

Confidential Thesis Workflow

A Thesis may be treated confidentially in case of:

- an existing contract / MoA with a company which requires confidentiality
- ongoing patent applications or paper publications of sensitive research results

If your thesis fulfills the confidentiality criteria, please follow the steps below:

1. Apply to the respective Dean
 - Undergraduate Students – Dean Giancarlo Succi – gsucci@constructor.university
 - Graduate Students – Dean Susanne Illenberger – sillenberger@constructor.university
2. The application needs to contain the NDA with the company and/or the list of patent applications / submitted papers and a short reasoning why the thesis should be treated confidential. In addition, the application needs to contain the thesis cover page, and a signed and dated Statutory Declaration
3. The Dean authorizes the confidential treatment of the thesis
 - if the dean does not authorize the confidentiality, please follow the general thesis submission steps
4. If writing the thesis with an external supervisor, you are required to also engage a faculty member at Constructor University as an additional supervisor
5. Bachelor and Master theses: please upload the thesis cover page and the signed Statutory Declaration to Turnitin through Moodle.
6. PhD theses: the display of the thesis is regulated, potential readers are asked to sign an NDA
 - the defense of the thesis is publicly announced, admission to the defense is, however, restricted. Attendees are required to sign an NDA before admission
 - PhD students may apply for an embargo for the publication of the thesis, the degree certificate is only issued once the embargo is lifted
7. Submit the thesis to the thesis supervisor for assessment via Email with Registrar Services (registrar@constructor.university) in CC.
8. The thesis may be, if applicable, submitted to Turnitin for a similarity check at a later point once the contract or NDA has expired.