

## RESTRICTION OF ACCESS TO A THESIS

It is expected that the full text of each doctoral thesis will be publicly available in the Library repository. If there are reasons not to make the full text of your thesis publicly available after examination, access can be temporarily restricted using an embargo. A 12-month embargo requires no formal permission, and can be easily organised when depositing the thesis to the library.

Use this form to request:

- An initial embargo of more than 12 months duration
- An extension to an existing embargo
- A more comprehensive embargo that includes the metadata record of the thesis submission
- Permission to deposit a redacted thesis

The Board of Studies (Doctoral) will consider such requests if the thesis contains material that is:

- **Commercially sensitive** - an embargo can provide time for a concept to be brought to market or for more formal protection, such as a patent, to be applied for. Provide details about your case and evidence where possible – e.g., an email from Research and Innovation Services or your Supervisor confirming the intellectual property agreements made in the contract with your funder, or an estimated timeline for preparation of a patent.
- **Ethically sensitive** - an embargo can provide time for ethical sensitivities to lessen, where the thesis includes material relating to an identifiable organisation or service, although situations of this type should be avoided as far as possible.
- **Part of a future publication** – the publisher’s specific policy on thesis pre-publication **must be included**. Also provide details about your publishing plans: whether the paper is currently in draft form, under review, or has been accepted and the typical lag time from acceptance to publication in your chosen journal. The maximum embargo permitted for reasons of intention to publish/ impending publication will normally be 24 months.

**Supporting evidence must be supplied with each request**

### General details of the student’s current registration

<b>Surname</b>	<b>Student number</b>
<b>Full forenames</b>	<b>Main funding source</b> <small>(note: UKRI now expects publication within 12 months of graduation)</small>
<b>Department/School</b>	<b>Degree registered for</b>
<b>Supervisor(s)</b>	
<b>Thesis title</b>	
<b>Registration start date</b>	<b>End date of registration/ graduation date</b>

**Specific details relating to this request**

I request a temporary embargo of more than 12 months duration: .....months in total

I request an extension to an existing embargo (provide details of previous embargo)

I request that the embargo also includes the metadata record of the submission

*A record of every thesis submission is displayed on the Research Portal, this 'metadata' record consists of the thesis title, author and abstract. The metadata record is displayed even when there is a temporary embargo upon access to the full-text of a thesis. You may wish to make this 'metadata' confidential during the embargo period (e.g., for reasons of commercial sensitivity).*

I request permission to submit a redacted thesis

*In exceptional cases, where a temporary restriction of access would be insufficient, it may be possible to submit a redacted thesis. The full-text thesis will be used by the examiners, and a copy will held in the Library repository, but only the redacted e-thesis will be accessible. Efforts must be made to redact the minimum of material.*

**Statement to support the request:**

**I attach the following evidence to support my request:**

**Student signature** ..... **Date** .....

**Supervisor's comments**

**Signed** ..... **Date** .....

*I support the proposed embargo:* **Signed** ..... **Director of Studies**

Return the completed form and supporting evidence to the Doctoral College