

# Electronic theses

University regulations require the submission of one electronic copy of the following theses, in addition to one bound print copy. These regulations regarding the electronic deposit and publication of theses, (excluding PhD by portfolio), were introduced from 2007/8 onwards.

DEng	Doctor of Engineering
DLang	Doctor of Languages
MD	Doctor of Medicine
MFA	Master of Fine Arts
MPhil	Master of Philosophy
PhD	Doctor of Philosophy

Please note that submission procedures require the submission of the electronic copy of a thesis directly to Registry (Postgraduate Research) on CD. There is also a requirement for descriptive details, including the abstract of the thesis, to be submitted online and for a deposit license to be granted online. This is done by registration with **St Andrews Research Repository**, the digital repository for St Andrews theses and a service provided by the University Library.

The [Assessment of postgraduate research students](#) webpage provides specific information in section 1.5 entitled, 'Submission of thesis and electronic publication of theses'.

In order to complete your declaration you will need to take the tasks in the *Student > My courses* tab in MySaint. There is an accompanying document, 'Guidance for submission of theses' on that tab to assist with the completion of the declaration.

The **Electronic deposit and Electronic publication of MPhil and PhD theses letter** written by the Provost in 2008 gives further explanation of the rationale behind embargoes and the embargo renewal procedure.

## Submission for examination

- When submitting your thesis for examination, you should complete the thesis declaration form using the previously mentioned tasks in MySaint, sign it together with your supervisor, and bind it inside the thesis.
- You must submit one soft bound copy of your thesis / portfolio for use by each examiner, plus one additional copy. Normally this will comprise three copies, except where two or more external examiners are appointed (an electronic copy is not required to be submitted at this stage).
- These should be submitted to Registry (Postgraduate Research), The Old Burgh School, Abbey Walk, St Andrews, Fife, KY16 9LB.
- If you require an embargo on the electronic publication of your thesis or, in certain circumstances, the print copy as well, you must complete the Thesis Declaration tasks appropriately. A supporting statement for a request for an embargo will be required when completing the declaration tasks.
- Requests for embargoes will be considered by the Pro Dean Research Postgraduate.

## How to submit your final electronic copy

- This is the final version of the thesis after the examination and corrections are completed. It should contain the final version of your declaration, excluding digitised signatures.
- Submit a copy of your electronic thesis on CD directly to Registry (Postgraduate Research), The Old Burgh School, Abbey Walk, St Andrews, Fife, KY16 9LB.
- Once Registry (Postgraduate Research) have received the print and electronic copies of your thesis, and all relevant paperwork has been finalised, you will receive an email from **St Andrews Research Repository**, inviting you to register at the combined Login/Registration page <https://research-repository.st-andrews.ac.uk/ldap-login> The invitation to register will be made via your St Andrews email account. The email will give full instructions on how to proceed and registration instructions are also available on the registration page
- Please note that you will need to wait for an acknowledgement of your registration before you can proceed further. We will process registrations within one working day.
- You will be requested to submit information about your thesis, including author, supervisor and title details, full abstract and subject keywords, and to accept the deposit license.
- Please do not submit the full text of your thesis online. When you reach the 'Upload File' page, simply skip to the next page.
- For more help on how to submit your e-thesis see the repository help screens or the latest version of the GRADskills presentation 'Depositing an electronic thesis' available at <http://www.st-andrews.ac.uk/library/resources/collections/theses>

## How to submit your final print copy

- This is the final version of the thesis after the examination and corrections are completed. It should contain the final signed version of your declaration
- Submit your bound print thesis directly to Registry (Postgraduate Research), The Old Burgh School, Abbey Walk, St Andrews, Fife, KY16 9LB.
- NB: only one bound copy should be submitted
- The requirement for the colour of the Library's copy of a thesis is Black, Dark blue or Maroon. Candidates' own copies can be any colour. The thesis should be in hard case binding, and the front cover should bear the title of the thesis and the candidate's name in 14pt type. The spine, reading from top to bottom, should give the type of award, the name of the candidate, and the year of graduation in 18pt type. e.g. PhD J. SMITH 2010
- More information about binding can be found at <http://www.st-andrews.ac.uk/printanddesign/dissertation/>
- Administrative checks will be carried out to ensure that both print and electronic copies have been submitted within a given period of time. We suggest that you submit both copies, print and electronic, at the same time.

## File formats, delivery and content

- Preferred delivery media is CD / DVD.
- Preferred format is an unlocked PDF file. A Word 2010 document would be an acceptable alternative, if necessary. If you have a specific requirement with regard to file types please discuss this further with repository staff.
- Single files are preferred.
- Please ensure that the print and electronic version are identical with regard to actual content as well as page numbering, table of contents, list of illustrations. This ensures consistency for description and citation. Even if the print and electronic copy have to differ in content because of copyright issues, (see the copyright section below), the page numbering, table of contents, list of illustrations should still be identical

