Guidance on PhD Thesis and Article Publication Open Access Requirements for RCUK Funded Students

August 2017

As an RCUK (AHRC or ESRC) funded student you have responsibilities to make your thesis Open Access according to your RCUK Training Grant and any journal articles you may publish as a result of your funded PhD Open Access according to the and the RCUK Open Access Policy Below is a summary of what you need to do and how we can help!

Look out for our information sessions for RCUK students in October each year. Email outputs@soas.ac.uk at any point in your project for support or information.

Making Your PhD Thesis Available via SOAS Research Online

Your thesis needs to be made Open Access no later than 12 months after the date of the award of your PhD. **Please fill in the Thesis Submission form for RCUK Funded Students and select either immediate Open Access or Open Access after 12 months.**	Your thesis may contain material for which you don't own the copyright or sensitive commercial or personal data which you will need to anonymize. Please refer to SOAS guidance on this and contact your supervisor for further advice. If you require an extension to the 12 month restriction you should contact outputs@soas.ac.uk in the first instance.
Your thesis needs to include a statement acknowledging your funding.	In the acknowledgements section e.g. This work was supported by the Arts and Humanities Research Council [grant number xxxx]

Publishing Your Journal Articles Open Access

Any journal article in which you are a named author (main or co-author) and stems from the research undertaken on your PhD needs to be made available for anybody with access to the internet under certain conditions outlined in the RCUK Open Access Policy. We have summarized how you can do this below.

Before You Submit **Check your Journal lets you make your article Open Access according to RCUK requirements. Contact outputs@soas.ac.uk if you are in any doubt.**	Is your journal Open Access or does your journal have a paid Open Access option? If so: - do they publish articles under a CC-BY licence? **OR** Does your journal let you add the accepted version of your article to SOAS Research Online? If so: - can it be made Open Access within 24 months of publication? - are you able to apply CC-BY or CC-BY-NC licence? - Check the Sherpa Fact Database to find out
Act on Acceptance **Apply for paid Open Access and get your accepted version added to SOAS Research Online**	When an article is accepted: - Check that you have included an acknowledgement of your RCUK funding in your article e.g. 'This work was supported by the Arts and Humanities Research Council [grant number xxxx]' - Make sure your article includes a statement indicating from where the research data that underpins your article can be accessed or requested - Apply to use the RCUK funding to pay your publisher to make your article Open Access -Get a record added to SOAS Research Online including your accepted manuscript (include details of your funding in the record)
Update us on Publication	- Let us know full details of publication so we can make sure SOAS Research Online is up to date - If you have paid for Open Access we can update SOAS Research Online with the published version