

Summary guidance for deposit of successful theses and dissertations (v.2.4)

	PG research programmes requiring deposit of PRINT copies	PG research programmes requiring deposit of DIGITAL copies	PG research programmes not requiring deposit (voluntary deposit)	Taught PG masters	B.Phil
Which programmes	D.Phil. M.Litt. M.Sc.(by research) M.Phil. Mandatory deposit of most theses (see column 4)	D.Phil. M.Litt. M.Sc.(by research)	M.Phil. D.M. D.Clin.Psych. M.St. in Legal Research	All other PG masters awards not included in other categories	B.Phil.
Who deposits copy in ORA	n/a	Student	Student	Department	Student (Dept send ORA a list of eligible students)
Mandatory or voluntary deposit	Mandatory. As condition of award	Mandatory. As condition of award	Hardbound (M.Phil) Mandatory deposit of hardbound copy of most M.Phil. theses Digital – Voluntary deposit	Digital Decision to deposit rests with department	Hardbound – required by Faculty Digital – required by Faculty
When to deposit	After leave to supplicate granted	After leave to supplicate granted	After leave to supplicate granted	Decision rests with department	See handbook
Where to deposit	Deposit with the Research Degree Exams Office at the Examination Schools together with completed forms GSO.3a and GSO26	ORA (http://ora.ouls.ox.ac.uk/). Click on 'Contribute' and use Oxford username and password (contact ora@bodleian.ox.ac.uk if Oxford password has expired)	Hardbound (M.Phil) – Thesis desk at New Bodleian (procedure will change during New Bod refurbishment) Digital – ORA (http://ora.ouls.ox.ac.uk/)	Hardbound – N/A Digital – ORA (http://ora.ouls.ox.ac.uk/)	Hardbound – Deposit, with completed GSO.26 and GSO.3B forms, to Oxford Theses (Humanities), Bodleian Library Digital – ORA (http://ora.ouls.ox.ac.uk/)
Format	See University regulations for binding instructions	Digital – 2 copies i) Original file (eg MSWord) for preservation ii) a single PDF file for dissemination.	Hardbound – see regulations for binding instructions Digital – 2 copies i) Original file (eg MSWord) for preservation ii) a single PDF file for dissemination.	Digital a single PDF file.	Hardbound – see handbook or regulations for binding instructions Digital a single PDF file.
Restricted content	[Separate appendix: TBC]	[Separate appendix: TBC]	[Separate appendix: TBC]	Restricted content should not be deposited in ORA	TBC

<p>Official forms www.admin.ox.ac.uk/gso/forms/</p>	<p>GSO 21 Notes on the preparation and submission of theses GSO.26 Information for hardbound thesis cataloguing (to be submitted to the Examination Schools) GSO.3a Bodleian deposit and consultation for thesis for M.Litt./D.Phil./M.Sc. (to be submitted to the Examination Schools) GSO.3c Application for dispensation from Consultation of Thesis M.Litt./D.Phil./M.Sc. (submitted to relevant Graduate Studies Assistant)</p>	<p>GSO 21 Notes on the preparation and submission of theses GSO.3c Application for dispensation from Consultation of Thesis M.Litt./D.Phil./M.Sc. (to be submitted to the relevant Graduate Studies Assistant)</p>	<p>GSO.3b Bodleian deposit and consultation for thesis for B.Phil. and M.Phil. (submit to Oxford Theses (Humanities) at the Bodleian Library)</p>	<p>N/A</p>	<p>GSO.3b 'Bodleian deposit and consultation for thesis for B.Phil. and M.Phil.' (submit to Oxford Theses (Humanities) at the Bodleian Library)</p>
<p>Where to find helpful information</p>	<p>Examination regulations www.admin.ox.ac.uk/examregs/contents.shtml</p>	<p>Examination regulations www.admin.ox.ac.uk/examregs/contents.shtml</p> <p>ORA Help & Information www.ouls.ox.ac.uk/ora/oxford_etheses</p>	<p>ORA Help & Information www.ouls.ox.ac.uk/ora/oxford_etheses</p>		<p>ORA Help & Information www.ouls.ox.ac.uk/ora/oxford_etheses Handbook http://www.philosophy.ox.ac.uk/graduate</p>
<p>Application for dispensation from consultation, restricted access or embargo</p>	<ul style="list-style-type: none"> • Student indicates application for dispensation on form GSO.3a • Use form GSO.3c. Sent to Divisional/Dept Graduate Studies Assistant (GSA). • Once approved, GSA sends confirmation of dispensation to Exams Office • Dispensation noted on OSS record 	<p>Humanities, Social Sciences and Medical Sciences Divisions</p> <ul style="list-style-type: none"> • Digital theses are embargoed for 3 years without seeking formal permission (opt out available). • Students should indicate on the deposit form if the thesis contains material that should remain restricted after 3 years (eg copyright or other sensitive content) <p>MPLS Division</p> <ul style="list-style-type: none"> • Student indicates application for dispensation on form GSO.3a (send with the thesis and GSO26 form (see below) to the Research Degrees Examination Office at the Exams Schools) 	<p>Student can indicate embargoes as desired because deposit is voluntary</p>	<p>Only fully open access dissertations accepted into ORA</p>	<p>Responsibility of Philosophy Faculty</p>