## Restrictions / Embargoes

- The three main reasons for an embargo are that any publication would be commercially damaging to the researcher, the supervisor, or the University; or professionally by virtue of precluding future publication; or in breach of law or ethics.
- **The request for an embargo must be made within the declaration tasks, and should be agreed with your supervisor.**
- The options for restrictions are available in the Thesis Declaration tasks and can be summarised as:
  - No embargo
  - Formal restriction of electronic version only for up to 5 years (print is not restricted)
  - Formal restriction of both print and electronic version for periods of up to 5 years
  - Formal permanent embargo of print and electronic (exceptional)
- Before requesting an embargo, please consider that there may be substantial advantages in allowing access to your work through electronic publication, and that both universities and the British Library, through the EThOS: Electronic Theses Online service at [ethos.bl.uk](http://ethos.bl.uk) are actively promoting the electronic publication of research.
- When completing the Thesis Declaration tasks you can now specify whether you want to embargo the thesis abstract and/or title as well as the full text.
- Requests for embargoes will be considered by the Pro Dean Research Postgraduate. If you have applied for an embargo on your thesis, you will be contacted by the Library on expiry of the embargo and asked if the full text of your thesis can be made available. This communication will be copied to your supervisor and, in the event of no response, the Head of School will decide on the access to the thesis. Requests for renewals of embargoes will be notified to Registry (Postgraduate Research) by the Library.

## Copyright issues

- The main issues to consider with regard to copyright and electronic theses are asserting your own copyright in your work, as well as observing the copyright of others and taking all reasonable steps to ensure that you have dealt with third party copyright in your work.

- The ownership of the copyright of the thesis is clearly stated in the University Regulations on the **Assessment of postgraduate research students** webpage, section 1.5: "The copyright of a thesis normally belongs to its author". So there is no doubt that you have the copyright to your work and you can assert that copyright.
- It is important to remember that the print copy of a thesis has historically been viewed as an examination script and as such, third party copyright material can be included in this version of the thesis for that purpose provided it is accompanied by sufficient acknowledgment and its use is considered to be 'fair dealing' i.e. the amount of the work being copied is reasonable and proportionate for your purposes.
- The electronic copy of your thesis however, will be made available online and is therefore deemed to be effectively published. Therefore the use of third party copyright material is not exempt in the same way. This means that you need to be aware of your responsibilities with regard to the use of third party copyright material in this version of your thesis.
- If your thesis contains any third party material then you will need to take reasonable steps to contact the copyright holder to request permission to use this material in the electronic version. We now have a standard letter which you can use to request permissions from copyright holders to use material in your thesis.
- If you have setbacks in getting permissions to include material in the electronic version of your thesis, you are still entitled to use the material in your print version, subject to the conditions of fair dealing outlined above. So you can still make use of all material you need to present your thesis but you may need to create an edited electronic version of your thesis with all un-cleared material removed.
- There is more detailed information on the use of third party copyright material in a thesis, the copyright legislation and tips on seeking permission in a separate factsheet entitled "Copyright for electronic theses." You will also find some further general guidance on the University Copyright pages at <http://www.st-andrews.ac.uk/students/rules/Copyright>

## Research data and funding information

- The aforementioned Thesis Declaration tasks also include questions about underpinning data and funding of your thesis. See the 'Guidance for submission of theses' document for advice on completing these sections.

## St Andrews Research Repository

Electronic theses are stored in **St Andrews Research Repository**. A full metadata record, including the abstract, names of author and supervisors, together with subject keywords, is created for each thesis. Full text open access is provided for all theses which are not subject to an embargo. All the information in **St Andrews Research Repository** is visible to search engines, such as Google, so all theses can be discovered through the local repository and globally through the Web. Thesis metadata is also provided in the Library catalogue and in the SEEKER Library search service. In addition, all St Andrews theses are made available in the British Library EThOS service.

## Useful links and documents

- Library theses information:
- <http://www.st-andrews.ac.uk/library/resources/collections/theses/>
- St Andrews Research Repository: <http://research-repository.st-andrews.ac.uk>
- Thesis Declaration tasks: <https://mysaint.st-andrews.ac.uk>
- Guidance for submission of theses document: <https://www.st-andrews.ac.uk/pgstudents/academic/theses/>
- GRADskills presentation 'Depositing an electronic thesis': <http://www.st-andrews.ac.uk/library/resources/collections/theses/>
- Assessment of postgraduate research students information: <http://www.st-andrews.ac.uk/staff/teaching/strategypolicy/policy/postgraduate/research/pgr-student-assessment/>
- University Copyright pages: <http://www.st-andrews.ac.uk/students/rules/Copyright/>

Be prepared

### Quick checklist

- Find out in advance how to complete the thesis declaration tasks in MySaint when you submit for examination.
- Decide whether or not you need to request an embargo in your declaration (embargoes mean that public access to the thesis is restricted for a certain amount of time).
- Make sure you discuss any potential need for an embargo with your supervisor in advance of submission. You can request an embargo on the grounds that publication might be commercially damaging, might preclude future publication or might be in breach of law or ethics.
- Find out how to comply with copyright requirements in your electronic thesis. You may need to contact copyright holders to seek permission to use certain material in your electronic thesis.
- Find out how to create a PDF version of your final examined version and how to format this and deliver it on a CD.
- Become familiar with where Registry is located so you know where to go to submit your thesis for examination and where to submit your final electronic and print copies. Remember that at the end of the submission process you need to register with **St Andrews Research Repository** to provide information about your final examined version.

St Andrews Research Repository

### Contacts for help:

Library: [Digital-Repository@st-andrews.ac.uk](mailto:Digital-Repository@st-andrews.ac.uk)  
Registry: [researchpg-reg@st-andrews.ac.uk](mailto:researchpg-reg@st-andrews.ac.uk)  
Copyright: [Copyright@st-andrews.ac.uk](mailto:Copyright@st-andrews.ac.uk)