

Thesis License Agreement and Embargo Request Form for NU Master and PhD Program Graduates

1. Instructions

- 1) Please ensure that this form is completed in clear and legible print.
- 2) Title Page Requirements: This section outlines the mandatory elements that must be included on the title page of the thesis. Please adhere strictly to these guidelines.
- 3) Author or Right Holder and Title Information: Complete this section with the required information regarding the author and the title of the thesis. Ensure that all details are accurate and comprehensive.
- 4) Thesis Deposit Requirements: Carefully review the instructions in this section to understand the specific requirements for depositing your thesis.
- 5) Type of Access: Select the appropriate options regarding the deposit and retention of your thesis. Ensure that your choices reflect your intended level of access.
- 6) Confidentiality, Copyright, and Redacted Material: Complete this section with the necessary information regarding any confidential, copyrighted, or redacted material in your thesis.
- 7) Deposit Agreement Statements: Read each statement carefully and indicate your agreement by ticking the appropriate boxes.
- 8) Signatures and Supporting Documentation: Provide the required signatures and any necessary supporting documentation to complete your application.

2. Title page & Abstract Requirements

The title page of the thesis must include the following information in the specified order:

- 1) the full title of the thesis, as approved by your school and supervisor;
- 2) the full names of the authors;
- 3) the qualification for which the thesis is submitted;
- 4) the month and year of submission.

The electronic version of the thesis must contain an abstract of no more than 400 words, providing an accurate summary of the thesis.

3. Author, Title, Degree and School/Department information

Author's/Right Holder's Full Name(s):

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Title of the Thesis/Capstone Project:

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The Qualification for which the Thesis/Capstone Project is submitted:

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Department/School:

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Program:

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**Month and Year of
Submission:**

.....

Declaration

- I confirm that the details provided above are accurate.

Author's/Right Holder's Signature and Date:

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4. Thesis Deposit Requirements

To deposit your thesis, please ensure you complete the following:

- 1) provide any necessary comments;
- 2) confirm that you have submitted a digital copy of the thesis with all confidential material removed or redacted;
- 3) confirm that you have uploaded a copy of the thesis to the NU Repository;
- 4) confirm that your thesis does not infringe upon Copyright Law or any other relevant legal regulations;
- 5) indicate the type of thesis embargo/redaction you wish to apply for;
- 6) select one of the following statements below regarding your preferred thesis embargo status;
- 7) provide copies of confirmations from your Supervisors/Head of Schools/Deans that your application for embargos or redactions is approved;
- 8) note: The Library Research Support Team is available to assist with any questions or concerns. Contact: lrs@nu.edu.kz.

5. Acceptable reasons for an embargo

- 1) The thesis was produced with commercial sponsorship and contains sensitive information that should not be released until an agreed date.

2) You are considering publishing all or parts of the thesis content in a journal article, book chapter, or book.

3) You are considering or in the process of applying for a patent based on my research findings.

4) The thesis contains a significant amount of copyrighted, confidential, or legally sensitive material that is not feasible to redact or remove.

5) The thesis content may pose a risk to the personal safety of the author or individuals referenced in the thesis if made publicly available.

6) The embargo is for other reasons. There are unusual circumstances and strong justifiable reasons (not listed above) which warrant an embargo.

6. Type of access (deposit and retention of your thesis)

Please read this form carefully and complete it by selecting the appropriate options regarding the deposit and retention of your thesis.

Choose one of the following statements.

No Embargo Required.

I do not require my thesis to be embargoed, and I agree to publish my thesis in open access.

Explanation: The NU Repository is used by the University to archive and disseminate research outputs of its community and worldwide. Please note that open access may affect your ability to publish your work as a journal article, book chapter, or patent. Additionally, some future employers and institutions may not recognize open access as a formal publication. Your thesis will be available online, which may lead to third-party use of your information.

Embargo pending publication

This embargo is requested because I am considering publishing all or parts of the thesis content in a journal article, book chapter, or book. The metadata and abstract of the thesis can be accessible in the NU Repository.

I wish to deposit the full text of my thesis in the NU Repository with an embargo of:

- 1 year
- 2 years
- 3 years

Please note this must be agreed with your thesis supervisor.

Embargo pending patent application

This embargo is requested because I am in the process of applying for a patent based on my research findings. The metadata and abstract of the thesis can be available in the NU Repository.

I wish to deposit the full text of my thesis in the NU Repository with an embargo of:

- 1 year
- 2 years
- 3 years

Please note this must be agreed with your thesis supervisor.

Embargo for other reasons

The reason I am seeking an embargo is:

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Please note this must be agreed with your thesis supervisor.

The metadata and abstract of the thesis can be available in the NU Repository. I wish to deposit the full text of my thesis in the NU Repository with an embargo of:

- 1 year
- 2 years
- 3 years

Request for Embargo

Please note: A request for all Embargos must be accompanied with a letter from either the Thesis Supervisor or Head of School (whichever is appropriate) supporting the application for an Embargo.

If an embargo is requested and exceeds three years, please specify the desired duration and a reason why a longer period is requested:

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Please contact your thesis supervisor or school administration for further information. You will also need the Director of the Library to authorize your request.

7. Confidentiality, Copyright, and Redacted Material

If your thesis contains confidential material, it must be removed or redacted from the deposited version and should not be publicly available. The thesis must not include any content that infringes the Law of the Republic of Kazakhstan dated June 10, 1996, No. 6-I "On Copyright and Related Rights".

- I confirm that I have submitted a digital copy with all confidential material removed or redacted, including clinical practice components where applicable.

Redaction: If specific information has been deleted or obscured, please provide a reason for the redaction and details of the redacted content:

.....

I confirm that my thesis does not contain material that infringes the Law of the Republic of Kazakhstan dated June 10, 1996, No. 6-I "On Copyright and Related Rights" or any other compliance law.

8. Deposit Agreement Statements

I confirm that I am the author, the right holder or co-author of the thesis and have the authority to enter into this agreement, thereby granting NU the right to make the thesis available as outlined in this agreement.

I understand that the rights granted to the NU Repository through this agreement are non-exclusive and royalty-free. I am free to publish the thesis elsewhere in its present or revised form.

I agree that Library Services, or any third party with whom NU has an agreement, may, without altering the content, transfer the thesis to any medium or format for future preservation and accessibility.

I understand that once the thesis and/or metadata is available in the NU Repository, it will be indexed by search engines and AI tools, making it accessible to anyone with internet access.

I agree that an electronic copy of the thesis being included in the NU Repository may be accessed by a third party with whom NU has an agreement to disseminate its research content, including the full text or metadata of the thesis, to promote NU's research output globally.

I understand that once the thesis is available in the NU Repository, a citation to it will always remain visible.

I confirm that I have exercised reasonable care to ensure that the thesis is original and, to the best of my knowledge, does not breach the Law of the Republic of Kazakhstan dated June 10, 1996, No. 6-I "On Copyright and Related Rights" or infringe upon third-party copyright or intellectual property rights. Where third-party copyright material is included, I have fully acknowledged the source.

I understand that NU places great importance on adherence to professional and ethical obligations, and it is essential that no materials are deposited in the public domain that could compromise the confidentiality or welfare of participants, clinical patients, or clients.

I understand that NU is not obligated to take legal action on behalf of the author or other right holders in the event of a breach of intellectual property rights in this thesis.

I understand that under certain circumstances, I may request, or be advised by my supervisor to request, an embargo on the thesis, and this will not adversely affect the assessment of the thesis for an award.

9. Signatures and Supporting Documentation

Author's/Right Holder's

Signature:

Date:

Printed Name and Date:

Email Address (for post-graduation queries, please do not use your NU email address):

10. Supervisor and Departmental Approval

Please ensure your supervisor and department support your application for an embargo or redaction. If these sections are not completed, your application may be rejected, which could delay your graduation.

Supervisor's Details:

Full Name:

Signature:

Title/Position:

Department:

Email Address:

Phone Number:

Supervisor's Comments:
.....

- I support this application.
- I do not support this application.

Head of Department:

Full Name:
.....

Signature:

- I support this application.
- I do not support this application.

Embargos requested for more than 3 years

The Director of the Library must approve all applications for embargoes more than 3 years.

Director of Library:

Full Name:

Signature:

- This application is approved.
- This application is not approved.