



FACULTY OF EDUCATION


STUDY GUIDE 2018-2020

Doctoral Programme on Educational Policy, Lifelong Learning and Comparative Education
Research / Doctoral Programme on Learning, Teaching and Learning Environments Research



Turun yliopisto
University of Turku

FACULTY OF EDUCATION
Department of Education
Department of Teacher Education



CONTENTS

1	Postgraduate studies at the Faculty of Education	2
	General.....	2
	Objectives of the doctoral studies	2
	The University Graduate School and Doctoral Programmes	3
2	Student selection	4
	Prerequisites for pursuing a doctoral degree.....	4
	Admission Criteria.....	5
	Application process for postgraduate studies.....	5
	Supervision of postgraduate studies	6
	The application form and enclosures	7
	Certification of language skills.....	7
3	Curriculum for a doctoral degree	8
	Study modules included for the degree of Doctor of Philosophy (in Education).....	9
4	Instructions and regulations concerning dissertations	16
	Requirements for the dissertation	16
	Permission for public examination of the dissertation.....	16
	Printing and distribution	17
	Evaluation of the dissertation	18
5	Instructions and regulations concerning studies.....	19
	Registration with the University.....	19
	Passive register	20
	Supervision and the seminars of Doctoral Programme	20
	Changing supervisors	20
	Student register and recording study credits	20
	Progress report.....	21
	Studies completed in other universities.....	21
	Recognition of non-formal and informal learning (AHOT)	21
	Lecture and seminar pass.....	22
	Studying abroad.....	22
	Financing studies.....	22
6	Curriculum for a licentiate degree	23
	Instructions and regulations concerning the licentiate	24
7	Receiving a degree certificate.....	25
	Diploma Supplement.....	25

1 Postgraduate studies at the Faculty of Education

General

A Postgraduate degree completed in the Faculty of Education, University of Turku, is usually the degree of Doctor of Philosophy (in Education). The doctoral degree (240 credits) is measured and supervised so that it can be completed, studying full-time, in four years. The work input of 1,600 hours, required for completing the studies of one academic year, corresponds to 60 credits. This makes one credit approximately 27 hours of studying.

According to the University of Turku Regulation on Studies the degrees of Kasvatustieteen tohtori (Doctor of Philosophy, in Education) and Filosofian tohtori (Doctor of Philosophy) may be completed in the Faculty of Education. The degree is selected according to the previous studies and/or research theme when applying for doctoral studies. The degree can be changed by submitting a freeform application (including the grounds for the change) to the Steering Committee of the Doctoral Programme. The application must be submitted before the draft of the dissertation is submitted for preliminary examination. The Steering Committee of the Doctoral Programme deals with the applications.

The degrees of Doctor of Philosophy (in Education) or Licentiate of Philosophy (in Education) can be completed with Education, Adult education, Special education or Craft education as the main subject. The main subject is selected according to the previous studies and/or research theme when applying for doctoral studies. The main subject can be changed by submitting a freeform application (including the grounds for the change) to the Board of the Doctoral Programme.

Objectives of the doctoral studies

The objective of the doctoral studies in education is to provide skills to act as a researcher. It also provides skills for teaching positions and other extensive and demanding expert and development duties.

The objectives of postgraduate studies are defined in the decree (794/2004) passed by the Finnish Government on the change in the decree on university degrees (2013/1039). According to this, a person who has completed the degree of Doctor of Philosophy (in Education) has

- 1) familiarised themselves with the study field of education and training and its social significance in depth;
- 2) acquired skills to independently and critically apply methods of scientific research and produce new scientific information;
- 3) familiarised themselves well with the development, basic problems and research methods of the study of education and training;
- 4) acquired a level of knowledge concerning the general philosophy of science and other study fields related to their study field, which enables the following of their development;
- 5) acquired sufficient communication and language skills and other abilities to act in extensive and demanding expert and development positions and international cooperation in working life.

The University Graduate School and Doctoral Programmes

The function of the University of Turku Graduate School, UTUGS, (<http://www.utu.fi/en/research/utugs/Pages/home.aspx>) is the organisation of systematic, high-quality and directed doctoral education with a controlled duration. UTUGS coordinates the doctoral training at the University of Turku. UTUGS has 16 Doctoral Programmes of which the Faculty of Education manages two. All students taking a doctoral degree in the Faculty of Education are included in one of the Faculty's Doctoral Programmes. Those applying for study rights for a doctoral degree select the Doctoral Programme which most corresponds to their research subject in the application phase.

The Doctoral Programmes of the Faculty of Education and their contents are:

Doctoral Programme on Educational Policy, Lifelong Learning and Comparative Education Research (KEVEKO)

The Doctoral Programme KEVEKO studies learning and education as a part of human life cycle and as a social and cultural activity. Education is mainly studied as a social phenomenon.

The programme is especially linked to research conducted at the Department of Education and Centre for Research on Lifelong Learning and Education (CELE). Professor Risto Rinne acts as the head of the programme.

The research and doctoral training themes of the KEVEKO Doctoral Programme are:

- studies of the premises, changes and effects of the educational policy of Finland, EU and supranational organisations in all levels of education (study of educational policy, study of educational history, study of areas, nation states and global transitions)
- education, degrees and student flows as part of the new global information economy and constructions of the human capital (study of politics, economics of education)
- studies of the evaluation and administration of education and lifelong learning, covering the different types of mechanisms and tools in the evaluation of elementary schools, special education, upper secondary education, higher education and adult education (interdisciplinary evaluation study, management study)
- international comparative research both in the level of school systems and in different levels of education from the perspectives of citizens and politics (study of the sociology of education, comparative research, university research, study of the connections between adult education and working life, child and youth research)

The programme is meant for fulltime doctoral candidates as well as practitioners in the field, who do their doctoral studies along with work. The dissertation can either be composed of peer-reviewed articles or be a monograph.

Doctoral Programme on Learning, Teaching and Learning Environments Research (OPPI)

The Doctoral Programme OPPI educates internationally oriented professional researchers and experts in learning, teaching and learning environments who promote development activity based on scientific evidence in different fields of education.

The Doctoral Programme is especially linked to research conducted at the Department of Teacher Education and the Centre for Learning Research.

Professor Erno Lehtinen acts as the head of the programme.

