

Digital Thesis Submission Guideline and Form

Availability of Library Copy of a Thesis

Access to higher degree theses is facilitated through the University Library. All candidates are required to submit both a hard and digital copy of their thesis to the Library via the Higher Degree Research Office (HDRO). This document is focused on the digital thesis submission process only. For restrictions on the hard copy of your thesis, please contact the HDRO.

The University recognises that in particular cases commercial and confidentiality issues may necessitate access restrictions on both the print and digital versions of a thesis. These matters are managed by the HDRO and need to be addressed at the earliest point during the candidacy. Approval from the Higher Degree Research Committee, with support from the Head of Department, is required for such access restrictions to be imposed on a thesis. For further information, please email hdrexam@mq.edu.au

Digital versions

Higher degree research theses submitted to the Library as part of the digital theses submission process are included in Macquarie University *ResearchOnline* (<http://www.researchonline.mq.edu.au>), Macquarie University's open access digital collection.

ResearchOnline is designed to promote globally, preserve locally and provide open access to the research and scholarly output of Macquarie University's staff, candidates and affiliates. Records from ResearchOnline are also accessible in sources such as Trove Australia, Google and Google Scholar. The Library and HDRO work together to implement, manage and oversee the submission of digital theses for inclusion in ResearchOnline.

Further information and FAQs can be found at:

http://www.mq.edu.au/on_campus/library/collections/thesis_faqs/

Submission of Digital Theses

The Library will accept your digital thesis in PDF, Word and RTF format. The final display format on ResearchOnline is PDF and the Library will convert your thesis into this format as required. If you intend to submit your thesis in PDF format, security protection or password access should not be applied.

If your thesis is not in any of these formats at the point of submission, the HDRO will contact the Library on your behalf to ascertain if other formats are acceptable.

Important Information on Copyright

You must consider a number of important issues relating to copyright when submitting your digital thesis. While you own copyright in your original work, copyright issues arise where:

a. The thesis contains material created by a third party

Students are permitted to include limited amounts of other people's material, e.g. images, maps, tables, in their thesis for their research and study purposes under a special exception in the Australian Copyright Act. However, this exception does not apply to the University in making the digital thesis available on ResearchOnline. There are a number of possible resolutions to this scenario including:

- a. Determining whether another copyright exception may apply;
- b. Seeking permission from the copyright owner for the use of the material on ResearchOnline; or
- c. Suppressing the parts of the thesis that contain the third party material.

Consultation between you, your supervisor and Library staff is required to resolve these issues and determine the best outcome. You cannot provide the requisite declaration at Part 3 of the Digital Thesis Permission Form before working through these issues.

Specific copyright information on thesis issues, including information on seeking permissions, is available at: http://www.mq.edu.au/on_campus/library/collections/thesis_faqs/

Please contact the Macquarie University Copyright Coordinator with any specific inquiries:
http://www.mq.edu.au/on_campus/library/copyright/

b. The thesis contains the candidate's published material

If your thesis contains material you have written and have had published, or is in the process of being published, e.g. journal articles, the publisher agreement is likely to contain restrictions on how you can use the material. This is because publishers will either ask that you transfer copyright in the publication to them or grant them an exclusive licence to make your material available to the public. As a result of this, the published material may need to be removed from the digital thesis before it is made available on ResearchOnline.

If you believe that this is the case with your thesis, indicate this in the declaration in Part 3 and the Library will check this on receipt of your thesis. The Library will advise you if any changes are required to your thesis to manage these issues before it is made available on ResearchOnline. If you have any queries about the options you can contact the Library by emailing researchonline@mq.edu.au

c. A candidate is in negotiations with a publisher for the publication of the thesis, or part thereof

If you are in negotiation with a publisher about publishing your thesis material, in full or in part, and very little change will be required to the text as contained in the digital thesis, you should advise the publisher that it is part of a digital thesis available on ResearchOnline.

If the publisher does not allow the material to be available on ResearchOnline, you may request that access to your digital thesis, or part thereof, is restricted (this is known as an "embargo"). The Library will consider embargo requests for a period of one year, with the possible extension to two years. Please note that embargo requests are not automatically agreed to and further information can be requested from the student. You should discuss options with the Library by emailing researchonline@mq.edu.au

Supplementary Files

A thesis may include supplementary files, e.g. creative component or data files, that you wish to restrict from full open access.

If this is the case, please email the Library on researchonline@mq.edu.au to discuss options for managing restrictions to supplementary files.

Submission of Digital Thesis

This form must be submitted along with relevant digital documentation to:

Higher Degree Research Office
Research Hub, C5C East, Level 3
Macquarie University NSW 2109
Email hdrexam@mq.edu.au

Part 1 Digital Thesis Submission Details

Candidate ID	
Personal title	
Family name	
Given name(s)	
Email address	
Faculty	
Department	
Supervisor	
Degree Program	
Document Title (As appears on title page of your thesis)	
Keywords	
Date (Year of completion of requirements for award)	

Part 2 Access Level

ResearchOnline is an open access repository. This means that all digital theses on ResearchOnline will be freely and publicly available online unless otherwise approved.

If you have an embargo approved by the Library, including those relating to supplementary file, please indicate details below and attach documentation. See Section a above for further information.

Details of approved embargo:

Part 3 Declarations - Copyright Licence and Candidate declaration:

I warrant that this is a direct digital equivalent of my thesis as approved by the University for the award of the degree. Any changes have been made with approval of the Principal Supervisor and have followed the process for approved changes as described by the HDR Thesis Submission and Examination procedures.

I have read the Digital Thesis Submission Guidelines and grant Macquarie University and its authorised agents a non-exclusive licence to copy, communicate and distribute my thesis for its educational purposes, including publishing the thesis on ResearchOnline and retaining an archived copy, in whole or in part, in all forms of media in perpetuity. I warrant that I have obtained all necessary permissions from copyright owners of any incorporated third party material in order to grant this licence.

Please indicate below any information relating to Section b “Thesis contains the candidate’s published material” (attaching any documentation, e.g. publisher approvals obtained):

Name			
Signature		Date	