

Postgraduate Study Guide, 2022-2023

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Please note that, in this guide, the term department refers to the postgraduate student's main subject at the Faculty of Humanities of the University of Turku

1. The aims and structure of postgraduate studies

The doctoral degree process is regulated by the Universities Act (558/2009), the Government decree on University Degrees (794/2004 and 1039/2013), the regulations issued by the Faculty and the guidelines of the University of Turku Graduate School.

According to the Decree on University Degrees, the aim of postgraduate studies is that the student

- becomes well-versed in his/her own field of research and its social significance
- gains knowledge and skills needed to apply scientific research methods independently and critically and to produce new scientific knowledge within his/her field of research
- becomes conversant with the development, basic problems and research methods of his/her own field of research
- gains such knowledge of the general theory of science and of other disciplines relating to his/her own field of research as enables him/her to follow developments in them
- gains such skills in communications and languages and such generic abilities that he/she can work in demanding expert positions and international networks.

General structure of postgraduate studies

At the Faculty of Humanities the postgraduate student is admitted to take the Doctor of Philosophy (PhD) degree. The doctoral degree comprises of 240 ECTS credits, which include the doctoral dissertation worth 200 ECTS credits and other studies worth 40-60 ECTS credits.

It is possible for the student to take the licentiate degree of 150 ECTS credits, which comprises of the licentiate thesis worth 110 ECTS credits and other studies worth 40-60 ECTS credits. If the student continues their studies towards a PhD degree, the studies worth 40-60 ECTS will be approved as a part of the Doctor of Philosophy degree.

2. Application to postgraduate studies

2.1. Eligibility for postgraduate studies

The general prerequisite for the right to complete postgraduate studies is a Master's degree or an equivalent higher university degree. Applicants must hold an applicable higher university degree or must have completed an applicable education abroad which, in the country in question, qualifies the student for postgraduate studies equivalent to those offered at the University of Turku, or must be able to otherwise demonstrate the knowledge and readiness needed for scientific postgraduate studies. A degree or other form of education will be considered relevant if the work is of a high standard, includes advanced studies (or equivalent), and is in a field that adequately prepares the candidate for conducting the research proposed in the dissertation plan/preliminary research plan. Applicants must also have sufficient knowledge of the languages needed to conduct their postgraduate studies. A single Master's degree cannot form the basis for more than one postgraduate degree. Thus, applicants with, for instance, a Master's and a doctoral degree in another field cannot complete a Doctor of Philosophy degree at the Faculty of Humanities without first completing a Master's degree in a relevant humanist discipline.

2.2. Application periods and preparation

There are two application deadlines for postgraduate studies per academic year. Information on the application periods as well as the application process can be found on the web page of the Faculty.

Well before submitting the application to postgraduate studies, the applicant should contact the major that most closely correspond to their research interests and agree with the Professor of the major subject who is responsible for postgraduate studies on a preliminary research and study plan as well as on the arrangements concerning the supervision of the future doctoral dissertation.

The major in question evaluates the application, estimates the resources for supervision at its disposal and makes a decision on recommending the application. The major delivers the statement (the evaluation) directly to the Faculty. The student submits the application and other needed documents according to the instructions. It is the responsibility of the student to deliver the documents by the end of the application period.

2.3. Application and required documents

Application form

Applicants must fill in an electronic application form for postgraduate students. In the application form, the applicant should write down:

- the supervisors of the dissertation research (at least 2 persons) and their contact information
- a tentative postgraduate study plan (40-60 ECTS). The plan should include the contents of the postgraduate studies (40-60 ECTS) and a preliminary schedule for carrying out these studies. The plan can also be attached to the application.

Preliminary postgraduate study plan (40-60 ECTS)

Doctoral studies include a dissertation 200 ECTS and postgraduate studies (40-60 ECTS) that can consist of courses and individual assignments. The courses and assignments are planned according to the [curricula of the doctoral programme](#) but typically are very individual. The preliminary plan is given in the application and after the start of the studies a more detailed plan is done with the supervisor.

Note! Teaching at the Faculty of Humanities is provided principally in Finnish, but the supervision of doctoral dissertations and teaching at the doctoral level can also be provided in English or, at the language departments, in the language in question. In addition to Finnish and English, postgraduate studies can also be carried out in a foreign language agreed upon with the relevant department. The link to the electronic application form can be found on the web page of the Faculty of Humanities

A: Documents that all applicants need to submit (1-3) either in Finnish or in English

1 Preliminary research plan

The directive length of the preliminary research plan is five pages, not including the list of references (using 12-point font, 1.5 line spacing and 2-2.5 cm margin).

The preliminary research plan should be formulated according to the following structure:

1. Background

- the topic of the doctoral dissertation and its significance
- its connections to former research as well as current scholarly discussions

2. The aim of the research and the research question

3. The materials and methods used in the research

- a reflection on research ethics

4. A plan for collaboration and mobility

5. Execution

- the applicant's abilities, previous research experience and familiarity with the field
- a schedule for the research
- a publishing plan: whether the dissertation will be a collection of articles or a monograph
 - a) in case of an article-based dissertation, the applicant should include an estimate of the number of articles, a brief summary of their contents as well as a tentative plan concerning the possible publishing forums
 - b) a preliminary plan for the content of the monograph and a view on its possible publishing

6. A list of references

2 An abstract of the applicant's Master's thesis (or equivalent) or a summary of other scientific publication activities

The recommended length of the summary is approximately one page (using 12-point font, 1.5 line spacing, and 2-2.5 cm margin).

3 Motivation letter

A motivation letter is a one page long, free-form document (12-point font, 1.5 line spacing) that states:

- why the applicant wishes to undertake postgraduate studies,
- how the proposed research relates to other research done at the University of Turku and
- the funding plan for the postgraduate studies.

B: Applicants who have a Master's degree from outside the University of Turku must also supply the following documents:

4 A copy of the degree certificate and the transcript of records or other qualifications which form the basis for the applicant's right to postgraduate studies

- Scanned original transcript(s) (in the language of the degree in question)
- Scanned other original educational documents based on which the right to study for a doctoral degree is applied for
- If the certificate(s)/transcript(s) are not in English, Finnish, or Swedish, official translations to one of these languages of said documents must also be submitted. An official translation here refers to a translation provided by the educational institution which has awarded the degree in question or a translation made by an authorized translator. A transcript in English can be replaced with a Diploma Supplement (DS) awarded by a European institution of higher education provided that the DS contains the information about the study attainments included in the degree.