The research and doctoral training themes of the OPPI Doctoral Programme are:

- studies of the long-term learning processes of basic skills (reading, mathematics, natural sciences) and the related motivation, metacognition and social processes
- studies of the possibilities of new technology in learning situations at schools, universities and working life and the reflection of social and technological changes in the development of expertise in different fields
- studies of teaching and teacher education, e.g. studies of teachers' pedagogical thinking and ethical and moral challenges of teaching, of teaching and learning different school subjects, and of multicultural education, immigrants' educational paths and learning and teaching from the perspective of cultural variety

The Doctoral Programme OPPI is primarily for producing dissertations based on articles published in international scientific journals. An article-based dissertation is required from those in paid doctoral candidate positions.

Both Doctoral Programmes KEVEKO and OPPI take part in the Finnish Multidisciplinary Doctoral Training Network on Educational Sciences (FinEd), see <http://www.utu.fi/en/units/edu/units/fined/Pages/home.aspx>.

2 Student selection

Prerequisites for pursuing a doctoral degree

Eligible for studies leading to an academic postgraduate degree is a person who has completed (Universities Act 558/2009, Section 37):

- 1) an applicable higher university degree
- 2) an applicable higher polytechnic degree; or
- 3) an applicable education completed abroad which in the awarding country gives eligibility for corresponding higher education

The university may require a student admitted to study for an academic postgraduate degree complete the necessary supplementary studies in order to acquire the knowledge and skills needed for the studies (Universities Act 558/2009, Section 37).

The Faculty of Education provides the degrees of *Kasvatustieteen tohtori* (Doctor of Philosophy, in Education) and *Filosofian tohtori* (Doctor of Philosophy). The degrees can be completed with Education, Adult education, Special education or Craft education as the main subject. The degree and main subject are selected according to the previous studies and/or research theme when applying for doctoral studies.

Admission to postgraduate studies requires that the Faculty finds the applicant's previous degree and education to provide sufficient skills for the postgraduate degree carried out in the Faculty's subjects. Applicant's former degrees must include a **sufficient amount of studies in educational sciences or other fields relevant for the Doctoral Programme**. The Steering Committee of the Doctoral Programme evaluates the validity of the previous degree for doctoral training. The

Doctoral Programmes may require supplementary studies for attaining sufficient educational preparedness. Supplementary studies cannot be included in the postgraduate degree.

The grade of the master's thesis should be at least 3 (on a scale from 1 to 5) or cum laude approbatur. This requirement does not apply to those with a foreign higher university degree. It is also possible to apply for postgraduate studies with a lower grade, if the applicant presents sufficient scientific evidence. A peer-reviewed article with a publishing channel (journal, series or publisher) of at least level 1 in the publication channel rating and where the applicant is listed as the first author can be considered sufficient scientific evidence. For more information on the publication channel rating, visit the Federation of Finnish Learned Societies website: <http://www.tsv.fi/julkaisufoorumi/english.html?lang=en>.

In addition, it's required that the applicant provides in the application a supervisor who meets the requirements of the faculty and who has approved the research plan and agreed to be the first supervisor of the research.

Admission Criteria

The applicant's abilities and commitment for completing the doctoral degree successfully are evaluated according to the following criteria:

- the quality of the research plan: including the innovativeness of the research theme, the clarity of the research plan and the viability of the research,
- the success in the earlier studies, research experience and motivation to complete the doctoral degree,
- the international orientation and the language skills required for the studies,
- the realism of the financial plan and the time-management plan.

When granting the study right, in addition to the skills and abilities of the applicant, also the following issues are evaluated:

- the sufficiency of the supervision resources and the expertise of the supervisor for the research theme proposed in the application
- the suitability of the research for the doctoral programme.

The study right will not be granted if the applicant does not meet the conditions of the selection criteria or if the applicant does not fit in the set quotas in comparison.

Those carrying out postgraduate studies elsewhere must present a reason for transferring to the Faculty of Education of the University of Turku in their application. In addition, a written consent from a previous supervisor is required. Otherwise, applying for the postgraduate studies is carried out in compliance with the normal selection criteria and practices decided by the faculty. A student can have only one study right for a doctoral degree in the University of Turku at a time.

Application process for postgraduate studies

The right to pursue a doctoral degree is applied for by filling in an application form in the electronic application system and submitting the required additional documents by the end of the application period. **The application period for postgraduate studies occurs twice a year.** The right to study begins in the beginning of the next semester. The application period is in line with the recommendation of the University of Turku Graduate School (UTUGS). In the academic year 2018-2019, the application periods are 3-21 September, 2018 and 1-20 March, 2019. The application periods for the academic year 2019-2020 are announced later. The application periods and

instructions for applying are announced on the Faculty's doctoral studies website <http://www.utu.fi/en/units/edu/research/phd-studies/admission/>

Those applying for a right to study for a doctoral degree, select the Doctoral Programme which most corresponds to their research subject in the application phase. A maximum of 24 doctoral candidates per academic year are admitted into the faculty. The quota is divided so that a **maximum total of 12 doctoral candidates can be selected for both doctoral programmes of the faculty (OPPI and KEVEKO) a year** (6-8 doctoral candidates/autumn application period and 4-6 doctoral candidates/spring application period).

The Steering Committee of the Doctoral Programme handles the applications and organises the student selection. The Faculty's Vice Dean in charge of research approves the new students on the basis of the Steering Committee's proposition. The applicant receives a notice on the decision personally. The unfavourable decision includes the grounds for the rejection and appeal instructions.

Supervision of postgraduate studies

Those planning postgraduate studies must before applying for the study right contact a professor or docent supervising the faculty's postgraduate studies, present a preliminary research plan and discuss the research and carrying out postgraduate studies. It is recommended that the applicant start their application process as early as approximately six months before applying for postgraduate studies by participating in the so-called orientation phase, during which they, for instance, take part in their future supervisor's postgraduate seminars and fulfil their study and research plan with the guidance of the supervisor.

When a professor or a docent employed by the Department of the Faculty (Department of Education/Department of Teacher Education), has approved the research plan and agreed to be the first supervisor of the research, the applicant can submit an application in the next application period. After the application period ends, the professor or docent who has agreed to be the first supervisor fills in an evaluation form on the applicant and their research plan and delivers the evaluation directly to the Chief Academic Officer.

