

INFOSESSION CONFIDENTIALITY

Faculty of Medicine and Health Sciences





- **PART I** : Importance of Confidentiality
- **PART II:** Practical implementation within the Faculty of Medicine and Health Sciences
 - masterstudents
 - PhD students
 - Bachelor students / trainees
 - others



What is confidential information ?

- Information which is not public and which has a particular value
- Details of scientific research, data arising from a research project with third parties
- Any information in UGent's possession that has the necessary quality of confidence about it



Why confidentiality ?

- ❖ The need to **protect** research results
→ valorisation purposes (1)
- ❖ Commitment to **third parties** (2)
→ contractual obligations of confidentiality

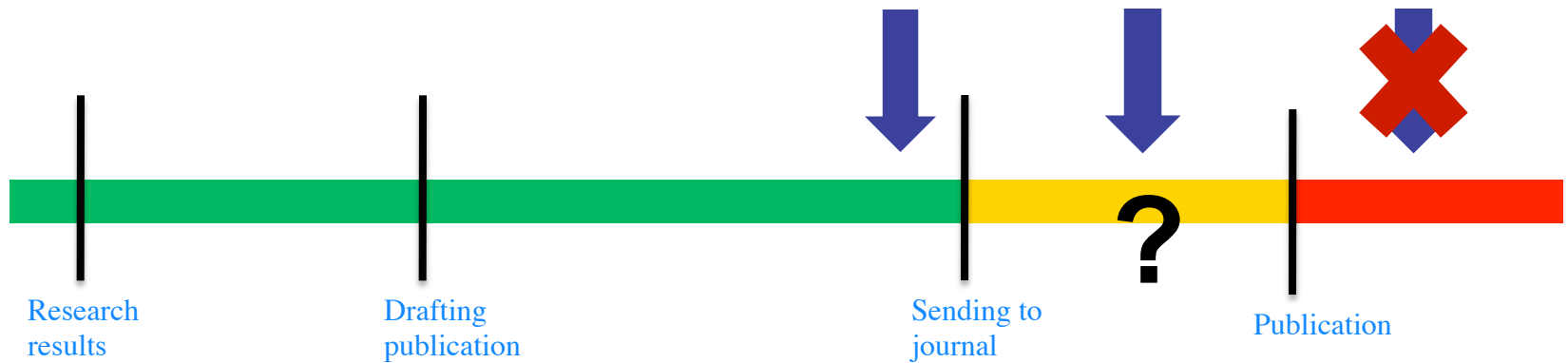
Valorisation purposes (1)

- Main aim of academic research = **publication** of research results
- In case of an **invention** → do not publish/ do not tell anyone before patent filing
- Contact your IOF technology developer or TechTransfer when no IOF consortium



Patent filing and publication

Patent application



Valorisation purposes (1)

- during period of confidentiality (green + yellow) → take the necessary measures
- towards researchers in the broadest sense / students
- acknowledgement of confidentiality + assignment of rights



Valorisation purposes (1)

After patent filing:

- Publication limited to the patent claims
- No additional thoughts, ideas or results → in this case :
contact one again your IOF technology developer or
TechTransfer when no IOF consortium



Why confidentiality ?

- ❖ The need to **protect** research results
→ valorisation purposes (1)
- ❖ Commitment to **third parties** (2)
→ contractual obligations of confidentiality



Commitment to third parties (2)

