

Consent form for thesis storage and access in HBO Kennisbank

HAN has created a digital knowledge base for storing theses (graduation assignments) written by students during their studies at HAN and making them accessible to third parties. The platform used for this is the HBO Kennisbank (<https://www.hbo-kennisbank.nl/nl/page/home>). This enables and supports the process of knowledge creation, acquisition and sharing in education, by individuals and within companies and institutions. The theses stored in the HBO Kennisbank will be made accessible to potential users inside and outside HAN for a period of 10 years. This consent form serves to make storage and access in the HBO Kennisbank possible.

The thesis will be stored in the HBO Kennisbank under the following conditions:

1. The student grants HAN free, non-exclusive permission to store their thesis in the HBO Kennisbank and make it accessible to users inside and outside HAN.
2. The student declares they are the copyright holder of the thesis¹.
3. The student declares that the collaborating company has no objection to the thesis being stored and made accessible in the HBO Kennisbank. The collaborating company co-signs this consent form.
4. The student hereby grants (advance) permission to users of the HBO Kennisbank to copy and edit all or parts of the thesis for non-commercial purposes, while the student retains the author's copyright. The user should reference the student as the source.²
5. The student may at any time revoke their consent for access to their thesis. HAN will then remove the thesis from the HBO Kennisbank.
6. The student gives HAN the right to change and limit access to the thesis if there are compelling reasons for this. An example of this is a collaborating company that at a later stage objects to the thesis being stored in the HBO Kennisbank.
7. The student also declares they have permission from the copyright holder of material that is not their own (e.g. images) to store that material in the digital knowledge base as part of the thesis and make it accessible to third parties inside and outside HAN.
8. When signing this form, the student can specify a date on which the thesis may be published in the HBO Kennisbank. This allows for situations where, for instance, the collaborating company requests a confidentiality period.
9. The student has referenced the sources according to the guidelines required by the degree program. Most degree programs at HAN use the APA guidelines.
10. HAN will make sure the student is referenced as author in the HBO Kennisbank.

Signature consent form

The student and the collaborating company declare they have read the previous page of this document.

Student name:

Student number:

Degree program:

¹ Please note that the student and collaborating company can also agree in writing to transfer the copyrights to the company.

² Creative Commons licence: Attribution-NonCommercial <http://creativecommons.nl/uitleg/>

Email address³:

Collaborating company:

Thesis title:

Status of the thesis (tick as applicable): _____

- The thesis may be published on the HBO Kennisbank:
 - The complete **thesis / abstract**⁴ (delete as applicable) may be published.
 - The student observes (insofar as applicable) the confidentiality clause in the graduation assignment agreement.
 - The thesis **will / will not** (delete as applicable) be anonymized. The student is responsible for anonymizing the thesis. This means the student - if necessary or required - provides an anonymized version (Note: HAN does not check this).
 - Date on which the above document may be published in the HBO Kennisbank: [... **date** ...].
- The thesis may not be published in the HBO Kennisbank.

Date and student signature (for approval):

.....

Date and signature of collaborating company (for approval)

[enter name and job title]

.....

Date and signature of assessor/representative of the degree program (for approval):

[enter name]

.....

³ The student's contact details will only be used if needed for the purposes of this consent form. HAN stores the consent form for a period of 10 years.

⁴ Abstract i.e. (brief) summary of the thesis