

Policy Title:	Library Retention of Student Work		
Policy No:	6007		
Approval Body:	President	Approval Date:	March 15, 2019
Effective date:	March 15, 2019	Review Date:	March 15, 2022

Policy Statement

University Canada West (UCW) requires a copy of all major research projects, consulting projects or theses required for graduate programs (MBA 661 Consulting/Research Project, for example) required for undergraduate programs to be submitted to the UCW Library for archival purposes. Students are required to submit an approved copy of their final research project, consulting project, thesis, or essay to the Dean or Program Chair to complete degree requirements.

Purpose

To ensure that the University has the ability to access and retain original copies of all graduating students' Consulting/Research Projects / research essays.

Scope

Faculty may identify other significant student research papers that may be posted in the UCW Library.

The student must complete and include a *Consent for UCW Library Retention of Student Work Form* with all deposits to the UCW Library. The student must submit any signed Nondisclosure Agreements (NDA's) to his/her Dean/Program Chair to be included at the time of the deposit of his/her work to the UCW Library Repository.

The Dean/Program Chair must submit a clean copy of the approved Consulting/Research Project, a copy of the signed cover page, and any signed NDA's as separate files in digital format to the UCW Library as part of the student's completion of MBA 661. The student is responsible for ensuring the Dean/Program Chair receives all necessary documents to complete the submission.

All other parts of a student's academic record remains protected under the appropriate privacy legislation. Only the student Consulting/Research Project may be posted in MyUCW so only those who have access to MyUCW can see these projects/essays.

Definitions

These definitions apply to terms as they are used in this policy:

Word/Term	Definition
Legislation	The privacy legislation with which the University is required to comply. Depending on the nature of the personal information and the purposes for which it is collected, used or disclosed, the legislation may be one or more of the <u>Provincial Personal Information Protection Act (PIPA)</u> or the <u>Federal Personal Information Protection & Electronic Documents Act (PIPEDA)</u>
Nondisclosure Agreement	A non-disclosure agreement (NDA), also known as a confidentiality agreement (CA), confidential disclosure agreement (CDA), proprietary information agreement (PIA), or secrecy agreement, is a legal contract

	between at least two parties that outlines confidential material, knowledge, or information that the parties wish to share with one another for certain purposes, but wish to restrict access to by third parties. It is a contract through which the parties agree not to disclose information covered by the agreement. An NDA creates a confidential relationship between the parties to protect any type of confidential and proprietary information or trade secrets. As such, an NDA protects non-public business information.
Consulting/Research Project	Please refer to the UCW Calendar for a description of the Consulting/Research Project.

Related legislation

- The Provincial Personal Information Protection Act (PIPA)
- The Federal Personal Information Protection & Electronic Documents Act (PIPEDA)

Related policies

Policy Number	Policy Title
5011	Research Ethics
6006	Copyright Policy
6750	UCW Records Management Policy
6751	Information Privacy & Security

Responsibility

The student is responsible for ensuring the respective Program Chair/Co-ordinator receives a PDF¹ copy of his/her work, a copy of the signed cover page, and any signed NDA's as a requirement to complete MBA 661.

The Program Chair/Co-ordinator is responsible for sending a PDF copy of the student's work, a copy of the signed cover page, and any signed NDA's as a requirement to the UCW Library to complete MBA 661.

The UCW Library is responsible for generating an official receipt, which will then be sent to the student and the Dean/Program Chair upon successful receipt of the student's work for the repository. The UCW Library is responsible for recording and tracking terms and conditions of any NDA that is submitted with the student's submission.

¹ Acceptance of non-PDF materials (materials in other formats) will be decided upon on a case by case basis in consultation with the Library.

Submission of the Final Thesis

The student must submit a clean copy of the approved Consulting/Research Project, a copy of the signed cover page, and any signed NDA's documents in digital format (PDF) to the Program Chair/Co-ordinator as a MBA 661 completion requirement.

The Program Chair/Co-ordinator submits the clean copy of the approved Consulting/Research Project, a signed cover page, and any signed NDA's in digital format (PDF) to the UCW Library. The UCW Library will then issue an official receipt to the student.

The Program Chair/Co-ordinator will then log the completion of this requirement as part of the course completion audit.

This electronic copy will be retained by the Library as an archival copy. In consultation with the Academic Affairs department, the Director of Library Services will determine whether the document will be placed in the open collection for the student author and those authorised to access the MyUCW Repository.

Work covered by a NDA will be retrained by the library, but not made public until the NDA expires (if there is an expiration date).

Appendix A

Non-Disclosure Agreement

Appendix B

Consent for UCW Library Retention of Student Work