# Restricting Access to Thesis Form

The University of Surrey is a designated public authority under the Freedom of Information Act 2000. This Act gives a general right of access to all information held by the University, including access to theses held in the University’s repository.

There are a few exemptions allowed under the Freedom of Information Act 2000, which can be used to request an ‘embargo’, i.e. restricting the public from accessing your e-thesis. The exemptions, along with corresponding embargo periods (how long a restriction may last), are listed on the Restricting Access Form below.

*Please bear in mind that:*

* Do not modify the embargo period. This will only delay the process.
* Your principal supervisor must sign this form.
* The form must also be reviewed and signed by the Director of Technology Transfer ***if*** the exemption concerns commercially valuable content. This includes cases where results from the thesis are potentially patentable or cases where a non-disclosure agreement with a sponsor or other party is in place.
* if a specific request for your thesis is received prior to the expiration of any applicable embargo, the University is still obligated to consider the request and act in compliance with the Act. Compliance may include disclosure of your thesis. *Hence, the relevance of your supporting statement to request an embargo.*
* Renewal of embargo can be considered. Just remember to request before the embargo expired.
* If the request is accepted, your thesis will not be made publicly available before the embargo has expired. However, the title of your thesis and abstract will be made available via the University’s repository and EThOS, the British Library Electronic Theses Online Service.

## Candidate declaration:

I wish to restrict public access to my thesis on the grounds of exemption(s) allowed under the Freedom of Information Act 2000. The following exemptions may apply to my material (please provide a supporting statement under the selected exemption):

[ ]  The material is due for publication as a monograph/as an article in a journal that considers an open access e-thesis as a ‘prior publication’ or you are actively seeking to publish this material as a monograph/as an article in a journal that considers an open access e-thesis as a ‘prior publication’. (Section 22) Embargo period: **1 year**

Please write here your supporting statement

 [ ]  Thesis includes information that was obtained under a promise of confidentiality (section 41). Embargo period: **3 years**

Please write here your supporting statement

[ ]  Thesis contains personal information about you or a third party for which disclosure would breach the Data Protection Act or otherwise endanger the health and safety of you or a third party. (Section 40). Embargo period: **3 years**

Please write here your supporting statement

[ ]  Release of the material would prejudice substantially the commercial interests of any person or sponsor (Section 43). Embargo period: **2 years**

Please write here your supporting statement

[ ]  Release of the material would prejudice substantially filing a patent or a patent is associated to a thesis. Embargo period: **2 years**

Please write here your supporting statement

 **Candidate’s full name:**

**Candidate’s signature:**

Date:

## Supervisor’s endorsement:

I confirm that I agree with the decision indicated on the form by the author of the thesis with respect to access to the thesis.

Principal Supervisor’s name:

Signature:

Date:

## Endorsement from the Office of Technology Transfer:

 The Office confirms that it agrees with restricting access to the thesis due to commercial interest or patent. (Only one signature is required to validate endorsement.)

|  |  |
| --- | --- |
| Director: William Lovegrove |  Intellectual Property Manager: Elaine White |
| Signature: | Signature: |
|  Date: |

Once the form has been signed and completed, the PhD candidate must deposit it along with the version of record of their thesis in the university’s platform.

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