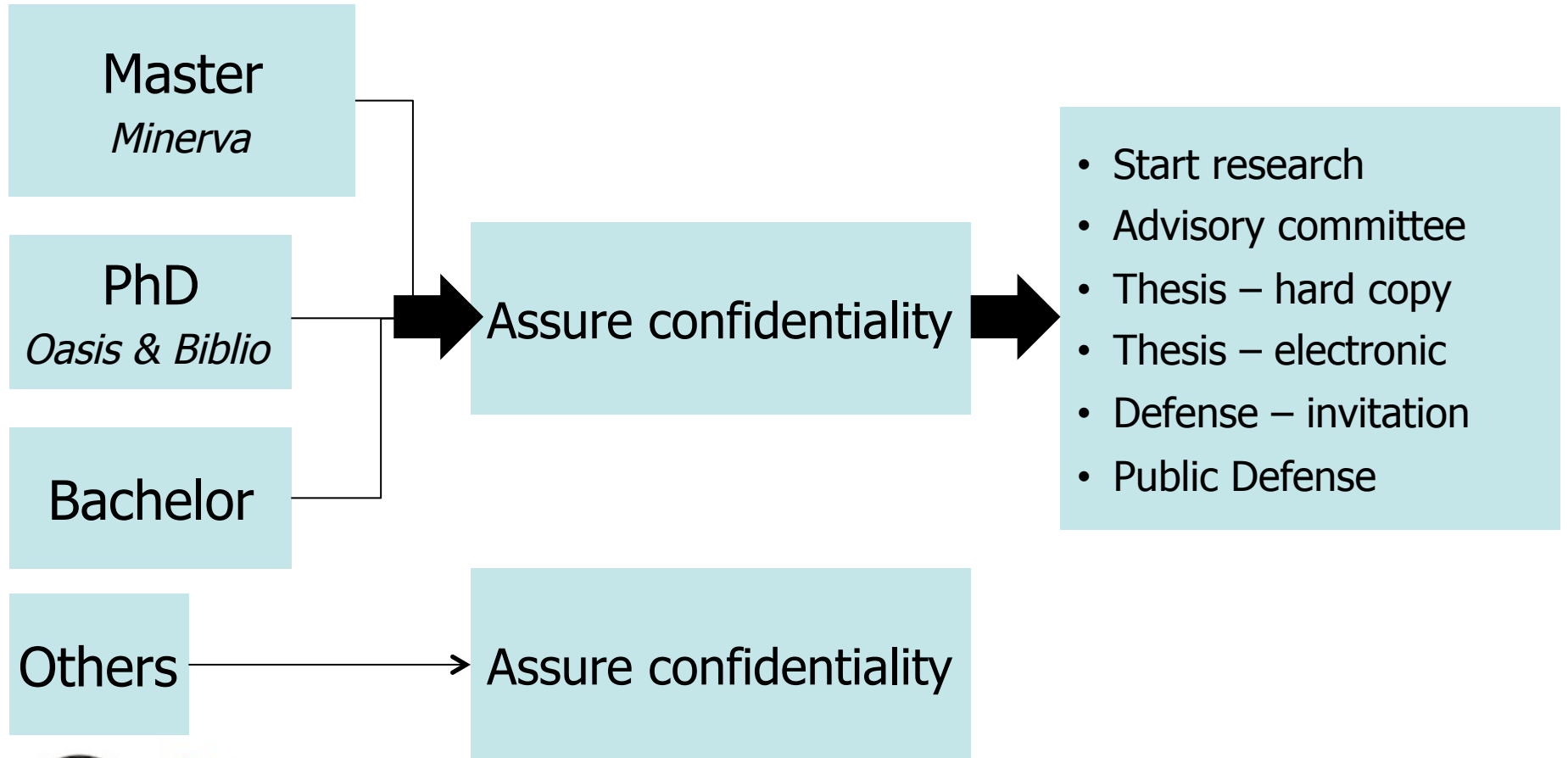
- contractual obligations of confidentiality towards research results → liability
- transfer of intellectual property rights to third party → assignment of rights has to be possible (students, sub-contractors !)
- respect publication clauses in contract



PART II: Practical Application within the Faculty of Bioscience Engineering

- Master students
- PhD students
- Bachelor students / Trainee
- Others

Scheme





General Guidelines

Preferably no confidential research with master and bachelor students

Titles : short,
without specific
information, details



Role Promotor

Copy right
Publication of research results

Research results with
IP potential
=> Register in time
= best protection



Procedure Master Student

Start research:

