Faculty of Architecture and The Built Environment

TU Delft

Technische Universiteit Delft

Request for Embargo

Name student: _____ hereinafter called the Student

Student number: _____

Name Company: _____ hereinafter called the Company

Name Company representative: _____

_____

Thesis title: _____

hereinafter called the Project

The duration of this confidentiality agreement is restricted to:

- ☐ 2 months
- ☐ 1 year
- ☐ 2 years

For the Rules on Confidentiality see page 2 of this agreement.

The Company is aware that the student has to write a public report describing his/her work during the project and has to present the results of the project during a public presentation. The Company is aware that the full student report must be available for inspection by competent authorities or their delegates.
The Company is also aware of the interests of the Delft University of Technology in presenting the work or parts thereof to the scientific community, whether through publication in scientific journals and contributions to scientific books or through oral presentation at conferences and contributions to conference proceedings.

The student and Delft University of Technology are aware of the fact that the Information is highly confidential. As a result, parties agree that no information will be made public in any way or to anybody by the student and/or Delft University of Technology, without the prior written consent of the Company, which shall not be unreasonably withheld. Therefore, before the publication of any Information, the Delft University of Technology shall arrange for the draft report, publication or presentation to be reviewed by the Company, and the Company shall inform the authors within two weeks after receipt of the review request whether or not, and which part of the Information as stated in the draft report, publication or presentation, may be disclosed to third parties. If the Company decided that (part of) the information may not be disclosed to third parties, the Company shall, within two weeks after receipt of the review request, indicate how the Information as stated in the draft publication or presentation should be modified or generalized to qualify for consent of the Company with public disclosure. If public disclosure is withheld, the Company will provide a reasonable term for such restriction.

To be collected by the student:

Signature and date student:	Signature and date Main mentor Graduation committee:	Signature and date Company representative:
_____	_____	_____
Signature and date Board of Examiners	Signature and date Director of Education	
_____	_____	

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How to use this form:

1. Fill out the form with your main mentor.
2. Collect the signatures of the members of your graduation committee and the company representative.

Rules on confidentiality:

Regarding possible confidentiality of your thesis the following rules apply:

1. Graduation presentations are public.
2. Thesis are public, unless companies/institutions, request confidentiality because of sensitive information.
3. In this case, a confidentiality agreement needs to be signed by the student, the main mentor and a representative of the company (if applicable).
4. For this confidentiality agreement the template confidentiality agreement of the faculty of Architecture must be used.
5. A suitable arrangement for issuing the final report must be chosen:
    a. A thesis/report can be put under embargo in the TU Delft Repository for a maximum one year. Only after agreement of the Director of Education a longer period might be possible.
    b. If a company requests a period in excess of one year, you must prepare a separate public version of the thesis/report.
    c. In the public version, sensitive data may be masked in the public report.
    d. A second option is to insert all confidential information in a separate (confidential) part of the thesis/report that will never become public and will only be stored by the Board of Examiners for use by accreditation.
    e. A third option, when deep confidentiality is required, is to write a public version, confidential version and a confidential appendix. The latter two are never made public.

Explanation

TU Delft respects confidentiality of information and knowledge of a third parties. TU Delft must operate in accordance with Dutch Law. To meet both requirements, a template confidentiality agreement has been developed:
1. to arrange for a public version of the thesis within reasonable time in case issues with confidentiality arise.
2. to arrange for appropriate access by and confidentiality maintained by (a)members of the graduation committee, (b)members of the Board of Examiners of the Faculty of Architecture and (c) members of review committees acting under the responsibility of the Board of Examiners.
3. to arrange for legally binding agreement for everyone who must have access to the work in his capacity within or related to TU Delft to treat the thesis or information received related to the graduation project as confidential.
4. employees of TU Delft are not allowed to enter into any agreement on confidentiality and thesis work. In case they do so, such agreement is not legally binding. The single exception is when the template, approved by the Board of Examiners is used and signed by delegated responsible persons of TU Delft.