Top Arts Copyright Permission Letter Template

For VCE Art and Studio Arts student use only. Read the Copyright Guidelines on the VCAA [Season of Excellence](https://www.vcaa.vic.edu.au/news-and-events/events-and-awards/season-of-excellence/Pages/Copyright.aspx) webpage before preparing your requests to copyright holders using the template text below.

**Remember: for your letter you need to OMIT this header and the grey/bracketed instructions in the template text below**

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[Recipient’s full name AND professional title - eg Rights Manager]

[Company / Organisation]

[Official Address / Postal Address]

[City/ Country, Postcode]

[date]

**Permission request to reproduce and exhibit copyright content**

Dear [first+ last name],

I write seeking permission to include your copyright content, as indicated below, in a project which I am creating for my senior secondary school qualification and which I intend to exhibit as part of ‘[Top Arts](http://www.vcaa.vic.edu.au/Pages/excellenceawards/seasonofexcellence/generalinfo/toparts.aspx)’.

Top Arts is an annual exhibition of student work, conducted as a teaching and learning event for senior secondary students, to support the Victorian Certificate of Education (VCE). VCE is the State’s senior secondary school qualification, awarded by the [Victorian Curriculum and Assessment Authority](http://www.vcaa.vic.edu.au/Pages/index.aspx) (VCAA), which is the government authority in Victoria, Australia, responsible for the curriculum and examinations for all Victorian schools.

The ‘Top Arts’ exhibition is organised on a cost recovery basis, curated and presented by the [National Gallery of Victoria](https://www.ngv.vic.gov.au/learn/top-arts-hub/) (NGV), and forms part of the ‘[VCE Season of Excellence](https://www.vcaa.vic.edu.au/news-and-events/events-and-awards/season-of-excellence/Pages/Index.aspx)’. Top Arts showcases the works of high achieving students from the previous VCE season, to inspire and inform future VCE students and to provide the general public with an opportunity to experience outstanding student creations.

As a condition of participation in the exhibition, the VCAA and NGV require students to secure copyright permission for any third party content included in their exhibited work.

DETAILS OF WORK FOR WHICH COPYRIGHT PERMISSION IS SOUGHT:

[Give full details of content – excerpt/image of …. ; reproduced from …+ source citation: author, publisher, website , publication date. Provide any other identifying details to help the copyright owner identify the work you want to use. Include concise documents or work samples as additional pages after the signing section of the letter, which can help identify the copyright holder’s work and how you intend to use it; OR omit the next line about attached documentation if you don’t need to attach anything further]

Please see also the **attached documentation** detailing my use of your content.

If selected for exhibition in ‘Top Arts’, my work would be on public display for up to five months at the National Gallery of Victoria. Images or video recordings of my work may also appear on the VCAA and NGV public websites (e.g. as virtual exhibition tours), on social media associated with the exhibition and through other publicity channels, both during the exhibition and for the remainder of the year. Acknowledgement can be displayed with or within my work (on the exhibition label and in the catalogue).

If you are willing to grant permission for use of your content as described, please sign below and return a copy of this letter, stating your preferred form of acknowledgement. Alternatively, if you are not the rights holder for this content, I would be most grateful for any details you could provide as to whom to contact for copyright permission.

A response returned by email would be greatly appreciated. If you have any queries please do contact me.

Regards,

[print and sign your name]

[include *appropriate* contact details : refer to *Instructions and Checklist at end of the Copyright Guidelines*, Stage 2]

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I ………………………………………………………………………………………………..

*[please state full name and position title]*

grant permission for my copyright content, described above, to be exhibited as part of the student project in ‘Top Arts’. I further confirm that I am authorised to grant this permission.

My preferred form of acknowledgement is:

……………………………………………………………………………………………..

Signature ………………………………………………………….…… Date……………