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## **Doctoral training** (Doctor of Odontology / Doctor of Medical Science / Doctor of Health Sciences / Doctor of Philosophy)

### **STUDY GUIDE 2018–2020**

#### **TO THE READER**

This guide is intended as a handbook for students pursuing an academic postgraduate degree at the Faculty of Medicine of the University of Turku during the semesters 2018–2020. The guide contains valuable information also for others who are interested in doctoral training. The study guide covers the regulations issued by the faculty and procedural guidelines which guide the pursuing of a doctoral degree. The doctoral degrees of the Faculty of Medicine are Doctor of Odontology, Doctor of Medical Science, Doctor of Health Sciences (nursing science) and Doctor of Philosophy (medical science or dental science).

Should there be any essential changes in the regulations concerning postgraduate studies during the period of validity of this guide, they will be separately announced on the faculty's website.

The guide can be read on the faculty's website:

<https://www.utu.fi/en/units/med/studying/postgrad/doctoral/forms/Pages/study-guides.aspx>

## INTRODUCTION

The Faculty of Medicine of the University of Turku offers the following academic postgraduate degrees

- Doctor of Odontology
- Doctor of Medical Science
- Doctor of Health Sciences
- Doctor of Philosophy

The regulations in this study guide are based on the Government decree on University Degrees (794/2004 and 1039/2013), Universities Act (558/2009), University of Turku Regulation on Studies and on the document “Principles of doctoral training at the University of Turku” which came into force on 1 August 2012.

## 1 Requirements for 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 or artistic postgraduate degree complete the necessary supplementary studies in order to acquire the knowledge and skills needed for the studies. Eligible for studies referred to in this Section may also be a person whom the university judges otherwise to have sufficient knowledge and skills for the studies.

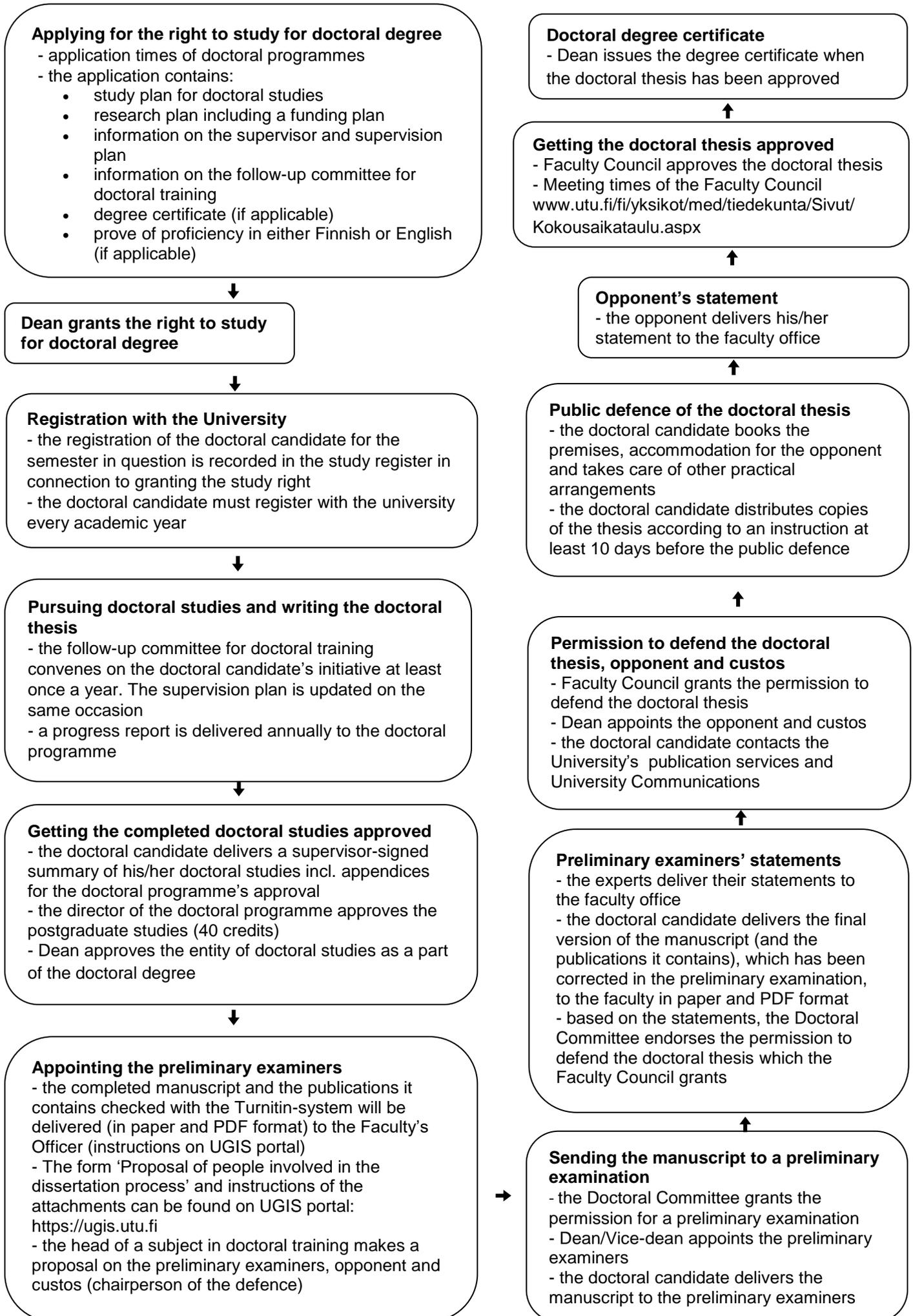
Prerequisites for pursuing a doctoral degree are written in the electronic curricula of the doctoral programmes of the Faculty of Medicine:  
<https://opas.peppi.utu.fi/en/postgraduate-studies/14003>

