Guidelines for inserting the Doctoral Thesis into IRIS

DEPOSIT METHOD

Translation from the work of :

Ufficio Prodotti della Ricerca - Direzione Servizi alla Ricerca e Valorizzazione

1. Authentication

To access the deposit procedure, you need to log in to the web page
https://iris.unitn.it/, by clicking on the "Login" button located in the top right corner
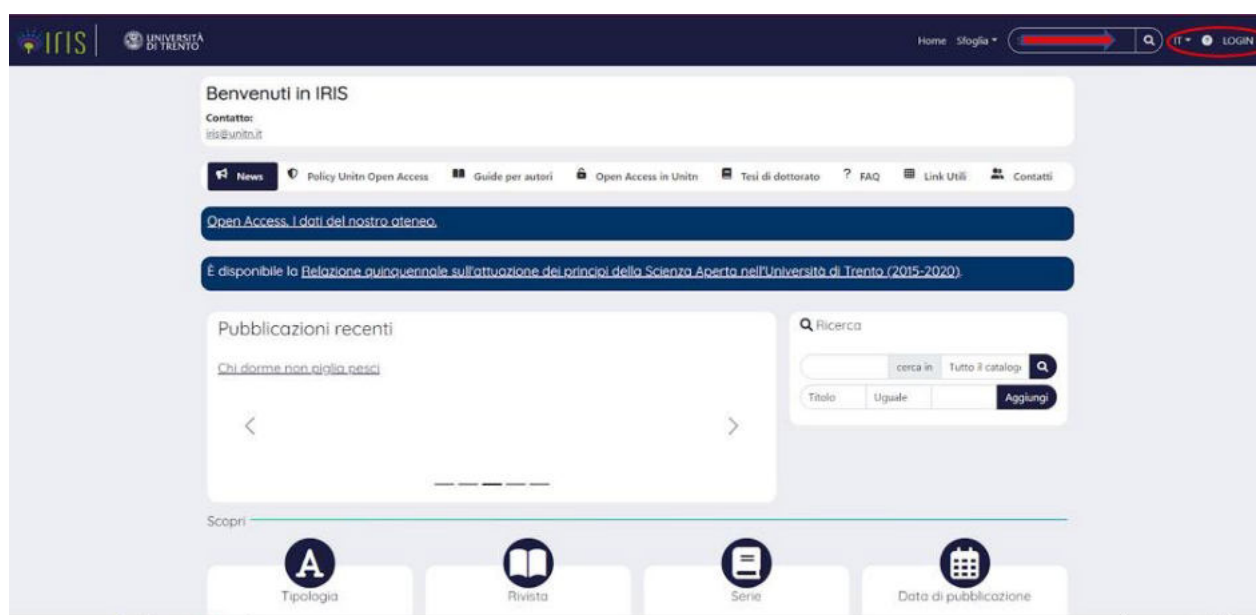and using your university credentials (Figure 1).

Figure 1

The first time you access the system, a pop-up called "ORCID Profile" (Figure 2) will
appear. From there, in addition to obtaining information about your ORCID
identifier, you will have the option to create or associate your ORCID iD profile with
the IRIS Unitn catalog.

The pop-up will appear with each new login until you choose one of the following
options: create a new ID or associate an existing ID.
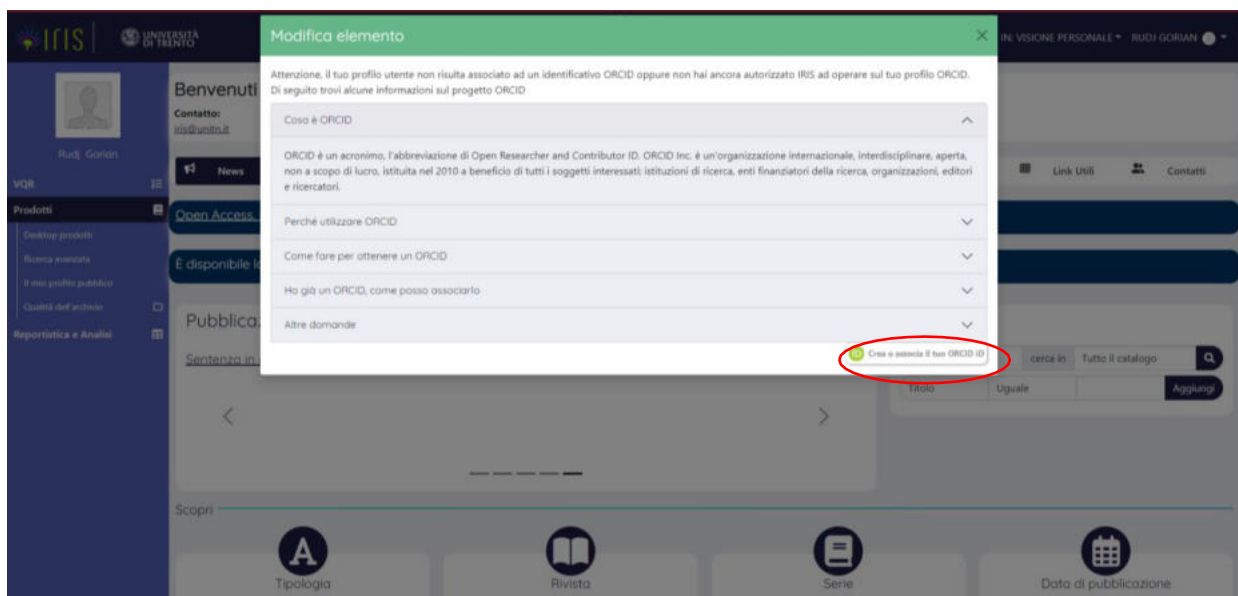
For more information, click on ORCID.

Figure 2

To add a new item (the doctoral thesis), from the "Product Desktop," click on the "New publication" button located at the top left corner (Figure 3).
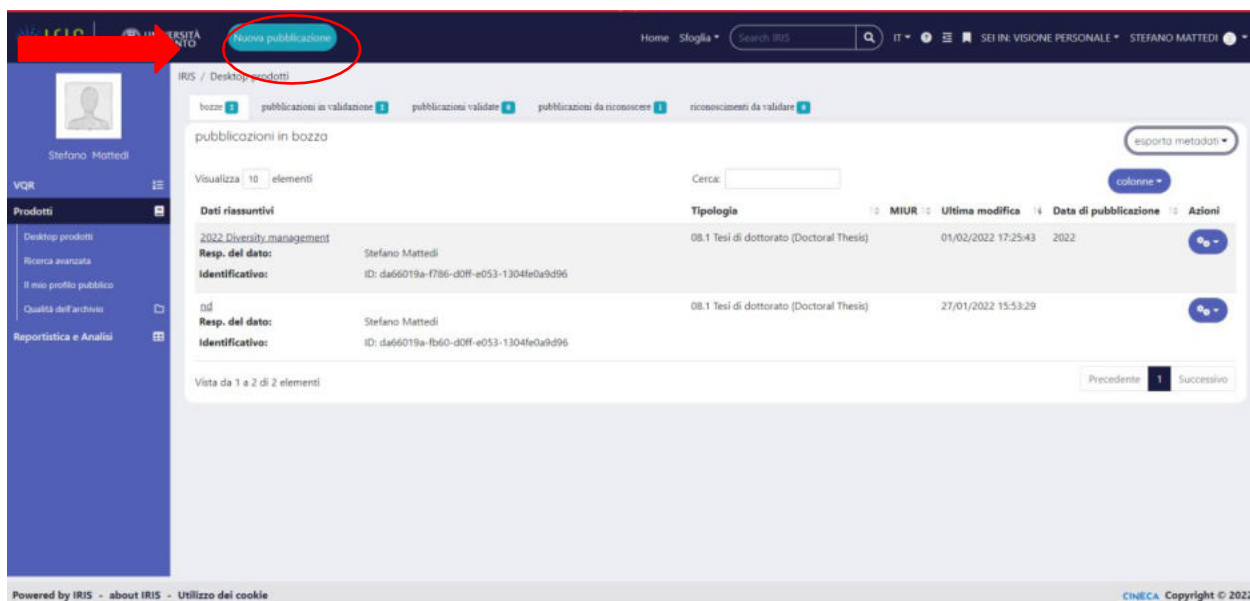

Figure 3

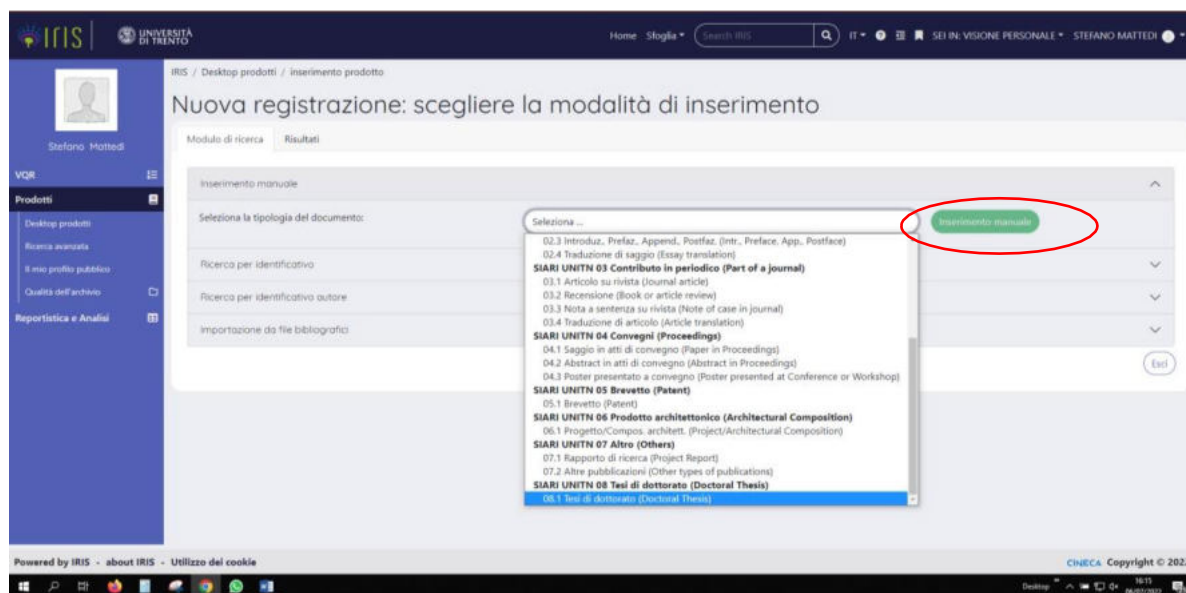## 2. Insertion of the doctoral thesis

Figure 4

In the first screen (Figure 4) "New registration": choose the insertion method, select "Manual entry," and from the dropdown menu in the "Select document type" field, choose "8.1 Tesi di dottorato (Doctoral thesis)." Then, click on the "Manual entry" button.

The process of self-archiving the doctoral thesis is divided into 7 steps, and each step requires filling in descriptive fields (the * symbol indicates mandatory fields).

At any point, the system allows you to stop and save the entered information by clicking on the "Save and exit" button at the bottom of the page, so you can complete the insertion later.

