

## Electronic assessment and publication of Master's Theses

Master's theses are public documents. If it is necessary to include information in Master's thesis that the commissioner wants to keep secret, the university may allow keeping the Master's thesis confidential for up to two years.

This document describes the steps in the assessment and publication process for both 1) Public-access theses and 2) Confidential theses.

### 1) Public-access theses: assessment and publication process

Student	Student Services	First Examiner	Dean	Library
Applies for publishing permission from the first examiner (attachment: completed thesis manuscript pdf).		Grants publishing permission or gives the main points of critique of the thesis for conditional publishing permission.		
Uploads the unassessed thesis to LUT-Pub after s/he has received publishing permission.  Receives an URN ID for the thesis.				Provides an URN ID for the thesis within a max of three working days.
Applies for assessment of the thesis by submitting to Student Services a completed form 1B, which includes the date the work was uploaded to LUTPub and the URN address of the work, if it has already been received from the library.	Fact-checks form 1B.  Requests an assessment from the examiners (or from the first examiner, if the second examiner is not known to Student Services).	Recruits the second examiner if not done beforehand.  The examiners provide an assessment and propose a grade for the thesis. On the assessment form, the first examiner approves the abstract as a maturity test.		
	Prepares the list of assessment for the dean (the theses may be viewed on LUTPub/URN).  Informs the student and submits the grade to the study register.		Assessment and approval of the thesis.	

## 2) Confidential theses: assessment and publication process

Student	Student Services	First Examiner	Dean	Library
Applies for publishing permission from the first examiner (attachment: completed thesis manuscript pdf).		Grants publishing permission or gives the main points of critique of the thesis for conditional publishing permission.		
Uploads the unassessed, confidential thesis and the public abstracts to LUTPub after s/he has received publishing permission. Saves embargo (the release delay).  Receives an URN ID for the thesis.				Provides an URN for the thesis within a max of three working days.
Applies for assessment of the thesis by submitting to Student Services a <b>completed form 1B</b> , which includes the date the work was uploaded to LUTPub and the URN address of the work, if it has already been received from the library as well as the <b>completed thesis</b> and a <b>confidentiality notification</b> attached to the form.	Fact-checks form 1B.  Requests an assessment from the examiners (or from the first examiner, if the second examiner is not known to Student Services), completed thesis/pdf as an attachment.	Recruits the second examiner if not done beforehand.  The examiners provide an assessment and propose a grade for the thesis. On the assessment form, the first examiner approves the abstract as a maturity test.		
	Prepares the list of assessment for the dean.  Informs the student and submits the grade to the study register.		Assessment and approval of the thesis.	