

## **Appendix IV.**

### **THE PROCEDURE OF MANAGING CLASSIFIED THESES**

#### **1. Requesting the classification of a thesis**

- 1.1. Should a student include confidential information or details in his/her thesis, the private management (hereinafter: classification) of which is justified, the publication of a thesis can be delayed, for legitimate reasons, according to the provisions of the present regulations.
- 1.2. A thesis can be classified:
  - a) in order to protect the business or other significant interests of third parties,
  - b) to protect research results and intellectual properties belonging to the interest of the University,
  - c) to protect qualified data or data to be protected through qualification.
- 1.3. In case of special appreciation, the defense of a thesis can also be considered as private. In other cases, the defense of a thesis is open to the public.
- 1.4. The classification of a thesis can be requested 30 days prior to the defense of the thesis, at the latest. The request of classifying a thesis is proposed in a written form by the supervisor of the student (consultant) or by the Head of Knowledge and Technology Transfer Office (in case of b/1.2.) to the Dean of the Faculty, by using the form attached to the regulations.
- 1.5. Forms to fill and sample request forms related to the classification of a thesis can be found at the website of [http://detti.unideb.hu/portal/diplomamunka\\_titkositas](http://detti.unideb.hu/portal/diplomamunka_titkositas).
- 1.6. The request of classifying shall include:
  - a) the detailed reason for the necessity of classification, especially why the inclusion of confidential information in the thesis is inevitable,
  - b) the declaration by the secret-keeper about which pieces of information are considered as confidential and that the student is allowed to use the confidential information in the thesis,
  - c) the declaration of the student and the secret-keeper that they are aware of the content of the present regulations and the fact of classification,
  - d) a declaration whether they request also the classification of the defense of the thesis.
- 1.7. A decision concerning the classification of a thesis and its defense is made by the Dean of the Faculty.
- 1.8. Classification can be authorized for five years from the day of defense, which, in justified cases, can be extended – by submitting a new request before the expiration of five years. The new request shall be submitted according to the rules of point 1.4., 30 days before the expiration of the period of classification, at the latest. The thesis can be classified again for a period of five years – in case of the protection of especially significant interests or in other cases requiring special appreciation. Regarding the protection of qualified data, regulations of the law CLV. of 2009. about the protection of qualified data shall be governing.

#### **2. Defense of a classified thesis**

- 2.1. In case of a classified thesis, the thesis is public for the supervisor, the assessors and members of the jury only, who undertake in writing that they retain all confidential information included in the thesis, they do not either disclose it or release it to any third parties.
- 2.2. Only members of the evaluation committee, the supervisor and the student are allowed to participate in the defense of the classified thesis.
- 2.3. During the defense of a classified thesis, the Head of Education Office of the Faculty shall be responsible for acquiring and preserving nondisclosure agreements, and for conducting the defense privately.
- 2.4. Following the defense of the thesis, the student receives printed copies of the classified thesis submitted back.

#### **3. Preserving a classified thesis**

- 3.1. Classified theses shall be stored only in an electronic form in DEA, where authorization for viewing and deadlines corresponding with the classification must be possible to set. Regarding a classified thesis, the following data is public:
  - a) Title of thesis, names of author and supervisor and time of defense,
  - b) Fact of classification and expected expiry of classification.
- 3.2. Uploading the classified thesis is the task of the student.
- 3.3. Storing the thesis according to classification is the responsibility of the operator of DEA.
- 3.4. Should a third party, providing data or commercial secret for the preparation of a thesis, insist on signing a nondisclosure agreement with one of the Faculties, according to which, secrets provided cannot be released to people other than the reviewers of the thesis, the student can be exempted from the obligation of uploading the thesis in the DEA, if authorized by the Dean of the Faculty. At the same time, however, the Dean shall be responsible for the appropriate keeping of the electronic version of the thesis. The student is obliged to attach the agreement concerning the classification.

Following the expiry of the period of classification, the thesis shall be stored and accessible according to general rules.

Debrecen, 26th June, 2014

Dr. Zoltán Szilvássy  
rector

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<sup>1</sup> Issued by Senate Resolution of 16/2013, (XII.19.); operative from 20<sup>th</sup> December, 2013