

<b>Document Name and Version</b>	<b>3.9 Policy and Procedure on Dissertation Publication and Dissemination</b>
<b>Policy Number</b>	3.9
<b>Approval Body</b>	Academic Council
<b>Date of Approval</b>	February 2020
<b>Date Policy Comes into Force</b>	25 <sup>th</sup> January 2021
<b>Date of Review</b>	2025
<b>Revisions</b>	

## **1. Preamble.**

- 1.1. IICP College recognises publication of research as an important part of the research process, benefitting the learner and College in terms of impact and reputation, and also preserving and making available learner's work for use by researchers and scholars.
- 1.2. IICP College makes learner dissertations available through the Institutional library.
- 1.3. *Regulatory Compliance:* This policy addresses the requirements of (i) QQI's suite of QA guidelines, (ii) QQI Assessment and Standards (revised 2013) and (ii) ESG. These regulations require that Institutions have in place and consistently apply pre-defined and published regulations covering all phases of the learner life cycle.

## **2. Purpose.**

- 2.1. This policy provides a plan for disseminating research dissertations produced as part of IICP College's programmes to those who will use the information in practice.

## **3. Scope.**

- 3.1. This policy applies to all final submission of Masters dissertations, excluding, where relevant, reflexive papers or statements.

## **4. Roles and responsibilities.**

- 4.1. The Academic Council is responsible for formally approving this policy and for overseeing its implementation and review.
- 4.2. The Registrar is responsible for taking appropriate action under this policy.
- 4.3. Learners are responsible for making themselves aware of their rights and responsibilities under this policy.

4.4. All faculty, staff and learners are responsible for upholding the principles of this policy, and for adhering to its procedures.

## **5. Policy.**

5.1. Receipt of a submitted and approved dissertation in IICP College results in the placing of the publication in the IICP College library. As such, each learner accepts that IICP College may reproduce the work, in whole or in part, in printed format and in electronic form. These copies are the archival record for IICP College, and are preserved and made available for scholarly use at no cost.

5.2. It should be noted that reflexive papers and statements are removed from dissertations prior to approval for placement in the College library.

5.3. IICP College, at its discretion, may make dissertations available in any or all of the following formats:

- Printed and bound copies shelved in the library;
- A digital institutional repository of electronic publications;
- Printed originals scanned and digitized for both preservation and access purposes.

5.4. IICP College's right to reproduce and distribute your work is grounded in the Irish Copyright Act 2000 (and amendments). This Act is available here: <https://www.oireachtas.ie/documents/bills28/acts/2000/a2800.pdf>

5.4.1. While the learner maintains copyright of the written material, this Act allows for:

- Library exemptions – these allow libraries to lend or make available theses and to copy complete theses for preservation purposes.
- Education exemptions – these allow use and limited reproduction of theses for teaching purposes.
- Fair dealing - these provisions allow fair reproduction of theses by individuals for research and private study.

5.5. In exceptional cases ethical considerations may require that there are limitations to the dissemination of a dissertation. Where a learner believes that this is the case then they may request a short embargo, or delayed release, for their work. Applications for an embargo must be made to the Head of Academic Studies should include reasons for the request. Please note that an embargo is only granted in exceptional cases, where the ethical considerations outweigh the public good of sharing research knowledge. The decision is made solely at the discretion of IICP College, and there is no appeal against a decision.