



**HAMAD BIN KHALIFA UNIVERSITY**

**AC-G-04.V01: THESES COPYRIGHT AND  
EMBARGO POLICY**

## AC-G-04.V01: THESES COPYRIGHT AND EMBARGO POLICY

**Date Endorsed by the Provost: 6 April 2017**

**Date Endorsed by the President: 20 April 2017**

**Date Approved by the BOT: 8 May 2017**

**Effective Date: 8 May 2017**

**Last Updated:**

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### 1. PURPOSE

This policy sets ownership and embargo conditions for graduate student dissertations, theses and industrial master's projects.

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### 2. POLICY DESCRIPTION

One of HBKU's core values is the production and dissemination of knowledge that benefits Qatar and the world. This policy regulates copyright ownership and establishes time limits to embargo student work, which is produced in partial fulfillment of a graduate degree program requirement.

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#### 2.1 Definitions

- A dissertation is a manuscript that is composed by a student and directed by a faculty member or a group of faculty members and is used for the partial fulfillment of a PhD degree.
- A thesis is a manuscript composed by a student and directed by a faculty member or a group of faculty members and is used for the partial fulfillment of a master's degree
- An industrial master's project a manuscript composed by a student and directed by a faculty member or a group of faculty members and is used for the partial fulfillment of a master's degree.
- Copyrights are the intangible rights granted to the author of a thesis or an industrial master's project.
- An embargo is a temporary delay in releasing the content of a thesis to the public for a period of time.
- ProQuest is a commercial digital repository for theses and dissertations.
- Creative Commons is a nonprofit organization that supports the use of knowledge and creativity through free, legal tools.

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#### 2.2 POLICY STATEMENTS

##### **Copyright:**

HBKU requires that the student be the primary and sole author of any non-attributed parts of a dissertation, a thesis or an industrial master's project, which are, as such, treated as the property of the student.

1. Final approval of a dissertation, a thesis or an industrial master's project results in the publication of the manuscript in the HBKU library's digital repository and in print. Dissertations and theses are also published in a digital repository (e.g. ProQuest, QNL).
2. Unless ownership has been assigned through a written agreement, students must include a copyright notice on the title page of the manuscript.
3. The student grants HBKU and Qatar Foundation a non-exclusive, worldwide, perpetual, irrevocable, royalty-free license to reproduce, display and distribute the student's work in whole or in part in any form to be posted in digital or print format and made available to the public at no charge. This license does not preclude the attribution of the student's authorship.
4. The student may register his/her copyrights with an official copyright protection agency (e.g. The Qatar Bureau for the Protection of Copyright and Neighboring Rights or the U.S. Copyright Office) either directly or through a second party (e.g. ProQuest, QNL) at no charge to HBKU. Students may also utilize a Creative Commons copyright license without any obligation to HBKU.

5. Students must file a similarity index approval form, signed by the Advisor, to show that the submitted manuscript is completely authored by the student. Prior approval from the material's owner is required for the use of copyrighted material in the submitted manuscript.

**Embargo:**

Dissertations, theses and master's industrial projects are made public via HBKU's digital repository (ProQuest, QNL). Under exceptional cases, the immediate release of a dissertation, a thesis or an industrial master's project may be delayed. An embargo entails a period of six months to one year. An embargo is intended to restrict the external visibility of a dissertation, a thesis and an industrial master's project. It is not intended to be permanent, and embargo extensions may be permissible.

1. Permission for granting an embargo includes:
  - Issues related to patenting rights.
  - Issues related to contractual agreements with entities outside of HBKU.
  - Issues related to publication rights expressed by academic or commercial press acquiring the rights to print the manuscript as a book or in a journal that requires an embargo.
  - Issues related to group work.
2. Requests for embargo or an extension of an embargo should be directed to the Office of the Dean and must be received with the initial submission of the manuscript, or 30 days before the expiration of the current embargo.
3. Embargos longer than one year require the review and the approval of the Provost.
4. Embargos that have been allowed to expire will result in the thesis being made public.

**3. RESPONSIBILITY/SOURCE/AUTHORITY**

This policy and accompanying procedures were developed by the Office of the Provost, reviewed and endorsed by the University Academic Programs and Studies Committee and endorsed by the Provost and the University President and approved by the BOT.

This policy assigns the implementation of this process to TAD Coordinator in collaboration with appropriate college committees and deans.

**3. 1 COMMUNITY SHOULD KNOW THIS POLICY**

President, Provost, Vice Presidents, Deans, Program Coordinators, Directors, Faculty, Students

**4. Updates**

SUMMARY OF CHANGES		
Date	Section	Change

**5. ACCOMPANYING PROCEDURE**