

Thesis Restricted Access Application Form – Publication Planned

Criteria

This restriction category is appropriate where you intend to publish your thesis as a monograph or series of papers, but have not yet secured a publication venue. It should only be applied where accessibility of your thesis on the internet may adversely affect your publishing options. Most journals and many monograph publishers do not regard access to your thesis via a repository as prior publication and would not require your thesis to be embargoed. You should check with potential publishers prior to requesting an embargo on the basis of planned publication.

Limitations and requirements

Max Embargo Period: 12 Months

Extension Permitted: YES (one 12 month extension is permitted. Further extension requires evidence of Publication Pending (typically a publishing contract, or confirmation from a publisher that a paper or manuscript has been accepted for publication)

Authorisation: Supervisor to complete declaration in Section 2

Evidence Required: No further evidence required

You can download further guidance on completing this form [here](#)

Section 1 – General information and student declaration

Surname (Family Name):

Forename(s):

Title (Dr, Ms, Mrs, Mx, Mr etc.):

Student ID Number:

College:

School/Department/Institute:

Degree (e.g. PhD):

Date of entry into this programme of study:

University email address:

Personal / other active email address*:

Expected month and year of degree conferment:

(usually July or December)

Supervisor name(s):

Funder(s) acknowledged in thesis:

**Please provide an email address that will be checked regularly and we can use to contact you about your thesis/embargo after you have graduated*

By signing this form I confirm that:

1. It is necessary that my thesis is embargoed and it meets the criteria laid out in Section 2
2. I have fully completed section 1 and section 2 of this form and obtained the required authorisation
3. My request is compliant with the requirements of all funders acknowledged in my thesis
4. I understand that Library Services will calculate the embargo end date based on the last day of the month of my degree congregation plus the embargo duration I have specified in Section 2
5. I understand that unless I have indicated copy requests can be approved by Library Services:
 - a. While under embargo the thesis will not be shared with anyone (including my supervisor) without the express permission of myself (or a person I have optionally nominated under Section 2)
 - b. Library Services will contact me and/or a person I have nominated to consider any requests for access to my thesis. If I do not respond within 28 working days, such requests will be denied.
6. I have provided an email address that will remain active and be checked regularly following my graduation.
7. I understand that my thesis will become publicly accessible via the eTheses repository on the day following the embargo end date unless I have made a successful extension request at least 28 days prior to the embargo end date.
8. I understand that to facilitate its deposit and preservation in accordance with University regulations, a limited number of Library Services staff will have access to my thesis irrespective of any embargo imposed.
9. The personal information I have provided in this form will be held by the University for the duration of the embargo, plus 1 year.
10. I understand that I can request the early termination of an embargo should circumstances change. To do so, please contact ubira@contacts.bham.ac.uk

Signed (type or upload)

Date

SECTION 2: Embargo detail and authorisation

Embargo duration

Months (No more than 12 months from graduation)

Copy request approval (choose one option and complete nominee details if selecting that option):

Nominee Name:

Nominee email address:

To be completed by your supervisor

Having discussed publishing options with the author, I confirm that relevant publishers in the field are likely to reject submissions if the thesis is publicly available.

Supervisor name:

Signed (type or upload):

Date:

ONCE THIS FORM HAS BEEN COMPLETED AND APPROVED, IT SHOULD BE UPLOADED TO E-THESIS ALONG WITH YOUR THESIS DEPOSIT.