**The faculty’s doctoral programme (see chapter 4.1 and 4.2), for which the candidate for postgraduate studies is applying, judges the candidate’s skills for doctoral training gained in previously completed studies.**

## 2 Aims of the doctoral training

The aims of postgraduate education are written in the electronic curricula of the doctoral programmes of the Faculty of Medicine:  
<https://opas.peppi.utu.fi/en/postgraduate-studies/14003>

### 3 Description of the doctoral degree process



## 4 Regulations and practical instructions related to the doctoral degree

### 4.1 University Of Turku Graduate School and the doctoral programmes of the faculty

Doctoral candidates belong to the University of Turku Graduate School (UTUGS) through the doctoral programmes of their own faculties. ([www.utu.fi/en/research/utugs](http://www.utu.fi/en/research/utugs))

Those applying for a doctoral training position at the Faculty of Medicine apply for one of the faculty's doctoral programmes. The applicant chooses which doctoral programme to apply for after having discussed with his/her supervisor. Doctoral programme-specific curricula specifying the content of the study guide: <https://opas.peppi.utu.fi/en/postgraduate-studies/14003>

### 4.2 Selection criteria and application procedure for doctoral training

To ensure a high-grade supervision in doctoral studies, applicants for doctoral training at the Faculty of Medicine are primarily chosen to the fields of research covered by the faculty's institutions and doctoral programmes. In addition, aims of academic postgraduate education (chapter 2) and the resources required by doctoral training are taken into consideration.

For example the following criteria are used when assessing an applicant's skills for and commitment to pursuing postgraduate studies successfully:

- quality of the research plan: innovativeness of the research topic, realism and clarity of the research plan and method of implementation of the planned study
- scientific and practical relevance of the research topic
- success in undergraduate studies
- international orientation and language skills required by the studies

The faculty's doctoral programme shall not only assess the applicant's skills and abilities to manage postgraduate studies, but also the sufficiency and expertise of the presented supervision, feasibility of the research plan, the planned study's suitability to the doctoral programme and whether the planned theoretical studies support the applicant's knowledge and skills. The doctoral programme may assess the applicant's aptitude and motivation by interviewing him/her. The maximum number of doctoral candidates to be selected can be predefined for each doctoral programme.

Doctoral candidates for degree programmes (*doctoral degree programmes in medical science, odontology or philosophy, or licentiate or doctoral degree programme in health sciences*) are selected during application periods. The Faculty decides on which application periods determined by the University of Turku Graduate School it participates. The doctoral programmes can choose which application periods of the Faculty they take part in.

The doctoral programme, for which the applicant is applying, assesses the applicant's skills for and commitment to pursuing postgraduate studies successfully. The doctoral programme either approves or rejects the applicant and delivers information about this decision for the Faculty Council's processing. The faculty states the applicant's eligibility and makes sure that the formal conditions for the application have been met.

For all degree programmes, the right to pursue a degree is granted by the Dean's decision. On the doctoral programme's proposal and the Doctoral Committee's endorsement, the Dean approves the study plan presented in the application for postgraduate studies, the research plan for the doctoral thesis work and the research plan for the licentiate thesis in health sciences, the supervision plan, the supervisor(s) and the members of the follow-up committee for doctoral training.

The right to study for doctoral degree is not granted if the applicant does not meet the selection criteria. In connection to the decision, the applicant is notified about the grounds for rejection. Appeal instructions are

included in the decision. The appeal procedure in student selection decisions has been defined in the University of Turku Regulation on Studies (Section 9).

The faculty sends information about the decision to the applicant, and to the doctoral programme in question. A positive decision on the right to study for doctoral degree is also sent to Admission Services for information.

### ***4.3 Discussion with the supervisor and initiation of the thesis work***

A doctoral candidate beginning to work on his/her doctoral degree must first discuss the contents of the doctoral studies, supervision of the doctoral thesis work and other details related to the project with a senior researcher (professor, adjunct professor or, in exceptional cases, another researcher who has completed a doctoral degree). The doctoral candidate must agree on, e.g., the topic, methodology and the realisation possibilities of the project with the supervisor and the professor or other responsible person of the department.

Doctoral thesis work requires, at most, two supervisors. As a minimum, one of the supervisors should have at least a research connection either to the University of Turku or the university hospital. One of the supervisors should have the competence of at least adjunct professor or equivalent. In exceptional cases, for example when it comes to a demanding, interdisciplinary work, the faculty may, by application, approve a third supervisor. If the supervisors need to be changed after registration, the doctoral candidate and the supervisor(s) must apply for the change in writing, and submit the application containing an explanation for the reasons to the change to the Doctoral Committee. Possible changes must be applied for as soon as they happen, however, before the thesis manuscript is delivered to the faculty.