A list of the Faculty's postgraduate study supervisors and their research areas can be found in the doctoral studies website <http://www.utu.fi/en/units/edu/research/phd-studies/supervisors/>. If the applicant has not provided a supervisor in their application, the application is dismissed and won't be evaluated by the Steering Committee of the Doctoral Programme.

When receiving admission for postgraduate studies, the student will be appointed at least two supervisors, of whom at least the main supervisor should be from the Faculty of Education. The main supervisor should be a professor or a docent employed in the Faculty (Department of Education or Department of Teacher Education). Emeritus Professor can act as the main supervisor for one year after her/his retirement, if s/he has emeritus agreement with the Faculty of Education. The other supervisor should be at least a doctor. If needed, for instance due to a special nature of the research subject, a third supervisor can be appointed, and they should be at least a doctor. No fees are paid for supervisors outside the university, unless special funding is available and the fees can be paid from it.

Each full-time doctoral candidate should have a supervisory group, which includes the first supervisor and 1-2 persons with a doctoral degree. The doctoral candidate should discuss with the first supervisor and together they make a proposal for the supervisory group. The supervisory group is nominated by the Steering Committee of the Doctoral Programme. The supervisory group meets once a year, and the doctoral candidate is the convoker of the meeting. During the doctoral training the supervisory group meets four times. The doctoral candidate writes a short memo of the

discussion, and reports of the meeting as part of the yearly reporting. Meeting of the supervisory group is recommended to be connected to the development and career discussions.

The application form and enclosures

The right to pursue a doctoral degree is applied for by filling in a form in the electronic application system and delivering the following enclosures:

1. Research plan (see the instructions on the website of the Faculty).
2. Curriculum vitae (including a list of publications, see the instructions on the website of the Faculty).
3. A motivation letter (reasons for applying for doctoral studies in the University of Turku, Faculty of Education)
4. A copy of degree certificates and transcript of study records (see the instructions on the website of the Faculty)
5. Certification of language skills (see below "Demonstration of language skills")
6. Those carrying out postgraduate studies elsewhere must present a reason for transferring to the University of Turku, Faculty of Education in their application. In addition, a written consent from a previous supervisor is required.

IN ADDITION

7. An evaluation on the research plan and the applicant's ability to carry out the doctoral degree filled in by the supervisor (the supervisor delivers the evaluation directly to the Faculty of Education).

Certification of language skills

The applicants are required to have knowledge in Finnish or English language to be able to participate in the teaching and communicate with the university's members of the staff. In practice, knowledge of 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 or Finnish as described below.

Acceptable language tests and the minimum scores are:

- International English Language Testing Service (IELTS, Academic) with an overall band score of 6.5 and no individual score below 6.0,
- Test of English as Foreign Language (TOEFL, Academic) with a minimum score of 575 on the paper-based test or minimum score of 92 and no individual score below 20 on the internet-based test,
- Cambridge Certificate in Advanced English (CAE) or Cambridge Certificate of Proficiency in English (CPE) with pass grade C or higher,
- Pearson Test of English, Academic (PTE A) with a minimum overall score of 62 and no individual score below 54.
- Test for the National Certificate of Language Proficiency in English set by the Finnish National Board on Education with a minimum score of 5 for each subtest.

Language skills are considered sufficient and no language tests are required, if the applicant

- has completed a higher education degree and studies required for the degree
 - in a university or polytechnic in Finland

- in a university or polytechnic in EU/ETA countries in English. The language of the degree must appear from the degree certificate, diploma supplement, transcript of study records or other official document awarded by the university in question.
- in a university located in the United States, Canada, United Kingdom, Ireland, Australia or New Zealand in English.
- has completed a comprehensive or secondary education in Finnish.
- has completed an upper secondary education in the United States, Australia, Canada, United Kingdom, Ireland or New Zealand in English. In this case, a degree certificate of the upper secondary education must be enclosed to the application.

3 Curriculum for a doctoral degree

The doctoral studies of the Faculty of Education emphasise multidisciplinary, extensive range and internationality. Graduating doctors are guaranteed skills not only for academic researcher careers but also for other demanding expert and development positions. The studies included in the degree support dissertation research and the development of scientific expertise in educational sciences.

The doctoral candidate's unfinished studies will not expire, but postgraduate studies are always carried out in compliance with the effective curriculum. The new curricula become effective in the beginning of August. **Doctoral candidates accepted before 1 August, 2018 may complete their studies according to the curriculum 2016-2018 until 31 July, 2020.**

A Licentiate of Education (scientifically oriented curriculum) who wishes to continue to a doctoral degree writes a dissertation (200 ECTS credits).

Study modules included in the degree of Doctor of Philosophy (in Education):

A Doctoral dissertation and its public defence 200 ECTS credits

B Studies in the field of education and relevant for the development of expertise 40 ECTS credits

240
ECTS
credits

Study module B includes the following studies:

Obligatory Studies	ECTS
Epistemology and Theoretical Questions in the Field of Education	5
Participation in the Seminars of the Doctoral Programme	8
Methodological Studies	8
Studies of Research Ethics	2
Studies of Scientific Writing	5

Presentation in National or International Scientific Conference	2
Total	30
Optional Studies	OP
General Skills of Expertise	0-10
Annual Conference of Doctoral Candidates	0-8
Presentation in National or International Scientific Conference	0-10
Research Exchange Abroad	0-10
Articles	0-10
Practical Training in Expert Tasks	0-10
Total	10-20

Doctoral candidates have to complete at least 30 credits of obligatory studies. The total amount of studies including both obligatory and optional studies must be at least 40 ECTS credits. The doctoral degree can include max. 50 ECTS of studies in addition to the doctoral dissertation.

Doctoral candidates must draft a personal study plan (HOPS) during the first academic year. The plan is attached to the first progress report. The personal study plan must be approved by the supervisor and it will be re-examined in the Faculty.

Study modules included for the degree of Doctor of Philosophy (in Education)

A Dissertation and Its Public Defence and Participation in Supervisor's Guidance, 200 ECTS credits

Learning outcomes

The doctoral candidates are able to plan the schedule of research and to set objectives for the part of the research. They are also able to hold the schedule and objectives set for the research.