Accepted applicants who have completed their prior degree in a country other than Finland, must deliver **the original certificates and transcripts or certified copies of the certificates and transcripts and their translations to the University of Turku as instructed in the acceptance letter**. If the applicant does not deliver these documents within the allotted time period, the study right will be cancelled. See: [Providing original educational documents](#)

5 Language certificates

The doctoral dissertation can be written in Finnish or in English, and furthermore, according to previous agreement, in any other language that is taught at the University of Turku at postgraduate level.

The applicants are required to have knowledge in Finnish and/or English language to be able to participate in the teaching and communicate with the university's members of the staff. The knowledge in the English language is required always when working in an international science community. Those applying for a right to study must prove their knowledge of English as described below.

Applicants must reach the minimum required test results to be considered eligible to the University of Turku. No exceptions will be made. Acceptable language tests and the minimum scores are

TOEFL (IBT) – Test of English as a Foreign Language with

- a minimum overall score of 90 and the writing test score 20 or more on the internet-based test (IBT).

- University of Turku code 9701.
- *MyBest* scores are accepted, if the test results are verifiable from the online verification service of the organiser. The TOEFL test cannot be verified after two years.

IELTS – International English Language Testing Service test (Academic) with an overall band score of 6.5 and the writing test score 6.0 or more.

C2 Proficiency (previously CPE) – Cambridge English Qualifications with pass grade "C" or higher.

C1 Advanced (previously CAE) – Cambridge English Qualifications with pass grade "C" or higher.

PTE – Academic test with a minimum overall score of 62 and the writing test score 54 or more

YKI – National certificate for language proficiency in English with a minimum score of 4 in the intermediate level test

Some test organisers give an expiration date on the tests, the University of Turku does not set any expiration dates, but the language test results must be verifiable from the online verification service of the organiser. The TOEFL test cannot be verified after two years. If the test scores can no longer be verified, the test is not valid and the applicant is advised to retake the test.

Applicants are exempt from doing an English language test if they hold one of the following.

- Bachelor's degree (or higher) or an equivalent degree completed in English in **Australia, Canada, New Zealand, the United Kingdom, the United States or in an EU/EEA country.**
- Bachelor's degree (or higher) or an equivalent degree completed in a university or university of applied sciences in **Finland.**
- Secondary education completed in English in **Australia, Canada, the United Kingdom, Ireland, New Zealand, or the United States.**
- Secondary education completed in **Finland.**

The language of instruction of the degree must be proven with the degree certificate, transcript of records or Diploma Supplement.

If the degree you use to prove your language skills is different from the one used as a basis for eligibility for the programme, the degree must be earned by the time of application.

No other degrees or statements of language proficiency will be accepted.

C: Additional documents required of applicants who have completed their Master's degree outside the European Union (6)

6 Information about the curriculum and contents of the Master's degree or equivalent academic qualification, authenticated by the applicant's former educational institution.

2.4. Admission

According to the University of Turku Regulation on Studies (section 5) “when students are selected to pursue Doctoral degrees, admission criteria may include studies completed earlier, study success, a study and research plan or other indication of eligibility for doctoral studies. When students are selected to pursue doctoral studies,

it shall be ensured that high quality guidance is available in the field of research”.

The decision as to whether the applicant has been granted the right to study is made by the Dean upon the recommendation of the board of the doctoral programme. The decision is drafted evaluating each applicant's application documents according to the admission criteria and taking account of the statement made by the person responsible for postgraduate degrees at the relevant department. The evaluation criteria are the following:

- quality of the research plan: its feasibility and scholarly significance
- research skills indicated and
- motivation.

One criterion can also be whether or not the major can offer supervision in the applicant's field of research. If an applicant cannot be accepted as a postgraduate student, they will be sent a written notice stating the reasons for the rejection. An applicant, who is not satisfied with the decision, may appeal in writing to the Dean of the Faculty of Humanities within 14 days of the decision being sent.

2.5. Acceptance of the study place

An admitted applicant has to notify University of Turku of his/her acceptance of the study place by time announced in the acceptance letter. If the admitted applicant does not give the notification in the time indicated, he/she shall forfeit the study place. A person admitted to more than one university or polytechnic degree has to notify only the degree in which he/she accepts the study place. Notification is binding, it is not possible to cancel or change it later.

According to Finnish legislation, student may accept only one study place leading to a higher education degree in Finland during one academic term (autumn term 1.8.-31.12. or spring term 1.1.-31.7). This rule applies to all higher education. Higher education degrees included in the rule are Bachelor degrees and Master degrees awarded by Finnish universities of applied sciences, Bachelor degrees and Master degrees awarded by Finnish universities and Licentiate and Doctoral degrees awarded by Finnish universities. Only exemptions are Transfer student selections, the Åland Poly-technic and the Police College of Finland.

3. Progression, supervision and follow-up of postgraduate studies

Full-time postgraduate students should aim to complete their Doctor of Philosophy degree within four years. The studies should be planned and sized according to this.

3.1. Conducting postgraduate studies (40-60 ECTS)

In addition to the research evidenced in the dissertation, the postgraduate degree comprises studies (40-60 ECTS credits). More detailed information about the contents of such studies can be found in the postgraduate curriculum of the doctoral programmes. The contents of studies will be agreed upon during the application stage while drawing up the preliminary postgraduate study plan. After the studies begin, a personal study plan (HOPS) should be drawn up and the contents of the studies planned in detail and discussed with the supervisors.

The progress of the postgraduate studies (40-60 ECTS) and the realisation of the personal study plan (HOPS) will

be monitored annually.

Please note the following:

The aim of the studies of 40-60 ECTS credits, that form a part of the postgraduate degree, is to accumulate the knowledge and skills needed when completing a licentiate thesis and/or a doctoral dissertation. Thus, the timing of the studies should be borne in mind when setting the research agenda – by the time the dissertation is ready for pre-examination the studies should be completed and entered into the study register. The study modules included in the postgraduate studies are not graded.

Before submitting the dissertation manuscript for pre-examination, the postgraduate student has to complete the postgraduate studies worth 40-60 ECTS credits. Exceptions to this rule can be made for special reasons.

