THESIS DEPOSIT AGREEMENT

Thesis Deposit Form for City Research Online (CRO) – the Institutional Repository of City, University of London.

Please read this form carefully and fill in the required parts. The form covers what will happen to your thesis after your degree has been awarded, including:

- Making the thesis publicly available on City Research Online (CRO) and EThOS at the British Library. This enables your thesis to be freely available online to anyone, which gives the potential to raise your research profile and that of City.

- The conditions for requesting an embargo so that your thesis is not made publicly available for an agreed period of time, if this is necessary.

It is important that you read and understand the contents of this form.

1. Author’s name and address (hereafter referred to as “I”)

2. Preferred contact email

3. Title of thesis (hereafter referred to as the “Work”)

4. Award (circle as appropriate)

   PhD/MPhil/DPsych/DClinPsych/DJourn/DHealth/DMus/DMA/LLM/DSc
5. **Statement of wishes** *(You must read and understand the following statements, before ticking the relevant boxes and signing and dating the form)*

Deposit Agreement statements

i. I understand that the rights granted to CRO through this agreement are entirely non-exclusive and royalty free. I am free to publish the Work in its present version or future versions elsewhere. I agree that Library Services or any third party with whom CRO has an agreement to do so may, without changing content, translate the Work to any medium or format for the purpose of future preservation and accessibility.

ii. I understand that City, University of London attaches great importance to adherence to professional and ethical obligations, and it is essential that no material is deposited in the public domain that could compromise the confidentiality or welfare of participants / clinical patients / clients.

iii. I understand that once the Work is deposited, it will be accessible to a wide variety of people and institutions - including automated agents - via the World Wide Web, and that it will therefore be available both in and outside of City, University of London. I also agree to an electronic copy of my thesis being included in the British Library e-theses online service (EThOS).

iv. I understand that once the Work is deposited, a citation to the Work will always remain visible. Removal of the Work can be made after discussion with Library Services, who shall make best efforts to ensure removal of the Work from any third party with whom CRO has an agreement.

v. I confirm that the electronic copy provided to Library Services has had any information in the research component, such as names of places of work, which could compromise the anonymity of participants, removed. This includes any contact details or signatures of participants.

vi. I confirm that, where the Work contains a clinical practice component, I have discussed this with my supervisor, and if my supervisor has advised me to so do, the electronic copy provided to Library Services has had the clinical practice component removed.

vii. I confirm that I am the author or co-author of the work and have the authority on behalf of the author or authors to make this agreement and to hereby give City, University of London the right to make available the Work as described in this agreement.

viii. I confirm that I have exercised reasonable care to ensure that the Work is original, and does not to the best of my knowledge break any UK law or infringe any third party’s copyright or other Intellectual Property Right. Where I have included third party copyright material, including material from the internet, I have fully acknowledged its source.

ix. I understand that City, University of London does not hold any obligation to take legal action on behalf of the author, or other rights holders, in the event of breach of intellectual property rights, or any other right, in the material deposited.

x. I understand that, under certain circumstances, I can if I wish, or if my research supervisor so advises me, request that the Work is placed under an embargo and to do so will not adversely affect the assessment of the Work for an award. *(See section 6a)*
xi. I understand that, under certain circumstances, I can if I wish, or if my research supervisor so advises me, decline to deposit the Work in CRO and to do so will not adversely affect the assessment of the Work for an award (See section 6b).

If you have read and understood the above statements, please tick one of the two options below:

☐ I wish to deposit full text of the Work on CRO and EThOS and agree to all the above statements.

OR

☐ I wish to embargo the full text of the Work on CRO and EThOS but will allow metadata and the abstract of the Work to be available on CRO and EThOS. (A covering letter will be required. Please read and complete section 6a.)

6. Requesting an embargo or deposit waiver

a. Requesting an embargo (If you have requested an embargo of your thesis in Section 5, please include a covering letter and tick the box below)

The covering letter must give the reason for requesting the embargo and the length of embargo required. The standard embargo period is three years from the date your degree was awarded. Acceptable circumstances include:

- The thesis has been written as the result of commercial sponsorship, and contains sensitive information that should not be released until an agreed date.

- The thesis is intended to be turned into published material such as a book, monograph, article or book chapter.

An electronic copy of your thesis must be submitted as usual, at the same time as the hard copies, with the signed Thesis Deposit Agreement. Library Services will then make metadata and the abstract of the thesis available in CRO, but prevent anyone from downloading the Work in either CRO or EThOS for the embargo period.

☐ I attach a covering letter giving the reason and required length for the embargo requested in Section 5.

If you have requested an embargo, please state how you wish the hardcopy of your thesis to be processed:

☐ I wish the hardcopy of my thesis to be freely available for reference use within the University Library.

OR

☐ I wish the hardcopy of my thesis to be on closed deposit for the duration of the embargo requested above. (Access to theses on closed deposit is only granted after consultation with the author, mediated through the appropriate department if necessary. Copying is also prohibited.)
b. Requesting a waiver (You will not be required to complete a Thesis Deposit Agreement form; however, a hardcopy of the Work must still be submitted to Library Services for closed deposit)

In some circumstances, where an embargo is not sufficient, an open access deposit waiver can be requested. These circumstances include:

- The thesis has been written as the result of commercial sponsorship, and contains sensitive information that is never to be released.
- The thesis contains so much third party copyrighted material or personal data that the argument of the thesis will be lost if all such material is redacted.

If you wish to request a deposit waiver, please contact the Office of the Graduate Dean.

7. Format of Submission (Please tick one of the two options below; and sign and date the form)

- I am submitting an electronic copy of the Work, which has been redacted, as required in the statements in section 5, and I am also submitting a full print copy of the original thesis, with no redactions.

OR

- I am submitting a full electronic copy of the original thesis, as I believe no redactions are required, and I am also submitting a full print copy of the original thesis, with no redactions.

Author’s signature:

Date: