FAQ

1. As a Ph.D student, am I required to archive the electronic version of my thesis in E-Theses?

Yes. IMT Institute is applying the Guidelines issued by the Conferenza dei Rettori (CRUI) in October 2007, in full respect of each Ph.D. student's author's rights. If the Ph.D. thesis contains a patent or has already been submitted to a publisher, the access to the full text can be delayed for an embargo period of up to 24 months. If the thesis was funded by other institutions or somehow involves a third party's rights, the Ph.D. student must inform the third party and reach an agreement (see below for details)

2. Who can submit theses to the Repository?

Only IMT Repository staff can deposit IMT Theses in the Repository.

3. Where do I find the institutional disclaimer I have to print, sign and hand in with the Declaration for the Ph.D. Thesis Commitment through Telematic Procedure?

You may ask the Ph.D. Office for Graduation Session modules.

4. Which are the advantages (if any) of depositing my thesis in E-Theses?

The archive is OAI-PMH compatible, which means that it enhances and maximizes the dissemination, impact and retrieval of the data it contains. For more information, have a look at the many Open Access and Open Archives Initiative resources. Some of them are displayed in the Useful links section of our Library website.

Moreover, theses currently have a very low visibility. By having a digital version accessible online, and readily searchable, it greatly enhances the researcher's visibility and by extension, the kudos of the institution. In addition, a digital version enhances not only dissemination but also preservation.

5. Is IMT alone in promoting theses in web?

No. This policy is already widely present in other parts of the world. It has been the subject of much funded research in the Europe and many European universities are now introducing similar policies.

6. In which format will the thesis be accessible in?

The thesis will be accessible in one of the following formats:

- Full text: the complete text of the thesis will be available indefinitely under a Creative Commons — Attribution 3.0 Unported;

- Mixed: the full text of the thesis will not be accessible. The author should indicate the elements of the thesis to be made available (e.g. index, certain chapters, etc.); the remaining chapters will be considered "restricted" and will not be made accessible. The author will be responsible for providing the institutional repository with a file containing those parts of the thesis to be made available.

- Restricted: the full text of the thesis will not be accessible. Only the metadata required to identify the thesis will be made available in E-Theses (author, title, abstract, advisor, year, number of pages, subject). The thesis will, however, be accessible in its entirety in hard copy at the IMT Library and the National Libraries in Florence and Rome.

You must use the "Declaration for the Ph.D Thesis Commitment through Telematic Procedure" form to specify the level of access to be granted to the thesis (i.e. full text, part-access (specifying which sections are to be made available), or metadata only).

7. Which electronic version must the document be in in order to be deposited?

The electronic version of the thesis to be deposited must be at least in format PDF/A 1-a or PDF/A 1-b

8. Can I restrict access to my thesis?

A thesis is a public document but you can restrict the access in specific circumstances. Documents that are not available to the public are said to be embargoed.

9. What does it means "embargo"?

An embargo means that although a copy of your e-thesis is held in the institutional repository, it is not available to be read online either inside or outside the Institute.
Embargos are normally limited to a maximum period of 36 months, and the author must request it before the defence of the thesis. The thesis will be made publicly available at the end of the restricted period.
The author must request the embargo before the submission of the thesis. The request will be filled by the advisor, who will confirm the motivations of the embargo.

10. What are the criteria for embargos?

You can place an embargo on your e-thesis if any of the following apply:

1.   Part of the thesis submitted to a publisher or awaiting publication;
2.   Confidential or sensitive information
3.   Projects financed by public or private entities with bonds to disseminate the outputs of research
4.   Patent Pending: The Institute or a sponsor has lodged or intends to imminently lodge a patent
         application relating to an invention described in a thesis
You should indicate the reasons for the request for embargo (exclusively from among those listed) and must obtain the signature of the advisor, who will attest to the validity of such reasoning

11. What is third party copyright material and what should I do about it?

Third party copyright material is material in any format to which another person or entity holds the rights. If you wish to include any substantial portion of such material in your thesis, for example an artwork or photograph, you should obtain the permission of the copyright holder before submitting your thesis to E-Theses. If you have not obtained the permission of the copyright holder, you must submit two versions of your thesis, one with and one without the third party copyright Material.

12. When do I have to ask permission from the copyright owner to use their material in my digital thesis?

When citing other's work, you should reference the work or extract using standard academic referencing and fully acknowledge the work of others in line with common best academic practice. For short text excerpts you probably do not need to ask permission. However, you should be aware of the proportion of the work you have quoted: for example quoting 4 lines from a short poem may constitute a large proportion of the work and you should seek the permission of the rights holder. You should be particularly mindful of images, diagrams, maps and so on. It is very likely you will need the copyright holder's permission to distribute their material via the Internet.

13. What if I want to incorporate a journal article into my thesis?

If you have published an article or articles during your academic career, and you wish to include those articles in your thesis, you have a number of options. These should be discussed with your committee, and possibly with your publisher. First, you can simply cite that publication in your references. Second, if the publisher has the publication online, you can link or point to it (with permission of the publisher, who usually has protection so that paying customers or subscribers are the only ones allowed access). Third, if you retain copyright or if the publisher (as copyright holder) gives you a signed release, you can include the publication in your thesis as allowed in that release.

14. What if I want to write a book related to my thesis?
A: We realize that some students, especially in the humanities, prepare books related to their theses. In general it appears to be the case that electronic release of early versions of a book leads to greater sales of such books. Indeed, having an electronic work made available on the Internet, and telling a publisher that there have been a large number of electronic accesses to that work, may help you land a book contract. Usually, books that relate to theses turn out to be significantly different because they are revised as part of the editorial process. This makes it likely that those interested in your work will buy your book when it comes out, even if they have reviewed your thesis.
However, since publishers vary widely in their policies, you should confer with publishers to which you are likely to submit your work ***prior to final submission.***

15. Will my thesis be easily plagiarised because it is available online?

It is difficult to prevent plagiarism of print or electronic theses effectively but it is easier to detect plagiarism when theses are made available online. It is possible to find text snippets by entering them into a search engine such as Google and plagiarism detection software like Turnitin compares work against freely available internet sources like open access e-theses.

16. Is there a permanent way of linking to my thesis on E-Theses?

You may wish to include this URL in your CV or on a personal website. When citing or linking to your thesis please use this the URL of your thesis.

17. Who should I contact if I have questions or concerns?

If you have questions about the content of the Repository, please contact Tania Iannizzi. For technical issues please contact Leonardo Mezzina.