3.2. Supervision

Supervision is an essential part of trouble-free and successful postgraduate studies. It is a long-term process that demands mutual commitment from the supervisor and the doctoral researcher. When successful, it is a rewarding experience for both sides. Contents, schedule, and other practicalities regarding supervision are agreed upon in the supervision plan, which is made in the beginning of the dissertation project for all postgraduate students. In the supervision plan, the responsibilities and rights of all parties involved are determined. Although every supervisory relationship is different, all should contain guidance, communication, one-on-one meetings and messaging. Supervision involves giving critical and constructive as well as appreciative and encouraging feedback on different types of texts during different stages of the dissertation process.

The Faculty follows the Rector's decision (207/002/2020) on practices in supervision, detailed on the Faculty level in binding supervision guidelines. Both supervisors as well as doctoral researchers should familiarize themselves with the guidelines.

[Recommendations for postgraduate studies supervision practice](#)

Appointing and changing supervisors:

Supervisors have to hold a doctoral degree and at least one of the supervisors has to be docent (Adjunct Professor) or Professor.

From 1 January 2021 onwards, all new postgraduate students have to have at least two supervisors who are appointed upon granting the study right. The Faculty recommends that all students who have begun their studies earlier also have more than one supervisor. From 1 January 2025 onwards, all postgraduate students in the Faculty have to have at least two supervisors. Supervisors can be appointed and switched during postgraduate studies.

Upon changing a supervisor, the doctoral researcher fills in a new supervision plan and indicates the changes in supervision. Professor of the major subject who is responsible for postgraduate studies approves the form and justifies the change. New supervisors' capability to take new supervisees as well as the mutual agreement regarding the present change must be confirmed in the proposal. The Dean decides the change.

A supervisory relationship may end on either the supervisor's or the doctoral researcher's initiative if reasoned sufficiently. For instance:

- The supervisor or the postgraduate student does not abide by what was agreed on in the supervision plan in regard to responsibilities.
- The student's study right is changed into passive, i.e. moved to the passive register.
- Unsolvable problems in the supervisory relationship.
- The supervisor retires or is no longer employed by the University of Turku. The supervisor may continue as supervisor after retiring if they wish.

3.3. Follow-up

The postgraduate student must keep their supervisor up-to-date regarding the progress of the dissertation and accomplishment of set goals, and inform the supervisor of possible delays. The doctoral programmes send out a progress report annually to all registered postgraduate students. In order to maintain an active study right, a postgraduate student is required to register every year with the University, either as an attending or a non-attending student. As an attending student, a postgraduate student is required to hand in an annual progress report to their doctoral programme in January. In addition, the supervisor needs to express their support for maintaining the active study right. Supervisors are familiar with their supervisees' situation, progress, and also possible disruptions or dropping out so supervisors' input is important while assessing the current situation of a postgraduate student.

Supervision benefits both sides. It is also the advantage of the postgraduate student to have to evaluate their progress, to assess realistically the remaining workload and to be able to get help and guidance when needed.

In a situation in which the postgraduate student and the supervisor disagree on the student's activeness, the doctoral programme investigates the matter and the steering committee of the doctoral programme in question makes the final decision on the activeness / possible move of the study right to the passive register.

For more details, see <https://www.utu.fi/en/study-at-utu/registration/passive/instructions-for-postgraduate-students>

3.4. Guidance

The postgraduate studies coordinator of the Faculty helps in all matters regarding postgraduate studies together with the Chief Academic Officer responsible for the dissertation process. Education Secretary helps especially during the dissertation process and in questions regarding grants.

3.5. Change of major subject

Sometimes the research takes unpredicted directions and a new major may better fit the research theme. In this case an [electronic form](#) with attachments such as new research plan and a postgraduate study plan is filled in. For further information, contact the programme manager or email humpostgraduate@utu.fi.

The Faculty asks for a statement from the new major subject and the Dean confirms the change. If the student changes doctoral programme as well, they must apply to the new programme during the regular application period.

3.6. Financing doctoral studies

Financing is of key importance for fluent doctoral training. Supervisors give advice, Graduate School [UTUGS](#) arranges courses and [Research Funding Unit](#) provide counselling. See also this. Stay tuned in the intranet.

4. Doctoral dissertation

4.1. General information

A doctoral dissertation is a consistent scholarly work on a subject which lies within the Faculty of Humanities' field of research and can be studied there as a major subject. The dissertation should be based on independent research that makes an original contribution to scientific knowledge.

A doctoral dissertation is either a monograph or a compilation of several separate scholarly articles. The extent of the dissertation required for a doctoral degree is 200 ECTS credits.

4.2. Monograph dissertation

A monograph dissertation is a previously unpublished research that is written by the postgraduate student/doctoral researcher and is published as a consistent work. The recommended length of a monograph dissertation is approximately 250 pages, appendices not included.

4.3. Article-based dissertation

An article-based dissertation is a consistent scholarly work composed of articles. The Government Decree on University Degrees states:

“As a doctoral dissertation may also be approved a number of scientific publications or manuscripts vetted for publication deemed sufficient by the university which deal with the same set of problems and a paper summarising the findings or some other work which meets corresponding scientific criteria. The publications may include co-authored publications if the author's independent contribution to them can be demonstrated.” (Government Decree on University Degrees [Valtionevoston asetus yliopistojen tutkinnoista], 794/2004, section 22.)

Article-based dissertation:

- must form a coherent whole,
- includes 4 articles, of which
- at least 3 articles must be published or accepted for publication so that the publisher no longer requires any changes to be made and the 4th article is submitted for evaluation
- articles must be published or accepted for publication in a refereed publication
- may contain one review article (peer-reviewed or submitted for evaluation) at most.

For more detailed information see: [The Faculty of Humanities' Guidelines for an Article-Based Doctoral Dissertation](#)

4.4. Submitting the doctoral dissertation to the pre-examiners prior to public examination

The doctoral researcher must be currently enrolled as an attending postgraduate student at the University when the manuscript of the dissertation is submitted for preliminary examination. Furthermore, the required postgraduate studies for the doctoral degree (40-60 ECTS) must be completed and entered into the student register. It is the student's duty to attend to the above-mentioned matters before submitting the manuscript.

