Sample copyright permission request

For Student Research
By the Library Research Support Team

The Open University
Information

This sample permission request form has been adapted from a template provided in the Copyright and your thesis guidance, found on the Research Skills website (log-in required). The form is designed to ensure you obtain the correct level of permission needed to publish your student research dissertation or project in Open Research Online (ORO).

You can adapt this form to use for email requests, or for postal requests if required.

Support

If you require any support with this sample copyright permission request form, please contact the Library Research Support team library-research-support@open.ac.uk

This form was last updated 2024-04.
Request for permission to reproduce copyright material

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I am preparing a dissertation/project [delete as appropriate] for module [insert module name here] and would like to request permission to include your copyrighted material (details below) as part of this. The finished work will be made available in electronic form for educational purposes and will be accessible through Open Research Online - The Open University's online repository (http://oro.open.ac.uk/).

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[Include as much information about the material as possible including title, author, date of publication, page reference, URL, etc.]

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