Guidelines for Publishing PhD Theses on IRIS
Settore Catalogo prodotti della ricerca e valutazione - ASuR
v. 2.0

IRIS Catalogue

The IRIS Catalogue collects all the scientific studies developed by Sapienza personnel conducting research activities, including PhD theses that are transferred from IRIS to the central libraries in Rome and Florence (as required by Section 11, Art. 6, DM 224/99 to ensure the conservation and refutability of theses by third parties).

After discussing the final exam, it is mandatory for PhDs to upload their thesis to the IRIS Catalogue in PDF format. In order to allow the evaluation and validation of the thesis update, it must include a title page with all required data.

Accessing the Catalogue

From the IRIS home page, login with your credentials in the form name.lastname@uniroma1.it (student-number.surname@studenti.uniroma1.it does not allow access to IRIS).

If you cannot access the catalogue (i.e. invalid credentials message), please make sure that:
- You have an official Sapienza name.lastname@uniroma1.it format e-mail account. If you do not, please request one at https://www.uniroma1.it/it/pagina/posta-elettronica (Click on "Richiesta nuovo account", then "Dipartimenti e Facoltà" and complete the form);
- You have activated a U-GOV account with access to IRIS. If you do not, please request one from *gruppo-pubblicazioni@uniroma1.it*, specifying your name, last name, *codice fiscale* and role. As soon as your U-GOV/IRIS account is activated, you will be able to access the catalogue by using your Sapienza e-mail. (Your user name is the complete e-mail address.)

Please note: IRIS will only recognise your fiscal student number (the one associated with the payment of your stipend or scholarship) and NOT the normal InfoStud student number.

Uploading PhD Theses to IRIS

After logging in to IRIS, select Prodotti from the menu on the left, then Desktop Prodotti (1). To insert a new publication, click on the light green "**Inserimento nuovo prodotto**" button (2).

Select product type **07a Tesi di dottorato** and click on the green **Inserimento manuale[1]** button.

On pages 1 and 2, you must insert all descriptive data concerning the thesis. All mandatory fields are marked with a **green asterisk**.

Make sure you follow the suggestions above each field. These provide you with precise indications on the content and how to complete the field.

Indicating the Author

On page 3, you have to insert the name of the author of the thesis and the university tutor (two mandatory fields). You can insert more than one tutor by clicking on the "Aggiungi altro elemento" button. You can also insert the name of your PhD Programme Coordinator and any external evaluators and tutors.

Uploading Attachments

On page 4, you have to upload the PDF file of your PhD thesis. If you do not upload this file, the entire process will be aborted, and you will be notified via e-mail.

We recommend you name your file "Tesi_dottorato_*Last Name PhD*" as in the following example:

Tesi_dottorato_Rossi

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[1] If thesis type "07a Tesi di dottorato" is not visible from the dropdown menu, please communicate this to: gruppo-pubblicazioni@uniroma1.it

After having uploaded the attachment and indicated the type, you will have to set the **access policy** and **license** regulating use of the file.

The **access policy** regulates access to the file, establishing when and which categories of users may access the thesis via the public IRIS Portal. The available options include:

- **Open Access** – allows any user to view and download the file
- **Embargo** – sets a period of time during which the thesis can be neither viewed nor downloaded from IRIS. However, the metadata will be visible. Once the embargo period expires, the thesis will automatically be classified as "open access"

The **license** indicates usage rights for the file. The available options include:

- **All Rights Reserved (***Tutti i diritti riservati***)** – indicates that the work cannot be used by third parties as all rights, both moral and economic, are solely of the author.
- **Creative Commons (CC)** – allows various usage rights options (free for commercial use, free to modify and redistribute) to be established. As CC provides modular licenses, the system allows users to develop a specific license by answering two questions.
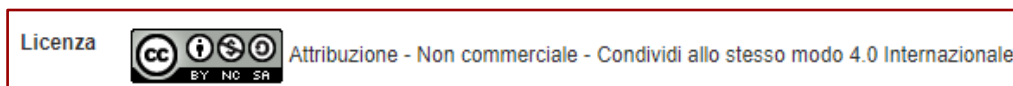
The first allows the author to decide whether or not others can use the thesis commercially. The options are simply: YES and NO.