A plagiarism check (with a plagiarism detection programme Turnitin) must be performed to doctoral dissertation manuscripts prior to submitting them for preliminary examination. The supervisor of the student will perform the plagiarism check. A plagiarism check certificate must be signed and delivered to the Faculty in the attachments of the proposal for pre-examiners. The dissertation must be checked in its entirety, also if it contains already published articles.

See: <https://www.utu.fi/en/fairutu>

The final version of the dissertation must include the following note stating that the originality check has been performed: "The originality of this thesis has been checked in accordance with the University of Turku quality assurance system using the Turnitin OriginalityCheck service."

The manuscript of the doctoral dissertation should be delivered to the Faculty primarily via the [UGIS portal](#). A pdf of the manuscript can also be emailed to humpostgraduate@utu.fi should there be problems with the use of the UGIS portal. An electronic copy (pdf) is sufficient for the Faculty. If the pre-examiner(s) wished to have a paper copy, 1–2 unbound copies in a cardboard file folder or similar and one pdf are to be delivered to the Faculty (Signum Service Point, Signum, 2nd floor).

The manuscript of a monograph dissertation must include a title page, a table of contents and a list of references at the end. One should use 1.5 line spacing and 12-point font. The manuscript of an article-based dissertation must include a summarising section and the contents of the articles must be identical to the original publications. When an article-based dissertation is submitted to pre-examiners prior to the public examination, it should be accompanied by a list of journals or edited volumes in which the articles have been published or accepted for publication. Furthermore, when co-authored publications are included, the postgraduate student must submit a written statement explaining the nature of their independent contribution to these publications.

When a postgraduate student submits their manuscript to the Faculty, they are also requested to give a approval or rejection of the proposed examiners.

4.5. Pre-examination of the doctoral dissertation

Doctoral dissertations are examined in two stages: the preliminary examination and the public defence of a doctoral dissertation.

Well before submitting the manuscript to examination, the postgraduate student must contact the person in charge of doctoral studies in their major subject, who can then start preparing their proposal for pre-examiners for the Dean. After the postgraduate student has left the manuscript in accordance with an agreed timetable to the person in charge of doctoral studies they must in 4-6 weeks propose the pre-examiners if the supervisors of the postgraduate student have supported the submitting of the doctoral dissertation to pre-examination. If the person in charge of doctoral studies does not consider the dissertation ready for pre-examination, they must inform the postgraduate student and the supervisors within the same time and justify their decision.

The doctoral dissertation must have a minimum of two pre-examiners, appointed by the Dean. When possible, the pre-examiners should be docents or have equivalent scientific qualifications. The postgraduate student is reserved the right to state to the Dean their opinion on the appointments.

Regulations on ineligibility due to the likelihood of bias apply to pre-examiners and Opponents. Possible ineligibility is decided by the body or person who is responsible for the appointment. In addition, one must recuse oneself if any possibility of bias is detected concerning one's own role.

The pre-examiners must be chosen from outside the University. Exceptionally, one of the pre-examiners may be from another faculty of the University (see the Regulation on Studies). The dissertation supervisor may not act as pre-examiner or Opponent. Both the student's and the supervisor's close relatives and friends are considered biased. The pre-examiner or Opponent must not be anyone who has had joint publications, research projects, or other academic collaboration with the student or their close relatives and friends during the time of the student's postgraduate studies. The pre-examiner/Opponent may not have joint publications or other recent academic collaboration with the supervisor (usually from the last three years). If justified adequately, exceptions can be made.

A docent of the University of Turku may act as pre-examiner/Opponent if they are not employed by the University and do not have a valid University Commitment at the time.

While the pre-examination is in progress, neither the author of the dissertation nor their supervisor is allowed to contact the pre-examiners. When necessary, the persons responsible for postgraduate studies at the Faculty Office will take care of the communication with the pre-examiners.

The pre-examiners must submit their statements within two months of receiving the dissertation manuscript for examination. The deadline is calculated from the date of the pre-examination decision (July excluded). The Faculty delivers copies of the statements to the doctoral researcher, supervisors and to the Professor of the student's major who made the proposal regarding pre-examination. The doctoral researcher has the right to make remarks on the pre-examiners' statements before the decision about granting permission to defend the dissertation is made. The statements will be attached to the decision about granting permission, after which they will become public documents. The recommended length for the statements is between two and five pages. The pre-examiners

can also issue a joint statement.

The principal duties of the pre-examiners are to assess whether the manuscript can be accepted as a dissertation in its present state or not, and to provide a reasoned written statement on the matter. In other words, the pre-examination is essentially a process which leads to an approval or rejection of the dissertation. The principal duties of the pre-examiners are to assess whether the manuscript can be accepted as a dissertation in its present state or not and to provide a reasoned written statement on the matter. A manuscript that fulfils the minimum requirements should be accepted. The assessor can present suggestions for corrections and improvements even though they state that the manuscript can be accepted. The statement cannot be conditional.

The dissertation manuscript is assessed according to the following criteria:

- Choice of topic, research problem, outlining the research topic and research questions: The topic should have significant information value and yet the research task should be appropriately defined. (The Faculty recommends that the length of a monograph dissertation should not exceed ca. 250 pages, appendices not included.)
- Acknowledgement of previous research: The work must serve as an appropriate continuation of a previous debate or introduce a completely new initiative. Previous research must thus be acknowledged, but not repeated as such.
- Conceptual clarity, definitions and theoretical knowledge: The reader must be able to fathom what the research is about.
- Methods: The methods used must be presented and justified.
- Material: The material must be qualitatively relevant in relation to the topic and quantitatively sufficient.
- Results and conclusions: The scientific significance of the results and conclusions should be neither exaggerated nor underestimated. The analysis must be logical and include different points of view. Interesting prospects for follow-up research and social relevance of the research can be considered as extra merits.
- Format: The structure of the dissertation must be logical and the language clear. The basic idea must not be overwhelmed by a superfluity of information.
- Critical attitude: The writer should demonstrate a critical attitude towards previous research, theories, methods, materials, sources and the scientific significance of their own work. In other words, good research is original and independent.
- Consistency: If the doctoral dissertation is a compilation of several publications or manuscripts accepted for publication, in their statements the pre-examiners must evaluate, whether these focus on the same topic and thus form a consistent scholarly work.

A positive or negative statement?

