



UNIVERSITI MALAYA

REPOSITORY POLICY FOR UNIVERSITI MALAYA POSTGRADUATE THESES/DISSERTATIONS/RESEARCH REPORTS

1. AIM

The aim of this policy is to establish the procedures to be followed for the setting-up of a repository for the Universiti Malaya postgraduate candidates' theses/dissertations/research reports.

2. POLICY

- (1) The University, via the Library, collects all the theses, dissertations and research reports produced in the Universiti Malaya in electronic format. It is the policy of the University that the public should be given access to the theses/dissertations/research reports resulting from postgraduate research work. Thus, all postgraduate candidates undertaking research work are required to submit ONE electronic copy of their thesis/dissertation/research report to be kept by the Universiti Malaya Library.
- (2) The University acknowledges that there are commercially viable research products. Public access to such theses/dissertation/research report may be placed on hold to enable registration of intellectual property control such as patent registration and publication of articles.
- (3) The Universiti Malaya Library has established an EPrints-based theses/dissertations/research reports repository system (<http://studentsrepo.um.edu.my>) in 2010. The advantages of EPrints areas follows:
 - (a) **Wider dissemination:** Eprints repositories enable free worldwide web-based access to research outputs.
 - (b) **Increase impact:** Studies show that the research deposited in open access repositories have considerably increased impact as citation rates rise.
 - (c) **Increased visibility of research:** Students' Repository conforms to the Open Archives Initiative (OAI) standards. This means that research deposited here has a higher ranking by search engines such as Google and that deposited research will be harvested and indexed by specialist services such as OAIster.
 - (d) **A showcase for research:** The repository provides a means to bring together the research output. The repository can be linked from the faculty web pages.

3. IMPLEMENTATION

(1) Candidate

Signs a thesis/dissertation/research report repository submission form when submitting the final copy of their thesis/dissertation/research report to their respective faculty.

(2) Faculties

Faculties will forward to the Library an electronic format of the graduating candidate's thesis/dissertation/research report.

(3) The Universiti Malaya Library (UML)

- Uploads the thesis/dissertation into the repository at the Universiti Malaya Library.
- Manages the repository.

4. WITHDRAWAL

(1) Students' Repository is a part of the Universiti Malaya record and is intended to provide persistent access to deposited material. Once an item is deposited, a citation to it will always remain. Under certain circumstances, however, it may be necessary to remove material from Students' Repository.

(2) A request for removal should be directed to the Students' Repository administrator (repolibrary@um.edu.my) and include the reasons for withdrawal.

(3) Acceptable reasons for withdrawals include:

- Proven copyright violation or plagiarism
- Legal requirements and proven violations
- National security
- Falsified research

(4) The administrator may take the following actions, depending on the circumstances:

- Restrict access to the item, leaving the metadata visible, and add a note explaining the reason for the restriction.
- Remove the item completely.

5. RELATED DOCUMENTS

- (1) Akta Universiti dan Kolej Universiti 1971
- (2) Akta Hak Cipta 1987
- (3) Akta Arkib Negara Malaysia
- (4) Perlembagaan Universiti, Statut, Kaedah-Kaedah dan Peraturan-Peraturan Universiti
- (5) Universiti Malaya Policy on Authorship
- (6) Universiti Malaya Intellectual Property and Commercialisation Policy
- (7) Code of Research Ethics
- (8) University of Malaya Manual of Responsible Research
- (9) The Malaysian Code of Responsible Conduct in Research

6. DISCLAIMER

By agreeing to 'open access', meant that it is freely available on the public internet, permitting any users to read, download, copy, distribute, print, search, or link to the full texts of these articles, crawl them for indexing, pass them as data to software, or use them for any other lawful purpose, without financial, legal, or technical barriers other than those inseparable from gaining access to the internet itself. The only constraint on reproduction and distribution, and the only role for copyright in this domain, should be to give authors control over the integrity of their work and the right to be properly acknowledged and cited.



THE CANDIDATE'S DECLARATION

Title of the final work:

Degree awarded :Year degree awarded

The Faculty examination committee and I agree that the document described as above should be placed in the Universiti Malaya Open Access repository. I will provide one electronic copy of the work in PDF format to the Faculty and agree to release the entire work. (Tick (√) whichever applicable)

- I **AGREE** to allow **Open Access (public view)** to my academic writing#
- I wish to **restrict access** to the public availability of **the electronic copy** of my academic writing until for the following reason(s)*: _____
(The library will only block access to the **electronic copy** for up to **two (2) years**)

#If none of the options are selected, the first option will be carried out by default
*Only the title, table of content and bibliography will be made available

I hereby certify that, if appropriate, I have obtained and attached hereto a written permission statement from the owner(s) of each third-party copyrighted matter to be included in my thesis/dissertation/research report, and will allow inclusion in the Open Access repository. I certify that the version I am submitting is the same as that approved by the faculty examination committee.

I hereby grant to the Universiti Malaya and its agents or partners the non-exclusive license to archive and make accessible my thesis/dissertation/research report in whole or in part in all forms of media, now or hereafter known. I retain all other ownership rights to the copyright of the theses/dissertations/research reports. I also retain the right to use in future works (such as articles or books) all or part of this thesis/dissertation/research report.

Candidate's Name (IN PRINTED LETTERS) & Signature: _____ ()	Email : Phone Number : Date :
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Verified by :

Supervisor's Name, Signature and Official Stamp: _____ () Date :	Supervisor's Name, Signature and Official Stamp: _____ () Date :
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Deputy Dean/Deputy Director (Postgraduate) Signature and Official Stamp :

_____ () Date :	
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