



# Submission of PhD thesis

Procedures according to D.M. 45/2013  
The institutional repository Padua@research  
How to submit a PhD thesis in Padua@research  
Embargo: what to know before submitting

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Statistical Sciences – 04/10/2016



# Doctoral thesis - Italy

- Legge 21 febbraio 1980, n. 28 (Legge delega per l'istituzione del dottorato di ricerca)
- D.M. 30 Aprile 1999, n. 224 (Regolamento in materia di dottorato di ricerca)
- Legge 15 Aprile 2004, n. 106 (Norme relative al deposito legale dei documenti di interesse culturale destinati all'uso pubblico)
- DPR 3 Maggio 2006, n. 252 (Regolamento attuativo della legge 106/2004)
- [D.M. 8 febbraio 2013, n. 45](#) (Regolamento recante modalità di accreditamento delle sedi e dei corsi di dottorato e criteri per la istituzione dei corsi di dottorato da parte degli enti accreditati)
- Legge 7 ottobre 2013, n. 112 (Disposizioni urgenti per la tutela, la valorizzazione e il rilancio dei beni e delle attività culturali e del turismo)



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- Circolare ministeriale n. 1420 del 28 Luglio 2006  
(transfer of copy of the thesis to National Libraries of Rome and Florence with CD or DVD)
- Circolare ministeriale n. 1746 del 20 Luglio 2007  
(export to Florence and Rome through harvesting)

# Doctoral thesis - UniPd



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- Delibera del Senato Accademico del 9/11/2004 (Adesione alla Dichiarazione di Messina)
- Regolamento di Ateneo in materia di scuole di dottorato di ricerca (D.R. 3325 del 07/12/2012)
- [Regolamento per i corsi di dottorato di ricerca](#) (D.R. 1165 del 26/04/2016)
- [Policy sull'accesso aperto](#) (Open access) alla letteratura scientifica – giugno 2015



# Padua@research

- Padua@research is the Institutional Repository for University of Padova Research Works in open access
- In Padua@research are also stored Ph.D thesis
- Documents are deposited with self-archiving procedures



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  - 2) you can use any other e-mail address in the Bibliographic Data page
- Prepare the PDF file to be imported
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  - 2) Abstract with formulas (see [BASE Bielefeld](#))

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**“Embargo. What to know and what to avoid before submitting”**





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# Submit a thesis (3)



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- **Temporary**
  - Patent (max 6 months)
  - Commercially-sensitive contents (max 3 years)
  - Professional Secrecy (protection of projects, max 3 years)
  - Editorial reasons (max 18 months)
  - Research priority (research team, max 3 years)
- **Permanent**
  - Inclusion of unauthorized texts or materials
  - Reasons of public safety
  - Sensitive information that violates privacy

# Temporary Embargo



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## Patent

- The request must be submitted before the discussion of the thesis, because even the simple declaration of the subject of the patent during the discussion stops and invalidates the evaluation process of the patent.
- The period required by agencies to evaluate subjects and accept communications from submitters takes at least 18 months.
- [Patent](#) Office of UNIPD

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## Commercially-sensitive contents

- The [Technology Transfer Office](#) has drawn up a standard form for agreements with companies
- Firms ask graduate students and researchers to sign their own conditions for non-disclosure of trade secrets; by now these contracts do not conflict with the ministry guidelines and the regulations of doctoral schools, but you must read them carefully to maintain some of your rights as thesis authors

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## Professional Secrecy vs Research Priority

- Professional Secrecy (protection of projects) : non-disclosure agreement to avoid compromising the final result, providing information during the process
- Research priority (for research teams) : non-disclosure agreement to respect the rights of all people involved in the research, who might wish to publish as well

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## Editorial reasons

You have already signed a contract with a publisher, or a contract is under development

- You should read carefully the [Copyright](#) page in Padua@research: it provides tips on how to integrate contracts to retain as many rights as possible
- In the same page you find the link to the database [Sherpa/Romeo](#), which lists hundreds of publishers and their policies towards authors



# Permanent Embargo

## Examples of inclusion of unauthorized texts or materials

- Full or partial texts, cited incorrectly or without quotation
- Images for which you don't have any permission to publish
- Insertion of unpublished texts



# Permanent Embargo

## Examples of reasons of public safety

- Thesis in Archaeology : to protect archaeological sites, their location and the finds
- Thesis in Engineering : to protect a software e.g. used for judicial activities





# Permanent Embargo

## Examples of sensitive information that violate privacy

- Thesis of Statistics: Raw Data
- Inclusion of interviews from which you can recognize the people interviewed (unless you have their authorization to publish)
- Inserting images from which you can recognize the subjects (unless you have their authorization to publish)



# Submit a thesis (4)

## Let's resume ...

- Connect to Padua@research and deposit your thesis
- Print the confirmation you receive through e-mail
- Download the [depositor agreement](#) and fill it
- Deliver confirmation and agreement to your Department , along with a hard copy of the thesis



## Before approaching Padua@research ...

D.M. 8 febbraio 2013, n. 45 will be implemented starting with the 29<sup>th</sup> cycle - see also Regolamento per i corsi di dottorato di ricerca, D.R. 1165 del 26/04/2016.

In the web page dedicated to [Doctoral Degrees](#) you can find updated instructions to the new procedures for the PhD final exam.



## And what about embargoes?

D.M. 45/2013, art. 14 : “Previa autorizzazione del collegio dei docenti, possono essere rese indisponibili parti della tesi in relazione all'utilizzo di dati tutelati da segreto industriale ai sensi della normativa vigente in materia. Resta fermo l'obbligo del deposito della tesi presso le biblioteche nazionali centrali di Roma e di Firenze»

**The 29<sup>th</sup> cycle is allowed to use all the options offered by Padua@research**



contatti:

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