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## Dissertations and Independent Projects Policy

### 1. Policy Statement

- 1.1. It is the policy of the University of Chichester (“University”) to explain how we store dissertations and independent projects and how long we keep them for.
- 1.2. The purpose of this policy is:
  - 1.2.1. to set out the retention period for dissertations and independent projects stored in the University of Chichester Library.
  - 1.2.2. to provide privacy information and guidance on how to object to work being made public.

### 2. **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. These documents are held 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.

### 3. Privacy Information

The categories of personal data usually included are: student name and/or student number and names of other individuals e.g. in the acknowledgement section. 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](mailto:help@chi.ac.uk) in the first instance and stating the reason for their objection/request.

### 4. Retention Period

Undergraduate dissertations will be held for a period of five years. Postgraduate dissertations will be held for a longer period at the discretion of the library service. Following expiry of the agreed retention period the items will be de-accessioned in line with the Stock retention, withdrawal and donations policy- <https://help.chi.ac.uk/stock-retention-withdrawal-and-donation-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](mailto: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](http://www.ico.org.uk/concerns).

## **5. Adding works to the Library Collection**

The procedure for adding dissertations and independent projects to the University library collection is detailed in the Appendix below. 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.

# Adding dissertations and independent projects to the Library's collection

