

ESTABLISHED

by Resolution No. 11 of the Council of the School of January 24, 2019

AMENDED

by Resolution No. 1-6/102 of the Council of the School of May 8, 2020
by Resolution No. 1-6/56 of the Council of the School of March 25, 2021
by Resolution No. 1-6/24 of the Council of the School of February 16, 2022
by Resolution No. 1-6/60 of the Council of the School of April 27, 2023

Requirements for Final Theses at the Artificial Intelligence for Sustainable Societies

1. General Provisions

- 1.1. The general requirements for the preparation and defence of the final theses of the first and second level of higher education have been established in section 27 of the Tallinn University Study Regulations.
- 1.2. The requirements for the final theses at the Artificial Intelligence for Sustainable Societies (hereinafter the *Theses Requirements*) establish the process of preparation of the final theses of the first and second level of higher education, as well as the requirements for the volume, format and review of theses.
- 1.3. The Theses Requirements consist of a general part and annexes. The annexes present study programme-specific requirements for the nature, structure and volume of final theses, as well as other more detailed specific conditions.

2. Registration of final thesis topics

- 2.1. The student shall be the active party in choosing the topic and finding a supervisor and shall contact a particular lecturer with his or her supervision request. Both the study programme administrator and the head of the study area can be consulted in choosing the topic of the final thesis and the supervisor. The supervisors are appointed evenly between TLU, TAU and UL.
- 2.2. The topic of the final thesis shall be registered using the final thesis topic registration form published on the homepage of the Tallinn University School of Digital Technologies. The form, signed by the student and the supervisor(s), shall be submitted to the study counsellor. The study counsellor shall forward the final thesis topic registration to the study programme administrator for approval.
- 2.3. The topic and supervisor approved by the administrator shall be approved by order of the Director of the School in the study information SIS and registered in the register of final thesis topics of the School.
- 2.4. The terms for registering final thesis topics shall be established every academic year separately by study programmes.

3. Supervision

- 3.1. The tasks of the supervisor and the student have been regulated in subsections (7) and (8) of section 27 of the Tallinn University Study Regulations.
- 3.2. The supervisor shall give the student feedback within one week after the request of the student. This period may be longer in exceptional cases (e.g. work assignments, illness, etc.). If the lecturer cannot provide substantive feedback within that period (e.g. due to a significant workload) the student shall be informed thereof and given a term by which substantive feedback can be given.
- 3.3. After the pre-examination and the final corrections, the supervisor gives the student permission to submit the thesis for assessment.

4. Format Requirements of Final Theses

- 4.1. The mandatory parts of a final thesis are a title page, a table of contents, an introduction, the main part of the thesis, a summary, and references written in English. A summary in Estonian, if wished, contains the title of the thesis in Estonian, the research problem, aims, methodology, an overview of the research process and results. [Amended 16.02.2022]
- 4.2. Additional parts of a final thesis may include an abstract, keywords, a list of figures, a list of tables, a list of abbreviations, an explanation of terms, acknowledgements, and an Estonian, Portuguese and Finnish summary of a final thesis written in a foreign language, appendices, etc. [Amended 16.02.2022]
- 4.3. The requirements for the structure of the main part of a final thesis are established by study programmes.
- 4.4. The programme has not established uniform format requirements for the presentation of final theses, except for the general requirements provided in subsections 4.4.1 to 4.4.5. It is essential to ensure that the same style and format are used from the beginning to the end of the thesis.
 - 4.4.1. The chapters of the main part of the thesis shall be numbered using Arabian numbers, following the hierarchy of the chapters. No numbers shall be assigned to the introduction, the summary, the list of references and the English summary. All the chapters and independent structural units of the thesis (table of contents, introduction, summary, and references) shall start on a new page in the thesis.
 - 4.4.2. The main text of the thesis shall be presented using a size 12 font, line spacing of 1.5, and justified alignment.
 - 4.4.3. The pages shall be numbered starting from the introduction. All the preceding pages shall be included in the numbering. The numbering must be placed on the bottom right corner of the page.
 - 4.4.4. The figures, tables, code samples, etc., presented in the main part of the thesis shall be numbered using Arabian numbers, with references to them in the text of the main part of the thesis. The tables shall have titles, and the figures and code samples shall have captions.
 - 4.4.5. The appendices to the thesis shall present additional materials and data which are necessary for understanding the thesis, but would disrupt the legibility of the thesis in the text with their volume or content (e.g. questionnaires, large-scale tables, etc.). The appendices shall be

numbered using Arabian numbers and equipped with titles. Every appendix shall start on a new page.