After the doctoral dissertation is completed, the doctoral candidate has acquired a deep knowledge of their research theme and skills to independently and critically apply methods of scientific research and produce new scientific information. The doctoral candidate has also defended the dissertation in public.

Contents

- For the requirements of the doctoral dissertation see chapter 4.
- Drafting a supervision plan together with the first supervisor (the plan must be drafted during the first academic year and be attached to the first year progress report).
- By participating in supervision according to the supervision plan.
- By filling in the progress report (i.e. follow-up form) annually.
- By drafting a personal study plan (HOPS) together with the first supervisor and updating it regularly (the plan must be drafted during the first academic year, a copy of the plan must be attached to the first year progress report).
- By participating in the operation of the supervisory group.

B Studies in the field of education and relevant for the development of expertise, 40 ECTS credits**Learning outcomes**

After the study module is completed, the doctoral candidate has acquired skills for scientific conversation and argumentation concerning their research theme. He/she is also able to give feedback on the research of others.

The doctoral candidate knows widely the field of research in education and is aware of the current discourse within the discipline. The doctoral candidate has acquired knowledge of methodologies and analysis, especially on the ones relevant for the dissertation research. They have acquired knowledge of the social significance of the discipline and the relevance of research within the field.

After the study module is completed, the doctoral candidate can critically evaluate research and take into account questions related to research ethics when planning a new research.

The study module includes also general skills relevant for expert work, such as pedagogical skills and skills relevant for applying for research funding or searching for information.

Study module B includes the following studies:**Obligatory studies****Epistemology and Theoretical Questions in the Field of Education (obligatory, 5 ECTS)****Learning outcomes**

After the course, the doctoral candidates are somewhat familiarised with the field of research in education and its current discourse.

Contents

The course can be completed as follows:

- By participating in courses and seminars intended for doctoral candidates on the current questions in the field of education (e.g. reading seminars of the faculty).
- By participating in open lectures, seminars or public defences of doctoral dissertations. The information on the participations is collected in the lecture and seminar pass. A total of 30 hours of participation amounts to three credits (max. 6 credits).
- By writing an essay or literature review or passing a book exam related to research in the field of education.

Responsible teacher

Responsible teacher of the course / 1st supervisor

Evaluation

pass/fail

Recommended study period

In the beginning / in the middle of studies

Participation in the Seminars of the Doctoral Programme (obligatory, 8 ECTS)

Learning outcomes

After the course, the doctoral candidates have acquired skills for scientific conversation and argumentation concerning their research theme. They are also able to give feedback on the research of others.

Contents

Participating in postgraduate seminars of the doctoral programme or similar party and to present the progress of the dissertation regularly in the seminars. The study module includes at least one presentation in the annual conference of doctoral candidates in the Faculty of Education.

The supervisor keeps a record of the completion of the course. Credits are registered into the study register at the latest when the doctoral dissertation is ready to be sent for preliminary examination.

Responsible teacher

1st supervisor

Evaluation

pass/fail

Recommended study period

Throughout the postgraduate studies

Methodological Studies (obligatory, 8 ECTS)

Learning outcomes

After the course, the doctoral candidates have acquired knowledge of methodologies and analysis, especially relevant for the dissertation research.

Contents

The course can be completed as follows:

- By participating in methodology courses and seminars intended for doctoral candidates organized by the Faculty, UTUGS, other faculties, universities or institutions.
- By writing a methodological essay, literature review or passing a methodological exam.

Evaluation pass/fail

Recommended study period In the beginning / in the middle of studies

Studies of Research Ethics (obligatory, ECTS credits)

Learning outcomes After the course the doctoral candidates are able to critically evaluate research and take into account research ethics questions when planning a research.

Contents The course can be completed as follows:

- By participating in research ethics course intended for doctoral candidates organized by the faculty, UTUGS, other faculties, universities or institutions.
- By writing a research ethics essay, literature review or passing an exam.

Responsible teacher Responsible teacher of the course / 1st supervisor

Evaluation fail/ pass

Recommended study period In the beginning / in the middle of studies

Studies of scientific writing (5 ECTS credits)

Learning outcomes After the course the doctoral candidates can produce scientific text using the process writing method. They have also familiarized themselves with the field of scientific publishing and the key processes related to that.

Contents The course can be completed as follows:

- By participating in scientific writing workshops organized by the Faculty. The workshops begin in autumn, and continue throughout the whole academic year.
- By participating in the course/workshops of scientific writing organized by UTUGS, other faculties, universities or similar institution.

Responsible teacher Responsible teachers of the courses / 1st supervisor

Evaluation pass/fail

Recommended study period In the middle of the studies

Presentation in National or International Scientific Conference (obligatory, 2 ECTS)

Contents At least one presentation in a scientific conference (2 ECTS) is obligatory part of the curriculum of the doctoral programmes. Additional conference presentations can be included in the optional studies.

Presentations in national or international scientific conferences are awarded credits as follows:

- One-day national seminar/conference where the doctoral candidate has a presentation, 2 ECTS credits
- A national seminar/conference with a minimum duration of two days where the doctoral candidate has a presentation, 3 ECTS credits.
- An international seminar/conference where the doctoral candidate has a presentation, ECTS 5 credits.

Responsible teacher Chief Academic Officer

Evaluation pass/fail

Responsible teacher Responsible teacher of the course / 1st supervisor

Optional courses

Optional studies either go deeper or add to the obligatory studies. The doctoral candidates are encouraged to participate in an international conference at least once. General skills of expertise and research exchange abroad are recommended especially for those aiming for an academic career.

General skills of expertise (optional, max. 10 ECTS)

Learning outcomes After the course the doctoral candidates have acquired skills required in expert tasks, especially in researcher's work, e.g. skills related to applying for research funding, management of a research project or research-based teaching.

Contents The course can be completed as follows:

- By participating in courses or seminars organized by the Faculty, UTUGS, other Faculties, other universities, similar institutions or other with the supervisor agreed manner. Studies must support the development for researcher/expert. The following list contains examples of studies that can be included in the studies:
 - Pedagogical skills, for example studies of university pedagogics.
 - Leadership, presentation, interaction and communication skills.
 - Applying for research funding and research project management skills.

