## The University of Southern Queensland

# Embargo of Research Dissertation Guidelines

1. Preamble

   1.1 It is expected that the final copy of approved dissertations accepted for the award of a USQ research degree will immediately be made available to the wider community.

   1.2 It is also expected that students will publish as part of the candidature process and that they and their supervisors will endeavour to ensure informed consent to publication has been granted.

2. In demonstrated exceptional circumstances, an application to embargo access to the dissertation can be made for a period of up to 24 months from the date of lodgement of the dissertation. Such circumstances may include, but are not restricted to, the following:

   2.1. The research project was sponsored by an external funding body where the intellectual property is not fully owned by the student.

   2.2. The research project has resulted in 'commercial-in-confidence' outputs such as software, patents, or designs.

   2.3 The content of the dissertation includes culturally sensitive material or where individuals may be personally identified by the content.

   2.4 Other special cases, such as discipline specific publishing practices.

3. Requests to embargo a dissertation must be submitted on the 'Dissertation Submission Form' and forwarded to the Office of Research and Higher Degrees at the time of providing all dissertation copies (electronic and permanently bound) as part of the final requirements for graduation. Supporting documentation as to the nature of the request to embargo should be attached. The Director, Office of Research and Higher Degrees will seek advice as appropriate, before making a decision.

4. Requests to extend an existing embargo may be considered for a further 12 month period. Applications to extend must be made in writing to the Director, Office of Research and Higher Degrees at least three months prior to the expiration of the original embargo period.

5. Appeals regarding the decision of the Director, Office of Research and Higher Degrees will be referred to the Deputy Vice-Chancellor (Scholarship), for resolution within 20 days of receipt at the Office of Research and Higher Degrees.

6. Requests for access to embargoed dissertations will be referred to the copyright holder, or designated nominee for permission to access.

7. These guidelines will be effective from 28 September 2011 and will not be applied retrospectively.