



Short Summary Confidentiality Procedure

Start research:

- Student signs the document for assignment of rights and confidentiality
- Non UGent members of the advisory committee sign a confidentiality statement

In case of IP potential or confidentiality claim of third parties – continuation of the procedure

Master Student

- Reference of confidentiality on hard copy of thesis
- Student indicates correct parameters (copy right, confidentiality, patent) when uploading the electronic version of his thesis
=> Thesis will be archived
- Control and approval of promotor from these parameters.
- No public invitations for the thesis defence (mail, UGent site)
- Thesis defence behind closed doors or public with exception of the confidential part
- Archiving of the hard copy in central BIB

PhD Student

- Mention the confidentiality when mailing the IWETO form
- Non UGent members of the examination committee sign a confidentiality statement
- Avoid specific information and research results in the annual progress report for Doctoral Schools (using the OASIS web application)
- Reference of confidentiality on hard copy of thesis
- No public invitations for the thesis defence (mail, UGent site)
- Thesis defence public with exception of the confidential part
- Archiving of the hard copy in central BIB
- Limit the accessibility (or archive) of the electronic version of the thesis when using the BIBLIO web application

Bachelor Student

- Written confirmed measures concerning the confidentiality of the trainee's supervisor
- Reference of confidentiality on hard copy of thesis
- No public invitations for the thesis defence
- No pre-presentation with fellow students
- Thesis defence behind closed doors
- Archiving of the hard copy and the jury returns their hard copy

For information, support or documents – please contact :

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