

Approved by Rector's directive No. 60 of 27 February 2014

Procedure for Publication and Preservation of Graduation Thesis

1. General provisions

1.1 This procedure applies to publication of graduation thesis submitted for applying for professional higher education diplomas, bachelor's degrees and master's degrees (hereinafter graduation theses) and preservation thereof in Tallinn University of Technology (hereinafter TUT).

1.2 Graduation thesis and files forming a part of the graduation thesis shall be published electronically in the digital collection of TUT library, unless otherwise decided on the basis of clause 3 of this procedure.

1.3 The author of a graduation thesis shall grant TUT a non-exclusive licence (Annex 1) for using the graduation thesis. By a non-exclusive licence the author grants TUT permission to:

1.3.1 reproduce the graduation thesis for the purpose of preservation and electronic publication of the graduation thesis;

1.3.2 make the graduation thesis electronically available for the public via TUT's web.

1.4 The author is liable for ensuring that the publication of the graduation thesis does not infringe third persons' intellectual property rights, their rights arising from the Personal Data Protection Act or rights arising from other legislation.

2. Submission of graduation thesis for publication

2.1 A student admitted for defence shall submit a duly completed graduation thesis both, on paper and in an electronic form (pdf-format) together with a summary of the graduation thesis, the signed non-exclusive licence and metadata (Annex 2) to the chairman of the defence committee or the employee organising the defence.

2.2 As a rule, the person authorised by the chairman of the defence committee or the employee organising the defence shall verify the graduation thesis via a plagiarism detection system before the defence.

2.3 The person authorised by the chairman of the defence committee or the employee organising the defence shall enter a graduation thesis that has been given a positive grade and the required metadata in the digital collection of TUT library taking into account the provisions of clause 3.

3. Publication of graduation thesis

3.1 A graduation thesis entered in the digital collection shall be published electronically not later than three months after the graduation thesis has been given a positive grade at the defence.

3.2 The council of the faculty/college shall decide upon publication of graduation thesis. In case a graduation thesis is not subject to publication, a summary of the thesis shall be published.

3.3 Access to a graduation thesis may be restricted, if the graduation thesis contains a state secret, trade secret, information to be kept confidential on the basis of the Personal Data Protection Act, unpublished materials or any other classified information.

3.4 If full access to a graduation paper is not possible due to the restrictions specified in clause 3.3, the author of the thesis shall submit to the dean/ college director a reasoned application, which has been approved by the supervisor, for the establishment of restrictions to the publication of the graduation thesis before submitting the graduation thesis for defence. The defence committee shall decide upon restriction of access to the graduation thesis and the terms of restriction on the basis of the proposal of the dean/college director.

3.5 If a fixed-term restriction has been established to the publication of a graduation thesis, the graduation thesis may be published after expiry of the restriction.

3.6 In case of a graduation thesis with restricted access, only the summary of the graduation thesis shall be entered in the digital collection of the library.

4. Preservation of graduation thesis

4.1 A published graduation thesis shall be preserved in the digital collection of the library. Each faculty/college shall individually decide upon preservation of graduation thesis on paper.

4.2 As a rule, graduation thesis containing state secrets shall not be preserved.