Responsible teacher Responsible teacher of the course / 1st supervisor

Evaluation pass/fail

Recommended study period In the beginning / in the middle of studies

Annual conference of doctoral candidates (optional, max. 8 ECTS)

Contents The Faculty of Education organizes a conference for doctoral candidates annually. A presentation concerning the doctoral candidate's own research is worth 2 ECTS credits / conference.

Responsible teacher Chief Academic Officer

Evaluation pass/fail

Presentation in national or international scientific conference (optional, max. 10 ECTS)

Contents It is possible to extend the studies included in the obligatory studies. Please see the description in the obligatory studies.

Responsible teacher Chief Academic Officer

Evaluation pass/fail

Research exchange abroad (max. 10 ECTS)

Contents The Steering Committee of the Doctoral Programme approves the research exchange according to the freeform application of the doctoral candidate either before or after the exchange (credits will be entered into the study record after the exchange). There has to be a supervisor's approval for the exchange. The research exchange may consist of one or several visits to a university or research institute abroad. The total length of the visits must be at least one week.

The Steering Committee of the Doctoral Programme decides the amount of credits the exchange is worth by taking into account the length and contents of the visits. As a general rule, one week visit including the preparations is worth 2 ECTS credits.

Responsible teacher The Head of the Doctoral Programme

Evaluation fail/pass

Articles (max. 10 ECTS)

Contents

Published/ accepted for publication articles are awarded credits as follows:

- Scientific article, foreign language 10 ECTS credits
- Scientific article, in one's native language 5 ECTS credits
- Non-scientific articles, written for a professional purpose 1-3 ECTS credits (depending on the length of the article)

Articles may NOT be included to the doctoral dissertation.

Information on the articles is delivered to Chief Academic Officer.

Responsible teacher

Research and Postgraduate Education Officer

Evaluation

fail/pass

Practical training in expert tasks (max. 10 ECTS)

Contents

The aim of the training is that the doctoral candidates familiarize themselves with the professional field and duties of Doctor of Philosophy (in Education) and strengthen their professional expertise. During the practical training, the doctoral candidate works in duties which require a high-level of expertise (e.g. ministry, university, research institute, private enterprise) for at least one month. After the training, a report must be written (min. 5 pages + list of references) where the special features of the working place, duties and learning are described.

The Steering Committee of the Doctoral Programme approves the training according to the freeform application of the doctoral candidate either before or after the training (credits will be entered into the study record after the training). There has to be a supervisor's approval for the training. As a general rule, one month training is worth 5 ECTS credits.

Finding a training place is a responsibility of doctoral candidate. The Faculty of Education does not give financial support for the training.

Responsible teacher

The Head of the Doctoral Programme

Evaluation

fail/pass

4 Instructions and regulations concerning dissertations

Requirements for the dissertation

Either a monograph or several scientific publications on the same problem entity with a summarising report where the objectives, problems, methods and results are presented can be accepted as a dissertation.

In addition to a summary, an article dissertation should contain **at least three international or national articles published in peer-reviewed (referee) publications with the publication channel (journal, series or publisher) of at least level 1 in the Publication Forum classification (JuFo) created by the Federation of Finnish Learned Societies. At least two of the articles must be published or accepted for publication. One of the articles can be in review. The doctoral candidate must be the only author or the first author in all three articles.**

If there are more than three articles, some of them can be peer-reviewed conference proceedings or co-publications in which the doctoral candidate is not the first author. The doctoral candidate should have a clear, independent part in the writing of all the articles. The summary should indicate how the partial publications form an entity and what the doctoral candidate's scientific contribution is. The summary should not only list and explain the partial publications but also present the result of the research entity. The articles will be considered outdated if they were published more than 10 years ago.

If an unpublished article with more than one author is included in the dissertation, a written consent of all authors of the respective article to be included in the dissertation must be delivered to the faculty.

Doctoral candidates accepted before 1 January, 2016 may include in their dissertation articles which are in accordance with the old requirements (curriculum 2014-2016) until 31 December, 2025.

It is the responsibility of the doctoral candidate to ensure that the language of the dissertation is suitable for publication when the work is otherwise in its final state. Achieving a level suitable for publication in a scientific text in a foreign language almost always requires proofreading.

Before pre-examination, the originality of the dissertation should be verified with the use of the Turnitin plagiarism detection system. The supervisor of the dissertation conducts the verification and delivers a signed originality certificate to the Research and Postgraduate Education Officer. The following text should be attached to the publication information of the dissertation as a sign of the verification: *"Turun yliopiston laatuvarmistuksen mukaisesti tämän julkaisun alkuperäisyys on tarkastettu Turnitin OriginalityCheck-järjestelmällä."* OR *"The originality of this dissertation has been checked in accordance with the University of Turku quality assurance system using the Turnitin OriginalityCheck service."*

Permission for public examination of the dissertation

The finished dissertation manuscript, intended as the final version, is submitted with the supervisors' approval in two copies to the faculty's Research and Postgraduate Education Officer for appointing preliminary examiners. The Dean, after discussing with the main supervisor, appoints two preliminary examiners with experience from the field of the dissertation as preliminary examiners of the dissertation manuscript. The preliminary examiners should have the qualifications of at least a docent (or a verified corresponding level when the preliminary examiner is not from Finland; in these situations, the supervisor presents the Dean with written reasons for the decision

while suggesting preliminary examiners). The preliminary examiners are usually individuals outside the faculty. A preliminary examiner cannot be a supervisor or a co-author of the manuscript intended to be the dissertation. The pre-examination takes an average of 8 weeks.

Receiving permission for public examination requires that the doctoral candidate has completed all studies required for the doctoral degree in addition to the dissertation.

When the pre-examination statements arrive to the faculty, the Research and Postgraduate Education Officer takes them to the Board of the Faculty which grants or rejects the permission for public examination. Before this, the author of the manuscript is given an opportunity to provide a reply to the statements of the preliminary examiners. If requested, a copy of the manuscript should be delivered to the Research and Postgraduate Education Officer so that the members of the Board have an opportunity to familiarise themselves with it before the meeting.

After receiving permission for a public examination, the student can begin organising printing and the defence event. The supervisor arranges the opponent/opponents and discusses the issue with the Dean. The Dean appoints the opponents. The opponent should have the qualifications of at least a docent.

