For undergraduate or postgraduate student projects supervised by an Abertay staff member.

This form MUST be included in the student’s thesis/dissertation. Note that failure to do this will mean that the student’s project cannot be assessed/examined.

**Part 1: Supervisors to Complete**

By signing this form, you are confirming that you have checked and verified your student’s data according to the criteria stated below (e.g., raw data, completed questionnaires, superlab/Eprime output, transcriptions etc.)

|  |  |  |  |
| --- | --- | --- | --- |
| Student Name: |  | | |
| Student Number: |  | | |
| Lead Supervisor Name: |  | | |
| **Lead Supervisor Signature** |  | | |
| Project title: |  | | |
| Study route: | PhD | MbR | MPhil |
| Undergraduate | PhD by Publication | |

**Part 2: Student to Complete**

|  |  |  |  |
| --- | --- | --- | --- |
|  | | Initial here to confirm ‘Yes’ | |
| I confirm that I have handed over all manual records from my research project (e.g., consent forms, transcripts) to my supervisor for archiving/storage | |  | |
| I confirm that I have handed over all digital records from my research project (e.g., recordings, data files) to my supervisor for archiving/storage | |  | |
| I confirm that I no longer hold any digital records from my research project on any device other than the university network and the only data that I may retain is a copy of an anonymised data file(s) from my research | |  | |
| I understand that, for undergraduate projects, my supervisor may delete manual/digital records of data if there is no foreseeable use for that data (with the exception of consent forms, which should be retained for 10 years) | |  | |
| **Student signature :** |  | |
| **Date:** |  | |