Student signs the document for assignment of rights and confidentiality



RESULT

- research results belong to UGent
- student is bound to confidentiality

Members of the advisory and reading committee:



Non UGent-members sign a confidentiality statement



Hard copy thesis (co)promotor, jury, BIB

- Practical information to perform the literature study see website FBE
- Cover : **Confidential, do not copy, distribute or publish** (with possible date of release)
- Page following the cover : confidentiality clause (see website TechTransfer)
- Be careful with the electronic transfer e.g. copyshop/ printer
- BIB (faculty & central) archive until date of release

Master Student



Electronic Publication using MINERVA



Masterproef

* Bestand masterproef Bestand kiezen Geen best... gekozen

* Titel

Code Stijl Opmaak A⁺ A⁻

Commentaar

Masterproef

Auteursrecht

Confidentieel ☐ Vink deze checkbox aan als de masterproef confidentiele gegevens bevat

Patent ☐ Vink deze checkbox aan als de masterproef een patent bevat

Ok

* Dit is een vereist veld

Master Student



Auteursrecht ☐

In new version of "Masterproef" 2011-2012

Confidentieel ☐ Vink deze checkbox aan als de masterproef confidentiële gegevens bevat

Als u de optie Confidentieel NIET aanvinkt, bent u akkoord dat UGent uw masterproef aanbiedt in Open Access. De Open Access beweging, welke door de UGent wordt onderschreven, legt de nadruk op het zonder beperkingen online beschikbaar stellen van culturele en wetenschappelijke artikelen. Het voordeel voor u als auteur, om uw werk in Open Access aan te bieden, is dat het door meer mensen gelezen zal worden waardoor de kans op referenties naar uw masterproef vergroot wordt.

Patent ☐ Vink deze checkbox aan als de masterproef een patent bevat

* Dit is een vereist veld



Electronic Publication with MINERVA

- Upload Thesis
- Check with Promotor
Can **override** confidentiality and patent parameters
Approval is necessary for publication
No approval within 3 months – reminder => **after 14 days approval of the parameters submitted by the student**
- OASIS filters automatically on score & MINERVA parameters to define the degree of access in open-access, UGent intranet or archive

Minerva

Ingelogd als Eric Cox | UGent CAS logout

[Mijn Minerva](#) [Mijn profiel](#) [Mijn agenda](#) [Aanbod 2010-2011](#) [Aanbod 2011-2012](#)

G000482A MASTERPROEF deel III > masterproef

De masterproef is nu niet meer confidencieel

Klik hier om de handleiding te raadplegen


Masterproeven als promotor


Klik hier om de handleiding te raadplegen

Opleidingsonderdeelcode	Masterproeftitel	Opleidingsprogramma	Auteur	Promotor(s)	Titel	Commentaar	Confidencieel	Indiendatum	Wijzigen
GMDIERGD342-119856	Immuniteitsproblemen en chronische stress bij berberapen in gevangenschap	GMDIERGD			Immuniteitsproblemen en chronische stress bij berberapen in gevangenschap	Immuniteitsproblemen en chronische stress bij berberapen in gevangenschap	Confidencieel: Niet confidencieel Patent: Géén patent	2011-06-06 10:33:31	Score: Resultaat ingeven Deponeer bij bibliotheek: Klik om deponering bij de bibliotheek toe te laten Plagiaatcontrole: Controleer op plagiaat
GMDIERPA342-155064	Immunostimulantia bij het paard	GMDIERPA			Immunostimulantia bij het paard		Confidencieel: Niet confidencieel Patent: Géén patent	2011-06-26 18:52:12	Score: Resultaat ingeven Deponeer bij bibliotheek: Klik om deponering bij de bibliotheek toe te laten Plagiaatcontrole: Controleer op plagiaat





Platformbeheerder: ICTO Minerva-team
©2011 Platform Minerva
[Rapporteer een probleem](#)

