

ELECTRONIC SUBMISSION OF THESES

In submitting your theses you will need to follow set rules on the presentation of the final submission. You will also be asked to submit an electronic version of your theses to be included in the Roehampton Research Repository (RURR): and in EThOS (Electronic Thesis Online Service), the British Library's digital collection of theses.

This document is intended to guide you through the process of electronic submission of your theses/portfolio. It provides detailed information about:

- The requirements of the final submission
- What happens to your thesis after submission
- Your rights and responsibilities in relation to copyright and intellectual property
- Further help and support available

REQUIREMENTS OF THE FINAL SUBMISSION

The requirements of the final submission, including rules on length, content and written language, are set out in Section 18 of the Research Degree Regulations, or in the individual regulations for Professional Doctorates. There are also rules on the presentation of the final submission which are published on the Graduate School website.

[Research Degree Regulations](#)

[Graduate School Website](#)

RESEARCH DEGREES BOARD CANDIDATE'S DECLARATION FORM EXPLAINED

You'll be asked to fill out a Research Degrees Board Candidate's Declaration Form. The form is split in to four sections. The first two are for collecting details of your study and thesis as well as the arrangements for your viva.

Section 3 is a declaration that the work that you are submitting is your own and that you have checked it using Turnitin software.

The last part of the Research Degrees Board Candidate's Declaration Form is concerned with the university's research repository. It is a university requirement that a copy of your thesis is added to the university's research repository (RURR):

<http://roehampton.openrepository.com/roehampton/>

Section 4 of the form asks for some details about what will be included in the repository and for a signature. The signature acts as permission for your thesis to be

included in the repository and in EThOS (Electronic Thesis Online Service), The British Library's digital collection of theses.

WHAT HAPPENS TO YOUR THESIS

ELECTRONIC COPIES

A copy of all PhD Theses awarded by the University of Roehampton will be submitted to the Roehampton research repository by the University:

<http://roehampton.openrepository.com/roehampton/handle/10142/37232>

It will also be discoverable through EThOS, a service run by the British Library that harvests e-theses from Institutional Repositories. EThOS offers a single point of access where researchers the world over can access all theses produced by UK Higher Education institutions: <http://ethos.bl.uk/About.do>

PRINTED COPIES

Copies of theses or portfolios, accepted for the Degree of Master of Philosophy or Doctor of Philosophy, are placed in the Library of the University and are available for anyone to consult. It shall be a condition of acceptance of a thesis or portfolio, however, that the University Librarian be empowered to reproduce the thesis or portfolio by photocopy or otherwise and to lend copies to those institutions or persons who, in the University Librarian's opinion, require them for academic purposes.

RESTRICTING ACCESS

A student may request that the availability of their thesis is restricted temporarily to allow time for:

- Commercial exploitation
- Patent application
- Publication by other means

Requests on these and other relevant grounds must be submitted to the Research Degrees Board at the time of entry, or re-entry, for the final examination.

Restriction of access to only the electronic version of the final submission for a period of up to 24 months may be specified by the student without any justification or formal approval required.

The Research Degrees Board will not normally agree to restrict the availability of the final submission for more than 24 months.

Material of a confidential or sensitive nature with the potential to infringe the rights of any third party is inadmissible in the final examination for a Research Degree and cannot therefore be used as grounds to restrict access to the final submission.

COPYRIGHT AND INTELLECTUAL PROPERTY

Since material in RURR and EThOS is freely available to anyone with an internet connection, it is important to address any issues with copyright or sensitive information in the copy of your thesis that will be uploaded to the repository.

STUDENT WORK

Students retain intellectual property rights to their work, but are responsible for ensuring copyright clearance for 3rd party materials.

THIRD PARTY MATERIALS

When you submit your thesis for examination, it isn't necessary to consider third party copyright. This is because, though your thesis may contain third party materials, it is a piece of personal research. However, making the final thesis available in RURR and through the library, means that you are sharing it much more widely and that permission needs to be sought for the use of third party materials.

Third party materials can include; images (photographs, maps, tables, figures), datasets, audiovisual material and long extracts from publications. It is anything that you have included in your thesis that is not your own work, or where you don't own the copyright yourself.

If your thesis contains third party material, you must ask the permission of the copyright owner before making it available in the repository. There are two templates that you can use when seeking copyright permission:

Use this one to seek permission to use material authored by others

<http://core.roehampton.ac.uk/repository/search/dbm.pl?guid=79093754-7bb6-4a7a-a53e-e6e5a40db4ea>

Use this one to seek permission to use material that you have written yourself, but where the copyright is owned by someone else (a publisher)

<http://core.roehampton.ac.uk/repository/search/dbm.pl?guid=c8e78e34-57d0-458a-a2f7-ffd1f0b9d390>

If you haven't sought copyright permission (or it has been refused) then you must edit your thesis before submission to the repository. Alternatively, you may place your thesis in the repository, but restrict access to it.

FURTHER HELP

Remember, there is lots of help and advice available, both in the University and beyond.

Software support

The University provides support through workshops and tutorials. You might benefit from attending a workshop on working with complex documents in Word. Details of the type of support and how to access it are available here:

<http://studentzone.roehampton.ac.uk/software-support/index.html>

Copyright advice

- ***Keeping your Thesis legal.*** A comprehensive guide for research students from the University of Leicester.
<http://www2.le.ac.uk/library/downloads/copyright/Keeping%20Your%20Thesis%20Legal-Nov2011-v2.0.pdf>
- Resources from **JISC Legal Information Service** on current Copyright and Intellectual Property Law
<http://www.jisclegal.ac.uk/LegalAreas/CopyrightIPR.aspx>
- Accessible resources on Copyright from the **Intellectual Property Office**
<http://www.ipo.gov.uk/types/copy.htm>
- **University of Roehampton** copyright pages
<http://www.roehampton.ac.uk/Library/Copyright.aspx>

Turnitin

Roehampton University like many other universities in the UK has incorporated the use of TurnitinUK software to help detect and deter cases of plagiarism. The software is integrated within Moodle. More information about using Turnitin can be found in the [Turnitin User Manual](#).