**Application for a restriction to be placed**

 **on a research thesis**

An application for restriction should be submitted to the University before thesis submission or immediately after. Please complete and return this form to **PGR OPERATIONS** <[pgr.operations@nottingham.edu.my](file:///C%3A%5CUsers%5Ckzzjnt%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5C76W105KU%5Cpgr.operations%40nottingham.edu.my)> team **from your University email address**

**SECTION A: THESIS RESTRICTION GUIDANCE**

* You are required to submit a thesis for examination after your period of registered study and before the conclusion of the thesis-pending period. You must give formal notice (of at least 3 months) to the University of your intention to submit your thesis. At this point you are required to consult your supervisory team on any potential restrictions to your thesis.
* Unless you indicate a different preference, the public version of the thesis will be published online once the degree has been conferred. You may prefer to select the option to make your thesis fully open access as recommended by many funding bodies, but you can also request an embargo or restriction. You request embargo at the point of submitting your thesis to [e-prints](http://eprints.nottingham.ac.uk/), while a restriction request needs to be made to Quality and Standards Committee (QSC) by completing this form.
* QSC can grant a restriction of access to a thesis for a period not exceeding 2 years in the first instance. It is possible to apply for an extension to the period of restriction once the initial period has lapsed and this is done by completing another copy of the form. You can request restriction up to a total maximum of 5 years.
* You can request restriction if a thesis includes work which is politically, commercially, or industrially sensitive. This includes cases where a student wishes to publish their work in another format before it becomes more widely available via the British Library Catalogue. Restrictions will normally only be granted on the basis of the actual or potential confidentiality of the contents of the thesis, e.g. to protect a patent application.
* Some research projects are funded, partly or wholly, by outside agencies and a restriction may be stipulated in the contract which is drawn up with the University. If no contract exists, it is the responsibility of the student to put together a structured case to support their application for a restriction. You are required to discuss your application with any body (e.g. Research Council, Government Department, industrial partner) which has an interest in the thesis by virtue of its sponsorship of the research.
* Your supervisory team is responsible for providing a statement regarding the research being undertaken, comments on the need for restriction and the current research project number.
* Upon receipt of your completed form, Student Registry will present your case to QSC.
* Once QSC has made a decision about whether or not the restriction has been granted, you and your supervisor will receive formal notification of the decision from PGR Operation team. A copy of this notification is sent to Information Services, which will implement the restriction in the University eTheses system.
* When submitting your thesis to e-prints, please enter the date to which the restriction is valid.
* Delay in submitting this form can lead to your thesis being accessible. In the case of a retrospective application, when your thesis is already accessible, PGR Operation team may request immediate restriction as a temporary measure until QSC’s final decision is notified.
* Please see [Quality Manual](https://www.nottingham.ac.uk/qualitymanual/research-degree-progs/pgr-applications-for-restriction.aspx) for more information.

**By signing this form, you are confirming that you have read and understood all the points above and have sought the appropriate advice and approval.**

**SECTION B: GENERAL INFORMATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| First Name: |  |  | Surname: |  |
|  |  |  |  |  |
| Student ID: |  |  | Mode of Study: | Choose an item. |
|  |  |  |  |  |
| Faculty: | Nottingham University Business School |  | School or Department |  |

|  |  |
| --- | --- |
| What is your current course/qualification aim? i.e. PhD, MRes, MPhil |  |

**SECTION C: SUBMISSION DETAILS**

|  |  |
| --- | --- |
| Please provide the full title of your thesis.  |  |
|  |  |
| What period of restriction is requested? *Please refer to the guidance above for max periods.* |  |
|  |  |
| On what grounds is the restriction requested? *Please select appropriate option from the drop down.* | Choose an item. |
|  |  |
| Please provide your supporting statement. *Please note this form will not be accepted without your statement.* |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| StudentSignature: |  |  | Date: | Click or tap to enter a date. |

**SECTION D: ACADEMIC APPROVAL**

**To be completed after the above sections (B & C) have been completed.**

**A discussion has been held with the student at which the following aspects have been considered:**

|  |
| --- |
| I confirm the student was given advice on publishing their thesis, to include information on differences between embargo (allows the thesis to remain confidential, with the full-text only available to repository staff, but the bibliographic details and abstract remain viewable) and thesis restriction (thesis access fully restricted) and was advised to proceed with a restriction request to QSC. |
|  | Choose an item. |
|  |  |
| Please provide your statement in support of this request.  |
|  |  |
|  |  |
| Please confirm if this request has been discussed with any body which has an interest in the thesis by virtue of its sponsorship of the research (e.g. Research Council, industrial partner). |
|  | Choose an item. |
|  |  |  |
| If YES, please note what comments have been received. |
|  |  |
|  |
| Please provide Research Project Number (if applicable) |
|  |  |
|  |

I support this application for thesis restriction and confirm that the request complies with the policies outlined in the [Quality Manual](https://www.nottingham.ac.uk/qualitymanual/research-degree-progs/pgr-applications-for-restriction.aspx).

|  |  |
| --- | --- |
| Print Name(Supervisor): |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Signed(Supervisor): |  |  | Date: | Click or tap to enter a date. |

**Your request will be processed, and you will be informed of the outcome by email from PGR Operation team to your University email address.**