

## CONFIDENTIAL DIGITAL BACHELOR THESIS

If a bachelor thesis is confidential, the student must communicate this officially, by means of the form '**BACHELOR THESIS – MANDATE**'.

Every digital bachelor thesis is uploaded in a specific thesis web application of the system of KU Loker (administrative portal site of the KU Leuven Association).

After being logged into KU Loker, the student begins his/ her upload process. The student defines the metadata of the bachelor thesis and files the document (in pdf format) in the specific thesis web application.

In this application a confidential bachelor thesis is being marked with an embargo tag of 99 years. This publishing embargo is complete. It implies that no entries, nor an abstract of the bachelor thesis will appear in the library catalogue.

After being scored, the bachelor thesis is deposited in the digital archives. When an embargo tag of 99 years is issued, the confidential bachelor thesis will be filed, but will not be published.

Afterwards, in exceptional cases, the document file can be retrieved from the digital archives by a limited number of Odisee employees and this only by way of a multi-factor authentication.