Public access to your thesis… Copyright Clearance workflow

The University of Bristol's PGR Code requires your dissertation (thesis) be submitted electronically and made available publicly.

The final copy of the thesis you submit for examination can normally contain any information but if it contains third-party materials (materials created by someone else), you will likely need permission to reproduce those materials in the public access version of your thesis.

> You are responsible for ensuring you have the appropriate permissions to reproduce third-party material in the public access version of your thesis. Planning early and keeping a record of your copyright clearance checks will mean less work at the point of submission and deposit to Pure.

Detailed guidance on Copyrighted materials & personal data in your thesis, and instructions on depositing (adding) your thesis to Pure (institutional repository) are available separately.

Copyright Clearance Workflow

Generally, your workflow to 'clear copyright' (obtain permissions) might look like this:

1. **Identify any third-party material you want to include**
    - Images, photographs, figures, code, etc.
    - Substantial amounts of previously published content - articles, books, websites
2. **Check whether you need to obtain permission to reproduce the material**
    - Is it in the public domain? (i.e. no copyright applies)
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    - Is the material and amount you are using considered fair dealing under a copyright exception? In most cases, moderate amounts for the purpose of quoting or criticism will not require additional permission.
3. **Identify the copyright holder**
    - Look for a © symbol on the original source. Publisher or author information normally follows.
    - Look for a section called 'rights', 'permissions', or 'copyright clearance' on a publisher's website.
    - Look for the Terms of Use (or similar) on a website for information about permitted uses or how to request permissions. This is normally at the bottom of the webpage.

4. **Request permission and wait for a response**
    - Contact the rights holder for permission.
    - Be clear about your intended use. Although your thesis will be open access (CC BY-NC-ND licence), third parties retain the rights in their materials which is indicated via the credit line.
    - It can take time to receive a response. Build some allowance into your timelines.
    - If you do not receive a response, you cannot assume you have permission and may need to replace the material or plan to redact it in the public access version.

5. **Track (record and retain) permissions information**
    - The copyright holder may apply certain conditions to your use (e.g. specific credit line) or even request a fee for a licence (permission).
    - You are not expected by the University to incur costs to clear permissions for third-party material in your thesis; but if you use that material in your examination copy without permission to use it in the public access version, you will need to redact it later.
    - We strongly recommend using something like the Thesis Copyright Clearance Appendix to keep track of open or public domain material, record permissions you obtain, and identify material you will need to redact in the public access version.

6. **Acknowledge (credit) the copyright holder and creator**
    - Cite the material in accordance with your referencing style.
    - Include any specific credit line requested by the copyright holder and acknowledge you had permission to reproduce the material (e.g. 'Reproduced with permission.')
    - Optional: include your Clearance Appendix document in an annex to your thesis or s a separate file when you deposit your thesis to Pure.

7. **Redact material which cannot be published**
    - After examination, prepare a version of your thesis which redacts (removes) any material which you do not have permission to include in the public access version. See our guidance on redacting material.
    - You must still deposit the full examination copy, but only the redacted version will be made available publicly.