

CPEE Form for Application for Restricted Access to and/or Confidential Examination of Industry Research Project Report and Work Based Project Report

This form is to be used by students to make application for Restricted Access to and/or Confidential Examination of a student's Industry Research Report or Work Based Project Report. Applications must be made at least 2 weeks prior to submission of the Report for examination. Students must refer to the information provided below under "Notes", when completing this form. *The completed form should be emailed to the CPEE Office -heo@pavementeducation.edu.au*

STUDENT DETAILS

Surname:	Student ID:
Given names:	Title:
Mailing Address:	
Email:	Mobile Contact:
Report Title:	
Unit Code:	Name of Unit Chair:

REQUEST (please cross as appropriate)

<input type="checkbox"/> I am requesting Restricted Access at the level indicated	<input type="checkbox"/> Allow no-one access other than examiners and CPEE Office Staff.	For ____ months
OR		
<input type="checkbox"/> I am requesting Confidential Examination	<input type="checkbox"/> Allow access as above, plus all CPEE Unit Chairs.	For ____ months

REASONS FOR REQUEST (please cross as appropriate)

<input type="checkbox"/> My Report contains confidential material.
<input type="checkbox"/> Confidentiality and/or restricted access was a condition set by my workplace and/or owners of non-public records and/or material used by me in the Report.
<input type="checkbox"/> Other : (Please insert)

SIGNATURE OF STUDENT

Signature of Student: (Electronic signature is acceptable)	Date:
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WORKPLACE MENTOR

To be completed by the Workplace Mentor – please comment on the reasons for this request, indicating support or otherwise. This box is expandable. (Please note points below)

Supervisor(s) Signature: (Electronic signature is acceptable)	Date:
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Supervisors(s) Name: (please print):

CPEE OFFICE USE ONLY

<input type="checkbox"/>	Approved:	Date:	Name/Signature
<input type="checkbox"/>	Not Approved:	Date	Name/Signature

NOTES

Restricted Access: After receiving the completed form from a student the CPEE will consult with the student and the Unit Chair and the Workplace Mentor where appropriate. Restricted access may then be granted to a Report for a period of time not normally exceeding three years from the date that it is submitted for examination. A Report will normally only be granted restricted if it contains confidential material or was a condition set by the student's workplace and/or owners of non-public records and/or material used in the Report.

Confidential Examination: Examiners will be required to sign a non-disclosure statement, stating that they acknowledge the confidential nature of the information in the Report and that they will not disclose any of the information contained in the Report without the written permission of both the student and the CPEE for the agreed restricted access period.