

## **E-theses Survival Guide for New PGR Students**

PGR students who first registered for a research degree from October 2008 onwards must submit a final copy of their thesis/dissertation to the institutional repository, Open Research Exeter (ORE: <https://ore.exeter.ac.uk>), prior to the award of their degree.

### **1. Benefits**

There are a number of benefits to making your thesis/dissertation available on ORE:

- By making a digital version of your thesis/dissertation accessible online, and readily searchable, you are raising the visibility of your research.
- It also ensures that your thesis/dissertation is preserved securely.
- Your thesis/dissertation will be assigned a permanent handle that can be used to link to your work, for example, on your CV or your personal webpage.

### **2. How will people be able to find my thesis/dissertation?**

- Your thesis/dissertation will be discoverable by searching ORE.
- Work in ORE is also visible through search engines such as Google.
- A link to your thesis/dissertation will be available in the Library online catalogue. This allows those searching the catalogue direct access to the full text of your thesis/dissertation.
- The Library works with the British Library's Electronic Theses Online Service (EthOS: <http://ethos.bl.uk>) a one stop electronic shop for UK theses/dissertations. This allows those searching EThOS direct access to your thesis/dissertation.

### **3. Can I restrict access to my thesis/dissertation?**

When a thesis/dissertation is made accessible in a repository it acquires the status of being published. This has implications for you if you subsequently wish to publish papers or a monograph arising from your thesis/dissertation. You may wish to request a period of embargo to allow time for papers or a monograph to be published. You can embargo your thesis/dissertation for a standard period of up to 18 months. If the work contains confidential or sensitive information, an extended embargo may be requested for a maximum of 5 years initially.

### **4. What do I need to think about now?**

#### **a) Copyright issues**

Download this guide from: <http://hdl.handle.net/10871/12502>

Third party copyrighted material is material in any format to which another person or entity holds the rights. If you wish to include any substantial portion of such material in your thesis/dissertation, for example an artwork or photograph, you should obtain the permission of the copyright holder before submitting your thesis/dissertation to ORE. Further information relating to copyright can be found on the Copyright and Legal Issues page: <http://as.exeter.ac.uk/library/resources/openaccess/e-theses/copyright/>. Should you need to remove any third party copyright material, an additional file must be submitted with the copyright material removed.

### **b) Published papers**

University regulations permit the inclusion of published papers within theses/dissertations submitted for examination. However, not all publishers will allow the inclusion of either pre or post publication papers in ORE. It is your responsibility to check liability. If you have contributed to a co-authored paper then you will also require permission from the other authors. If a paper cannot be made accessible on ORE you must insert a link to the publisher's website in the relevant section of your thesis.

### **c) Multimedia files**

Any type of file can be deposited in ORE. If your work includes images, sound or movie files which are separate from the text of your thesis/dissertation, you are encouraged to deposit these as supplementary files. We will accept files in most standard formats and endeavour to make them available online. Please email [rdm@exeter.ac.uk](mailto:rdm@exeter.ac.uk) for advice and include 'ORE – Supplementary Files' as the subject of your message.

## **5. Further Information**

- Access E-Theses: <https://ore.exeter.ac.uk/repository/handle/10036/105>
- E-Theses FAQs: <http://as.exeter.ac.uk/library/resources/openaccess/e-theses/faqs/>
- E-Theses Submission Guide:  
[http://as.exeter.ac.uk/media/level1/academicserviceswebsite/library/documents/openaccess/2013\\_03\\_20\\_Submitting\\_a\\_thesis\\_or\\_dissertation\\_to\\_ORE.pdf](http://as.exeter.ac.uk/media/level1/academicserviceswebsite/library/documents/openaccess/2013_03_20_Submitting_a_thesis_or_dissertation_to_ORE.pdf)
- For more information on submitting your thesis to ORE, contact [pgadmin@exeter.ac.uk](mailto:pgadmin@exeter.ac.uk).
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