PhD Thesis Submission to the Library and SOAS Research Online: Requirements, Processes and Guidance for Supervisors

Submission of printed copy to the Library	- It is expected that after the award of a research degree a printed copy of a candidates PhD thesis is deposited in SOAS Library - The Library will create a searchable record in the SOAS Library Catalogue of ALL PhD theses awarded by SOAS - Printed copies of PhD Theses are available for consultation in the Special Collections Reading Room - Readers can photograph 5% of a PhD Thesis or one chapter (whichever is the greatest) for private non-commercial research only - All PhD theses contain a notice for readers with respect to data protection and copyright legislation
Submission of digital copy to SOAS Research Online	- It is expected that a digital copy of a PhD thesis is submitted along with a printed copy - PhD Candidates select options for making their PhD thesis available in SOAS Research Online via the Thesis Submission Form - Candidates starting **before** 2016 can select immediate Open Access, Open Access after 3 years or a permanent restriction of the digital via their Electronic Thesis Agreement Form - Candidates starting **after** 2016 are required to make their PhD thesis Open Access either immediately or after 3 years. This is selected via their Electronic Thesis Agreement Form - If a full embargo is placed on a PhD thesis on recommendation of the Research Ethics Panel, the digital copy will be made available once the period of the full embargo has expired unless otherwise advised by Research Ethics Panel - Candidates funded by the RCUK must make their thesis Open Access no later than 12 months after award. This can be selected via a dedicated RCUK Thesis Electronic Agreement Form
Handling of Personal Data in PhD Theses	- All personal data must be handled in line with data protection legislation for final submission to both SOAS Library and SOAS Research Online - Candidates are expected to be able to document informed consent from their research participants and should include how they have done so in their thesis methodology or appendix (with blank consent form/s if one is used) - Candidates should anonymise all personal data unless they have explicit and documented consent from research participants. Candidates should be reminded to do this during the writing up phase if they have not done so already. - Supervisors should identify challenges relating to anonymization or informed consent at the Upgrade stage, as well as Annual Reviews, and refer difficult cases to Research Ethics Panel as early as possible so that candidates can receive advice on how to handle any issues. This will prevent full embargos being required unnecessarily. - Candidates shouldn't be asked to include personal data in their PhD thesis for examination purposes only. If examiners need to see raw data this should be submitted as a separate appendix which is then not included in the final submission.

	● Candidates are now expected to write a data management plan during Upgrade and Ethical Approval to help them address any potential issues of collecting, storing and writing up with personal data ● Supervisors should ensure candidates have read the SOAS Code of Practice for Use of Personal Data which includes templates and guidance for collecting informed consent in a variety of research contexts ● New GDPR legislation starting in May 2018 introduces stricter rules on documenting informed consent and heavy fines for data breaches
Handling of Copyrighted Material in PhD Theses	● Candidates are expected to follow copyright legislation when preparing their thesis for submission to SOAS Library and SOAS Research Online ● Considerations relating to using and including copyrighted material in PhD theses is supported by SOAS Library through training and guidance ● Candidates who need to include significant copyrighted material in their PhD thesis should do this in a separate appendix which does not need to be made available in SOAS Research Online ● Candidates may submit two different versions of PhD Theses - one which includes all material used for SOAS records and one which has copyrighted material removed for inclusion in SOAS Research Online ● Library will provide advice on redaction of copyrighted material for deposit in SOAS Research Online
Requesting a Full Embargo for a PhD Thesis	● Full embargoes are awarded in exceptional circumstances. It is expected that PhD theses can be made available in SOAS Library and SOAS Research Online. ● A full embargo would mean both the print and digital copy of a thesis is restricted for a period of time subject to recommendation by the Research Ethics Panel ● If a supervisor or PhD candidate has concerns that a thesis cannot be made available as described above a Full Embargo should be requested as early as possible e.g. at the Upgrade and Ethical Review stage ● Full embargoes are requested through the PhD Embargo Request Form filled in by the PhD candidate and PhD supervisor, Department Research Tutor and ADR and put forward to the Research Ethics Panel if required.
Workshops and Training	● Please encourage candidates to attend relevant training to support them with final thesis submission ● Workshops include the following topics: 　○ Thesis Submission Requirements 　○ Organizing Research Data 　○ Data Management Planning 　○ Copyright Essentials 　○ Open Access Publishing 　○ Understanding Publishing Agreements 　○ Metrics and Altmetrics in Research 　○ Online Research Profiles ● All training and workshops are advertised through the RSA Newsletter, Library Training and Events page and Scholarly Communications Website ● Workshops can be tailored for Departmental PhD seminars or research methodology courses ● Please write to outputs@soas.ac.uk to arrange a dedicated workshop