The pre-examiners must recommend in their statement that the doctoral researcher be denied permission to defend the dissertation in a public examination if it is clear that the dissertation is not a consistent scholarly work based

on independent research that makes an original contribution to knowledge. The pre-examiners should also consider rejecting the dissertation if there are other serious deficiencies in the dissertation, such as the following:

- The theoretical framework has serious deficiencies.
- The research material is clearly too limited for a doctoral dissertation.
- There are major deficiencies in the writer's knowledge of literature in the field.
- The dissertation is obviously incomplete, especially in light of the above criteria.
- There are deficiencies in research ethics.

A positive statement is not, however, necessarily prevented by deficiencies that can be remedied by simple revision, moderate further reading of research literature or additional knowledge in some materials that can be acquired with moderate effort.

A negative statement usually means that the preliminary examination is discontinued upon the doctoral researcher's request or the Dean's or the Faculty Council's decision. The doctoral researcher can, according to the University act (558/2009 44§), give their own statement.

If both of the pre-examiners recommend that the doctoral researcher be granted permission to defend the dissertation at a public examination, the Dean will grant the permission. The decision will be sent to the doctoral researcher, to the professor who made the pre-examination decision and to the University Communications.

After this, the researcher may begin to finalise the dissertation for publication and to start the practical arrangements for the public examination of the dissertation.

At this point, it has been preliminarily asserted that the manuscript fulfils the minimum requirements for a doctoral dissertation, but the final decision on the approval or rejection of the dissertation and on its grading will be made only after the public examination. A rejection of a dissertation at this later stage of the examination process is possible, but very uncommon.

A negative statement by the pre-examiners means that the pre-examination is discontinued. Usually it is the student who asks for the discontinuation and starts correcting the dissertation. Should the person in charge of doctoral studies of the doctoral researcher's major recommend that the pre-examination procedure should be restarted after the dissertation has been revised, the Dean re-appoints pre-examiners for the dissertation. It is possible to appoint the same or new pre-examiners to complete the task.

If the dissertation has been written in a non-native language, its language must be revised before permission for the public defence can be granted.

4.6. Language revision of the dissertation

It is the doctoral researcher's responsibility to ensure that the language of a dissertation written in a non-native language is revised to a publishable standard. The final revisions should take place after the pre-examination, at the latest, when the work otherwise has reached its final form. Already during the stage of pre-examination, it is

necessary to pay attention to the grammatical correctness of the language used and to its fluent linguistic form. In order to achieve a publishable standard, hiring a professional, native-speaking language reviser is nearly always necessary. The costs of the revision are undertaken by the doctoral researcher but the Faculty offers support for the costs.

Language revision support

The doctoral researcher can apply for a language revision grant (max. 1500 € if the dissertation is less than 200 pages in total and max. 2000 € if the dissertation is more than 200 pages) from the Faculty for language revision of a dissertation written in a non-native language. The doctoral researcher pays the language revision first themselves and only afterwards applies for the language revision support.

In the case of a monograph dissertation, the language revision can be applied when the dissertation has been submitted to pre-examination. In case of the article that is part of article-based dissertation the language revision support can be applied already before the pre-examination. In order to be eligible to apply for Faculty of Humanities language revision support the doctoral researcher has to in case of English-language article use for one article the FALCS service provided by the UTUGS (See [>FALCS](#)). When applying for the language revision support the doctoral researcher must include the statement of their supervisor noting that the article is part of researcher's article-based dissertation and that it is ready to be submitted to a journal/book.

The language revision support can be applied by sending a free-form application to humpostgraduate@utu.fi. The application should include the title of the dissertation / article, the name of the supervisor and doctoral programme, the number of pages that have been revised and other grounds for the sum to be applied. In case of an article the application should also include the statement of the supervisor and in case of a monograph dissertation or the summary section of an article-based monograph a copy of the language reviser's statement.

More information on the language revision support can be obtained from humpostgraduate@utu.fi.

In order to obtain permission to defend the dissertation at a public examination, the language reviser's statement must be delivered to the Faculty. If the dissertation is written in a non-native language, the permission will be granted only after the candidate has submitted this statement.

4.7. Permission to defend the dissertation at a public examination

The Faculty Council has assigned to the Dean the right to grant permission to defend the dissertation at a public examination (Decree of the Faculty Board 22/8/2013). The Dean will make the decision based on the pre-examiners' and the possible language reviser's statements. A prerequisite for obtaining the permission is also that the postgraduate studies (40-60 ECTS credits) have been completed and registered.

The dissertation may be published only after the Dean has granted permission to defend the dissertation.

After being granted the permission, the doctoral researcher must see to it that the doctoral dissertation is released no later than 10 days before the date of the public examination.

Informing

Doctoral researcher must inform the University Communications about the coming public defence and write a

press release on their dissertation. See

<https://www.utu.fi/en/research/dissertations/guidelines>

4.8. Publication and distribution of the dissertation

Loose leaf

Dissertation must include a loose leaf giving the information of the title page and the time and place of the public defence of the dissertation.

The affiliation of the doctoral researcher, supervisor, examiners, and opponent

The information on the affiliation of the doctoral researcher must be on the reverse side of the title page:

- University of Turku, faculty, department, major subject and doctoral programme. If the doctoral dissertation research has been carried out in a special unit, the name of the special unit is mentioned in the affiliation

On the same page one must add information on

- supervisors
- preliminary examiners
- opponent

Originality Check -notice

“The originality of this thesis has been checked in accordance with the University of Turku quality assurance system using the Turnitin OriginalityCheck service.”

Abstracts

Since the beginning of 2014, all doctoral dissertations must contain a one-page abstract ("tiivistelmäsiivu") both in English and in Finnish. In addition, the dissertation may contain abstracts in other languages, but the English and Finnish versions are obligatory. Please find the instructions here (in Finnish)

<https://intranet.utu.fi/fi/yksikot/hum/tutkimus/jatkoopinnot/ohjeita/Sivut/julkaiseminen-ja-jakelu.aspx>

Manner of publication; distribution and the number of copies

1. The dissertation is published only in electronic form

At the University of Turku, the doctoral dissertation can be published in an electronic format. An electronically published dissertation can be a part of the University of Turku Annales series, in which case the publishing contract is made with the University of Turku Library Feeniks. If the dissertation is not published as a part of the Annales series, the publishing contract is made at the Faculty.

