

FAQ

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

Yes. According to the Italian law on legal deposit of publications (L 106/04, DPR 252/06), Ph.D. theses must be deposited to the National Libraries of Rome and Florence. E-Theses fulfills this requirement, as uploaded theses are harvested by the National Library of Florence (BCNF).

In this regard, the IMT School follows the [Guidelines issued by the Conferenza dei Rettori \(CRUI\)](#) in October 2007, in full respect of each Ph.D. student's intellectual property. More about IMT's institutional repository [here](#).

Where do I find the modules I am required to fill out, sign and submit in order to deposit my thesis?

You can find graduation session modules in the "useful documents" section of our School's intranet.

If you have any questions or inquiries about modules, you should contact the [Ph.D. Office](#).

How does the deposit of IMT theses work?

After you submit the final version of your thesis, IMT staff will upload your Ph.D. thesis to E-Theses **within 30 days since your thesis defense**.

Archived theses are also subject to legal deposit, and are uniquely identified by a **Digital Object Identifier (DOI)**.

The level of access to your thesis will be set according to what it is stated in your "Ph.D. Thesis Commitment" form. More on this module on the next page.

What level of access is available for my Ph.D. thesis?

Two options are available:

- **OPEN ACCESS:** the full text of the thesis will be immediately made accessible via IMT's Institutional Repository, E-Theses, under the **Creative Commons 3.0 Unported licence** (more on CC licenses and IMT theses in our [Copyright guide](#)).
- **RESTRICTED:** the thesis will be subject to an **embargo period**, and the full text of the thesis will not be accessible until the end of the embargo (**max 36 months** since your thesis defense).

Which are the advantages (if any) of depositing my Ph.D. thesis to E-Theses? What about open access?

The archive is OAI-PMH compatible, which means that it enhances and maximizes the dissemination, impact and retrieval of the data it contains.

Moreover, theses currently have a very low visibility. Having a digital version accessible online, and readily searchable, greatly enhances the researcher's visibility, and by extension of his/her institution. A digital version also increases preservation.

IMT School supports the OA movement, and the free circulation of all scientific achievements. That is why the School also upholds the [Berlin Declaration on Open Access to Knowledge in the Sciences and Humanities](#) (2003).

The Berlin Declaration encourages institutions to publish public financed researches in open access. Ph.D. theses are part of this category. Fulltext should be made temporarily not available **only in specific cases**. More on open access [here](#).

What does "thesis embargo" mean?

A "thesis embargo" means that access to the thesis is restricted for a limited period of time (max 36 months).

During the embargo period, only thesis metadata will be available on the School Institutional Repository, E-Theses.

However, a print copy of the thesis will be made available for consultation at the IMT Library, while a digital copy will be available for offline consultation on computers at the Central National Libraries of Rome and Florence.

At the end of the embargo period, the full-text of the thesis will be made available for consultation online via E-Theses, under the Creative Commons 3.0 Unported licence.

In which circumstances am I allowed to ask for a thesis embargo?

You can ask for an embargo **only if one or more of these conditions apply**:

- a) the content of the thesis is being published and the publisher does not allow its upload to an institutional repository before publication.
- b) the thesis is part of a publicly or privately funded project, the results of which are subject to dissemination restrictions.
- c) the thesis is the subject of a patent or copyright claim.
- d) privacy reasons, or if the thesis contains data that needs to be temporarily classified (e.g. for national security reasons).

How can I request a thesis embargo?

When you fill in your "**Ph.D. Thesis Commitment**" form, you **must choose a level of access** between OPEN ACCESS or EMBARGO.

In order to request an embargo, you need to tick the EMBARGO box, and **specify how long you would like the embargo to be** (max 36 months).

Please note that embargo **requests will only be accepted if both of the following requirements are met**:

- One or more motivations (listed in the section above) are indicated.
- The request is signed by the student's advisor.

Can I request an embargo extension?

No, extensions are not allowed. Only the months of embargo stated on your "Ph.D. thesis commitment" form will be taken into account.

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 such material in your thesis, for example an artwork or photograph, **you must obtain permission** from the copyright holder before submitting the final version of your thesis.

More about copyright and Ph.D. theses in our [Copyright guide](#).

Can I include my previous work in my Ph.D. thesis?

If you wish to reuse your previous work, you should be mindful of any **copyright agreement** you have with the publisher of your article. Many agreements are restrictive and **forbid authors from distributing their publication** elsewhere. More on copyright and publications [here](#) and in our [Copyright guide](#).

If you have permission to reuse your publication(s), you can build part of your thesis upon your previous work granted that you **explicitly state so**, and if **your previous work does not overlap with most of your thesis**.

In any case, it is strongly suggested to **avoid text recycling** and to **always reference your previous work** in your thesis, in order to **avoid duplicate publications** and/or **plagiarism accusations**. More on self-plagiarism in our [guide](#) about plagiarism, originality checks, and citations.

Who should I contact if I have questions or concerns?

If you any have questions about the content of the Repository, Ph.D. theses and open access, or about copyright issues, please contact the [Library](#).

For technical issues about E-Theses, please contact [Leonardo Mezzina](#).