

Thesis access confirmation form

This form should be used when submitting a doctoral level thesis in order to graduate or to change an the access level for an already-deposited thesis. See below for details. Please direct any queries to the Office of Scholarly Communication's [Thesis Team](#).

Section 1: Author Details

Student Name:	USN:
Department:	Supervisor name:

Thesis title:

Section 2: Access level choice

Students should refer to the following before deciding on the appropriate access level:

1. The Office of Scholarly Communication's [information](#) on the different access levels.
2. The terms and conditions of any funding or sponsorship received. Students should consult their supervisor if they are unsure about them.

Students should discuss the choice of access level for their thesis with their supervisor. If agreement is not possible, this form should be referred to the Degree Committee, together with details of the nature of the disagreement.

Applications for Time-limited or Indefinitely Restricted Access must be referred to the Degree Committee for approval. Reasons for the application, and the number of years required for Time-limited Restricted Access, should be given in the Comments box.

Select one of the following access levels:

- ☐ Open Access
- ☐ Embargoed Access (12 months) *
- ☐ Controlled Access
- ☐ Time-limited Restricted Access (includes patents)
- ☐ Indefinitely Restricted Access

* If an existing embargo is due to expire and an extension is required please contact the [Thesis Team](#).

Section 3: Comments (students, supervisors or Degree Committees)

Use this box to record any comments, e.g., reasons for the choice of access level or number of years required for Time-limited Restricted Access.

Section 4: Signatures

Student signature:	Date:
Supervisor signature:	Date:
In cases where agreement between student and supervisor cannot be reached, or if Time-limited or Indefinitely Restricted Access is requested, approval of the Degree Committee is required.	
Signed on behalf of the Degree Committee: Post:	Date:

This form should be [uploaded](#) with the electronic version of the thesis in order to graduate.

It should be emailed to the [Thesis Team](#) if requesting a change to an existing access level.

Queries should be directed to the [Thesis Team](#).