

NATIONAL UNIVERSITY of SINGAPORE ("NUS")

Electronic Thesis/Dissertation ("Thesis") Submission

Section I: To be completed by student and forwarded to supervisor(s)		
Name (Mr/Ms/Miss/Mrs/Mdm/Dr):	Student No.:	ORCID (Open Researcher & Contributor ID)* (optional):
Degree:	Department:	*(http://libguides.nus.edu.sg/orcid/register)
Thesis Title:		
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<hr/> Signature of Student		<hr/> Date

Section II: To be completed by Student and Supervisor(s)

(A) Access Level for Thesis:

I agree, in consultation with my supervisor(s) that the Thesis be given the access level specified below [**check one only**]:

1. ☐ **Unrestricted Internet Access.**

Release the entire Thesis immediately for worldwide access.

2. ☐ **Access Restricted to NUS Intranet for Limited Period.**

Release the entire Thesis immediately for NUS Intranet Only access from _____ (mm/yyyy) to _____ (mm/yyyy), up to a maximum of 2 years (24 months) for the following reasons (please specify; attach separate sheet if necessary):

After this period, the entire thesis will be released for access worldwide. Extensions of up to 2 additional years at a time may be requested by the student or the supervisor(s) and require the approval of Deputy President (Innovation & Enterprise).

3. ☐ **Totally Restricted Access for Limited Period.**

Withhold access to the entire Thesis from _____ (mm/yyyy) to _____ (mm/yyyy), up to a maximum of 2 years (24 months) for the following reasons:

- (i) ☐ Thesis includes creative work which will be published.
- (ii) ☐ Thesis will be published as a book, a series of articles or as monograph, and to release on the Internet will be construed as prior publication.
- (iii) ☐ Thesis contains or might contain proprietary/confidential information which the student/supervisor(s) wants to incorporate into a patent application and has not been done.
- (iv) ☐ Thesis contains third party proprietary/confidential intellectual property (including without limitation to patent(s) and/or software) and has not obtained the relevant consent.
**It is the responsibility of the student to obtain the relevant consent and if the student has not done so before the end of the restricted period, to apply for a further extension to withhold access to the Thesis for up to another 2 years. Such extension will need to be approved by the Deputy President (Innovation & Enterprise).*
- (v) ☐ Other Reasons (please specify, attach separate sheet if necessary):

After this period, the entire thesis will be released for access worldwide. Extensions of up to 2 years at a time may be requested by the student or the supervisor(s) with the appropriate consultations, where applicable, and require the approval of Deputy President (Innovation & Enterprise).

4. ☐ **Totally Restricted Access for Indefinite Period.**

Withhold access to the Thesis indefinitely.

For indefinite embargo of the thesis, the student must submit a request, with valid reasons, to the Deputy President (Innovation & Enterprise) for approval, with the support of the Supervisor(s), Head of Department and Dean of Faculty. The request must be submitted on the "Request for Indefinite Period of Restricted Access to Electronic Thesis" form available at <https://myportal.nus.edu.sg/studentportal/eservices/gd/>. The endorsed form must then be submitted together with this form.

Signature of Student

Date

Name and Signature of Main Supervisor

Date

Name and Signature of Co-Supervisor

Date

Name and Signature of Co-Supervisor

Date

(B) ProQuest Dissertations and Theses (PQDT) Submission Option

- ☐ I agree to opt-in to PQDT and to release my thesis in accordance to the access level as indicated in Section II, Part (A).
I have also read and understood the ProQuest PhD and Master's Dissertations and Theses Dissemination Agreement as indicated at this link:
<https://share.nus.edu.sg/registrar/student/info/ProQuest-Agreement-with-NUS-Author.pdf>
- ☐ I do not agree to opt-in to PQDT.

Section III: To be completed by Head of Department

(Head of Department need not complete this section where Option 4 "Totally Restricted Access for Indefinite Period" has been selected – refer to Section II, Part A on Page 2).

The submission of the Thesis and access level specified is [***please check box***]:

[] Approved [] Not Approved

Comments (if any):

Name & Signature of Head of Department

Date

Draft Letter From Students to Copyright Owners Seeking Permission to Reproduce

[date]

[Name & address of the copyright owner]

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Request for Permission to Reproduce Copyright Work

I am a graduate student in the National University of Singapore (“NUS”), and am currently working on a thesis for submission to NUS as part of my academic programme. My thesis is likely to be published electronically by NUS on the internet and on NUS’ own intranet, and copies of my thesis will be made available to NUS and end users.

My thesis [*provide a short description of the thesis – eg. “ seeks to highlight the differences and the similarities in the accounting systems in the US, Australia, Singapore, Malaysia and Japan, and the possibilities for harmonization of these diverse systems.”*]

I am writing to seek your kind permission to use and reproduce, for purposes of submission, publication and distribution of my thesis as described above, the following works for which I understand you to be the copyright owner:

- (a) [*the (whole / part of) (work/publication/chart/diagram/photo etc.)*];
- (b) []; and
- (c) [].

Due acknowledgment of your permission and ownership of copyright in the work will be made in my thesis.

If you are agreeable to the use of your copyright in the work in my thesis, I would be grateful if you could sign and return the attached duplicate copy of this letter to me at your earliest convenience. A self addressed envelope is attached for your convenience.

Yours sincerely,

[Student]

DUPLICATE

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Yours sincerely,

[Student]

I, _____, of _____ hereby grant you permission to use my copyright to the work described above in your thesis and for the purposes set out in this letter.

(Signature of copyright owner)

Date: