

Kwame Nkrumah University of Science and Technology,

Kumasi

# Electronic Thesis Deposition and Tracking (Masters)

School of Graduate Studies Kumasi, Ghana

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02/01/2023

# Outline





- 2 Dashboard
- 3 Thesis Deposition
- 4 Create New Thesis Deposition
- 5 Submit/Check/Update Thesis Deposited

Login







 Or click on the link - https://thesis.knust.edu.gh NOTE: Username and Password are same as those for your University Email. Kindly, Contact your College IT or UITS if you do not have or have forgotten.









### **Thesis Status**







The Thesis Status shows you the previous and current statuses of your thesis.





Some available thesis statuses.

# Submission Guide





### Summary of Submission Guide.





# **Thesis Deposition**







- Click on the Menu icon to open the menu options.
- Click on Thesis Deposition for a drop down.



- From the dropdown options
- Click on the Submit/Check/Update submission option to display the thesis submission page.

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# Submission Page





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Click on the Create New Thesis Submission button to display the new submission page.



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# Add New Submission





Read the Declaration of Valid Information and Scroll down to see the remaining contents on the wizard.

#### DECLARATION OF VALID INFORMATION

SGS

- I AM AWARE THAT ALL INFORMATION SUBMITTED THROUGH THE THESIS DEPOSITION SYSTEM WILL BE VERIFIED.
- I AGREE THAT NECCESSARY ACTION WILL BE TAKEN ON ME IF I PROVIDE FALSE DATA OR WITHHOLDS RELEVANT INFORMATION.
- I ACKNOWLEDGE THAT ALL DOCUMENTS SUBMITTED IN CONNECTION WITH THIS THESIS BECOME THE PROPERTY OF THE UNIVERSITY.

hereby declare that the information I am about to provide is accurate to the best of my knowledge. I also declare that, this thesis is the result of my own original research and that no part of it has been submitted to any institution or organization anywhere for the award of a degree and that, all inclusion for the work of others has been dully acknowledged. User record processed. Please Proceed.

- 1 Check the declaration box for acceptance.
- 2 Click on the activated/enabled blue **NEXT** button to proceed to the next page.

GUIDE

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- 1 Fill out the information (all fields marked with \* are required).
- 2 Upload all reports including ANY additional report important to the Examiners by clicking on the tab; an example UPLOAD SIMILARITY REPORT tab.



1 Use the drag and drop method to upload the file.

# OR

2 Click the upload button to browse and upload the file.

# Drag and Drop Method





- 1. Open the folder containing the file to be uploaded.
- 2. Drag and Drop the file from the folder into the upload box.



### 1. Click UPLOAD.

# **Clicking Upload Icon**

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- 1. Click on the file you want to upload.
- 2. Click on the Open tab to upload the file.



### 1. Click UPLOAD.

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- 1. View after filling out information and uploading all files.
- 2. Click on Save and Continue to continue to the next page.

# Notification of Uploads





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1. A sample of SMS text notification with submission number.

# Submit/View/Update Deposition

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- 1. View uploaded/deposited report.
- 2. Update uploaded/deposited report.
- 3. Submit report (golden arrow).

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**E-Thesis** 

2. A window pops up as shown. 3. Click on Submit Report. O A https://thesis.knust.edu.gh ← → C 90% 公 Are you sure you want to finally submit your Master of Philosophy thesis documents to your supervisors?

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Submission



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