

GUIDELINES FOR THE ELECTRONIC SUBMISSION OF THESES AND FINAL COMPOSITIONS OF THE SANT'ANNA SCHOOL OF ADVANCED STUDIES

*Approved by the Academic Senate with Resolution No. 95 of 10/06/2014
and integrated with Resolution No. 117 of 12/07/2016
updated with Resolution No. 60 of 10/04/2018*

Art. 1 Content and field of application

1. These Guidelines govern the criteria and the procedures to be adopted for the collection, accessibility and conservation of theses in digital format discussed by students of the Sant'Anna School of Advanced Studies, starting from the date of issue of these Guidelines.
2. The types of thesis regulated herein are: First-level Sant'Anna honors diploma, Second-level Sant'Anna honors diploma, PhD, First and Second level Master's diploma.

Art. 2 Obligations

1. Theses must be in digital format from the start and must be entered into the institutional digital archive of the School before the discussion session. The thesis file is uploaded to the archive directly by the pupil within the deadline indicated in his/her course regulations;
2. The copy entered into the digital archive will be the official registered version and will be made available according to legal deposit regulations. It will be the only copy of reference in the event that a true copy is requested.
3. Subject to special limitations and exceptions, the digital archive of the School must be open-access and freely available for consultation.
4. When pupils and students make their thesis application, they also issue a declaration in which they accept thesis accessibility and declare the integrity, authenticity and conformity of the document registered with the composition subject to evaluation by the examination board and that there has been no infringement of third party rights deriving from the inclusion of graphics, images, texts owned by others and sensitive information, relieving the School of all responsibility.
5. Issue of the certificate of academic qualification is subject to the final thesis being deposited by the student in question in the open-access institutional digital archive of the School, who will guarantee its conservation; the School also has the responsibility of depositing PhD theses, according to legal requirements, in the National Libraries of Rome and Florence.

Art. 3 Thesis access limitations

1. The accessibility of theses and compositions found in the School institutional archive will be limited for a maximum 36 months in the event of at least one of the following conditions:
 - a. the thesis or parts thereof are pending publication;
 - b. the thesis makes reference to research funded by independent bodies who hold rights over the research results or over the publication of such results;
 - c. the thesis makes reference to inventions on which a patenting procedure is intended / a patent application was made at least 18 months ago for the thesis. Any patent application must be registered prior to any form of public publication of the thesis and thus prior to its discussion. Should it be impossible to register a patent application or should the procedure be incomplete, the student may request the obligation of confidentiality of those present at the thesis discussion. In the above circumstances, the only accessible contents of the thesis

will be its metadata (title, author, keywords, abstract, etc.). The complete text of the thesis will only be accessible at the end of the embargo period.

2. Other access limitations concerning the entire thesis or parts thereof may be imposed whenever necessary to protect personal and sensitive information, and business secrets, to meet confidentiality requirements or in any other duly justified circumstances. In this event, the School reserves the right to assess the need for and reasonable duration of the period of limitation, even after a special preliminary examination by the head of the relevant administrative office aimed at evaluating the interests for this limitation.
3. This evaluation will be carried out by a special Committee, which will decide on any limitations regarding first-level Sant'Anna honours diploma, second-level Sant'Anna honours diploma and PhD thesis.
4. In the cases above, the student must specify the reason for the application for embargo/access limitation. The application is approved by a tutor/supervisor when the thesis title page is created, following the first system login. If expressly requested by the School, the student must provide specific documents supporting the application. The student may remove the embargo/access limitation in advance by notifying the relevant administrative office by email.
5. Access to the project works for first and second level Master's diplomas may be forbidden if requested by the company tutor or the Master's Director.

Art. 4 Depositing in the National Libraries of Florence and Rome

1. The depositing of the PhD theses in the central National Libraries of Florence and Rome shall be undertaken according to the provisions for the legal deposit of digital documents, issued by the abovementioned bodies.
2. Furthermore, in order to guarantee maximum accessibility to the information and research contained in the PhD theses, the School Library has set up a controlled consultation point even in the period in which the thesis may be classified, without prejudice to the provisional undertaking of patenting procedures.

Art. 5 Other compositions

1. For the presentation of other types of composition (e.g. final compositions for the annual assessment of the academic progress of honors students), it is not necessary to follow the administrative procedure required for theses; these do not have to be uploaded to the digital archive before the discussion but can be deposited afterwards.
2. The compositions described in this article are only accepted in the digital archive if the author authorises full access to the text.

Art. 6 Transitional provisions

1. The transitional provisions of these Guidelines must be incorporated by reference into the School regulations and calls for applications.
2. As concerns the PhD courses already announced, students must only sign the declaration included in the admission application.
3. Any matters not expressly covered by these Guidelines are regulated by the applicable legislation.

