

Rules of procedure on the digital submission and archiving of PhD theses at the University of Iceland

Produced in cooperation with Opín vísindi, the repository run by Icelandic public universities and the National and University Library for open access articles and PhD theses.

Purpose and scope

The purpose of these rules is to ensure that digital copies of PhD theses at the University of Iceland are deposited in the Opín vísindi repository and made as accessible as possible. The rules of procedure apply to all PhD theses written at the University of Iceland.

Responsibility

The Graduate School is responsible for ensuring that these rules of procedure are correct at any given time. PhD students, administrative supervisors and school coordinators for doctoral studies are responsible for working in accordance with these rules. The manager of the repository at the National and University Library is responsible for checking whether publishers permit open access to articles published as part of a PhD thesis.

Implementation

Article 1 Depositing a digital copy of the final thesis

The PhD student shall deposit a digital copy of the final thesis in the Opín vísindi repository two weeks before the date of the doctoral defence, in accordance with item 2, [Article 70 of the Regulation for the University of Iceland no. 569/2009](#), which states that the thesis must be available at the National and University Library for four weeks prior to the defence. A digital manuscript for the final thesis is included with the University of Iceland template for PhD theses. After submission, the PhD student receives a notification from the repository confirming that the thesis has been successfully deposited. The student is responsible for sending this confirmation to the administrative supervisor and school coordinator for doctoral studies well in advance of the defence date.

The PhD student, in consultation with the academic supervisor, shall determine the level of access, i.e. whether the thesis and/or any accompanying articles will be open and accessible to all for reading and printing, partially open, or closed, temporarily or indefinitely, due to sensitive subject matter, intellectual property interests or planned publication. If the thesis includes manuscripts of unpublished articles, an expert at the National and University Library can help the student set them to closed access. It is important that the PhD student and the academic supervisor agree about access to the thesis and accompanying articles. If the thesis is deposited with a temporary embargo on access, access will automatically be opened once the embargo expires unless the repository receives a request to the contrary. Where published articles are part of a final thesis and the author wishes them to be deposited in open access, an expert at the National and University Library will investigate the publisher's terms and conditions before opening access.

Article 2 Information to include in the final thesis

The back of the title page must indicate the author's ORCID ID, as well as the ISBN if the author chooses. The cover page must clearly state that the thesis was written at the University of Iceland and specify the student's school, faculty and research institute where applicable. All

University funding sources must be acknowledged. In the case of joint doctoral degrees, the logos of both or all universities involved must appear on the cover page of the thesis. Every doctoral thesis must include an abstract in Icelandic and English.

Article 3 Print copies of the thesis

If the thesis is deposited in open access, it is not necessary to submit a print copy to the National and University Library. If a digital copy is deposited in closed access, a print copy must be turned in to the National and University Library. Whether the thesis is open access or not, there is no need to submit a print copy to the University of Iceland central administration, including the Rector's Office and the Graduate School. The number of print copies and sharing of printing costs shall be in accordance with specific school and faculty rules.