In addition to the dissertation published in the electronic publication archive, the doctoral researcher must deliver bound paper copies to the University. They must be bound with cardboard covers (the front cover can also be a see-through plastic cover).

Doctoral researcher delivers paper copies as follows:

- members of the Grading Committee, 3-4 copies
- Feeniks Library, 2 copies (of which 1 is reading copy to be placed on display)
- Faculty, 1 copy
- 1 printout of the Finnish abstract to the Rector.

2. The dissertation is published electronically and also in printed form in the Annales series/other series or as a monograph

The researcher delivers copies of the printed dissertation as follows:

- members of the Grading Committee, 3-4 copies
- pre-examiner(s), 1 copy for each pre-examiner
- 2 copies for the Feeniks Library (of which 1 is a reading copy to be placed on display) and voluntary copies to be sold at UTUSHOP (e.g. 5 copies)
- Rector, 1 copy
- Faculty, 1 copy

3. The dissertation is published in the Annales series/other series or as a monograph, but not electronically

The researcher delivers copies of the printed dissertation as follows:

- members of the Grading Committee, 3-4 copies
- pre-examiner(s), 1 copy for each pre-examiner
- 2 copies for the Feeniks Library (of which 1 is a reading copy to be placed on display) 2 copies and voluntary copies to be sold at UTUSHOP (e.g. 5 copies)
- Faculty, 21 copies (1 for the Faculty, 20 copies for the public distribution)
- Rector, 1 copy.

Distribution

The doctoral researcher is responsible for the delivery of their dissertation.

The doctoral researcher delivers the bound paper copy or the printed dissertation to the members of the Grading Committee, the Feeniks (University Library) and the Faculty 10 days before the public examination at the latest.

NB: The dissertation must be delivered to the Opponent(s) as soon as the final version is ready.

The copies for the Feeniks Library are delivered to the library information desk (2nd floor). The copies for the Faculty can be delivered to the Signum Service Point (2nd floor) or posted to address: Signum Service Point, Doctoral Training, Koskenniemenkatu 4, FI-University of Turku.

A dissertation that will be published in an electronic format must be delivered to the Feenik's e-mail address julkaisut@utu.fi, as a finished document, 15 days before the public examination at the latest. The dissertation will be published in the University of Turku Publication Archive (DORIA) 10 days before the public examination at the latest. Guidelines for the publication can be found here: <http://libguides.utu.fi/dissertation>

If publishing the dissertation electronically, please note the following:

1. A publishing agreement is always required if the dissertation is published in the University of Turku Publication Archive (UTUPUB). If a commercial publisher publishes a printed version of the dissertation, the researcher must acquire permission for electronic publishing from the publisher before filling in the agreement with the library.
2. The publishing agreement for the University of Turku publishing series (Annales Universitatis Turkuensis) is approved at the Feeniks (University library).
3. The publishing agreement for electronic publishing elsewhere than in the Annales series is approved at the faculty by the Dean. The publishing agreement must be delivered to the Faculty (to address: Signum Service Point, 2nd floor) 15 days before the public examination at the latest. (NB: the deadline is the same as that for the completed dissertation to be delivered to the Feeniks.)
4. If the dissertation is published only electronically in the Annales series, the publishing agreement is made with the library. In other cases, the agreement is approved at the Faculty. If the publishing agreement is made with the Faculty, the agreement must be delivered to the Faculty (address: Signum Service Point, 2nd floor) 15 days before the public examination at the latest. (NB: the deadline is the same as that for the completed dissertation to be delivered to the Feeniks.)
5. The Faculty delivers a copy of the publishing agreement approved by the Dean to the library and the candidate and files away the original copy.
6. The publishing agreement forms can be found at the Library's libguide pages:
<http://libguides.utu.fi/c.php?g=655823&p=4609599>
7. Also the electronically published dissertations must include a first page that states the time and place of the public examination.
8. If the dissertation is rejected after the public examination, it will be removed from the publication archive.

4.9. Publishing support

It is possible to receive printing support for the publication of a doctoral dissertation from the University of Turku. The maximum support for printing a doctoral dissertation is 600 euros (+ value-added tax 24 %) from 1 October 2019 onwards. Doctoral researchers use printing houses tendered by the university. If the dissertation is published only digitally as an electronic publication, the support for printing can be used for layout services. The printing house delivers an electronic invoice based on true costs directly to the university. In order to receive the printing support the doctoral researcher must use the printing houses tendered by the University.

4.10. The Opponent(s), Custos and Grading Committee

After granting permission to defend the dissertation, the Dean appoints an Opponent (or Opponents), a Custos and a Grading Committee for the public examination of the dissertation.

The proposal for the Opponent(s) and for the members of the Grading Committee is made by the person in charge of doctoral studies in the major subject of the doctoral researcher. Before the Opponent(s) is/are appointed, the author of the dissertation is given the possibility to object to the proposal. Similarly, the candidate will have an opportunity to express their view on the composition of the Grading Committee.

The Opponent(s)

The Opponent should, if possible, be a docent or have equivalent qualifications. The Opponent must come from outside the University of Turku. An exception can be an Opponent from another faculty of the University who is employed part-time. If there is more than one Opponent, at least one of them must come from outside the University of Turku. The supervisor of the dissertation cannot act as Opponent. Same regulations on ineligibility due to the likelihood of bias apply to Opponents as with pre-examiners.

Each Opponent submits a statement to the Faculty concerning the scientific value of the dissertation. The statement can also be given jointly. The reasoned, written statement must be delivered within one month of the public examination. It must include a grade proposal.

The Custos

When appointing the members of the Grading Committee, the Dean also appoints the Custos for the public examination. The Custos opens and concludes the public examination and presides over it. The Custos can be a professor of the disputant's major, a professor in a related discipline or a docent of the disputant's major, having an employment relationship to the University of Turku. The Custos can also be an emeritus, who has acted as the supervisor of the dissertation and who holds an emeritus agreement with the University of Turku.

The Custos informs the Opponent(s) about the practices and progression of the public examination at the University of Turku. The Custos also acts as a host to the Opponent(s) while they are visiting the University (unless other agreements have been made).

The Custos introduces the Opponent(s) and the members of the Grading Committee to the Faculty's grading practices, grading scale and other regulations, and acts as the chair and secretary of the Grading Committee that gathers after the public examination.

