

How to upload your MSc graduation deliverables to the Repository via Pure

This instruction explains how you can add your bachelor thesis, master thesis or student report to the [Education Repository](#) using Pure.

Team Repository from TU Delft Library validates the uploaded files. When your thesis has been included in Repository, you will receive an email with the URL to your thesis.

Privacy

Files and metadata will be made available on the internet. Remove personal information such as phone number and e-mail address from your files.

Upload documents

Please only use fields mentioned below.

● Log in to pure.tudelft.nl/admin using your NetID and password.

To upload your documents follow this procedure:

- Select "Add new"
- Select "Student thesis" and select "Master thesis"
- Add Thesis content information "Title", "Subtitle" and "Abstract". The Abstract field is mandatory. Use between 25 and 500 words, use plain text only.
- Your name and faculty will be added automatically.
You can add co-authors (student reports) by selecting "Add person...". Add co-authors, mark the checkbox of the faculty and click on "Create".
- Add Thesis Award Information. Enter the date of your award (=graduation date). The Awarding Institution "Delft University of Technology" is already pre-filled. In specific situations when additional universities are involved, add all universities.
- Select "Add supervisor..." and select your supervisor(s). Select the appropriate role for each supervisor. Select Supervisor 1 for your mentor. Select Supervisor 2 (or Coach) for your graduation committee members.
- Add Keywords. This field is mandatory, use three keywords or more. Add one keyword per box.
- Add Coordinates. (e.g. 51.632654, 3.699814) Only add coordinates if the subject of your thesis is location based.
- Add Project information if required by your faculty
- Add Programme information, from the list in Pure, if required by your faculty
- Add Documents, upload final files only, they cannot be replaced.
Use PDF files for text, MP4 files for videos, and JPG, PNG or TIFF files for images. Do not use other file types or compressed files (ZIP).
Only use an embargo when this was agreed on by the Faculty. Use the shortest possible embargo period. Some faculties require a letter with permission to add an embargo date. Check the instructions of your faculty.
- Visibility - Do not change the default setting ("Public – No restriction").
- Select "Save" to upload the metadata and file(s) of your thesis.

You can register your datasets via the [4TU ResearchData website](#). Please contact the [TU Delft Library](#) if you want to add the DOI of your 4TU.ResearchData dataset to the metadata of your thesis in the repository.