

## GUIDELINES for PhD thesis submission in IRIS UniGe

- by the University Library System: Digital Library and Open Access Office -

The PhD thesis submission in IRIS UniGe is a necessary requirement for admission to the final exam, replaces the delivery of the print thesis and fulfills the mandatory legal deposit at the National Libraries of Rome and Florence, according to what provided for by MIUR Circular n. 1746 of 20 July 2007.

The PhD theses are published in open access at the end of the career or at the latest within twelve months of the discussion.

You have therefore to fill the bibliographic data and to upload your Phd thesis final version PDF in the IRIS UniGe Institutional Archive

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### REMEMBER

Your PhD thesis drafting must comply with the law on copyright and the rules on intellectual property rights. Therefore:

- ✓ images must be low resolution or degraded
- ✓ if you insert texts, graphics or photos that are not yours, you need the authorization of the relative author
- ✓ if you have to insert whole articles, including one's own, it is preferable only to quote them in the text or in the references
- ✓ if the thesis has been published or is in the process of being published by a commercial publisher, it is necessary to check whether, and under what conditions, the publisher allows it to be uploaded in institutional archives such as IRIS UniGe.
- ✓ you have to use the same attention for other types of agreements, such as confidentiality agreements with companies that have granted your research or patents.

For more details on intellectual property rights, write to [phd\\_iris@unige.it](mailto:phd_iris@unige.it)

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### TERMS

You must submit the bibliographic data and the PDF file(s) of your PhD thesis final version **STARTING ONE MONTH BEFORE THE DEFENCE DATE.**

You can refine your submission and replace the PDF file(s) of the thesis **WITHIN 15 DAYS FROM THE DISCUSSION DATE.**

## 4 STEPS TO NOT GO WRONG

The submission of the PhD thesis in IRIS UniGe consists of 4 online steps:

1. Login IRIS UniGe
2. Fill the PhD thesis bibliographic data
3. Upload of the final version PDF file(s) of the PhD thesis
4. Improvement of the PhD thesis submission

### 1. Login IRIS UniGe

The first step to submit your PhD thesis in IRIS UniGe is Login.

- Follow the website path: <https://iris.unige.it/> → **Login** (top on the right) → insert your unigePASS credentials



### NOTE

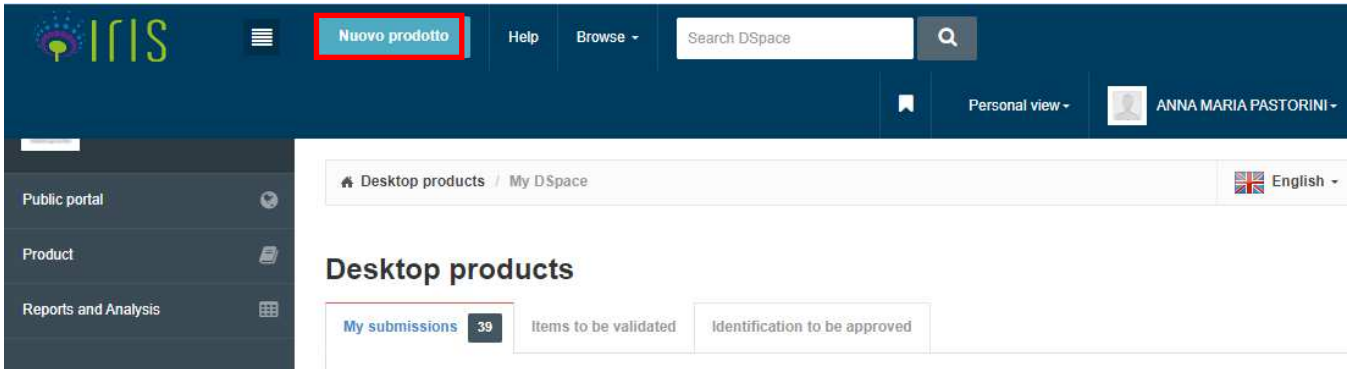
If you have problems accessing IRIS UniGe or you don't have the license to work on your Desktop products, mail to [IRIS@unige.it](mailto:IRIS@unige.it)