When it is time to apply for a doctoral candidate position at the faculty, the applicant discusses with his/her supervisor/s about which doctoral programme to apply for. The applicant prepares together with the supervisor/s a supervision plan, which is attached to the application documents. The supervisor/s and the doctoral candidate make sure that the plan is up to date annually, for example in connection to a follow-up committee meeting.

### ***4.4 Follow-up committee for doctoral training***

A person applying for the right to study for a doctoral degree should discuss with a thesis supervisor and together they will call a follow-up committee consisting of the doctoral thesis supervisor(s) and one to three other researchers who have a doctoral degree and who are familiar with the topic at hand. One of them must come from outside the doctoral candidate's own research group. The aim of the committee is to ensure the progress of the thesis research and the studies, bring forward an outside view to the research and support both the doctoral candidate and the supervisor in a conflict if such should emerge.

- The follow-up committee convenes once a year to evaluate the progress of the doctoral training and studies. A career discussion can be carried on in the meeting. The doctoral candidate convenes the meeting and delivers a progress report to the supervisors and the committee members.
- The follow-up committee confirms that the amount of work of the doctoral candidate as well as the doctoral candidate's personal contribution to original publications is sufficient for beginning the preliminary examination process of the thesis manuscript. If needed, the follow-up committee gives a statement of the progress of the thesis work.
- The aim of the committee is to promote successful progress of the thesis work by providing expertise in the subject matter and in the implementation of the work. If needed, changes to the study plan and research plan can be made based on the discussions.
- In possible problem situations, the doctoral candidate may contact the members of the committee in between the meetings. In an ideal meeting the doctoral candidate should have an opportunity to discuss in confidence about the supervision with the follow-up committee.

Doctoral programme-specific progress reports are approved as a part of the doctoral studies (0.5 credits / report, max. 2 credits). The progress report contains a memo(random) of the follow-up committee meeting. The doctoral programme monitors the realisation of the supervision plan and the follow-up committee's activity.

One member of the follow-up committee who is outside of the research group can be a preliminary examiner of a doctoral thesis, if this is deemed appropriate and the person meets the criteria set for preliminary examiners.

#### **4.5 Application for the right to pursue a doctoral degree, right to study and registration with the university**

Doctoral candidates for the faculty's doctoral programmes are selected during application periods defined by the University of Turku Graduate School. The faculty publishes the common application periods for the doctoral programmes, address for applications and other details regarding the application.

The right to study for doctoral degree and admission to a chosen doctoral programme is applied for on a common application form which contains:

- study plan for the doctoral studies
- research plan for the doctoral thesis including a funding plan and a timetable plan
- information on the supervisor and supervision plan
- composition of the follow-up committee for doctoral training
- copy of the degree certificate (if the undergraduate degree has not been completed at the University of Turku)
- prove of proficiency in either Finnish or English (if applicable)

Application forms and guidelines are available at the faculty's website:

<http://www.utu.fi/en/units/med/studying/postgrad/doctoral/apply/Pages/home.aspx>

##### **4.5.1 Postgraduate study plan**

When applying for a right to study for a doctoral degree from the faculty and for admission to a chosen doctoral programme, the applicant must have prepared a study plan for the doctoral studies. Together with his/her supervisor, the doctoral candidate plans the doctoral studies' contents, which must be suitable for the degree programme and discipline of the doctoral candidate.

The structure and scope of each degree programme in the Faculty of Medicine is separately presented in the electronic curricula of the doctoral programmes:

<https://opas.peppi.utu.fi/en/postgraduate-studies/14003>

Studies abroad, which possibly can be included in a doctoral degree, are presented in chapter 4.6.3.

##### **4.5.2 Registration of the research plan for the doctoral thesis, supervisors, follow-up committee and subject in doctoral training as well as indicating the eligibility**

When applying for a right to study for doctoral degree in one of the faculty's degree programmes, the applicant must have prepared a research plan for the doctoral thesis.

The supervisor(s) of the doctoral thesis work are recorded in the application for a right to study for doctoral degree and they approve the work under signature. (If there are more than two supervisors, the faculty must be given a written justification, please see chapter 4.3). The applicant prepares together with the supervisor(s) a supervision plan, which is attached to the application documents. At the same time, the composition of the follow-up committee for doctoral training is recorded (please see chapter 4.4). In the application for a right to study for doctoral degree, the applicant notifies which department the doctoral thesis research is conducted. The doctoral degree is registered to one department, the head of which gives his/her signed approval for carrying out doctoral thesis work in the context of the department in question.

The application for the right to study for a doctoral degree is complemented with a research plan in Finnish, Swedish or English. There are separate guidelines for preparing the research plan on the website How to apply:

<http://www.utu.fi/en/units/med/studying/postgrad/doctoral/apply/Pages/home.aspx>

If the applicant has not graduated from the University of Turku, a copy of the degree certificate and the transcript of study records must be included in the application for the right to study for a degree.

In addition, each doctoral programme may have specified questions or other required documents on the application.

### **4.5.3 Right to study for doctoral degree and registration with the University of Turku**

The decision on the right to study for a degree is delivered from the faculty directly to Admission Services, where the new right to study for a degree and the registration as an attending postgraduate student are recorded in the study register.

