**UNIVERSITY OF ESSEX**

**POSTGRADUATE RESEARCH EDUCATION TEAM**

**THESIS EMBARGO REQUEST**

To be completed **prior to submission**

|  |  |  |  |
| --- | --- | --- | --- |
| **CANDIDATE’S DETAILS** | | | |
| First name |  | Last name |  |
| Department/School | Choose an item. | Registration number |  |
| Qualification sought | Choose an item. | | |

|  |
| --- |
| THESIS UPLOAD & ACCESS RESTRICTION (EMBARGO) |

Following successful completion of the examination process, your thesis will need to be uploaded to the University’s Research [Repository](https://www.essex.ac.uk/staff/repository-and-publishing/thesis-deposit). In rare cases, it may be necessary following examination to restrict access to a thesis. Where needed, this can be done by placing the thesis under an embargo.

**Future Publishing**

Thesis embargoes are only applied under exceptional circumstances. Institutional upload is very rarely considered the same as full publishing; you will retain ownership of your work and will remain the rights holder as the author. It is very common for people to publish all or part of their PhDs in journals or as books. Uploading to the University of Essex Repository as ‘Open Access’ is very unlikely to impede any publication processes. For more information, please visit <https://www.essex.ac.uk/student/postgraduate-research/copyright-guidance>

**Therefore, intent to publish is not a valid reason to request an embargo as this is considered standard practice within Postgraduate Research. Any embargo request stating such reasoning will be automatically rejected, unless an intended publisher has provided evidence that they cannot accept work that has been institutionally uploaded.**

**Part A**

Please choose the access level for your thesis once it has been uploaded to the Repository:

|  |  |  |  |
| --- | --- | --- | --- |
| **Mark with a cross** | | **Tier** | **Explanation** |
|  | | Redacted | Certain sections of the thesis are redacted to prevent others from viewing them (usually due to data protection or copyright issues). |
| A |  | Embargoed for limited period:  A) 3 Years  B) 5 Years | The thesis is not available for the set amount of time, after which it will be classed as open access. The metadata (title, abstract) will be available throughout this period. |
| B |  |
|  | | Controlled | The thesis is permanently not available; however, the metadata is available. This option is granted in exceptional circumstances. |
|  | | No Access | Both the thesis and metadata are not available permanently. This option is granted in very rare and exceptional circumstances only. |

**Part B**

Please select the reason(s) for restricting access to your thesis:

|  |  |
| --- | --- |
| 1. The thesis contains ideas or know-how that are to be patented (please specify what these are in Part C). |  |
| 1. The thesis contains literary work that is intended to be published as a standalone work for sale (please specify which parts of the thesis are included, and details of the intended publisher in Part C). |  |
| 1. The thesis contains sensitive or confidential material which if placed in the public domain would endanger one or more people, or would leave the author open to threat (please provide further details in Part C). |  |
| 1. Other reasons (please be as descriptive as possible in Part C). |  |

**Part C**

Please use the space below to explain in detail the reasoning for your request to restrict access to your thesis, including an explanation regarding the length of time you have requested. If your rationale is of a sensitive nature and you would prefer to explain the reasoning directly with the Faculty Dean (PG) please email [pgresearch@essex.ac.uk](mailto:pgresearch@essex.ac.uk) to arrange this.

|  |
| --- |
|  |

All embargo requests will be considered by your supervisor/s, Graduate Director or Head of Department/School, and Faculty Dean (Postgraduate) ahead of approval.

|  |  |  |  |
| --- | --- | --- | --- |
| Candidate’s signature |  | Date |  |

***Please submit your form to your supervisor for the first stage of departmental approval.***

|  |  |  |  |
| --- | --- | --- | --- |
| **TO BE COMPLETED BY THE DEPARTMENT** | | | |
| I confirm that:   * I support the student’s embargo request, and have provided further information as requested. | | | |
| *Please provide a brief statement of support, particularly for Controlled and No Access embargo requests* | | | |
|  | | | |
| Supervisor’s signature |  | Date |  |
| Graduate Director / Head of Department’s signature |  | Date |  |

***Following departmental approval, please return the completed form to the PGRE Team by email to:*** [***pgresearch@essex.ac.uk***](mailto:pgresearch@essex.ac.uk)

|  |  |  |  |
| --- | --- | --- | --- |
| **FACULTY DEAN (PG) USE ONLY** | | | |
| I have considered this information and confirm that I APPROVE / REJECT the student’s embargo request | | | |
| Comments  (mandatory if rejected) |  | | |
| FD (PG) signature |  | Date |  |

|  |  |
| --- | --- |
| **PGRE TEAM USE ONLY** | |
| ESIS/Exams Log updated (date) |  |
| Student notified (date) |  |
| Completed by (name) |  |