

Maynooth University Thesis Depositor Policy

Principles

1. Maynooth University (MU) supports open access to the University's research and scholarly output, with the aim of maximising the visibility, impact and dissemination of MU research.
2. In support of this objective, the MU *Policy on Open Access to Research* requires that all research and scholarly publications, which arise in whole or in part from research carried out at the University, and subject to the copyright and archiving policies of the publisher, be made available at the earliest possible date through the Maynooth University Research Archive Library (MURAL), the MU institutional open access repository.
3. The MU *Policy on Open Access to Research* applies to all MU researchers including postgraduate research students and to research work submitted as a thesis for a higher degree.
4. Postgraduate research (doctoral and Master's) students are required to complete the *Thesis Depositor Declaration Form* when lodging the hardbound (finalised) copy of the thesis. The author of a thesis is required to make a signed declaration at the time of submission of the thesis for examination to Maynooth University, regarding the use the University may make of this thesis. The declaration will allow the University, at its discretion, to lend or, in accordance with the *Copyright and Related Rights Act 2000* (as amended), copy from this thesis, upon request.
5. The norm is for the postgraduate research (doctoral or Master's by research) thesis to be made available via open access soon after the submission of the finalised version of the thesis.
6. Where the thesis contains sensitive or confidential information, a redacted version may be made available via open access.
7. In exceptional circumstances, access to the thesis may be restricted by requesting an embargo at the time of submission of the thesis for examination.
8. Where the research reported in the thesis has been or may become the subject of a patent application or a licence or relates to a Maynooth University spin-out company, the author should seek advice on whether an embargo or redaction is required from their supervisor and from the Maynooth University Technology Transfer Office (MaynoothWorks).

9. This Policy sets out the processes by which a postgraduate research thesis is made available in the repository, is made available in a redacted form, or is withheld.
10. This policy should be read in conjunction with the *MU Regulations for Postgraduate Research*, the *MU Intellectual Property Management and Exploitation Policy* and the *MU Policy on Open Access to Research*.

Deposit of Thesis and eThesis in the University Library

11. The hard bound copy of the postgraduate research thesis and an electronic copy of one PDF file mirroring the hard-bound thesis will be lodged in the University Library and in MURAL, the Maynooth University Research Archive Library, and made available to readers. All theses shall remain the property of the University.
12. The author of a thesis is required to make a signed declaration at the time of submission of the thesis for examination to Maynooth University regarding the use the university may make of this thesis. The declaration will allow the university, at its discretion, to lend or, in accordance with the *Copyright and Related Rights Act 2000* (as amended) and the *Maynooth University Open Access Policy*, copy from this thesis, upon request.

Withholding Permission (Requesting an Embargo)

13. In exceptional cases, it may be appropriate for a postgraduate research thesis to be embargoed for a period of time.
14. A thesis may only be withheld in limited circumstances, such as:
 - a. where the research thesis contains commercially or otherwise sensitive information;
 - b. where the research thesis contains personal or confidential information;
 - c. where a security concern arises;
 - d. where the thesis contains material intended for publication and the publisher requires that thesis access is restricted;
 - e. where there is a third-party copyright concern that has not been resolved.
15. Before making an application for an embargo, consideration should be given as to whether a redacted version of the thesis might be made available in the open access repository.
16. Should the author of the thesis wish to withhold the thesis from the open access repository, a written application must be made to the Director of Graduate Research, using the *Thesis Withhold Request Form*, at the time of submission of the hard-

bound thesis. Such applications must have the written support of the author's supervisor. In the case of a joint PhD programme, the supervisor(s) at the partner institution(s) must also provide a statement of support of withholding.

17. The application must state the reasons for the stay on access.
18. The application must confirm that the withhold request does not conflict with any open access requirements set out by the author's funding body, where relevant.
19. The standard length of a stay is up to three years. For the duration of the stay, the author and title of the thesis will be visible in the institutional archive, with a note that the thesis is not yet available. The restriction will lift and the full text will be made publicly available at the end of the embargo period.
20. Should the author wish to extend the embargo beyond the period granted, the author may make one further application by writing to the Director of Graduate Research (by email to director.graduate.research@mu.ie). This application should be made at least 3 months prior to the date of the expiration of the initial embargo.

Lodging a Redacted Version of the Thesis

21. Redaction should be considered where the thesis contains:
 - a. confidential or otherwise sensitive information;
 - b. third party copyright materials for which clearance has not been secured.
22. Before a postgraduate research thesis is finalised and made available via open access, the author should consider, in consultation with the supervisor, whether the thesis contains any information that should be redacted.
23. The author should consider whether the thesis might be designed from the outset so that a section of it can be redacted (e.g., an appendix) without detracting from the meaning and contribution of the work from a reader's perspective.
24. Redacted sections should be minimal and should not detract from the reading of the thesis.
25. The requirement for redaction should be noted on the *Thesis Depositor Declaration Form* and signed by the supervisor or Head of Department.

Removal of a Thesis from the Institutional Repository

26. Once a thesis has been made available in the institutional archive, it will remain available unless otherwise directed by the Vice-President for Research and Innovation.
27. A thesis will only be removed from the repository in exceptional circumstances.

28. The author of the thesis or a person raising a concern about the thesis should apply in writing to the Vice-President for Research and Innovation (by email to vicepresident.research@mu.ie) stating the reason for the request and providing any supporting documentation.
29. A thesis may only be withdrawn in very limited circumstances, such as:
- a. where the integrity of the research is in question;
 - b. where the research thesis contains personal and/ or confidential information;
 - c. where a security concern arises;
 - d. where the protection of intellectual property disclosed in the thesis has not been fully undertaken (in consultation with MaynoothWorks);
 - e. where there is a concern regarding the use of third-party intellectual property;
 - f. where a copyright concern has been raised.
30. The Vice-President for Research and Innovation may direct the temporary or permanent removal of the thesis from the repository or its retention in the repository.

Version History

Document	Sponsor/ Unit	Approval	Next Review Date
Thesis Depositor Policy	Graduate Research Academy	Research Committee June 2024 Academic Council Sept 2024	2029