Afdeling Onderwijs technologie | Directie ICT | Disclaimer

 De masterproef is nu niet meer confidentieel

 Klik [hier](#) om de handleiding te raadplegen

 Klik [hier](#) om de handleiding te raadplegen

ingsprogramma	Auteur	Promotor(s)	Titel	Commentaar	Confidentieel	Indiendatum	Wijzigen
RGD			Immuniteitsproblemen en chronische stress bij berberapen in gevangenschap	Immuniteitsproblemen en chronische stress bij berberapen in gevangenschap	Confidentieel:  Niet confidentieel Patent:  Géén patent	2011-06-06 10:33:31	Score: Resultaat ingeven Deponeer bij bibliotheek:  Klik om deponering bij de bibliotheek toe te laten 

Possible addition of a field for date of release – check with Minerva



Table with selection parameters to define the degree of access

CR student	confidentialiteit / patent student	confidentialiteit / patent promotor	punten thesis	toegang (+eventueel embargo)	
ja	nee	nee	14/20	open access	default
			10-14/20	intern UGent	
		ja	14/20	archiveren	
			10-14/20	archiveren	
	ja	nee	14/20	open access	
			10-14/20	intern UGent	
		ja	14/20	archiveren	
			10-14/20	archiveren	
nee	nee	nee	14/20	intern UGent	
			10-14/20	intern UGent	
		ja	14/20	archiveren	
			10-14/20	archiveren	
		nee	14/20	intern UGent	
	ja		10-14/20	intern UGent	
		ja	14/20	archiveren	
			10-14/20	archiveren	
promotor kan confidentialiteit / patent overrulen, niet het copyright					



Thesis Defense

- No public invitation
- Possible behind closed doors
- Everybody present signs for confidentiality

OR

- Public with exception of the confidential part/chapter



PhD Student



Sensibilization !

Often research with patentable results

PhD Student



Start research:
Student signs the document for assignment of rights and confidentiality



IWETO Database – Registration of new research



PhD Student



Members of the advisory-, examination- and reading committee



Non UGent-members sign the confidentiality statement

Annual progress report for Doctoral Schools with OASIS

- No control of confidentiality or patent application!
- Promotor or supervisor has to warn the PhD student for possible risks
- Title - content report => no details /research results



Approval report by promotor is necessary for re-enrolment
Report goes to all members of the examination committee



Curriculum samenstellen

Programmamodules **Inschrijvingscurriculum**

[Alles dichtklappen](#) / [Alles openklappen](#)

studiepunten opgenomen in opleiding: **0**
totaal aantal studiepunten opgenomen in dit academiejaar: **0**

Curriculumcode	MT1	Ref	SP	Cursus	Actie
GTD0C02.2.3-1			0	Voortgangsrapport	Documenten - Weqlaten

Documenten

X000002 Voortgangsrapport Sluiten

Type	Waarde/titel	Creatiedatum	URL	Opmerkingen	Acties
Er zijn nog geen documenten toegevoegd.					

Nieuw **Document koppelen** **Document verwijderen** **Tonen** **Opslaan**

Type:

Waarde/titel:

Gekoppeld document: ☐

Creatiedatum:

URL:

Opmerkingen:

Optioneel kan de doctorandus nog drie extra transferable skills cursussen georganiseerd door de Doctoral Schools (<http://www.ugent.be/doctoralschools/en/courses>) volgen, in zoverre er plaatsen beschikbaar zijn en de promotor ermee instemt.