### 2. Fill the PhD thesis bibliographic data

The second step is to fill your PhD thesis bibliographic data in IRIS UniGe. This will also ensure that you can access IRIS UniGe without any issues and will get you familiar with the system. **Don't wait for the last moment to try!**

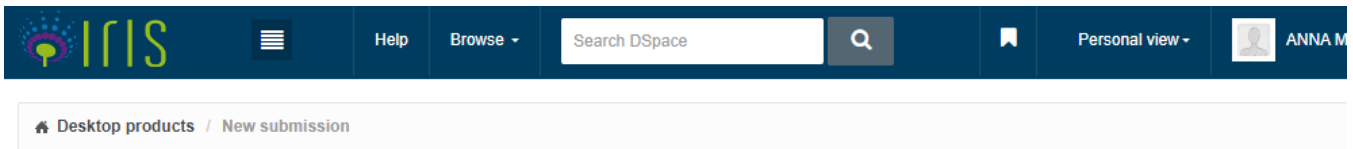
Let's begin.

- Click: **Nuovo prodotto** (top on the left)



The screenshot shows the IRIS DSpace interface. At the top left, the 'Nuovo prodotto' button is highlighted with a red box. The interface includes a search bar, a user profile for ANNA MARIA PASTORINI, and a sidebar with options like 'Public portal', 'Product', and 'Reports and Analysis'. The main content area displays 'Desktop products' and 'My DSpace' with a count of 39 submissions.

The "New submission: get data from bibliographic external service" tab will open:



The screenshot shows the IRIS DSpace interface with the 'New submission: get data from bibliographic external service' tab selected. The breadcrumb trail indicates 'Desktop products / New submission'.

## New submission: get data from bibliographic external service



The screenshot shows the 'New submission: get data from bibliographic external service' form. It includes a 'Search Form' tab and a 'Results' tab. The form has a 'Default mode Submission' section with a 'Select collections:' dropdown menu and a 'Manual submission' button.

- Select the collections → Tesi di dottorato (this is the last option) → **Manual submission**
- **Tab 1. Describe. Mandatory fields** (preceded by the symbol \*): *Titolo della tesi* (= PhD thesis title) and *Data di discussione della tesi* (= defence date)
- **Tab 2. Describe. Mandatory fields** (preceded by the symbol \*): *Ciclo di dottorato* (= PhD Program Cycle), *Corso di dottorato* (= PhD Program), *Strutture dell'Ateneo* (= PhD Program Department), *Settori scientifico-disciplinari della tesi* (= PhD thesis Scientific-disciplinary sectors - Italian specific code), *Lingua* (= Language), *Abstract* (= English Abstract). **Optional fields**: *Anno Accademico* (= Academic Year), *Centri di ricerca* (= Research Centers), *Settore concorsuale* (= Italian specific code for academic tenure), *Ulteriori informazioni* (= Further information)

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### TO KNOW

- ✓ **Strutture dell'Ateneo** means the Department of the PhD Program and any other internal University Structure involved.
- ✓ to fill in the **Ciclo di dottorato** and **Corso di Dottorato** fields you have to choose from the drop-down menu.
- ✓ to fill in the Strutture dell'Ateneo and **Settori scientifico-disciplinari della tesi** fields, simply start typing and selecting the proposed content.
- ✓ to fill in the **Language** field you have to choose from the drop-down menu.
- ✓ The **Abstract** field in ENGLISH is mandatory to make your thesis submittable in other national and international digital archives. Eventually you can add Abstract in Italian or in another language.
- ✓ **DOI Code** and **NBN Code** fields do not need to be filled in by you. The system will complete them automatically at a later time.
- ✓

### NOTE

- ✓ if you can't find the collection "Tesi di dottorato", mail to IRIS@unige.it

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- **Tab 3. Describe. Mandatory fields** (preceded by the symbol \*): *Autore* (= Author), *Coordinatore del corso* (=PhD Program Coordinator). **Optional fields**, but to be filled in anyway: *Tutor* (= PhD thesis UniGe supervisor), *Tutor esterno* (= PhD thesis NO UniGe supervisor, only if presents)

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### TO KNOW

- ✓ Type only the first letters of the surname, wait for the list of matching names to appear and select the correct one

### NOTE

- ✓ if you can't find your name in the **Autore** field, mail to IRIS@unige.it

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- At the end of each tab, save the data by clicking on the "**Next**" button.

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## TO KNOW

- ✓ Try to complete the Describe tabs (number 2 and 3) carefully, because this will make your PhD thesis more visible and findable through search engines.
- ✓ At any time, by pressing the "**Close**" button at the bottom of the page, you can stop and save what you have entered, to continue at a later time

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Now, you can proceed to upload your thesis file

### **3. Upload of the final version PDF file(s) of the PhD thesis**

The third step is to upload your thesis file(s). The version you upload in IRIS UniGe must be the **final one!**

This is done in [Tab 4. Upload](#)

- **Document file** → **Select a file**: upload your file(s) from your computer, as you do for any storage system. The format file must be PDF without protection (password or similar), can't be more than 20 MB (if greater, you must divide it into several parts) and must be renamed as follows:
  - **single file**: you have to rename the file *phdunige\_yourIDnumber.pdf* (e.g. phdunige\_1234.pdf)
  - **2 or more files**: you have to rename the files *phdunige\_yourIDnumber\_1.pdf*; *phdunige\_yourIDnumber\_2.pdf* ... (e.g. phdunige\_1234\_1.pdf ; phdunige\_1234\_2.pdf)

If you upload 2 or more files, you need, after uploading the first file, to click on "***Add another file***". In this case, we recommend that you specify better what your files contain by filling in the "***File Description***" field to facilitate subsequent consultation (e.g. Chap. 1-3)

- **Type**: you have to choose the last entry "Tesi di dottorato"
- **Access policy**: in IRIS UniGe you can choose when to make your thesis accessible, deferring the access to a time after the defence date (embargo period)
  - if you want your thesis to be immediately accessible after the defence date, choose the "***Open Access***" option;
  - if you want to postpone accessibility, choose the "***Embargo***" option, setting the expiration date via the calendar.

The embargo must be calculated starting from the defence date: *e.g. discussion date = 2020-06-24, 6 months embargo period = 2020-12-24.*

- **File description:** fill it in, preferably in English, if your thesis is in more than one file: you will make reading easier!
- Click "**Next**" → if you have no more files to upload, click "**Next**" again

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### ATTENTION!

- ✓ Files in a format and/or name other than those specified here **will not be accepted**
- ✓ Check your file size. In IRIS UniGe it is **NOT** possible to upload files **larger than 20 MB**
- ✓ It is not recommended to divide the thesis into too many files.

### TO KNOW

To define the access policy for your PhD thesis, remember that:

- ✓ the maximum embargo period is 12 months.
- ✓ you can apply the embargo only in specify motivation: *patent reasons, editorial reasons, reasons of priority research (subject to agreement with third parties), reasons of public security / sensitive data, privacy reasons*
- ✓ if you need an embargo period, you must send the *Request for embargo period* to [phd\\_iris@unige.it](mailto:phd_iris@unige.it), also signed by your supervisor (the form can be found on the website: [https://openscience.unige.it/OpenAccess/tesi\\_dottorato](https://openscience.unige.it/OpenAccess/tesi_dottorato))

Here are two insights:

- Policy on open access to the scientific literature of Genoa University, art. 9:  
*"The PhD thesis submission in IRIS UniGe is a necessary requirement for admission to the final exam, it replaces the delivery of the thesis in print format and fulfills the mandatory legal deposit at the National Libraries of Rome and Florence, according to what provided for by MIUR Circular n.1746 of 20 July 2007. **PhD theses are published in open access at the end of the career or at the latest within twelve months of the discussion, according to the will expressed by the author.**"*
- Guidelines for the PhD thesis submission in open archives - CRUI  
*"The consultation of Phd Thesis is a right that may have some limited, temporary, motivated limitations [...] Some theses cannot be made public for various reasons, not only related to patents:*

*a) there are parts of theses that have already been submitted to an editor and are awaiting publication;*

*b) there are theses financed by external bodies that have rights over them and their publication.*

*In both cases the problem is resolved with an embargo (up to 12 months), after which the thesis is still made freely available."*

For more information you can go to the website: <http://openscience.unige.it>

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- **Tab 5. Verify:** Check carefully the bibliographic data you have entered and the file(s) you have uploaded: **it is the last point where you can make changes!**

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#### TO KNOW

- ✓ At any time, click the "**Close**" button at the bottom of the page and you can stop and save what you have entered, to continue at a later time. You will find your PhD thesis in the **Desktop products** → **My submissions**, with "Temporary" status
  - ✓ if you click "**Next**" button you will **NOT be able to modify and upload** anything, to reopen your submission, you will have to mail to [phd\\_iris@unige.it](mailto:phd_iris@unige.it)
  - ✓ The submission of the PhD thesis must be completed **at least 15 days before the scheduled defence date**
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- **Tab 6. License** → **Terminate**

Remember that the PhD thesis submission in IRIS UniGe is a necessary requirement for admission to the final exam. In order to submit the thesis, it is mandatory to sign the IRIS UniGe license.

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#### NOTE

The documents present in IRIS UniGe are protected by the Italian law on copyright (law n.633/1941) and, unless otherwise specified, they can be used and reproduced **ONLY** for study and research purposes and with the obligation to mention the source.

The rights to use the contents of the thesis can be extended by adopting one of the Creative Commons licenses. The Creative Commons license can be inserted on the first page of the thesis.

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- **You are done. Your PhD thesis is submitted in IRIS UniGe!**

You'll find it in your **Desktop products** → **My submissions**, with "In validation" status and an unique identifier (handle).

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**ATTENTION!**

- ✓ To apply for the final exam with a view to obtaining a Doctoral Degree, you will need to **report the unique identifier (handle)** of your submission in IRIS UniGe. If you need information on the Final Exam Application, mail to: [altaformazione@unige.it](mailto:altaformazione@unige.it)
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**4. Improvement of the PhD thesis submission**

If you need to modify / complete the bibliographic data and / or replace the version of the file (s) of your PhD thesis, you must write to [phd\\_iris@unige.it](mailto:phd_iris@unige.it).

The librarians will reopen your submission and you can improve / correct it from **Desktop products** → **My submissions** → **Actions** → **Complete submission**

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**ATTENTION!**

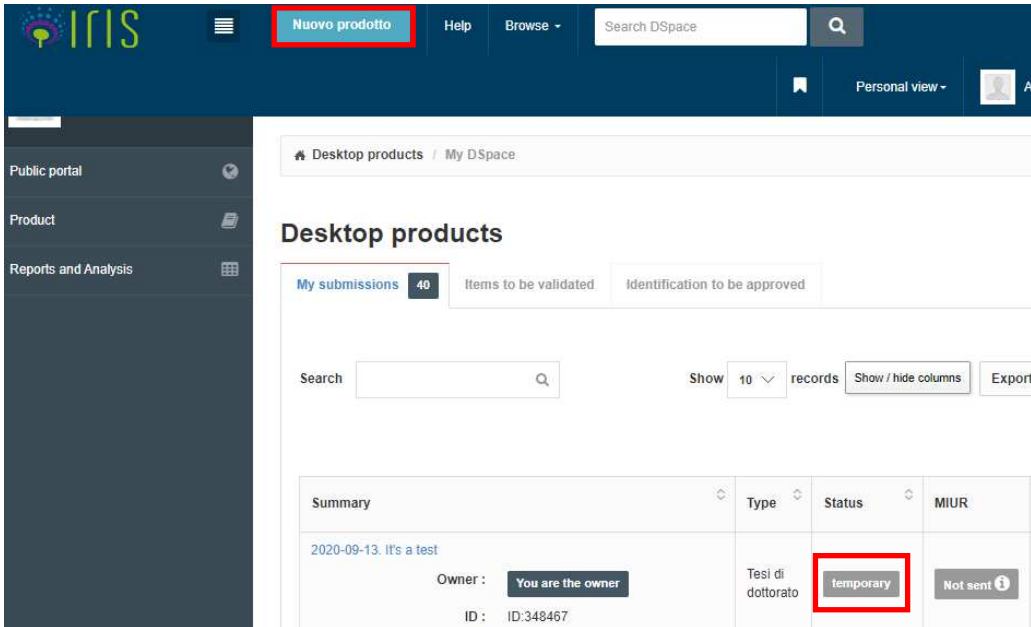
- ✓ The submission of the PhD thesis must be completed **at least 15 days before the scheduled defence date**
-



