

Thesis contract

Thesis author(s)

Name:	Student number:
Email:	Phone:
Address:	
Degree programme:	Specialisation:

Name:	Student number:
Email:	Phone:
Address:	
Degree programme:	Specialisation:

Cooperation partner

Contact person's name:	Organisation:
Title:	Address:
Email:	Phone:

Tampere University of Applied Sciences (TAMK)

Thesis supervisor:	
Email:	Phone:

Thesis

Thesis topic/title:	Planned completion year
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Purpose of contract

This contract concerns TAMK students' thesis process and thesis publication in cooperation with the cooperation partner. The purpose of the contract is to describe and agree on different parties' thesis-related roles and responsibilities as well as thesis-related terms, rights, process, supervision and publication.

Parties' responsibilities and supervision

Students are in charge of the thesis process and its results. Theses have to fulfil TAMK's general thesis-related competence objectives. Students make a thesis plan (appendix 1). Students are in charge of appropriate thesis process implementation and appropriate processing and storage of related information during and after the thesis process.

TAMK is in charge of the overall thesis supervision and assessment. TAMK nominates a thesis supervisor for students and offers supervision for students during the different thesis phases. Neither TAMK nor thesis supervisors are responsible for the thesis quality, contents, completion or potential delays.

Cooperation partners commit themselves to provide students with the needed information and materials and supervise students from their organisation's viewpoint. The provided background material, other materials, software and other potential resources have to be described in the thesis plan (appendix 1). The cooperation partners understand that they provide the information, materials and software based on their personal consideration and at their own risk.

The cooperation partner takes responsibility for utilising the thesis. TAMK is never responsible for any damages caused by utilising the thesis. The same applies to students if they have not explicitly agreed on otherwise.

Thesis-related principles and permits

Cooperation partners understand and approve that the thesis is a part of the student's studies. Good research practice, field-related ethical practices and applicable legislation are to be followed during the thesis process. TAMK's thesis supervisors inform students of key research-related ethical principles and permit procedures which cooperation partners have to specify from the viewpoint of their processes and principles. If the thesis calls for a research permit, the research permit is attached to the thesis plan (appendix 1).

Students promise not to knowingly include any third parties' material which is protected by intellectual property rights (eg photographs, software, code, text) or others' texts, ideas or products into their thesis without appropriate references.

The thesis author as the registrar is in charge of processing of personal data as well as processing and storage of confidential data. Data protection principles and the universities community's data protection guidelines always have to be followed in processing of personal data.

Thesis-related expenses

If there are thesis-related expenses, students have to agree on them in advance with the cooperation partner and TAMK. Potential expenses, compensations and related amounts are separately agreed on. Theses may not cause extra costs for TAMK.

Tick if the cooperation partner compensates for thesis-related expenses.

An advance approval of TAMK's budget responsible person or a person authorised by the latter is needed if TAMK's teaching equipment, facilities or other resources are used for the thesis to a significant extent.

Accident insurance

This contract does not establish an employment relationship with TAMK or the cooperation partner. The student is thus within the scope of TAMK's accident insurance as regards the thesis process.

Thesis publication and secrecy

Thesis reports are public documents (Act on the Publicity of Official Documents 621/1999). Thesis authors have the right to decide on the thesis publication manner (Copyright Act 404/1961, 2§). However, TAMK's practices and guidelines regarding thesis publication have to be followed. Thesis reports are available on Theseus Open Repository (<https://www.theseus.fi/>) in the open or restricted collection. Publicity guarantees objective and equal thesis assessment. Thesis reports are permanently archived documents based on the National Archives of Finland's decision (AL/2897/07.01.01.03.01.2014, 18.9.2014).

TAMK students do not have the right to make a fully confidential thesis (AOA 2457/4/13, 14.4.2014). If they want to make a partly confidential thesis, the need for and scope of confidentiality have to be considered carefully and assessed together with the cooperation partner. Confidential information may not be included in the assessed thesis or thesis report. In accordance with TAMK's official guidelines, thesis report options are negotiated between the thesis supervisor, student and cooperation partner already at the beginning of the thesis process. Students make sure that the published thesis does not include confidential or secret information. Confidential information may consist of the cooperation partner's business or technical secrets, commercial information or financial data.

The student and supervisor commit themselves not to reveal information which the cooperation partner has separately and in written defined confidential or information which is secret based on legislation. The secrecy obligation is valid for five (5) years after the thesis contract entered into force. Thesis supervisors have the secrecy obligation and prohibition of use for idea papers, thesis plans, background materials and all confidential information during and after the thesis process (Act on the Publicity of Official Documents 621/1999 23§ and 24§). If necessary, the cooperation partner and student may conclude a separate and written secrecy contract to agree on secrecy terms and to agree on what information is within the sphere of secrecy. The terms have to be generally acceptable, equal and of the right level considering the student's position as the thesis author.

Students deliver the thesis report to the cooperation partner a minimum of three weeks before the intended publication date. The cooperation partner delivers a statement on the thesis to the supervisor and student before the intended publication date and, if necessary, defines the information and materials not to be published.

The cooperation partner is considered to have approved publication of the thesis in the delivered form if the cooperation partner does not provide the student with a statement or propose information to be removed from the published material due to confidentiality before the given publication date.

Copyrights

The student has the copyright to the thesis. This does not restrict the cooperation partner's right to use the thesis contents and potential development suggestions. If the thesis includes a product, the cooperation partner and student have to agree on transfer of restricted rights (use, edit and distribution rights) separately and in written.

Term of contract

This contract will enter into force when all parties have signed it and will thereafter be valid during the entire duration of the thesis process. The contract will automatically expire when the thesis is finished or at the latest in three (3) years.

The student may terminate the thesis project and this contract by notifying TAMK and the cooperation partner in written. If the student terminates the contract, it does not cause the student or TAMK a liability for damages. The contracting parties are not liable for damages to each other caused by untimely termination of the contract.

Parties' signatures

A copy of the contract is made for the thesis author, cooperation partner and TAMK. As contracting parties, the undersigned of this contract approve the above-mentioned terms and commit themselves to follow them in thesis implementation.

(Place) / /
(dd.mm.yyyy)
Thesis author

(Place) / /
(dd.mm.yyyy)
Thesis author

Clarification of signature

Clarification of signature

(Place) / /
(dd.mm.yyyy)
Representative of cooperation partner

(Place) / /
(dd.mm.yyyy)
Thesis supervisor, TAMK

Clarification of signature

Clarification of signature

APPENDIX 1: Thesis plan