
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).

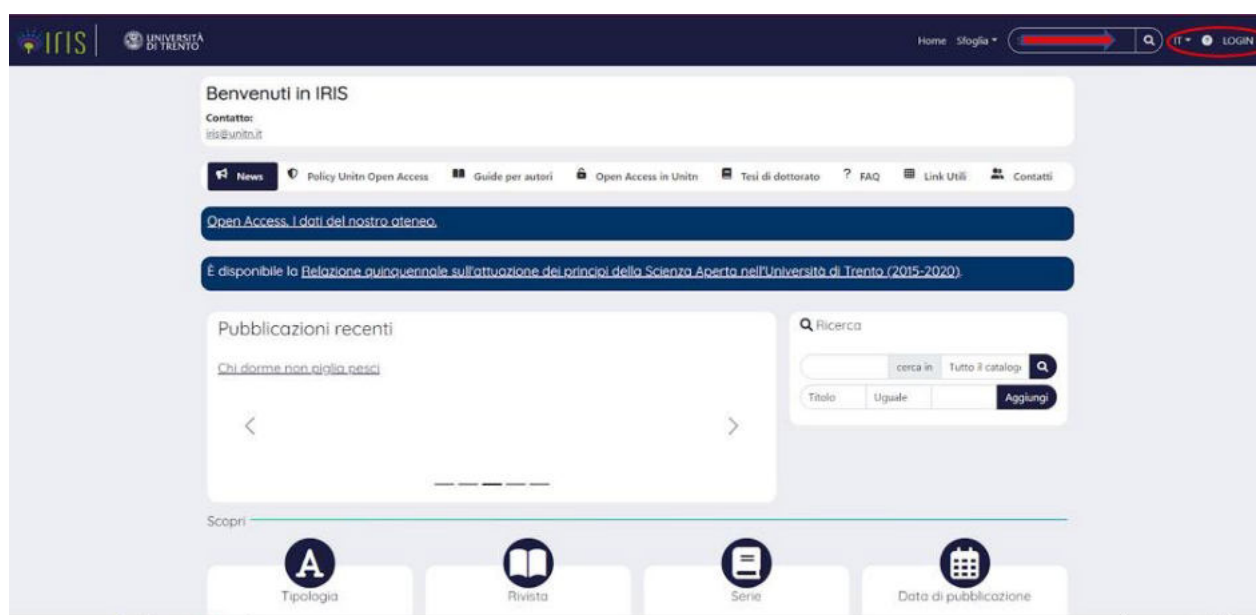


Figure 1

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](#).

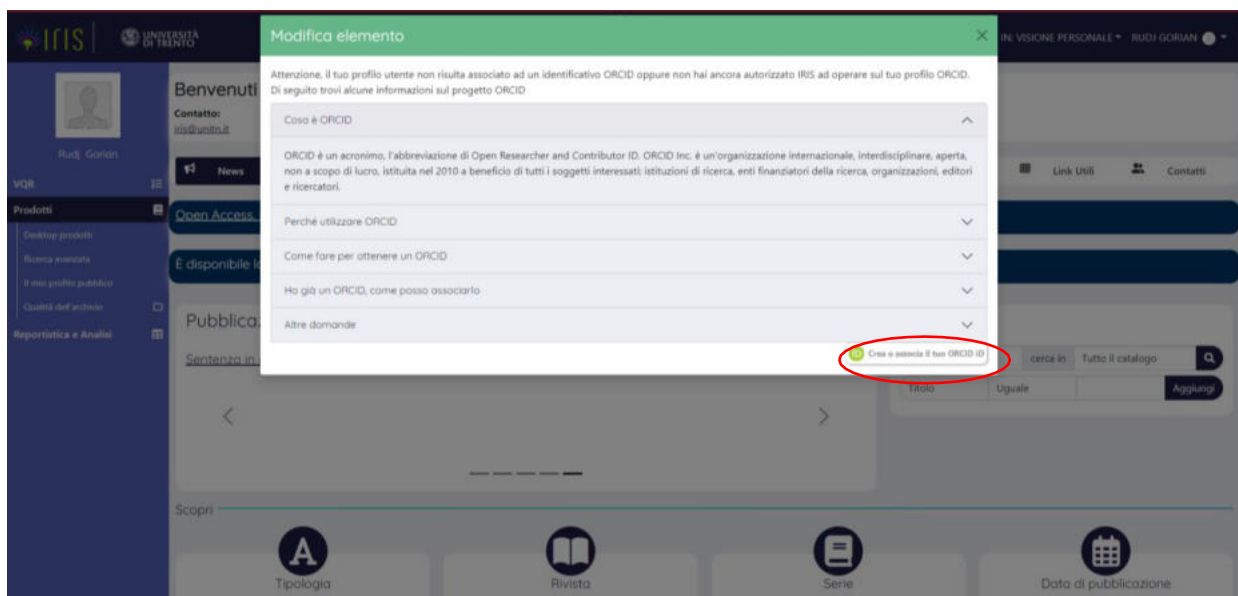


Figure 2

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).