		<ul style="list-style-type: none"> • Use form GSO.3c to apply for dispensation. Send to Divisional/Dept Graduate Studies Assistant (GSA). • Once approved, GSA sends confirmation of dispensation to Exams Office • Dispensation noted on OSS record • Student indicates embargo on ORA (cross-checked with OSS record) 			
End of embargo* (see appended notes)	Student should contact relevant Graduate Studies Assistant 3 months prior to end of embargo to apply for an extension. If no notice of approval of an application is received, the thesis will be made open access at expiry of embargo*	Students should contact the relevant Graduate Studies Assistant 3 months prior to end of embargo to apply for an extension. If no notice of approval of an application is received, the thesis will be made open access at expiry of embargo*	The thesis will be made open access on the date of end of embargo unless the author has contacted ora@bodleian.ox.ac.uk to advise otherwise*	N/A	Responsibility of Faculty. The thesis will be made open access at the end of embargo unless the faculty contacts ora@bodleian.ox.ac.uk to advise otherwise*
Copyright information	ORA information and helpdesk will provide basic guidance. For more detailed professional advice please contact Legal Services. You may wish to contact the copyright holder directly. <ul style="list-style-type: none"> ▪ ORA Help & Information http://www.bodleian.ox.ac.uk/ora/oxford_etheses/copyright_and_other_legal_issues ▪ ORA Helpdesk ora@bodleian.ox.ac.uk 				
Sensitive content information & responsibilities	ORA Help & Information http://www.ouls.ox.ac.uk/ora/oxford_etheses/copyright_and_other_legal_issues/sensitive-content The Research Services Office can be contacted for details of contracts or other similar concerns. http://www.admin.ox.ac.uk/rso/contactus/				
Timing of departmental or college training and information for student	<ul style="list-style-type: none"> ▪ Transfer of status ▪ When writing thesis ▪ Confirmation of Status (for D.Phil students only) 	<ul style="list-style-type: none"> ▪ Transfer of status ▪ When writing thesis ▪ Confirmation of Status (for D.Phil students only) 	Decision for department	Decision for department	Decision for department

*** End of embargo**

It is the responsibility of the student to initiate any extension to the embargo of both print and digital theses. Reminders are not sent out to alumni. Students should be instructed that they should apply for an extension within a reasonable time prior to the expiry of the embargo, if possible at least 3 months prior to the end of the embargo, in order to give the relevant staff time to deal with the application. The application for extension should be sent to the appropriate Graduate Studies Assistant who will inform the Research Degrees Examinations Office, via e-mail, who will then inform the Bodleian Library and ORA that an application has been made so that the thesis remains restricted until a decision has been made. The Bodleian Library/ORA will make the thesis (print and/or digital) available for open access following the original end of embargo date unless a further application for dispensation is submitted and approved. The Bodleian Libraries reserves the right to retain an embargo if it is suspected that the thesis contains material that will infringe copyright or contains other sensitive information