Hard Copy thesis

Examination committee, Jury, BIB

- Sensibilization
Reference of confidentiality on the cover
- Be careful with the electronic transfer e.g. copycentre
- BIB (faculty & central) archive until date of release

PhD Student



PhD Defense



- No public invitation
- Public with exception of the confidential part/chapter



Electronic Publication using Biblio.Ugent.be



Ghent University Academic Bibliography & Institutional

After the defence and achieving the doctorate degree, the thesis can be published using Biblio application


















- Complete different parameters (authors, title, department,.....)
- Uploading of thesis with CHECKBOX according to the degree of access (open-access, UGent intranet, restricted group)



Edit Record for Dissertation 1942439

Show Tabs

Work

Author* 	First name*:	Last name*:	UG <input type="checkbox"/>
	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
			
Title*	<input type="text"/>		
			
Alternative Title 	<input type="text"/>		
			
Dissertation Type	--- Select Dissertation Type --- 		
			
Abstract 	Language of Abstract: English 		
	<input type="text"/>		
			
Research Field 	--- Select Field --- 		
			
Keywords	<input type="text"/>		
			
Language	English 		
			
Classification*	D1 		

Upload document

File*

☒ Upload file:


Bladeren...

☐ Upload from internet location:

Filename for new file:

Access Level*

[check publisher self-archiving policy with Romeo](#)

- 
- ☒ Open access (the file is freely available, effective immediately)
 - ☐ Only in UGent Network
 - ☐ Only Author/Reviewer/Administrator
 - ☐ Switch automatically to open access on this day (YYYY-MM-DD):

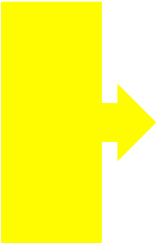
Submit

Cancel



Edit Record for Dissertation 1942439

[check publisher self-archiving policy with Romeo](#)

- 
- ☒ Open access (the file is freely available, effective immediately)
 - ☐ Only in UGent Network
 - ☐ Only Author/Reviewer/Administrator
 - ☐ Switch automatically to open access on this day (YYYY-MM-DD):

Submit

Cancel

Language

English

Submit

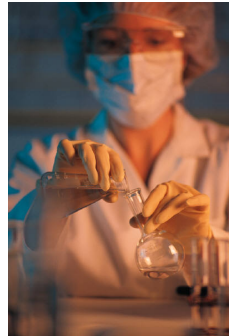
Cancel

Classification*

D1



Bachelor students (non-UGent)



Student



Start research:

Student signs the document for assignment of rights and confidentiality – **responsibility of promotor**

Sometimes the collaboration agreement includes the confidentiality- and assignment of rights clause.



Bachelor



Agreements to be made with the partner/Institution

- Promotor contacts the supervisor of the trainee :
 - Members of the examination committee and jury of the external institution have to sign a confidentiality statement
Signed documents have to be send p.a. of UGent Promotor
 - No hard copy in the BIB of the external institution
 - Jury returns the hard copy after evaluation
 - No electronic version on the institution's intranet and in open access
 - No public invitation for the defense

Written confirmation of these measures by the supervisor of the trainee
(mail is OK)





Thesis Defense

- No (pre)presentation with fellow students of the partner/institution
- Behind closed doors
- Everybody present signs the confidentiality statement

Others

- Guest Professor
 - Mixed statute with e.g. 10% employment with UGent
=> bound by confidentiality
 - Non UGent : mostly covered by research agreement
IF NOT : signing of confidentiality (possible assignment of rights)
- Temporary/Visiting Researcher
 - mostly covered by research agreement
IF NOT : signing of confidentiality and assignment of rights
- Visitor : signing of confidentiality



Summary

- ① At start of research the student signs confidentiality and assignment of rights, non UGent members of the advisory committee sign a confidentiality statement
- ② Non UGent members involved in a later stage of the research (examination committee, jury,...) sign a confidentiality statement
- ③ Use the tools of the MINERVA application
- ④ Take necessary measures when using the OASIS application
- ⑤ Take necessary actions before creating the hard copy, as well for the invitations and (public) defense.
- ⑥ Always consult your IOF-technology/business developer or Tech Transfer



Finally

- The role of the promotor or supervisor is extremely important
- Send all signed documents p.a. IOF-business developer, or Tech Transfer if you are not affiliated to an IOF consortium
- OASIS-Doctoral Schools : working on new tools and measures to cover confidentiality and patent applications.
- Hiding titles in Biblio.UGent.be