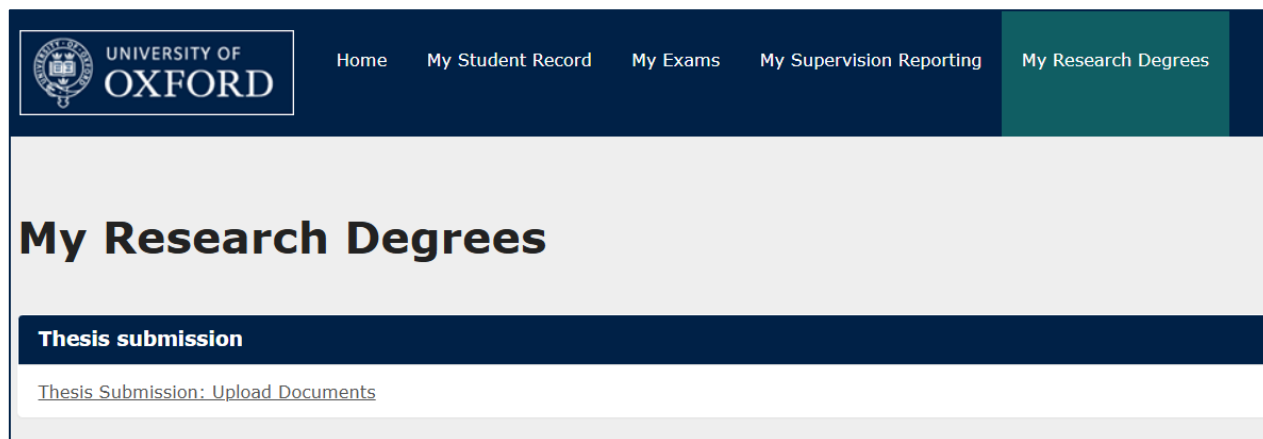


# My Research Degrees – Thesis submission

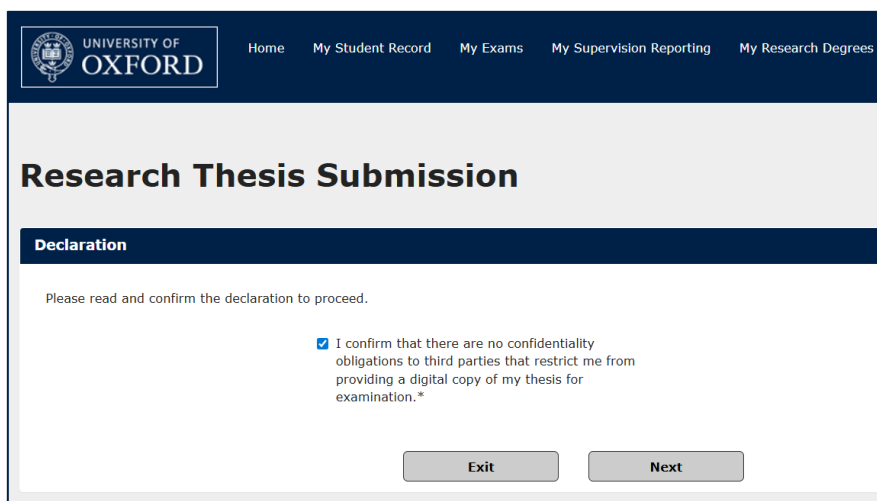
You should follow this guide when submitting your thesis, and, where appropriate, any additional materials in Student Self Service.

1. Login to Student Self Service via <https://evision.ox.ac.uk/> using your Oxford Single Sign On (SSO). Select the **My Research Degrees** tab and then **Thesis Submission: Upload Documents**



To access the task, you must be eligible to make a submission, including having passed the relevant milestones. You will not be able to submit if you are on a suspension of status (unless on a post outcome suspension).

2. When accessing the Thesis Submission page for the first time you must agree to a declaration confirming that there are no confidentiality obligations to third parties restricting you from providing a digital copy of your thesis for examination:



3. On the next page you will see two file upload slots: one for your thesis submission (which is mandatory), and the other for any additional materials (which is optional). To upload your thesis, click the **Browse My Computer** button in the **Thesis File – Thesis Submission** box. Select your thesis file by navigating to the relevant folder on your computer and click **Open**. All thesis files must be in a PDF format and can be up to 250MB in size. Your file will be uploaded automatically, and you can see the progress next to **File Status**:

# My Research Degrees – Thesis submission

### Thesis File - Thesis Submission

The digital copy of your **Thesis Submission** has not been submitted yet - please upload it.

Drag a file into this area or use the 'Browse My Computer' button to select a file and it will be automatically uploaded.

**Browse My Computer**

You can upload a maximum of 1 file.  
Each file must be no bigger than 100MB.  
Valid file formats are pdf.

**THESISNEW.pdf (633 kb)** **Delete** ▼

**File Status**    Uploading

Finalising Upload

### Thesis File - Thesis Submission

The digital copy of your **Thesis Submission** has not been submitted yet - please upload it.

Drag a file into this area or use the 'Browse My Computer' button to select a file and it will be automatically uploaded.

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Each file must be no bigger than 100MB.  
Valid file formats are pdf.

**THESISNEW.pdf (633 kb)** **Delete** ▼

**File Status**    Successfully Uploaded

100%

Once the thesis file has been successfully uploaded you will see a 'Successfully Uploaded' message under the file name. If you wish to change the uploaded thesis file, you must first click the **Delete** button next to the file that you previously uploaded.

4. If you have any additional materials to upload, you can use the file upload in the **Additional Materials** section in the same way. This is entirely optional. You can upload a maximum of ten files; each file must not be bigger than 60MB and in one of the following file formats: doc, docx, pdf, tif, tiff or zip

### Additional Materials

This section may be used to upload additional materials (eg footnotes; appendices; data sets; etc).

Please note, uploading additional materials is entirely optional.

Drag a file into this area or use the 'Browse My Computer' button to select a file and it will be automatically uploaded.

**Browse My Computer**

You can upload a maximum of 10 files.  
Each file must be no bigger than 60MB.  
Valid file formats are doc, docx, pdf, tif, tiff or zip.

**ADDITIONAL INFO.pdf (292 kb)** **Delete** ▼

**File Status**    Successfully Uploaded

100%

5. A summary of the files you have uploaded will be provided on the following screen. Please note, **these files have not yet been submitted**.

2

# My Research Degrees – Thesis submission

## Research Thesis Submission

### Summary of Submission

We have received the following files from you. **Please note, they have not yet been submitted; please confirm your submission below.**

| Uploaded Documents |                      |                   |                     |                      |                        |
|--------------------|----------------------|-------------------|---------------------|----------------------|------------------------|
| Status             | Document Type        | Uploaded          | Filename            | View                 | Delete                 |
| Uploaded           | Thesis               | 08/Sep/2025 08:47 | THESISNEW.pdf       | <a href="#">View</a> | <a href="#">Delete</a> |
| Uploaded           | Additional Materials | 08/Sep/2025 08:48 | ADDITIONAL INFO.pdf | <a href="#">View</a> | <a href="#">Delete</a> |

[Exit](#)
[Upload Document\(s\)](#)
[Confirm Submission](#)

You can view the files you have uploaded by selecting the relevant **View** button.

**Exit** allows you to return to the **My Research Degrees** homepage without completing your submission. If you do so, when you next open the submission portal you will be taken to the upload summary screen.

**Upload Document(s)** allows you to upload further documents if required. If you need to upload a different thesis file, you must first delete the currently uploaded file as only one thesis file can be uploaded.

6. When you are ready to submit your files, select **Confirm Submission**. This option is only available if you have uploaded a thesis file. A notification message will remind you that you are about to make your official submission and that this is final:

## Research Thesis Submission

### Summary of Submission

We have received the following files from you. **Please note, they have not yet been submitted; please confirm your submission below.**

| Uploaded Documents |                      |                   |                     |                      |                        |
|--------------------|----------------------|-------------------|---------------------|----------------------|------------------------|
| Status             | Document Type        | Uploaded          | Filename            | View                 | Delete                 |
| Uploaded           | Additional Materials | 08/Sep/2025 08:48 | ADDITIONAL INFO.pdf | <a href="#">View</a> | <a href="#">Delete</a> |
| Uploaded           | Thesis               | 08/Sep/2025 08:47 | THESISNEW.pdf       | <a href="#">View</a> | <a href="#">Delete</a> |

[Exit](#)
[Upload Document\(s\)](#)
[Confirm Submission](#)

### Confirm Submission

You are about to make the official submission of your thesis (and any additional documents).

**Please note that this submission is final**, and it will not be possible to make any further submissions afterwards, regardless of your maximum submission deadline.

If you wish to check your uploaded files before submitting them, please choose **Cancel** below. When you are ready to complete your official submission, please choose **Submit**.

[Cancel](#)
[Submit](#)

If you wish to check your uploaded files before submitting them, select **Cancel**. When you are ready to complete your official submission, please choose **Submit**.

## My Research Degrees – Thesis submission

7. Once you have completed your submission, you will receive a confirmation message on the next screen. You will also receive an email notification confirming your submission:

### Research Thesis Submission

#### Summary of Submission

✓ Thank you for confirming your submission which was made on 08/Sep/2025 at 9:27am, we have received the following files from you:

| Uploaded Documents   |                      |                   |                     |                      |
|----------------------|----------------------|-------------------|---------------------|----------------------|
| Status               | Document Type        | Uploaded          | Filename            | View                 |
| Submitted by Student | Additional Materials | 08/Sep/2025 09:16 | ADDITIONAL INFO.pdf | <a href="#">View</a> |
| Submitted by Student | Thesis               | 08/Sep/2025 09:05 | THESISNEW.pdf       | <a href="#">View</a> |

[Exit](#)

Please note that your status in the system will not update to 'Submitted' until the files have been checked by a member of the Research Degrees team. We will attend to this as soon as possible; this does not impact the date of your submission.

Once your thesis, and any additional files, have been checked by the Research Degrees Team, and your examiners have accepted the formal invitations to serve, your files will be sent to your examiners to download. You will receive a further email notification when your thesis has been sent to your examiners. Please remember that the **minimum** time between your examiners receiving your thesis, and the date of your viva, should be four weeks.

If you need help using the submission portal, please write to [researchdegrees@admin.ox.ac.uk](mailto:researchdegrees@admin.ox.ac.uk)