**Request for an Extended Embargo of a Thesis**

**This form is for requesting an extended embargo, i.e. an embargo beyond 1 year. It does not need to be completed if you are only requesting a 1-year embargo. Please refer to the guidance overleaf and attach any relevant supporting evidence.**

**Please note that there is no guarantee that requests for lengthy embargoes will be approved, especially where faculties may have their own guidance.**

|  |
| --- |
| **SECTION 1: STUDENT’S DETAILS** |
| Name: | Registration Number: |
| School: | Faculty: |
| Thesis title: |
| Who funded the research project? |
| Total number of years embargo requested: |
| Is this an extension to an existing embargo? Yes [ ]  No [ ]  | If so, how many years embargo have you had previously? | How many additional years are you requesting? |
| Extended embargo applies to (please tick any that apply): |
| Ethesis [ ]  | Print thesis (if applicable) [ ]  |
| Reason for the request. Please include sufficient detail/evidence to support your request, e.g. if the embargo is for planned publication, include an outline of your publication plans. If the request is for contractual reasons, include a copy of the contract (see guidance overleaf) |
| Signature: | Date: |
| **SECTION 2: SUPERVISOR’S COMMENTS** |
| Name: | School: |
| Comments in support of the request: |
| Signature: | Date: |

**Please return the completed form to** **pgr-enquiries@sheffield.ac.uk**

|  |
| --- |
| **SECTION 3: FACULTY CONSIDERATION** |
| Name: | Faculty: |
| Comments on decision: |
|[ ]  I approve this request for an extended Thesis embargo |[ ]  I do not approve this request for an extended Thesis embargo |
| Signature: | Date: |

**Examples of exceptions for granting an extended embargo**

|  |
| --- |
| **Planned publication (please include details of your publication plans)*** There is often a long lead-time to get papers published in academic journals.
* Cross-disciplinary research may also take longer to publish.
* Where we are able to demonstrate that reaching the highest levels of academic excellence also has a long lead-time, and where the thesis contains data likely to be included in future research by the supervisor or collaborator.
* To account for plans to publish, however, the extension should be for a maximum of a further 12 months and it is expected an agreement has been reached with the publisher that this is acceptable.
 |
| **Commercial confidentiality (please include a copy of the contract)*** Where there are contractual restrictions imposed by a sponsor.  This could include industrial sponsors, overseas governments, etc.  The contract must specify the details of the required embargo period, and it is recommended that, wherever possible, this should not exceed 5 years.
* Where the research might lead to a commercial application or patent and IP needs to be protected (please see <https://staff.sheffield.ac.uk/rpi/commercialisation/ip-process#cod> for further details).
* Where commercial confidentiality is a consideration details should be provided as to how these issues were dealt with at other stages of the research, e.g. ethics review, examination.
 |
| **Contains personal data*** The thesis contains personally identifiable or ethically sensitive data.  However, the implications of undertaking research involving identifiable participants should be considered at an early stage via the ethical approval process.  Where possible, research participants should not be identifiable within the thesis.
* Material obtained in the thesis was obtained under a guarantee of confidentiality.
 |
| **Third party copyright*** Where third party copyright has not been obtained, students may submit an edited thesis, as an alternative to requesting an embargo.  They would also need to submit an unedited copy.
 |
| **Could endanger health and safety*** The thesis contains sensitive material (political or otherwise) which could put at risk the authors or participants if made openly available. However, details should be provided as to the steps taken throughout the research to ensure data security, such as the storage of data and sharing of material, e.g. with supervisors and examiners.
 |
| **Could prejudice national security*** The thesis contains sensitive material, which must not be made publicly available. However, details should be provided as to the steps taken throughout the research to ensure data security, such as the storage of data and sharing of material, e.g. with supervisors and examiners.
 |