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(UCrea)**

***PROCEDURE for THESIS ARCHIVING***

- Royal Decree 99/2011 of 28 January, which regulates official doctoral studies, says in its art. 14. Evaluation and defense of the doctoral thesis: "5. *Once the doctoral thesis has been approved, the university will take care of its file in open electronic format in an institutional repository and send, in electronic format, a copy thereof and any additional information necessary to the Ministry of Education for other purposes.*
- In compliance with this RD it is necessary to provide this electronic file that in the case of the UC will be the institutional repository.
- At the time of depositing the thesis, the doctoral student will deliver to the corresponding offices (Academic Management Service or, where appropriate, Doctoral School) an electronic copy of it (pdf without security) that only it will be included in the repository after its public reading and approval, in case of not being approved, the document is destroyed.
- Together with the electronic document, the forms in Annex I and Annex II shall be submitted.
- In those specific situations in which there is a confidentiality commitment with companies or third parties, the archived works may have an **embargo period**, which means that during A time – which cannot exceed five years – only the bibliographic data can be displayed, if the full text can be consulted. **After this time**, the work will be made accessible **in its entirety**.

UCrea: <http://repositorio.unican.es/xmlui>

[UCrea@unican.es](mailto:UCrea@unican.es)

**ANNEX I**  
**Thesis data**

Name	—
Surnames	—
Email	_____
Thesis title	—
Department	—
Director	—
Defence Day	_____
Summary	Of 150 words, approximately. It is recommended to do another one in English. (Attach in electronic Word file)
Keywords	It is recommended to put them also in English. (Attach in electronic Word file)

## ANNEX II



### Conditions for digital archiving and consultation in the UCrea Repository

Mr./Mrs \_\_\_\_\_, with ID Card  
/Passport nº.

\_\_\_\_\_, as author of the thesis \_\_\_\_\_

Authorizes the **University of Cantabria** to include said work in the *UCrea Repository* for consultation and dissemination online, exclusively for academic and research purposes, under Creative license Commons (select the chosen option):

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Confidentiality or temporary seizure will be guaranteed in cases of work susceptible to commercial exploitation, patent, agreement with company or similar. If this is the case, give us a letter explaining the reasons and indicating the embargo period (maximum 5 years).

**Attached document requesting seizure**

The printed version of the thesis (archive copy) will be kept in the University Library under the same conditions as the rest of the special materials (consultation in the room on request and with registration of queries); if you have requested attachment for the electronic version, it will affect the printed version during the same period.

The **University of Cantabria** does not assume responsibility in relation to third parties regarding the content and ownership of the work, nor for the use that the end users of the repository make of the material made available to you in breach of the rules and restrictions of use of the repository itself.

Santander, to \_\_\_ of \_\_\_\_\_ 2 \_\_\_\_\_

Fdo. \_\_\_\_\_