## FAQ

1) I saved my submission with *Close* → *Save it, I'll work on it later*. Where can I find my PhD thesis?

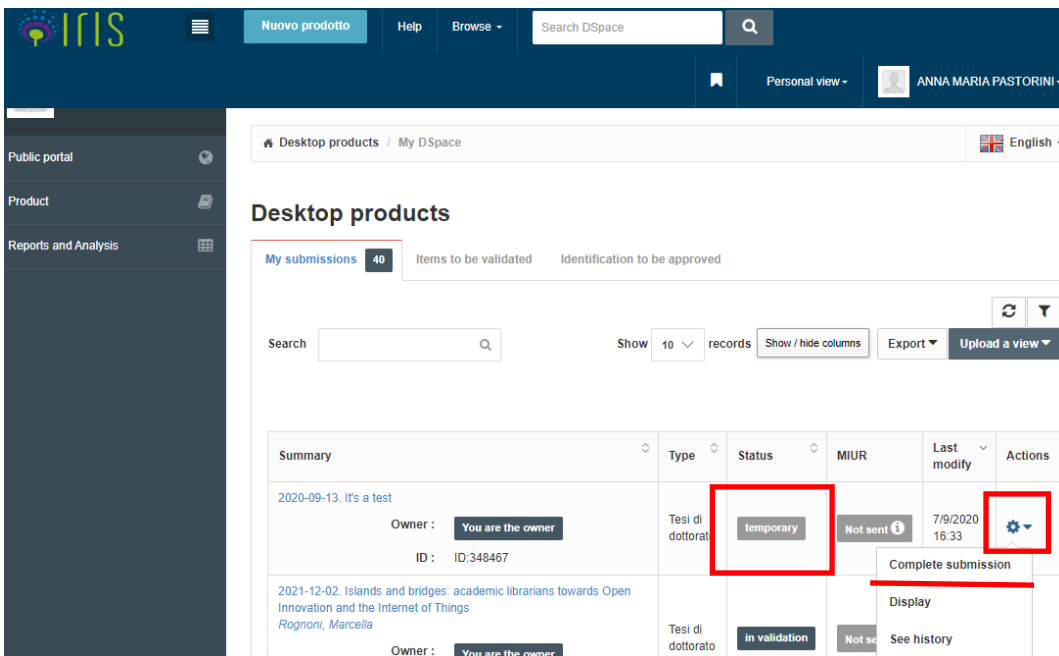
You will find your PhD thesis in the **Desktop products** → **My submissions**, with "Temporary" status



The screenshot shows the IRIS Desktop products interface. The top navigation bar includes 'Nuovo prodotto' (highlighted in red), 'Help', and 'Browse'. A search bar is present. The main content area is titled 'Desktop products' and shows a list of submissions. The first submission is highlighted with a red box around the 'temporary' status label. The submission details include: '2020-09-13. It's a test', 'Owner: You are the owner', 'ID: ID:348467', 'Type: Tesi di dottorato', 'Status: temporary', and 'MIUR: Not sent'.

2) I saved my submission with "Temporary" status. How do I complete it?

