

## **GUIDELINES FOR THE HANDLING OF CONFIDENTIAL BACHELOR'S AND MASTER'S THESES**

To ensure the protection of Final Degree Projects (TFGs) and Master's Degree Projects (TFMs) containing sensitive information or subject to confidentiality agreements, the following guidelines have been established.

### **1. Submission of the thesis in case of confidential work**

- a. The student must upload the thesis (TFG/TFM) in PDF format protected with a password when submitting the defense request through the electronic office.
- b. The established password should provide secure protection for the document. It is recommended that it contains at least eight characters, including letters, numbers and symbols.

### **2. Password sharing**

- a. The student must share the password for accessing the PDF file with their TFG/TFM academic supervisor.

### **3. Formation of the evaluation committee**

- a. The TFG/TFM coordinator, when appointing the evaluation committee, must inform all members that they are required to sign Annex III of the TFG/TFM regulations, which refers to the confidentiality commitment.
- b. The annex III must be signed before providing access to the report.

### **4. Access to the thesis in the Aula Virtual**

- a. The thesis will be available in its encrypted version in the Aula Virtual.
- b. The supervisor will be responsible for providing the password to the committee, once it has been confirmed that all members have signed Annex III.