User Guides: Master's Thesis

Introduction

This guide will walk you through the process of submitting your **Master's Thesis** form through the UConn SharePoint-based submission system. The process has been designed to make submitting your thesis easy, secure, and efficient. You will be guided through each step to ensure your submission is successfully uploaded and reviewed.

Prerequisites

Before you begin the submission process, make sure you have the following:

- **UConn NET ID:** You must be logged in using your UConn NET ID to access the SharePoint site.

- **Access to the SharePoint Site:** Ensure that you have the appropriate permissions to submit forms. If you cannot access the site, please contact UConn IT for assistance.

- **Required Documents:** Ensure that your thesis or dissertation file is finalized and ready for submission. The system accepts PDF files for the main submission and other formats such as Word, Excel, and images for supplemental files.

Accessing the SharePoint Site

1. **Open the SharePoint site link:**
   https://uconn.sharepoint.com/sites/UCETDSP2

2. **Log in with your UConn NET ID** to access the site. If you are prompted to log in, use your UConn credentials.

3. **Navigate to the submission section:**
   On the home page of the SharePoint site, you will find links for both **Master's Thesis Submissions** and **Doctoral Dissertation Submissions**. Click on the link relevant to your submission.
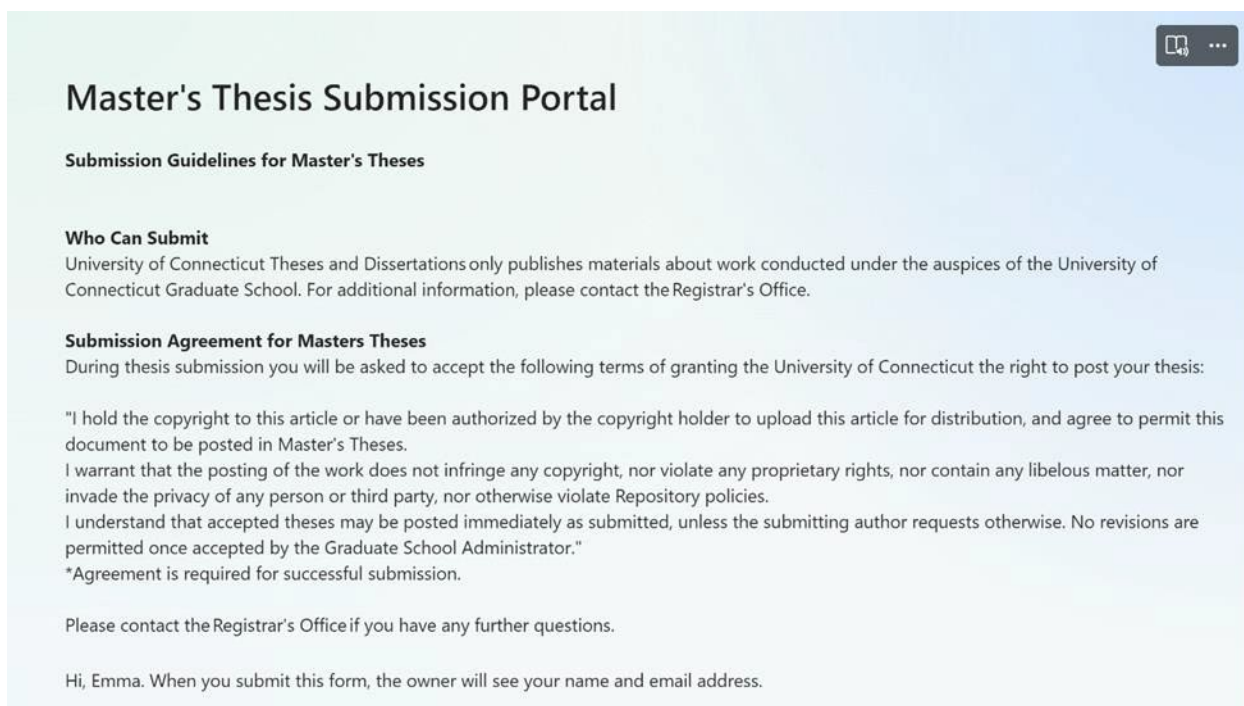

Submitting the Form

Step 1: Choose the Correct Submission Form
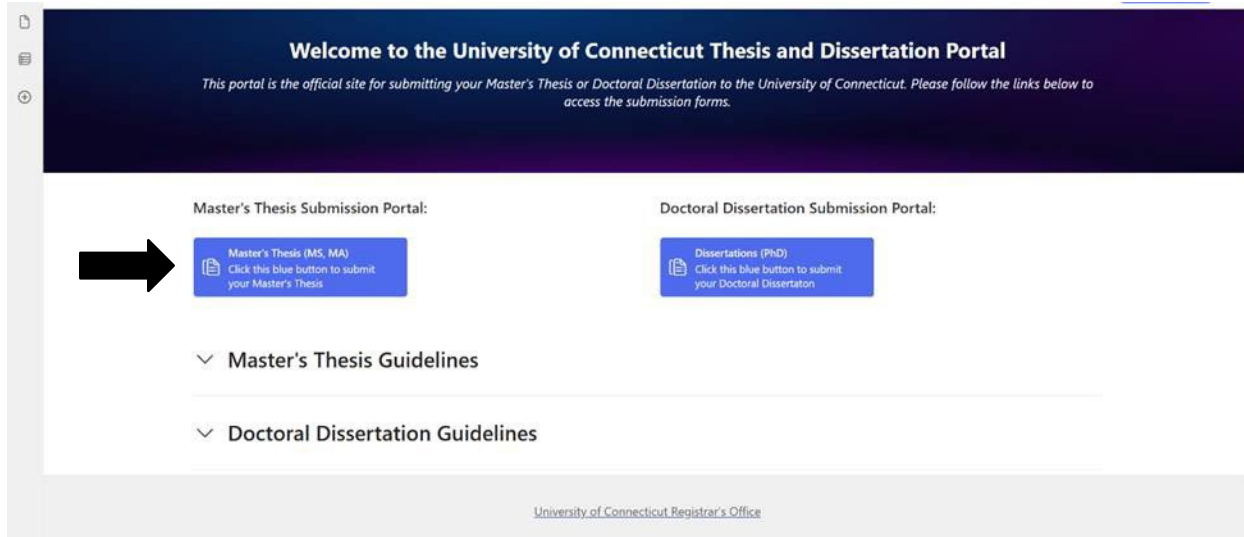
- **Master's Thesis Form:** If you are submitting your Master's Thesis, select the **Master's Thesis Submission** link on the left side of the SharePoint.

