

## Thesis Availability Policy

<b>Category:</b>	Library
<b>Last Modified:</b>	November 2010
<b>Review Date:</b>	November 2013
<b>Approved By:</b>	Chair, Academic Board
<b>Contact Person:</b>	Dean of Postgraduate Research, Extn 7285

### Introduction:

The University requires that the outcomes of its research should generally be publicly available. However it recognises that from time-to-time restrictions on availability may be necessary where intellectual property is at stake, commercial contracts must be honoured, public sensitivity must be protected or cultural or personal privacy must be respected. This policy describes the conditions under which theses are made available, and the conditions and procedures by which they may be embargoed.

### Definitions:

An **embargo** is a restriction placed on access and availability of a thesis for a defined period of time.

For the purposes of this policy, **thesis** includes dissertations as well as masters and doctoral theses.

### Policy Statement:

The University of Canterbury endorses the principle that research theses and dissertations are available for public inspection and consultation for research and study purposes, and reasonable quotation may be made from such a thesis or dissertation, provided that proper acknowledgement of its source is made.

Theses may be held in printed or electronic form (Web, CD Rom). The University Librarian is the University's official custodian of such documents, although academic departments/schools commonly hold copies. This policy applies to all copies.

## a. Borrowing and Consultation

A copy or reproduction of the whole or any part of a print or digital copy of a thesis may be made only in accordance with the Copyright Act 1994 and with the consent in writing of the author (which is normally granted at the time the thesis is submitted).

A print copy of a thesis held by the University (whether in the library or academic department) may be consulted and borrowed in the following ways:

- In the university library or department/school
- By another library for consultation within the library, with the consent of the University Librarian

## b. Embargo of Theses

The University of Canterbury recognises that the author of a thesis has a right to request that conditions restricting access to it be imposed in exceptional circumstances. Decisions on embargoes will be made by the Dean of Postgraduate Research, in consultation with the University Librarian and, if appropriate, the Dean of the relevant faculty.

Exceptional circumstances in which a thesis might be embargoed include:

- i. The applicant made a prior agreement with an outside person or body connected with the research that publication should be delayed after completion of the research, and the purpose of the delay is to protect new information of commercial value.
- ii. Either the applicant or the University is making, or intends to make, a patent application concerning the subject matter of the research.
- iii. The applicant plans to publish all or some of the thesis and believes public access will jeopardise intellectual property rights.
- iv. An embargo is necessary to ensure compliance with the law or to protect public safety (e.g. where it refers to issues of national security or contains materials which might be considered offensive).
- v. The subject of the thesis is an individual who is still alive or only recently deceased, whose right to privacy or cultural respect is in danger of being infringed.

The maximum period of an embargo shall normally be two years, from the date of receipt of the thesis by the library. An embargoed thesis may not be placed on the web.

## Procedures:

If a student wishes to embargo a thesis, application must be made to the Dean of Postgraduate Research using the appropriate form. The student's primary supervisor or Head of Department/School must sign the form before it is submitted. If approved, the form must also be signed by the Dean of Postgraduate Research. The form must then be enclosed with the copies of the thesis or dissertation deposited in the Library and in any academic department/school.

## Related Policies, Procedures and Forms:

- [Intellectual Property, Policy for Staff and Students](#)
- [Thesis Portal: Library](#)
- [Notes for PhD Examiners](#)
- [Notes for Master's Thesis Examiners](#)
- [Research Work for a Master's or PhD Thesis: Code of Practice for Heads of Department/School, Supervisors and Students](#)

## Appendix:

- Appendix A: [Thesis Portal: Library](#)

## Notes:

1. Any queries about this policy should be addressed to the Dean of Postgraduate Research in the first instance, Extn 7285.
2. This policy will be reviewed and updated as required but at least every three years.
3. The policy was developed in 2000 by the Academic Administration Committee, and amended by the Postgraduate Committee in 2006 in conjunction with changes to “Intellectual Policy; A guide for research students”.

<b>Version Control Table</b>		
<b>Action</b>	<b>Approval Body</b>	<b>Date Amended</b>
Full Review	Chair, Academic Board	16 February 2009
Full Review	Chair, Academic Board	22 February 2010
Minor Changes <i>Dean of Postgraduate Research replaced D of PS, and new extension number added.</i>	Not required	15 November 2010

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