Fase 1: To describe
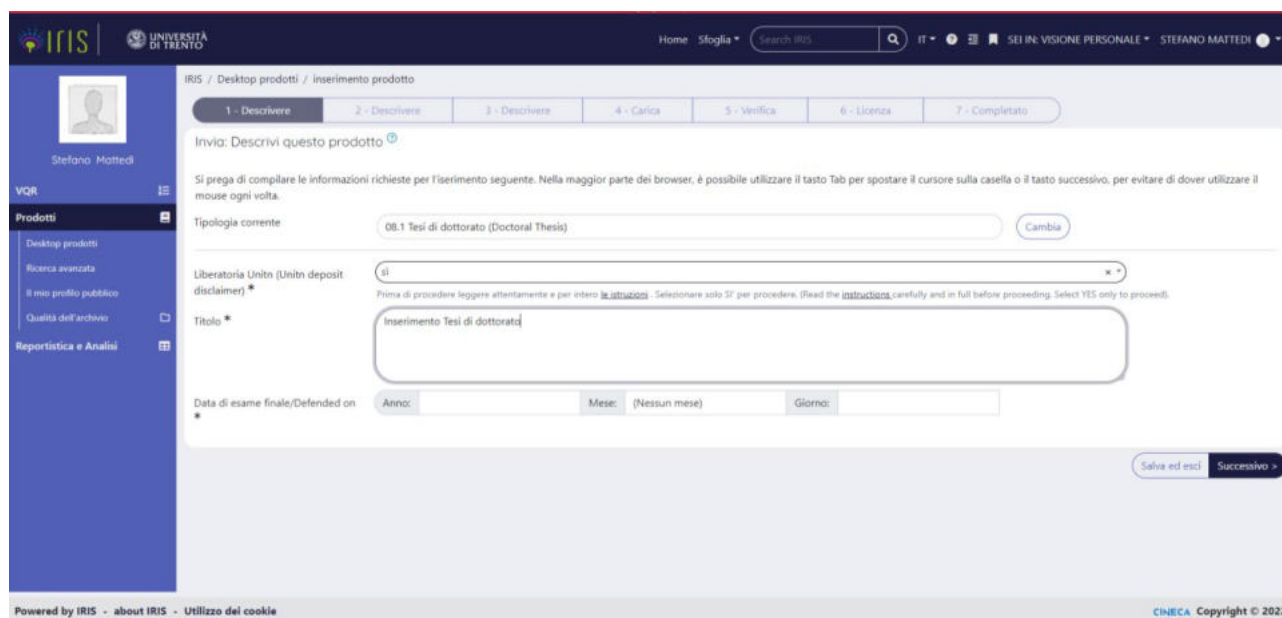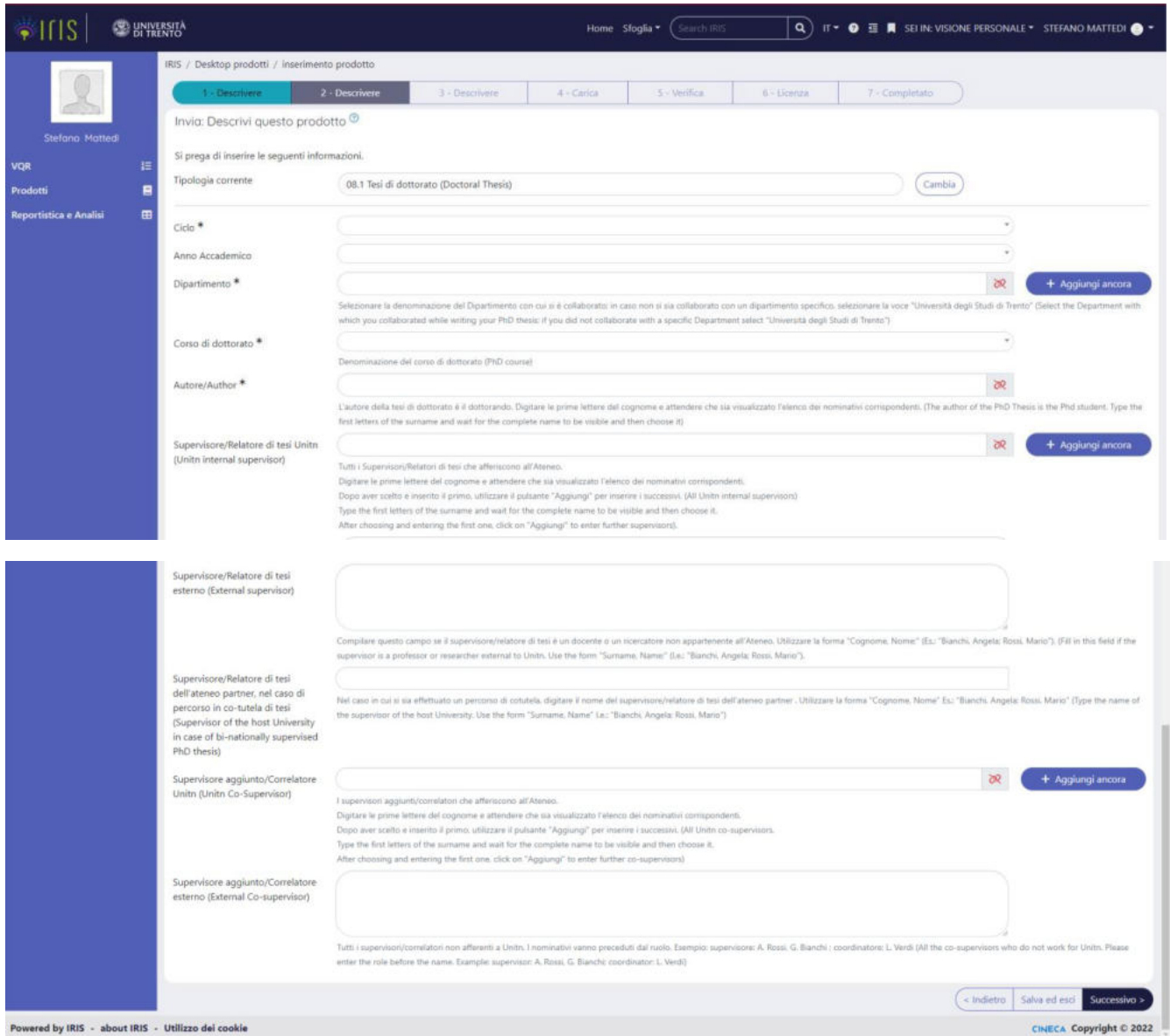
Figure 5

In this first screen (Figure 5), it is mandatory to select "Yes" for the "Unitn Authorization" field, which can be found by clicking on the "Doctoral Thesis" tab within the IRIS homepage. The declaration form (available for download from the IRIS homepage) must be printed, filled out in its entirety, signed, scanned, and uploaded to IRIS along with the thesis, as explained in section "4. Upload," Figures 8 and following.

The fields to be entered are the thesis title: the title must correspond to the final title that will be included in the final examination transcript, and the date of the final examination.

Please note that if you do not upload the declaration form along with the thesis, you will not be awarded the doctoral degree.

Fase 2: To describe

In this screen (Figure 6), the mandatory fields to fill in are the academic cycle, the department of affiliation, the doctoral program, and the author of the thesis. Under each field, there are suggestions on how to enter the required information.

Phase 3: Describe

Figure 7

In this screen as well (Figure 7), all fields marked with an asterisk are mandatory. If they are not filled in, the program will not allow you to proceed with the thesis upload operations.

