



MANUAL FOR ELECTRONIC DEPOSIT OF PH.D. THESES

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MANUAL FOR DEPOSIT OF PH.D. THESES

Article 1 – Purpose

IMT promotes open access to its scientific publications, output research, and Ph.D theses to facilitate the timely dissemination of research produced to the scientific and academic community, both national and international, following the Berlin Declaration for open access publication, adopted by IMT DD n. 03327(264).VI.1.10.11.12. To this end IMT has established both the IMT Institutional Repository containing faculty research both IMT Ph.D. Institutional Repository, hereafter E-Theses.

Article 2 – Scope

This manual establishes the criteria and procedures to be adopted for the collection, access and preservation of digital format theses submitted and defended in fulfillment of the requirements for current Ph.D programmes at IMT.

Article 3 – Collection and Deposit

1. 1 Ph.D theses must be submitted in digital version and be deposited in the IMT archive theses (E-Theses)
2. Prior to the thesis defence, all students must sign the “Declaration for the Ph.D Thesis Commitment through Telematic Procedure” for the Open Access deposit.
3. Prior to the thesis defence, students must submit the final version of the thesis to the Ph.D. Office, after which IMT Library staff will deposit it in E-Theses.
It is the responsibility of IMT to deposit the theses to with the National Libraries in Rome and Florence.

Article 4 – Procedure

1. The author must submit to Ph.D Office the final version to the theses along with the “Declaration for the Ph.D Thesis Commitment through Telematic Procedure” within 30 days before the defence of the thesis.
2. The author 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).
The full-text deposit of the thesis is strongly encouraged in line with the Berlin Declaration, to which IMT is a signatory, and the guidelines for the submission of doctoral theses drawn up by the CRUI Commission for Open Access.
3. The electronic version of the thesis to be deposited must be at least in format PDF/A 1-a or PDF/A 1-b;



4. The IMT Library will deposit Ph.D theses in the E-Theses institutional repository within 30 days of defence/discussion.

Theses deposited in E-Theses will be accessible for the long term and are identified by a unique and persistent URL that may be used for bibliographic citation.

Article 5 – Levels of Access

Each thesis will be accessible in E-Theses in one of the following formats, as per the request of the author:

1. Full text: the complete text of the thesis will be available indefinitely under a Creative Commons — Attribution 3.0 Unported;
2. 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.
3. 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.

IMT strongly encourages making the full text of all theses available.

Article 6 – Restrictions on Access

1. Theses may be subject to restriction only in exceptional circumstances. An embargo on a thesis may only be requested (and complied with) for the following reasons:
 - a) part of the thesis has been submitted to a publisher or is awaiting publication;
 - b) the thesis contains confidential or sensitive information;
 - c) the thesis is part of a project financed by a public or private entity with restrictions on the dissemination of the resulting research output;
 - d) Patent Pending: the author (or funder) has lodged or intends to lodge a patent application relating to an invention described in the thesis.
2. In these cases, the documents may be placed under embargo. An embargo means that although a copy of e-thesis is held in the institutional repository, it is not available to be read online either inside or outside the university. Embargos are normally limited to a maximum period of 36 months, and the author must request such restriction before the defence of the thesis. The thesis will be made publicly available at the end of the restricted period.

3. The author of the thesis should indicate the reasons for the request for embargo (exclusively from among those listed above) and must obtain the signature of the advisor, who will attest to the validity of such reasoning.
4. If the thesis includes any substantial portion of third party copyright material (i.e. material in any format to which another person or entity holds the rights, or example an artwork or photograph), the author should obtain the permission of the copyright holder before submitting the thesis. Without permission, these materials may not be used in the thesis.
5. In the case of a patent based on research that is discussed in a thesis, the author should be aware of the rules governing prior publication of material for which a patent is sought. The patent application should be filed before the defence of the thesis.

Article 6 – Deposit with the National Libraries in Florence and Rome

All theses in the archive will also be harvested by the National Libraries in Florence and Rome in accordance with the mandatory deposit law (L 106/04, DPR 252/06).

Article 7 – Entry into force

These regulations shall enter into force on the date of publication.