

University of Huddersfield

Repository Policy: E-Theses

The Repository of the University of Huddersfield provides a digital collection of the research output of the University, which is institutionally defined and is in a standardised format. It facilitates an open access system of storage and retrieval of information from the digitised content.

The university regulations state that postgraduate theses should be submitted in the Repository, as below:

Research degree theses should be sent in electronic format to the University Research Office using the email address research-office@hud.ac.uk. When all the necessary checks have been made, the University Research Office will deposit material in the repository.

Postgraduate theses will be made available on Open Access unless issues of confidentiality apply, or a sponsoring body has withheld permission for commercial reasons when they will be made available on restricted access.

Who can submit?

Candidates currently registered for the following postgraduate research degrees should make their thesis electronically available:

- MEnt (Master of Enterprise)
 - MA by Research
 - MSc by Research
 - MPhil
 - PhD
 - PhD by Publication
 - Professional Doctorates (includes the EdD)
 - Higher Doctorates
- i. Students who complete after 1 January 2007 are required to deposit their thesis in electronic form to the University repository. The University Repository will make their thesis electronically available on Open Access via the Internet. Students will not be required to provide a printed, bound copy of the thesis
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 - iii. Former students of the University are invited to make their thesis available.
 - iv. Members of University staff who are not past students are invited to make their thesis available.

Deposit Licence

All authors will be required to give permission both for the distribution of their work and the ongoing preservation of their work and/or the related metadata

This licence will allow the work of authors to be included in the Electronic Theses Online Service (EThOS), and other services which the University Repository may establish agreements with. It will also permit access to metadata associated with the record.

Availability on the Repository

New submissions are added automatically as they are received from the Research Office. Currently, the Research Office deposits all theses from a given semester after the official graduation date. This means that there may be up to a 4 month delay in the appearance of a given thesis in the Repository.

For information on Regulations for the award of Master of Arts and Master of Science by Research, Master of Enterprise, Master of Philosophy, Professional Doctorates, Doctor of Philosophy and Doctor of Philosophy by Publication please refer to the Regulations for Research Awards http://www2.hud.ac.uk/research/gradcentre/Documents/f2_10_thesis_submission.pdf

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In exceptional circumstances, it may be necessary for authors to restrict access to their thesis for a limited period. Restrictions may be considered when the thesis is concerned with topics that are politically, commercially or industrially sensitive.

The Freedom of Information Act 2000 (FOIA) gives anyone a right of access to any information held by an institution, unless an exemption applies, regardless of who owns the intellectual property rights in that information, unless refusing access can be justified in terms of a FOIA exemption. Thus, it is not sufficient for the author to indicate that they want to restrict an item; they must also explain the reason for that restriction in terms of a FOIA exemption. Regarding theses, a number of possible exemptions may apply under the Act including where on request, the Repository Team will embargo the thesis:

- The material is due for publication, or the author is actively seeking to publish this material (**the thesis will be embargoed for up to two years**).
- Release of the material would prejudice substantially the commercial interests of any person (**the thesis will be embargoed for up to ten years**).
- The material includes information that was obtained under a promise of confidentiality (**the thesis will be embargoed indefinitely**).

When an embargo period expires, the Repository Team will make the thesis available on open access.

Notice and Take down policy

If the Repository Team are notified of a potential breach of copyright, or receive a complaint indicating a violation of publishers' rules or other relevant concern, the item involved will be removed from the Repository immediately pending further investigation.

Where the grounds for complaint are considered plausible, the material will be permanently withdrawn from the Repository. (N.B. This may take some time if it is necessary for the University to seek legal advice to resolve the complaint).

Once the work is deposited, metadata will be available via the World Wide Web to any interested parties including automated agents EThOS. This citation of the work will always remain visible, although the author retains the right to update the work. Removal of the item, but not the citation, can be made after discussion with the Repository Team.

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Repository Team

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