

## Instructions for using the contract template 'Aalto University Thesis Contract'

The contract template is intended for cases where the student concludes a contract regarding the making of a thesis with an organisation external to Aalto University. Although Aalto University is not usually a contracting party, the thesis contract must always be agreed upon in advance also with the supervising professor.

The contract template is applicable to master's theses, and as appropriate, for bachelor's theses.

The contract template is not applicable as such to cases where another contract, for instance an employment contract, has been made regarding the making of the thesis. It may be used alongside an employment contract if the employment contract contains no provisions on making a thesis. The contract does not, however, create an employment relationship between the parties. [This contract template shall not be used when the thesis work is financed by the Research Foundation or by another scholarship.](#)

### Use of the contract template

Fill in the items that you are requested to fill in, for instance, topic of thesis, amount of fee, and schedule.

The contract contents have been described in more detail below.

#### 1. Parties

Fill in the name and contact details of the student and the company. Please note! The company may also be a public organisation or other community, even though the word 'company' is used in the contract.

#### 2. Background and purpose of contract

This item describes the purpose of concluding the contract and the background of the contract.

#### 3. Topic and description of thesis

Fill in the topic of the thesis. The topic of the thesis is described also in the appendix (typically a research plan).

#### 4. Obligations of the parties

This item states the central obligations of the parties, for instance, the obligation of the company to provide sufficient resources for the thesis work. If the parties have other obligations not mentioned in the contract template, they are included in this item.

5. Schedule
6. Fee, expense allowances, and payment schedule

Under this item, fill in the compensation agreed upon with the company. The contract addresses taxation only by explicating that the company paying the fee is responsible for any taxes and other payments. For additional information on the taxation, please contact tax authorities.

7. Copyright

The contract template expresses the starting point that intellectual property rights such as copyright are vested in the student who has created the thesis. If the company wishes to acquire other rights than the non-exclusive access rights for internal purposes in the thesis (e.g. the right to develop the work or commercialise its results) it has to agree on the assignment of rights and the terms and conditions of the assignment with the student.

8. Publicity of the thesis

The theses associated with all the degrees awarded at Aalto University are in the public domain and their evaluated part cannot contain any secret information.

The contract template does not contain any provisions obligating the student to keep confidential any information received. If such a provision needs to be included in the contract, the secrecy obligation has to apply only to certain contents and for a limited duration. It can thus only apply to information which is not included in the thesis; the company has to clearly indicate information that is to be kept secret and the secrecy obligation has to apply only for a limited period of time.

9. Limitation of liability

This item limits the liability of the student in terms of the quantity and quality of his or her work and states that no warranties are given for the thesis or the related project.

10. Other terms and conditions

This item may include other conditions for the making of the thesis. For the sake of clarity, the item states that the thesis is always evaluated against academic criteria.

11. Validity of contract

12. Signatures

The student and a company representative sign the contract. The company may have more than one signatory.