For more information on preparing for a public examination, see the doctoral studies website: <https://intranet.utu.fi/en/units/edu/research/doctoral-studies/guidelines/Pages/home.aspx>.

Printing and distribution

The practical printing work can begin as soon as the Faculty Board has granted permission for a public examination. The author of the publication arranges the printing work with the printing house and organises the proofreading of the content.

The dissertation can be published in the university's own Annales Universitatis Turkuensis series, other scientific series, by a commercial publisher or through self-publishing. The dissertation may be published as an online dissertation and is not required to be printed for the public examination. However, the university is obliged to archive and inform and thus three copies of archival quality will have to be printed: one for the main library for permanent storage, one for the faculty, one for the Student Services to be posted on the University noticeboard. The doctoral candidate is responsible for having the three copies printed and delivered.

The Faculty of Education supports printing of those dissertations which are published also in the online publication archive.

For more information on printing, please see: <https://intranet.utu.fi/en/units/edu/research/doctoral-studies/guidelines/publish/Pages/home.aspx>

The dissertation must be released no later than 10 days before its public defence by 12 PM. The doctoral candidate delivers the copies for examination for the opponent and the custos.

The copies that are submitted to the university must include a separate title page leaf that includes information about the date and place of public examination and mention that the book is to be presented, with the permission of the Faculty of Education, for public examination. Summaries in Finnish and English with the maximum length of one page should be attached to the dissertation. Bibliographic information, such as the name of the author of the dissertation, the name of the university, faculty and department, the field of research, the name of the dissertation, the year and the number of pages, is marked in the beginning of the summary. The keywords related to the dissertation are marked in the end of the page. The summary should include information on the

subject, data, used methods and main results. The information is presented verbally (no formulas, special symbols or graphs). Find an example summary in attachment 1 of this study guide.

On the overleaf of the title page you'll mark the names and affiliations of supervisors, pre-examiners, opponent(s) and custos. For your own affiliation you'll write University of Turku, Faculty of Education, department and doctoral programme.

Evaluation of the dissertation

An evaluation group, including the first supervisor, an opponent(s), one professor from the Faculty (or, if necessary, external), and in principal the other pre-examiner (when there is only one opponent) makes a suggestion of a grade for the dissertation. The first supervisor participates only in the general discussion and leaves when the grade is being discussed. The Dean appoints the professor for the evaluation group on the proposition of the Head of the Doctoral Programme. The evaluation group meets and presents their grade suggestion to the Board on the day of the defence.

When the statement of the opponent arrives at the faculty after the public examination of the dissertation, the Chief Academic Officer prepares the evaluation of the dissertation to be handled by the Faculty Board. Before the evaluation of the dissertation, the author is given an opportunity to provide a reply to the statement of the opponent.

The statement of the opponent/opponents is the final characterisation of the scientific value of the dissertation. The statement acts as a basis for the Faculty Board when they decide on the approval and the grade of the dissertation.

Grounds for the grades

5 (excellent): The dissertation is ambitious in its choice of topic. In the light of essential evaluation criteria and even by international comparisons, it is highly distinguished.

4 (very good): In the light of the evaluation criteria, the dissertation has distinct merits that are not undermined by deficiencies in other respects.

3 (good): The dissertation is of good normal standard. The concepts and language are clear. The research problem, methods and end results are well grounded and based on relevant material. The dissertation's distinct merits can compensate for possible deficiencies that may have come up in the light of the evaluation criteria.

2 (satisfactory): In the light of the evaluation criteria, the dissertation has some distinct deficiencies that are not sufficiently compensated by distinct merits.

1 (sufficient): In the light of the evaluation criteria, the dissertation has a number of distinct deficiencies that are not sufficiently compensated by distinct merits.

When determining the rejection or approval and a grade of a dissertation, the following evaluation criteria are taken into account:

Choice of topic and research problem

While the topic must be connected to previous research, the dissertation should also produce truly new knowledge and may even launch a new line of research. The research should be appropriately outlined. The research questions should be posed in such a way that they can be reasonably answered in the research.

Conceptual clarity and theoretical knowledge of the topic

The work should be conceptually clear and the author should demonstrate knowledge of the background theories and be able to conceptualise their research problem.

Used methods

The author should justify their methods and use them to answer the research problem. A diverse use of methods is considered a merit. An in-depth knowledge and insightful use of methods is considered an advantage.

Material

The material should be of good quality and sufficient for the research problem and the method.

Presentation of results

The results should be presented clearly and consistently. The analysis should be consistent and rationalised.

Conclusions

The conclusions should be systematic and well argued and they should be made in relation to the research problem, the data and the method. Speculation should be avoided.

The entirety of the work and the language

The structure of the dissertation should be consistent and the language should be clear. The text should be coherent and logical. The text should focus on what is essential. The argumentation should progress in a logical manner. The researcher should demonstrate critical thinking, originality and independence.

5 Instructions and regulations concerning studies

Registration with the University

Doctoral candidate needs to register with the University of Turku each academic year as an attending (present) or non-attending (absent) student. Only those doctoral candidates who have registered as attending students have the right to carry out studies. The students' union membership fee is optional for postgraduate students.

A student who has not registered with the University within the registration period and wish to continue his/her studies, must contact Student and Admission Services for re-registration. There is a fee of €35 for re-registration.

A postgraduate student should be registered as attending during the academic year their dissertation or licentiate research is examined and the degree certificate is written.

For more information on registration with the university, please see <http://www.utu.fi/en/studying/registration/Pages/home.aspx>.

For more information on students' union memberships, contact TYY, <http://www.tyy.fi/en>.

Passive register

According to the University of Turku Regulation on Studies, **study rights can be changed into passive if a postgraduate student is not studying actively**. In these situations, the student is not in the university register as attending or non-attending, cannot be part of the students' union and is not shown in statistics as a student. The marking is study right -specific, i.e. a student can simultaneously have other active study rights. The study right of a postgraduate student is changed into passive if the student has not carried out postgraduate studies or participated in supervision as agreed during the past three academic years. The study right is also changed into passive if the student has registered as non-attending or neglected to register for the past three academic years. Changing the study right into active can be applied for by delivering an application form to the faculty (see <http://www.utu.fi/en/units/edu/research/phd-studies/studying/passive-register/Pages/home.aspx>).