Step 2: Fill in the Required Information

- **Section 1: Guidelines**

  o   Review the eligibility and submission terms before proceeding.

- **Section 2: Contact Information**

1. Student Admin ID Number *

The value must be a number

2. Author Name *

Enter your answer

3. UConn Email Address *

Please enter an email

4. Non-UConn Email (Personal Email) *

Please enter an email

o Enter your **Student Admin ID Number (PeopleSoft Number)**, **Author Name**, **UConn Email Address**, and **Non-UConn Email (Personal Email)**. Ensure that all fields are accurate.

- **Section 3: Thesis/Dissertation Details**

5. Are you submitting a New or Revised Thesis? * 📖

⚪ New

⚪ Revised

6. Title of Thesis * 📖

Enter your answer

7. Abstract (300 word limit) * 📖

Enter your answer

8. Embargo Period * 📖

Select your answer ⌄

9. Keywords
Enter specific words, phrases, or key terms that will help users to find your thesis, seperated by commas (e.g. bioinformatics, statistical modeling, gender role conflict) * 📖

Enter your answer

- o Select whether this is a **New** or **Revised** submission.

- o Enter your **Title**, **Abstract**, and your **Embargo Period**.

- **Section 4: Advisor and Degree Information**

10. Major Advisor * 📖

Enter your answer

11. Co-Major Advisor 📖

Enter your answer

12. Associate Advisor * 📖

Enter your answer

13. 2nd Associate Advisor * 📖

Enter your answer

14. 3rd Associate Advisor 📖

Enter your answer

15. 4th Associate Advisor 📖

Enter your answer

16. 5th Associate Advisor 📖

Enter your answer

17. 6th Associate Advisor 📖

Enter your answer

**18. Field of Study * **

Select your answer   ∨

**19. Degree * **

Select your answer   ∨

- o Fill in the names of your **Major Advisor**, **Co-Major Advisor** (if applicable), and **Associate Advisors**.

- o Specify your **Field of Study** and **Degree Program**.

- • **Section 5: Upload Section**

**20. I Accept Submission Terms (Terms detailed above) * **

○ Yes

**21. File Upload (Non-anonymous question①) * **

↑ Upload file

File number limit: 1   Single file size limit: 1GB   Allowed file types: PDF

**22. Adding supplemental documentation? * **

○ Yes

○ No

**23. Supplemental File Upload (Non-anonymous question①) **

↑ Upload file

File number limit: 10   Single file size limit: 100MB   Allowed file types: Word, Excel, PPT, PDF, Image, Video, Audio

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- o **Agree to Submission Terms:** Make sure to check the box that confirms you agree to the submission terms.

- o **Upload your Thesis/Dissertation (PDF):** Click on the upload button to select your final document in PDF format. This file is required.

- o **Upload Supplemental Files (optional):** You can upload additional files (Word, Excel, PPT, Images, Videos, etc.) in the secondary file upload field.

Step 3: Submit the Form

It is recommended to send an email receipt of your responses. Once all fields are filled out and documents uploaded, click the **Submit** button at the bottom of the form.

After Submission

Step 1: Acknowledgment Email

After submitting the form, you will receive an **acknowledgment email** confirming that your submission has been received. This email will include a summary of your submission details and the next steps in the approval process.

Step 2: Review and Approval Process

Your submission will be reviewed by the assigned reviewers (such as your thesis advisors). They will either:

- **Approve** your submission.

- **Request revisions** or clarifications.

If revisions are requested, you will receive a notification email, and you will be able to submit a revised version of your thesis following the same process.

Troubleshooting and Assistance

- **If you cannot access the SharePoint site:**
  Contact UConn IT for assistance with your UConn NET ID or site access permissions.

- **If the form is not submitting or you encounter an error:**
  Double-check that all required fields are filled out correctly and that your file uploads meet the system's specifications (e.g., file size limits, formats). If the issue persists, contact support via email at techsupport@uconn.edu.

- **If you need assistance with the submission process:**
  Reach out to your department's administrative office for guidance, or consult with your advisor if you're unsure about any form details.

Conclusion

By following these steps, you will successfully submit your **Master's Thesis** through the UConn SharePoint-based system. This process ensures that your submission is securely stored, tracked, and ready for review by the appropriate parties. Be sure to check your email for updates on the status of your submission.