PROCEDURE FOR PUBLICATION OF GRADUATION THESES AND DISSERTATIONS

Based on subsections 2 and 18 of section 34 of the Statutes of the University of Tartu, section 9 of Regulation no. 36 of the Council of the University of Tartu of 30 November 2007 “Statutes of Research Degrees” and section 119 of Regulation no. 6 of the Council of the University of Tartu of 26 May 2006 "Study Regulations", I hereby establish the Procedure for Publication of Graduation Theses and Dissertations.

I General provisions

1. This Decree establishes the procedure for publication and formalisation of graduation theses submitted for the application of professional higher education diplomas, bachelor’s degrees and master’s degrees (hereinafter graduation theses) and dissertations submitted for the application of doctoral degrees (hereinafter dissertations) in the University of Tartu (hereinafter the University).

II Publication of graduation theses

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

3. If electronic publication of a graduation thesis is not possible due to the author’s economic 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 dean or college director a reasoned application for the establishment of restrictions to the publication of the graduation thesis before submitting the graduation thesis for defence. The dean or college director establishes restrictions by an order.

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 public 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 an order of the dean or college director, the author will allow the University to electronically publish the graduation thesis after the expiry of the restriction.

5. The author electronically submits the non-exclusive licence specified in section 4, 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 or college may decide that graduation theses admitted for public defence will be published on the University’s website before their defence.
8. An employee appointed by the dean or college director saves a graduation thesis that has been given a positive grade in the digital archives of the University library (hereinafter the library) and makes it electronically available via the digital archives of the library to the public within three months after the defence. If a fixed-term restriction has been imposed on the publication of a graduation thesis by an order of the dean or college director, the thesis will be published after the expiry of the restriction.

III Publication of dissertations

9. Dissertations are published on paper and electronically.

10. If a dissertation is defended on the basis of (a) monograph(s) published in print, a reference to it (them) will be published 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 due to the author's economic rights belonging to other persons, a reference to the disclosure of a publication will be published 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 will be 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 (hereinafter the Publishing House). To print a dissertation, the author, the Publishing House and the University enter into an agreement (hereinafter the Publishing Agreement).

14. Dissertations are printed in the Publishing House in line with the common technical rules and with cover art characteristic of the field of research. The cover colours of dissertations are as follows, depending on the fields of research: realia et naturalia – green, humaniora – red, socialia – orange, medicina – blue.

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 parts of publications or PDF files at least seven weeks before the date of defence of the dissertations. The author will submit to the Publishing House an extract of the minutes of the meeting of the council regarding acceptance of the dissertation for defence, a copy of the Rector’s directive in the event specified in section 12 of the Decree and the licence obtained from the published or 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, taking into account the specifications set out in sections 11 and 12 of the Decree.

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

20. The Decree will enter into force on 1 December 2012.

Volli Kalm

Rector, Professor