When the right to study a degree has been recorded, the Student and Admission Services sends the postgraduate student e-mail for confirmation. After this, the student must register with the University annually until the doctoral/licentiate degree has been completed. The registration is done online in Nettiopsu, <https://nettiopsu.utu.fi>. The doctoral candidate must be registered as an attending student at the University of Turku while completing studies for a doctoral degree and when the degree certificate is issued. The registration period usually runs from the beginning of June until the end of August.

The postgraduate student's right to study for a degree is declared passive, if pursuing the postgraduate degree has not progressed. The doctoral candidate delivers annually a doctoral programme specific progress report according to the guidelines of the doctoral programme. The progress of the thesis work is evaluated on the report. Annual progress report contains a supervisor's opinion on the doctoral candidate's situation. The progress of the Licentiate degree is evaluated by the Faculty. The right to study a degree is declared passive at the end of the academic year (July, 31<sup>st</sup>).

To activate a passive study right for doctoral studies, one has to deliver a feasible plan according to the instructions of the doctoral programme and the faculty. The decision on the reactivation of the study right is made by the Faculty which has originally granted the right to study.

The registration is free of charge for the doctoral candidate, unless s/he wants to join the Student Union, which offers some social benefits for its members. For more detailed information on registration, please contact the Admission Services, tel. +358 29 4503502, +358 29 4503296 or email: [disco@utu.fi](mailto:disco@utu.fi).

Instructions for the registration for the academic year are sent to enrolled students in May. The instructions are only sent by email, and only to the University's own email addresses (utu.fi). The registration instructions online: <http://www.utu.fi/en/studying/registration/Pages/postgraduate.aspx>

## **4.6 Doctoral studies**

At the Faculty of Medicine, the scope of the postgraduate studies of a doctoral degree is 40 ECTS credits from August 1<sup>st</sup>, 2018 onwards.

**To ensure that the doctoral degrees are completed systematically and that they are timely accomplished, doctoral candidates must complete the doctoral studies before the completion of the doctoral thesis work.**

Studies for the postgraduate degree may be initiated already before the completion of a basic degree. Students planning a doctoral degree can apply to either a Clinical or a Biomedical Research Track while pursuing a licentiate degree in medicine or in odontology. Also an undergraduate student in health sciences planning to complete a doctoral degree may enter the Research Track of Nursing Science. Information on the Research tracks:

<http://www.utu.fi/en/units/med/research/Research%20Tracks%20at%20the%20Faculty%20of%20Medicine/Pages/home.aspx>

Studies abroad may be included in the postgraduate studies. See chapter 4.6.3 Studies abroad included in the doctoral degree.

### **4.6.1 Structure and scope of the doctoral degree in medical science, odontology and philosophy**

Completing a doctoral degree in medical science, odontology and philosophy requires on average four years of full-time studies. The degree (240 credits) consists of doctoral studies of 40 credits and a doctoral thesis of 200 credits, which is defended publicly.

The structure and scope of the doctoral degree in medical science are presented in the electronic curricula of the doctoral programmes: <https://opas.peppi.utu.fi/en/postgraduate-studies/14003>

In connection to approving the study plan, the supervisor (primarily) and the doctoral programme make sure that the studies form a balanced entity, in which the decreed aims set for a doctoral degree are fulfilled. If the doctoral candidate already has completed a postgraduate degree, the faculty will decide on replacing or complementing the postgraduate studies on the doctoral programme's proposal and the Doctoral Committee's endorsement in connection to approving the study plan. The final decision on the approval is made by the faculty. See chapter 4.5. on presenting the study plan.

### **4.6.2 Structure and scope of the doctoral degree in health sciences**

The doctoral degree in health sciences requires on average four years of full-time studies. The doctoral degree in health sciences (240 credits) consists of a doctoral thesis of 200 credits, which is defended publicly, and doctoral studies of 40 credits.

The structure, scope and studies for the doctoral degree in health sciences are presented in the electronic curriculum of the Doctoral Programme in Nursing Science: <https://opas.peppi.utu.fi/en/postgraduate-studies/14003>

Study attainments which are in accordance with the study plan are recorded in the study register. If there are changes in the doctoral candidate's study plan, the changes and the completed studies deviating from the plan must be approved by the director of the doctoral programme. Postgraduate studies – see chapter 4.5.

### **4.6.3 Studies abroad included in the doctoral degree**

One of the aims of doctoral training is to give a readiness to work in an international research community. Studies supporting internationalisation, which are approved in a doctoral degree, are for example participating in international conferences, scientific work at a foreign research institute, courses completed abroad and guest lectures and international courses arranged at the home university.

Information on research abroad: [intranet.utu.fi](http://intranet.utu.fi) → Services → Reseacher Mobility

Credits passed abroad in student exchange may be transferred to the degree. Students have to check before they leave from the doctoral programme whether their studies abroad will be credited.

The student exchange places are published in January and the application period ends in the middle of February. However, there are very limited number of exchange places at PhD level. More information about the student exchange places can be found on [intranet.utu.fi/studyingabroad](http://intranet.utu.fi/studyingabroad) or from international office ([outgoing@utu.fi](mailto:outgoing@utu.fi))

Doctoral candidates are actively encouraged to make use of the established international contacts of the departments, institutions and research projects. Studies completed through these contacts or during an independently acquired exchange placement can also be approved as a part of the degree. An independently acquired exchange should also be notified to the international office ([international@utu.fi](mailto:international@utu.fi)) in order to get the mobility period added to the study register.

