

Appendix 12: Preparing the E-Thesis for Deposit

Following the award of the degree, an electronic copy of the theses (E-theses) will be published in the University's online repository unless an application for confidentiality has been approved by the Dean of Research.

The E-thesis will be accompanied by completed and signed hard copies of the:

- a) E-Thesis Deposit Agreement - which confirms agreement for the thesis to be published in the institutional repository and for it to be 'harvested' from there by the British Library for inclusion in their British universities theses database, EThOS (Electronic Theses Online Service).
- b) title page; and
- c) Declaration document - which confirms that the electronic copy is identical to the copy submitted for examination, save for any amendments approved by the examiners.

Following the award of the degree by the Research Awards Sub-Committee (RASC), Registry will send the electronic copy of the thesis to the library for deposit in WIRE. Once the thesis is deposited digitally, the copyright agreement in the E-Thesis Deposit Agreement will come into effect.

It is the responsibility of the student to send a copy of the thesis to any Collaborating Establishment.

The E-Thesis should be submitted as a single merged file, either a Word document or PDF file. The electronic document is accepted in the following formats:

- e-mailed as an attachment to a specified address (details issued following successful examination)
- sent or handed in on a memory stick.
- Any non-text elements should be submitted as a separate file.

Preparing the thesis for deposit

Prior to submission of the final E-Thesis, students should read the online guidance on preparing the thesis for deposit on WIRE <https://www.wlv.ac.uk/lib/research/preparing-your-thesis/>. This includes information on how to identify copyrighted material that needs to be cleared or removed from the deposited version of your thesis.

The E-Thesis will be publicly available and therefore third-party copyright material (e.g. material created by someone else such as photographs, maps, extracts from another work etc.) must be either cleared for deposit with the copyright holder or removed from the thesis before deposit.

This does not affect the inclusion of fully referenced third party material in the thesis submitted for examination purposes: it only applies to the deposit of the thesis into WIRE. This material can remain in the hardcopy, examination version of the thesis as long as it is considered unpublished.

Personal or sensitive data that relate to identifiable individuals must also be removed from the thesis before deposit. Further guidance can be found on the Information Commissioner's Office (ICO) webpages <https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/key-definitions/what-is-personal-data/>.

The University's Scholarly Communications team at wire@wlv.ac.uk can provide further advice and assistance with clearing third party material or removing personal data.

If material has been removed from the version of the thesis to be deposited, submission of two copies of the E-Thesis will be required, which are clearly identified in the file name as 'full unedited version' and 'redacted version'.

The full unedited version must be identical to the copy submitted for examination, save for any amendments approved by the examiners, and the redacted version (if applicable) must have copyrighted material or personal data removed. The full unedited version will be archived under embargo (not published online) and the redacted version will be published online.