

## Thesis Restricted Access Application Form – #

### Criteria

A prior agreement is in place with a sponsor or partner which requires that access to the thesis be restricted. You may also choose to restrict access to your thesis abstract, or provide a redacted version if this is also required by a sponsor/partner (please discuss with your supervisor if you are unsure)

<b>Max Embargo Period:</b>	As required by contract, cannot be permanent
<b>Extension Permitted:</b>	YES, with approval from PGR Lead
<b>Authorisation:</b>	PGR Lead to complete declaration in Section 2
<b>Evidence Required:</b>	Name of sponsor/partner; details of the contractual terms that require restricted access; a brief description of what elements of the thesis are commercially sensitive

*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](mailto:ubira@contacts.bham.ac.uk)

**Signed (type or upload)**

**Date**

## SECTION 2: Embargo detail and authorisation

### Embargo duration

Years (As required by contract - cannot be open ended)

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

**Nominee Name:**

**Nominee email address:**

**Can the full text of your thesis abstract be made publicly available?**

*\*If you responded 'Only in redacted form' please upload a redacted version of your thesis abstract, suitable for public access, when you deposit your thesis to the etheses repository*

**Detail supporting evidence below:**

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### To be completed by your PGR Lead

I confirm that a contract is in place between the University and sponsor detailed above which requires that any thesis is not made publicly available for        years from the date of graduation.

Details of the contract will be held by the University for the duration of the embargo.

**PGR Lead name:**

**Signed (type or upload):**

**Date:**

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