**DEPOSIT AND CONSULTATION OF THESIS**

**(D.Phil., M.Litt., M.Sc. By Research)**

Students admitted on or after 1 October 2007 and who are granted leave to supplicate for the D.Phil., M.Litt. or M.Sc.(by Research) programmes are required to deposit a print **and** a digital copy of their thesis. The print copy of the thesis should be delivered to the Examination Schools for deposit in the Bodleian (or other appropriate University library) where it is intended to be available for consultation. The digital copy should be deposited by the author in the Oxford University Research Archive (ORA), see <http://www.admin.ox.ac.uk/examregs/> for details. Students who were admitted prior to October 2007 are also required to deposit a print copy of their thesis but may also wish to make a voluntary deposit of a digital version of their thesis in the ORA. All students are required to complete and sign the form below which will be inserted in the library copy of their thesis.

**Please read the notes overleaf before you sign.**

**SECTION 1 –** to be completed by the candidate. Please use **BLOCK CAPITALS**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Surname: | | |  | | | Title (Mr/Mrs/Miss/Ms/etc.): | |  |
| First Name (in full): | | |  | | | Student Number: | |  |
| College/Hall: | | |  | Faculty/Department: | |  | | |
| Supervisor(s): | | |  | | | | | |
| **Title of Thesis:** | | | | | | | | |
|  | | | | | | | | |
| ***Note:*** *the thesis title stated must be precisely the same as that stated on the title page of the thesis submitted.* ***A candidate wishing to amend the thesis title previously approved by the Faculty/Department must apply to the Faculty/Department for permission to do so.*** | | | | | | | | |
| **Declaration by the candidate as author of the thesis:** | | | | | | | | |
| 1. | I understand that subject to the Statement of Policy on Intellectual Property promulgated from time to time by the University in its Statutes and Regulations, I am the owner of this thesis and the copyright will rest with me unless I specifically transfer it to another person. | | | | | | | |
| 2 | I have identified all sensitive and copyright material and will restrict access to this material, such that to the best of my knowledge and belief the university can make the contents of the rest of the thesis public without breaching confidentiality or copyright or incurring other legal liabilities, and have indicated when, if ever, these restrictions need no longer apply. | | | | | | | |
| 3. | I understand that the University requires that if I am granted leave to supplicate I shall deposit one copy of my thesis in the Bodleian or other appropriate University library where it shall be available for consultation and that reproductions of it may be made available to those who wish to consult it elsewhere. I understand that the library, before allowing the thesis to be consulted either in the original or in a reproduced form, will require each person wishing to consult it to sign a declaration that he or she recognises that the copyright of the thesis belongs to me and that no quotation from it and no information derived from it may be published without my prior written consent, except as permitted by law. **See notes overleaf.** | | | | | | | |
| 4 | If admitted after October 2007 I understand if I am granted leave to supplicate I am required to deposit one digital version in the Oxford University Research Archive (ORA) and understand that, although usage permissions will appear on the record for the thesis, people wishing to consult the digital copy of my thesis can do so freely without any requirement to sign a declaration as described above. **Note:** All digital theses uploaded to the Oxford University Research Archive are subject to a three year default embargo, unless determined otherwise by the terms of agreement with a funding body or sponsor, such as the Research Councils UK (see: <http://ox.libguides.com/funder_requirements> for details).  **Please tick here if you would like your thesis to be made freely available immediately on deposit ❑** | | | | | | | |
| **Please tick below if this statement applies:** | | | | | | | | |
| ❑ | **I have made a formal request for Dispensation from Consultation on form GSO.3c.** If the request is subsequently approved I agree that my thesis shall be available for consultation in accordance with paragraphs 3 and 4 at the end of this or any additional approved period of dispensation. If the request is not approved I agree that my thesis shall be made available for consultation from the date of deposit or end of default embargo (if applicable). | | | | | | | |
| Signature: | |  | | | Date: | |  | |

**Notes**

The print copy of your thesis will be made freely available unless you have been granted dispensation from consultation. Digital theses will be made freely available unless your division operates a default embargo or you have been granted dispensation from consultation. If you wish your thesis to be available digitally before the expiry of the divisional embargo you should indicate this on the online deposit form for digital theses.

1. If, for good reason, you do not wish your thesis or part of it to be made available for consultation or reproduction, either in print or in digital form or both, you may apply to the relevant board for dispensation for a limited period from this requirement (via form GSO.3c). Any such application must give full reasons, should state both the nature and the period of the dispensation requested, and should be sent to the relevant Graduate Studies Assistant (please refer to <http://www.ox.ac.uk/students/academic/guidance/graduate/contacts> for contact details). Typical reasons would be that consultation or reproduction would put at risk confidential material or invalidate an application for a patent on a product or process described in a thesis. You should also be particularly mindful of the terms of any agreements with an outside body or sponsor governing supply of confidential material or the disclosure of research results described in the thesis. See <http://ox.libguides.com/sensitive_content> for guidance. If in doubt, you should discuss with your supervisor or Research Services. Contact [ORA@bodleian.ox.ac.uk](mailto:ORA@bodleianouls.ox.ac.uk) for queries regarding third party copyright in digital theses.
2. Dispensation will always be granted i) in whatever form and for whatever period in cases where confidentiality has been made a condition of access to material which is subsequently incorporated in a thesis, and also ii) as regards digital copies where copyright is held by a third party and permission to disseminate it via the Internet has not been granted by the copyright holder.
3. When such material is so intrinsic to the thesis, or so widely dispersed within it that it is impossible to exclude it and leave a meaningful remainder, then you will be granted permission to restrict access to the whole of the thesis, either for a limited period (following the expiry of any divisional embargo), if that is appropriate, or permanently. In either case you will need to deposit both a print copy and a digital copy of the thesis as examined for the University’s formal record. In cases where restricted content comprises only third party copyright material not cleared for on-line release, the print copy will be made available for consultation. You should indicate on form GSO.3c and on the on-line deposit form the date from which the material can be made freely available (if applicable). For guidance see <http://ox.libguides.com/dispensation>.
4. If copyright or sensitive material incorporated in your thesis is limited in extent, and you have applied for and/or been granted permission to restrict access (following the expiry of any divisional embargo) to these limited portions only, then you must deposit BOTH a full, preservation copy of your thesis (in print and digital form) AND a copy that can be made freely available. You may if you wish segregate material that is not to be made available alongside the rest into a separate appendix (see <http://ox.libguides.com/separate_appendix>); in that case the two together will represent the preservation copy; the main text will be made available for consultation at the appropriate date, and the appendix will remain closed. In whatever form you choose to present the required copies, both preservation and freely available material must be deposited together, even if nothing is to be made freely available for some time. You should indicate on form GSO.3c and on the on-line deposit form the date from which the material can be made freely available (if applicable). For guidance see <http://ox.libguides.com/dispensation>.
5. You may discover the names of persons who have consulted your hardbound thesis by writing to the Keeper of Special Collections & Western Manuscripts at the Bodleian Library requesting this information.

**This form should be submitted to the Research Degree Examination Office at the Examination Schools along with your thesis and form GSO 26. If you are applying for dispensation from consultation, form GSO.3c should be sent to the relevant Graduate Studies Assistant (please refer to** [**http://www.ox.ac.uk/students/academic/guidance/graduate/contacts**](http://www.ox.ac.uk/students/academic/guidance/graduate/contacts) **for contact details).**

GSO.3a. Revised: July 2015