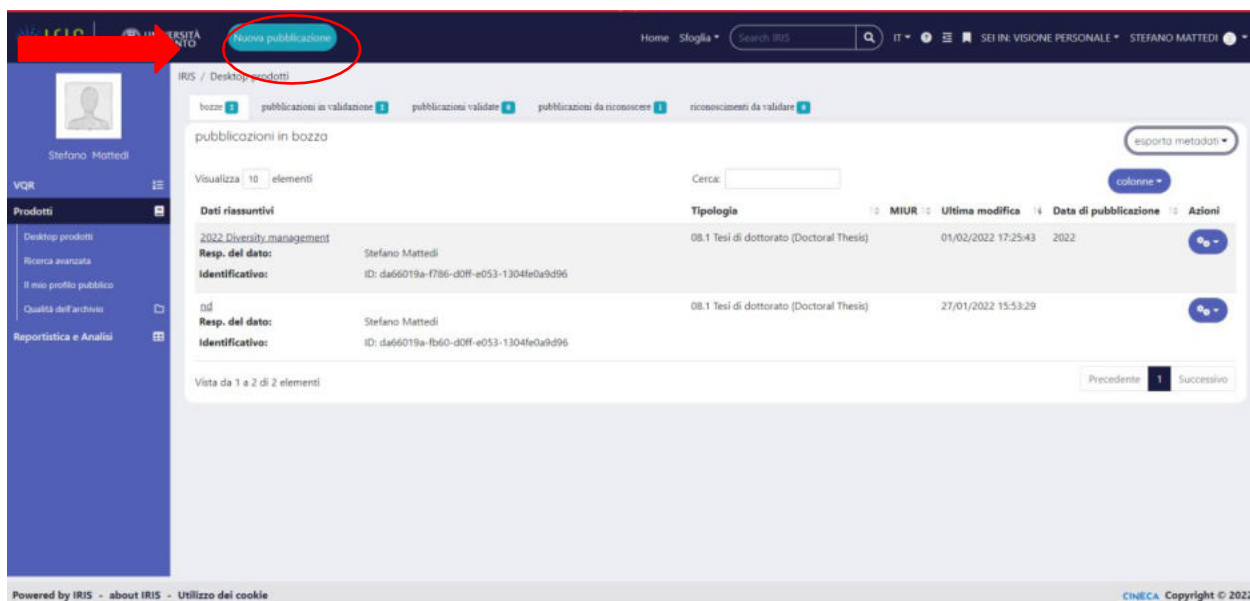


Figure 3

2. Insertion of the doctoral thesis

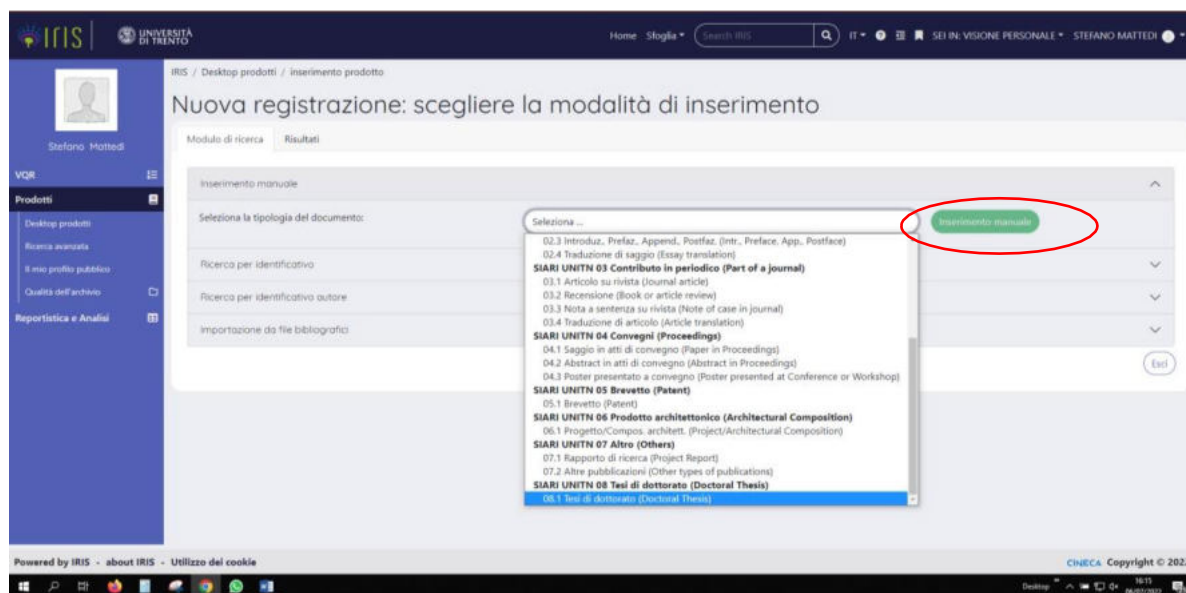


Figure 4

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

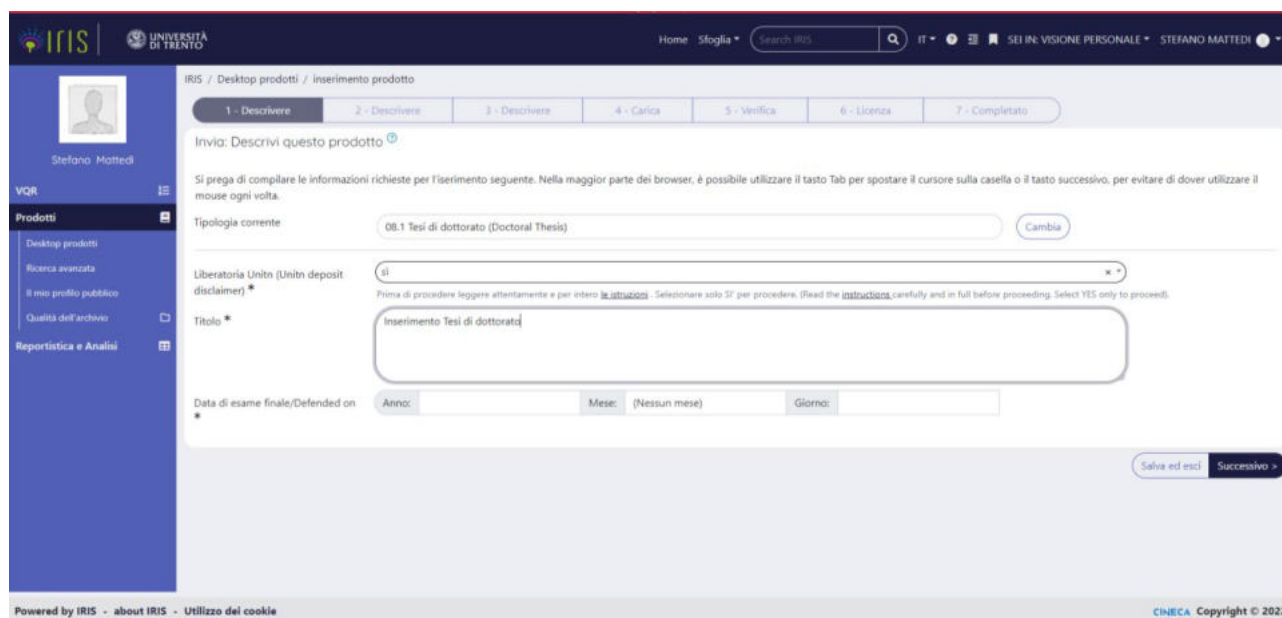


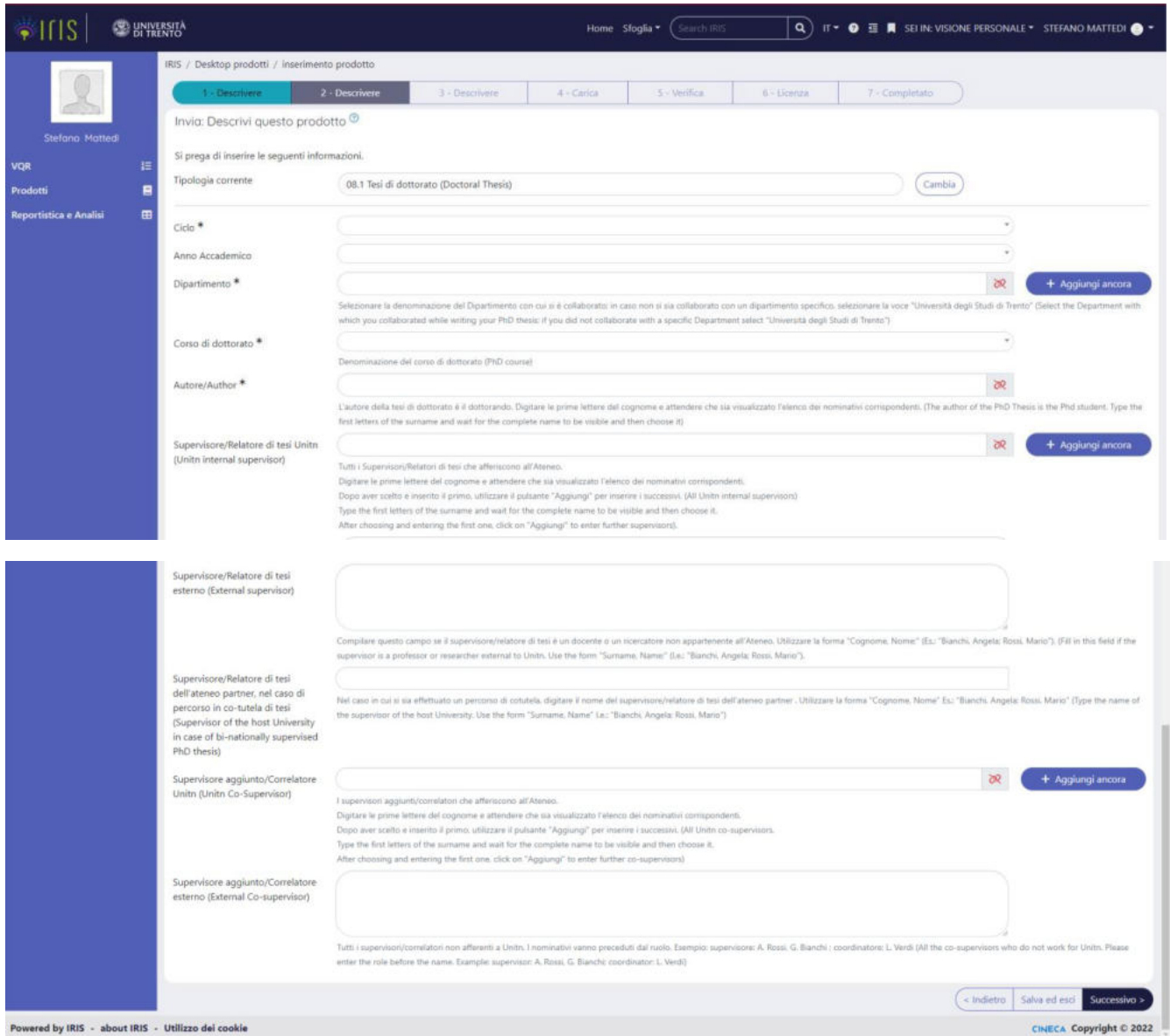
Figure 5

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



IRIS / Desktop prodotti / inserimento prodotto

1 - Descrivere 2 - Descrivere 3 - Descrivere 4 - Carica 5 - Verifica 6 - Licenza 7 - Completato

Invia: Descrivi questo prodotto

Si prega di inserire le seguenti informazioni.

Tipologia corrente: 08.1 Tesi di dottorato (Doctoral Thesis) [Cambia](#)

Ciclo *

Anno Accademico

Dipartimento *

Corso di dottorato *

Autore/Author *

Supervisore/Relatore di tesi Unitn (Unitn internal supervisor)

Supervisore/Relatore di tesi esterno (External supervisor)

Supervisore/Relatore di tesi dell'ateneo partner, nel caso di percorso in co-tutela di tesi (Supervisor of the host University in case of bi-nationally supervised PhD thesis)

Supervisore aggiunto/Correlatore Unitn (Unitn Co-Supervisor)

Supervisore aggiunto/Correlatore esterno (External Co-supervisor)

< Indietro Salva ed esci Successivo >

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Figure 6

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



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IRIS / Desktop prodotti / inserimento prodotto

Home Sfoglia Search IRIS IT SEI IN: VISIONE PERSONALE STEFANO MATTEDI

1 - Descrivere 2 - Descrivere 3 - Descrivere 4 - Carica 5 - Verifica 6 - Licenza 7 - Completato

Invia: Descrivi questo prodotto

Si prega di inserire le seguenti informazioni.

Tipologia corrente 08.1 Tesi di dottorato (Doctoral Thesis) [Cambia](#)

Tesi in cotutela (Bi-nationally supervised Doctoral Thesis) *

Indicare se la tesi è in cotutela con un'università ospite (Please state if the thesis was bi-nationally supervised by a host University)

Paese e nome dell'istituzione/ente esterno in caso di cotutela o collaborazioni internazionali (Country and name of the Institution in case of bi-nationally supervised PhD thesis or other international collaborations)

Abstract *

Parole chiave

Codice DOI

Luogo di discussione

Certificato Doctor Europaeus

Enti erogatori di fondi (Funders)

Da pag. (From page)

A pag. (To page)

N. di pagine (Total pages)

Lingua (Language) *

URL

Area CUN (CUN area) *

Settori scientifico-disciplinari (SSD)

Bibliografia (References)

Note bibliografiche (Bibliographic notes)

< Indietro Salva ed esci Successivo >

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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!

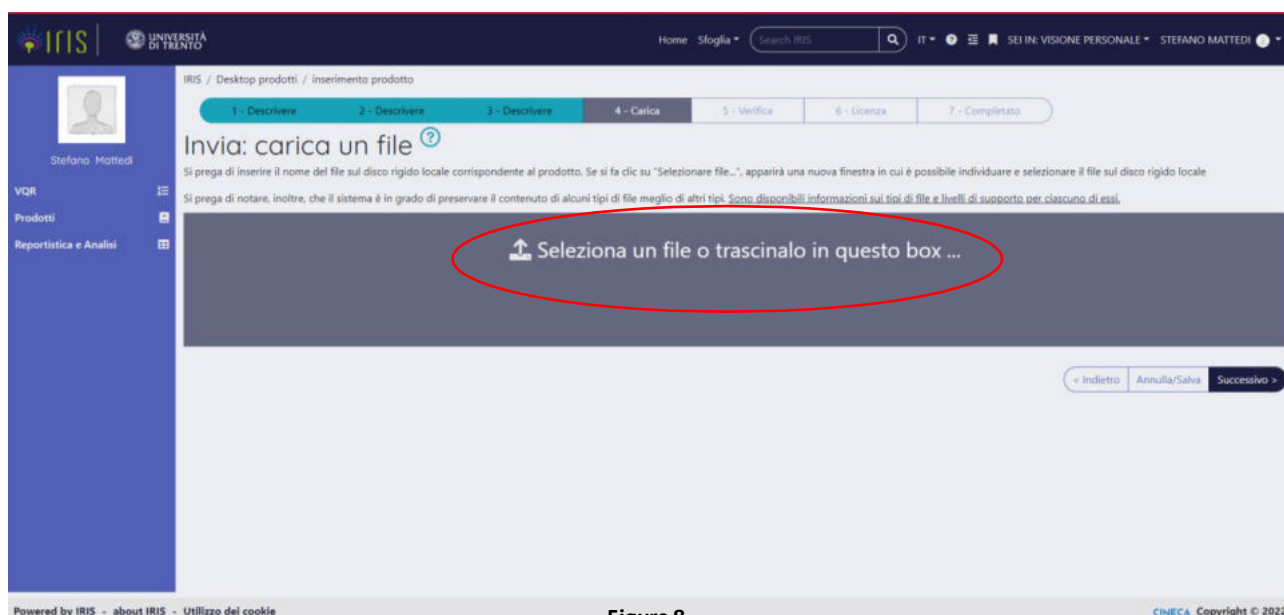


Figure 8

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).

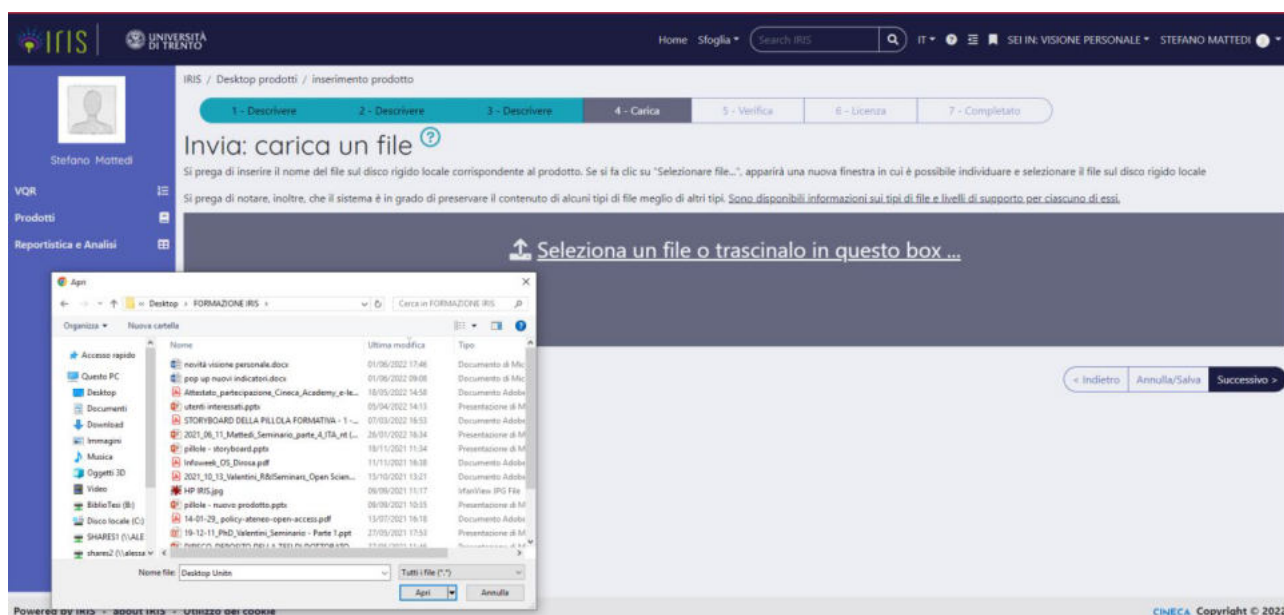


Figure 9

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

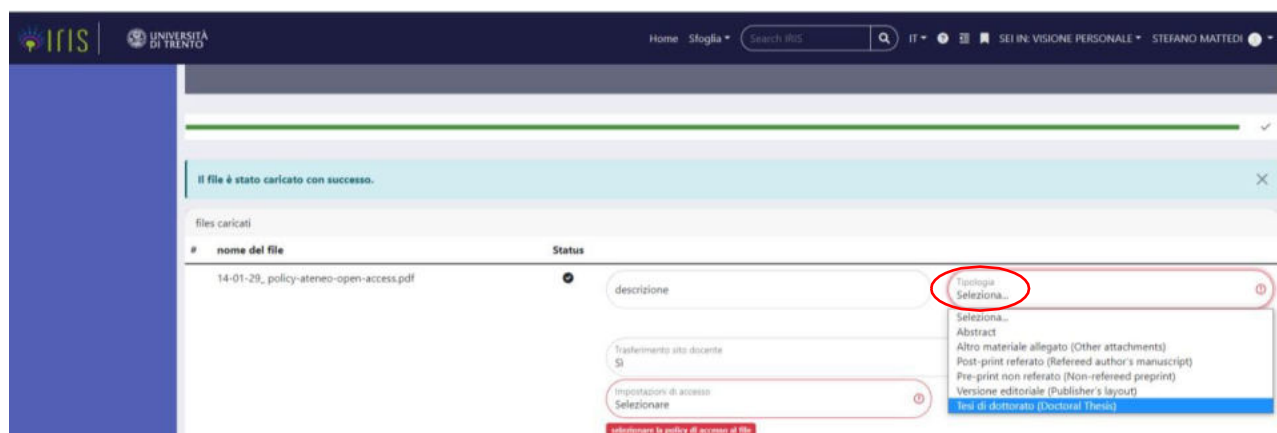


Figure 10

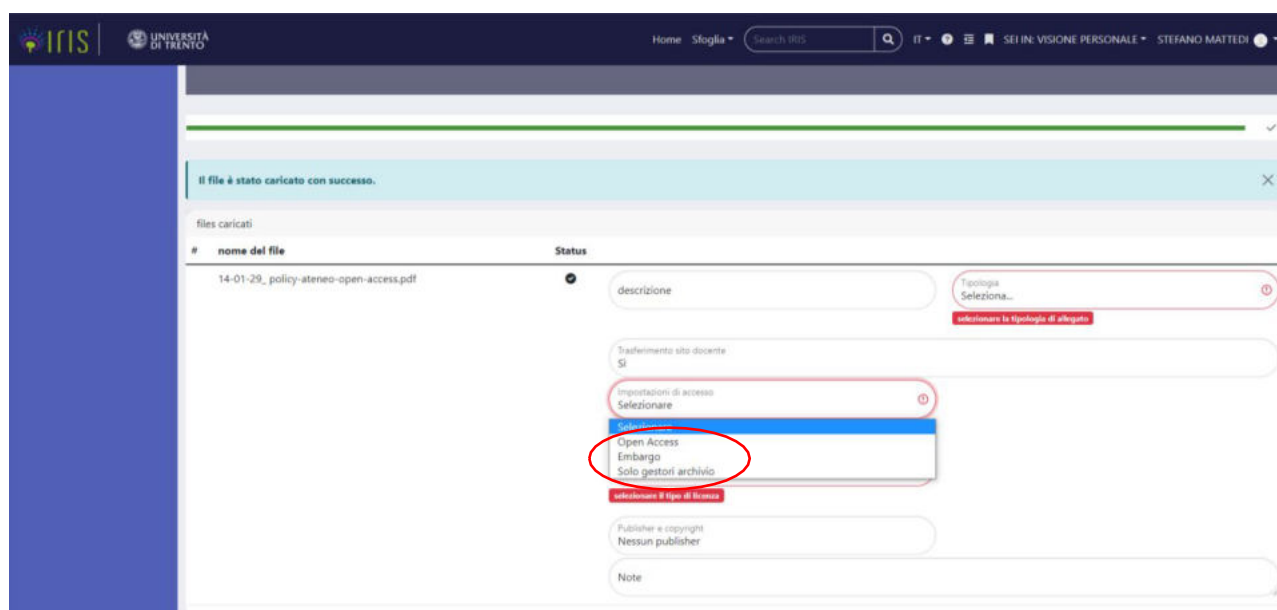


Figure 11

In the "Access Settings" field (Figure 11), you can select:

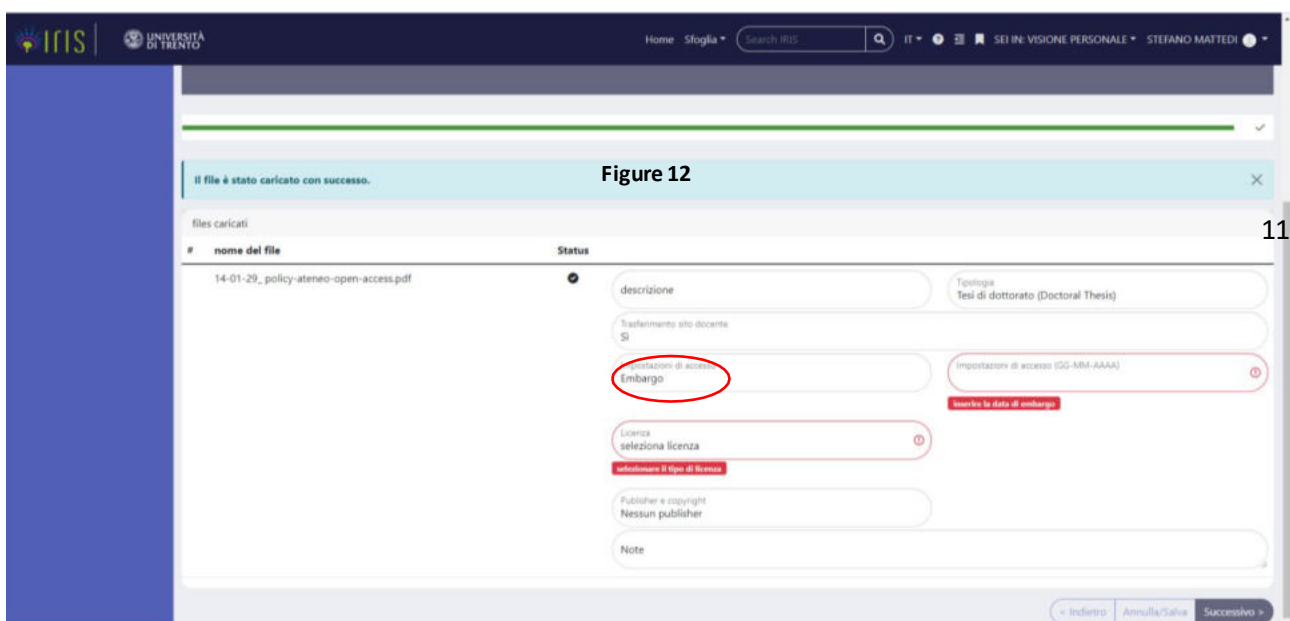
Open Access: Allows any user to immediately view and download the file, freely available on the public IRIS portal and the Internet.

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.

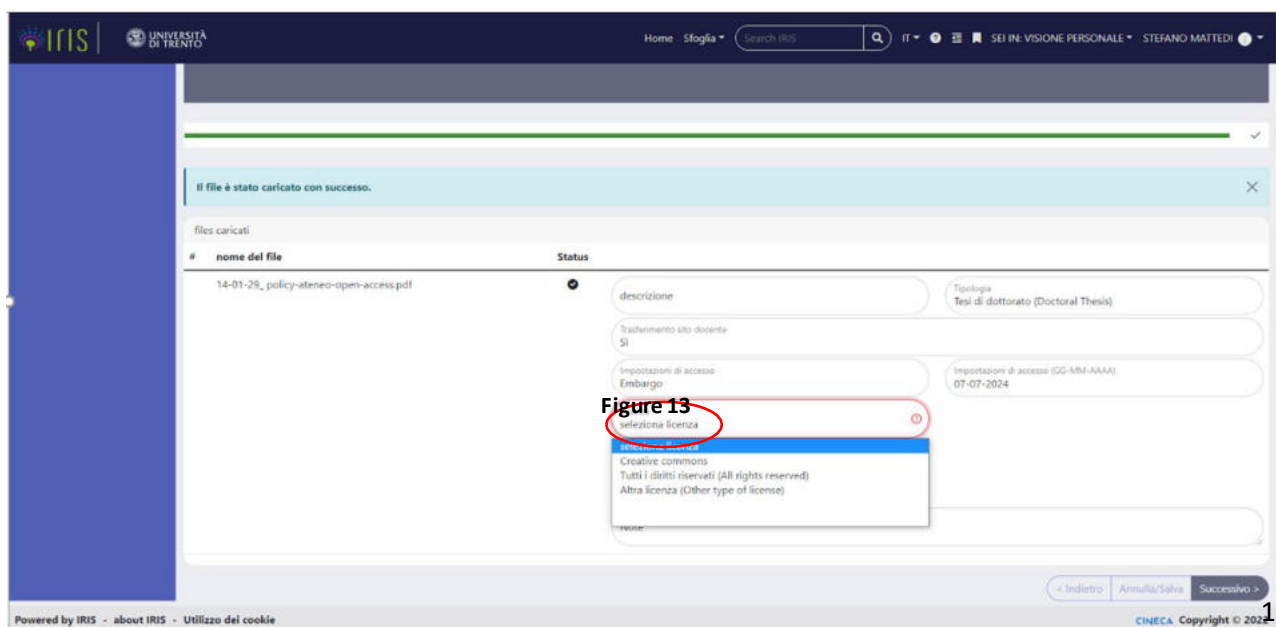


The screenshot shows the IRIS upload interface. At the top, there's a navigation bar with the IRIS logo, University of Trento logo, and user information (Stefano Mattedi). Below this, a success message states "Il file è stato caricato con successo." (The file was uploaded successfully). The main area is titled "Figure 12" and contains a form for uploading a file. The file name is "14-01-29_policy-ateneo-open-access.pdf". The form includes fields for "descrizione" (description), "Trasferimento sito docente" (teacher site transfer), "Embargo" (highlighted with a red circle), "Importazione di accesso" (access import), "Licenza" (license), "Publisher e copyright" (publisher and copyright), and "Note". The "Embargo" field is currently empty, and a red button "Seleziona la data di embargo" (Select the embargo date) is visible next to it. The bottom of the form has navigation buttons: "Indietro" (Back), "Annulla/Salva" (Cancel/Save), and "Successivo" (Next).

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.



The screenshot shows the IRIS upload interface. At the top, there is a navigation bar with the IRIS logo, University of Trento logo, and user information (Home, Sfoglia, Search IRIS, IT, SEI IN: VISIONE PERSONALE, STEFANO MATTEDI). Below the navigation bar, a message states "Il file è stato caricato con successo." (The file has been uploaded successfully). A table lists the uploaded files, with one file named "14-01-29_policy-ateneo-open-access.pdf". The file details are shown in a form, including fields for "descrizione" (description), "Trattamento sito docente" (treatment site teacher), "Impostazioni di accesso" (access settings), and "Embargo". The "Embargo" field is set to "07-07-2024". The "Licenza" (License) field is highlighted with a red circle and labeled "Figure 13". A dropdown menu is open for the "Licenza" field, showing options: "Creative Commons", "Tutti i diritti riservati (All rights reserved)", and "Altra licenza (Other type of license)". At the bottom, there are buttons for "Indietro" (Back), "Annulla/Salva" (Cancel/Save), and "Successivo" (Next). The footer includes "Powered by IRIS - about IRIS - Utilizzo dei cookie" and "CINECA Copyright © 2022".

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).

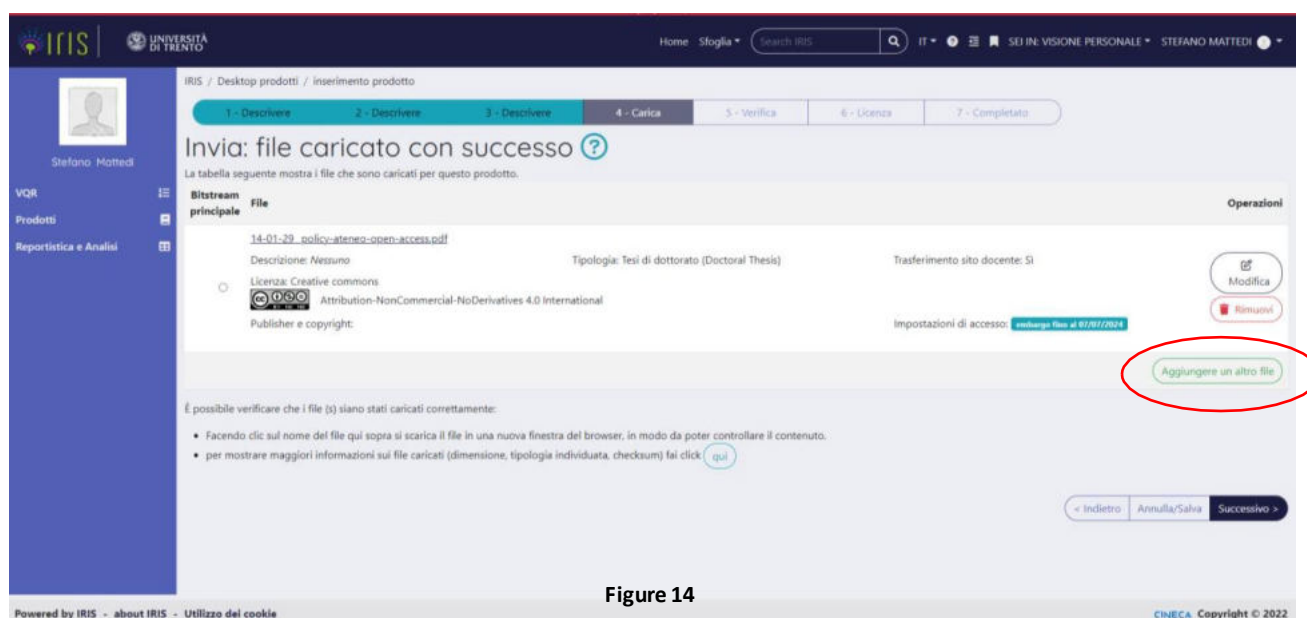


Figure 14

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).

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Home Sfoglia Search IRIS IT SEI IN: VISIONE PERSONALE STEFANO MATTEDI

Seleziona un file o trascinalo in questo box ...

Il file è stato caricato con successo.

files caricati

#	nome del file	Status
	DECLARATORIA_phd_ITA_DEF.pdf	<div> <div>descrizione</div> <div> <div>Tipologia</div> <div>Seleziona...</div> <div> Seleziona... Abstract Altro materiale allegato (Other attachments) Post-print referato (Refereed author's manuscript) Pre-print non referato (Non-refereed preprint) Versione editoriale (Publisher's layout) Tesi di dottorato (Doctoral Thesis) </div> </div> </div> <div> <div>Trasferimento sito docente</div> <div>SI</div> </div> <div> <div>Impostazioni di accesso</div> <div>Selezionare</div> </div> <div> <div>selezionare la policy di accesso al file</div> </div> <div> <div>Licenza</div> <div>seleziona licenza</div> </div> <div> <div>selezionare il tipo di licenza</div> </div> <div> <div>Publisher e copyright</div> <div>Nessun publisher</div> </div>

Figure 15

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

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IRIS

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Home Sfoglia Search IRIS IT SEI IN: VISIONE PERSONALE STEFANO MATTEDI

Seleziona un file o trascinalo in questo box ...

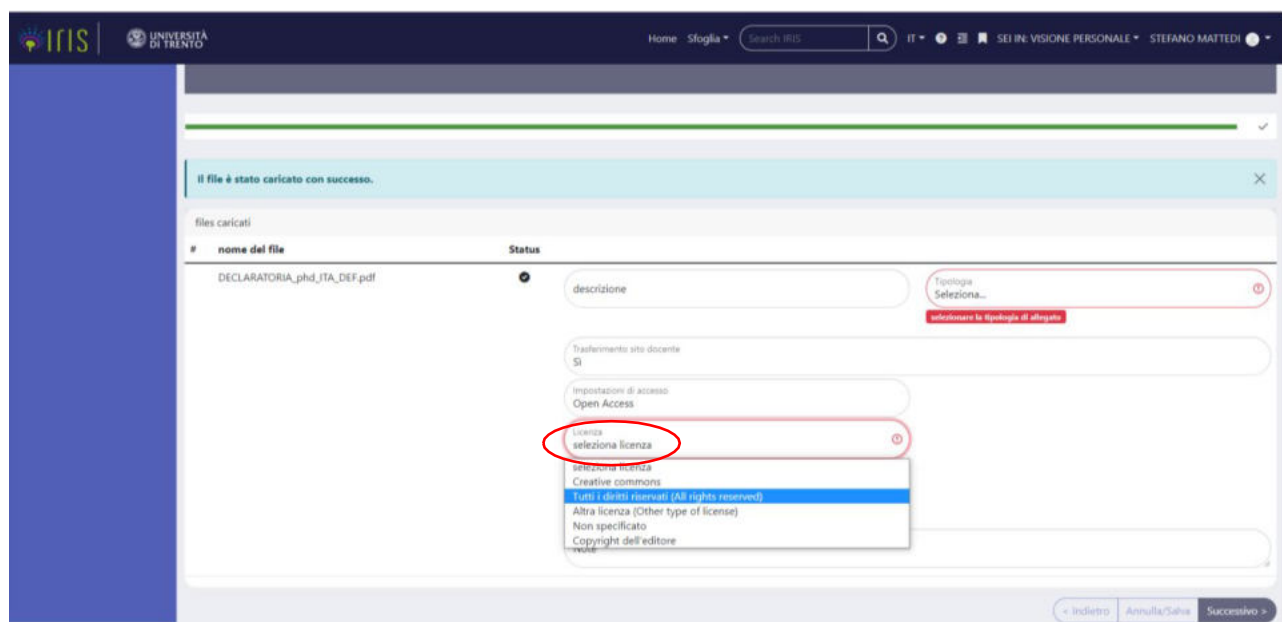
Il file è stato caricato con successo.

files caricati

#	nome del file	Status
	DECLARATORIA_phd_ITA_DEF.pdf	<div> <div>descrizione</div> <div> <div>Tipologia</div> <div>Seleziona...</div> </div> </div> <div> <div>Trasferimento sito docente</div> <div>SI</div> </div> <div> <div>Impostazioni di accesso</div> <div>Selezionare</div> <div> Open Access Embargo Solo gestori archivio </div> </div> <div> <div>selezionare la policy di accesso</div> </div> <div> <div>Licenza</div> <div>seleziona licenza</div> </div> <div> <div>selezionare il tipo di licenza</div> </div> <div> <div>Publisher e copyright</div> <div>Nessun publisher</div> </div>

