) as indicated in STEP 1.

**4. IR Librarian** will log on to **MediaTum**, download each title and load it in the **ETD Platform.** The *Metadata Librarian* is involved at this step to EDIT, REJECT or APPROVE (quality check) submissions made by IR Librarian

**5. IR Librarian** will verify and check each submission then send an email with the list of all received final approved submissions to all faculty PGO's for final confirmation

**6. IR Librarian** will send the final list of all approved submissions on the Excel file to the graduation office prior to graduation ceremony to allow sufficient time for corrections and any additional information required