

Dissertations and Independent Projects

Policy and procedure

November 2018

The University of Chichester Library holds copies of postgraduate and undergraduate dissertations and independent projects (IPs) written by University of Chichester students. A selection of these are available in print and online. This policy does not include PhDs or other student work such as essays or assignments.

Some hardcopy dissertations and IPs are held in the library and can be located by contacting the library team. Electronic work produced by University of Chichester students is available on the University institutional repository ChiPrints <http://eprints.chi.ac.uk/> and can also be searched using the library catalogue. These works are only available to University of Chichester students and visitors with walk-in access.

Privacy information

Dissertations and IPs contain personal data in accordance with data protection legislation. The categories of personal data usually included are as follows:

- Student name and/or student number
- Names of other individuals e.g. in the acknowledgement section

The University of Chichester Library Service holds copies of IPs and Dissertations for the benefit of students and members of the public who may wish to review examples of good practice and/or refer to research already undertaken in their area of study. This is part of the University's public task as an Education institution.

Any individual may object to their project or dissertation being included in the library collection, or may ask for it to be removed, by contacting help@chi.ac.uk.

Undergraduate dissertations and IPs will be held by the Library Service for up to five years. Postgraduate dissertations will be held for a period agreed with the relevant academic department. After the agreed retention period the items will be de-accessioned in line with the Stock retention, withdrawal and donations policy.

To find out more about the rights of all data subjects and how the University complies with data protection legislation please visit: <https://www.chi.ac.uk/about-us/policies-and-statements/data-protection> . The University of Chichester Data Protection Officer can be contacted at DPOfficer@chi.ac.uk. If you wish to complain about any aspect of our information rights practice you may do so by contacting the Information Commissioner's Office via www.ico.org.uk/concerns .

Adding works to the library collection

The procedure for adding works to the University collection is detailed in Appendix 2. It is expected that all departments will deposit a selection of first class or exemplary dissertations and IPs with the Library however applications can be made for an exception.

Retention period

Undergraduate dissertations and IPs will be held by the Library for a maximum of five years. Postgraduate dissertations will be retained for a period agreed with the relevant academic department. Items will be removed from stock in line with the stock retention, withdrawal and donations policy.

Adding dissertations and independent projects to the Library's collection