#### 4.6.4 Getting the doctoral studies (40 credits) approved

Study attainments are recorded in the study register. Course participation is monitored. Only the attended sessions will be marked in the study register. Course attainments of the Faculty of Medicine Postgraduate Education Unit (PGE) are recorded in the register by the faculty. Other than course form studies must be proven with separate proof; for example with programmes or poster booklets when it comes to congresses, to get completed studies approved. A maximum of 50 credits can be approved to a doctoral degree.

Those who have been granted the right to pursue a doctoral degree from 1 January 2013 onwards ***in medical science, odontology, philosophy or health sciences*** may get study attainments approved before all the postgraduate studies have been completed with an electronic form according to the instructions in the UGIS portal: <https://ugis.utu.fi/>

After having completed all doctoral studies, the doctoral candidate aiming at a ***doctoral degree in medical science, odontology or philosophy*** fills in an application for getting the doctoral studies approved containing a specified summary of the studies. A transcript of studies and possible course and training certificates should be appended. The doctoral candidate and his/her supervisor sign the application. The director of the doctoral programme checks the studies and delivers his/her approval to the faculty.

Applications of approval of doctoral studies for doctoral degree in medical science, odontology and philosophy:

<https://www.utu.fi/en/units/med/studying/postgrad/doctoral/forms/Pages/postgraduate-studies.aspx>

When all the required studies have been completed, ***the doctoral candidate aiming at a doctoral degree in health sciences*** delivers the transcript of studies to the coordinator of the doctoral programme. The director of the doctoral programme checks the studies and delivers his/her approval to the faculty together with the transcript.

Dean makes the decision on approval of the theoretical studies in the doctoral/licentiate degree.

**NB.** The postgraduate studies in the doctoral degree must be approved by the faculty before starting the preliminary examination process of the doctoral thesis manuscript.

#### 4.7 Writing a doctoral thesis

##### 4.7.1 General guidelines for a doctoral thesis

The final thesis meant as a doctoral thesis must be a scientific presentation extensive enough for a thesis based on independent research on a topic belonging to one's own discipline. Completing a doctoral degree requires on average four years of full-time studies according to the recommendation of the University of Turku Graduate School. This guideline is used when the extent of the thesis is evaluated.

The doctoral thesis can be a monograph thesis or a so called compilation thesis, i.e. a collection of scientific publications and manuscripts on a unitary subject matter and a summary related to them. In addition to the original publications, the summary-part of a compilation thesis may contain previously unpublished material.

The extent and coverage of the 'Review of literature' part of the thesis, have to indicate that the defender has achieved the knowledge in his/her own research area and in other related fields of science. This means, that the review of the literature must present the scientific background of the thesis work in a manner that helps the reader to situate the thesis in the expanse of science.

The part 'Materials and methods' has to be a text-form description of the materials and methods used in the thesis work with appropriate references. A plain list of methods without sentences in text-form is not acceptable. The text should form unity, which can be read independently, for the reason that the publications will not be published as a part of the electronic version of the thesis book.

In the 'Discussion' part the obtained research results must be conversed in relation with the results in the literature as well as the strengths and the weaknesses of the obtained results in perspective with the research

topic of the thesis. In the last part of the 'Discussion' conclusions should be drawn based on the results obtained and those should be objective and realistic in respect with the results.

Doctoral thesis manuscripts delivered to the faculty for preliminary examination must be checked with the Turnitin-system. A certificate stating that the manuscript has been checked with the Turnitin-system signed by supervisor should be delivered to the faculty. The following text must be written on the reverse side of the doctoral thesis cover: "The originality of this dissertation has been checked in accordance with the University of Turku quality assurance system using the Turnitin OriginalityCheck service".

The doctoral thesis must be written either in Finnish, Swedish or English. The Faculty Council may request a separate statement on the manuscript's spelling and grammar. The original research results affiliated with the doctoral thesis must be stored for at least as long as the processing of the doctoral thesis is taking place in the faculty. If needed, the doctoral candidate must be able to present the results to experts appointed by the faculty.

### **Compilation thesis**

When granting permission to defend the doctoral thesis, half of the publications must be published or vetted for publication in series or journals using the peer review system. One of the publications may be a systematic review in a proper format or a similar review giving new information. The review must be comparable to an original publication. As a general rule, a publication drawn up of the contents of a conference (proceedings) is not be accepted as one of the original publications for the thesis book.

In Open access –publishing one should follow the instructions of the faculty (PDF):

[http://www.utu.fi/en/units/med/studying/postgrad/doctoral/Documents/open\\_access\\_julkaiseminen.pdf](http://www.utu.fi/en/units/med/studying/postgrad/doctoral/Documents/open_access_julkaiseminen.pdf)

A publication manuscript not yet published has to have a structure and a scope of the extent that it is ready for submission to an international peer-reviewed series.

