**APPLICATION FOR CONFIDENTIALITY CLASSIFICATION OF PARTS OF DEGREE THESIS**

 A degree thesis is by law an official and public documents. Parts of the thesis can only in exceptional cases and for special reasons be classified as confidential. In these cases, the public part of the thesis shall in itself be clear and understandable also without the confidential part.

Confidentiality classification of parts of the thesis is possible only if:
1)    The degree thesis contains information on inventions, new facilities, procedures or developments
 that can have commercial significance;
2)   The degree thesis contains information on the actions of authorities classified as confidential as
 defined in the Act on the Openness of Government Activities (621/1999); or
3) The degree thesis contains trade and business secrets.

The decision on confidentiality classification is made by the head of department together with the administrative director. The supervisor shall recommend the confidentiality classification.

The confidentiality lasts 5 years from the date of the decision. A longer confidentiality can be approved (maximum 25 years). If the application consists of a longer than five-year confidentiality, grounds must be included below.

|  |  |
| --- | --- |
| Name | Student ID  |
| Address | Phone number  |
| Degree |
| Title of degree thesis  |
| Parts and/or chapters of the thesis to be classified  |
| Reason for confidentiality classification  |

|  |  |
| --- | --- |
| Place and date | Place and date |
| Student’s signature | Supervisor’s signature |
| Clarification of student’s signature  | Clarification of supervisor’s signature |

**DECISION**

[ ]  Confidentiality classification of parts of the thesis is approved according to the application.

[ ]  Confidentiality classification of parts of the thesis is approved partially.

 Reason for partial approval:

[ ]  Confidentiality classification is not approved.

 Reason:

The classified part of the thesis shall form an annex to the thesis and will be saved with the archive copy in the library archives.

|  |  |
| --- | --- |
| Place and date | Place and date |
| Head of department’s signature | Administrative director’s signature |
| Clarification of head of department’s signature | Clarification of administrative director’s signature |