

VURR SUBMISSION & PERMISSION FORM

Victoria University Research Repository (VURR)

When material is submitted for inclusion in the Victoria University's Research Repository, a detailed citation should be included and if applicable, any details of where the material has previously been published.

Submission of Victoria University Theses (Research)

Classified candidates must complete this form as part of the Office for Researcher Training, Quality and Integrity (ORTQI) thesis deposit process.

An electronic copy of your final thesis must accompany this form, which will be forwarded to the Library for authorisation by the Associate University Librarian.

1. Citation Information	
Thesis Author:	Student ID:
Thesis Title:	
Year (submitted for examination):	
Degree completed:	
<ul style="list-style-type: none"> Master of Research Practice Master of Research Master of Applied Research Masters by Research Doctor of Philosophy Doctor of Business Administration Doctor of Education 	
2. Permission to include publication in VURR (Candidate to complete)	
<p>I have read and understood the information on the following page regarding submission to VURR. I grant VU those rights so that the research publications listed on this form can be made available via VURR.</p>	
Signature:	Date:
<input type="text"/>	<input type="text"/>

NOTE: If the thesis or creative content is in an alternative format e.g. audio/video files, it will be streamed where compatible, with a link added to the VURR (metadata) record.

3. Release of Thesis (Principal Supervisor to complete)

Release of Thesis:

Name:

Signature:

Date:

Restriction of Thesis:

Do you require an embargo to be placed on the thesis?

Yes

No

If **'Yes'**, the Principal Supervisor must sign below. The Principal Supervisor is also required to complete the **'Restricted Access to a Thesis Form'** - <http://www.vu.edu.au/research/graduate-research-studies/forms-for-research-students>

Failure to provide the completed form will result in the thesis being available in the Library repository 24 months from conferral of the award.

Signature:

Date:

All requests for restrictions of access are subject to approval by the Dean, Graduate Research. If approved, only the metadata (name, thesis title, degree, year and Abstract) will be available while the thesis is embargoed.

4. Authorisation of Thesis Submission – THESIS ONLY (Library to complete)

Associate University Librarian to sign on behalf of the University (when the thesis has been received by the Library):

Signature:

Date:

5. Guidelines

Victoria University Research Repository (VURR)

In submitting this material, you:

1. Grant an irrevocable licence to VU to store and make this material available to the public in electronic format (including on VURR's open access internet site).
2. Warrant that you have the authority to grant VU this licence and VU will not infringe any other licences, agreements or other person's rights in this material by using the material in accordance with the above licence.
3. Warrant that VU will not infringe any third persons' rights by using the material in accordance with the above licence where the material contains copyright works (which are reproduced in whole or in part) belonging to other persons.

What you need to know about the VURR license

(a) Copyright ownership

In granting VU the above rights, you will normally own the copyright in the book, article or other written scholarly literary work you have produced (see VU's Intellectual Property policy) unless you have assigned this to another party in a written agreement (such as a publishing, funding, or collaborative agreement).

Depositing material into VURR does not transfer copyright ownership to VU.

(b) Staff and student responsibilities

In granting VU the above rights, you must ensure that you have the right to provide the licence to VU. The following types of material are not to be submitted to VURR:

- Material which must remain confidential, or is a trade secret.
- Material which, if made available on the VURR website, would infringe an existing legal obligation of yours, VU's or of another party.
- Material which contains a part of another person's work and you do not have the necessary permission to place it on VURR (see the permissions guide on the copyright website).
- Material which may be patented and potentially commercialised for your and VU's benefit (and where the publication of this material on VURR would diminish this potential).

(c) Users of VURR

Users of VURR may print and save electronic copies of whole papers for their own non-commercial use. Users must fully reference any excerpts, quotations or paraphrasing from papers that they access from VURR. If the material is required for any other purpose, users must get permission from the copyright owner directly. Where a particular item on VURR is subject to a Creative Commons licence, then that material may be used accordingly.

(d) Document formats accepted for submission

Theses should be submitted as a PDF file. Ensure the PDF file are unsecured and that there are no digital signatures included in the document. If the file is larger than 50MB please split it into multiple files which are clearly labelled.

Any associated files such as images, audio, or video files should be provided in industry recognised standard formats such as mp3, mp4, jpg, avi etc. Please do not provide any files in a proprietary format.

If you are unsure of the format to submit your thesis or require further guidance, please contact vuir@vu.edu.au

(e) Removing material from VURR

You may remove material from VURR if the Dean, Graduate Research authorised this. Material will be retained on VURR even if you leave VU.

Need Help?

Contact VU's Copyright Officer on 9919 5958 or library.copyright@vu.edu.au

If you are concerned about your rights, please seek independent legal advice.

PRIVACY STATEMENT Victoria University (VU) values your privacy and is committed to handling your personal information in accordance with the Privacy and Data Protection Act 2014 (Vic) and other applicable privacy legislation. The personal information collected on this form will be used primarily for the purposes of assessing and processing this application. VU may also use and disclose your personal information to verify the information provided by you, to comply with government and other reporting requirements and/or to carry out associated activities connected with this application. Your personal information may also be disclosed to Commonwealth and State agencies such as the Department of Education and Training and the Department of Home Affairs in accordance with VU's obligations under the Education Services for Overseas Students Act 2000 (Cth) (ESOS Act), the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code) and other applicable legislation. Your personal information will not otherwise be used or disclosed without your consent, unless permitted by law. By completing and submitting this application, you agree to VU collecting, using and disclosing your personal information as described above and in accordance with VU's Privacy Policy and Student Information Privacy Collection Statement (which provides further detail about the types of personal information VU may collect from you and how it is managed) available on the Privacy page on our website vu.edu.au/privacy You have a right to access your personal information held by VU. If you have any questions regarding privacy, please refer to the Privacy page on our website, our frequently asked questions at ASKVU or phone us on 9919 6100 or 1300 VIC UNI (or 1300 842 864).

PRIVACY INFORMATION: We collect and protect your personal information in accordance with our Privacy Policy vu.edu.au/privacy.

Victoria University CRICOS Provider No. 00124K (Melbourne) and CRICOS Provider No. 02475D (Sydney). RTO Code: 3113. ABN: 83 776 954 731