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PROCEDURE FOR ARCHIVING A THESIS

- The Royal Decree 99/2011 of 28th January, regulating official PhD programmes, states in its Article 14, Assessment and Defence of the Doctoral Thesis: "5. When the doctoral thesis has been passed, the university will be responsible for archiving it in an open digital format in an institutional repository and will send, in digital format, a copy of it with all the complementary information that is necessary to the Ministry of Education for the opportune purposes."
- In fulfilment of this Royal Decree, it is necessary to prepare this digital archive in the case of the UC being the institutional repository.
- When the thesis is submitted, the PhD student will leave in the corresponding offices (Academic Management Service or, if applicable, Doctorate School) a digital copy of the thesis (unsecured pdf) which will only be added to the repository after its public reading and approval. If it is not approved, the document will be destroyed.
- The forms in Appendix I and Appendix II will be submitted together with the digital file.
- In those particular situations in which there is a commitment of confidentiality with companies or third parties, the archived theses may be allowed a period of embargo, which means that during a time that can be no longer than five years, only the bibliography can be viewed. After that time, the whole study will be accessible.

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APPENDIX I

Thesis Information

Name _____

Surname _____

Email _____

Thesis title _____

Department _____

Supervisor _____

Date of the Defence _____

Summary About 150 words. It is recommended to include also a summary in English (attach in a Microsoft Word file)

Keywords It is also recommended to give the keywords in English. (attach in a Microsoft Word file)

APPENDIX II

Conditions for digital archiving and consultation in the UCrea Repository

Mr/Ms _____ ID/Passport No. _____

as author of the thesis _____

authorises the University of Cantabria to include this thesis in the UCrea Repository for its consultation and dissemination online, exclusively for academic and research purposes, under the Creative Commons licence (select the option chosen)

Attribution alone (BY): Any use of the thesis is permitted, including a commercial purpose and the creation of derived works, the distribution of which is also permitted without any restrictions.

Attribution + Noncommercial (BY-NC): The generation of derived works is permitted as long as no commercial use of them is made. Neither can the original thesis be used for commercial purpose.

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The confidentiality or temporary embargo will be guaranteed in cases of theses susceptible to commercial use, patent, agreement with a company, or similar. If this is the case, indicate a period of embargo of _____ years (*maximum five years*).

The University of Cantabria does not accept responsibility as regards third parties concerning the contents and ownership of the thesis, nor as regards the use made of the material made available to them by the ultimate users of the repository in the case of a breach of the regulations and restrictions in the use of the repository.

Santander, _____ of _____ of 20____

Signed _____