## 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 Department of [name] at The University of Auckland. 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 The University of Auckland’s publicly available digital repository, ResearchSpace:

* [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]

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