**Electronic Thesis Deposit: information for students**

**All** students are required to submit an electronic copy of their thesis in addition to one hard bound copy. Theses will be made available online in the University’s institutional repository. **Full details of what is required are available at http://theses.gla.ac.uk/getting started, and you should consult this web site before depositing your thesis.** This information sheet is a brief summary of some of the main points you should be aware of – **it must be read in conjunction with the information available at http://theses.gla.ac.uk**.

**In advance of submitting your thesis**

* Ensure that you have made best efforts to contact any rights holders to gain permission to include 3rd party copyright material within the electronic version of your work. Please see the section on copyright at <http://theses.gla.ac.uk/> for full details.
* Talk to your supervisor about whether or not there is likely to be a reason to need to restrict access to your thesis for a limited period of time (i.e. having an embargo).
* If your thesis is commercially sponsored, check with your sponsors if they will permit you to make an electronic copy publicly available.
* Ensure that your thesis is in a suitable format for conversion to PDF.
* Consider attending the training course ‘Using Word to prepare your thesis’
* Collect the ‘Thesis Access Declaration’ form from your Graduate School/Faculty Office and complete this. It must be co-signed by your supervisor.

**At the point of submitting the requisite number of hard bound copies of your thesis**

* Return the Thesis Access Declaration form to your Graduate School

**Following the examination and completion of any required corrections**

* Convert your thesis to PDF format
* Register to deposit your thesis at <http://theses.gla.ac.uk>
* Deposit your thesis following the guidelines provided at <http://theses.gla.ac.uk/information.html>

**Please note:**

* You must deposit an electronic copy of your thesis in order to be permitted to graduate.
* The requirement to deposit an electronic copy of your thesis applies to all students.

If you need advice on any issues that are not covered by the information provided at <http://theses.gla.ac.uk> please e-mail theses@lib.gla.ac.uk

 **UNIVERSITY OF GLASGOW**

**PhD, DDS, DSc, EngD, MD, MLitt (R), MPhil (R), MSc(R), MTh(R), MVM(R), MMus(R)
THESIS ACCESS DECLARATION**

|  |  |
| --- | --- |
| Candidate’s Name:**(BLOCK CAPITALS)** |  |
| Registration Number: |  |
| Thesis Title: |  |
| Institute/School/College: |  |
| Name of Supervisor(s): |  |
| Grant Reference No. (RCUK students only) |  |

**IMPORTANT NOTES**
In the interests of scholarship, theses of the University of Glasgow are normally made freely available, for example for consultation in the University Library, or within another Library, immediately after deposit. Electronic copies are normally made available online to increase the access to, and visibility of, the University’s research.

Candidates should consult <http://theses.gla.ac.uk/gettingstarted> and talk to their supervisor before completing and signing this form to establish whether there is likely to be a valid reason for restricting access to their thesis for a limited period of time (i.e. having an embargo).

The Freedom of Information (Scotland) Act 2002 (“FOISA”) and the Environmental Information (Scotland) Regulations 2004 (“EI(S)Rs”) ensure access to any information held by the University of Glasgow, including theses, unless an exemption or exception applies.

Reasons for restricting access to a thesis should be derived from exemptions under FOISA or exceptions under EI(S)Rs. Further restrictions, as described below, can be applied to online availability of the electronic version.

Candidates should consult any sponsoring organisations that may hold intellectual property rights in a thesis before completing this form.

Candidates will be required to declare at the point of electronic deposit that the copy being deposited is the same in all respects as the print copy with the exception of any 3rdparty copyright material removed because permission for its inclusion has not been granted.

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Does any organisation other than the University of Glasgow have an interest in the intellectual property rights to your work? If yes, please specify the organisation and the nature of their interest:

**Candidates who believe there is a valid reason to restrict access to both the hard copy and the electronic copy of their thesis should consult the list of exemptions permitted by the Freedom of Information (Scotland) Act 2002 and the list of exceptions permitted by the Environmental Information (Scotland) Regulations 2004 available at** [**http://theses.gla.ac.uk**](http://theses.gla.ac.uk) **and give specific details below of the relevant exemption/exception and why an exemption/exception is necessary (continue on an attached sheet of paper as necessary).**

**Please tick one of the following two options:**No exemption/exception requested – make the thesis available immediately:

Exemption/exception requested: (please give details):

**The following further reason may be applied to the electronic copy only. Please tick the box below if applicable.**

 The thesis contains material whose copyright belongs to a third party and the gaining of approval to publish the material electronically would be onerous or expensive; and the removal of the copyright material would compromise the thesis.

In normal circumstances any thesis to which access has been restricted will be made available after three years (this does not apply to theses restricted for reasons of copyright). Candidates who believe access to their thesis should be restricted for more than three years should state their reason here:

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**To be completed by the student:**

I confirm that the information I have given on this form is complete and accurate.

|  |  |
| --- | --- |
| Signed (Author): |  |
| Address (Author): |  |
| Email address (Author): |  |
| Date: |  |

**This section must be completed by your primary supervisor:**

I confirm that I agree with the decision indicated on this form by the author of the thesis with respect to access to the thesis.

|  |  |
| --- | --- |
| Signature (Supervisor): |  |
| Date: |  |

 **Please return this form to your Graduate School.

For Graduate School use only: Embargo granted: Yes No**

**Destination Form**

**What are you going to do now?**

To assist the University record where our students go to after finishing their degrees we would be grateful if you could complete the following sections:

**Name:**

**Student ID:**

**Degree:**

**Date:**

Please compete this information as this part of the form will be separated from the Thesis Access Form.

**What is your next destination?**

O Full-time lecturer

O Full-Time Study

O Health care/Medical Staff

O Management/Administration/Policy for a research organisation

O Not employed/on career break/maternity/paternity leave

O Post Doctoral Researcher

O Research Fellow (individual fellowship)

O Research Project Leader (with budgetary responsibility for a project/study/programme of work)

O Research Student

O Researcher (no PhD)

O Retired

O Other

O Unknown

**Which sector will this be based in?**

O Academic (e.g. university based)

O Charitable (non-profit making)

O Health/health care (e.g. hospital based)

O Other Public Sector (e.g. research agency/government)

O Other Research Council (e.g. research unit/institute/head office)

O Private (profit making)

O Not Applicable

O Unknown

**Where is this located?**

O Outside UK

O Within UK (same organisation)

O Within UK (moved to alternative organisation)

O Other and not known

**How will this new role be funded?**

O Biotechnology and Biological Sciences Council (BBSRC)

O Engineering and Physical Sciences Research Council (EPSRC)

O Medical Research Council (MRC)

O Natural Environment Research Council (NERC)

O Science and Technology Facilities Council (STFC)

O Self-funded

O Other

**Phonetic Pronunciation**

**And finally ……**

**How should your name be pronounced?**

To ensure that your full name is read out correctly at your Graduation Ceremony please let us know the phonetic pronunciation of your name e.g. if your name is **Siobhan** the phonetic pronunciation is **shi-VAWN**.

**Phonetic pronunciation of your full name:**

Thank you