It is advisable to accurately and comprehensively fill in even the non-mandatory fields in the description screens, as this will make your thesis work more visible and discoverable through search engines.

4. Upload

This phase allows you to upload the file containing the full text of your thesis and the declaration/disclaimer.

The version you deposit in IRIS Unitn must be the final one!
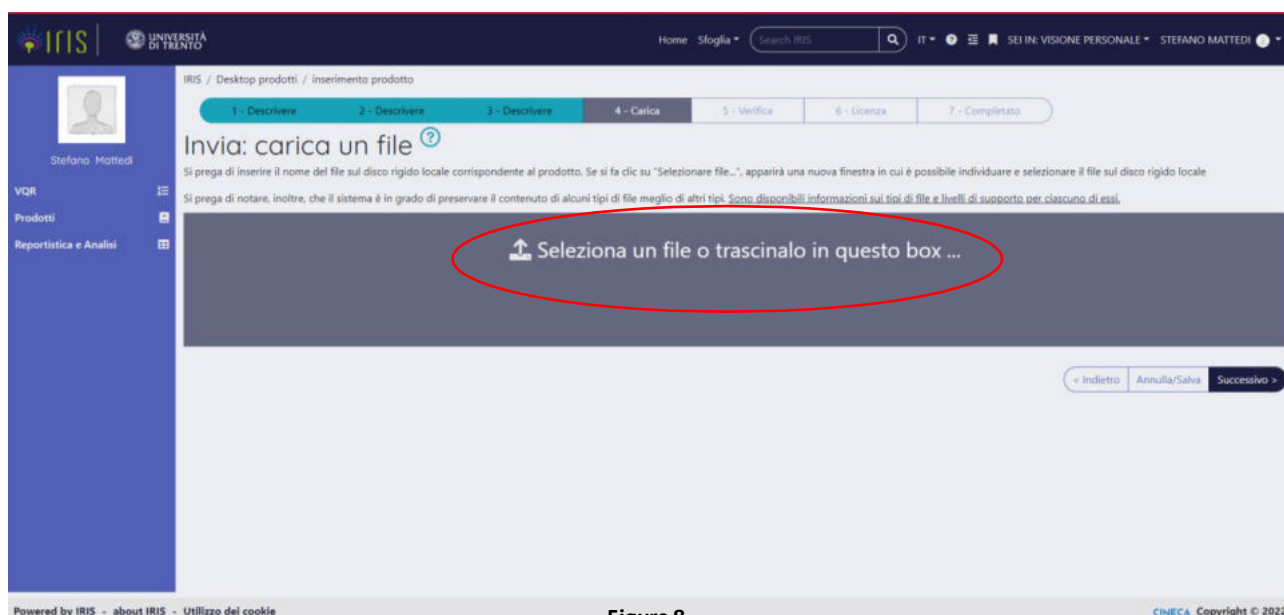
Figure 8

In the full-text deposition phase, it is necessary to first determine whether the access will be open or closed. In the case of open access, not only the bibliographic metadata (title, author, abstract, etc.) but also the full text of the thesis will be visible online. In the case of closed access, only the bibliographic metadata will be visible online, and the full text will be restricted from public access.

In the case of closed access, for a specified period of time (embargo, see below for conditions to request it), only the publication's metadata (title, author, abstract, etc.) will be visible, and not the full text.

However, it is important to note that the regulations regarding doctoral research require universities to provide a copy of the thesis to the National Central Libraries in Rome and Florence, where they remain available for consultation according to the regulations of each library, regardless of any embargo.

Click on the "Select a file" button (Figure 8) and retrieve the PDF of the thesis from your computer (Figure 9).
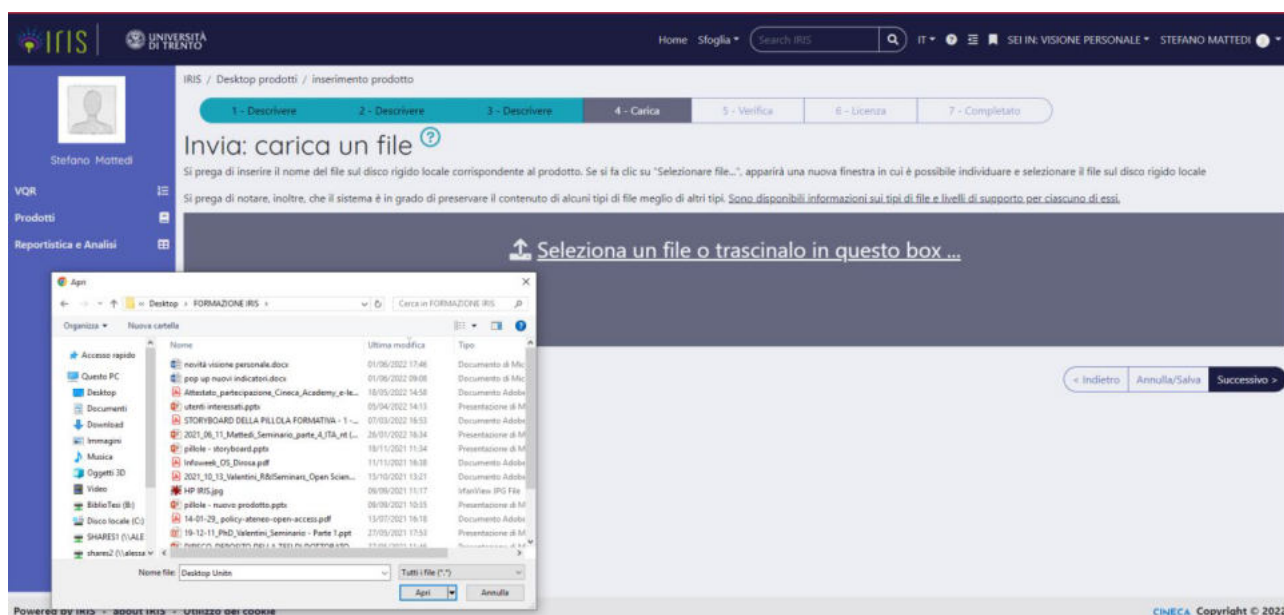
Figure 9

