Advice for Supervisors
Candidates are provided three options regarding their choice of electronic sharing of their theses. They are encouraged to make an informed decision and to discuss the issue with their supervisor, and to confirm that they have been made aware of the choices available to them, and where to seek further advice, at the Submission Review Panel meeting.

The advice for candidates can be found in a document called ‘Digital Deposit of Theses - Guidelines for Candidates’, linked to from: [http://www.kent.ac.uk/library/research/thesis-deposit/index.html](http://www.kent.ac.uk/library/research/thesis-deposit/index.html)

Information Services can provide advice for any supervisor who wishes to know more about the Kent Academic Repository (KAR), Open Access, or Copyright, and can be contacted at any time for training or for further information.

The choice of how open to make the thesis is for the candidate to make, and the guidance to candidates is presented to give no particular encouragement to any particular option. However, all candidates must at least deposit their work electronically so that the University can retain a copy of their work.

The candidate will make their choice known when they submit their final work, which is carried out through Moodle. The PG Admin in each School is responsible for setting up the Moodle submission process and ensuring that it is completed by each successful candidate. Information Services will support candidates and PG Admins through this process.

Supervisors can advise candidates that if they require a shorter embargo than 3 years that they make this clear at the point of submission, but that longer embargos can only be arranged by requesting this from the School Director of Graduate Studies when the existing embargo nears its expiration.

Advice for Directors of Graduate Studies
Directors of Graduate Studies may be approached by candidates who have previously opted for an embargo who wish to extend this. The standard embargo period is 3 years, although shorter embargos can be implemented by Information Services. Longer embargos should not be offered. Making restriction to access of their theses permanent remains an option for authors.

Directors of Graduate Studies should not turn down extension requests, but should revisit the current advice being given to candidates at the time of request and advise requestors of the situation regarding Open Access at the time of request.

Any correspondence with Information Services should be through the KAR team via karadmin@kent.ac.uk