



# YOUR DIGITAL THESIS

## COPYRIGHT - WHAT YOU NEED TO KNOW

*This factsheet is intended for University of Newcastle HDR students to use in the context of their thesis submission only and provides general advice. HDR students should contact the Copyright Advisor if they have specific questions or concerns.*

### Introduction

As author of your thesis you retain the copyright of material that you write or create. The University of Newcastle requires mandatory submission of an electronic copy of your final thesis to the [NOVA online research repository](#) for archiving and open access purposes.

In addition to your own work you may also include third-party copyright material in your thesis. It is necessary to obtain written permission for any third-party copyright in your thesis to make it available open access online.

### What is third-party copyright?

Third-party copyright is material which is not your own work. It may also include material which was written or created by you but, because of an agreement you have entered into with a publisher or other party, you do not hold the copyright (e.g. a journal article or conference paper).

Third-party copyright material can include:

- Photographs you did not take;
- Sections of text that you have previously published in a journal or book (even if/where adapted);
- Long quotations from other works, even where properly attributed;
- Material for which a patent was granted;
- Models, plans and diagrams;
- Maps and land/ordnance surveys;
- Images of paintings (including portraits) and other artworks;
- Figures and tables taken from other publications or online;
- Video and audio clips (including film, animation and sound recordings);
- Music scores;
- Computer software and code.

It doesn't matter whether the material comes from a print/physical source or from an online/digital one – copyright still applies. In most cases copyright lasts 70 years from the death of the creator.

### How and when do I need to seek permission?

A rights owner may be the publisher, author, illustrator, etc. For journal articles, a good place to start is checking whether the publisher or journal site has a section to request copyright permissions/clearances. If you need to contact the copyright owner to request permission via email, a template is provided at the end of this document.

Permissions can take time to gather. Best practice is to seek permission at the time you decide to use the third-party material. At the latest, all permissions should be sought by the time the thesis is submitted for examination.

Staff in the University Library can provide advice on permissions in your thesis:

- For reproduction or other reuse of your own publications (articles, papers, reports), contact the Scholarly Publishing team: [library-thesis@newcastle.edu.au](mailto:library-thesis@newcastle.edu.au)
- For reproduction or other reuse of third-party or other copyright materials, contact the Copyright Advisor: [newcastle.edu.au/copyright-request](http://newcastle.edu.au/copyright-request)

### What do I do once I have the permission?

Where a copyright holder indicates that permission has been granted you should include this at the appropriate point in your thesis. Some copyright owners or [licensed materials](#) may require the addition of a set statement or reproduction note (such as 'Copyright © [Name]. Reproduced with permission'). You should keep a copy of any permissions you received from rights holders, and include them as electronic copies in the appendices in your thesis.

### What happens if I can't get permission?

If you are unable to obtain permission (no or negative response, or the payment required is unsuitable), you will still need to submit the complete version of your thesis for archiving purposes. You should submit an additional version of your thesis with the third-party material removed to be made open access.

Where you remove third-party materials, best practice is to include a link to the removed materials. This will allow any users that are interested to access the material mentioned.

# YOUR DIGITAL THESIS – COPYRIGHT

## Do I need to seek permission for material that has a Creative Commons licence?

Where third-party materials have Creative Commons (CC) licensing attached, the permission for reuse has already been granted. All CC licences allow for verbatim reproduction of material (e.g. a figure from an article). Always follow the [directions provided for reuse](#). For example, any CC material with an ND ('No Derivatives') licence should only be used in an unadapted form – you cannot transform it into something else (without additional permission). All CC-licensed materials require [suitable attribution](#), including the licence under which the material is shared and whether you've made changes.

## Digital submission of your thesis

Following examination and approval of your thesis you will need to submit a copy to NOVA for archiving and open access purposes. Where you make use of copyright material you will need to either:

- a) Obtain permission from copyright holders and include evidence of this permission with the full thesis; OR
- b) Submit two versions of your thesis – one complete, and one without the copyright material (but with an appropriate reference/link to it).

It is important to ensure the thesis document submitted to [NOVA](#) is the **final version** incorporating any corrections requested by the examiners. Please review your file prior to submission as thesis files cannot be changed after inclusion in the repository.

## What if I need to request an embargo for my thesis?

If your thesis contains material that requires restricted access, you must apply for an embargo before the thesis is submitted for examination. Please refer to the [Application for Embargo form](#). Embargoes are normally approved for a period of up to one year. If an embargo requires an extension, a new application must be submitted to Graduate Research via [thesis@newcastle.edu.au](mailto:thesis@newcastle.edu.au) prior to the original embargo expiring.

Where an embargo period applies a record for your thesis will be included in [NOVA](#) and the thesis file will be made available after the embargo expires.

## Email template text for seeking permissions

Dear [Copyright Owner]

I am contacting you as a PhD candidate at the University of Newcastle [add (Australia) if needed] to seek written permission to copy and communicate the following material within the electronic version of my [Degree Name] thesis:

[Provide details of the material you intend to include. You should provide specific details of any materials (including figure numbers, pages, etc.) – not just a generic reference.]

If you are not the rights holder for this material I would be grateful if you would advise whom to contact.

The thesis will be made publicly available via the University of Newcastle's online research repository NOVA: [nova.newcastle.edu.au](http://nova.newcastle.edu.au).

Best Wishes

[Your Name and contact details]

## What if I need further assistance?

For general questions around your degree, thesis or embargoes, contact Graduate Research: [thesis@newcastle.edu.au](mailto:thesis@newcastle.edu.au)

For questions around open access, reuse of your own publications, or submitting your thesis to [NOVA](#), contact the Scholarly Publishing team: [library-thesis@newcastle.edu.au](mailto:library-thesis@newcastle.edu.au)

For questions around third-party copyright, contact the Copyright Advisor (see **Copyright Support** below).

## Copyright Support

Ask a question: [newcastle.edu.au/copyright-request](http://newcastle.edu.au/copyright-request)

Phone: (02) 492 16456

Web: [newcastle.edu.au/copyright-support](http://newcastle.edu.au/copyright-support)

Academic Division | Library Services

Last updated 29 August 2022