In the "Type" field, select the option "Tesi di dottorato (Doctoral Thesis)" (Figure 10).
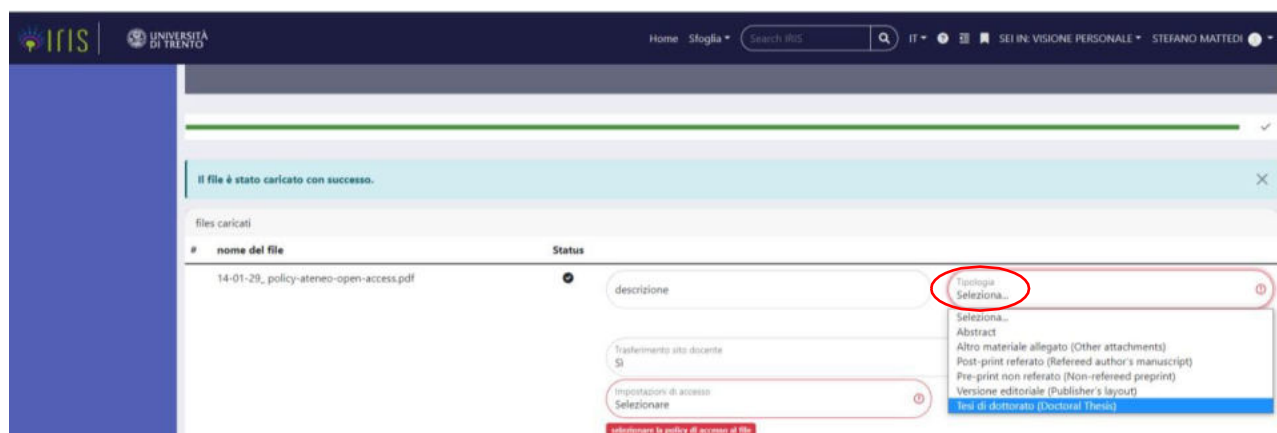
Figure 10
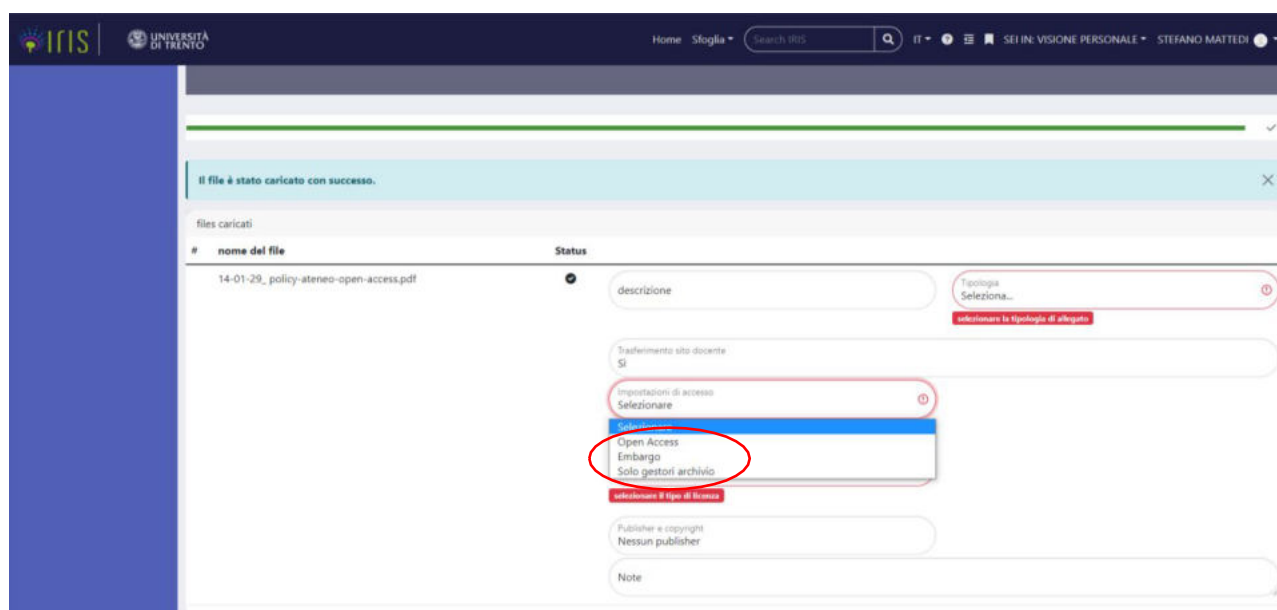
Figure 11

In the "Access Settings" field (Figure 11), you can select:
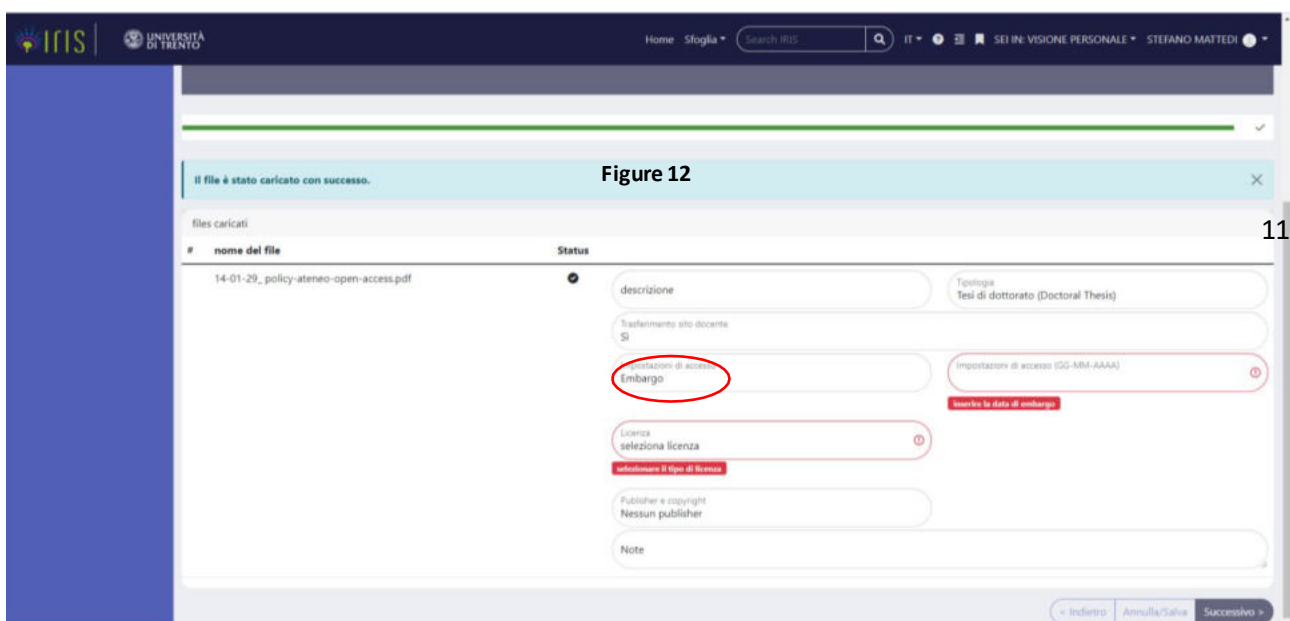
Open Access: Allows any user to immediately view and download the file, freely available on the public IRIS portal and the Internet.

