|  |  |
| --- | --- |
| **Research Degrees**  **Deposit Form**  Enquiries: [pgr.school@yorksj.ac.uk](mailto:pgr.school@yorksj.ac.uk) |  |

Final submission must be completed no later than **one month** after the date that the internal examiner has confirmed that no further amendments are required[[1]](#footnote-1). This form should be completed and deposited with the final submission via the Research Degree Submission site on Moodle. The final submission will consist of:

* eThesis (and redacted eThesis if required); OR
* Abstract, Critical Review, and List of Publications (*PhD by Published Work submissions only*)

The final, approved version of the submission should be deposited in PDF format through the Research Degree Submission site on Moodle. Details regarding format and presentation are available in the ‘*Guide to the examination process for research degrees’.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Candidate’s full name:** |  | **Student number:** |  |
| **School:** |  | **Degree:** |  |
| **Title:** |  | | |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. **Retention and Availability** | | | | | | | | |
| The [Freedom of Information Act 2000](http://www.legislation.gov.uk/ukpga/2000/36/contents) ensures access to any information held by the University, including final submissions, unless an exemption or exception applies. Final submissions are normally made freely available online in the University institutional repository ([RaY](https://ray.yorksj.ac.uk/)) immediately on deposit. However, postgraduate researchers may choose to restrict access for a specified period of time, after which the submission will be released. If a redacted version of the thesis is required only the redacted version will be available for access online. | | | | | | | | |
| I do not want to restrict access | | | | | | | |  |
| I want to restrict access for the following length of time | | | | | | |  | |
| Please indicate below the reason for the restriction indicated above: | | | | | | | | |
| Planned publication |  | Commercial confidentiality |  | | Other (please specify) | |  | |
|  | | | | | | | | |
| The University recommends that you make your final submission available using a Creative Commons licence. This provides protection for you as the author of the work and clarifies the uses that others may make of your work (see: <http://creativecommons.org/licenses/>). Please indicate your choice: | | | | | | | | |
| Attribution only | | | |  | | Attribution, no derivative works | |  |
| Attribution, share alike | | | |  | | Attribution, non-commercial use | |  |
| Attribution, non-commercial use, share alike | | | |  | | Attribution, non-commercial use, no derivatives | |  |
| Do not apply a Licence | | | |  | |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Author (candidate) Signature: | Date: | Supervisor Signature[[2]](#footnote-2): | Date: |
|  |  |  |  |

|  |
| --- |
| 1. **Deposit Agreement** |
| **Covered Work**  I would like to deposit my final submission in the York St John University institutional repository ([RaY](https://ray.yorksj.ac.uk/)). Research referred to below as "Work" is covered by this agreement and in depositing my Work I agree to the following.  **Non-Exclusive Rights**  Rights granted to York St John University through this agreement are entirely non-exclusive. I am free to publish the Work in its present version or future versions elsewhere. I agree that York St John University or any third party with whom York St John University has an agreement to do so may, without changing content, translate the Work to any medium or format for the purpose of future preservation and accessibility.  **Deposit in the York St John University Institutional Repository**  I understand that work deposited in the York St John University institutional repository ([RaY](https://ray.yorksj.ac.uk/)) will be accessible to a wide variety of people and institutions - including automated agents - via the World Wide Web. The eThesis may also be included in the [British Library Electronic Theses On-line Service](http://ethos.bl.uk/Home.do;jsessionid=A67FC57170343861EEE4358FFF7B6538) (EThOS). I understand that once the work is deposited, a citation to the work will always remain visible. Removal of the work can be made after discussion with the service administrators.  I confirm:   * I am the author of the work and have the authority to make this agreement and to hereby give York St John University the right to make available the work in the way described above. * The work corresponds with that on which the examiners based their recommendation for the award of the degree. * I have taken all reasonable steps to obtain permission from copyright holders (authors/publishers) in respect of any substantial extracts of third party copyright material that has already been published, which is included within the work. Permission obtained specifically includes the right to publish digitally. * I have exercised reasonable care to ensure that the work is original, and does not to the best of my knowledge break any UK law or infringe any third party’s copyright or other Intellectual Property Right. * My thesis has been checked for accessibility in line with the [Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018](https://eur02.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.legislation.gov.uk%2Fuksi%2F2018%2F852%2Fcontents%2Fmade&data=02%7C01%7Cj.graham%40yorksj.ac.uk%7Cd74e7e4f53e1491cd05408d7517be967%7C5c8ae38ef85b4309b7ec862815a37aee%7C1%7C0%7C637067464940411731&sdata=4zdbdGdC7u3N1fZzG2HsxudaHr5iOGTgzvQQ%2BFFMSAI%3D&reserved=0) * York St John University does not hold any obligation to take legal action on behalf of the depositor, or other rights holders, in the event of breach of intellectual property rights, or any other right, in the material deposited. |

|  |  |  |
| --- | --- | --- |
| Author (candidate) Signature: | Date: | Please provide a contact email address for when you have left YSJU: |
|  |  |  |

|  |
| --- |
| 1. **Supplementary Material** |
| The eThesis, or the Abstract, Critical Review, and List of Publications, must be provided as PDF files. However, it may be necessary or appropriate to deposit supplementary or other material to be retained with the final submission. If any additional material is to be deposited, please complete the details below. The files should be listed in the index with an indication as to whether they are examined content (E), supplementary (S) or other material (O) by ticking the relevant box. Please also indicate whether you want the files to be made available online or whether they should be hidden.  **Examined Content (E):** This includes all material included in the final version of the submission. Appendices that formed part of the material submitted for examination (and considered essential reading for the examiners to reach a considered evaluation of the work) should be included here.  **Supplementary Material (S):** Supplementary material does not form part of the examined work but was provided alongside the submission for the examiners to access if required.  **Other Material** **(O):** Other original source files may be provided to be preserved in the repository and exposed for public access, as appropriate. |
| **Index of additional files**   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | File name | Format of the file (e.g. PDF etc) | Further details about the material provided including any special requirements or instructions regarding accessibility of the files | E | S | O | Make available online? | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |

***Please upload the completed form to the Research Degree Submission site on Moodle,   
along with your final submission.***

1. If the examiners’ recommendation was that the degree be awarded without amendment, the deadline to submit is by no later than one month after the date of the oral examination. [↑](#footnote-ref-1)
2. Please carefully check the retention and availability information to confirm agreement. [↑](#footnote-ref-2)