

Approved by Rector's directive No. 166 of 8 September 2010  
Amended by Rector's directive No. 212 of 15 November 2010  
Amended by Rector's directive No. 336 of 19 November 2012

## **Procedure for Publication of Doctoral Thesis in TUT**

### 1. General provisions

1.1 This procedure regulates making doctoral thesis available to the public and distribution thereof within the meaning of the Copyright Act (hereinafter together referred to as publication) in TUT Library (hereinafter library), including publishing in TUT Press House (hereinafter referred to as Press House).

1.2 Doctoral thesis shall be published in print and electronically in the digital collection of the library at <http://digi.lib.ttu.ee> unless otherwise laid down in section 5 of this procedure.

1.3 An author's contract shall be concluded between the author of a doctoral thesis and TUT for use of the doctoral thesis (hereinafter author's contract). By an author's contract the author grants TUT the right for publication and publishing of the doctoral thesis. The text of an author's contract is available on the website of the digital collection of the library at <http://digi.lib.ttu.ee/about/Autorileping.pdf>.

1.4 The library shall preserve the paper versions of doctoral thesis permanently and the electronic versions for 25 years. As a rule, doctoral thesis containing a state secret shall not be preserved in TUT.

### 2. Submission of doctoral thesis to the Press House

2.1 The head of a structural unit of a faculty /an institution shall submit a standard format written order to the Press House for publishing the doctoral thesis.

2.2 Not later than one month before the defence of the doctoral thesis, the author of the doctoral thesis shall submit the following to the Press House:

2.2.1 the printed and electronic versions of the completed manuscript of the doctoral thesis in compliance with the procedure for writing doctoral thesis approved by the Rector;

2.2.2 publications in separate files;

2.2.3 an extract of the minutes of the meeting of the scientific council/council of the faculty/institution or a copy of the director /dean regarding acceptance of the doctoral thesis for defence;

2.2.4 two copies of an author's contract signed by the author.

2.3 One copy of the author's contract signed by the Head of the Library shall be returned to the author.

### 3. Submission of doctoral thesis to the library

3.1 After conclusion of an author's contract, the Press House shall submit the electronic version of the doctoral thesis to the library as an e-mail attachment or on a data medium unless otherwise laid down in section 5 of this procedure.

3.2 In case of a doctoral thesis defended on the basis of publications, the author of the doctoral thesis has sole responsibility for solving the copyright issues related to publication thereof.

3.3 The Press House shall submit the printed version of the doctoral thesis to the library after it has been published.

3.4 The doctoral thesis containing a state secret shall not be submitted to the library and the doctoral thesis shall be returned to the author after the defence thereof.

### 4. Publication of doctoral thesis

4.1 Not later than one month before the defence, the library shall publish the electronic version of the doctoral thesis in the digital collection of the library, enter the required metadata and describe the publication unless otherwise laid down in section 5 of this procedure. [entered into force 15.10.2010]

4.2 Within one working day after publication in the digital collection, the library shall send the web address of the electronic version of the doctoral thesis to the Marketing and Communications Office, who shall add a link in the list of theses admitted to defence unless otherwise laid down in section 5 of this procedure.

4.3 If defence of a doctoral thesis does not take place:

4.3.1 the dean/director shall immediately notify the library and the Marketing and Communications Office thereof;

4.3.2 the Marketing and Communications Office and the library shall immediately cease publication of information on the doctoral thesis.

4.4 After successful defence of a doctoral thesis the library shall add the doctoral thesis record in the electronic catalogue ESTER and a link to the electronic version of the doctoral thesis in the record unless otherwise laid down in section 5 of this procedure.

4.5 The paper version of a doctoral thesis shall be publicly available in the library at least in triplicate unless otherwise laid down in section 5 of this procedure.

5. Specific cases in implementation of the procedure

5.1 Access to a doctoral thesis may be restricted, if the doctoral thesis contains a state secret, trade secret or any other classified information.

5.2 Restriction on access to a doctoral thesis shall be decided upon by the defence panel in compliance with the proposal of the dean/director. The time limit for the restricted access of a doctoral thesis shall be agreed upon in the author's contract concluded with the author of the doctoral thesis.

5.3 Doctoral theses with restricted access (except doctoral theses containing a state secret) shall be supplied with a notation "For internal use" and shall be preserved in the closed storage facility of the library intended for such purpose. Only the abstract of the doctoral thesis shall be submitted to the digital collection of the library.

5.4 In case of restricted access, or if an author's contract is not concluded for some reason, the Marketing and Communications Office shall publish the following basic information related to defence of the doctoral thesis on TUT website: the name(s) of the defender and the supervisor(s), the title of the doctoral thesis, the names of the opponents, the date, place and time of the defence and a link of the digital collection to the abstract of the doctoral thesis.

5.5 If a doctoral thesis contains a state secret, the person arranging personal data and state secret protection shall decide upon publication of the basic information specified in clause 5.4. related to the defence of each specific doctoral thesis.

Annex

**Written order for publishing a doctoral thesis in the TUT Press House**

<b>Name of the PhD candidate</b>	
<b>Faculty/Institution</b>	
<b>Department/Centre</b>	
<b>Volume of the dissertation</b> (number of pages)	
<b>Circulation of the dissertation</b>	
<b>Colour prints of dissertation</b>	<input type="checkbox"/> Yes    Estimated volume of colour prints .....
	<input type="checkbox"/> No
<b>Source of funding</b>	<input type="checkbox"/> Department funds
	<input type="checkbox"/> Doctoral School funds or resources of other structural funds

.....  
*Date*

.....  
*Signature of the head of the structural unit*