

Extract from the University Research Degree Guidelines (page 29-30 of 52)

http://www.nuigalway.ie/graduatestudies/documents/university_research_guidelines.pdf

6.5.7 Final Thesis Submission

The University has adopted the policy of providing access to PhD theses in both print and online format. Online publication enables immediate access to a thesis from anywhere in the world and offers the potential for a thesis to be cited more frequently in other research publications.

Where the award of the PhD has been recommended, and (where necessary), when the internal examiner has confirmed in writing that all the requirements of the examiners have been met in relation to the thesis in its print and online formats, the candidate must re-submit a **hard-bound print copy** of the thesis to the Examinations Office. This copy of the thesis will be lodged in the University Library with the appropriate accompanying form signed by the candidate (Library Submission Form, EOG 051). All theses shall remain the property of the University. Candidates approved for examination after April 1, 2011 must also submit an online copy to the Library via the ARAN (Access to Research at NUI Galway) system.

Library Submission form EOG 051

http://www.nuigalway.ie/graduatestudies/Current_Students_2/forms.html

Form [EOG 051](#) provides for the submission of the thesis in print and online formats. The following notes should be consulted before you complete the form. Section (a) outlines the conditions under which you grant access to your thesis. These conditions have been established by reference to other institutions who have adopted the online format. This section applies if your thesis can be made accessible as soon as the award of the research degree has been confirmed.

Section (b) provides the opportunity to request a period of restricted access. The main reasons for which the author of a thesis might choose to seek a period of embargo prior to full access to the thesis are:

- The author intends to publish the thesis either as a series of articles or as a monograph
- The thesis contains commercially sensitive information, the release of which might prejudice the commercial interests of any person including the author, the University or an external company

Before completing the form, the author should discuss with their supervisor the need for a period of embargo, and the appropriate duration of such an embargo. Applications for an embargo period should be submitted to the University Librarian in the first instance and will be considered by a group consisting of the Dean of Graduate Studies, a member of staff from the Technology Transfer Office and the University Librarian. Please note also that descriptive information (metadata), including an abstract, will be displayed in ARAN during the period of embargo; the full text of the thesis will be published on ARAN

at the expiry of the embargo period. Immediately above the signature section of the form, it is essential to tick the appropriate box to indicate that all permissions regarding third party copyright have been obtained or that, if any permissions have been withheld or otherwise not obtained, an edited version of the thesis, excluding material subject to third party copyright but providing a reference to it, has been submitted for online publication.

Third Party Copyright

As noted, you need to identify all material in your thesis that is subject to third party copyright. Material subject to third party copyright includes, for example, diagrams, tables, figures created by another author and inserted in the thesis to illustrate an argument. You need to obtain permission from the copyright owner to include this material in your thesis before it is published online. You should seek such permissions in good time, and well in advance of final submission. Your thesis in online format should correspond exactly to its publication in printed format. If, however, it is not possible to obtain permission for an item subject to third party copyright, such material should be removed from the thesis in its online format, with a note to this effect. The Research Support Librarian, Gwen Ryan (gwen.ryan@nuigalway.ie or ext 5959) provides advice and online materials, including standard sample copyright request letters, to assist in copyright clearance. See also <http://aran.library.nuigalway.ie/xmlui/ethesis.html>

Upload Procedure

ARAN is the University's system, managed by the Library, for online publication of theses. When ready to upload the electronic version of the thesis, the candidate should email aran@nuigalway.ie to request a password for their ARAN account to be created. It will be necessary to provide your name, school, supervisor and NUI Galway email address. On notification that an account has been created, you should log on at <http://aran.library.nuigalway.ie> using your NUI Galway email address. The file format for online publication is PDF. The final version of the thesis must correspond to the printed version and must be saved in PDF prior to upload. However, where copyright clearance has not been obtained for any third party content, this content must be replaced by a placeholder to this effect. An online workflow enables the candidate to upload their thesis to the ARAN system. Once uploaded, a number of process checks are conducted by Library staff prior to enablement of public access to the thesis. If, however, you have been granted an embargo, the full text of your thesis will not be made available publicly until after the embargo period has elapsed, but you must still upload the thesis to ARAN.

For further advice please contact: gwen.ryan@nuigalway.ie