

Code of Practice Embargo Process and Electronic Submission for Research Student Theses

Placing an embargo on your Research Thesis

In cases where material in a thesis is confidential, it may be necessary to place an embargo on access to the thesis for a specified time, not exceeding 5 years. On submission of the soft copies you are asked to indicate on the PGR-4 form whether you intend to request an embargo or not. You must also submit the embargo form (PGR-4a Form) to the Graduate School when you submit the hard bound and electronic copy. The forms are available from this [link](#).

If the material in a thesis is confidential and an embargo is necessary, it is good practice for the candidate to include this information in the declaration section at the beginning of the thesis.

At the end of the embargo period and subject to the written approval of the Vice President Research, the thesis will be fully accessible on the institutional repository and in the library. Any extension to the embargo period shall only be undertaken because of the University having ongoing legal obligations in respect of the confidential information contained in the thesis.

Library copies

One hardbound copy of your thesis is lodged in the Glucksman Library and will be available for consultation. The electronic copy will be accessible in the University of Limerick Institutional Repository (ULIR <http://ulir.ul.ie>), in accordance with normal academic library practice.

Electronic Submission of a Research Thesis:

The electronic version of your thesis must be the final corrected version in one complete PDF document. You can convert your file to pdf format on the UL student computers by selecting File<Save As<PDF or XPS. If converting from another file format, ensure that the resulting PDF document has extracted text. Contact the ITD helpdesk if you need help with converting your file.

You can upload your thesis directly to the ULIR system (although it will not be visible until checked and approved by ULIR administration) or you can use the ULIR mediated upload process. For information about the institutional repository, go to www.ul.ie/library

Direct upload to ULIR:

Register as a new user via “My Space” on <http://ulir.ul.ie> to submit your thesis (do this as early as possible as there may be a 24 hour delay in setting you up). Once registered, log into “My Space” where you are prompted to enter citation details, agree to the ULIR licence and to upload your thesis.

OR

ULIR mediated upload:

Email the final version of your thesis in a complete PDF document, along with your name, thesis title, supervisor and details of any embargo request to ir@ul.ie. Alternatively, you can submit the final version of your thesis in a complete PDF document on a non-returnable cd/ dvd/ memory stick to the Graduate School with the hard copies of your thesis.