

Directive concerning the deposit and the distribution of doctoral theses

First article The aim of this directive is to set common conditions to all the faculties regarding the submission and diffusion of theses, the procedure of the defense of theses is being defined moreover in the regulation of studies and examinations of the faculties.

Art. 2 In order to obtain the academic title of Doctor given by the University of Neuchâtel (including the case of a co-supervised thesis), the PhD student must submit the thesis to the library of the related faculty, which is going to inform the service of the information and libraries (hereinafter the service) of the UniNE. The submission includes the printed and the electronic version of the thesis, in both cases with the imprimatur and an electronic summary, at least in French and English accompanied by some keywords.

After the submission of the thesis, the PhD student accepts that the title and the summary of his or her thesis is diffused immediately in “open access”.

The submission is besides subordinated to the signature of a document (“pledge of honour”), in which the PhD student declares having respected the dispositions related to the author’s rights, especially not having used other sources than those strictly indicated in his or her work, and commits to accept the entire responsibility in case of a litigation related to the violation of the author’s rights.

Art. 3 The Service gives an attestation of submission of thesis if the conditions below are fulfilled:

- a) Submission of five double-sided printed copies on paper and bound, with the imprimatur, whom one copy is signed by the dean of the faculty;
- b) Submission, in electronic form of the full version of the thesis, whose text must entirely be equivalent to the paper version;
- c) Submission, in electronic form of a summary of the thesis at least in French or in English, accompanied by some keywords;
- d) Submission of the form titled “pledge of honour” with the signature of the PhD student.

Art. 4 The text left must imperatively be -except of some little form corrections- equivalent to the one which has the imprimatur of the jury and of the faculty and respects prescriptions of form mentioned in the paragraph 2 and 3 below and the ones edited by the Service.

Each copy of thesis includes a title page, the imprimatur after the title page, a summary, at least in French and in English and register of keywords [[directory keywords](#)] before the table of contents.

The title page includes the first names and surnames of the author, the title of the thesis, the name of the faculty and the institute related as well as the denomination of the subunit concerned, the first names and names of the director-s of the thesis as well as the reporter and the date of the defense of the thesis.

All material submitted to the right of the intellectual property must be the object of an explicit authorization of publication or must be removed of the manuscript.

Art. 5 The PhD student has the obligation to diffuse the integrality of his or her thesis, in a printed or electronic form, following the mode of his or her choice, in a period of two years at the most after the defense of the thesis. This extension can exceptionally be prolonged with agreement of the deanship if the works of publication cannot be completed for justified reasons.

For the diffusion of his or her thesis, the PhD student must choose one of the following solutions and to convey it in writing at the Service:

- a) Immediate publication in “open access” of the text left;
- b) Publication diffused
 - 1. In commercial paper edition of the text deposited or revised
 - 2. In online commercial edition of the text deposited or revised;
 - 3. In non-commercial edition in “open access” of the text deposited or revised

In case of delayed publication, the PhD student can authorize the immediate diffusion of an identical electronic version of the paper version (text deposited), with the imprimatur for inter-institutional and inter-libraries exchanges to the internal use of these institutions.

The article 4, paragraph 4 applies.

In the case of the thesis by articles is reserved depending on the constraints attached to the rights of the intellectual property.

Art. 6 The Service of scientific information and libraries is in charge of the application of this directive.

Art. 7 This directive is coming into effect the 1st of July 2016.

It abrogates and replaces the directives of the chancellor of the University of Neuchâtel for the submission of the thesis of the 26ths of September 2005.

On behalf of the rectorate

The chancellor