

INSTITUTIONAL REPOSITORY PROCEDURE

FORM REQUIRED

Institutional Repository (IR) Application Form

IP OFFICE RESPONSIBILITIES

AUTHORS RESPONSIBILITIES

1. APPLICATION PROCESS

IP Assistant ensures application form readily available on DUT website/staff portal.

Author completes the IR application form and submits to IP Office.

2. SUBMISSION OF IR APPLICATION

Completed application forms are sent by the IP Assistant to the publishers or other appropriate rights holders to request for permission to submit a published article onto the institutional repository of DUT - open access (national & international)

3. NOTIFICATION OF PERMISSION

Notification then sent to IR team to upload the article onto the institutional repository.

Lecturers are informed via email when permission is granted.