

Overview:

This process outlines the procedure for extending an existing embargo on a University of Limerick postgraduate research thesis.

Where an embargo has not been placed or renewed, the hardbound copy of a University of Limerick postgraduate research thesis lodged in the Glucksman Library is available for public consultation. An electronic copy of the thesis is also accessible in the University of Limerick Research Repository <https://researchrepository.ul.ie/> and made available on **open access** in accordance with normal academic practice.

The default position is not to renew an embargo on a postgraduate research thesis. However, in certain and exceptional circumstances, an application to extend the initial embargo beyond the period approved will be considered. The embargo renewal (not exceeding 5 years), unless a valid reason exists for a longer timeframe can be requested by the following individuals: the Graduated Student (author), their respective Primary and/or Joint Supervisor(s) or Head of Department and the Office of VP Research (the “Requester”).

Requests for an extension should be submitted **at least one month** before the date of expiry of the original embargo. Failure to submit a timely embargo renewal request at the end of the original embargo period will mean that the thesis is made publicly accessible on the University’s research repository and in the library.

If the embargo renewal is required, an **embargo renewal form PGR4b** (see below) must be completed by the Requester. It is the responsibility of the Requester, to email the completed and signed form to the Doctoral College (doctoralcollege@ul.ie) and the library (libinfo@ul.ie). The Doctoral College will advise the library to extend the embargo until a decision is made by the Associate Vice President Doctoral College in consultation with the relevant Assistant Dean Research.

The embargo renewal form must be accompanied by substantive supporting documentation. Therefore, evidence must be provided that the postgraduate research thesis contains personal, security or commercially and or industrially sensitive data and/or information or that the content of the thesis contains material intended for future publication and that the publishers specifically require that the thesis should continue to be restricted from public access.

The evidence may include one or more of the following:

- A copy of a confidentiality/non-disclosure agreement, ethical approval, etc, showing that research participants had taken part in the research with the pre-condition that access to the thesis would be restricted.
- A specific plan for publication and evidence that the publisher would consider publishing output(s)/work(s) deriving from the thesis, only if access to the thesis is restricted.
- A signed letter from a research funder, industry collaborator declaring that thesis is required to be embargoed for a time-period.
- The evidence must be submitted along with a completed embargo renewal form (PGR4b) below.

Postgraduate Research (PGR) Thesis Embargo Renewal Form

PGR-4b: Form

Graduated Student (author) Name: _____

Graduated Student (author) Student I.D. Number: _____

Permanent Mobile Contact No : _____ Permanent email : _____

Faculty: _____ Department/School: _____

Degree: _____

Title of Thesis: _____

Current Embargo Expiration Date: _____

Embargo Renewal Declaration: To prohibit access to the thesis for the Requester until:

(Year) _____ (Month) _____

Please indicate the reason(s) and append the relevant document for the extension of the embargo, please tick as appropriate:

- ☐ Patent application pending
- ☐ Publishing contract
- ☐ Research subject to confidentiality (e.g., Industry collaboration/funding requirement)
- ☐ Research Project Agreement

Other, please specify _____

Please provide the Research Contract Funding Source: _____

Title and number of funded project (If applicable): _____

Requested by one or more of the following: Graduated Student (author), Supervisor(s) or Head of Department/School, the Office of VP Research:

Graduate Student /Author Name: _____ Signature: _____ Date: _____

Supervisor Name: _____ Signature: _____ Date: _____

Supervisor Name: _____ Signature: _____ Date: _____

Head of Dept/School Name: _____ Signature: _____ Date: _____

Office of VP Research Name: _____ Signature: _____ Date: _____

Approved by Assistant Dean Research:

Name: _____ Signature: _____ Date: _____

Approved by Associate Vice President Doctoral College:

Name: _____ Signature: _____ Date: _____