

THE UNIVERSITY OF HONG KONG

MPHIL AND PHD THESIS SUBMISSION FORM FOR LIBRARIES

To fulfil the mission of the University in disseminating knowledge; to promote its academic standing and contribute to the international community of scholars as a whole; and to provide exposure and recognition to the theses of HKU students, the University's existing policy is one of granting open access to theses, unless there are acceptable grounds for restricting access.

Author's Surname _____ Author's Given Names _____ Chinese Name _____
 (if any)
 HKU No. _____ Department _____ Program (if any) _____
 Full Name of Degree _____ Year of Congregation _____
 Thesis Title _____

(A) Author's Access Declaration**To: The Librarian****Existing Regulations and Practices on Access to Theses**

1. Students deposit a finalized hard copy of their thesis in the University Libraries for processing, and accessioning in the University Archives.
2. Students entering on or after 1 January 2001 must submit an electronic copy of the thesis at the same time when they submit the print copy (*Please refer to the Graduate School Handbook*).
3. The contents of the submitted electronic thesis must be the same as in the printed thesis. If the thesis contains reproductions of copyrighted images without receiving permission from the copyright holder, the student may, with advice from his/her supervisor, remove all copyrighted reproductions from the electronic thesis. A short description of these removed items must be appended to this form.
4. The University has the non-exclusive right to publish the full electronic thesis in open access, and printed abstracts, table-of-contents and bibliographies for distribution within the University and to overseas Universities. Full attribution will be given to the author.
5. Students with specific reasons to restrict access to their thesis may apply to the Board of Graduate Studies for restricted access (please complete Part B of the form). When an application for restricted access to MPhil/PhD thesis is being considered, the thesis will be restricted from access temporarily until a decision has been made on the application. If the student's request is denied, the print thesis will be made available for consultation in the Archives, and the electronic format will be made available online in open access. Approval of restricted access to an e-thesis for 1 year only is automatic upon application. However, applications for restricted access to the hard copy of a thesis for any period or soft copy of a thesis for more than 1 year need to be considered by the BoGS on a case-by-case basis.
6. A student may disallow reproduction or copying of his/her printed thesis by indicating this in a letter to the Librarian. If a student wishes to disallow reproduction or copying of his/her electronic thesis, he/she should apply for restricted access described in number 5 above.

I verify that I have read and agreed to the above regulations and practices.

Signature of the Author _____ Date _____

I confirm that the Faculty has received the hard copy and the electronic copy of the final bound thesis.

Faculty Secretary (or his/her designate) _____ Date _____

Notes:

Should the Libraries not receive a properly signed copy of this Thesis Submission Form or confirmation of approval for restricted access from the proper authority, **within one month** of the date of the Congregation at which his/her degree is conferred, the Libraries will assume that the intent of the author is to make both the print and the electronic copy freely available immediately.

(B) Application for Restricted Access to MPhil/PhD Thesis

Note: According to the Regulations Governing the Format, Binding and Presentation of Theses for Higher Degrees by Research, a candidate who has successfully passed the thesis examination shall submit to the Faculty Office four hard copies of the finalised bound thesis one of which shall be an accession to the University Archives, by way of the University Libraries; and one soft copy of the thesis for digitisation and storage in the University's own on-line database of HK theses, and will be open to general access and consultation. If for some justifiable reasons a thesis should be restricted from access, the student should make an application to the BoGS. The maximum period of time for such restriction is 3 years.

To: Secretary, Board of Graduate Studies

Application for restriction of access to the thesis in the University Libraries (Please read (A)(5) and (6) and tick appropriate box(es) below)

- I do not wish to apply for restricted access to the hard copy and/or soft copy of my thesis (*Supervisor's endorsement is not required if you tick this box*).**
- I would like to apply for restricted access to the soft copy of my thesis for 1 year (*Approval is automatic and DRPC/FHDC endorsements are not required*).**
- I would like to apply for restricted access to the soft copy of my thesis for 2 / 3 * years (*Please delete as appropriate*).**
- I would like to apply for restricted access to the hard copy of my thesis for 1 / 2 / 3 * years (*Please delete as appropriate*).**

Reasons (Use additional sheet if necessary):

Signature of Candidate
Name:
Date:

Endorsed by Primary Supervisor
Name:
Date:

To be completed by Chairman, DRPC

(Note: Endorsement of application for 1 year restriction of access to e-thesis is not required.)

We support / do not support* the application.

Comment: _____

Signature of DRPC Chairman: _____

Name: _____ Date _____

To be completed by Chairman, FHDC

(Note: Endorsement of application for 1 year restriction of access to e-thesis is not required.)

We support / do not support* the application.

Comment: _____

Signature of FHDC Chairman: _____

Name: _____ Date _____

BoGS Decision

The BoGS at its meeting on _____ / by circulation on _____ *

(Please delete as appropriate)

approved the application

approved the application subject to _____

disapproved the application

Secretary, BoGS

Date

cc. The Librarian
Faculty Secretary

3 Feb 2010
August 2010