

The student and advisor/co-advisor may request in writing that the Dean of the Faculty of Graduate Studies restrict access after submission of the digital version of a thesis or practicum to The University of Manitoba for a period of up to two years. The Dean shall determine for what period, if any, access will be restricted based on the presented information.

*The embargo of a thesis is an exception, not the norm. Students are encouraged to seek guidance on publishing options that allow the thesis to be publicly available. Permanent restriction of a thesis is not allowed. All requests should be emailed to [graduate.programs@umanitoba.ca](mailto:graduate.programs@umanitoba.ca) once all signatures have been obtained. You do not need to wait for permission to be granted. Please proceed with uploading your thesis to MSpace when you are ready to do so and enter the embargo end date. You will be notified by email if additional information is required.*

**Student Information**

Name (LAST, First ) \_\_\_\_\_ Student Number \_\_\_\_\_

Student UM Email Address \_\_\_\_\_

Department/Unit \_\_\_\_\_ Program of Study \_\_\_\_\_ Master's \_\_\_\_\_ Ph.D. \_\_\_\_\_

**Embargo Request Information**

An embargo of up to 2 years can be requested with the possibility of one additional year after that if still needed. A separate request would need to be made for the additional year.

Length of time embargo requested until (end date) \_\_\_\_\_  
Date (MM/DD/YYYY)

Reason for requesting the embargo: Patent (please add details):

Publication: a publication embargo request will require that the information here is added to the Description of the embargo section of MSpace as well. (please add details):

Other (please add details):

Student Signature \_\_\_\_\_ Date \_\_\_\_\_  
(MM/DD/YYYY)

Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_  
(MM/DD/YYYY)

Co-Advisor Signature (if applicable) \_\_\_\_\_ Date \_\_\_\_\_  
(MM/DD/YYYY)

Dept/Unit Head/  
Associate Head/  
Graduate Chair  
Signature \_\_\_\_\_ Date \_\_\_\_\_  
(MM/DD/YYYY)

**FGS Office Use Only**

Signature of the Dean (or designate): \_\_\_\_\_

**Notice Regarding Collection, Use, and Disclosure of Personal Information by the University**

Your personal information is being collected under the authority of The University of Manitoba Act. The information you provide will be used by the University for the purpose of determining your eligibility for an embargo (if approved), and for communication. Your personal information will not be used or disclosed for other purposes, unless permitted by The Freedom of Information and Protection of Privacy Act (FIPPA). If you have any questions about the collection of your personal information, contact the Access & Privacy Office (tel. 204-474-9462), 233 Elizabeth Dafoe Library, University of Manitoba, Winnipeg, MB, R3T 2N2.