

**Request to defer or redact a research degree dissertation**

Awarded PGR students must deposit the definitive version of their dissertation with the Library. The expectation is that dissertations will be made public through Pure unless a request to defer the dissertation or redact parts of it has been approved. Requests must be submitted on this form.

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| **Student name** |  |
| **Student number** |  |
| **Student email address** |  |
| **Title of the dissertation** |  |

Requests must normally be submitted before the student’s deadline to deposit the definitive version of their dissertation with the Library.

* A deferral means that the whole dissertation is held back from public release for an approved period.
* Redactions mean that specific parts of the dissertation are hidden for an approved period with the rest of the dissertation being publicly available.
* Deferrals and redactions only relate to the content of the dissertation. A student’s metadata (student name, dissertation title and abstract) will always be made public. If there is any sensitive information in the abstract, the student must amend the abstract when uploading this information to Pure.

[Section 24](https://www.bristol.ac.uk/academic-quality/pg/code-of-practice/assessment/public-access/) of the regulations and code of practice for research degree programmes sets out the rules on depositing with the Library and on requests to defer or redact.

**To be completed by the student**

Where there are contractual, security or safety obligations, the main supervisor can 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.

A deferral or redaction period normally starts from the award date. If in exceptional circumstances, it is necessary to make a request after the dissertation is already publicly available, the period will start from the date of the decision on the request.

Click on the relevant box or boxes to define your request.

*Box 1 or box 2 must be completed. Box 3 is only relevant in exceptional circumstances.*

1. A **deferral** of the whole dissertation for……… [enter period].
2. A **redaction** of parts of the dissertation for……… [enter period]. The full, unredacted version of the dissertation will be released once the redaction period has ended.
3. Deposit of the dissertation on a **secure University server** rather than Pure for the approved period. This can only be requested if there are evidenced contractual, security or safety obligations that make this necessary. Where this option is used, please provide contact details for a University of Bristol staff member who can confirm if these obligations are still in force at the end of the approved period in the relevant box below.

Provide details for the request including any relevant evidence in the box below.

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If redactions are included in the request, explain how the student, supervisor and, if relevant, any sponsors will manage the redaction process.

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If the request is to deposit of the dissertation on a secure University server, please provide details of the University of Bristol staff member who can confirm whether the contractual, security or safety obligations are still in force at the end of the approved period. This, for example, could be a supervisor, a programme director, or a manager in a centre for doctoral training.

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| --- | --- |
| Name |  |
| Role |  |
| Email address |  |

**Declaration**

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| 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 can be considered at the University’s discretion.  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 arrange for a decision to be made by the Associate Pro Vice-Chancellor (PGR) including, where necessary, a recommendation from the Division of Research, Enterprise and Innovation (DREI).

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/November 2024