Access Option Information

This is an information sheet intended for Post-Graduate Research students in advance of when they will be submitting their final approved thesis to the library.

The award letter sent out by the Research Student Administration team once the award of your degree has been approved, will direct you as to how to deposit your work to the library. When you deposit on the eTheses system (<https://etheses.bham.ac.uk/>) you will be asked to select an access option as part of the submission process. This information sheet is designed to provide an overview of the different access options available in advance of when you will be required to submit your thesis to the library.

For more detailed guidance as to the access options please see: <https://intranet.birmingham.ac.uk/as/library/thesis>

Authors also have the choice as to whether to apply a Creative Commons licence permitting wider re-use and re-distribution of the work at the stage their thesis becomes openly available online. For more information on the range of licences available please see: <https://creativecommons.org/licenses/>

**Please note: You should discuss your access option with your supervisor in advance of when you come to deposit your thesis. University guidelines advocate this is done at the ‘Notice of Intention to Submit’ stage to ensure paperwork is submitted in a timely manner if this is required.**

**Access Options A, B and C don’t require any paperwork to be submitted in advance.**

For any questions please email: [ubira@lists.bham.ac.uk](mailto:ubira@lists.bham.ac.uk) or call 0121 414 3397 / 0121 414 5822

**Option A – Fully Accessible (Open Access)**

**Recommended**

You agree that the University Library is authorised to make the electronic copy of your final approved thesis freely accessible to individuals and institutions - including search engines and automated agents - via the Internet.

In addition, the printed copy of the Work will be made available in the Library on a reference only basis.

Provided there are no impediments to making the thesis openly available online, we strongly encourage authors to select Option A. Providing open access to your research provides benefits both to your own research profile and to researchers in your field seeking the latest information on a topic. It also ensures misappropriation of your research is more likely to be identified as the work will be indexed by anti-plagiarism software.

**Option B – Electronic version available upon request**

You agree that the University library is authorised to supply electronic copies of your thesis to individual requesters provided their nature of interest in your work is of a non-commercial nature.

If selecting Option B you will be required to provide an expiration date after which the thesis will become openly available in accordance with the terms of Option A.

In addition, the printed copy of the Work will be made available in the Library as a reference only work and can be supplied on inter-library loan.

Please note, that if you received UKRI funding to support your studies, an option B restriction cannot last for more than 12 months beyond your date of graduation for it to be compliant with the UKRI funder terms.

**Option C – Electronic version restricted**

You agree that the University library can contact you when a request for an electronic copy is received. Permission will then be sought from you as the author to see if access can be provided in electronic format to the requester. Please note that lengthy Option C restrictions are not recommended, as they will likely reduce the academic impact of your thesis research.

If selecting Option C you will be required to provide an expiration date after which the thesis will become openly available in accordance with the terms of Option A.

In addition, the printed copy of the Work will be made available in the Library as a reference only work and can be supplied on inter-library loan.

Please note, that if you received UKRI funding to support your studies, an option C restriction cannot last for more than 12 months beyond your date of graduation for it to be compliant with the UKRI funder terms.

**Option D – Full Embargo**

In the event that access to both the electronic and hardbound copies of your work need to be restricted, a restricted access form will need to be completed and signed by the author, lead supervisor and head of school to apply for a full embargo (Option D). Full embargoes are typically granted for no longer than 4 years but are dependent on case by case circumstances. You should ideally submit this paperwork at the same time as submitting your ‘notice of intention to submit’. The restricted access form is available to download at: <https://intranet.birmingham.ac.uk/as/studentservices/graduateschool/rsa/intentiontosubmit.aspx>