

## Submission of Digital Theses

### Higher Degree by Research Students

Please refer to the *Guidelines for Submission of Digital Theses of Higher Degree by Research Students* before completing this form.

The personal information collected on this form will be used by Curtin University for the sole purpose of providing requested and related services. Full privacy statement available at <http://global.curtin.edu.au/legal/privacy.cfm>.

#### Part 1: Students must complete this section

##### Section A: Student and Course Details

Student ID Number  Title  Mr  Ms  Other \_\_\_\_\_

If you are a Curtin Sarawak student, please also provide your Sarawak ID Number

Surname / Family Name  Given Names

Thesis Title

Title of Course  Course Code

Enrolling Area  Faculty

Home Phone  Work Phone

Facsimile  Mobile

E-Mail Address

Display Publicly

Do Not Display Publicly

Supervisor Name

##### Section B: Copyright Clearance

You are required to submit the exegesis component of your thesis and any published material which is not subject to copyright restrictions and which you have the right to publish in the National Library of Australia's TROVE repository and be made available through the Curtin Library Catalogue and [espace](#). (Please refer to the *Guidelines* for further information.)

If your submitted thesis includes any published material, if it has been submitted as a Thesis by Publication, or if it includes a significant amount of third-party copyright material (see the *Guidelines* at <http://research.curtin.edu.au/forms/policies.cfm#thesisprod>), then you must request an exemption or a time embargo for that material for which you do not own the copyright or which you do not have the right to publish.

- (i) Does your thesis contain any material (other than short, duly acknowledged quotations or occasional diagrams) in which the copyright is owned by another party (e.g. journal articles, questionnaires, reports, photographs)?
- No (*Continue to Section C*)
- Yes
- (ii) Have you obtained all necessary permissions from the copyright owners to reproduce their material in the thesis?
- No. Please note that you will need to identify such material at Section D and request an exemption. (*Continue to Section C*)
- Yes, permission statements are included in an appendix to the thesis. (*Continue to Section C*)

### Section C: Intellectual Property Clearance and Research Partners' Interests

- (i) Does your thesis contain any material that is subject to Intellectual Property obligations, claims or restrictions imposed by external organisations that supported your research? (Such restrictions might include constraints on publishing, confidentiality agreements, pending patents etc.) (*Please refer to the Guidelines for further information.*)
- No (*Continue to U&A } ÖD*)
- Yes
- (ii) Have you obtained the rights necessary to lodge the electronic version of your thesis with the Library from the organisation(s)/partner(s)/source(s) of funding having a claim to intellectual property developed during the course of your studies so as to prevent infringement of their intellectual property rights?
- No. Please note that you may need to identify such material at Sections D or E requesting an exemption or embargo as appropriate. (*Continue to Sections D and/or E*)
- Yes, agreement was obtained, and a copy of the IP agreement and relevant permission statements are attached to this form. (*Continue to U&A } ÖD*)

### Section D: Permanent Exemption for Published Material

- (i) If you have answered "No" at Section B(ii) or C(ii) you will have identified that you do not have permission to reproduce published material in your thesis. You may then require an exemption from the usual requirement to submit the material to TROVE *and* [espace](#).
- I request a permanent exemption so that the material specified below will not be made publicly available online at any time via TROVE *and* [espace](#). Please list the details of this material below. (*If necessary, please attach a separate page.*)

Title of Material	Thesis Reference (e.g. Ch 3, Appx 1)	At Thesis Page No.

OR

- I request a permanent exemption for the entire thesis, so that it will not be made publicly available online at any time via TROVE and [espace](#).

Please state below the reasons the work requires a permanent exemption. *(If necessary, please attach a separate page.)*

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### Section E: Time Period Embargo

- (i) If you have answered “No” at Section C(ii) you may have identified the need to embargo a part or all of your thesis. Do you require a time period embargo to restrict access to all or part of your thesis because of copyright or other Intellectual Property restrictions? *(e.g. restriction imposed by external organisation or research partner, journal article not yet in print, book in development, patent pending)*

- No. Release immediately
- Yes. Please restrict access for the time period indicated below
- (a)  1 year embargo
- (b)  3 year embargo
- (c)  5 year embargo
- (d)  Embargo for more than 5 years – please state number of years required: \_\_\_\_\_

*Note: Before the end of the requested embargo period you may request, **in writing**, an extension of the embargo. This request should be addressed to the Associate Deputy Vice-Chancellor, Research Training in the Office of Research and Development. At the end of the embargo period (or its extension) the thesis will be made publicly available online via TROVE and [espace](#).*

Please state below the reasons the work requires restrictions, attaching summaries of the part/s you wish restricted and any other supporting documentation, such as restriction requests from external research partners. *(If necessary, please attach a separate page.)*

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**Section F: Metadata for embargoed theses**

The basic metadata or bibliographic information (author, title, short abstract, degree, school and date of submission) for all Curtin University theses will be made publicly available via the Curtin Library Catalogue at the time of submission to the Library. This metadata will also viewable in TROVE and [espace](#).

- (i) If you have requested a permanent exemption at Section D(i), should the metadata also be restricted and not made publicly available?

No. Release the metadata immediately, but retain a permanent exemption on the thesis.

**OR**

Yes. I request a permanent exemption for both the metadata and the entire thesis so that it will not be made publicly available online at any time.

Please state below the reasons the metadata requires a permanent exemption. *(If necessary, please attach a separate page.)*

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- (i) If you have requested a time period embargo at Section E(i) for some or all of the thesis, should the metadata also be restricted for the same time period?

No. Release the metadata immediately, but retain a time embargo on the thesis.

**OR**

Yes. I request a time embargo for both the metadata and the entire thesis so that it will not be made publicly available online for the specified period.

Please state below the reasons the metadata requires restrictions. *(If necessary, please attach a separate page.)*

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## Student Declaration

- (i) I declare that the electronic version of my thesis lodged with the Library is **the same as the original in all essential respects, except in so far as material subject to copyright or other Intellectual Property restrictions has been removed and appropriate notification of the removal inserted** (*as per the Guidelines*).
- (ii) I declare that the electronic version of my thesis was lodged with the Library in a **suitable digital format** (*as per the Guidelines*).
- (iii) I grant to Curtin University or its duly authorised agent **the right to archive and to make available all or part of my thesis**, not covered by extension or embargo, in the University's Libraries **in all formats**.
- (iv) I confirm that all statements on this form are true and correct.

Signature of Student

Date

(DD/MM/YY)

*Please obtain signatures from your Supervisor and Chair of Thesis Committee at Parts 2 and 3.*

## Part 2: Supervisor must complete this section

### Supervisor Declaration

- I confirm that the student's statements are true and correct and I agree with the requested Exemption and/or Embargo, if required.

Signature of Supervisor

Date

(DD/MM/YY)

## Part 3: Chair of Thesis Committee must complete this section

### Chair of Thesis Committee Declaration

- I confirm that the student's statements are true and correct and I endorse the requested Exemption and/or Embargo, if required.

Signature of Chair

Date

(DD/MM/YY)

If a Permanent Exemption was not requested in Part 1, Section D, please upload this form directly to the Library's Thesis Submission webpage at: <http://thesesupload.library.curtin.edu.au/>

If a Permanent Exemption was requested in Part 1, Section D, please submit this form to the Associate Deputy Vice-Chancellor, Research Training in the Office of Research and Development via email to [GRS.ThesisExams@curtin.edu.au](mailto:GRS.ThesisExams@curtin.edu.au). Once the Associate Deputy Vice-Chancellor, Research Training has considered the request for a Permanent Exemption the form will be returned to the student for uploading to the Library's Thesis Submission website <http://thesesupload.library.curtin.edu.au>.

**Part 4: Associate Deputy Vice-Chancellor, Research Training must complete this section** *(only to be completed if the student has requested a permanent exemption)*

**Associate Deputy Vice-Chancellor, Research Training Approval**

I approve this student's request for a Permanent Exemption.

I do not approve this student's request for a Permanent Exemption for the reason/s stated below.

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**Signature of ADVC, RT**  **Date**   
(DD/MM/YY)

Student notified of unsuccessful request. **Date**   
(DD/MM/YY)

Please upload this form to the **Library's Thesis Submission webpage at:**  
<http://thesesupload.library.curtin.edu.au/>.

**LIBRARY USE ONLY**

Documentation received  
Signature of Student  
Signature of Chairperson

Date:  
Signature of Supervisor  
Signature of Associate Deputy Vice-Chancellor, Research Training