

PhD EMBARGO REQUEST FORM



Name of candidate	
Student number	
Department	
Supervisor	
Title of thesis	

SOAS encourages candidates to allow for online availability of their thesis to ensure maximum visibility and access to SOAS theses. Therefore you are expected to make your thesis available in print in the SOAS Library and online via SOAS Research Online (according to your selection on the Electronic Thesis Agreement Form you fill in).

There may be in exceptional circumstances the need for an embargo to be placed on both the printed and electronic version of your thesis. If this is the case then you are required to fill in this form and take it to your Supervisor and Department Research Tutor for consideration as soon as you are aware you may need to request a full embargo. The request will then be considered by the Faculty Associate Dean of Research who will decide whether an embargo should be recommended and considered by the SOAS Research Ethics Panel.

Before completing this form it is recommended that all candidates read the supporting guidance at: <http://www.soas.ac.uk/doctoralschool/examprocedures/>

SECTION A - (TO BE FILLED IN BY PhD CANDIDATE)

I request that my PhD thesis be considered for embargo for the following reasons:

- The thesis contains personal data or material obtained under promise of confidentiality that cannot be effectively anonymized.
- The thesis contains commercially sensitive information or has been commercially sponsored and you have signed an agreement that does not allow you to make it publicly available.
- Other (Please give details below)

*Please give more details stating why your PhD cannot be made publicly available e.g. which parts of your thesis are affected? (Please continue on a separate sheet if necessary)

SECTION B (TO BE FILLED IN BY PhD SUPERVISOR AND SIGNED OFF BY DEPARTMENT RESEARCH TUTOR)

Please tick **one** of the options below

- I recommend that this PhD thesis is placed on full embargo
- I don't recommend that a full embargo is required for this PhD Thesis

PLEASE PROVIDE COMMENTS

Supervisor Signature **Date**

Department Research Tutor Signature **Date**

**ONCE SECTION AND B HAVE BEEN FILLED IN PHD CANDIDATE TO SUBMIT FORM TO DOCTORAL SCHOOL
FOR DOCTORAL SCHOOL USE ONLY**

SECTION C (TO BE FILLED IN BY ASSOCIATE DEAN OF RESEARCH)

Please tick **one** of the options below

- I recommend that this PhD thesis is considered for full embargo at the Research Ethics Panel
- I don't recommend that a full embargo is required for this PhD Thesis. Candidate to either appeal or fill in the standard PhD Thesis Submission on award of degree.

PLEASE PROVIDE COMMENTS

SECTION D – RESEARCH ETHICS PANEL RECOMMENDATION

- Thesis to be placed on full embargo. Both printed and digital version of final and complete thesis will be fully restricted until embargo period expires

Length of embargo to be applied Embargo Reference No.

Please select further two options as appropriate:

- Redacted version of printed thesis to be submitted and made available in SOAS Special Collections. Full version to be kept on full embargo for length of embargo period stipulated above.
- Redacted version of digital thesis to be submitted and can be made available in SOAS Research Online as per author's selection on Electronic Thesis Agreement Form
- Full embargo NOT necessary. Candidate to be advised to fill in PhD Thesis Submission Form on award of degree.

Chair of Research Ethics Panel Signature.....

Candidate's Declaration:

- I am the author of the thesis and have the authority to make this agreement and to hereby give SOAS, University of London the right to make available the thesis in the way described above.
- I confirm that the electronic version is identical to the final, hard bound copy of the thesis and corresponds with those on which the examiners based their recommendation for the award of the degree.
- I understand that SOAS, University of London does not hold any obligation to take legal action on behalf of the author, or other rights holders, in the event of breach of intellectual property rights, or any other right, in the material deposited.
- I understand that SOAS, University of London retains the right to remove or deny the right to deposit materials in the repository.
- I understand that SOAS, University of London reserves the right to preserve my thesis and to migrate its file format, as required for preservation purposes
- I agree that I have exercised reasonable care to ensure that the Work is original and does not to the best of my knowledge break any UK law or infringe any third party's copyright or other intellectual property right.

I confirm that the information I have given on this form is complete and accurate

Signature	Date	E-mail
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Request for contact details from PhD students upon final thesis submission

Name	
Student number	
Address	
Personal e-mail	
Telephone number	

SOAS requests contact details from all PhD finalists so that they can be reached after graduation for the purposes of gathering **destination statistics** for SOAS graduates and for future correspondence relating to their award.

The destination data (anonymised and treated in accordance with the Data Protection Act 1998) is collected from all universities, as required by HESA (Higher Education Statistics Agency). Publicly available destination statistics can help prospective students decide where they would like to study and current students to make informed decisions about their career choices.

For the benefit of current and prospective SOAS students, SOAS Careers would like to use the contact data also for collecting **case studies** from PhD graduates. These case studies may be published on the SOAS website for inspiration to current and prospective students. We would not publish your contact details, but may publish other information which you provide, including your name, course title and year of graduation. Your information will be managed in accordance with SOAS Data Protection Policy (<https://www.soas.ac.uk/infocomp/dpa/policy/>).

Please indicate below whether you are happy to be contacted regarding the case studies: YES NO