Figure 16

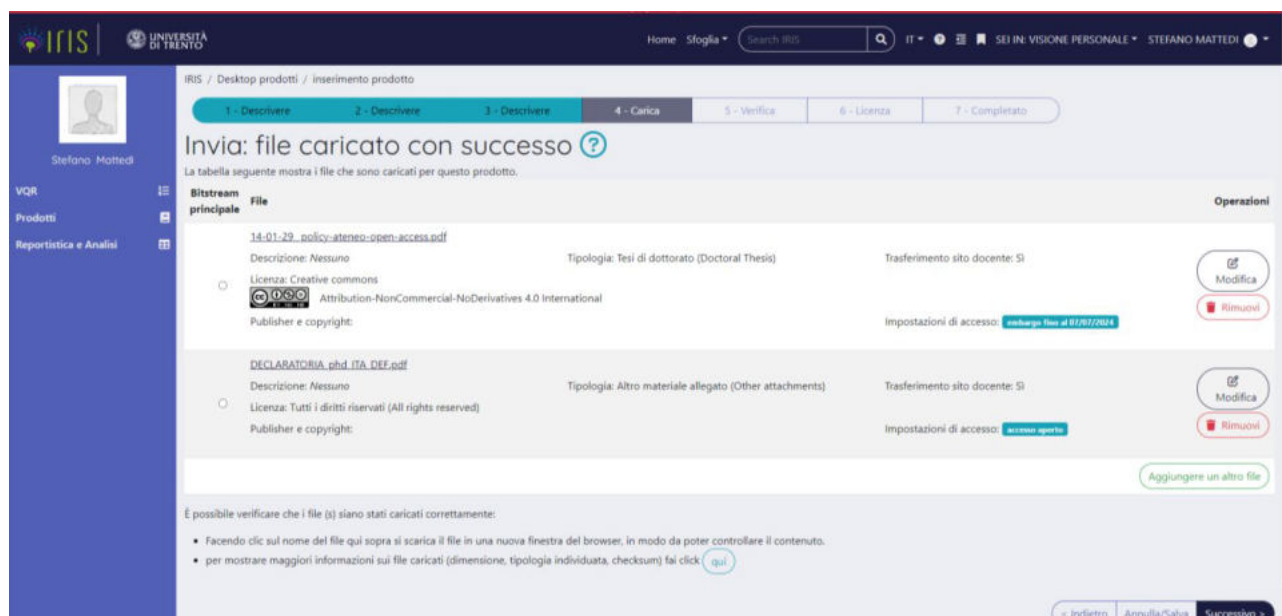
In the "Access Settings" field, select the option "Solo gestori archivio (Only archive managers)" (Figure 16).



The screenshot shows the IRIS upload interface. A success message at the top states: "il file è stato caricato con successo." Below this, a table lists uploaded files. The first file is "DECLARATORIA_phd_ITA_DEF.pdf". To its right, there are several form fields: "descrizione", "Tipologia" (with a dropdown menu), "Trasferimento sito docente" (set to "Sì"), "Impostazioni di accesso" (set to "Open Access"), and "Licenza" (with a dropdown menu). The "Licenza" dropdown is open, showing options: "selezione licenza", "Creative commons", "Tutti i diritti riservati (All rights reserved)", "Altra licenza (Other type of license)", "Non specificato", and "Copyright dell'editore". The option "Tutti i diritti riservati (All rights reserved)" is highlighted. At the bottom right, there are navigation buttons: "Indietro", "Annulla/Salva", and "Successivo".

Figure 17

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

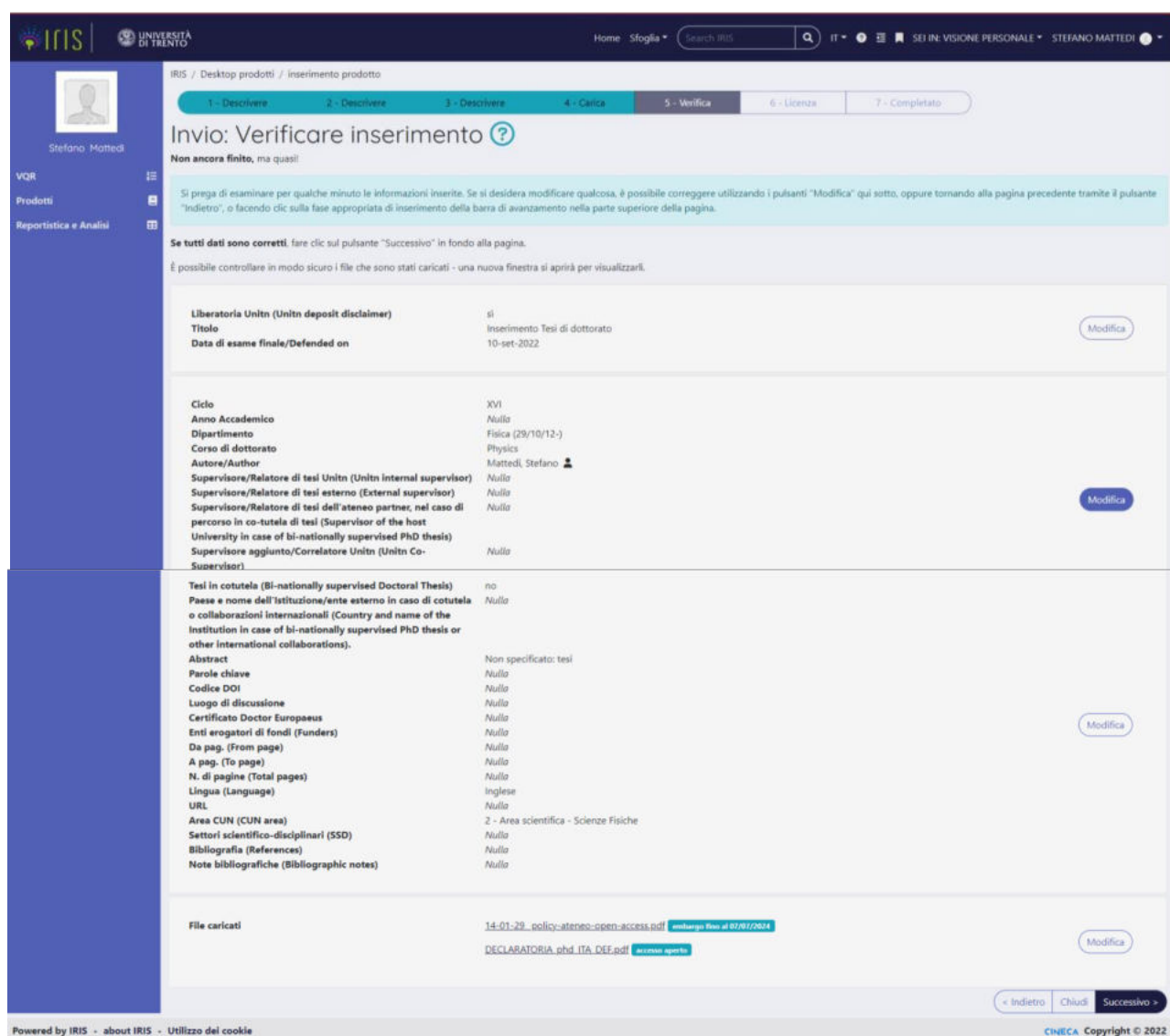


The screenshot shows the IRIS upload interface after the file upload. A success message at the top states: "Invia: file caricato con successo". Below this, a progress bar shows steps 1 through 7, with step 4 "Carica" highlighted. The main content area displays a table of uploaded files. The first file is "14-01-29_policy-ateneo-open-access.pdf". Its details are: "Descrizione: Nessuno", "Tipologia: Tesi di dottorato (Doctoral Thesis)", "Trasferimento sito docente: Sì", "Licenza: Creative commons Attribution-NonCommercial-NoDerivatives 4.0 International", and "Impostazioni di accesso: embargo fino al 01/07/2024". The second file is "DECLARATORIA_phd_ITA_DEF.pdf". Its details are: "Descrizione: Nessuno", "Tipologia: Altro materiale allegato (Other attachments)", "Trasferimento sito docente: Sì", "Licenza: Tutti i diritti riservati (All rights reserved)", and "Impostazioni di accesso: accesso aperto". For each file, there are "Modifica" and "Rimuovi" buttons. At the bottom right, there is a button "Aggiungere un altro file". At the bottom, there is a note: "È possibile verificare che i file (s) siano stati caricati correttamente:" followed by two bullet points: "• Facendo clic sul nome del file qui sopra si scarica il file in una nuova finestra del browser, in modo da poter controllare il contenuto." and "• per mostrare maggiori informazioni sui file caricati (dimensione, tipologia individuata, checksum) fai click qui". At the bottom right, there are navigation buttons: "Indietro", "Annulla/Salva", and "Successivo".

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



IRIS / Desktop prodotti / inserimento prodotto

1 - Descrivere 2 - Descrivere 3 - Descrivere 4 - Carica 5 - **Verifica** 6 - Licenza 7 - Completato

Invio: Verificare inserimento ?

Non ancora finito, ma quasi

Si prega di esaminare per qualche minuto le informazioni inserite. Se si desidera modificare qualcosa, è possibile correggere utilizzando i pulsanti "Modifica" qui sotto, oppure tornando alla pagina precedente tramite il pulsante "Indietro", o facendo clic sulla fase appropriata di inserimento della barra di avanzamento nella parte superiore della pagina.

Se tutti dati sono corretti, fare clic sul pulsante "Successivo" in fondo alla pagina.

È possibile controllare in modo sicuro i file che sono stati caricati - una nuova finestra si aprirà per visualizzarli.

Liberatoria Unitn (Unitn deposit disclaimer)	si	Modifica
Titolo	Inserimento Tesi di dottorato	
Data di esame finale/Defended on	10-set-2022	

Ciclo	XVI	
Anno Accademico	Nulla	
Dipartimento	Fisica (29/10/12-)	
Corso di dottorato	Physics	
Autore/Author	Mattedi, Stefano	
Supervisore/Relatore di tesi Unitn (Unitn internal supervisor)	Nulla	
Supervisore/Relatore di tesi esterno (External supervisor)	Nulla	Modifica
Supervisore/Relatore di tesi dell'ateneo partner, nel caso di percorso in co-tutela di tesi (Supervisor of the host University in case of bi-nationally supervised PhD thesis)	Nulla	
Supervisore aggiunto/Correlatore Unitn (Unitn Co-Supervisor)	Nulla	

Testi in cotutela (Bi-nationally supervised Doctoral Thesis)	no	
Paese e nome dell'istituzione/ente esterno in caso di cotutela o collaborazioni internazionali (Country and name of the institution in case of bi-nationally supervised PhD thesis or other international collaborations).	Nulla	
Abstract	Non specificato: tesi	
Parole chiave	Nulla	
Codice DOI	Nulla	
Luogo di discussione	Nulla	
Certificato Doctor Europaeus	Nulla	
Enti erogatori di fondi (Funders)	Nulla	
Da pag. (From page)	Nulla	
A pag. (To page)	Nulla	
N. di pagine (Total pages)	Nulla	
Lingua (Language)	Inglese	
URL	Nulla	
Area CUN (CUN area)	2 - Area scientifica - Scienze Fisiche	
Settori scientifico-disciplinari (SSD)	Nulla	
Bibliografia (References)	Nulla	
Note bibliografiche (Bibliographic notes)	Nulla	Modifica

File caricati	14-01-29_policy-ateneo-open-access.pdf scarica file al 07/01/2024	
	DECLARATORIA_phd_ITA_DEF.pdf scarica file	Modifica

< Indietro Chiudi Successivo >

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Figure 19

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

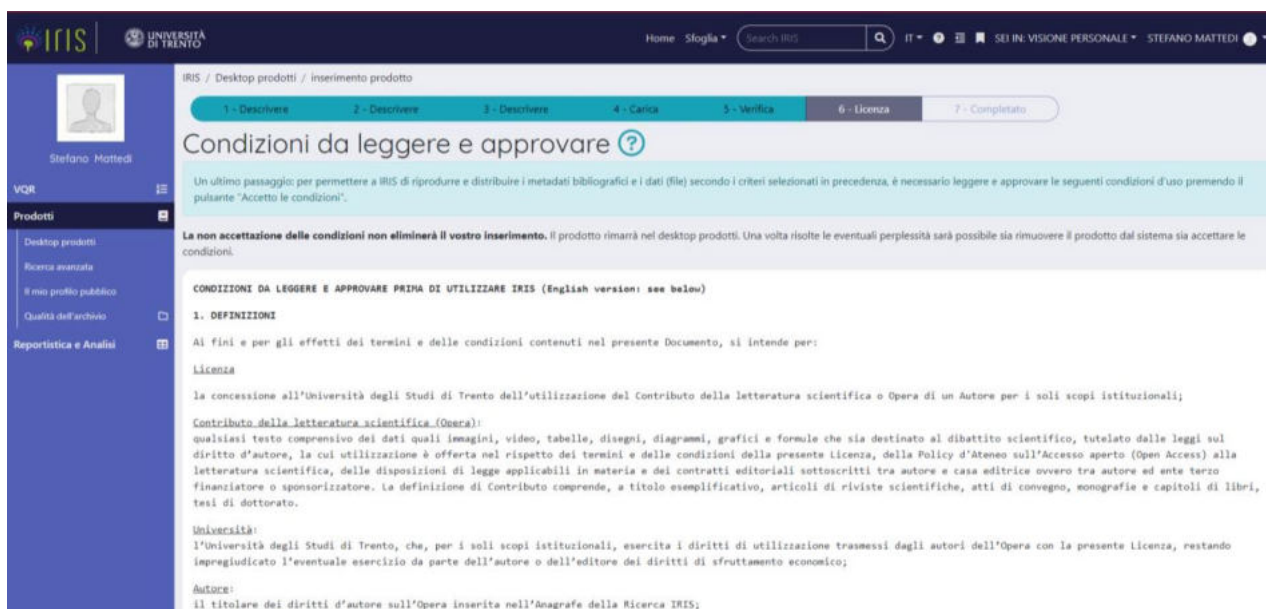
- Verify the accuracy of all the entered data.

- 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.



IRIS / Desktop prodotti / inserimento prodotto

1 - Descrivere 2 - Descrivere 3 - Descrivere 4 - Carica 5 - Verifica 6 - Licenza 7 - Completato

Condicioni da leggere e approvare ?

Un ultimo passaggio: per permettere a IRIS di riprodurre e distribuire i metadati bibliografici e i dati (file) secondo i criteri selezionati in precedenza, è necessario leggere e approvare le seguenti condizioni d'uso premendo il pulsante "Accetto le condizioni".

La non accettazione delle condizioni non eliminerà il vostro inserimento. Il prodotto rimarrà nel desktop prodotti. Una volta risolte le eventuali perplessità sarà possibile sia rimuovere il prodotto dal sistema sia accettare le condizioni.

CONDIZIONI DA LEGGERE E APPROVARE PRIMA DI UTILIZZARE IRIS (English version: see below)

1. DEFINIZIONI

Al fini e per gli effetti dei termini e delle condizioni contenuti nel presente Documento, si intende per:

Licenza
la concessione all'Università degli Studi di Trento dell'utilizzazione del Contributo della letteratura scientifica o Opera di un Autore per i soli scopi istituzionali;

Contributo della letteratura scientifica (Opera):
qualsiasi testo comprensivo dei dati quali immagini, video, tabelle, disegni, diagrammi, grafici e formule che sia destinato al dibattito scientifico, tutelato dalle leggi sul diritto d'autore, la cui utilizzazione è offerta nel rispetto dei termini e delle condizioni della presente licenza, della Policy d'Ateneo sull'Accesso aperto (Open Access) alla letteratura scientifica, delle disposizioni di legge applicabili in materia e dei contratti editoriali sottoscritti tra autore e casa editrice ovvero tra autore ed ente terzo finanziatore o sponsorizzatore. La definizione di Contributo comprende, a titolo esemplificativo, articoli di riviste scientifiche, atti di convegno, monografie e capitoli di libri, tesi di dottorato.

Università:
l'Università degli Studi di Trento, che, per i soli scopi istituzionali, esercita i diritti di utilizzazione trasmessi dagli autori dell'Opera con la presente licenza, restando impregiudicato l'eventuale esercizio da parte dell'autore o dell'editore dei diritti di sfruttamento economico;

Autore:
il titolare dei diritti d'autore sull'Opera inserita nell'Anagrafe della Ricerca IRIS;

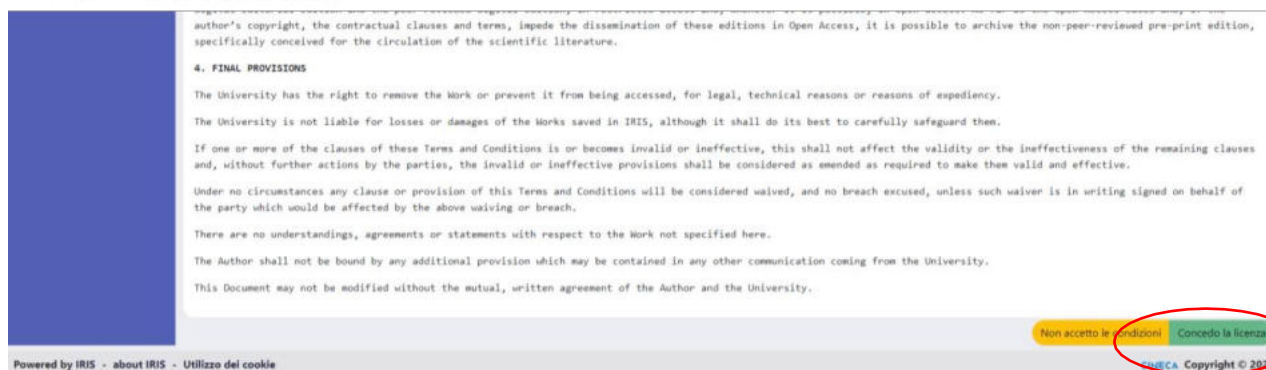


Figure 20

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).

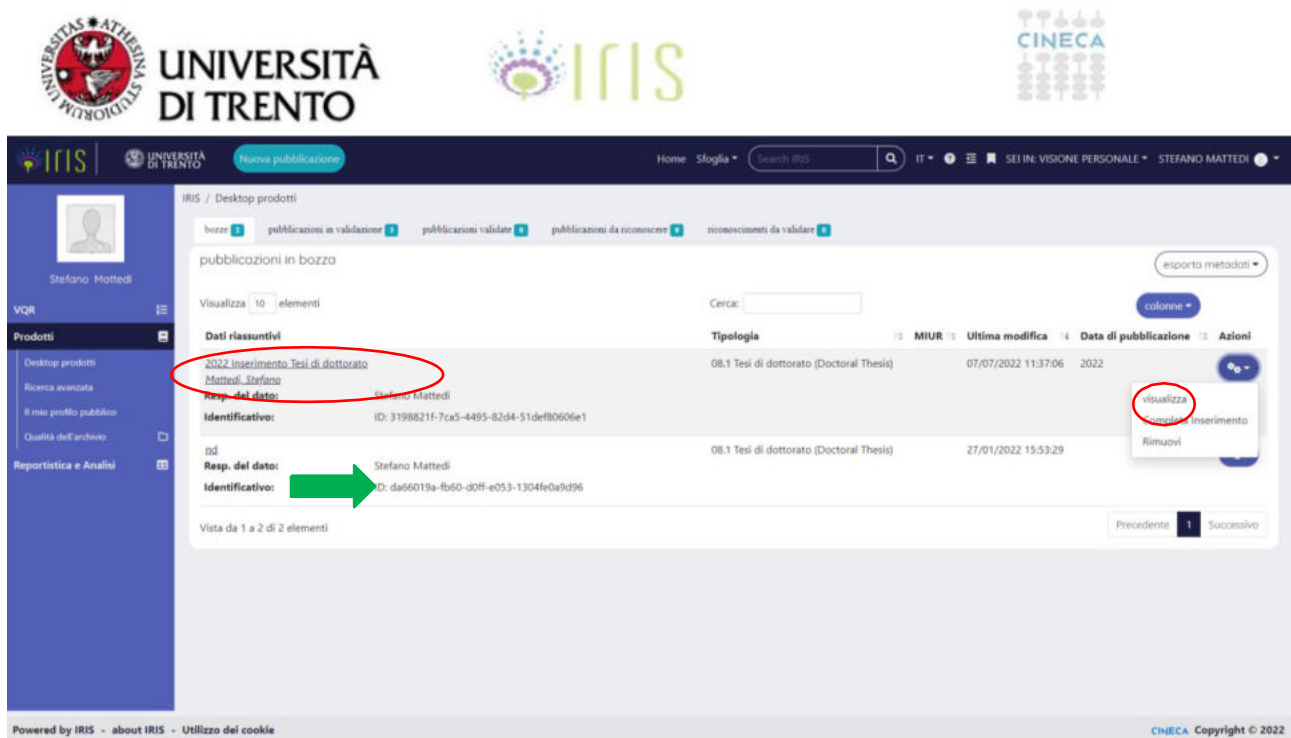
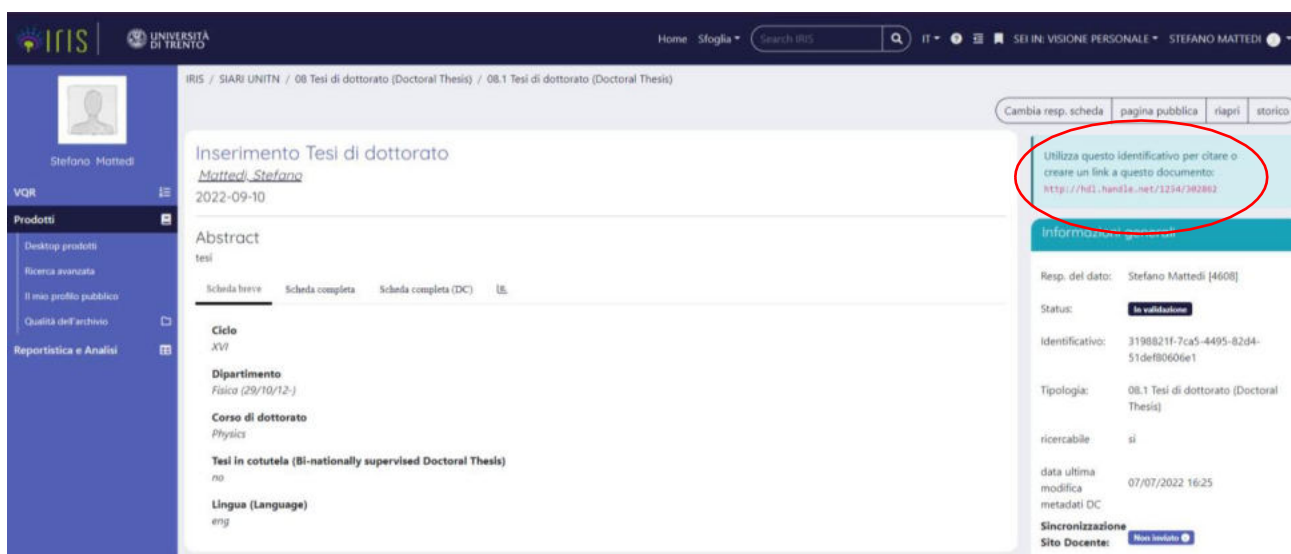


Figure 21

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.



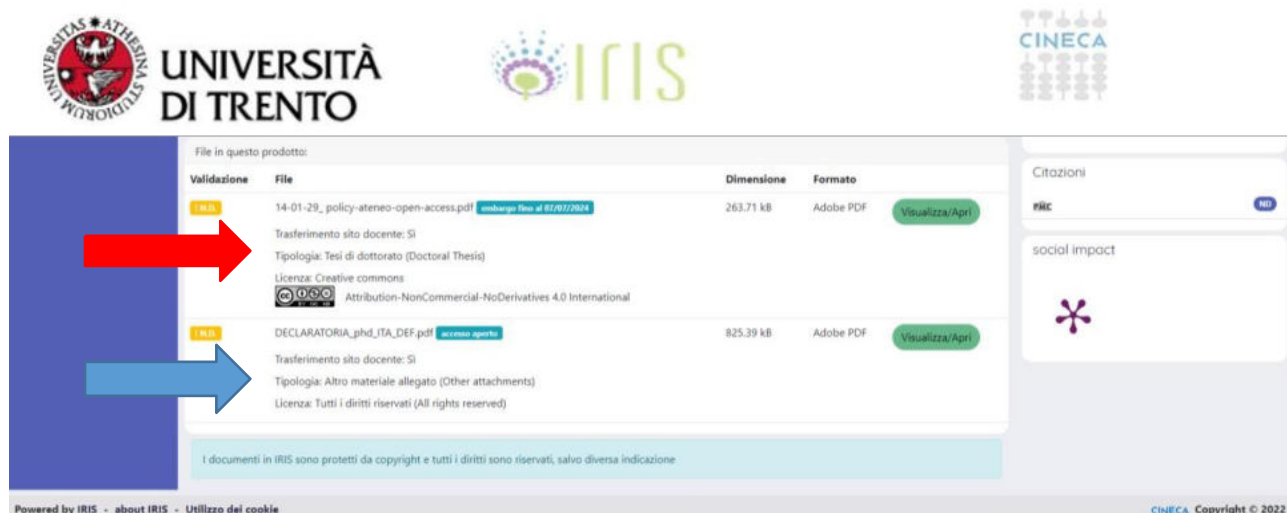


Figure 22

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.