Permission to Deposit Thesis form

Read the “[Guidance on completing the Permission to Deposit Thesis form](https://www.southampton.ac.uk/quality/pgr/research_degree_candidature/completion.page?)” **before** completing this form. Complete all sections in consultation with your main supervisor, print, sign, and submit to your Faculty Graduate School Office with:

* one printed soft bound copy of your thesis (this is for the University Library)
* the electronic copy of your thesis

## Part A: Research Student Declaration

*Research student should complete* ***online*** *before printing and signing*

### Covered Work

I submit my thesis for storage in the University of Southampton Library, and for deposit in the University of Southampton institutional repository. I understand that I should upload research data that supports my thesis. When I deposit my thesis and/or research data (if any), whether personally or through an assistant or other agent, I agree to the following:

### **Copyright**

The copyright in a thesis submitted for a higher degree remains with me (the candidate) unless otherwise stipulated in any agreement with the sponsor/co-sponsor. The copyright (if any) in any research data I submit with my thesis may already be owned by the University under its [Intellectual Property Regulations](http://www.calendar.soton.ac.uk/sectionIV/ipr.html) but if not, then to the extent that copyright subsists in the data, I will remain the copyright owner unless otherwise stipulated in any agreement with the sponsor/co-sponsor. If, however, I have included material that is not entirely of my own creation, for example, if it is a sponsor/co-sponsor’s confidential information; is reproduced from a book, a journal or other published source; is copies of photographs, drawings, diagrams, data or graphs, then clearance has been obtained from the copyright holder or owner before making copies and I have attached permissions to this form. Further, I confirm where a sponsor/co-sponsor has been involved, all necessary permissions to publish are in place.

### Non-exclusive Rights

Rights granted to the University of Southampton through this agreement are entirely non-exclusive and free from any royalty. I am free to publish the thesis in its present version or future versions elsewhere. I agree that the University may (without changing content) translate the thesis and/or research data to any medium or format for the purpose of secure storage for preservation.

### Deposit into the institutional repository

I understand that the metadata including the abstract of the thesis deposited in the institutional repository will be available immediately. According to my wishes below, the full text of the thesis and accompanying research data (where applicable) will be made available immediately after any stated embargo period and will be accessible to a wide variety of people and institutions – including automated agents – via the World Wide Web. I also agree and understand that any accompanying research data I deposit will be used by the University as set out in its [Research Data Management Policy](http://www.calendar.soton.ac.uk/sectionIV/research-data-management.html).

I understand that my e-thesis requires the copyright statement (shown in italics below), to be included in the electronic version submitted; that the thesis templates on the Library [website](http://library.soton.ac.uk/thesis/templates) include this statement and, prior to final submission, I should check that my e-thesis contains this statement. If not, I should add it before creating the final pdf version and place it in front of the title page (see guidance on the [Library website](http://library.soton.ac.uk/thesis/templates)). Note: this is only a requirement for your e-thesis, the copyright statement is not required for the printed version of your thesis.

### **University of Southampton Thesis** Licence

I understand that the following licence will be linked in the metadata, and I must include it as a front page of the thesis:

Copyright © and Moral Rights for this thesis and, where applicable, any accompanying data are retained by the author and/or other copyright owners. A copy can be downloaded for personal non-commercial research or study, without prior permission or charge. This thesis and the accompanying data cannot be reproduced or quoted extensively from without first obtaining permission in writing from the copyright holder/s. The content of the thesis and accompanying research data (where applicable) must not be changed in any way or sold commercially in any format or medium without the formal permission of the copyright holder/s.

When referring to this thesis and any accompanying data, full bibliographic details must be given, e.g.

Thesis: Author (Year of Submission) “Full thesis title”, University of Southampton, name of the University Faculty or School or Department, PhD Thesis, pagination.

Data: Author (Year) Title. URI [dataset]

## **Research Student Declaration**:

I understand that once the thesis and accompanying research data (if any) are deposited, a citation to both the thesis and research data will always remain visible.

I agree as follows:

that I have the authority to make this agreement, and to hereby give the University of Southampton the right to make the thesis and research data (if any) available in the way described above;

that any errors or omissions in the content of the thesis and research data (if any) will be my responsibility as the author;

that I have exercised reasonable care to ensure that the thesis is original, and to the best of my knowledge, neither it nor the research data (where deposited) infringe upon anyone’s rights, including copyright and related rights;

that my research was not sponsored/part sponsored or carried out in collaboration with an industrial or other organisation or if it was then their written permission to publish the thesis and research data (if any) is attached to this permission;

that the thesis and research data (if any) do not include confidential information belonging to another individual or organisation or if it does then their written permission for its publication is attached to this permission.

|  |  |
| --- | --- |
| Print name: | [Full Name] |
| Signature: |  |
| Date: |  |
| Title of thesis: | [Title] |

## Part B: Preferred access to your thesis – research student request

# *To be completed by the Research student after discussion with their supervisor see* [*Guidance*](https://www.southampton.ac.uk/quality/pgr/research_degree_candidature/completion.page?)

Theses may be subject to restriction only in exceptional circumstances when the relevant Faculty, on behalf of Senate, approves an embargo for a period not normally exceeding three years from the date of examination (see [Regulations 50-51](http://www.southampton.ac.uk/assets/sharepoint/intranet/calendar/publicdocuments/RegulationsforResearchDegrees.pdf)).

### Access to thesis Tick ✓ access requested. Tick format as appropriate

|  |  |  |
| --- | --- | --- |
| **Access to thesis – No Embargo** | **Print** | **Electronic** |
| Thesis is available immediately |  |  |
|  | | |
| **Access to thesis – Embargo requested (see Guidance)** | | |
| 1. Embargo – Commercial Contract.[i] |  |  |
| 1. Embargo – Patent Pending [i] |  |  |
| 1. Embargo – Ethical considerations/ data protection [ii] |  |  |
| 1. Embargo – Third Party Copyright.[iii] | |  |
| 1. Embargo – Publication Pending.[iii] | |  |
| 1. Embargo – Other |  |  |
| **Note:** Ticks should only be placed in the boxes provided.  There is no situation where an embargo should be selected for print only. | | |

1. Embargo is normally required on both the Print and Electronic versions
2. Embargo can be on both or electronic only
3. Embargo should only be on the electronic version of the theses for these reasons
4. Add dates for the embargo requested above:

|  |  |  |  |
| --- | --- | --- | --- |
| Date from: | …………………………….. | Date to: | …………………………….. |

|  |  |
| --- | --- |
| I understand that my thesis will be made available at the end of the embargo period.  I understand that it is my responsibility to contact the University (via [eprints@soton.ac.uk](mailto:eprints@soton.ac.uk)) if I require an extension of this embargo |  |

1. Add details in support of your embargo request.

*To be completed for* ***all*** *embargo requests above.*

|  |  |
| --- | --- |
| (Attach any supporting evidence. Note: Publication Pending is insufficient information):  …………………………………………………………………………………………………………………….  …………………………………………………………………………………………………………………….  ……………………………………………………………………………………………………………………. |  |

## Part C: Preferred access to your research data

*The Research Student and their Supervisor(s) should complete this section when the underpinning data are deposited (see* [*guide*](http://library.soton.ac.uk/thesis/data)*).*

*If there is* ***no data*** *underpinning the thesis complete section 6.*

*Data embargoes are not subject to section 51* [*Regulations for Research Degrees*](http://www.calendar.soton.ac.uk/sectionV/mphil-phd.html)*. Where data can be shared (open or on request) a DOI can be assigned, but will only be registered once the data is final. Confirmation from the supervisor, that the data can be shared and any embargo requested is appropriate, is required and should be emailed to* [*researchdata@soton.ac.uk*](mailto:researchdata@soton.ac.uk)*.*

*Where data cannot be shared a DOI cannot be provided.*

*If there are more than one dataset that underpins the thesis sections 1-4 should be copied and completed for each dataset. For datasets already published complete section 5.*

1. Title of dataset(s) underpinning PhD thesis

…………………………………………………………………………………………………………………

…………………………………………………………………………………………………………………

DOI: …………………………………………………………………………………………………………

1. What access would you like to request for your research data? (please tick ✓))

|  |  |
| --- | --- |
| Immediately available via the Institutional Repository |  |
| Made available after an embargo period |  |
| Data cannot be shared openly, but can be made available on request  *For example, significant risk of re-identification, participant information sheet stated sharing with bone fide researchers only* |  |
| Data cannot be shared – permanent embargo  *For example, commercial contract – do not own or have permission to re-share data* |  |
| Other |  |

1. If applicable, please add dates for the embargo you are requesting:

|  |  |  |  |
| --- | --- | --- | --- |
| Date from: |  | Date to: |  |

1. Why is it necessary to restrict access to your data? (please attach any supporting evidence):

…………………………………………………………………………………………………………………

…………………………………………………………………………………………………………………

5. Data already published: (List any data that has been published in support of articles, conference papers or posters *etc. that are derived from your thesis research. Include DOIs, Handle or URI)*

Title:

DOI/Handle/URI:

6. No datasets for deposit

|  |  |
| --- | --- |
| There are no datasets underpinning this thesis for deposit |  |

If applicable please explain

…………………………………………………………………………………………………………………

## Part D: Preferred access – academic signatories

*(The main supervisor and, where appropriate, the Director of the Faculty Graduate School to sign, Student to complete name and title of thesis)*

|  |  |
| --- | --- |
| Student Name: | [Full Name] |
| Title of Thesis | [Title] |

### Main supervisor

I confirm the following:

There is no industrial or other individual/organisation whose permission is required prior to publication of this thesis and any supporting data on the institutional repository by virtue of their sponsoring or supporting the research, or

Where any industrial or other individual/organisation’s permission prior to publication is required then this has been obtained and a copy is attached to this permission.

The student’s preferred access for their thesis, research data (if any) and any embargoes requested are appropriate.

|  |  |
| --- | --- |
| Print name: |  |
| Signature: |  |
| Date: |  |

### Director of the Faculty Graduate School

I confirm the student’s preferred access for their thesis, research data (if any) and any embargoes requested are appropriate.

|  |  |
| --- | --- |
| Print name: |  |
| Signature: |  |
| Date: |  |