

REQUEST TO PLACE AN EMBARGO ON A THESIS

Following award of the degree, all doctoral theses must be uploaded to the Institutional Repository, *Sussex Research Online*. In some circumstances you may request to place a temporary embargo on your thesis. If an embargo is approved, your thesis will not be available for public access online; however, metadata will be created citing the author and the title which will be visible in both the Institutional Repository and in EThOS (the British Library Electronic Theses On-line System). At the end of the approved embargo period the embargo will be lifted automatically unless a request for an exceptional further embargo period is approved.

Please note the following points before making your embargo request:

- The maximum embargo period permitted by the University is three years.
- The maximum embargo period permitted by the Research Councils (RCUK) for fully or partially funded students is one year.
- If you intend to publish all or part of your thesis, an embargo of up to two years will be permitted in the first instance provided you can demonstrate to your Director of Doctoral Studies that you have a plan for publication. After two years, you may apply for a further year's embargo on production of a publisher's agreement. Exceptionally, a longer period of embargo will be agreed at the request of the publisher.
- If your research has been funded by a commercial organisation, please check with your supervisor whether the organisation has made an embargo stipulation or has a specific open access policy.
- If your thesis is in the form of papers submitted for publication or papers already published, please check the publishers' open access policies before requesting an embargo.
- You should make every effort to obtain copyright clearance for all text or images contained in your thesis. If this is not possible you may put all the material with uncleared copyright into a second volume and this volume will be permanently embargoed.

Assessment and Examinations

Name		Reg. No.	
Academic School		Degree Programme	
Correspondence Address			
Embargo Period Requested			

Reason for embargo (select one):

- I am funded by the RCUK (1 year max.)
- I intend to publish all or part of my thesis (2 years max.)
- I am applying for a patent (3 years max.)
- My thesis contains material of a confidential nature (3 years max.)
- My thesis contains commercially sensitive material and/or is funded by a commercial organisation (3 years max.)
- Volume 2 of the thesis contains text or images for which there is uncleared copyright (permanent)

Student signature	:		Date	:	
Supervisor signature	:		Date	:	
Director of Doctoral Studies signature	:		Date	:	

Please return to the research student exams team researchexams@sussex.ac.uk