PROCEDURE FOR PUBLICATION OF GRADUATION THESES AND DISSERTATIONS

Based on clause 15 (2) 15) of the Statutes of the University of Tartu, adopted by the Senate of the University of Tartu Regulation no. 11 of 21 July 2014 and approved by the Council of the University of Tartu Resolution no. 18 of 29 July 2014, clause 8 of the Senate of the University of Tartu Regulation no. 23 of 20 December 2013 “Procedure for Awarding Doctorates” and clause 135 of the Senate of the University of Tartu Regulation no. 5 of 26 April 2013 “Study Regulations”, I establish the procedure for publication of graduation theses and dissertations. [effective as of 01.01.2016]

I. General part

1. This decree establishes the procedure for the publication and format of graduation theses submitted for the application of professional higher education diplomas, bachelor’s degrees and master’s degrees (‘graduation theses’) and dissertations submitted for the application of doctoral degrees (‘dissertations’) at the University of Tartu (‘the university’).

1. [repealed as of 01.01.2016]

1. If the dean has not appointed a vice dean for academic affairs, the dean performs the duties of the vice dean for academic affairs imposed by this procedure.  
[effective as of 01.01.2016]

II. Publication of graduation theses

2. Graduation theses and multimedia files forming a part of graduation theses are published electronically.

3. If electronic publication of a graduation thesis is not possible due to the author’s proprietary rights belonging to other persons, the Personal Data Protection Act, a state secret or trade secret or other classified information, the author submits to the vice dean for academic affairs a reasoned application for the establishment of restrictions to the publication of the graduation thesis before
submitting the graduation thesis for defence. The vice dean for academic affairs establishes restrictions by a directive. [effective as of 01.01.2016]

4. The author submits the graduation thesis for defence along with a non-exclusive licence in a form that can be reproduced in writing, by which the author grants the university permission to:
4.1. reproduce the graduation thesis for the purpose of preservation and electronic publication of the graduation thesis;
4.2. electronically publish the graduation thesis via the university’s web environment. If a fixed-term restriction has been established on the publication of a graduation thesis by a directive of the vice dean for academic affairs, the author allows the university to electronically publish the graduation thesis after the expiry of the restriction. [effective as of 01.01.2016]

5. The author submits the non-exclusive licence specified in clause 4 electronically as a part of the graduation thesis in the same file as the written graduation thesis.

6. The author submits the electronic version of the graduation thesis for defence as a PDF file.

7. The council of the faculty may decide that graduation theses admitted for public defence are published on the university’s website before their defence. [effective as of 01.01.2016]

8. An employee appointed by the dean saves a graduation thesis that has been given a positive grade in the digital archives of the University of Tartu Library ("the library") and makes it electronically available to the public via the digital archives of the library within three months after the defence. If a fixed-term restriction has been imposed on the publication of a graduation thesis by a directive of the vice dean for academic affairs, the thesis is published after the expiry of the restriction. [effective as of 01.01.2016]

III. Publication of dissertations

9. Dissertations are published on paper and electronically. Dissertations are printed in at least 15 copies. [effective as of 01.07.2016]

10. If a dissertation is defended on the basis of (a) monograph(s) published in print, a reference to the monograph(s) is included in the dissertation.

11. If a dissertation is defended on the basis of a series of publications, an overview article is published in the dissertation along with the respective publications. If publications cannot be published in the dissertation due to the author’s economic rights belonging to other persons, a reference to the source of the publication is included in the dissertation along with a reference to the Internet source. The author has the right to prohibit the electronic publication of a non-published article manuscript.

12. If a dissertation and/or publications cannot be published due to the Personal Data Protection Act, a state or trade secret or other classified information, a list of these drawn up by the author is published on paper and electronically. The author submits to the council awarding the degree a reasoned application for the establishment of publication restrictions on the dissertation. The rector establishes the restrictions on the proposal of the council awarding the degree.
13. Doctoral dissertations are printed in OÜ Tartu Ülikooli Kirjastus (‘publishing house’). To print a dissertation, the author, the publishing house and the university enter into an agreement (‘publishing agreement’).

14. Dissertations are printed in publishing house in line with the common technical rules and with cover design characteristic of the faculty. The cover colours of dissertations depend on the faculty as follows: Faculty of Arts and Humanities – red, Faculty of Social Sciences – orange, Faculty of Medicine – blue, Faculty of Science and Technology – green. [effective as of 01.01.2016]

15. The author submits to the publishing house the manuscript of the dissertation and an electronic popular-science summary in Estonian and English aimed at a broad audience (up to 2000 characters) as well as the texts of publications or PDF files at least seven weeks before the date of defence of the dissertation. The author submits to the publishing house an extract of the minutes of the meeting of the council regarding allowing the dissertation for defence, a copy of the rector’s directive in the event specified in clause 12 of the decree and the licence obtained from the publisher of a previously published publication, if any.

IV. Liability of author, publishing house and university

16. The author is liable for ensuring that the publication of the graduation thesis or dissertation does not infringe other persons’ intellectual property rights, rights arising from the Personal Data Protection Act or other rights.

17. The publishing agreement sets out that the publishing house is liable for ensuring that the dissertation’s electronic and paper versions are identical, with exceptions set out in clauses 11 and 12 of the decree. If fewer than 50 copies of the dissertation are printed, it is agreed in the publishing agreement that the publishing house sends one copy of the dissertation and the electronic version of the dissertation to the National Library of Estonia, University of Tartu Library, the Archival Library of the Estonian Literary Museum and Tallinn University Academic Library. [effective as of 01.07.2016]

18. The university ensures the publication, preservation and availability of the electronic version of graduation theses and the electronic and paper versions of dissertations.

V. Implementing provisions

19. I repeal Decree no. 17 of the Rector of 24 April 2008 “Procedure for Publication of Dissertations” (amended by Decree no. 2 of the Rector of 18 February 2010 and Decree no. 7 of 7 March 2012).

20. The decree enters into force on 1 December 2012.