If the Custos has acted as the supervisor, they can participate in the committee meeting, but they are not allowed to participate in evaluating the scientific value of the dissertation and proposing a grade. Then the Custos asks the third member appointed by the Faculty to act as the chair and secretary of the Grading Committee.

The Grading Committee

The Custos acts as the chair of the Grading Committee. Other members of the committee include the Opponent(s) and one or a maximum of two docents, who usually represent one of the related disciplines at the University of Turku, and who have not participated in the supervision of the dissertation.

Pre-examiner of the dissertation or a representative of related disciplines from other universities can be the member of the Grading Committee.

The members of the Grading Committee – except the Custos – cannot be supervisors of the dissertation which is being graded. Since the grade proposal must take into account not only the scientific value of the dissertation, but also the doctoral researcher's public defence, all members of the Grading Committee must be present at the public examination and at the committee meeting after it. If the Custos has acted as the supervisor, they can participate in the committee meeting as the chair, but they are not allowed to participate in evaluating the scientific value of the dissertation and proposing a grade.

The Grading Committee delivers a statement form to the Faculty, in which the merits and shortcomings of the dissertation are mentioned, assesses the disputant's performance in defending the dissertation and makes a reasoned proposal for approving or failing the dissertation and for the dissertation's grade. For grading the doctoral dissertation, see 4.12.

The grade proposal must be based on consultation between the members of the Grading Committee. Proposal of the grade of the Grading Committee does not need to be unanimous. Then each member of the Grading Committee must give a reasoned written statement.

The statement form must be submitted within one month of the public examination and it must be signed by all members of the Committee.

4.11. The public examination of a doctoral dissertation

At the public examination, the disputant defends their dissertation against the Opponent's (or Opponents') criticism. The public examination begins with an introductory lecture (*lectio praecursoria*) by the doctoral researcher, followed by the Opponent's comments on the dissertation. The maximum length of the Opponent's examination is four hours. After that, the floor will be given to the audience who may present their criticisms of the dissertation. The total length of the public examination of a dissertation may not exceed six hours.

The Custos presides over the public examination and takes care of other duties commissioned to them by the University.

General instructions for the doctoral researcher given by the University are available at:

<https://www.utu.fi/en/research/dissertations/guidelines>

4.12. The grading of the dissertation

The dissertation is approved and the decision upon the grade is made by the Dean or the Faculty Board based on the Opponent's (or Opponents') and the Grading Committee's statements. If the statements are unanimous, the decision is made by the Dean. If they are not unanimous, the decision upon the grade is made by the Faculty Board. In this case, only those members or deputy members of the Faculty Board, who hold a degree of the same level (in practice, holders of a doctoral degree), may participate in the grading of the dissertation.

Doctoral dissertations are graded on a scale Fail, Pass, Pass with Distinction (decision of the Faculty Board 22 June 2016). As a rule, dissertations are approved with the grade Pass. Only when a doctoral dissertation is of exceptionally high academic quality and merit it may be graded with Pass with Distinction.

When the Opponent and the Grading Committee propose the grade Pass with Distinction they are to append a clarification sheet to the statement in which they present reasons for proposing the grade. When suggested the grade Pass with Distinction the dissertation should represent the highest 10% quality of its field.

The assessment criteria for doctoral dissertation are:

Choice of topic, research problem, outlining the research topic and research questions: The topic should have significant information value and yet the research task should be appropriately defined. (The Faculty recommends that the length of a monograph dissertation should not exceed ca. 250 pages, appendices not included.)

Acknowledgement of previous research: The work must serve as an appropriate continuation of a previous debate or introduce a completely new initiative. Previous research must thus be acknowledged, but not repeated as such. Conceptual clarity, definitions and theoretical knowledge: The reader must be able to fathom what the research is about.

Methods: The methods used must be presented and justified.

Material: The material must be qualitatively relevant in relation to the topic and quantitatively sufficient.

Results and conclusions: The scientific significance of the results and conclusions should be neither exaggerated nor underestimated. The analysis must be logical and include different points of view. Interesting prospects for follow-up research and social relevance of the research can be considered as extra merits.

Format: The structure of the dissertation must be logical and the language clear. The basic idea must not be overwhelmed by a superfluity of information.

Critical approach: The writer should demonstrate a critical attitude towards previous research, theories, methods, materials, sources and the scientific significance of their own work. In other words, good research is original and independent.

Consistency: If the doctoral dissertation is a compilation of several publications or manuscripts accepted for publication, in their statements the pre-examiners must evaluate, whether these focus on the same topic and thus form a consistent scholarly work.

When proposing the grade Pass with Distinction the above mentioned criteria must be met most explicitly. A clarification sheet of the exceptional academic quality and merits of the dissertation must be appended. The exceptional innovative merits of the dissertation in comparison to dissertations of the discipline in general, must be stated explicitly. When proposing the grade Pass with Distinction the dissertation should represent the highest 10% quality of its field.

The grade proposal must be based on consultation between the members of the Grading Committee. Proposal of the grade of the Grading Committee does not need to be unanimous. Then each member of the Grading Committee must give reasoned written statement.

Decision of approval

Before the dissertation is approved and graded, the disputant is given the possibility to object to the statements made by the Opponent(s) and the Grading Committee. The Faculty Office delivers copies of these statements to the disputant.

The dissertation can be graded after the required documents (the statements written by the Opponent(s) and the Grading Committee, and the possible objection of the disputant) have arrived at the Faculty Office. After the grade has been decided, the documents become public.

A doctoral researcher, who is unsatisfied with the evaluation of their doctoral dissertation, may appeal in writing to the Dean within 14 days of the decision being sent.

4.13. The schedule for processing the dissertation

The Faculty Board grants the permission to defend the dissertation at a public examination and accepts the doctoral dissertation and licentiate thesis (University of Turku Rules of Procedure, section 21).

However, at the Faculty of Humanities, the Faculty Board has delegated to the Dean the task of granting permission to defend and approving or rejecting the dissertation (Faculty Board Decree 22/8/2013).

This affects the timetable of the doctoral defence process so that the doctoral researcher, when planning the schedule for the public examination, does not have to consider the Faculty Board meeting schedule.