Regarding co-authored publications it is important that the author has had an independent role in making them. In at least one of the publications, the doctoral candidate must be the only first author. The doctoral candidate must give a written clarification in English about his/her role in realising each of the publications the compilation dissertation is composed of. The first author of a publication has the exclusive right to use the publication in his/her doctoral thesis. If someone else wants to use the publication in question in his/her doctoral thesis, the first author and the supervisor(s) of the work must give their written consent to this. If a publication manuscript is included in the thesis, a written consent of all authors is attached to the application form. The amount of publications used in more than one doctoral thesis may be half of the total amount of publications in a doctoral thesis. The same publication can be used in two doctoral theses at the most. The question of including the same co-authored publication in two different doctoral candidates' doctoral theses is solved case-by-case based on an English-language clarification on the authors' distribution of work when assessing the doctoral thesis work. The previously mentioned clarifications and consents shall be supplied to the faculty when initiating the preliminary examination process of the thesis manuscript.

### **Monograph thesis**

A monograph thesis is a consistent scientific presentation by one author, which is based on self-contained research. Previously published work cannot be accepted as a monograph thesis. The author may, however, publish some articles of the same topic as the thesis before completion of the thesis, to which s/he can refer in the actual doctoral thesis.

## 4.7.2 On the format and contents of a doctoral thesis

The following must be included in a doctoral thesis, in the same order:

- title page with the title of the thesis and the first and the last name of the author, and also following text on the lower edge: Turun yliopiston julkaisu – Annales Universitatis Turkuensis (See [cover models](#))
- reverse side of the title page, which mentions
  - University of Turku, Faculty of Medicine, department, the doctoral subject where the doctoral degree is registered, other possible subject where the doctoral work was performed and doctoral programme
  - other possible places where the doctoral work was performed
  - name(s) of the supervisor(s)
  - names of the preliminary examiners
  - name of the opponent
  - Note on checking the originality of the doctoral thesis (The originality of this dissertation has been checked in accordance with the University of Turku quality assurance system using the Turnitin OriginalityCheck service.)
  - identifiers of the series of publication (serial number, ISBN-number and ISSN-number) and the place and the year of printing
- abstract in English (one page in length). In the beginning of the abstract, the name of the author of the doctoral thesis is marked together with the name and production places of the doctoral thesis, series of publication, place of printing and year. At the end of the page, the keywords related to the doctoral thesis are marked.
- abstract in Finnish (one page in length and the form as above)
- abstract in another language can also be added (the form as above)
- table of contents with numbered chapters and pages
- abbreviations
- list of original publications, which must mention the copyrights of the publications (E.g.: The original communications have been reproduced with the permission of the copyright holders).
- introduction (the numbering of chapters begins from this introductory chapter)
- literature review
- aims
- materials and methods
- results
- discussion
- summary/conclusions
- acknowledgements (Contents of the chapter “Acknowledgements” shall be included after the preliminary examination process.)
- list of references
- all publications should be included at the end of a compilation dissertation in the order listed in the doctoral thesis

In addition, a so called loose leaf with the following information should be added as the first page of the doctoral thesis:

- name of the doctoral thesis
- name of the doctoral candidate
- doctoral thesis approved for public defence by the Faculty of Medicine
- date and place of the public defence
- Turun yliopisto – University of Turku, place of printing and year

If the doctoral candidate wishes, s/he may include a short free-form presentation of him-/herself and his/her picture in the doctoral thesis.

The supervisor makes sure that the doctoral candidate who does not master Finnish has the possibility to present the abstract (tiivistelmä) in Finnish language. It is recommended to use the phrase “translated by”, if it is felt necessary to identify the translator.

It is recommended to mark the literature references after the quotation in brackets showing the author’s last name and the publishing year. When there are several authors “et al” should be added after the first author. Alphabetical order is preferred in the list of references (bibliography).

In all English-language release notes written at the University, the name of the University should be indicated in the form “University of Turku” whereas “Turku University Hospital” should be in this form.

In a compilation dissertation, when it comes to material published earlier, the valid copyright regulations must be followed (this can also apply to the reuse of figures or tables in the text of the summary-part). **If figures or tables printed in the original publications have been copied to the summary-part of the doctoral thesis, the captions must have references to the publications. Figures printed in a publication are not recommended to be reused in the summary-part of a doctoral thesis.**

The doctoral candidate must report if his/her monograph doctoral thesis contains parts that are published earlier.

#### ***4.8 Beginning the preliminary examination process***

**The entity of doctoral studies in the doctoral degree must be approved by the faculty before delivering the doctoral thesis manuscript to the faculty for the preliminary examination process.**

To initiate the preliminary examination process, the doctoral candidate delivers his/her doctoral thesis manuscript and the appendices to the faculty. The preliminary examination process will be initiated in UGIS portal according to instructions (<https://ugis.utu.fi/>). In addition to the manuscript, two electronic forms with their attachments include in the process. The head of doctoral subject proposes at least two preliminary examiners for the doctoral thesis work. One of the preliminary examiners is recommended to be from Finland. **Monograph doctoral theses always have three preliminary examiners.** The doctoral candidate approves the suggested experts or includes her/his dissenting opinion on the form containing the suggested experts. A proposal for the opponent and custos can be made in this stage or when the preliminary examiners have given their statements. The competency and bias of the preliminary examiners and the opponent are discussed in chapter 4.8.1.

