**THESIS COOPERATION AGREEMENT**

**I Parties to the agreement**

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| **Cooperative partner** | |
| Company name | Click to enter text. |
| Business ID | Click to enter text. |
| Street address | Click to enter text. |
| Postal code and town/city | Click to enter text. |
| Contact person | Click to enter text. |
| Telephone | Click to enter text. |
| Email | Click to enter text. |
| (Hereafter ”Partner”) | |
| **Thesis writer(s)[[1]](#footnote-1)** | **Activate Name and click the + button to enter a new row.** |
| Name | Click to enter text. |
| Student ID | Click to enter text. |
| Field of education | Click to enter text. |
| Degree | Click to enter text. |
| Telephone | Click to enter text. |
| Email | Click to enter text. |
|  |  |
| (Hereafter ”Student”)  (Hereafter either one alone also ”Party” or both together ”Parties”)  **II Background and purpose of the agreement**  In this agreement (hereafter ”Agreement”), the Partner and Student agree on conducting the Student’s thesis project that relates to the Partner’s field of operation. The Student studies at LAB University of Applied Sciences and the thesis is part of his/her UAS studies. LAB University of Applied Sciences provides this agreement template but is not a party to the Agreement.  The thesis topic and details of the thesis project are introduced below. This Agreement may include, as an attachment, a more specific description of the thesis project.[[2]](#footnote-2) | |
| **Thesis topic and estimated total duration** | |
| Thesis topic[[3]](#footnote-3) | Click to enter text. |
| Estimated total duration of the thesis project | Click to enter text. |
| The contact details of the appointed thesis supervisor(s) are provided below. | |
| **Thesis supervisor(s)[[4]](#footnote-4)** | **Activate Name and click the + button to enter a new row.** |
| Name | Click to enter text. |
| Telephone | Click to enter text. |
| Email | Click to enter text. |
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| (Include all thesis supervisors.) | |

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| **III Employment** |
| The Student is employed by the Partner during the thesis project.[[5]](#footnote-5)  yes  no |
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| **IV Reimbursement of expenses** |
| The student is reimbursed the expenses that are incurred while working on the thesis, such as travel expenses.[[6]](#footnote-6)  yes  no  **Other information on expenses:**  Click to enter text. |
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| **V Public availability of the thesis** |
| The thesis to be compiled is a public document. The thesis is published in the Theseus Open Repository as instructed by LAB University of Applied Sciences. |
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| **VI Confidentiality** |
| The Student commits to not disclosing any confidential or secret information, as specified by the Partner, to which he or she has gained access.  Contrary to the above, the Student has the right to disclose confidential Partner information to the thesis supervisors at LAB University of Applied Sciences if this is necessary for conducting the thesis work.[[7]](#footnote-7)  Materials to be kept secret, as specified by the Partner, can be included only in a separate appendix to the thesis. An appendix that contains confidential information is not a public document.  In addition, the Student commits to using the information obtained from the Partner only for a purpose related to the thesis work. |
|  |
| **VII Rights** |
| The Students holds the copyright to the thesis, unless otherwise agreed in a separate agreement. The Partner has the right to use the public thesis in their operations.  When the thesis work results meet the threshold of originality, the copyright to such foreground materials belongs to those parties, in proportion to their input, who participated in producing the foreground materials, unless otherwise agreed. The Partner holds the copyright to the background materials that the Partner hands over to the Student for the thesis work, unless otherwise agreed.[[8]](#footnote-8) |

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| **VIII Partner’s responsibilities** | | |
| Contact person and handing over of needed information | The Partner names a contact person to fulfill the obligations of this Agreement. The Partner commits to giving the student the information needed for the thesis work and also to providing specialist advice relating to the thesis topic, when necessary. | |
| Duty to inspect | It is the Partner’s responsibility to inspect, before publication, that the thesis does not contain materials that the Partner has declared confidential. The thesis inspection must take place within a reasonable time period, within fourteen (14) days at the latest, from the date when the Student delivered the thesis to the Partner. If the Partner does not comment on the thesis within the said time period, the Student has the right to publish the thesis.[[9]](#footnote-9) | |
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| **IX Student’s other responsibilities** | | |
| Procedures | The Student commits to working in a goal-oriented manner with the Partner and observes the principles of good research practices while working on the thesis. | |
| Reporting duty | The Student is obliged to inform the Partner and LAB University of Applied Sciences of any changes regarding the contact person or thesis supervisor. | |
| Delivering the thesis to the Partner | When the thesis is ready for evaluation, the Student is responsible for delivering the thesis to the Partner before publishing. If the Partner announces, within the agreed inspection time period, that the thesis contains confidential information, the Student is obliged to edit the thesis report so that the version to be published does not contain confidential information. | |
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| **X Amendments** | | |
| This Agreement can be amended only in writing. A written amendment must be signed by both Parties to confirm it. | | |
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| **XI Validity** | | |
| This Agreement enters into force when both parties sign the Agreement and is valid until the Student’s thesis is published in the Theseus Open Repository or until both Parties jointly state that the Agreement has expired. | | |
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| **XII Signatures** | |  |
| **Thesis writer’s/writers’ signature(s)** | | **Activate Date and click the + button to enter a new row.** |
| Date | Click to enter text. | |
| Place | Click to enter text. | |
| Signature and  name in block letters | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Click to enter text. | |
| **Partner’s signature** | |  |
| Date | Click to enter text. | |
| Place | Click to enter text. | |
| Signature and  name in block letters | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Click to enter text. | |

Updated on 13 October 2020

1. Include all thesis writers and their contact details. If necessary, use a separate attachment. [↑](#footnote-ref-1)
2. It is possible to attach, for example, a research plan to this Agreement. [↑](#footnote-ref-2)
3. A brief description of the thesis topic. [↑](#footnote-ref-3)
4. Include all thesis supervisors and their contact details. [↑](#footnote-ref-4)
5. Tick the correct box. [↑](#footnote-ref-5)
6. Tick the correct box and mention the types of expenses to be reimbursed. [↑](#footnote-ref-6)
7. The staff at LAB University of Applied Sciences is sworn to secrecy by virtue of the Universities of Applied Sciences Act (2014/932), the Act on the Openness of Government Activities (1999/621) regulations concerning professional secrecy, the Criminal Code of Finland (1889/39) Section 38 Articles 1 and 2, the Trade Secrets Act (2018/595) regulations, and labour law. [↑](#footnote-ref-7)
8. In this Agreement, ***copyright***, as specified in the Copyright Act (1961/404), refers to the creator’s exclusive right to control the use of their work. To be protected by copyright, a work must meet the ***threshold of originality***. In other words, it must be a sufficiently original and independent work. Determining the threshold of originality always requires consideration on a case-by-case basis. In this Agreement, ***foreground material*** refers to, for example, the information, ideas, methods and solutions produced during the thesis process. In this Agreement, ***background material*** refers to, for example, information and materials that are needed in the thesis process but that have been created outside the said process. [↑](#footnote-ref-8)
9. The Partner’s responsibilities can be agreed on in more detail in a separate attachment to the Agreement. [↑](#footnote-ref-9)