

Appendix G1 MODEL LETTERS

In order to request permission of the publisher to incorporate the doctoral thesis in the digital scientific repository and to make it electronically available on the Internet the following model letters may be used.

Model letter 1 can be used if **only one single publisher** holds the copyright regarding the publication.

Use model letter 2 if the copyright regards **one or more articles**. If the thesis is based on more than one article, you will have to request permission for each separate article.

The model letters are only to be used if:

- The PhD candidate has partially or fully assigned the copyrights to another person;
- The publisher will not give permission to the incorporation of the doctoral thesis in a digital scientific repository. Please first consult <http://www.uu.nl/EN/library/igitur/copyrights/Pages/default.aspx> and contact Igitur (support-igitur@uu.nl) in case of further questions

The publisher of the article or the doctoral thesis holds the copyright on photos, pictures, etc. In the event the author published the thesis independently, he must confirm all agreements made with the photographer and other parties concerned, either verbally or in writing.

The letter or letters signed for approval by the publisher shall be sent to the Beadle's Office accompanied by the **Licence to Deposit** and a CD-ROM copy of the complete text of the doctoral thesis.

Beadle's Office
Academiegebouw (University Hall)
Domplein 29
3512 JE Utrecht
Tel 0031 - (0)30 -253 8259

Model Letter 1

Permission of the publisher to incorporate the doctoral thesis in the digital scientific repository and to make it electronically available on the internet

The University Library has made the incorporation of the doctoral thesis in the digital scientific repository of Utrecht University and the disclosure of the thesis on the internet compulsory for PhD candidates.

I hereby request that you, the publisher of my doctoral thesis, entitled:

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Will grant permission to Utrecht University to incorporate my thesis in the digital scientific repository and to make the thesis available on the internet.

I would appreciate you returning this letter signed for approval. If no reply is received within four weeks to date, your agreement with our request will be assumed.

Thanking you in advance,

Signature publisher:

Place:

Date:

Model Letter 2

Permission of the publisher to incorporate the doctoral thesis in the digital scientific repository and to make it electronically available on the internet

The University Library has made the incorporation of the doctoral thesis in the digital scientific repository of Utrecht University and the disclosure of the thesis on the internet compulsory for PhD candidates.

I hereby request that you, the publisher of the following articles:

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and

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published in issue/issues:

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and

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of your journal/journals:

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and

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will grant permission to Utrecht University to incorporate my publication/publications in the digital scientific repository and to make them available on the internet.

I would appreciate you returning this letter signed for approval. If no reply is received within four weeks to date, your agreement with our request will be assumed.

Thanking you in advance,

Signature publisher:

Place:

Date: