

DOCUMENT CONTROL

Status

Doc Status: <input type="checkbox"/> Draft <input checked="" type="checkbox"/> Release	File Title:	Policy on Preservation of FYPs, Dissertations and Theses
	Version:	1.0
	Author:	Library
	Date:	Date proposed: August 31,2018 Date approved: December 11, 2018 Date of effective: December 11, 2018 Date of next review:If Necessary

Updates and Approval Log

Date	Version	Approved by	Description
November 8, 2018	1.0	Heads of Department Committee	The policy was reviewed, and to be submitted to SMT meeting for approval.
December 11, 2018	1.0	Senior Management Team	The policy was approved.



Policy on the Preservation of FYPs, Dissertations and Theses

1. Introduction

- 1.1 The preservation of students' Final Year Projects (FYPs), dissertations and theses in XJTLU is consistent with international best practice. The purpose is to increase the visibility and discoverability of student works, showcase the high calibre of research underway at XJTLU, increase overall education and research productivity through effective sharing, and harness the intellectual capital of the university.
- 1.2 This policy is designed to clarify related definitions, determine responsibilities and streamline the process and operational practices of the preservation of FYPs, dissertations and theses. Copyright and fair use, intellectual property rights, and confidentiality of material are excluded from this policy.
- 1.3 In responding to the Instruction/Order 42 (2017), a government instruction from the Chinese Ministry of Education, Ministry of Foreign Affairs and Ministry of Public Safety, the University requires all FYPs, master dissertations and PhD theses should have an abstract in Chinese.

2. Definitions

- 2.1 Final Year Project (FYP) - a final piece of work that all Year 4 students at XJTLU must complete as a requirement to receive XJTLU bachelor degrees.
- 2.2 Dissertation - a final piece of work that all Postgraduate Taught (PGT) students at XJTLU must complete as a requirement to receive their master degrees.
- 2.3 Thesis - a final piece of work that all Postgraduate Research (PGR) students at XJTLU must complete as a requirement to receive their degrees.
- 2.4 Electronic Thesis and Dissertation (ETD) system - the online platform adopted by XJTLU to preserve FYPs, dissertations and theses that are accessible to university staff and students only.
- 2.5 Embargo Period - a limited period after graduation during which access to FYPs, dissertations and theses is restricted via the ETD system.

The candidate and supervisor must reach agreement on the embargo period (if any) requested. Though in most cases candidates will not need to restrict access to FYPs, dissertations and theses, candidates can restrict access for up to five years for one of the reasons below:

- a) where making an electronic version available online would prejudice the possibility of future publication;
- b) where making an electronic version available online would prejudice the competitive position of a university department;
- c) where commercial sponsorship necessitates the imposition of an embargo;

- d) where open access to thesis contents might threaten the personal safety of the author or others;
- e) Where the material includes information that was obtained under a promise of confidentiality.

Permanent embargo can only be applied in exceptional cases, for example:

- a) Where availability of the FYP, dissertation and thesis would place the mental or physical wellbeing of individuals at risk.
- b) Where certain FYP is considered, by department, low reference value. However, the full text of FYP that is granted such restriction is still required to be submitted to XJTLU Library for preservation.

3. Responsibilities and Procedures

3.1 Preservation of FYPs and Dissertations

- a) Year 4 and PGT students must submit the final version of their FYPs/dissertations electronically to the corresponding academic departments/schools. FYPs/dissertations must be saved in a single PDF format¹ and named by the following conventions: student ID number, an underscore, forename surname (capitalize the first letter), an underscore, the year on the cover page of FYP/dissertation (4-digit number). For example, ***123456789_San Zhang_2018.pdf***.
- b) Academic departments/schools shall be responsible for sending communication to all candidates about the requirement of FYPs/dissertations preservation, collecting all full texts, and filling the form of [FYP and Dissertation Information Collecting List](#). The completed form and collected full texts must be stored in a mobile hard disk and delivered to XJTLU Library before **August 15th** in the year of graduation.
- c) Academic departments/schools shall be responsible for determining which of these FYPs and dissertations can be published to students as well as staff, and clearly indicating the embargo period (1-5 years), no embargo, or permanent embargo.

3.2 Preservation of Theses

- a) PGR students must deposit the final version of their theses with the XJTLU Library's ETD system within **four weeks** of the date of the communication from the University of Liverpool notifying them of their success in their examination. Candidates should note they will not be permitted to graduate until they have deposited their theses with the XJTLU Library in a single PDF format. Guidance on depositing of a successfully examined thesis to the ETD system is covered by a separate [document](#) provided by XJTLU Library.

¹ Any supplementary materials, if applicable, such as video and audio in digital format are to be submitted as separate files in rar, zip, or 7z format.

- b) The XJTLU Graduate School is responsible for sending communication to all candidates about the requirement of theses preservation and monitoring the successful submission of theses in XJTLU Library ETD system.

3.3 XJTLU Library shall be responsible for:

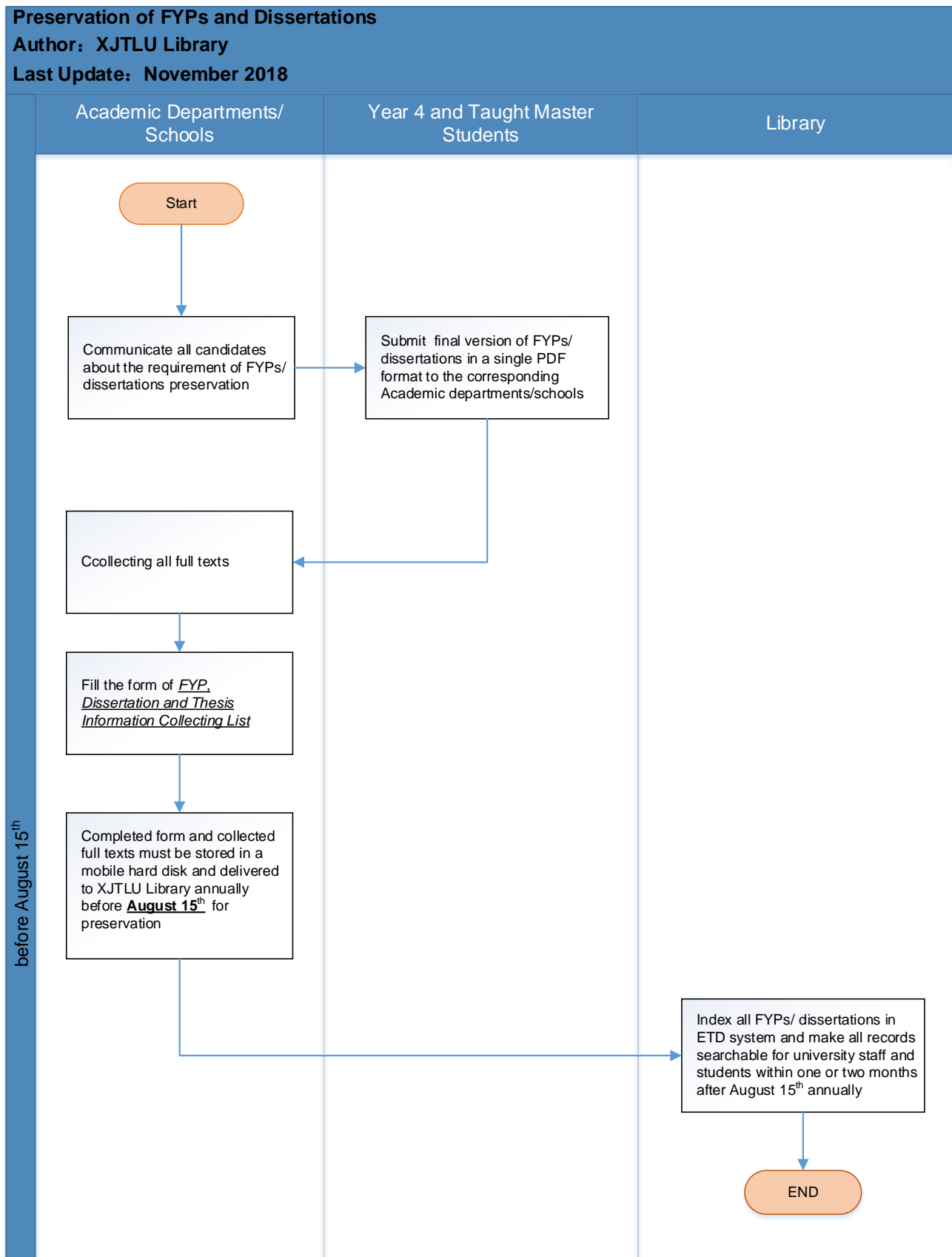
- a) indexing all FYPs, dissertations and theses in the ETD system and making all records searchable for university staff and students;
- b) making full texts accessible in ETD system in line with the embargo options set by academic departments and candidates;
- c) conducting routine maintenance of ETD system and upgrading it as necessary.

Appendix:

- I. **Workflow for Preservation of FYPs and Dissertations**
- II. **Workflow for Preservation of Theses**
- III. [How to deposit your thesis to Library ETD system for PGR students \(available online\)](#)
- IV. [FYP and Dissertation Information Collecting List \(available online\)](#)



I. Workflow for Preservation of FYPs and Dissertations



II. Workflow for Preservation of Theses

