

**BACHELOR'S THESIS /MASTER'S THESIS CONFIDENTIALITY AGREEMENT**

Mr/Ms ....., holder of identity card number ..... (hereafter the student); and Dr ....., holder of identity card number ....., dean or head of the ..... (hereafter the dean or head), based at ....., as delegated by the rector of the Universitat Rovira i Virgili, with Tax Identification Number Q-9350003-A and based at Carrer de l'Escorxador, s/n, 43003 Tarragona, and Mr/Ms ....., holder of identity card number ....., legal representative of ..... (hereafter the entity) with Tax Identification Number ..... and fiscal address at ....., agree to the following

**CLAUSES**

ONE: There is a collaboration agreement between the student, the URV and the entity to enable the student to write a bachelor's thesis (BT) or master's thesis (MT).

TWO: This collaboration is intended to lead to the BT or MT that student is required to submit in order to obtain their degree certificate.

THREE: The entity states that the data used and the results obtained must be stored and handled confidentially.

FOUR: The Dean or Head of the faculty/school considers that the nature of the work means that it must be confidential.

FIVE: All signatories of the present agreement agree that the BT or MT should be confidential.

SIX: In order to deposit a BT in the URV's Institutional Repository, it is necessary to follow the instructions in Annex 1.

SEVEN: In order to deposit an MT in the URV's Institutional Repository, it is necessary to follow the instructions in Annex 2.

..... 20.....

The Dean or Director of the Faculty/School

Representative of the collaborating entity

[signature and stamp]

The student

[signature and stamp]

Approved by:  
The BT/MT tutor

[signature]

[signature]

## Annex 1

### INSTRUCTIONS FOR CONFIDENTIAL BACHELOR'S THESES

#### Introduction

Royal Decree 1393/2007, of 29 October, which establishes the regulation of official university courses, modified by Royal Decree 861/2010, of 2 July, states that the aims of official bachelor's courses are either to provide students with general training in one or various disciplines and to prepare them for professional activities.

The Regulations governing bachelor's theses at the URV, approved by the Governing Council on 10 July 2012 and modified by the Governing Council on 22 February 2018, establishes the general directives applicable to the regulations governing bachelor's theses (hereafter BTs) at faculties and schools of the Universitat Rovira i Virgili (URV).

Article 12.2 of these regulations specifically states that the BT should form part of the curriculum, and article 12.3 refers to the defence of the BT. Article 12.7 specifies that the BT must be worth 6 credits and a maximum of 12.5% of the total credits of the qualification, that it must be written in the final phase of the study plan and that it must demonstrate that the student has obtained the competencies associated with the course.

The board of each faculty/school must specify and approve its own set of regulations which nevertheless must follow the general directives specified in the Regulations governing bachelor's theses at the URV.

In those exceptional circumstances established by the Faculty/School, such as the participation of businesses, the existence of confidentiality agreements with companies or the generation of patents that are related to the content of the BT, the faculty/school must follow the necessary procedure to guarantee that these aspects are not made public.

If the faculty/school does not have specific regulations regarding the depositing of confidential BTs in the Institutional Repository of the URV, then the following directives need to be followed:

#### Article 1. Intellectual property

The intellectual or industrial property rights of BTs must be regulated under the terms and conditions specified in the current legislation. In all cases, whenever any use is made of the BT the name of the author(s), the nature of the work and the affiliation with the URV must be cited.

#### Article 2. BTs containing confidential information

2.1. Students who write a BT containing confidential information must communicate this to the tutor.

2.2. To comply with the regulations, the student must present the confidentiality agreement duly stamped by the collaborating entity that is considered to be the owner of the confidential information and signed by a competent individual from that entity. If the owner is a physical person, this document must be signed by the owner or their legal representative, the dean or head of the faculty/school, the tutor and the student.

2.3. Confidential information is any information considered as such by a legally established entity prior to the

execution of the BT. Confidential information may refer to methods, procedures, models, techniques, circuits, programmes, and any other information that may be subject to legal protection.

2.4. For reasons of academic transparency, under no circumstances can a final project be considered to be confidential in its totality.

2.5. There will be two versions of any BT that contains confidential information: the full version and the abridged version (which is the public version that is deposited in the Institutional Repository of the URV). Both versions will contain a preamble stating that the presence of confidential information and providing the name and address of the entity or physical person that owns the confidential information.

2.6. The full version will make it clear, either by headings, footnotes or a visible stamp, exactly which information is considered to be confidential.

2.7. The abridged version will include a simplified explanation of the missing material so that the project as a whole does not lose continuity. This version must have the explicit approval of the collaborating entity.

