

**Request to defer public access to a research degree dissertation**

At any point before the submission of the final dissertation, a research student can make a request on this form for deferred public access to their dissertation in whole or in part. The student must provide a reason for the request, and the form must include recommendations from the main supervisor and from the Faculty PGR Director. Where there are contractual, security or safety obligations, the main supervisor can make the initial request rather than the student.

Requests for deferrals of up to twelve months will be granted on the recommendation of the Faculty PGR Director. For requests for deferrals of over twelve months, the final decision rests with the Associate Pro Vice-Chancellor (PGR).

Please note that even if a deferral is granted, the dissertation must still be deposited within the specified timescale as described in Section 9.6.2 of the *Regulations and Code of Practice for Research Degree Programmes* (<http://www.bristol.ac.uk/academic-quality/pg/cop-research-degrees.html>).

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| --- | --- |
| Student name |  |
| Student number |  |
| Student email address (for future contact) |  |
| Degree type (eg PhD, MPhil, EngD, etc.) |  |
| Title of the dissertation |  |

**To be completed by the student[[1]](#footnote-1)**

The request must be detailed in the box below.

* Any relevant contractual, security or safety obligations must be itemised as part of the request.
* The reason for the request must specify if the request for deferred access relates to only part of the dissertation. A partial deferral will require text to be redacted from the publicly available version until the end of the deferred period. If a partial deferral is requested, the reason for redaction must be included in this section. A partial deferral must only be requested where there are clear contractual, security or safety obligations that make this necessary.[[2]](#footnote-2)
* Deposited dissertations – whether they have been deferred or not – will be stored on Pure, the standard third-party platform used by the University, but will only made publicly available once any approved deferral period has ended. In exceptional cases, where a clear rationale and evidence is provided (e.g. a contractual obligation), this section may include a request to hold the dissertation on an internal University server for the duration of the deferred period.
* A deferral of public access relates to the content of the dissertation; the **metadata (name, title and abstract**) will be made available even where a deferral has been granted. If there is any sensitive material contained within the abstract (which will be uploaded to Pure separately by the student), the text for the Pure version of the abstract should be amended as necessary before it is uploaded.

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| I request that the agreement to deposit the dissertation with the University of Bristol Library, where it will be made publicly available via Pure, shall not become effective until after a period of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (enter period) from the date of the award. The reasons for this request are stated below / appended to this form. | |
| If a partial deferral is requested, how will the student, supervisor and, if relevant, any sponsors manage the process to redact text? |  |
| Has the request been made on behalf of an external organisation, such as a sponsor? | Yes / No  If yes, please provide the organisation’s name and its relationship to the dissertation. |
| Who completed this section? | Student / main supervisor |
| **Signature:** | **Date:** |

**To be completed by the main supervisor**

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| --- | --- | --- |
| Supervisor Name |  | |
| School/Department |  | |
| Was the student sponsored by an external/industrial sponsor? | Yes / No | |
| If yes, please provide: | ORCA ref number:  *Please ensure the ORCA ref number, if there is one, is included or there may be a delay in reaching a decision.* | |
| Name of the sponsor: | |
| Original project title: | |
| Contact details for the sponsor  Named contact:  Email address:  *The sponsor will receive a copy of the deferral decision, if an email address is included.* | |
| Does the dissertation contain information that is subject to UK export control?  For information: <http://www.bristol.ac.uk/secretary/legal/export-control/> | Yes / No  If yes, please provide details and the name of the local export control contact: | |
| Was the student funded by an external funder (e.g. a Research Council)? | Yes / No.  If yes, please provide the funder’s name:  *Please note for Research Council-funded students the expectation is that a full-text version of the research degree dissertation will be available no longer than 12 months following the award. A slight delay beyond 12 months may be considered at the University’s discretion but the dissertation must be available as soon as possible.*  See the UKRI terms and conditions for training funding (UK training grants: standard terms and conditions of training grant, paragraph TGC 11.5): (<https://www.ukri.org/manage-your-award/meeting-ukri-terms-and-conditions-for-funding/>) | |
| **Supervisor’s recommendation**  On consideration of the evidence provided, **I support / I support with caveats / I do not support** (delete as appropriate) the request.  Please set out any comments, including any caveats, you wish to make in this box. Further comments may be appended to this form. | | |
| **Supervisor signature:**  **Name:** | | **Date:** |

*Please contact the Faculty PGR Director via the Faculty Office*. *Requests should not be sent directly to the Faculty PGR Director.*

**To be completed by the Faculty PGR Director**

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| **Faculty PGR Director recommendation**  On consideration of the evidence provided, **I support / I support with caveats / I do not support** (delete as appropriate) the request.  Please set out any comments you wish to make, including any caveats, in this box. The Faculty PGR Director may wish to support the request but may, for example, consider that the period requested is not appropriate. | |
| **Faculty PGR Director signature:**  **Name:** | **Date:** |

Please send the completed form, including the recommendation from the Faculty PGR Director, electronically to the Academic Quality and Policy Office (AQPO) at [pgr-exams@bristol.ac.uk](mailto:pgr-exams@bristol.ac.uk). Faculty PGR Directors provide final approval for requests of up to twelve months. Where the request is for more than twelve months, AQPO will make arrangements with the Associate Pro Vice-Chancellor (PGR) for a decision to be made including, where necessary, a recommendation from Research and Enterprise Development.

The student, main supervisor, Faculty PGR Director, Library Services and any sponsor (where the sponsor contact details are included above) will receive notification of the decision.

AQPO/April 2023

1. Where there are contractual, security or safety obligations, the main supervisor may make the request and complete all or part of this section instead of the student. If the supervisor completes this section, this must be explained in the reason for the request. [↑](#footnote-ref-1)
2. As per Section 9.6.2 of the PGR Code (<http://www.bristol.ac.uk/academic-quality/pg/pgrcode/section9/>), the redaction of materials that risk breaching a third party’s copyright or privacy do not need to be approved. [↑](#footnote-ref-2)