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| J:\ORHD\Students\Forms\USQ_Ver_3b_Int_FullCol.jpg | **HDR Thesis Submission Form** |

 **To be completed when submitting your final thesis to the USQ Research Outputs repository.**

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| Student Name |       | Student ID |       |
| Email |       |
| Current Program |       | Faculty |       |
| Principal Supervisor |       |
| Associate Supervisor |       |
| Associate Supervisor |       |

 Title of Thesis

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Field of Research Code (if known)

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Normally the final thesis will be placed on embargo for a minimum period 12 months. This is to allow students to publish from their research before the thesis enters the public domain. Alternatively, a student may request an embargo in excess of 12 months, or make the research available immediately to the wider community.

1. **Level of access requested**

[ ]  Restrict access for a period of 12 months. [Go to Section 4]

 OR

[ ]  Restrict access for a period in excess of 12 months.

OR

[ ]  Release the document immediately for world-wide access. [Go to Section 4]
 (Releasing your thesis immediately may restrict your publishing options; particularly in Journals)

1. **Period of restriction being requested**

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1. **Reasons for extended restriction**

The reason/s listed below must be in line with those outlined in the Guideline for the Embargo of a Higher Degree by Research Thesis see page 3.

If you have signed part or all of your intellectual property to a third party and/or have completed your research project as part of a collaborative grant, then please provide a copy of the legal agreement and highlight the relevant sections that restrict the publishing of your thesis.

Students will not normally be restricted from publishing papers arising from their thesis. If you wish to restrict your thesis on the grounds that a particular journal will not publish a paper because your thesis is deposited in a digital repository, you will need to provide documentation from the journal’s editor to support your request.

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[ ]  Supporting documentation attached

1. **Copyright Statement**

I hereby grant the University of Southern Queensland or its agents the right to copy, archive and communicate the thesis in whole or in part in any format or media (now or hereafter known), in University Libraries, the Internet and institutional repositories. I retain all proprietary rights, such as patent rights. I also retain the right to use in future works (such as articles or books) all or part of this thesis. I have gained permission to use, in the electronic form of the thesis, content that is copyrighted by third parties, such as graphics and photographs.

[ ]  I agree.

1. **Digital Object Identifier (DOI) Request**The Library can create a Digital Object Identifier (DOI) for your thesis. A Digital Object Identifier (DOI) is a *persistent* link to an online object (such as a thesis or article) which allows it to be easily accessed, cited, and tracked even if it is hosted on different websites. Assigning a DOI may help to increase visibility and use of your thesis. For more information please see <https://www.doi.org/>.

Do you want the Library to create a DOI? Yes[ ]  No [ ]
2. **Authenticity Statement**

I confirm this is a direct copy of my thesis approved by the University for the program listed above and no emendation of content has occurred.

I certify that the ideas, experimental work, results analyses, software and conclusions reported in this thesis are entirely my own effort, except where otherwise acknowledged. I also certify that the work is original and has not been previously submitted for any other award, except where otherwise acknowledged.

[ ]  I agree

1. **Signatures**

|  |  |  |
| --- | --- | --- |
| Student  | Name |         |
| Signature |  | Date\* |       |
| Principal Supervisor | Name |       |
| Signature |  | Date |       |
| Associate Dean (Research & Research Training) | Name |       |
| Signature |  | Date |        |

1. **Approval**

[ ]  Request approved. [ ]  Request NOT approved on the following grounds:

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| Director (Research Training & Development) | Name |       |
| Signature |  | Date |       |

Note: If granted, any restriction will commence from date of application by the student.

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| J:\ORHD\Students\Forms\USQ_Ver_3b_Int_FullCol.jpg | **Guidelines for the Embargo of a****Higher Degree by Research Thesis**  |

1. Preamble

It is 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. To allow students to publish from their research their thesis would normally be placed on embargo for a period of 12 months.

1. In demonstrated exceptional circumstances an application to embargo the thesis in excess of 12 months can bean be made on lodgement of the thesis. 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 thesis 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.

1. Requests to embargo a thesis must be forwarded to the Office of Research Graduate Studies (ORGS) at the time of providing the thesis as part of the final requirements for graduation. Supporting documentation as to the nature of the request to extend the embargo, in excess of 12 months should be attached.
2. 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 ORGS at least three months prior to the expiration of the original embargo period.
3. Appeals regarding the decision of the ORGS will be referred to the Deputy Vice-Chancellor (Research and Innovation) or nominee, for resolution within 20 days of receipt at the ORGS.
4. Requests for access to embargoed thesis will be referred to the copyright holder, or designated nominee for permission to access.