



UNIVERSITY OF EMBU

LIBRARY

Request to Embargo Project/Thesis

| APPLICANTS DETAILS | | | |
|-----------------------------|--|--------|--|
| Name | | | |
| Student Reg. Number | | Degree | |
| Supervisor's Name | | | |
| Title of the project/Theses | | | |

| Embargo details | |
|---|---|
| The maximum Project/Thesis embargo period permitted is one year and this period will start on the date on which your degree is/was awarded. | |
| I am applying for | Please tick the appropriate <input checked="" type="checkbox"/> A partial embargo (on the electronic copy of my project/thesis ONLY) <input type="checkbox"/> A full embargo (to both the electronic and print copies of my Thesis) |
| I am applying for an embargo for: | <input type="checkbox"/> Three months <input type="checkbox"/> Six months <input type="checkbox"/> One year |

| Reasons for requesting an embargo |
|--|
| I am applying for an embargo because: Please tick as appropriate <input type="checkbox"/> Release of my thesis would prejudice the commercial or intellectual property rights of an individual or body. <input type="checkbox"/> Release of my thesis would put at risk the safety of an indentifiable individual. <input type="checkbox"/> My project/thesis includes material that was obtained under a promise of confidentiality <input type="checkbox"/> My project/thesis includes material which is due for publication or which I am actively seeking to publish |

| |
|--|
| <input type="checkbox"/> Other (please provide details below): |
| Explanation (if required): |

| Confirmation by the applicant | |
|--|------|
| I understand that: | |
| <ol style="list-style-type: none"> 1. I must only request a project/thesis embargo where there is a good reason for doing so and I must provide such evidence in support of a thesis embargo request as may be required by the University; 2. Where my request for an embargo is denied my project/ thesis will be made accessible in the usual way; 3. Over an approved embargo period my project/thesis may nevertheless be consulted at any time by authorised sources. 4. My project/thesis will be made available through University of Embu (UoEm) repository following the end of an approved embargo period. 5. The metadata of the project/thesis will be uploaded during the period of embargo. | |
| Signed | Date |

| Supervisor's confirmation | |
|---|-------------|
| I support this student's request to embargo their project/ thesis and that both the grounds for the embargo and the length of the embargo are appropriate | |
| Signed: ----- | Date: ----- |
| Supervisor Name: ----- | |

Please return to Library with a letter/statement from the publisher if applicable.

| Library Use Only | | | |
|--------------------------------------|------------------------------|-----------------------------|--|
| Embargoed | <input type="checkbox"/> Yes | <input type="checkbox"/> No | |
| Name and Signature of the librarian. | | Date | |
| Notes | | | |

NB: Students wishing to renew their embargo beyond one year will be required to apply for renewal/extension to Deputy Vice-Chancellor (ARE).