

## Guidance Notes for Research Students depositing theses (e-thesis) with Central Lancashire Online Knowledge (CLOK), the Institutional Repository for UCLan

### On completion of your research degree

Once you have completed your research degree at UCLan you are required to deposit an electronic copy of your thesis with the UCLan Research Repository – CLOK. This is in addition to providing the usual 2 unbound copies (3 if you have a collaborator) for hard-binding. These hardbound copies are given to the student and the Director of Studies.

**Please note students cannot deposit their thesis directly onto CLOK, it must be submitted via the Research Student Registry (RSR).**

### What you must read before submission of the pdf copy and form

Before submission of the form please check that your thesis is not bound by any Intellectual Property Regulations for Students which can be found at: [https://www.uclan.ac.uk/students/life/rules\\_regs.php](https://www.uclan.ac.uk/students/life/rules_regs.php) and ensure you read the Deposit Agreement and the End User Licence Agreement carefully.

### What you need to submit for the Repository record

There are two parts to the Repository record for each thesis deposited. You need to submit a completed:

- Thesis Submission Form (see next section)
- a pdf of the thesis – which should include the title page, abstract, bibliography, notes including any supplementary documents ie permission letters (not always required), appendices, uncleared third-party copyrighted material, data, published pieces (any digital file format will do).

### How to submit your pdf thesis and thesis submission form

On completion of your research degree you should email the above documents to the GRS ([researchexams@uclan.ac.uk](mailto:researchexams@uclan.ac.uk))

### Thesis submission form

The information from the Thesis Submission Form (as attached and also available at weblink <http://clock.uclan.ac.uk/etheses.html>) will be used to describe the thesis when it is uploaded to the Research Repository. It will not be visible to anyone searching the Repository but the metadata you provide can be accessed by The British Library, Google and other search engines to discover your thesis. Therefore, to ensure your work is correctly cited and referenced as much as possible this information needs to be complete and accurate.

The Thesis Submission Form also contains details of the licence under which the University is storing and making available the thesis on the Research Repository.

## **Important!**

It is important that you read and understand this information as submission of the form infers acceptance and it is your responsibility as a student to ensure that any statement or claim made is accurate and truthful.

## **The e-thesis**

The pdf file of your thesis should be an exact representation of the final approved copy. The easiest way to create the pdf file is to use the 'Save As PDF' function in Microsoft Office Applications. If you have any problems please call the LIS Customer Support team on 01772 895355 or see [www.uclan.ac.uk/lis/](http://www.uclan.ac.uk/lis/) and click 'Help' at the bottom of the screen.

## **Receipt of e-thesis by the RSR**

Upon receipt of the above, the RSR will:

- check that the work is eligible to be added to the Institutional Repository
- check if the thesis has a requirement to be held in confidence and the duration (established at the time of examination arrangements approval)
- deposit the thesis on the Research Repository using the information on the Thesis Submission form

## **Deposit of thesis with the Repository**

After deposit the Research Repository Staff will check:

- the pdf files and other material match the bibliographic information,
- any notes or queries regarding copyright or other issues, including any embargoes
- briefly, that the thesis does not include obvious infringements.

## **Access to your thesis**

Your thesis will be made available by the Research Repository on an Open Access Archive basis within 3 months of being uploaded. After which time it will be visible for other scholars to read freely over the web unless there is a reason that it should be hidden either permanently or for a specific length of time. Reasons for embargoes or moratoria are:

- Large quotes or sections of third party Copyright material. Exposure on the Research Repository is not covered by the Examination exception for Fair Use (CDPA1988 s.32).
- Impending or outstanding patent applications
- Data protection or promises of confidentiality
- Publication or commercial contracts, Copyright Transfer Agreements or other legal restrictions

It is your responsibility to notify us on the thesis submission form if you are aware if any of these reasons relate to your thesis. Please ensure you include as much information and detail as possible.

## **Theses held in confidence or under restricted access**

There is a field on the form where you can communicate any embargo requirements to the Research Student Registry. It may be that an embargo is not necessary and less extreme solutions are available. For instance if large pieces of in-cleared text, data, images or musical notation are included in the body of the thesis, the Research Repository staff can help you apply for permissions or help you remove the infringing material to an embargoed appendix and/or insert hyperlinks to published versions elsewhere on the internet.

The University may wish to restrict access to your Thesis in order to satisfy the University's Intellectual Property Regulations for Students; please ensure that you have read and understood the policy which can be found here: [https://www.uclan.ac.uk/students/life/rules\\_regs.php](https://www.uclan.ac.uk/students/life/rules_regs.php)

## UNIVERSITY OF CENTRAL LANCASHIRE - Theses Submission Form

Please fully complete every field unless indicated – (the boxes will expand as you type).

Please ensure you put as much detail as possible, this will enable us to upload your thesis correctly

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|---|--|
| <b>Your Name</b><br>(as you are registered with the University) |  |
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|----------------------------|--|--|
| <b>Files</b>               | List the file names and suffixes to be uploaded (Ensure they are emailed with this form)           |  |
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| <b>Abstract</b>            | Please write a brief description of your work, or copy an abstract you have included in the Thesis |  |
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| <b>Sponsor's or funder</b> | Sponsor's or funders name e.g. research councils, or NHS etc. write N/A if none                    |  |
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| <b>Subject heading</b>   | Overall subject area of your thesis if known e.g. Science, Zoology, Education etc   |  |
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| <b>Open Access archive Opt-Out (see also over Rights/FOI restrictions)</b> | Tell us any reason that access to your thesis should be restricted. You may request an embargo if Open Access Archiving will prejudice your interests, or if your work :<br><ul style="list-style-type: none"> <li>- contains large quotes of text, code or music, images or diagrams,</li> <li>- is related to a patent application, -</li> <li>- is covered by confidentiality or publication agreements</li> </ul> |  |
| <b>Publications</b>  | Has this thesis formed the basis of any publications, if so please list the bibliographic references.   |  |
| <b>Comments</b>  | A space for any other information or queries, confidentially of thesis etc.   |  |

In submitting this thesis by email to [Researchexams@uclan.ac.uk](mailto:Researchexams@uclan.ac.uk) I confirm I have read and concur with The Deposit Agreement and the End User Licence Agreement and have completed the Freedom of Information Conditions of Restriction if applicable (overleaf).

|                      |
|----------------------|
| SIGNATURE OF STUDENT |
| PRINT NAME           |
| DATE                 |

## **DEPOSIT AGREEMENT**

### **COVERED WORK**

I would like to deposit my material in the University of Central Lancashire's digital repository, known as CLoK. Research referred to below as "Work" is covered by this agreement and when I deposit my Work, whether personally or through an assistant or other agent, I agree to the following:

### **NON-EXCLUSIVE RIGHTS**

I confirm that depositing this work to CLoK does not breach the University Intellectual Property Regulations for Students [https://www.uclan.ac.uk/students/life/rules\\_regs.php](https://www.uclan.ac.uk/students/life/rules_regs.php)

Rights granted to the digital repository through this agreement are entirely non-exclusive. I am free to publish the Work in its present version or future versions elsewhere. I agree that the University of Central Lancashire may electronically store, copy or translate the Work to any medium or format for the purpose of future preservation and accessibility. The University of Central Lancashire is not under any obligation to reproduce or display the Work in the same formats or resolutions in which it was originally deposited.

### **DEPOSIT IN THE UNIVERSITY OF CENTRAL LANCASHIRE'S DIGITAL REPOSITORY**

I understand that work deposited in the digital repository will be accessible to a wide variety of people and institutions - including automated agents - via the World Wide Web. I understand that once the Work is deposited, metadata will be incorporated into public access catalogues. This citation to the Work will always remain visible, although the author retains the right to update the Work. Removal of the item can be made after discussion with the digital repository administrators.

### **I AGREE AS FOLLOWS:**

- That I have the authority of the authors to make this agreement and to hereby give the University of Central Lancashire the right to make available the Work in the way described above.
- That I have exercised reasonable care to ensure that the Work is original, and does not to the best of my knowledge breach any laws including defamation, libel and copyright.
- The University of Central Lancashire does not hold any obligation to take legal action on behalf of the Depositor, or other rights holders, in the event of breach of intellectual property rights, or any other right, in the material deposited.

## **Freedom of Information Conditions of Restriction Statement**

### **INFORMATION AND CHOICES FOR RESTRICTED ACCESS OPTIONS**

The University of Central Lancashire is subject to the Freedom of Information Act 2000. This Act gives a general right of access to all information held by the University, including information held in CLoK. As a matter of normal practice we will only make your material available in accordance with the restrictions you have placed upon it. However, if someone specifically asks to see it, the University must give them access unless the material qualifies for an exemption under the Act. Please indicate which of the following exemptions may apply to your material (if any) and explain why:

- The material is due for publication shortly (please state date expected and the journal title)
- Release of the material would prejudice substantially the commercial interests of any person
- The material includes information that was obtained under a promise of confidentiality, or, is subject to Data Protection
- Other (please specify)

If someone asks to see your material, we will use this information to decide whether we can refuse the request.

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