As an attachment the signatures of all the registered supervisors will be supplied. A consent to start the preliminary examination process and a mutual view on the thesis manuscript to be ready for reviewing is confirmed with the signature.

Recommendation of the follow-up committee is one of the attachments for the process initiating the preliminary examination. The follow-up committee of the doctoral training confirms that the amount of work of the doctoral candidate as well as the doctoral candidate’s personal contribution to the original publications is sufficient for beginning the preliminary examination process of the thesis manuscript. All members of the committee will sign the recommendation.

The doctoral candidate must give a written clarification in English about his/her role in realising each of the publications that the compilation thesis is composed of. The clarification will include a list of the publications and a description of his/her role in each of the publications. The clarification is signed by the doctoral candidate and his/her supervisor(s). The clarification is one of the attachments for the process initiating the preliminary examination. The faculty delivers it to the preliminary examiners of the doctoral thesis, too.

The first author of a publication has the exclusive right to use the publication in his/her doctoral thesis. If other author wants to use the publication in question in his/her doctoral thesis, the first author and the supervisor(s) of the work must give their written consent to this. The consent is one of the attachments for the process initiating the preliminary examination.

For a justified reason, one publication can be used in two doctoral theses at the most. In this case, both of the doctoral candidates and their supervisors must make a written, justified clarification (in English) to the faculty demonstrating the authors' independent contribution to the publication. The clarification is one of the attachments for the process initiating the preliminary examination. In addition, the previously published doctoral thesis in question must be delivered to the faculty (2 copies), which delivers it to preliminary examiners. The amount of publications used in more than one doctoral thesis may be half of the total amount of publications in a doctoral thesis. The question of including the same co-authored publication in two different doctoral candidates' doctoral theses is solved case-by-case based on the clarification concerning the authors' distribution of work when assessing the doctoral thesis work.

If an unpublished article is included in the thesis, a written consent of all authors is included in the attachments for the process initiating the preliminary examination.

When granting the permission to defend, half of the original publications in a compilation thesis must be published or vetted for publication.

#### **List of all material used as appendix in the beginning of the preliminary examination process:**

- a) **A doctoral thesis manuscript as a paper copy in the final form with a bibliography and offprints/manuscripts of the original publications and a certificate of the Turnitin originality check signed by the supervisor** should be delivered to Chief Academic Officer Outi Irjala in the faculty office (tel. +358 50 5634 622) or to Study Secretary Riitta Paju (tel. + 358 50 3135216) (see chapter 6.3 Meeting times).
- b) **A doctoral thesis manuscript as a PDF-file with the original publications** (instructions on the submission on: <https://ugis.utu.fi/>)
- c) **A proposal of the participants for dissertation process, which are the preliminary examiners of the doctoral thesis, opponent and custos.** A proposal of the opponent and the custos can also be made later. (instructions on the submission on: <https://ugis.utu.fi/>)

**Attachments** (instructions on the submission on: <https://ugis.utu.fi/>)

- **Clarification of the doctoral candidate's contribution to each of the original publications** (obligatory) The doctoral candidate shall provide an explanation in English about his/her contribution to each of the original publications. The clarification is signed by the doctoral candidate and his/her supervisor(s). The faculty delivers the clarification also to the preliminary examiners of the doctoral thesis.
- **Explanation regarding the use of original publication(s) in two theses** (conditional) For a justified reason, one publication can be used in two doctoral theses at the most. In this case, both of the doctoral candidates and their supervisors must make a written, justified, English-language clarification to the faculty which demonstrates the authors' independent contribution to the publication in connection to the application for permission to defend the doctoral thesis. In addition, the previously published doctoral thesis in question must be delivered to the faculty (2 copies), which delivers it to preliminary examiners.
- **Permission from the first author.** (conditional) The first author of a publication has the exclusive right to use the publication in his/her doctoral thesis. If another author wants to use the publication in question in his/her doctoral thesis, the first author, and in the case the author is a doctoral candidate, also the supervisor(s) of the work must give their written consent to this.
- **Permission to use an unpublished article in a doctoral thesis** (conditional) If an unpublished article is included in the thesis, a written consent of all authors is required.
- **Recommendation of the follow-up committee** (obligatory) The follow-up committee for doctoral training confirms that the amount of work of the doctoral candidate as well as the doctoral candidate's personal contribution to original publications is sufficient for beginning the preliminary examination process of the thesis manuscript. All members of the follow-up committee (except the supervisors) sign the recommendation.
- **Clarification of pictures and tables of the thesis manuscript**  
List of the pictures and the tables with the explanation whether the question is either of
  - a citation (a reference to the original work is required)

- doctoral candidate's own drawing (a reference to writer's own original publication is required)
- a modified picture or table (with e.g. text "Modified from..."; a reference to original work is required)

The licence to use the picture/table must be indicated.

On the proposal of the Doctoral Committee, Dean approves the sending of the doctoral thesis to preliminary examiners. Upon receiving the information about the approval decision, the doctoral candidate delivers his/her doctoral thesis manuscript incl. its original publications to the preliminary examiners. The faculty sends the preliminary examiners a letter, instructions and further clarifications. The doctoral candidate and the preliminary examiners discuss the corrections and changes which must be done to the manuscript.

