

Authorisation of Course Work Completed Consent for UCW Library Retention of Student Work

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This form is used to obtain consent for University Canada West (UCW) to retain a student's work in a UCW repository under Policy 6007. The UCW employee and student must complete the form and submit it to the UCW Library with the student's work attached.

Student and Work Information

Student Name (LAST, First): _____ **Student #:** _____

Title of Student Work: _____ **Date Completed (YYYY-MM-DD):** _____

Submitted as requirement for (name of program and diploma or degree): _____

Format of Work: Paper Electronic Audio/Video Other: _____

Is this document covered by a Nondisclosure Agreement (NDA)?

No Yes: expiration date of NDA (YYYY-MM-DD): _____ (Please attach the NDA with this form if applicable)

Authorization

I authorize UCW to use my student work to be made available for research and private study for the purposes shown on this form.

Signature _____ *Date (YYYY-MM-DD)*

Purpose of Retaining Work (to be completed by program area)

- MBA Consulting/Research Project or Graduate Research Essay (GRES) deposit
- Model/Sample
- UCW Archives and Special Collections (for industry liaison, etc.)
- Other: _____

After completing the above information, print form and submit it with the document to UCW Library: ucwlibrary@ucanwest.ca

FOR LIBRARY USE ONLY

UCW Repository (specify all that apply)

- Library Reserve (print)
- Library Reserve (electronic)
- Archives & Special Collections (print)
- Archives & Special Collections (digital)
- Other UCW Repository
- Other: _____

I officially verify that the UCW Library has successfully received the aforementioned student's work to be deposited into the UCW Library as per Policy 6007.

Signature _____ *Print Name* _____ *Date (YYYY-MM-DD)*

AUTHORIZATION OF COURSE WORK COMPLETED AND PASSED – faculty only

Signature _____ *Print Name* _____ *Date (YYYY-MM-DD)*