

## Application to Embargo a Thesis

- This form is for use by postgraduate students enrolled in a doctoral or masters thesis (refer to Board of Graduate Studies document: [Postgraduate Students: The Embargoing of Theses](#)).
- A thesis will normally be available for public consultation unless there are compelling reasons for restricting access to it.
- Access to a thesis may be restricted, normally for a maximum of two years, if it contains confidential and sensitive material that would:
  - (i) breach prior contractual arrangements with outside organisations; or
  - (ii) prevent or jeopardise an application for a patent, licence, or registration; or
  - (iii) provide good reason for refusing to disclose the contents of the thesis, consistent with the provisions of current privacy legislation or the Official Information Act (1982).
- Access to a thesis may be restricted, normally for a maximum of one year, if there are plans to publish all or part of the thesis, and it is believed that public access will jeopardise the author's intellectual property rights. However, in most cases it is not necessary to embargo your thesis because of publication plans and an embargo may be detrimental to the dissemination of your research.
- An application for an embargo is to be made by the author of the thesis and/or the supervisor, through the Head of Department to the Dean of Graduate Studies (or delegate).
- The embargo will apply to all copies of the thesis, whether hard copy or electronic.

### 1. Author's details

Candidate name:		ID number:	
Submission date:		Degree:	
Department:			
Thesis title:			

I request the embargo of the above thesis for 6 | 12 | 24 months (*please circle*) from the date of submission because:

- there will be a breach of prior contractual arrangements with an outside organisation unless there is an embargo
- the filing of a patent, licence or registration is pending
- a restriction is necessary under current privacy legislation or the Official Information Act (1982)
- the author's intellectual property rights in terms of planned publication will be jeopardised
- Supporting documentation is attached (letter from supervisor – see below)

.....  
 Signed by student Date

### 2. Departmental approval

Please attach letter from Main Supervisor giving details of reason for embargo and indicating support for embargo period

.....  
 Signed by Main Supervisor Date Signed by HoD/HoS Date

Name: ..... Name: .....

**Please submit the completed form to the School of Graduate Studies for processing**

### OFFICE USE ONLY

Signed by Dean of Graduate Studies ..... Date .....

Copy sent to Acquisitions, General Library

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