Form RDC-Decl (2023)

**OXFORD BROOKES UNIVERSITY**

**RESEARCH DEGREES COMMITTEE**

## Candidate's Declaration Form

This form should be completed by the candidate and submitted to the Research Degree Team after the final approved electronic copy of the thesis has been uploaded to the University’s Online Repository RADAR.

In exceptional cases where sections of the text or images must be removed with the approval of the supervision team, because third party copyright has not been obtained, **an additional** electronic PDF copy of the thesis should be submitted with all the required sections removed.

**Full name of candidate:**

**Title of thesis:**

**Degree:**

**Long term correspondence address:**

***PLEASE NOTE THAT THIS ADDRESS MUST BE RECORDED AS YOUR CORRESPONDANCE ADDRESS ON BANNER SO THAT THE CERTIFICATE CAN BE SENT TO THE CORRECT ADDRESS***

**Private email address:**

**First destination following completion of your research degree:**

1. **Employment:** ☐

**Please give details of the type of employment *e.g. Job role/Institution/Company*………………………………………………….**

1. **Other:** ☐

**Please give details of your future plans ………………………………………………………….**

***Please note – Students must upload the final approved electronic copy of their thesis directly to RADAR as set out below.***

***This form – (RDC-DECL form) must be completed, signed and returned by email to the Research Degrees Team, with the DOI link to the thesis submission on RADAR, so that it can be confirmed that the thesis has been uploaded, and therefore the Conferment Form can be produced and the degree Conferred.***

**Instructions for uploading final electronic thesis:**

1. [Log into RADAR](https://radar.brookes.ac.uk/radar/logon.do?.page=home.do) with your normal Oxford Brookes username and password. *(Please note that your username is just your Student ID number, and not your Brookes email address).*
2. Click 'Contribute' in the left menu and select the 'eTheses' option.
3. Complete the form that appears.(contact the Scholarly Communications Team at openaccess@brookes.ac.uk at any time if you have questions about the self deposit process).
4. The Scholarly Communications Team will check your thesis deposit and then email you a DOI link (it will be in the format:<https://doi.org/>) for your thesis on RADAR which you must enter below before submitting this form to the Research Degrees Team.

**DOI link for your thesis on RADAR:** …………………………………..

Ethics approval- if Ethics approval was required for your thesis please provide below your UREC registration number

 **UREC registration number:** …………………………………..

# 1. Declaration – Final Electronic Submission

Please select one of the following options: (tick one option only)

1. ☐ I declare that I have uploaded an electronic copy of my thesis to the University’s online repository RADAR, and the copy is identical to the version submitted for examination (except where amendments have been undertaken to meet the requirements of the examiners).
2. ☐ I declare that I have uploaded two electronic versions of my thesis to the University’s online repository RADAR: one is a copy that was approved by the examiners (except where amendments have been undertaken to meet the requirements of the examiners) and the second is a version where sections of the thesis, graphics or illustrations have been removed due to failure to obtain the rights holders’ permissions.

Signed by candidate ………………………………………………………. Date ……………………………………

**2**. **Declaration – Access to the electronic thesis**

 Please select one of the following options: (tick one option only)

1. ☐ I confirm that the electronic copy of the thesis that has been uploaded to the Online Repository RADAR, can be made available externally online immediately.
2. ☐ The electronic copy of my thesis that has been uploaded to the Online Repository RADAR should not be publicly available online for a period of up to two years in the first instance, or up to a maximum of five years as approved by the Research Degrees Committee. Please note that the five years maximum is from the date of submission of your thesis.
	* Date the thesis can be made publicly available: ………………………………
	* (If over two years from this date) Reason why restricted access of over two years is needed:

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 c) ☐ The electronic copy of my thesis that has been uploaded to the Online Repository RADAR should not be made

 publicly available online until further notice:

* + Reason why permanent restricted access is needed:. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

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Signed by candidate ……………….……………………………………………………… Date……………………………………..

***Please note*** *that once the maximum date for retaining the thesis on restricted access has been reached, the thesis will be automatically uploaded onto RADAR and the British Library’s Ethos site and will be available in the public domain.*

*It is the responsibility of the student to contact the Research Degrees Team if they wish to extend the period of time stated on this form by emailing* *rdt-researchdegrees@brookes.ac.uk* *and clearly stating the reasons for applying for an extension to the period of restricted access.*

*Where a student has previously requested an extension, there needs to be reasoning given for any further extension, which will be reviewed by the Head of Research Degrees for final approval.*