Thesis Submission Instructions via UCL OneDrive

You must submit your thesis via the [UCL OneDrive](#).

Preparation:

All files that are to be uploaded must include your full name and UCL student number, along with the name of the file.

For example:

> Jo Student - 1234567 - PhD Thesis
>
> Jo Student - 1234567 - Covid Impact Form
>
> Jo Student – 1234567 – Appendix 1

The thesis can be submitted in Word or PDF files.

If you have multiple documents, you can upload these in a .zip file – this folder should also follow the above naming convention: Your full name – student number

Uploading Documents

When you click on [the OneDrive link](#) you will be taken to the UCL Sharepoint page:
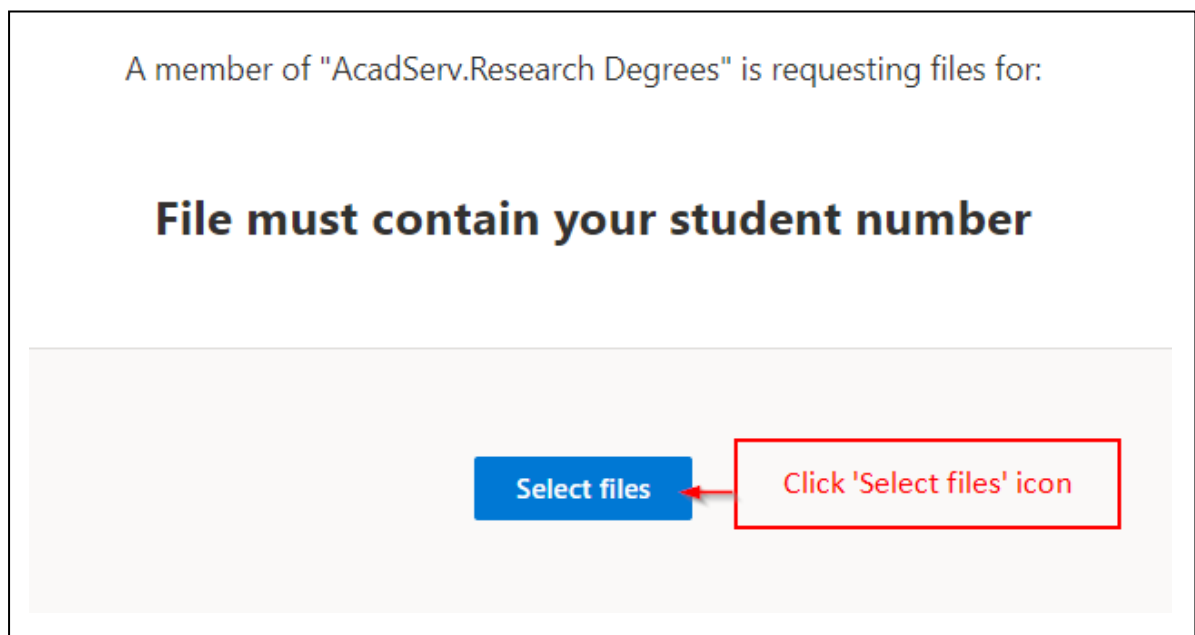
Click the 'Select files' icon and find the file or folder you wish to upload:
