

Annex to TSU order
No. 450/OD
dated April 17, 2024

MINISTRY OF SCIENCE AND HIGHER EDUCATION
OF THE RUSSIAN FEDERATION

NATIONAL RESEARCH
TOMSK STATE UNIVERSITY
(NR TSU)

**REGULATIONS
ON STORING TEXTS
OF FINAL QUALIFICATION THESES
IN TSU ELECTRONIC LIBRARY (REPOSITORY)**

Tomsk 2024

TERMS AND ABBREVIATIONS

NR TSU, TSU, University – National Research Tomsk State University

FQT – Final Qualification Theses

Structural Academic Units – faculties, institutes, strategic academic units (StrAU), NR TSU branch

TSU E-library – Electronic library (repository) of TSU

1 General provisions

1.1 These Regulations on storing texts of final qualification theses in the TSU E-library (repository) (hereinafter – Regulations) are developed with the aim of establishing the procedure for storing final qualification theses or abstracts to them, written by students in bachelor's, specialist, basic higher education, master's, and specialized higher education programs, in the TSU E-library.

1.2 These Regulations are developed on the basis of the following documents:

- Federal Law of December 29, 2012 No.273-FZ “On Education in the Russian Federation”
- President's Executive Order of May12, 2023 No. 343 “On certain issues of improving the system of higher education”
- The procedure for conducting final state certification of higher education programs – bachelor's, specialist, master's degree programs, established by the Order of the Ministry of Education and Science of the Russian Federation of June 29, 2015 No. 636
- TSU Charter
- Local regulations of NR TSU

1.3 FQT texts are stored in the repository in compliance with the requirements for final state certification procedure for students studying in higher education programs, with the aim of building a FQT database.

2 Check for plagiarism

2.1 Before being uploaded to the repository, FQT texts are subject to mandatory checks for plagiarism.

2.2 Texts of FQT are checked for plagiarism by designated staff members at the relevant structural academic units or a librarian at the Research Commons (TSU Research Library) using Antiplagiat.Vuz web-service.

2.3 The plagiarism check report is downloaded by a designated staff member at the respective structural academic unit or a librarian at the Research Commons (TSU Research Library) and then provided to the thesis author for inclusion in the FQT file.

2.4 FQT check for plagiarism implies detecting borrowings with no reference to the author and/or source.

2.5 FQT text is checked for plagiarism by thesis supervisor taking into consideration the report mentioned in paragraph 2.3.

2.6 Upon checking FQT, including check for plagiarism, the title page of FQT is signed by the thesis supervisor.

3 Submission to the TSU E-library (repository)

3.1 FQT containing national security information are uploaded to the repository only in the form of abstracts. An abstract is a brief overview of FQT. Along with the heading “ABSTRACT”, it includes information about the author of the work (full name, department, faculty, autonomous main educational program), its title and structure, illustrations and appendices (if applicable), information about the subject, aims and objectives of the research, research methods that were used, general results and possible ways of their practical implementation, as well as notification if the work contains national security information.

3.2 FQT containing manufacturing, technical, economic, organizational and other information including intellectual property in the sphere of research and technology that have actual or potential commercial value by virtue of non-public nature are uploaded to the repository excluding certain chapters upon the decision of the rights holder.

3.3 FQT that do not fall within the scope of paragraphs 3.1 or 3.2 of these Regulations are uploaded to the repository in full. Theses can be written in Russian or in English.

3.4 If a thesis is co-authored by a group of students, only one member of the group needs to upload it to the TSU E-library.

3.5 FQT title page with signatures of its author, FQT supervisor (consultant – if applicable) and the head of the Main Educational Program are to be scanned and included in the FQT file in *.pdf format.

3.6 The decision on whether to store FQT in the repository in full, excluding certain chapters or in the form of an abstract is made by the head of the Main Educational Program. The decision on uploading FQT as an abstract is verified by the signature of the Main Educational Program head on the abstract page. The decision on uploading a thesis excluding certain chapters is formalized as an official statement (Appendix 1). This statement is then scanned and included as the second page (following the title page) in the thesis file in *.pdf format.

3.7 The plagiarism check report is added to the FQT file as the last page. Instructions on merging *.pdf files into one single file are given in Appendix 2 to these Regulations.

3.8 No later than 2 days before the defence, a student submits the electronic version of their FQT, formatted as prescribed by paragraphs 3.2 – 3.7 of these Regulations (or abstract in instances stipulated by paragraph 3.1), for storage in the TSU

E-library through the web-form on the TSU Research Library website. Instructions for uploading FQT texts to the TSU E-library are given in Appendix 3 to these Regulations.

3.9 FQT author is responsible for the content, authenticity and consistency between the version uploaded to the repository and the printed version. State Examination Board secretary is responsible for ensuring the thesis is uploaded to the TSU E-library.

3.10 The Department of Digital Library of TSU Research Library is responsible for storing FQT files in the TSU E-Library.

3.11 After uploading, the FQT file undergoes editorial review and appears in the TSU E-library within one business day following the day of upload. During peak periods, it may take up to 2 business days for a thesis to appear in the TSU E-library.

3.12 In case FQT file is not available in the repository at the time of defence, its author should provide a notification about uploading FQT in the repository to the State Examination Board (see Appendix 3, pic. 1). This notification verifies submission of FQT file for storage in the TSU E-library.

3.13 In case an incorrect file was uploaded to the repository, the FQT author must notify the secretary of the State Examination Board, where the defence is scheduled, and send the secretary the correct FQT file in compliance with the requirements outlined in paragraphs 3.5 and 3.6 of these Regulations. Upon receiving such notification, the secretary must immediately contact the Department of Digital Library of the TSU Research Library to facilitate the necessary corrections.

4 Storage of FQT texts and access

4.1 Record of all theses submitted for storage in the repository is carried out by a NR TSU Research Library member staff responsible for the correct storage of FQT files.

4.2 Materials uploaded to the TSU E-library are kept there on a permanent basis. Bibliographic records and FQT files may not be deleted or temporarily hidden.

4.3 Electronic versions of FQT or their abstracts are accessible to all Internet users.

5 Final provisions

5.1 These Regulations come into force by the TSU Rector's order and remain valid until the order is officially revoked.

5.2 Any amendments or additions to these Regulations shall be made in accordance with the procedures established by the TSU Charter.

Publication format statement sample**Заключение о форме размещения ВКР в ЭБ ТГУ**

Выпускная квалификационная работа бакалавра Иванова Ивана Ивановича на тему «Исследование нелинейно-оптической восприимчивости второго порядка новых боратных кристаллов по генерации второй гармоники в порошковом тесте Куртца-Перри» содержит результаты интеллектуальной деятельности в научно-технической сфере, которые имеют действительную или потенциальную коммерческую ценность в силу неизвестности их третьим лицам и изложены в главе 3 ВКР.

В соответствии с п.3.2 «Регламента размещения текстов выпускных квалификационных работ в Электронной библиотеке Научной библиотеки ТГУ» (Приказ №_____/ОД от _____) данная ВКР размещается в ЭБ ТГУ с изъятием главы 3 (стр. 29-43) по решению правообладателя.

Руководитель ООП

П.П. Петров

Instructions on merging *.pdf files into one FQT file.

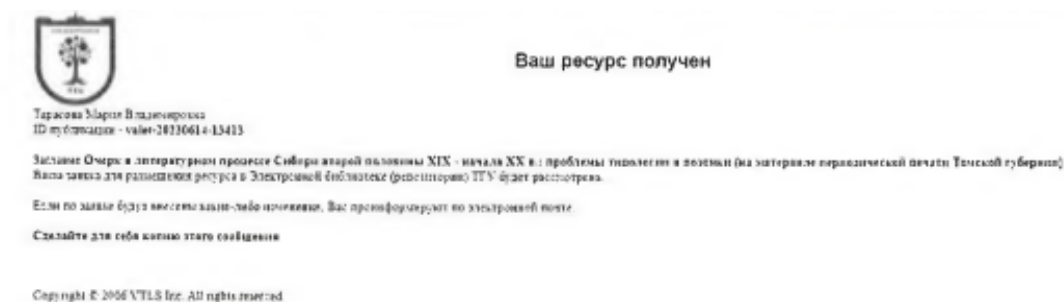
To insert additional files (scanned title page, publication format statement, plagiarism check report) into FQT file in *.pdf format follow these steps:

1. Open the FQT PDF file in Adobe Acrobat Standard or any other software/online services with page insertion functionality (e.g. <https://docupub.com/pdfmerge/>, <https://smallpdf.com/merge-pdf>, http://www.ilovepdf.com/merge_pdf which are freely available online and provide step-by-step instructions).
2. Insert additional pages in the order specified in the Regulations (scanned title page – the first page, publication format statement (if applicable) – the second page, plagiarism check report – the final page).
3. Save the merged FQT file to your preferred folder on your computer.

Instructions on submitting Final Qualification Theses (FQT) for storage in TSU Electronic library (repository)

The following steps should be taken to upload FQT to the TSU E-library (repository):

1. Open the form for submitting final qualification theses (FQT) available at <http://vital.lib.tsu.ru/cgi-bin/submit.cgi>.
2. Upload the FQT file in .pdf format (the size should not exceed 100 Mb) that includes scanned title page and a plagiarism check report. To do that click “Choose a file” button, choose it and click “Upload”.
3. Complete the form to create the bibliographic description of FQT:
 - the title;
 - year (when FQT was written);
 - FQT type (select from the list);
 - author’s full name;
 - field of study code;
 - thesis supervisor’s full name;
 - thesis consultant’s / co-supervisor’s full name (if applicable);
 - faculty (institute, autonomous Main Educational Program) – select from the list.
4. Check the entered data for errors by clicking the “Preview” button
5. If necessary, click the “Edit” button
6. Activate the option “Submit” to transfer the data to the repository
7. Save the text of notification with a unique ID of the uploaded file (Pic. 1)



Pic.1 Notification about uploading FQT to the repository