

## NOTES

PGR students are no longer required to submit a physical copy of their thesis to the Bodleian Libraries, with the exception of students who are granted permanent dispensation from consultation of their entire thesis, who should, in addition to the finalised copy of the thesis submitted to ORA, submit a finalised physical copy of their thesis for deposit in the relevant university library. Students whose thesis (or part of the thesis) is in a non-standard format which cannot be submitted electronically (e.g. a 3D artwork, or artefact) should also submit a physical copy for deposit.

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 once a selected embargo or dispensation from consultation period expires.

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/dispensation> for guidance. If in doubt, you should discuss with your supervisor or Research Services. Contact [ora@bodleian.ox.ac.uk](mailto:ora@bodleian.ox.ac.uk) for queries regarding third party copyright in digital theses.
  - (a) 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.
  - (b) 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 embargo), if that is appropriate, or permanently. In the case where students are granted permanent dispensation from consultation of their entire thesis both a print copy and a digital copy of the thesis as examined will need to be deposited for the University's formal record. 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>.
  - (c) 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 embargo) to these limited portions only, then you must deposit BOTH a full, preservation copy of your thesis 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](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>.
2. 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.