The second allows the author to decide whether thesis content may be used for other purposes (i.e., didactic materials, translations, etc.) The options are: YES, NO and CONDIVIDI ALLO STESSO MODO (which allows distribution of the work with the same license and usage rights).

The result of these choices will be displayed through interactive icons linked to the official license page where all the options are explained in detail[2].

Example:

| Licenza | (cc) BY NC SA | Attribuzione - Non commerciale - Condividi allo stesso modo 4.0 Internazionale |

- **Other license (to attach)** – other licenses may be used to allow given usage of the work, if the license type is not included by the Creative Commons.

All PhD theses must select the following options:

- *Tipologia* > **Tesi di dottorato**
- *Policy di accesso* > **Open access** or **Embargo**. An embargo period may be set in the following cases:
  - o If there is an agreement with the editor not to allow open access before publication;
  - o If the thesis is part of a larger research project that includes an agreement with an external research agency or financial party regulating the publication and dissemination of the thesis only when the entire project is completed;
  - o For public safety, if the thesis content can, in any way, put public or national security at risk;
  - o For privacy, if the thesis addresses a living or recently deceased person and there are privacy concerns;
  - o To protect patents.

  In any case, the period of embargo may last up to 12 months from the discussion of the thesis.
- *Licenza* > **Creative Commons (CC)**, choosing freely whether what use to consent or, if it is not possible to select a CC (i.e., due to previous agreements with an editor) to opt for "all rights reserved."
- *Invio a loginMIUR* > **NO**, PhD these are not transferred to the ministry, but to the national libraries in Rome and Florence for legal deposit.

Any choice that does not reflect these parameters will block uploading and you will be notified via e-mail.

PhD students are advised to choose the license to apply to their thesis and also indicate it on the pdf of the thesis itself, so that anyone who comes into possession of the document is aware of the uses permitted on it. The licenses you can choose from are as follows:

- **CC BY** > "This document is distributed under the Creative Commons CC BY license, attribution."
- **CC BY-NC** > "This document is distributed under the Creative Commons CC BY-NC license, attribution, non commercial uses."
- **CC BY-SA** > "This document is distributed under the Creative Commons CC BY-SA license, attribution, share alike."
- **CC BY-ND** > "This document is distributed under the Creative Commons CC BY-ND license, attribution, no derivatives."
- **CC BY-NC-SA** > "This document is distributed under the Creative Commons CC BY-NC-SA license, attribution, non commercial uses, share alike."

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[2] For further information on Creative Commons licenses, contact IRIS managers at gruppo-pubblicazioni@uniroma1.it.

- **CC BY-NC-ND** > "This document is distributed under the Creative Commons CC BY-NC-ND license, attribution, non commercial uses, no derivatives."
- **All rights reserved** > "This document is distributed under the licence All rights reserved."

Summary (*Riepilogo*)

On page 5, you will find a summary of the data that you inserted. Please check the information carefully before closing the application. You can modify individual sections with the "Modifica" button next to each section to correct or integrate any necessary information.

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Deposit License

On page 6, a deposit license will be presented through which you authorise Sapienza University to archive and disseminate your PhD thesis[3]. To conclude the uploading process, you must enable this license otherwise the work will remain catalogued as a draft (*bozza*) and will not be transferred to the central libraries in Rome and Florence.

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If you do not conclude your upload, the "draft" thesis cannot be eliminated. So, if you wish to modify your data, you will have to access the draft version and click on the "Completa inserimento" button. Do NOT start a new upload procedure.

At the end of the upload procedure, your thesis will be **validated**. This means that personnel will evaluate your upload information, coherence with the file and license and make sure there are no errors.

Following the validation procedure, there are two outcomes:
- o **Validato** (*validated*) > your upload was approved and is now publicly visible.
- o **Riaperto** (*pending*) > your upload was blocked, and the work is still in "draft" form.

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[3] The full text of the license is available [on the Sapienza website page dedicated to IRIS](#).