- Desktop products → My submission → *your PhD title* → gear icon "Actions" → Complete submission



The screenshot shows the IRIS Desktop products interface with the 'Actions' menu open for the 'temporary' submission. The 'Complete submission' option is highlighted with a red box. The submission details are the same as in the previous screenshot. The 'Actions' menu also includes 'Display' and 'See history' options.

Your PhD thesis submission will open in entry mode.

### 3) I need an embargo period. How do I get it?

If you need an embargo period, you have to:

- download the embargo period request form, available online at:  
[https://openscience.unige.it/OpenAccess/tesi\\_dottorato](https://openscience.unige.it/OpenAccess/tesi_dottorato)
- fill it in, sign it and have it signed by your supervisor and mail it to phd\_iris@unige

#### ATTENTION!

- ✓ Remember to send the form by the defence date, otherwise the embargo period cannot be authorized

### 4) To apply the online application for the final exam, you have to enter in the notes field the URL obtained by submitting my PhD thesis in IRIS UniGe. Where can I find it?

After completing the submission (all Tabs, Tab 6. License → Terminate), you will find your submission in Desktop products → My submission.


**Desktop products**

My submissions 40 Items to be validated Identification to be approved


Search

Show 10 records

Summary	Type	Status
<p>2020-09-13. It's a test Pastorini, Anna Maria</p> <p>Owner : You are the owner</p> <p>ID : hdl:11567/1020517</p>	Tesi d. dottorato	in validation



Click on your PhD thesis title and the Short form will open, with a summary of the data you have entered

Short form	Full form
Titolo della tesi:	It's a test
Internal authors:	
Data di discussione:	13-Sep-2020
URI:	<a href="http://hdl.handle.net/11567/1020517">http://hdl.handle.net/11567/1020517</a>
Appears in Collections:	<a href="#">Tesi di dottorato</a>



The URL that you will need to copy in the Notes field of the online application can be found in the **URI** field

## CONTACTS

*For administrative informations on PhDs and PhD career management*

Servizio segreterie studenti - Settore dottorato di ricerca

Piazza della Nunziata, 6 - Genova

+39 010 209 5795

**Mailto:** [altaformazione@unige.it](mailto:altaformazione@unige.it)

**Website:** [PhD programmes](http://PhD_programmes)

Monday, Wednesday, Thursday and Friday 9:00 - 12:00; Tuesday 9:00 - 11:00 e 14:30 - 16:00

*For informations on how to submit in IRIS UniGe and on intellectual property rights*

University Library System - Digital Library and Open Access Office

Via Balbi, 6 - Genova

+39 010 209 51554

**Scholarly publications Services: PhD theses** (via Teams, UniGe network)

**Website:** [openscience.unige.it](http://openscience.unige.it)

**Mailto:** [phd\\_iris@unige.it](mailto:phd_iris@unige.it)

*For informations on IRIS UniGe*

Servizio supporto alla ricerca - Settore Monitoraggio e supporto alla valutazione della ricerca

Via Balbi, 5 - Genova

+39 010 209 5209

**Mailto:** [@unige.it](mailto:@unige.it)

## TO KNOW MORE

- UniGe Open Science portal

[http://openscience.unige.it/OpenAccess/tesi\\_dottorato](http://openscience.unige.it/OpenAccess/tesi_dottorato)

- Policy on open access to the scientific literature of Genoa University, art. 9:

[https://unige.it/sites/contenuti.unige.it/files/documents/Regolamento\\_open\\_access.pdf](https://unige.it/sites/contenuti.unige.it/files/documents/Regolamento_open_access.pdf)

- Guidelines for the PhD thesis submission in open archives - CRUI

[https://www.cru.it/images/bibliotche/linee\\_guida\\_deposito\\_tesi\\_dottorato.pdf](https://www.cru.it/images/bibliotche/linee_guida_deposito_tesi_dottorato.pdf)

- PhD thesis and copyright: indications for the application of the Guidelines for open access - CRUI

<https://www.cru.it/images/bibliotche/AddendaLineeGuidaTesi.pdf>