

UQ eSpace guide - submission

Thesis submission is a 2-step process and your thesis will be considered submitted when the following steps have been completed and deemed as meeting UQ's submission requirements ([PPL 4.60.08](#)):

1. **A PDF of the thesis and abstract have been uploaded to the UQ eSpace;** and
2. A fully endorsed Thesis Submission request has been received by the Graduate School via the Portal.

THIS GUIDE PROVIDES INSTRUCTIONS ABOUT THE ESPACE STEP ONLY. FURTHER DETAILS OF SUBMISSION REQUIREMENTS CAN BE FOUND AT [PPL 4.60.08](#)

Step 1 - eSpace:

- Convert your thesis to one PDF file. If you require assistance with the PDF conversion, please refer to our [PDF conversion guide](#).
- Create a separate PDF of the thesis abstract.
- Please save your PDFs using the following naming structure, ensuring all letters are in lowercase and there are no spaces between characters or before and after underscores.

Example:

s1234567_phd_thesis.pdf

s1234567_phd_abstract.pdf

- Go to <http://espace.library.uq.edu.au/rhdsbmission>

NOTE: You must use this weblink to deposit your thesis otherwise the appropriate workflows that advise the Graduate School that the thesis has been uploaded will not be triggered and your upload will not be received.

- Log in with your **student** username and password. UQ staff username and password will not enable login. If your student username and password does not work, your password may require synchronization. This can be done at <https://www.uq.edu.au/password>. If you encounter further password problems, please contact the IT Help Desk at info@uqconnect.net or 336 56000.
- Complete all eSpace fields.

Points to note

- The recommended browsers are the latest versions of Chrome, Safari, Firefox or Edge. Do not use Internet Explorer (IE).
- A stable, good quality broadband or Wi-Fi connection is required. When uploading from a mobile device, a Wi-Fi connection must be used.
- Firewalls can sometimes prevent uploads. If this occurs, you may need to upload on another system.
- File size should not exceed 5GB for each file. [eLearning](#) offers tips on reducing file sizes. Alternatively, contact the Thesis Team for further advice.
- There is a maximum file upload limit of 10 files. If you have more than 10 files, please



contact the Thesis team for further support.

- You are required to name your files in a specific format. You must not have spaces between characters, including before or after an underscore. Details of the formats are available via the Guidelines tab at [PPL 4.60.08](#) and sample shown above.
- Once you click on the DEPOSIT YOUR THESIS button, you will see a progress circle for each file added. Large files may take a bit longer to upload. When all files have received a 'tick' for successful upload you will receive confirmation of thesis deposit.
- File upload errors may occur due to invalid filename or other connectivity issues. You will receive error messages to help you try again. You can retry upload of your files up to five times per deposit attempt. After five tries you can email the Graduate School via the form, or make another deposit attempt. There is no limit to the number of deposit attempts.