Embargo: An embargo is a period during which the thesis is kept confidential in the institutional archive, while the bibliographic metadata is made visible.

By choosing the option "Only archive managers," the author reserves the possibility to grant permanent access to the work only to IRIS administrators. This is a highly restrictive choice that is sometimes used for archiving products other than doctoral theses.

It is possible to request an embargo period (up to 24 months) by explaining the reasons in the disclaimer/declaration:

- Thesis under publication: If the publisher opposes open access dissemination before publication.
- Thesis resulting from agreements with third parties: If the thesis is part of a larger research project in agreement with external research centers/foundations, funding agencies. Verify the specific contract/agreement.
- Reasons of public safety: If the content may jeopardize public or national security.
- Privacy concerns: If the thesis pertains to an individual (living or deceased) whose privacy may be at risk from the disclosed information.
- Patentable content.

Figure 12

The duration of the embargo (Figure 12) will be calculated from the date of the thesis defense, up to a maximum of two years. In exceptional cases, it is possible to request a longer embargo period.

The copy of the thesis that the University of Trento will deposit through OAI-PMH harvesting at the National Central Libraries in Rome and Florence will be treated according to current regulations. It will be consultable at the National Library premises according to their respective regulations (generally through PCs connected only to the local network and not equipped for printing or saving to external devices, except during the embargo period).

Once the file is uploaded, you will fill in the "License" field (Figure 13), which allows you to choose the level of access for the full text of the thesis.

Figure 13

If the author has selected "Embargo" because the rights holder(s) of their work allows open access but only after a certain period of time, they will choose "All rights reserved" or the specific Creative Commons license chosen by the publisher.

If, as the rights holder, they have selected "Open Access" and decide to make the work available in Open Access for "free" (providing users with free access to read the work), they will choose "All rights reserved." However, if they opt for a "libre" degree of openness (granting users one or more of their economic copyrights, such as the right to translate or distribute the work), they will instead choose "**Creative Commons**".

The "Other license" item is almost never used, except in rare cases (for example if the attachment consists of open source software).
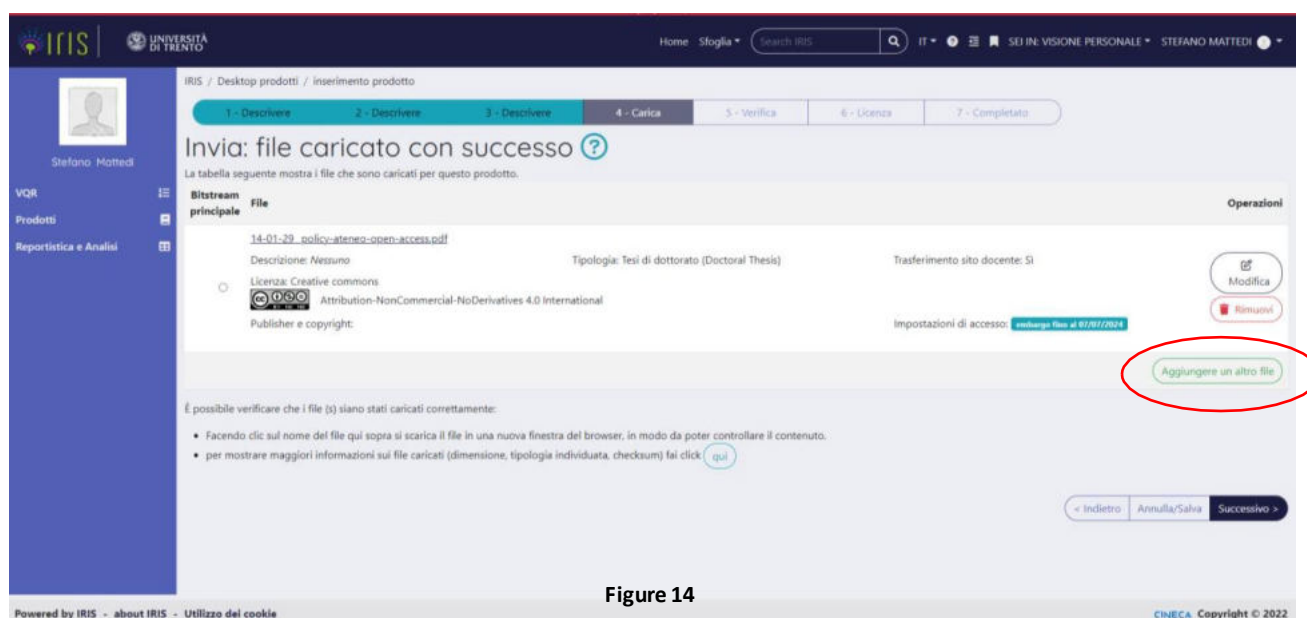
Figure 14

In the next screen (Figure 14), there will be a summary of the data related to the uploaded PDF of the thesis.

At this point in the process, the signed declaration, which has already been printed, filled out completely, and scanned, should be uploaded by clicking on the "Add another file" button (Figure 14).

Figure 15

In the "Type" field, select the option "Altro materiale allegato (Other attachments)" from the dropdown menu (Figure 15).

Figure 16

In the "Access Settings" field, select the option "Solo gestori archivio (Only archive managers)" (Figure 16).

Figure 17

In the "License" field, choose "Tutti i diritti riservati (All rights reserved)" (Figure 17).

