

# Guidelines for Embargoing Printed Master's and Doctoral Theses

## I. Review Process

Theses and dissertations are public by default. An embargo may be requested if the thesis or dissertation involves confidential information, patent-related matters, or legal restrictions on disclosure, subject to approval by the thesis examination committee and the department or institute. The embargo period must be reasonable and supported by certification documents with concrete evidence.

## II. Review Criteria

- Confidential or legally restricted matters: Applicable laws or concrete factual evidence must be provided.
- Patent-related matters: A patent application number or relevant application explanation must be provided.

## III. Embargo Period

- Each embargo may be approved for up to five years and must be applied for separately.
- From the second application onward, approval by the original thesis examination committee or the relevant departmental/institute meeting is required.

## IV. Application Procedure

1. Before the thesis defense, log in to the [Online Application for Embargo of Printed Thesis/Dissertation](#) and print two original copies of the application form.
2. Prepare two original copies of the required certification documents.
3. Submit the application form and certification documents for review and signature by all examination committee members at the thesis defense.
4. Obtain official approval from the department or institute.
5. Submit the application form, certification documents, and finalized printed thesis to the department office and the University Library when completing graduation clearance.

## V. Certification Documents

Certification documents must provide concrete evidence supporting the need for an embargo. If no specific format is required by the department or institute, the [Library's format](#) may be used. Examples include:

- Confidential matters: Documents showing a manuscript submission ID; confidentiality agreements for industry–academia collaboration or research outcomes.
- Patent-related matters: Documents showing a patent application number or application explanation.
- Legal restrictions: Applicable laws or regulations restricting disclosure.

- No evidence available yet: A detailed written explanation of the reason for the embargo.

#### **VI. Notes**

- If the application content changes, the application form must be reprinted.
- For patent-related cases, retain a copy of the approved application form and submit it with the Patent Disclosure Form to the Intellectual Property and Technology Transfer Office.