

## University of Greenwich Statement on Open Access to Research

### 1.0 Take-down Policy

The University of Greenwich takes reasonable steps to ensure that the materials held within its Repository are an accurate and authentic record of research activity within this institution.

All materials deposited within the Greenwich Academic Literature Archive (GALA) are made available in accordance with publisher policies (as detailed in SHERPA RoMEO) and/or with permission from rights holders.

Material is not intended for removal except upon receipt of a valid and proven complaint or request from an alumnus in the case of pre-2011 theses (see section 2 below detailing take-down procedures for theses).

Acceptable reasons for complaint may include the following:

- A breach of publishers' rules and regulations (for example, an embargo breach, or a final publisher version being made available when only a pre- or post-print is allowed)
- A violation of intellectual property rights (including moral rights or copyright)
- A legislative breach (for example, data protection or defamation)
- Matters of National Security
- Falsified research, plagiarism or failure to follow ethical guidelines

### 1.1 Making a complaint

If you have cause for complaint about a record in GALA, please email [gala@gre.ac.uk](mailto:gala@gre.ac.uk). Requests must include links to the exact record/s in GALA and specify reasons why the material should not be available in the repository.

### 1.2 Processes

Full-text material which has been requested for removal will be restricted from public view within 2 working days of the request being received, at which point an acknowledgement email will be sent to the complainant. Please note: while the complaint is being investigated, related metadata will remain searchable.

Any complaints will be investigated by the Research Outputs Manager and escalated to the Head of Research Development Services in the first instance, and subsequently escalated to the Pro-Vice Chancellor for Research if it becomes necessary. In cases where it is unclear whether a complaint is ultimately justified, the final decision will rest with the Information Compliance Manager.

## 2.0 University of Greenwich student theses

From 2011 it has been standard procedure to upload a copy of the final submitted thesis for graduating students to GALA as detailed in the Academic Regulations for Postgraduate Research Awards<sup>1</sup>. These theses are subject to a default embargo of 12 months, and additional embargoes can be added upon application. Please refer to the aforementioned regulations for full details.

Theses submitted before 2011 have been subsequently digitized and made available on GALA for preservation and sharing purposes. For further details on the project and its outcomes please refer to the Theses and Dissertations LibGuide<sup>2</sup>.

If your thesis was submitted before 2011 and you wish it to be removed from the public view, please email [gala@gre.ac.uk](mailto:gala@gre.ac.uk) with your name, a link to the thesis, and the reasons why you no longer wish it to be available on an Open Access basis.

Upon receipt of a request, the full-text of the thesis will be restricted within 2 working days of the request being received, but the thesis in question will not be deleted from GALA due to the requirement for preservation. Any metadata will remain available in accordance with the university's agreement with Ethos<sup>3</sup> to make records available for all theses completed at the University of Greenwich. Should an alumnus not wish the metadata record to remain available, they will need to make an additional take-down request for the metadata record, giving an applicable reason from the takedown policy stated in Section 1.0 above.

The option will be given to the requestor for a current email address to be added to the item record and future enquiries about the thesis referred to them directly.

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<sup>1</sup> <https://docs.gre.ac.uk/rep/sas/academic-regulations-for-research-awards>

<sup>2</sup> <http://libguides.gre.ac.uk/theses>

<sup>3</sup> <http://libguides.gre.ac.uk/theses/ethos>