- 4.5. The thesis shall be prepared using the examples provided in the thesis guidelines of the programme.
- 4.6. The works and viewpoints of other authors, quotes from literature sources and elsewhere, numerical data, formulae, code samples and other such used in the thesis shall be referenced. It is recommended to use the APA referencing system unless stated otherwise in the study programme-specific requirements.

5. Submission of Final Theses

- 5.1. A student shall inform the study counsellor by e-mail of the intention to submit a final thesis for defence, as well as of the final title approved by the supervisor in Estonian and English two weeks before the term for the submission of the final thesis at the latest.
- 5.2. In order to request a closed defence and an access restriction to the final thesis in the case of grounds for classifying the information as intended for internal use as provided for in the Public Information Act, the author of the final thesis or another person concerned shall submit a justified application to the Director of the School one month before the term for the submission of the final thesis at the latest. In the case of classified information of institutions, enterprises or organisations, a legal or authorised representative of the institution, enterprise or organisation shall have the right to submit an application.
- 5.3. The terms for the submission of final theses shall be established every academic year by study programmes.
- 5.4. A supervisor may, without providing a reason, not allow a thesis, the final version of which has not been presented to him or her one week before the term for the submission of theses at the latest for defence, by refusing to sign the thesis.
- 5.5. A student shall submit the final thesis in PDF format, its appendices, and the author's declaration and non-exclusive licence for the use of the thesis in a digital signature system of the university signed by the student and the supervisor. Large files included in the appendices of the thesis (e.g. videos) shall be submitted on separate data media and do not have to be digitally signed. If the student or supervisor cannot digitally sign the author's declaration and non-exclusive licence for the use of the thesis, the signed document shall be submitted on paper. The submission of theses on paper and the digital version may be established by study programmes. [Amended 08.05.2020]

6. Review of final theses

- 6.1. The supervisor of a final thesis may propose to the study programme administrator to appoint a reviewer in accordance with the requirements established for reviewers in the Tallinn University Study Regulations.
- 6.2. The study programme administrator shall approve the reviewers of the final theses within five working days from the term for the submission of the final theses, consulting the head of studies if necessary.
- 6.3. In the review, the reviewer shall present justified opinions concerning the

substantive part of the thesis, the achievements of the author, and the main deficiencies of the thesis in accordance with the thesis reviewing guidelines of the programme. The reviewers have 21 days to review, and the students 10 days to improve the thesis.

- 6.4. The results of a written final examination shall be announced to students within three working days after the date of the examination. The chairman of the committee shall inform the students of the date and place of announcing the results just before the start of the final examination. Students shall be informed of the results of an oral final examination on the day of defence, immediately after preparation of the protocols.
- 6.5. The master thesis is delivered/submitted to Tallinn, Tampere and Lusófona universities' library repositories.
- 6.6. Appeal according to Tallinn University Study Regulations § 34. Contesting decisions related to a final exam or final thesis

7. Avoidance of plagiarism

- 7.1. Plagiarism shall be classified as unintentional or intentional plagiarism, depending on the level of severity thereof. Intentional plagiarism shall be considered as a breach of academic practices and cases of plagiarism shall be processed in accordance with subsection 25 or 25¹ of section 27 of Tallinn University Study Regulations.
- 7.2. Referencing and quoting mistakes which are made in referencing and are not substantive are considered as unintentional plagiarism.
- 7.3. The following is considered as intentional plagiarism:
 - 7.3.1. Knowingly presenting text or paragraphs word for word without correctly referencing the author or source;
 - 7.3.2. Making minor changes in the text of another author and presenting the text without complying with the quoting and referencing requirements;
 - 7.3.3. Presenting the figures or tables of another author or translations or adaptations thereof without correctly referencing the author or source;
 - 7.3.4. Presenting the reasoning or ideas of another author in one's own words without correctly referencing the author or source;
 - 7.3.5. Translating paragraphs of text or reasoning from a foreign-language source without correctly referencing the original source.
- 7.4. The speciality-specific forms of plagiarism and the levels of severity shall be established by study programmes.
- 7.5. Before allowing a final thesis for defence, the supervisor shall check the final thesis in a plagiarism detection system of Tallinn university.

8. Copyright of the thesis

- 8.1. Copyright issues are related to the publicity of the thesis. The student is responsible for the contents of the thesis and ascertaining his/her rights to it.
- 8.2. The author of a thesis intended for publication must have full copyright to the thesis, including any pictorial material, tables or other material, or have the right to publish such material online.
- 8.3. Further information on copyright is available on the Library's Open Access guide and on the following websites:

https://libguides.tuni.fi/opinnaytteet/julkaisuluvat_tekijanoikeus; ImagOA:
Open science and use of images: a guide on the Aalto University website
http://libguides.aalto.fi/imagoa_eng