Postgraduate study rights do not otherwise expire, i.e. there is no set time limit for completing the degree.

Supervision and the seminars of Doctoral Programme

When granted postgraduate study rights, each doctoral candidate is appointed at least two supervisors. The doctoral candidate should be in contact with both of their supervisors throughout the completion of the degree.

Seminar sessions can be organized either for all the doctoral candidates of the Doctoral Programme or in small groups directed by the supervisors. The group is determined in accordance with the postgraduate study supervisor. According to the instructions of the faculty, supervisors should arrange postgraduate education seminars in cooperation so that each postgraduate education seminar has at least 10 students.

Changing supervisors

A doctoral candidate should always have good reasons for changing a supervisor. Changing supervisors is done with a freeform application where the doctoral candidate provides their reasons for the change. It should state previous and future supervisors and the working title of the research, among other things. The doctoral candidate should be in contact with all parties and ensure the approval of all those involved. (This should also be mentioned in the application.) The signed applications are returned to the Faculty's Chief Academic Officer. The applications are processed by the Steering Committee of the Doctoral Programme in question.

Student register and recording study credits

Study credits are recorded in the student register. The Research and Postgraduate Education Officer and the Study Secretary record the postgraduate study credits in the faculty. The credits of the studies arranged by the University Graduate School to all doctoral candidates of the University are recorded by the unit in charge of said studies. Studies are graded with pass or fail OR on the scale 5 (excellent), 4 (very good), 3 (good), 2 (satisfactory), 1 (sufficient), 0 (failed).

All studies completed by the doctoral candidate are shown in the study transcript which can be printed from the student register. Doctoral candidates can check their studies recorded in the student register in NettiOpsu (<http://nettiopsu.utu.fi>). It is also possible to print a transcript from NettiOpsu in PDF format. An official study transcript, as well as a registration certificate can be ordered from Chief Academic Officer, Study Secretary or Student and Admission Services.

The student is responsible for ensuring that the study records are up to date. If there are mistakes or defects in the transcript, the student should contact the person in charge of recording the credits in the register.

A doctoral candidate is also under an obligation to immediately notify the student register of any changes in their contact information. The information should be kept up to date due to notices concerning studies. The changing of a name should also be reported to the student services (ilmoittautuminen@utu.fi).

Progress report

All doctoral candidates must report on their progress once a year by filling in a progress report (i.e. follow-up form) in the electronic Saimi system. The form will be open during a one-month period. The doctoral candidates are informed when the form opens in Saimi system via ktdkjatko-mailing list and on the intranet-pages of the Faculty. The completed form is sent to the doctoral candidate's supervisors and to the members of the follow-up committee (if there is one). A submitted progress report is a prerequisite for the doctoral candidate being able to get travel grants from the doctoral programmes during the following year.

Studies completed in other universities

Postgraduate courses completed in other universities during the postgraduate studies can be included in the degree, if the supervisor agrees. Postgraduate courses completed prior to the postgraduate studies can be requested to be included in the doctoral degree by submitting a freeform application. A general rule in applying for substitutions is that the studies should be completed in postgraduate level and correspond to the courses applied for substitution both in content and extent. Courses that are already included in a completed university degree cannot be used to substitute courses.

Recognition of non-formal and informal learning (AHOT)

Doctoral candidates can apply for the recognition of non-formal learning (e.g. continuing professional education) and informal learning (e.g. work experience) by filling in the AHOT-application. The recognition can be applied for the following study modules:

- Epistemology and Theoretical Questions in the Field of Education
- Methodological Studies
- Studies of Research Ethics
- Studies of Scientific Writing
- General Skills of Expertise

All credits of the above mentioned study modules can't be substituted by recognition of non-formal learning, but also other studies must be included.

The application form is submitted to the Chief Academic Officer. The decision about accepting or discarding the application is made by the Vice-Dean in charge of research. The form can be found on the Intranet-page <https://intranet.utu.fi/index/rpl/Pages/default.aspx>

Lecture and seminar pass

The doctoral candidates can use the lecture and seminar pass to prove they have participated in guest lectures, scientific seminars or conferences and public defences of dissertations. A total of 30 hours of participation amounts to three ECTS credits to be recorded in the course "Topical issues in the field of education". One hour refers to 60 minutes. The lecture and seminar passes are handed out at the office of Research and Postgraduate Education Officer, where the full pass should also be returned.

Studying abroad

Doctoral candidates of the Faculty of Education are encouraged to participate in courses arranged by foreign universities and in training organised by international scientific organisations (conferences, summer schools, intensive courses). The Erasmus+ programme also enables longer exchange experiences. For more information, contact the International Officer (tel. +358 2 333 8846, education@utu.fi).

Postgraduate studies abroad are mainly funded by the Centre for International Mobility CIMO (<http://www.cimo.fi/frontpage>).

Financing studies

It is possible to carry out postgraduate studies while employed. According to national principles, however, doctoral education aims towards intense and nearly full-time working. There are several options for financing full-time or almost full-time postgraduate studies.

Doctoral candidate positions at the faculty departments

The university's paid doctoral student positions are postgraduate study positions and the student is mainly appointed for four years. In addition to compulsory postgraduate studies, the doctoral student positions may include teaching and department duties. For more information on open positions at the University of Turku, visit the university website: <http://www.utu.fi/fi/Yliopisto/yliopisto-tyonantajana/avoimet-tehtavat/Sivut/home.aspx>.

Doctoral candidate positions in Doctoral Programmes

The UTUGS Doctoral Programmes are annually granted funded doctoral candidate positions. The positions last from 1 to 4 years and can be applied for in Autumn.

Project financing

A doctoral candidate may apply for a researcher position in a research project, whereupon the dissertation should be closely connected to the subject area of the project.

Grants

Several foundations and other communities support scientific research by distributing grants to doctoral candidates. Supervisors and the Research and Postgraduate Education Officer assist in writing grant applications. The supervisors can also be asked for references to be attached in the applications.

Study grant

It is possible to receive a study grant for completing a scientific postgraduate degree. The recipient of a student grant is required to complete studies regularly and that the studies are full-time. A study grant is taxable income, and its amount is influenced by the student's other income. For more information, visit Kela website: <http://www.kela.fi/web/en>.