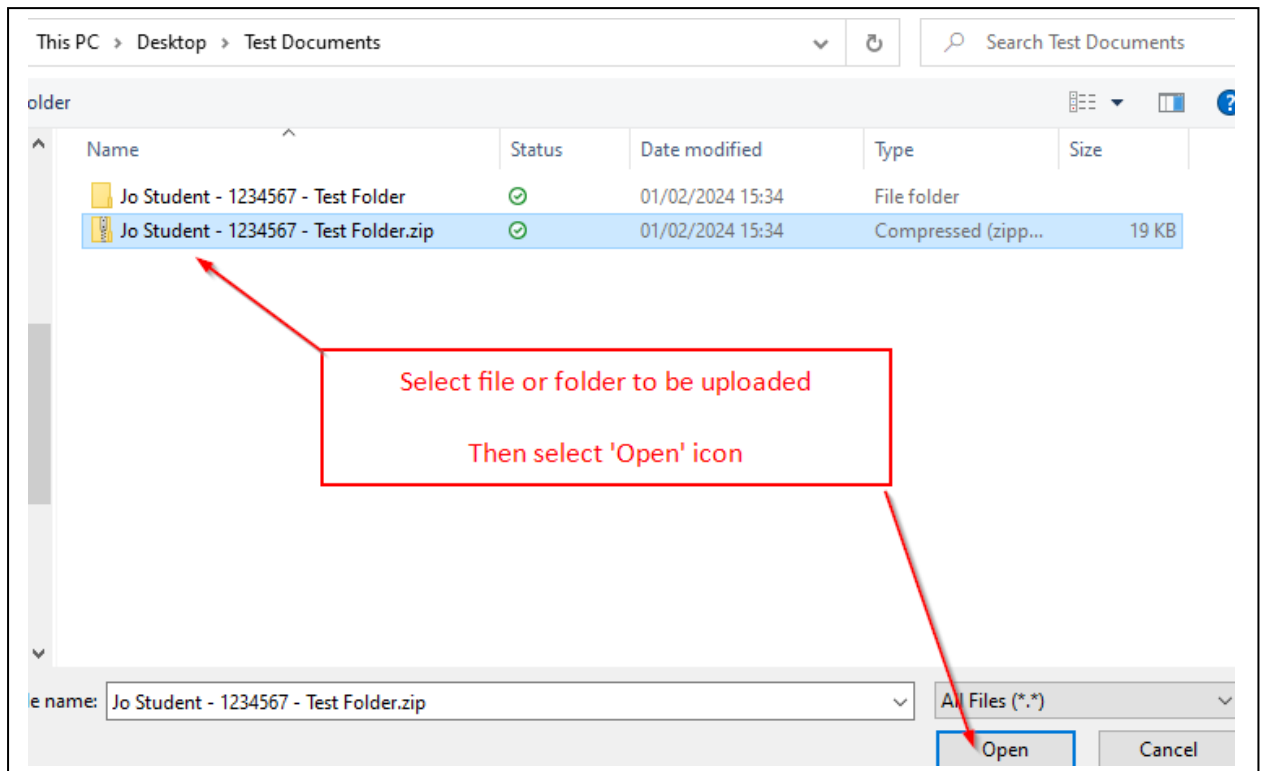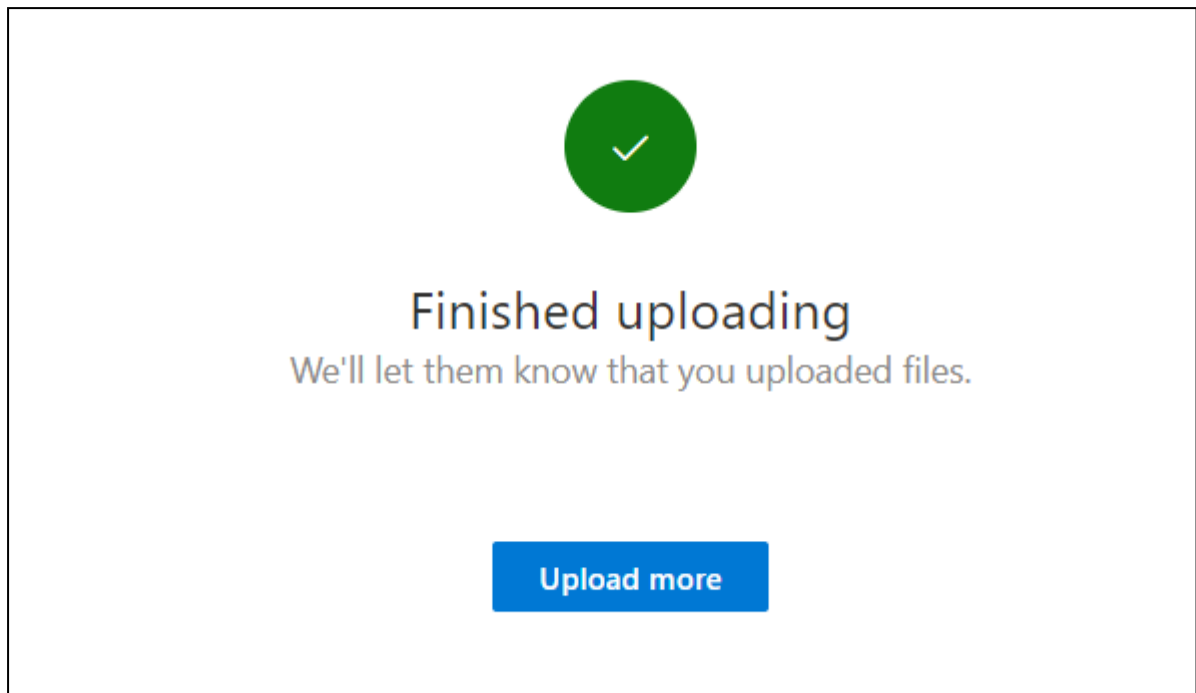

You will then be taken to the following screen to confirm the Upload. At this point, you will have the opportunity to upload further files, following the above steps.

The following confirmation screen will appear when you have uploaded the file(s):

Next Steps

Your file(s) will immediately be uploaded to the Research Degrees team. We aim to download your thesis within two working days, and we will send an email to you confirming receipt.

If your examiners have already been formally appointed by UCL we will send the thesis to them.

If your examiners have yet to be formally appointed, we will save your thesis on file and send it to them once the appointment has been approved.