

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 <u>NOVA online research repository</u> 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.

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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:

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- Sections of text that you have previously published in a journal or book (even if/where adapted);
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- Maps and land/ordnance surveys;
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- 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
- For reproduction or other reuse of third-party or other copyright materials, contact the Copyright Advisor: copyright@newcastle.edu.au

What do I do once I have the permission?

If 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 (e.g. '© [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.



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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.

Digital submission of your thesis

Following examination and approval of your thesis you will need to submit a copy to <u>NOVA</u> 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 to it).

It is important to ensure the thesis document submitted to <u>NOVA</u> 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.

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

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What if I need further assistance?

- For general questions around your degree, thesis or embargoes, contact thesis@newcastle.edu.au
- For questions around open access, reuse of your publications, or submitting your thesis to <u>NOVA</u>, contact <u>library-thesis@newcastle.edu.au</u>
- For questions around third-party copyright, contact the Copyright Advisor (see Copyright Support below).

Copyright Support

E: copyright@newcastle.edu.au

T: (02) 492 16456

W: newcastle.edu.au/copyright-support