Nevertheless, it is important that the disputant allows enough time for the examination process of the dissertation and considers, amongst other things, the time needed for the preparation of decisions, submitting the statements, publishing the dissertation and organising the public examination. The disputant should also bear in mind that the public examination cannot take place until 10 days after the release of the dissertation at the earliest.

Administrative decisions that affect the schedule of the doctoral defence process:

- pre-examiners (Dean decides, the professor in charge of doctoral studies in candidate's major makes a proposal)
- permission to defend the dissertation at a public examination (Dean decides if the pre-examination statements are favourable)
- Opponent(s) (Dean decides, the professor in charge of doctoral studies in candidates major makes a proposal)
- Grading Committee (Dean decides, the professor in charge of doctoral studies in candidates major makes a proposal)
- grading of the dissertation (Dean decides, or if the decision is not unanimous the Faculty Board decides)
- awarding the degree (Dean decides after the approval of the dissertation without a separate application).

The time limit for the pre-examiners' statements is three months, and for the Opponent's (or Opponents') and Grading Committee's statements is one month.

The public examination can be held, at the earliest, one month after the permission for defence has been granted, since the practical arrangements (e.g. press releases) alone will take a considerable amount of time.

After permission to defend has been granted, the disputant and the Custos should agree on an examination date without delay. The Custos makes sure that the date suits the disputant and the members of the Grading Committee alike.

4.14. Degree certificate

The decision on granting the Doctorate and on issuing the degree certificate is made by the Dean. When the dissertation has been accepted, a degree certificate will be written by the Faculty without a separate application.

When the dissertation has been accepted, the Doctor will add the dissertation to the University of Turku Research Portal: https://research.utu.fi/converis/portal;jsessionid=1288821b0182eb8cb2d43450ec3d?lang=en_GB

4.15. The doctoral promotion ceremony

In a festive promotion ceremony, the Faculty awards those who have completed their doctoral degree the insignia associated with this status. The new Doctors of Philosophy can attend the ceremony personally or participate in absentia.

5. Licentiate thesis

5.1. General information

The licentiate thesis is a postgraduate thesis which is less substantial than that required for a Doctorate. It is possible for the postgraduate student to take the licentiate degree, if s/he so wishes. The recommended length of a licentiate thesis is 200 pages, the list of references not included. The licentiate thesis is either a monograph or a compilation of several separate scholarly articles. The same guidelines about the contents concern the licentiate thesis and the doctoral thesis.

According to the Government Decree on University Degrees:

“The licentiate degree shall include a licentiate thesis, in which the student demonstrates good conversance with the field of research and the capability of independently and critically applying scientific research methods.” (Government Decree on University Degrees 794/2004: section 23).

For special reasons, a published research paper or a research paper accepted for publication may be approved as a licentiate thesis if it meets the general criteria set for a licentiate thesis. A Master’s thesis or other undergraduate thesis as such cannot be approved as a licentiate thesis.

The extent of the licentiate thesis required for a licentiate degree is 110 ECTS credits.

5.2. Examination of the licentiate thesis

Submitting the thesis for examination

The postgraduate student must be currently enrolled as an attending student at the University when submitting the thesis for examination. Furthermore, the required postgraduate studies for the licentiate degree (40-60 ECTS credits) have to be completed and entered into the study register. It is the student’s duty to attend to the above-mentioned matters before submitting the thesis. Completed courses are entered into the register by the relevant major subject.

A plagiarism check (with a plagiarism detection programme *Turnitin*) must be performed to licentiate thesis manuscripts prior to submitting them for examination. The supervisor of the student will perform the plagiarism check. A certificate of the plagiarism check must be signed and returned to the Faculty. See: <https://www.utu.fi/en/fairutu>

The final version of a licentiate thesis must include a note stating that the originality check has been performed.

Four printed copies of a licentiate thesis, two hardbound and two unbound, must be delivered to the Faculty Office. The unbound copies need to be delivered in a cardboard file folder or similar, which allows them to be handled and mailed easily. All copies should be printed one-sided.

The thesis must include a title page and an abstract page, a table of contents and a list of references at the end. One should use 1.5 line spacing (1 in the abstract) and 12-point font. One separate copy of the abstract page is to be delivered to the Faculty Office.

Well before submitting the thesis for examination, the postgraduate student must contact the Head of his/her

department, who can then start preparing for the Dean his/her proposal for the examiners.

When the postgraduate student submits his/her thesis to the Faculty Office, he/she is requested to notify the Faculty of his/her approval or rejection of the proposed examiners. The approval/rejection of the examiners can be given in the form of a signed letter or by sending an email to the following address: humpostgraduate@utu.fi While the examination is in progress, the author of the thesis is not allowed to contact the examiners. When necessary, the persons responsible for postgraduate studies at the Faculty Office will take care of the communication with the examiners.

Appointing the examiners

The Dean appoints a minimum of two examiners for the thesis. Examiners must hold a doctoral degree. It is recommended that at least one of the examiners is not from the postgraduate student's major subject. The supervisor of the thesis cannot act as an examiner. Before examiners are appointed, the author of the thesis is given the possibility to object to the proposal for the examiners.

Once the proposal for examiners has been approved and the thesis has been delivered to the examiners, the major subject arranges a public examination in one of its research seminars. After this, the examiners write their statements including a proposal for the grade. The examiners can also issue a joint statement. The examiners must submit the statement within three months of receiving the thesis for examination.

If a licentiate thesis consists of several separate publications or manuscripts accepted for publication, the examiners' statement must include an evaluation of whether these focus on the same topic and thus form a consistent scholarly work.

5.3. Grading and approval of the licentiate thesis

Licentiate theses are assessed with the same scale and criteria as dissertations. See 4.12. Grading the doctoral dissertation

Approval of the licentiate thesis

The licentiate thesis is graded and approved by the Dean to whom the Faculty Board has delegated the task of approving grades. Before making of the decision, the author of the thesis is given the possibility to submit an objection to the examiners' statements. After the decision is made, the documents become public.

A student, who is unsatisfied with the evaluation of his/her licentiate thesis, may appeal in writing to the Dean within 14 days of the decision being sent.

5.4. Degree Certificate

The decision on granting the licentiate degree and on issuing the degree certificate is made by the Dean. When the thesis has been accepted, a degree certificate will be written by the faculty office without a separate application.