2.8. To guarantee the confidentiality of the BT, the abridged version, a copy of the present document and any other documentation specified at the link <http://repositori.urv.cat/ca/entrar-documents/treballs-de-fi-de-grau/> must be deposited in the Institutional Repository of the URV.

2.9. The URV accepts no responsibility for the misuse of this confidential information, apart from the individual responsibility that it may give rise to.

2.10. Any person or entity who is interested in the confidential information in an BT should contact the entity or physical person to whom the information belongs and whose name is stated in the preamble referred to in section 2.5.

### **Article 3. Deposit of project of the URV**

3.1. BTs will be deposited at the URV's institutional repository. Those that are awarded a grade equal to or above 8 must be visible and free to consult.

## Annex 2

# INSTRUCTIONS FOR CONFIDENTIAL MASTER'S THESES

## Introduction

Royal Decree 1393/2007, of 29 October, which establishes the regulation of official university courses, modified by Royal Decree 861/2010, of 2 July, states that the aims of official master's courses are either to provide students with advanced or multidisciplinary training oriented towards academic or professional specialization or to promote the undertaking of research tasks.

The Regulations governing master's theses at the URV, approved by the Governing Council on 11 July 2013, establishes the general directives applicable to the regulations governing master's theses (hereafter MTs) at faculties and schools of the Universitat Rovira i Virgili (hereafter URV).

Article 15.2 of Royal decree 1393/2007 states that the MT should form part of the curriculum, and article 15.3 refers to the writing and defence of the MT and specifies that it should be worth between 6 and 30 credits. The MT must be written during the final phase of the master's course and it must demonstrate that the student has obtained the competencies associated with the MT.

The board of each faculty/school must specify and approve its own set of regulations which nevertheless must follow the general directives specified in the Regulations governing master's theses at the URV.

In those exceptional circumstances established by the Faculty/School, such as the participation of businesses, the existence of confidentiality agreements with companies or the generation of patents that are related to the content of the MT, the faculty/school must follow the necessary procedure to guarantee that these aspects are not made public.

If the faculty/school does not have specific regulations regarding the depositing of confidential MTs in the Institutional Repository of the URV, then the following directives need to be followed:

### Article 1. Intellectual and industrial property

The intellectual or industrial property rights of MTs must be regulated under the terms and conditions specified in the current legislation. In all cases, whenever any use is made of the MT the name of the author(s), the nature of the work and the affiliation with the URV must be cited.

### Article 2. MTs containing confidential information

2.1. Students who write a MT containing confidential information must communicate this to the tutor.

2.2. To comply with the regulations, the student must present the confidentiality agreement duly stamped by the collaborating entity that is considered to be the owner of the confidential information and signed by a competent individual from that entity. If the owner is a physical person, this document must be signed by the owner or their legal representative, the dean or head of the faculty/school, the tutor and the student.

2.3. Confidential information is any information considered as such by a legally established entity prior to the execution of the MT. Confidential information may refer to methods, procedures, models, techniques, circuits, programmes, and any other information that may be subject to legal protection.

Note: This document must be signed in duplicate: one copy remains in possession of the collaborating entity and the other remains at the faculty/school.

2.4. For reasons of academic transparency, under no circumstances can a final project be considered to be confidential in its totality.

2.5. There will be two versions of any MT that contains confidential information: the full version and the abridged version (which is the public version that is deposited in the Institutional Repository of the URV). Both versions will contain a preamble stating that the presence of confidential information and providing the name and address of the entity or physical person that owns the confidential information.

2.6. The full version will make it clear, either by headings, footnotes or a visible stamp, exactly which information is considered to be confidential.

2.7. The abridged version will include a simplified explanation of the missing material so that the project as a whole does not lose continuity. This version must have the explicit approval of the collaborating entity.

2.8. To guarantee the confidentiality of the MT, the abridged version, a copy of the present document and any other documentation specified at the link <http://repositori.urv.cat/ca/entrar-documents/treballs-de-fi-de-master/>.

2.9. The URV accepts no responsibility for the misuse of this confidential information, apart from the individual responsibility that it may give rise to.

2.10. Any person or entity who is interested in the confidential information in an MT should contact the entity or physical person to whom the information belongs and whose name is stated in the preamble referred to in section 2.5.

### **Article 3. Deposit of project of the URV**

3.1. The FMDP will be deposited at the URV's institutional repository. Those which have been awarded a grade equal to or higher than 8 must be available for consultation by anyone which to use them for teaching, research or personal study purposes.