

# E-Theses - FAQ

## General users

### **Are all Ph.D. theses from the IMT School for advanced studies Lucca available on E-theses?**

No, some older theses are not available on E-theses. Among these are theses from the Technologies and management of cultural heritage curriculum, and the joint PhD program in Biorobotics science and engineering, organized by the IMT School together with the Sant'Anna School for advanced studies Pisa.

These theses are available for consultation in hard copy, and you can find them at IMT Library. You can search our hard copies on our catalog

Also, some theses may be under embargo, and therefore temporarily not available. More info below.

### **What levels of access to Ph.D. theses are there?**

Two options are available:

- **OPEN ACCESS:** the full text of the thesis is made accessible via IMT's Institutional Repository, E-Theses, under the **Creative Commons 3.0 Unported licence** (more on CC licenses and IMT theses in our [Copyright guide](#)), within 30 days after its author's thesis defense.
- **RESTRICTED:** the thesis is subject to an **embargo period**, and the full text of the thesis is not going to be accessible until the end of the embargo (**max 36 months + 12 months of extension** since the author's thesis defense). Some theses defended before 2017 may be subject to a **permanent embargo**.

### **What can I do if a thesis I would like to read is under embargo?**

If a thesis is under **temporary embargo**, you can contact the author by clicking on "request a copy."

If a thesis is under **permanent embargo** (this usually applies to older theses only), you may contact the National Central Library of Florence, and verify availability in order to consult the thesis in person.

If you have any doubts/questions, you can ask the Library at [lib@imtlucca.it](mailto:lib@imtlucca.it).

## IMT Ph.D. candidates

### **As a Ph.D. student, am I required to deposit the electronic version of my thesis to E-Theses?**

Yes, all students are required to submit their thesis as a **PDF/A file**. A **PDF/A** is an ISO-standardized version of the PDF, which is suited for long-term preservation and archiving of electronic documents.

According to the Italian law on legal deposit of publications (L. 106/04, DPR 252/06), Ph.D. theses must be deposited to the National Libraries of Rome and Florence. E-Theses fulfills this requirement, and uploaded theses are harvested by the National Central Library of Florence (BCNF).

The deposit of Ph.D. theses is regulated by the [Regulation on the submission of doctoral theses of the IMT School for advanced studies Lucca](#).

More about IMT's institutional repository on our [website](#).

## **Where do I find the forms I am required to fill out, sign and submit in order to deposit my thesis?**

You can find graduation session forms in the "useful documents" section of our School's intranet.

If you have any questions or inquiries about forms and their submission, you should contact the [Ph.D. Office](#).

## **How does the deposit of IMT theses work?**

After you submit the final version of your thesis, the library staff will upload your Ph.D. thesis to E-Theses **within 30 days since your thesis defense**.

Archived theses are also subject to legal deposit, and are assigned a **Digital Object Identifier (DOI)** and a **National Bibliography number (NBN)**.

The level of access to your thesis will be set according to your "Ph.D. Thesis Commitment" form. More on this form below.

## **Which are the advantages (if any) of depositing my Ph.D. thesis to E-Theses? What about open access?**

The archive is OAI-PMH compatible, which means that it enhances and maximizes the dissemination, impact and retrieval of the data it contains.

Moreover, theses currently have a very low visibility. Having a digital version accessible online, and readily searchable, greatly enhances the researcher's visibility, and by extension of their institution. A digital version also increases long-term preservation.

Our School supports the OA movement, and the free circulation of all scientific achievements. That is why the School also upholds the [Berlin Declaration on Open Access to Knowledge in the Sciences and Humanities](#) (2003).

The Berlin Declaration encourages institutions to publish public financed researches in open access. Ph.D. theses are part of this category. According to our School's regulations, the thesis full-text can be subject to a temporary embargo **only in specific cases**.

## **What does "thesis embargo" mean?**

A "thesis embargo" means that access to the thesis is restricted for a limited period of time (**max 36 months + 12 months of extension**).

During the embargo period, only thesis metadata will be available on the School Institutional Repository, E-Theses.

**At the end of the embargo period, the full-text of the thesis will be made available for consultation online via E-Theses**, under the Creative Commons 3.0 Unported licence. Also, a hard copy of the thesis will be made available for consultation at IMT Library.

## In which circumstances am I allowed to ask for a thesis embargo?

You can ask for an embargo **only if one or more of these conditions apply**:

- a) the content of the thesis is going to be published and the publisher does not allow its upload to an institutional repository before publication.
- b) the thesis is part of a publicly or privately funded project, the results of which are subject to dissemination restrictions.
- c) Patent pending.

A special embargo can also be obtained for public safety reasons.

## How can I request a thesis embargo?

When you fill in your "**Ph.D. Thesis Commitment**" form, you **must choose a level of access** between OPEN ACCESS or EMBARGO.

In order to request an embargo, you need to tick the EMBARGO box, and **specify how long you would like the embargo to be** (max 36 months).

Please note that embargo **requests will only be accepted if both of the following requirements are met**:

- One or more reasons (listed in the section above) are selected.
- The request is signed by the student's advisor.

## Can I request an embargo extension?

Yes, an extension can be requested in case a) or b) (see above), but only if the conditions stated on your Ph.D. thesis commitment still apply.

Extension requests, together with the attached documentation, should be sent to the **Ph.D. Office**, from 12 to 3 months before the end of the embargo. Requests are evaluated by the Scientific Board.

You can find an embargo extension form on our SIIMT.

## What is third party copyright material and what should I do about it?

Third party copyright material is material in any format to which another person or entity holds the rights.

If you wish to include such material in your thesis, for example an artwork or photograph, **you must obtain permission** from the copyright holder before submitting the final version of your thesis.

More about copyright and Ph.D. theses in our **Copyright guide**.

## Can I include my previous work in my Ph.D. thesis?

If you wish to reuse your previous work, you should be mindful of any **copyright agreement** you have with the publisher of your article/chapter/paper. Many agreements are restrictive and **forbid authors from distributing their publication** elsewhere. More on copyright and publications **here** and in our **Copyright guide**.

If you have permission to reuse your publication(s), you can build part of your thesis upon your previous work granted that you **explicitly state so**, and that **your previous work does not overlap with most of your**

**thesis.**

In any case, it is strongly suggested to **avoid text recycling** and to **always reference your previous work** in your thesis, in order to **avoid duplicate publications** and/or **plagiarism accusations**. More on self-plagiarism in our [guide](#) about plagiarism, originality checks, and citations.

### **Who should I contact if I have questions or concerns?**

If you any have any questions about the content of the Repository, Ph.D. theses and open access, or about copyright issues, please contact the [Library](#).

For technical issues about E-Theses, please contact [Leonardo Mezzina](#).