

**Postgraduate Research Thesis Embargo Declaration Form
(Completed, only when an embargo is requested)**

PGR-4a Form.

A final hardbound copy of a University of Limerick postgraduate research thesis is lodged in the Glucksman Library and the thesis is available for public consultation in accordance with normal academic practice. An electronic copy is also accessible in the University of Limerick Research Repository <https://researchrepository.ul.ie/> and made available on **open access**.

The default position is not to apply an embargo on a postgraduate research thesis. However, in specific circumstances an embargo can be requested by the following individuals: the postgraduate research candidate (author), their respective Primary and/or Joint Supervisor(s), Head of Department and/or the Office of VP Research (the “Requester”) on a thesis.

Placing an embargo on a postgraduate research thesis:

1. In instances where material in a thesis is confidential, a Requester may place an embargo on access to the thesis for a specified time, not exceeding 5 years, **unless a valid reason exists for a longer timeframe**. Where a candidate requests an embargo, the request must be approved by the Supervisor(s).
2. This form (which must be approved by the relevant Assistant Dean Research) along with supporting **documentation providing evidence** for an embargo must be submitted in conjunction with the final electronic (PDF) version of the thesis to (pgrthesissubmission@ul.ie).
3. Where a requester has indicated that the research within the thesis is subject to either a confidentiality agreement (e.g., Industry collaboration/funding requirement) or a patent application pending, the Doctoral College forward the form PGR4a and associated documentation to the Post Award Unit (research.contracts@ul.ie), subsequently, the terms of the contract will be reviewed by the Legal Services Unit and Technology Transfer Office.
4. Legal Services Unit indicates and notifies the Doctoral College (pgrthesissubmission@ul.ie) of the appropriate length of time for the embargo, which may extend beyond 5 years.
5. When the final copy of thesis is submitted to the Doctoral College (pgrthesissubmission@ul.ie) the hard bound thesis and the electronic version with all associated files and the embargo form PGR4a are sent to the library.
6. An embargo may be reviewed during or at the end of the specified period of embargo. Subsequently where an embargo renewal is required for a postgraduate research thesis, it is the responsibility of the Requester to complete an embargo renewal form (PGR4b) and email the completed and signed form to both 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.
7. At the end of the embargo period, unless the Requester has indicated a requirement to renew an embargo (using the PGR4b form), the thesis **will** be made fully accessible on the University’s Research Repository and in the library. **Please Note:** an embargo renewal (PGR4b form) can also be initiated by any Requester.

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PGR-4a Form.

Candidate Name: _____ **Degree:** _____

Candidate/ Student I.D. Number: _____

Faculty: _____ **Department/School:** _____

Title of Thesis: _____

Embargo Declaration: I wish to prohibit access for a maximum of 5 years* to the thesis until:

(Year) _____ **(Month)** _____ *Following direction from the legal services unit, in some instances the embargo period may extend beyond 5 years.

Please indicate the reason(s) for the embargo, please tick as appropriate:

Patent application pending Publishing Contract Research Project Agreement

Research subject to confidentiality (e.g., Industry collaboration/funding requirement)

Other, please specify _____

Please provide the Research Contract Funding Source: _____

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

Candidate/Requester Name: _____ **Signature:** _____ **Date:** _____

Permanent Contact No & Permanent Contact email: _____

Approved (or requested) by Supervisor(s) delete as appropriate:

Supervisor Name: _____ **Signature:** _____ **Date:** _____

Supervisor Name: _____ **Signature:** _____ **Date:** _____

Approved by Assistant Dean Research:

Name: _____ **Signature:** _____ **Date:** _____