

# WARSAW UNIVERSITY OF TECHNOLOGY

## **Regulation no. 108/2021 of the Warsaw University of Technology Rector of 9 November 2021**

### **on the rules of limiting access to diploma theses with a confidentiality clause or classified diploma theses**

Pursuant to Art. 23 section 2 point 11 in connection with Art. 347 section 2 of the Act of 20 July 2018 – Law on Higher Education and Science (Journal of Acts of 2021 item 478 as amended), in connection with § 30 section 6 of the Academic Regulations at the Warsaw University of Technology, **annex to Resolution no. 363/XLIX/2019** of the Warsaw University of Technology Senate of 26 June 2019 on the adoption of the Academic Regulations at the Warsaw University of Technology, as amended, it is decided as follows:

#### §1

The Regulation lays down the rules of limiting access to diploma theses:

- 1) due to confidential information they include, used when writing the diploma thesis, hereinafter referred to as diploma theses with a confidentiality clause;
- 2) due to classified information they include, used when writing the diploma thesis or due to industrial property protection, hereinafter referred to as classified diploma theses.

#### §2

1. Diploma theses which include confidential information referred to in the Act on protection of confidential information shall be given the relevant confidentiality clause pursuant to the Act on protection of confidential information.
2. The procedure of giving a diploma thesis the confidentiality clause is included in Annex no. 1 hereto.
3. A template of the application for giving a diploma thesis a confidentiality clause is included in Annex no. 2 hereto.
4. Access to a diploma thesis with a confidentiality clause is granted only to persons who manage the diploma-award procedure, who have the right of access to confidential information, pursuant to the Act on protection of confidential information.
5. Diploma theses with a confidentiality clause under the Act on protection of confidential information shall be prepared and stored only in protective zones in the confidential office of the Warsaw University of Technology in the paper form or in the electronic form, in the file of confidential office documents, in a manner restricting access for unauthorized persons, including the following information: name and surname of the student, faculty, title/degree, name and surname of the thesis supervisor, date of initiation of the diploma thesis, date of completion of the diploma thesis.

#### §3

1. Diploma theses which include information protected due to industrial property protection or classified data used when preparing the thesis may be given the status "classified" by

the head of the basic organisational unit. To classify the diploma thesis, the reasons for classifying the thesis must be substantiated.

2. The following person may apply to the head of the basic organisational unit for classifying the diploma thesis:
  - 1) the student who is the author of the diploma thesis;
  - 2) the person supervising the diploma thesis (thesis supervisor);
  - 3) other persons not listed in points 1 and 2 who have information which prove the necessity of classifying the diploma thesis.
3. The diploma thesis may also be classified out of the initiative of the head of the basic organizational unit.
4. A template of the application to give the status "classified" is included in Annex no. 3 hereto.
5. A template of the decision of the head of the basic organisational unit on classifying the diploma thesis is included in Annex no. 4 hereto.
6. The head of the basic organizational unit decides whether the diploma thesis with the status "classified" should be printed, taking into account specific faculty requirements on awarding diplomas. If the diploma thesis with the status "classified" is stored also in the printed form, it shall be placed in the student's documentation file in a manner restricting access to unauthorized persons, i.e., in a sealed envelope with information: words "CLASSIFIED THESIS", faculty stamp, name and surname of the student, student's record book number, title/degree name and surname of the thesis supervisor, date of submission of the diploma thesis.
7. A student whose diploma thesis has been classified shall not grant the University a license to make the thesis public, in the course of diploma award proceedings.
8. Copies of the diploma thesis which belong to the student/graduate shall not be protected by the University.

#### §4

Specific extent of making diploma theses available due to giving them the confidentiality clause or status "classified" are included in Annex no. 5 hereto.

#### §5

Regulation no. 106/2020 of the WUT Rector of 6 October 2020 on classifying diploma theses shall expire.

#### §6

The Regulation enters into force on the day of its signing.

RECTOR

Professor Krzysztof Zaremba

**Procedure of giving a diploma thesis the confidentiality clause**

1. The student or the head of the diploma thesis (supervisor) may apply to give the diploma thesis the confidentiality clause before starting the diploma thesis.
2. The application is submitted to the head of the organisational unit, who defines the confidentiality clause and forwards it to the Rector without delay.
3. The Rector investigates the application and forwards it to the Rector's Proxy for Confidential Information Protection in order to start the procedure of completion of the diploma thesis.
4. If the persons included in the application do not have the right of access to confidential information, the Rector's Proxy for Confidential Information Protection shall request the Rector to grant such right and shall conduct a training on confidential information protection.
5. If the thesis with a given confidentiality clause may not be completed, the Rector's Proxy informs the Rector and suggests a change of the subject.
6. To all matters not regulated herein, the regulations of the Act on Confidential Information Protection and the University's internal legal regulations shall apply.

**Template of the application for giving the diploma thesis a confidentiality clause**

Warszawa/Płock\*, .....

.....  
*name and surname*  
.....  
*faculty/college, student record book number<sup>1</sup>*  
.....  
*correspondence address*  
*phone number* .....  
*e-mail address* .....

Head of the basic organisational unit  
.....  
Warsaw University of Technology

**Application  
for giving the diploma thesis a confidentiality clause**

I apply for giving a confidentiality clause to the following diploma thesis:

- Engineering/Bachelor's/Master's diploma thesis<sup>2</sup>:
- title of the diploma thesis:.....  
.....

(write the name of the clause pursuant to classification of confidential information included in the Act  
*on confidential information protection*): .....

**Substantiation (obligatory):**

.....  
.....

.....  
*signature*

**Opinion of the head of the diploma thesis - supervisor (obligatory)<sup>3</sup>:** .....  
*title/degree name and surname of the supervisor*

.....  
.....  
.....

.....  
*Date and signature*

<sup>1</sup> if the application is submitted by the student  
<sup>2</sup> cross out as applicable  
<sup>3</sup> do not fill in if the application is submitted by the supervisor

**Template of the application for giving the diploma thesis the status “classified” thesis**

Warszawa/Płock\*, .....

.....  
*name and surname*

.....  
*faculty/college, student record book number<sup>1</sup>*

.....  
*correspondence address*

*phone number* .....

*e-mail address* .....

Head of the basic organisational unit

.....  
Warsaw University of Technology

**Application**

**for giving the diploma thesis the status “classified” thesis**

I apply for giving the status ”classified” diploma thesis to the following diploma thesis:

- Engineering/Bachelor’s/Master’s diploma thesis<sup>2</sup>:

- title of the diploma thesis:.....

.....

**Substantiation (*obligatory*):**

.....

.....

.....

.....  
*signature*

**Opinion of the head of the diploma thesis - supervisor (*obligatory*)<sup>3</sup>:** .....

*title/degree name and surname of the supervisor*

.....

.....

.....

.....  
*date and signature*

<sup>1</sup> if the application is submitted by the student

<sup>2</sup> cross out as applicable

<sup>3</sup> do not fill in if the application is submitted by the supervisor

**Template of the decision of the head of the basic organisational unit on classifying the diploma thesis**

Name and address of the unit

.....

(stamp)

Mr/Ms .....

Address .....

**DECISION no. ....**

of the head of the basic organizational unit ..... of .....

Pursuant to § 3 section 1 of Regulation no. .... / .... of the WUT Rector of ..... on the rules of limiting access to diploma theses with a confidentiality clauses or classified diploma theses, it is decided as follows:

The status "classified" is (not)<sup>1</sup> given to the following diploma thesis:

- Engineering/Bachelor's/Master's diploma thesis<sup>1</sup>:
- title of the diploma thesis: .....
- author of the diploma thesis (*name and surname*) .....
- completed at the WUT Faculty/College<sup>1</sup> .....

Pursuant to the faculty requirements on diploma award procedures, the thesis is (not)<sup>1</sup> printed.

**SUBSTANTIATION<sup>2</sup>**

In view of the substantiation included in the application of ....., submitted by

.....

(*name and surname of the application and status: thesis author/supervisor/another person*)

Detailed substantiation:

.....

.....

*If the decision was taken out of the initiative of the head of the basic organizational unit<sup>3</sup>*

Decision on classifying the diploma thesis was taken on the basis of the following premises:

.....

.....

**INFORMATION**

*This decision may be appealed against to the WUT Rector within 14 days of its receipt. The appeal is submitted through the intermediary of the head of the basic organisational unit.*

.....

*Date and signature*

Forwarded to:

1. Author of the classified diploma thesis (in person upon receipt or by registered letter by confirmation of receipt),
2. Author of the application if it was not submitted by the author of the thesis (as above)
3. To the files

<sup>1</sup> cross out as applicable

<sup>2</sup> if the student's, supervisor's, another person's application was accepted, the substantiation may be omitted

<sup>3</sup> always give the substantiation

### **Extent of making diploma thesis with restricted access available**

- I. To diploma theses **with the confidentiality clause** – protected under the Act on confidential information protection, the following regulations shall apply:
  1. The text of the thesis **is not**:
    - 1) uploaded to the USOS-APD system;
    - 2) forwarded to the repository of diploma theses;
    - 3) checked in the unified antiplagiarism system (JSA);
    - 4) forwarded to the WUT Knowledge Base.
  2. Rules of management in the USOS and USOS-APD system:
    - 1) In the place of the file with the thesis, the decision on giving the thesis the confidentiality clause is uploaded;
    - 2) field: *confidential thesis*: YES
    - 3) field: *make available in the reading room*: NO
    - 4) field: *sent to ORPD*: NO
    - 5) field: *key words*: "thesis with a confidentiality clause"
    - 6) field: *abstract*: "thesis with a confidentiality clause"
    - 7) field: *thesis title*: "thesis with a confidentiality clause"
    - 8) field: *thesis title before classification*: "thesis with a confidentiality clause"
  3. Data on the above mentioned theses are forwarded to the WUT Knowledge Base subject to the restrictions listed in point 2 subpoints 2-7.
- II. To diploma theses **given the status "classified"** – protected under the Act Industrial Property Law or including classified information, the following regulations shall apply:
  1. The text of the thesis **is**:
    - 1) uploaded to the USOS-APD system;
    - 2) forwarded to the repository of diploma theses;
    - 3) checked in the unified antiplagiarism system (JSA);
  2. The text of the thesis **is not** forwarded to the WUT Knowledge Base.
  3. Rules of management in the USOS and USOS-APD system:
    - 1) the file with the thesis is uploaded to USOS-APD
    - 2) field: *confidential thesis*: YES
    - 3) field: *make available in the reading room*: NO
    - 4) field: *sent to ORPD*: YES
    - 5) field: *key words*: "classified thesis"
    - 6) field: *abstract*: "classified thesis"
    - 7) field: *thesis title*: "classified thesis"
    - 8) field: *thesis title before classification*: write the thesis title
  4. Data on the above mentioned theses are forwarded to the WUT Knowledge Base subject to the restrictions listed in points 2 and 3 subpoints 1-7.