Guidance about the eThesis embargo period

There is some advice on the SES website here: <http://students.leeds.ac.uk/info/10125/assessment/913/submitting_your_final_ethesis>

and on the Library website here: <https://library.leeds.ac.uk/info/371/copyright_for/294/copyright_for_phds/3>

If you are planning to publish it would be recommended that you place an embargo on your work. We normally see an embargo of either one, two, three or five years for publication. There is no guidance about which of these you should select as it will be very discipline dependent. However it is possible to either reduce or extend an embargo at a later stage if you need to – we would just need an email from your Supervisor confirming the change to be made which will be send to Postgraduate Research and Operations Examinations.

The following advice is from the guide to the thesis examination process:

*“Before you upload your eThesis you must discuss the retention of thesis arrangements with your supervisor so you know whether to ask the University to embargo your thesis from immediate publication. This could be particularly important if your research has been carried out as part of a research group and you must therefore discuss these matters with your supervisor(s) before you upload your thesis. As part of the eThesis upload process you will be asked to specify the retention of thesis arrangements for the library and whether your eThesis can be made immediately available or whether a restriction on access might be necessary, for example where the thesis includes politically- or commercially-sensitive information or where there is a journal article, monograph or other publication from the thesis pending. Some commercial sponsors may require that restrictions be placed upon access to the thesis. You can restrict access for one, two, three, five or twenty years (in the case of patent pending).  You will also be asked to indicate a* [*Creative Commons Licence*](http://library.leeds.ac.uk/info/371/copyright_for/294/copyright_for_phds/4) *for your work.*

*Publication of an eThesis immediately after successful examination may, in some disciplines, reduce the prospects of the publication of monographs or papers by academic publishers or journals. The advent of digital publication is affecting the approach taken by publishers. Where a publication is likely to emerge from the thesis you should restrict access to your thesis for an appropriate period to allow your work to be published. After any indicated embargo period both the hard-bound copies and the eThesis will be released. You must discuss these matters with your supervisor(s) before you upload your thesis.  Your eThesis will automatically become available when the embargo period expires. It is your responsibility to contact the University Library before the end of the embargo period if you wish to extend the period of restriction.*

Catherine Mills

PGRO Examinations

February 2017