



## REPOSITORY POLICY FOR UNIVERSITI MALAYA POSTGRADUATE THESES/DISSERTATIONS/RESEARCH REPORTS

### 1. AIM

The aim of this policy is to establish the procedures to be followed for the setting-up of a repository for the Universiti Malaya postgraduate candidates' theses/dissertations/research reports.

### 2. POLICY

- (1) The University, via the Library, collects all the theses, dissertations and research reports produced in the Universiti Malaya in electronic format. It is the policy of the University that the public should be given access to the theses/dissertations/research reports resulting from postgraduate research work. Thus, all postgraduate candidates undertaking research work are required to submit ONE electronic copy of their thesis/dissertation/research report to be kept by the Universiti Malaya Library.
- (2) The University acknowledges that there are commercially viable research products. Public access to such theses/dissertation/research report may be placed on hold to enable registration of intellectual property control such as patent registration and publication of articles.
- (3) The Universiti Malaya Library has established an EPrints-based theses/dissertations/research reports repository system (<http://studentsrepo.um.edu.my>) in 2010. The advantages of EPrints areas follows:
  - (a) **Wider dissemination:** Eprints repositories enable free worldwide web-based access to research outputs.
  - (b) **Increase impact:** Studies show that the research deposited in open access repositories have considerably increased impact as citation rates rise.
  - (c) **Increased visibility of research:** Students' Repository conforms to the Open Archives Initiative (OAI) standards. This means that research deposited here has a higher ranking by search engines such as Google and that deposited research will be harvested and indexed by specialist services such as OAIster.
  - (d) **A showcase for research:** The repository provides a means to bring together the research output. The repository can be linked from the faculty web pages.

### 3. IMPLEMENTATION

- (1) Candidate

Signs a thesis/dissertation/research report repository submission form when submitting the final copy of their thesis/dissertation/research report to their respective faculty.

(2) Supervisor

The supervisor shall verify the text of thesis/dissertation/research report to be uploaded in the open access repository is not classified as Confidential or Restricted or Embargo.

(3) Faculties

Faculties will forward to the Library an electronic format of the graduating candidate's thesis/dissertation/research report.

(4) The Universiti Malaya Library (UML)

- Uploads the thesis/dissertation into the repository at the Universiti Malaya Library.
- Manages the repository.

#### 4. WITHDRAWAL

- (1) Students' Repository is a part of the Universiti Malaya record and is intended to provide persistent access to deposited material. Once an item is deposited, a citation to it will always remain. Under certain circumstances, however, it may be necessary to remove material from Students' Repository.
- (2) A request for removal should be directed to the Students' Repository administrator ([repolibrary@um.edu.my](mailto:repolibrary@um.edu.my)) and include the reasons for withdrawal.
- (3) Acceptable reasons for withdrawals include:
  - Proven copyright violation or plagiarism
- (4) Legal requirements and proven violations
- (5) National security
- (6) Falsified research
- (7) Intended for Intellectual property registration and/or commercialization

5. The administrator may take the following actions, depending on the circumstances:

- Restrict access to the item, leaving the metadata visible, and add a note explaining the reason for the restriction.
- Remove the item completely.

#### 6. RELATED DOCUMENTS

- (1) Akta Universiti dan Kolej Universiti 1971
- (2) Akta Hak Cipta 1987
- (3) Akta Arkib Negara Malaysia 2023
- (4) Dasar Akses Terbuka Tesis dan Disertasi Institut Pengajian Tinggi Malaysia 2025
- (5) Perlembagaan Universiti, Statut, Kaedah-Kaedah dan Peraturan-Peraturan Universiti
- (6) Universiti Malaya Policy on Authorship
- (7) Universiti Malaya Intellectual Property and Commercialisation Policy
- (8) Code of Research Ethics
- (9) University of Malaya Manual of Responsible Research
- (10) The Malaysian Code of Responsible Conduct in Research

## **6. DISCLAIMER**

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