

GUIDELINE ON PLACING AN EMBARGO ON AN ACADEMIC THESIS

Obligation to publish

§ 86. (1) A graduate shall publish the accepted diploma or master's thesis, dissertation or artistic diploma or master's submission or related written component thereof by lodging it with the library of the university where the degree is awarded. Before the award of the degree, the graduate shall lodge one complete copy of the accepted diploma or master's thesis, dissertation or artistic diploma or master's submission or related written component thereof. Academic theses or parts thereof which are not capable of reproduction are exempt from the duty of publication. Accepted doctoral theses shall also be published by lodging a copy with the Austrian National Library. Where possible, the submission to the library shall be made electronically.

(2) On lodging a scientific or artistic dissertation, thesis or submission with a library, the author shall be entitled to apply for access to the copies deposited therewith to be withheld for a maximum of five years from the time of delivery. The officer responsible for study matters shall allow such applications, if the student establishes that his/her legal or business interests would be materially endangered by permitting access.¹

Approval of the Embargo

The embargo requires the signature of the Academic Director of the program for which the thesis was written on the application form.

Duration of the Embargo

The standard duration of the embargo is one year; by law, embargoes may not exceed a period of five years. Embargoes of more than one year require a detailed written statement by the Academic Director. **Please note that once set, embargoes cannot be extended.**

The following steps are required before an embargo can be placed on your academic thesis:

- Master thesis: Your supervisor grades and records your master thesis.
- Doctoral thesis: Your supervisor submits the thesis evaluation sheet to the [Doctoral Office](#), where your grade will be processed and recorded.

- When your grade has been processed and appears in the LPIS system, you can request an application for an embargo on your thesis via E-Mail to exam.master@wu.ac.at (master thesis) or doktoratsreferat@wu.ac.at (doctoral thesis) and obtain your supervisor's signature, if required.
- Please bring a hardbound copy of your thesis and the completed embargo application when picking up your graduation documents.
- When the embargo is placed, the thesis will be stamped with an embargo notice (*Gesperrt*).
- The Examinations Office / Doctoral Office will then forward the embargoed thesis to the WU Library.

[If the Institute copy of your thesis also requires an embargo notice, please submit this copy as well.]

Multiple-author theses

The first student to complete his or her academic program shall submit a hardbound copy of the thesis to the Examinations Office / Doctoral Office when collecting his or her graduation documents. Please note that the embargo notification has to be signed by both authors and that the bound thesis must include both authors' cover pages.