

## EMBARGO APPLICATION

Please read the notes below before you complete this form.

(\*Delete where appropriate)

- 1 If you have signed a *Student Project Participation Agreement* and/or any other agreement where it was determined that an embargo was required, an embargo is automatically placed on the thesis, for an initial period of twelve months, from the date of submission of the thesis. There is no need for any further embargo application.
- 2 An application for any other type of embargo should be lodged as early as possible (and preferably before submission). Cases where embargoes might be required include, for example, instances when the results of a patent application or publishing contract are pending, or where the thesis contains commercially, culturally, politically, or criminally sensitive data which the author, with prior approval of the University, had given an undertaking to the sources not to disclose or make public for a limited period of time.
- 3 Where an embargo is sought on both the research proposal and creative work, however, the application MUST be lodged AT THE SAME TIME as the *Core Component of the Structured Program Form* and attachments.
- 4 An application for an embargo on the creative work only should be lodged as soon as possible (and preferably before submission).
- 5 Embargoes are not granted for exegeses in the cases of 3 and 4.
- 6 An **embargo on both the research proposal and the creative work**, if approved, will remain until the embargo on the thesis is lifted. The embargo will be lifted automatically twelve months after the date of thesis submission.
- 7 An **embargo on the creative work only**, if approved, will be placed on the thesis for twelve months from the date of submission and will be lifted automatically on the embargo expiry date.
- 8 For **any other type of embargo**, the period of embargo sought must be stated in this application. The period of embargo approved is at the discretion of the University. The embargo will be lifted automatically on the embargo expiry date.

Student's name: \_\_\_\_\_ ID No: \_\_\_\_\_

E-mail address: \_\_\_\_\_

School/Discipline: \_\_\_\_\_ Program: \_\_\_\_\_

Are you an international student? YES  NO  ASI  IPRS

### TYPE OF EMBARGO APPLICATION

Please tick the relevant box

1. **Embargo on both the research proposal and the creative work**

YES

2. **Embargo on the creative work only**

YES

3. **Other**

YES

LENGTH OF EMBARGO SOUGHT  
\_\_\_\_\_

A brief statement setting out the reason(s) why the embargo is sought MUST be provided below:

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**STUDENT'S CERTIFICATION**

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Student's signature \_\_\_\_\_ Date \_\_\_\_\_

**SCHOOL/DISCIPLINE ENDORSEMENT**

† Please note that if the Head is the Principal supervisor, the Postgraduate Co-ordinator must sign the School/Discipline endorsement. If the Postgraduate Co-ordinator is the Principal supervisor, then the Head must provide the endorsement.

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Name of Principal Supervisor \_\_\_\_\_ Principal Supervisor's signature \_\_\_\_\_ Date \_\_\_\_\_

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\*†Name of EITHER Head OR Postgraduate Co-ordinator of School/Discipline \_\_\_\_\_ \*†Signature of EITHER Head OR Postgraduate Co-ordinator of School/Discipline \_\_\_\_\_ Date \_\_\_\_\_

**ENDORSEMENT BY HIGHER DEGREES COMMITTEE CONVENOR**

- I endorse the application
- I do not endorse the application

Comments and/or reason(s) the application is not endorsed:

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Signature of Convenor \_\_\_\_\_ Date \_\_\_\_\_

**APPROVAL BY DEAN OF GRADUATE STUDIES**

- I approve the application
- I do not approve the application

Comments and/or reason(s) why the application is not approved:

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Signature of Dean of Graduate Studies \_\_\_\_\_ Date \_\_\_\_\_