Figure 18

In the next step (Figure 18), the data for both files will be summarized, and you can verify that they have been entered correctly. If any changes need to be made, it is still possible to intervene and modify the information if you are in the process of uploading the thesis.

5. Verification

Figure 19

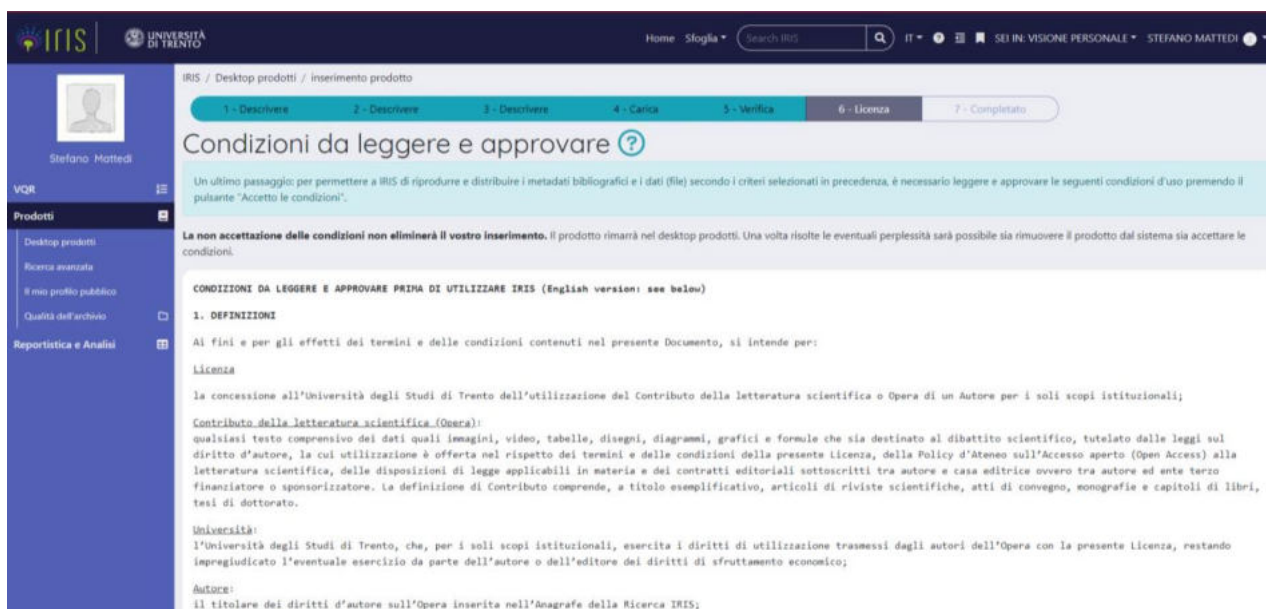Before proceeding with the finalization of the deposit, it is recommended to (Figure 19):

- Verify the accuracy of all the entered data.

- View the deposited files to ensure they do not contain any errors.
- Verify that you have deposited the final file(s) of the thesis and the disclaimer.

If necessary, you can make modifications.

6. License

In this screen (Figure 20), a deposit license is presented, authorizing the University of Trento to archive and disseminate the doctoral thesis. To finalize the submission, it is necessary to grant the license by clicking on "Concedo la licenza" (I grant the license). Otherwise, the product will remain in draft status in the catalog and cannot be transferred to the Central Libraries of Rome and Florence.

Figure 20

7. Conclusion

Once the self-archiving process is complete, your product (the doctoral thesis) will be located in the "Desktop prodotti" (Figure 21). To view it, you can click directly on the title of the thesis or, from the dropdown menu in the "Azioni" (Actions) column, click on "Visualizza" (View).

The doctoral thesis is assigned a unique identifier called a handle, which is displayed below the data manager (green arrow).

Figure 21

The view of the product (Figure 22) displays the bibliographic metadata of the doctoral thesis and the two uploaded PDF files (doctoral thesis + disclaimer).

In the top right corner, highlighted in red, there is a link generated by the system that can be used to cite the public version of your product.

Figure 22

Attention!

