

Repository E-theses policy

Purpose and Context

The policy outlines the way in which the metadata and full text of a thesis will be made available on open access, along with guidance on copyright and takedown procedures.

Scope

Applies to research students submitting a thesis as part of a postgraduate research degree.

1 Introduction

The University Eprints Repository stores the metadata and full text for theses from the University of Huddersfield. This allows them to be discovered by search tools such as Google and Summon, and to be shared with services such as Ethos from the British Library.

The university regulations <https://www.hud.ac.uk/media/policydocuments/Regulations-for-Awards.pdf> state that at the University's discretion theses will be lodged in the University Eprints Repository following the award of the degree and if necessary in the Library of a collaborating institution.

The full text of 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.

2 Who can submit

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

- i. Students who complete after 1 January 2007 are required to deposit their thesis in electronic form to the University Eprints repository. The University Eprints 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 to the library
- ii. Students who completed before 1 January 2007 are encouraged to voluntarily deposit their thesis in electronic form to the University Eprints Repository. The University Repository will make their thesis electronically available on Open Access via the Internet
- 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.

3 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 British Library's Electronic Theses Online Service (EThOS), and other services which the University Eprints Repository may establish agreements with. It will also permit access to metadata associated with the record.

4 Intellectual Property Rights

The author of a thesis (including any appendices and/or schedules) retains any copyright in it apart from the abstract for which copyright is retained by the University. Intellectual property rights are owned by the University in the case of certain material as set out in the University's Policy on Intellectual Property <https://www.hud.ac.uk/media/policydocuments/Intellectual-Property-Policy.pdf>

4.1 Third Party Copyright

Although the copyright of the thesis usually lies with the author, the thesis may contain material where the copyright is held by another individual or body. This is known as third party copyright. Examples of third party rights materials are photographs, diagrams or extracts from another work.

Traditionally in the UK the inclusion of such material is tolerated for examination purposes, however, there is no automatic permission to make these materials freely available online.

Such Intellectual Property Rights and Reproductions cannot and must not be made available for use without the prior written permission of the owner(s) of the relevant Intellectual Property Rights and/or Reproductions. A copy of this correspondence must be submitted with the theses to the Research Office. Authors are strongly advised to clear all rights and obtain all permissions for material from third party rights holders as they gather their resources and write up their thesis.

If a thesis contains material where the copyright is held by a third party but the author has been unable to obtain permission to make it available online, a copy will still be deposited in the University Repository on restricted access.

4.2 Creative Commons License

Creative Commons Licenses are applied to all deposited theses to specify how others may use the work once they have access to it. The default license assigned to a thesis in the repository is a Creative Commons Attribution-Non-Commercial-No Derivative Works 4.0 (CC BY-NC-ND). This license will be applied unless the author specifies that a different Creative Commons License is to be applied.

A guide to Creative Commons licenses is available from the Creative Commons web site (<http://creativecommons.org/>).

4.3 Restricting access to your work

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).
- In the case of Ph.D. theses funded by Research Councils (BBSRC, EPSRC, MRC, NERC, and STFC), a full text version should be available within a maximum of 12 months following award. This funding requirement overrides the embargo periods described above.

When an embargo period expires, the thesis will automatically be made available on open access.

5 Notice and Take down policy

If the Repository Team are notified of an alleged breach of any third party's intellectual property right, or receive a complaint indicating a violation of publishers' rules or any other allegation of impropriety, the item involved may be removed from the Repository immediately pending further investigation.

Where the grounds for complaint are considered plausible by the University Eprints Repository, 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.

POLICY SIGN-OFF AND OWNERSHIP DETAILS

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Compliance Checks:	Operational Working Group to regularly review for compliance
Related Policies/Procedures:	University Regulations on Awards Repository policy

REVISION HISTORY

Version	Date	Revision description/Summary of changes	Author
V1.0	Sept 2017	First draft of new policy under the new policy framework	Head of Academic Services (Computing and Library Services)
V1.1	Sept 2017	Minor changes to wording on copyright	Head of Academic Services (Computing and Library Services)
V1.2	March 2018	Minor changes to wording to reflect the University Eprints Repository	Head of Academic Services (Computing and Library Services)
V1.3	April 2020	Minor changes to listing of University awards covered by the policy	Head of Academic Services (Computing and Library Services)