



STUDENT REPORT CONFIDENTIALITY AGREEMENT

3700 Willingdon Avenue
Burnaby, BC V5G 3H2

This form supports Policy 5101, Student Regulations, and Procedure 5101-PR1, Implementation of Student Regulations. For additional information regarding the confidentiality of reports and other works created by students, see the policy and procedure on the BCIT Policies Web page.

STUDENT AND REPORT INFORMATION

Student Name	Program and School
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The following report includes information that is regarded as confidential by the individual or organization supplying the information:

Title	Date of Report	Sponsored Report <input type="radio"/> Yes <input type="radio"/> No
Submitted as requirement for: (name of course, program, and diploma or degree)		Format of Work <input type="radio"/> Paper <input type="radio"/> Electronic <input type="radio"/> Audio/Video <input type="radio"/> Other: _____

CONDITIONS

FOR SPONSORED AND UNSPONSORED REPORTS, COMPLETE THIS SECTION

The author agrees:

1. To submit the required number of copies of the report to the marking instructor
2. To refrain from distributing any notes or drafts of the report
3. To refrain from any further distribution of the report without written permission of the provider of confidential information
4. To otherwise keep confidential the report's contents.

The BCIT marking instructor agrees:

1. To return to the author, with evaluation, the original report submitted by the author
2. To refrain from reproducing more than one copy of the report without permission of the author(s) (and the sponsor if applicable). (One copy of the report may be reproduced and kept as a record.)
3. To otherwise keep confidential the report's contents.

FOR SPONSORED REPORTS, COMPLETE THIS SECTION ALSO

The author agrees additionally:

1. To submit a copy of the report to the sponsor(s).

The sponsor agrees:

1. To refrain from distributing externally any part of the report, whether original or copied
2. To refrain from holding BCIT responsible for any breach of the confidentiality of the report
3. To refrain from holding BCIT responsible for the contents of the report.

VALIDATION

The student agrees to abide by these conditions.

Student Name (please print)	Student Signature	Date
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The instructor agrees to abide by these conditions.

Instructor Name (please print)	Instructor Signature	Date
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The sponsor (if applicable) agrees to allow the use of the sponsor's confidential information, under the restrictions described in this confidentiality agreement.

Sponsor Name (please print)	Sponsor Signature	Date
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