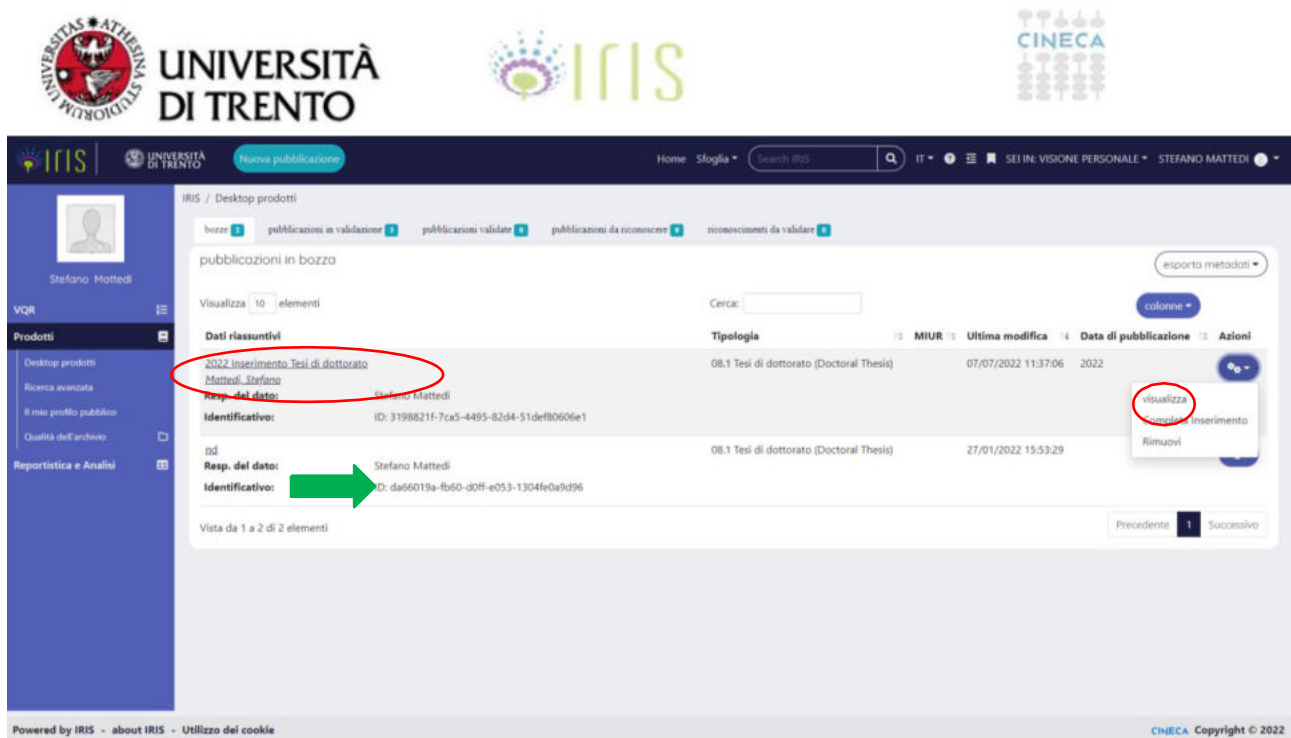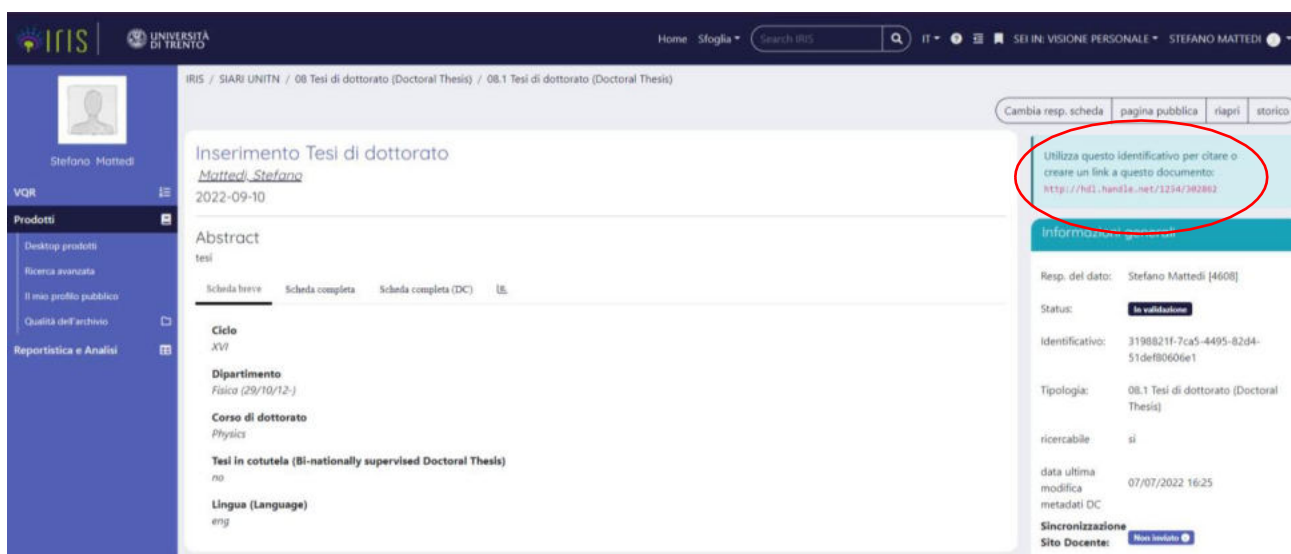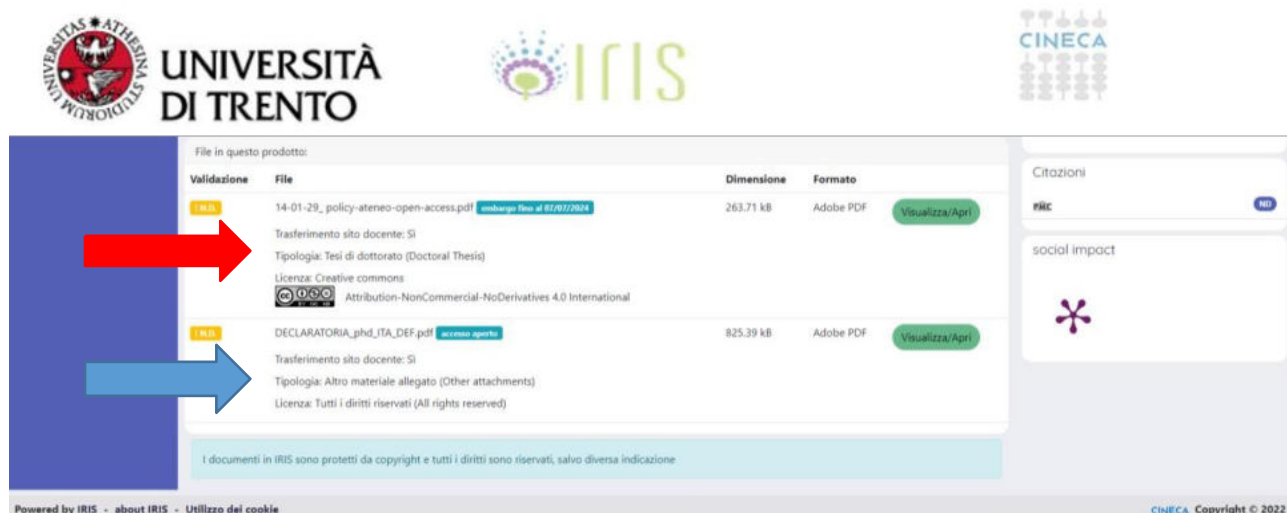Once the thesis has been deposited in the catalog, if you realize that you need to add or correct any information, it is no longer possible to do so.

To make any changes, it is necessary to send an email to the following address: iris@unitn.it

Product Status

If the insertion is not completed, the thesis in "draft" on your product desktop cannot be deleted. Therefore, if you wish to modify or correct the data, you need to enter the draft product and click on the "Complete insertion" button. Under no circumstances should you start a new insertion.

At the end of the insertion process, the product enters the "validation" state. Validation involves the verification by the responsible staff of the formal correctness of the record, the coherence of the file with the indicated license, and the presence of any other errors.

After the validation process, the possible states of the product are:

Validated > The insertion has been approved, and the record is visible on the public portal.

Reopened > The insertion has been rejected, and the product has returned to draft status.