Top Designs Copyright Request Letter Template

For VCE Media (Photography, Print Layout, Other), Product Design and Technology, Visual Communication Design, Theatre Studies Design, VET Creative Digital Media, Systems Engineering students 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 Designs](https://www.vcaa.vic.edu.au/news-and-events/events-and-awards/season-of-excellence/Pages/TopDesigns.aspx)’.

Top Designs is an annual exhibition of final year student work, conducted on a cost recovery basis as a teaching and learning event for senior secondary students, to support the Victorian Certificate of Education (VCE). Top Designs 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)’ administered by the [Victorian Curriculum and Assessment Authority](https://www.vcaa.vic.edu.au/Pages/HomePage.aspx) (VCAA). The VCAA is a government authority in Victoria, Australia, responsible for the curriculum and examinations for all Victorian schools. This includes the administration of the Victorian Certificate of Education (VCE) examination, the State’s senior secondary school qualification.

The ‘Top Designs’ exhibition presents 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 requires that students secure copyright permission for any third party content included in their 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; include any other identifying details which can help the copyright owners identify the work you want. Include concise documents or work samples as additional pages after the signing section of the letter, to 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 Designs’, my work would be on public display for five months (March until July) at the Melbourne Museum. Images or video recordings of my work may also appear on the VCAA and Melbourne Museum public websites (eg 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 within or with 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 Designs’. I further confirm that I am authorised to grant this permission.

My preferred form of acknowledgement is:

…………………………………………………………………………………………………

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