## Copyright Information relevant to Theses and Dissertations

## Obtaining permission to use a work

*SAMPLE LETTER:*

Dear [insert name of owner or authorising person]

I am a research student in the School of [name] at Victoria University of Wellington. I am writing up my research in a [thesis/dissertation] entitled [title of thesis/dissertation].

I am seeking permission to utilise the following copyright material in my [thesis/dissertation] for the purposes of examination and subsequent deposit in Victoria’s publicly available digital repository, ResearchArchive:

* [Insert description and source of material for which permission is sought].

If you are happy to grant permission, please sign the authority at the bottom of this letter and return a copy to me. You may also add specific instructions regarding the attribution statement that I will include in my [thesis/dissertation], and any additional terms and conditions that you require.

If you wish to discuss the matter further, please contact me at [insert email address] or telephone [insert number].

Thank you for your consideration of this request.

Yours sincerely

[Name]

Permission

I, as Copyright Owner (or the person with authority to sign on behalf of the Copyright Owner) of the material described above, grant permission for [name of student] to copy the material as requested for the stated purposes, with no further action required.

Signed: ……………………………………….. Date: ………..…………..

Attribution statement

Please note any specific instructions you would like included in my acknowledgement of Copyright Ownership:

Terms and conditions

Please note any terms and conditions of the permission: