Regulations for the filing of the Doctoral thesis of the University of Florence.

**THE PRESIDENT**

**OMISSIS;**

**DECREES**

The issuing of a new regulation for the filing of the Doctoral thesis defended at the University of Florence, as reported below:

**Regulations for the filing of the Doctoral thesis defended at the University of Florence**

**Article 1 - Object and scope of these Regulations**
1. These Regulations govern the criteria and procedures to be adopted for the collection, accessibility and conservation of the PhD thesis in digital format defended at the University of Florence.

**Article 2 - Obligations of PhD students regarding the accessibility of PhD theses**
1. Doctoral theses must be uploaded in the U-GOV university electronic archive.
2. The PhD students, when submitting the application for the final examination of the PhD, must sign a specific declaration on the accessibility and content of the PhD thesis.
3. The issue diploma of the PhD title is subject to the deposit, by the interested party, of the final thesis in the institutional archive of the University with open access which will guarantee its conservation and public consultation; The University will take care of the filing in accordance with the law at the National Libraries of Rome and Florence.

**Article 3 - Limits on the accessibility of doctoral theses**
1. Access to the doctoral theses in the university’s institutional archive will be limited in case of the conditions listed below:
   a. parts of the thesis have already been submitted to a publisher or are awaiting publication;
   b. the thesis is financed by external bodies, which have rights over it and its publication.
2. In the cases referred to in the previous paragraph, an "embargo" of up to 12 months is envisaged. This can be extended, with a motivated request, as specified in the following paragraph 3, for a further 6 months. Any further exceptions to this period of time may be assessed and possibly granted, in exceptional and duly motivated cases, by the Research Commission for a maximum period of 3 years. At the end of the "embargo", the thesis is made freely available.
3. PhD candidates must specify the reason for the "embargo" request (only among those envisaged) and must also attach the signature of the tutor, who will validate their motivations.
Article 4 - PhD thesis subject to patent

1. Doctoral theses may present elements of innovation for which the protection procedure has been or is going to be activated. This is a further case in which the limitation on accessibility can be enforced, as provided in the previous article 3.

2. The patent application can be submitted only before any communication to the public, therefore only before the defence of the thesis. At the time of the defence, all filing for the patent protection must have been completed.

Article 5 - Filing at the National Libraries of Florence and Rome

1. The filing of the Ph.D. theses at the Central National Libraries of Florence and Rome will be made in accordance with the provisions for the legal filing of the electronic documents, issued by the aforementioned bodies with a specific regulation subsequent to the Law n. 106/2004 and its implementing regulation (DPR n. 252 of 3 May 2006).

2. In accordance with the regulations envisaged for consulting the Doctoral theses at the Central National Libraries, a controlled consultation point may also be activated at the University even during the period in which the thesis is possibly subject to an embargo, without prejudice to the preliminary fulfilment of any patent filing.

Article 6 - Transitional provisions

1. The provisions contained in these Regulations must also be included in the call for applications and instructions for access to the Doctoral programmes.

2. For PhD programmes already called, it will be sufficient for the PhD students to sign the appropriate declaration pursuant to art. 2, paragraph 2.

3. In future relations with the funding bodies of a research, the obligation to file or upload the thesis in the institutional archive must be highlighted.

Article 7 - Final provisions

1. For any matter not expressly provided for in these regulations, reference must be made to the applicable laws in force.

Article 8 - Entry into force

1. These Regulations come into force, pursuant to art. 51 of the current Statute of the University of Florence, the day following their publication in the University’s Official Register.

Florence, 20 December 2012

THE PRESIDENT
Prof. Alberto Tesi