QUT Library Collection Development Manual

3. Practices

3.4. Digital Repository

3.4.2 QUT Theses

Identification Block

<table>
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<tr>
<th>QUT Library Collection Development Manual 3.1.2 Clients</th>
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<tr>
<td>Contact Officer</td>
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<td>Approval Authority</td>
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Policy Statement

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2. Scope of current collecting
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3.4.2 QUT Theses

Introduction / Background

At the end of their candidature, QUT higher degree research (HDR) students submit the final version of their thesis via an online submission form that students access via HiQ. The workflow associated with the submission form transfers the thesis plus descriptive metadata and relevant documentation to QUT ePrints. In accordance with University policy (F/1.3 Open Access for QUT research outputs (including theses), the theses are made openly accessible (open access) via QUT ePrints unless the student’s supervisor and the Research Degrees Committee (RDC) have approved an embargo or an exemption.

Prior to 2003, HDR students were only required to deposit a hardbound (print) copy of their thesis for the Library collection. The print theses were not available for loan but could be used within the Library and photocopies could be requested via Document Delivery. In 2014, the Library began digitising the print theses and attaching the files to the relevant metadata record in QUT ePrints. The digitised theses are not openly accessible unless the Library was able to obtain the permission of the author to make the thesis open access. However, the digitised theses continue to be available via document delivery.
Scope of current collecting

**Inclusions:**
- Doctor of Philosophy (PhD)
- Master of Philosophy (MPhil)
- Professional Doctorate (including Doctor of Creative Industries (DCI) and Doctor of Education)
- Masters by Research

**Exclusions**
- Honours theses
- Masters by Coursework dissertations and project reports

**Embarques and exemptions**
- Students may request an embargo of up to two years. The embargo may apply to the full-text thesis or to the full-text and metadata.
- Students submitting a Thesis by Creative Works may request a permanent embargo on the Creative Works but only a two year embargo is available for the exegesis component.
- Where the Research Degrees Committee approves a permanent embargo, the thesis will be stored in a secure location on the Network rather than in QUT ePrints.

Details of any exemptions or embargoes are supplied to the Library with the thesis. Embargo details are recorded in the thesis record metadata in QUT ePrints.

**Record removal**
Requests for removal of a thesis from QUT ePrints will be referred to Research Examinations and considered on a case-by-case basis.

**Access and metadata**

QUT theses are made available via QUT ePrints under a Creative Commons Attribution NonCommercial No Derivatives Licence. [https://creativecommons.org/licenses/by-nc-nd/4.0/](https://creativecommons.org/licenses/by-nc-nd/4.0/)

QUT ePrints is openly accessible online which means that the contents of the repository is searchable via Google. The National Library of Australia (NLA) and a number of academic search services proactively harvest QUT ePrints’ metadata. This means that QUT theses are discoverable via TROVE (the National Library of Australia’s portal), the Open Access Theses and Dissertations database (OATD) and the Bielefeld Academic Search Engine (BASE).

HDR students own the copyright in their thesis and are responsible for obtaining any necessary permissions for third party copyright material included in the thesis. Students must provide details of third party copyright material for which permission has not been obtained when they submit the final thesis. Library staff save a copy of the complete thesis as an ‘Archive’ copy and create a dissemination copy that has a block over the copyright material.
# Modification History

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<th>Date</th>
<th>Sections</th>
<th>Source</th>
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<tr>
<td>8 Dec 2005</td>
<td>[policy section]</td>
<td>Associate Director, Information Resources via IRMG</td>
<td>Reviewed – no change</td>
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<tr>
<td>12 Dec 2008</td>
<td>Minor updating various sections</td>
<td>Associate Director IR via IRC</td>
<td>Executively approved DLS</td>
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<td>14 October 2011</td>
<td>All</td>
<td>ADIRRS</td>
<td>General review. Update of background, scope and access sections. Merging of CDM 3.4.5 OAI Metadata for Repositories</td>
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<td>May 2019</td>
<td>All</td>
<td>Scholarly Communications Librarian</td>
<td>General review.</td>
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