The Education Fund: Adult Education Allowance

Those applying for Adult Education Allowance should have at least 8 years of work history. The applicant should be on unpaid study leave due to the education (or on corresponding leave). Receiving the allowance always requires a valid employment relationship during the education for which the allowance has been granted, and the applicant should have an employment relationship of at least one year with the same employer. There will be some changes concerning the conditions of the benefit in 2017. For more information, see <http://www.koulutusrahasto.fi/en/adulteducationallowance/>.

6 Curriculum for a licentiate degree

(The Degree of Licentiate of Philosophy (Education))

Study modules included in the degree of Licentiate of Philosophy (education):

A Licentiate study 80 ECTS credits (LUJA/KUJA/KAJA6007)

B Studies in the field of education and relevant for the development of expertise 40 ECTS credits

120
ECTS
credits

The study module B includes the following studies:

Obligatory Studies	ECTS
Epistemology and Theoretical Questions in the Field of Education	5
Participation in the Seminars of the Doctoral Programme	8
Methodological Studies	8
Studies of Research Ethics	2
Studies of Scientific Writing	5
Presentation in National or International Scientific Conference	2
Total	30

Optional Studies	OP
General Skills of Expertise	0-10
Annual Conference of Doctoral Candidates	0-8
Presentation in National or International Scientific Conference	0-10
Research Exchange Abroad	0-10
Articles	0-10
Practical Training in Expert Tasks	0-10
Total	10-20

For more information on the courses, see the curriculum for a doctoral degree.

The doctoral candidates unfinished studies will not expire, but postgraduate studies are always carried out in compliance with the effective curriculum. New curricula become effective in the beginning of August.

The opportunity to complete a professional licentiate degree has ended in the Faculty of Education July 31, 2008.

Instructions and regulations concerning the licentiate

It is possible to complete a licentiate degree as an intermediate phase before a doctoral degree, but a licentiate degree is not compulsory for those aiming for a doctoral degree. Presently, it is recommended to directly move on to complete a doctoral degree. A licentiate study is usually a monograph. A student preparing an article-based dissertation can, if desired, detach a part of this into a licentiate study when they have one referee-level publication and another sent to the referee round. In addition to the articles, the licentiate study should contain an introductory section where the framework of the different parts of the study are presented.

When the supervisors have first inspected that the work meets the requirements of a licentiate study, the student can, with the supervisors' permission, bind the work. The bound work is delivered to Research and Postgraduate Education Officer in *four* copies, two of which are later delivered to the faculty library and two to the statement providers. It is also possible to publish the licentiate study in digital form in the University of Turku publication archive. (For more information, contact the Research and Postgraduate Education Officer). The Dean appoints two examiners to the licentiate study on the supervisor's suggestion, at least one of which is from outside the faculty. The supervisor cannot act as an examiner. The external examiner can be from another faculty of the university. One of the examiners should be at least a docent, but the other can be a doctor.

Binding and other technicalities should follow the instructions given for master's theses. The summary page is written in English and in Finnish.

The faculty evaluates the licentiate study on the basis of the examiners' statements. Before accepting the study, the student has the right to provide a reply to the statements of the examiners. The Faculty Board grades the licentiate study on the following scale:

- 5 excellent (prev. L and E)
- 4 very good (prev. M)
- 3 good (prev. C)
- 2 satisfactory (prev. N)
- 1 sufficient (prev. B and A)
- 0 failed

The evaluation event of a licentiate study is not compulsory, but the event can be arranged. For more information on arranging the event, contact your supervisor.

7 Receiving a degree certificate

The postdoctoral student can receive a licentiate degree certificate when the required studies have been completed, the possible licentiate study evaluation event has been held and the study has been graded.

The postdoctoral student can receive a doctoral degree certificate when the required studies have been completed, the public examination of the dissertation has been held and the dissertation has been graded. The doctoral degree certificate is issued in two copies, one in Finnish and one in English.

The postdoctoral student should be registered as attending during the semester the degree certificate is written. The degree certificate will be written after the dissertation is approved without any application.

Diploma Supplement

The Diploma Supplement (DS) is an appendix of the degree certificate designed for international purposes. It is a document developed by the European Commission, Council of Europe and UNESCO for facilitating the international recognition and comparison of degrees. This appendix contains information on the university awarding the degree, on the studies referred to in the degree certificate, on the qualification obtained through the studies, as well as on the level and status of the degree in the national educational system. The Faculty of Education will deliver a Diploma Supplement to those who have completed a postgraduate degree at the faculty.

UNIVERSITY OF TURKU

Faculty, department

STUDENT, STEVE: Studying motivation of an adult student in university studies

Thesis, 111 p., 5 att.

Adult Education

April 2005

Instructions for writing a summary page

A **summary in Finnish and English** is to be attached to dissertations and licentiate studies seeking approval in the Faculty of Education. The summary should be placed after the title page. The objective of the summary is to provide those interested in the dissertation a condensed image of its contents.

The top section of the summary page, the height of which, calculated from the top of the page, is approximately 6 cm, should state

the following information (see above):

- the university, faculty and department where the thesis was completed
- the last name and first name of the author in CAPITAL letters
- the title of the thesis
- the nature of the thesis (e.g. licentiate study/dissertation) Number of pages + attachments
- the branch of science (subject) covering the thesis
- completion month and year

The actual summary follows this bibliographic information. The author of the summary should assume that the reader possesses general knowledge on the subject. The reader should be able to understand the summary without the need to read the entire thesis. It should be written in full sentences, not as a list of subheadings. Established terminology should be used. References and citations should not be included in the summary. Information or arguments not included in the thesis are also not to be included in the summary. The information is presented verbally (no formulas, special symbols or graphs).

The summary should be as concise as possible; an independent entity of approximately 120–150 words which easily fits on the summary page with line spacing 1.

The summary should contain at least the following information:

- subject of the thesis
- target, population, area and purpose of the study
- used methods
- central research results
- conclusions and procedure recommendations made on the basis of the results
- keywords

Keywords

Keywords describing the contents of the thesis should be attached to the summary. When selecting keywords, use the keyword databases of the University of Turku library, such as Yleinen suomalainen asiasanasto (YSA), EKS Subject Headings and/or Medical Subject Headings (MeSH).

The left margin of the page is 4 cm and the right 2 cm and the bottom at least 1.5 cm.