#### **4.8.1 Preliminary examiners of the doctoral thesis, opponent and custos**

Based on the made proposals, the Doctoral Committee names at least two preliminary examiners for the doctoral thesis manuscript (instructions for preliminary examiners in chapter 4.7.2). Monograph doctoral theses always have three preliminary examiners. The preliminary examiners must propose corrections or give their statement within two months from having been appointed by the faculty.

For the public examination of the doctoral thesis, the faculty names typically one official opponent for the doctoral thesis and a custos as a chair and custodian of the public defence. The custos is usually the professor of the department.

The preliminary examiners and the opponent should be adjunct professors or have equivalent scientific merits. They should be external in relation to the doctoral thesis work, they must not have co-authored publications together with the author of the doctoral thesis, they must come from outside the University of Turku and they must not have close and recent (as the main rule, from the past three years) scientific collaboration with the supervisor(s). For a justified reason, one of the preliminary examiners or the opponent may be adjunct professor at the University of Turku, if his/her regular post is elsewhere. A preliminary examiner of the doctoral thesis or the opponent must not be associated with the author of the thesis as described in Section 28 of the Administrative Procedure Act (434/2003), nor must they be in such dispute- or other relationship, which obviously compromises his/her impartiality. If a member of the Faculty Council or Doctoral Committee is in an above mentioned relationship with the doctoral candidate, the member must not participate in the processing of the matter.

The opponent must give a justified, written statement on the doctoral thesis, based on which the Faculty Council decides on accepting the thesis. The doctoral thesis is graded as "accepted with honours/distinction", "accepted" or "rejected". On the proposal of the experts (opponent, preliminary examiners), an exceptionally meritorious doctoral thesis work may be accepted with honours. Chapter 4.9.3 presents the rules for accepting the faculty's doctoral theses with honours.

Prior to the appointing of the preliminary examiners and the opponent, the doctoral candidate is given the opportunity to give his/her statement on the matter. In a matter concerning the grading of a doctoral thesis, the doctoral candidate is given the opportunity to give a written response to the statement of the preliminary examiners or the opponent before the matter is solved (University Act 558/2009, 44§).

#### **4.8.2 Instructions for a preliminary examiner of a doctoral thesis**

The instructions for the preliminary examiners of the doctoral thesis are sent from the faculty when the Doctoral Committee has in its meeting processed the doctoral thesis manuscript for the first time and approved it for preliminary examination and proposed to the Dean the appointing of the preliminary examiners suggested in the application for permission to defend.

The purpose of the preliminary examination of the doctoral thesis is to ensure that the thesis meets the set scientific and formal requirements before granting permission to defend it. In addition, the preliminary examination usually improves the level of the written work. It is therefore important that the preliminary examination is performed carefully and that the Faculty can make use of explicit and unambiguous statements from the examiners when processing the application for permission to defend.

The preliminary examiners are especially asked to give their clear opinion on whether the research work, which the doctoral thesis is based on, can be regarded as sufficient or whether further investigations are needed. In the same way, the preliminary examiners must assess the written work and define the parts which require correcting or additional modification. The preliminary examiner's statement may be freely formed, but it should comment on the issues listed below. Points 1-5 concern the level of the research work while points 6-8 concern the level of the written work. **In addition to the written free-form statement, the preliminary examiner is requested to fill in the assessment form delivered together with the request for statement and append it to his/her statement.**

1. *General character of the doctoral thesis.* Brief description of the scientific content of the thesis.
2. *Topic and research question.* Originality and scientific importance of the topic. Is the topic central and topical in the field of the research sector in question and does it handle the essential problem area. How much previous research has been conducted on the same topic. Is the research question meaningful and scientifically relevant.
3. *Materials.* Quality, quantity and suitability of the materials for solving the research problem. Has the collection of materials been carried out in a scientifically valid way. The suitability and sufficiency of possible negative and positive controls. Has the doctoral candidate him-/herself performed the collection and first observations of the material and what has been his/her contribution in its further processing.
4. *Methods.* A description of the methods and assessment of their originality, reliability, level of difficulty and applicability. Has solving the set problem required development of new methods or a new and original application of known methods, or is the doctoral thesis based on for example a routine collection of results from ready material. If the doctoral thesis consists of publications, expert assessment is required on the doctoral candidate's personal contribution. A clarification on the doctoral candidate's own contribution to original publications is appended to the letter which is sent to the preliminary examiners.
5. *Results and conclusions.* An assessment of the reliability and scientific significance of the findings. Is the research to an essential part confirmation of earlier observations, or do the results contain new observations and what is their scientific significance. Are the conclusions drawn on the basis of the results justified. Is the statistical processing of the results sufficient and are the used statistical methods applicable to the situation.
6. *Organisation and presentation of text.* Brief description of the structure of the manuscript and of the width of different parts in terms of the amount of pages. Is the outline successful, and are the different parts of the manuscript in an appropriate relation to each other. The preliminary examiner is also requested to comment on the scientific style and on the language and typography.
7. *Demonstrated knowledge of the field of research.* The assessment is mostly based on the level of the literature review. Are the literary references topical and comprehensive. Is the literature review appropriate when it comes to its scope and contents. Does the doctoral candidate master the literature of the topic critically and does s/he manage to specify the strengths and weaknesses of earlier publications.
8. *Maturity demonstrated in the discussion section of the thesis.* Relevance, critical mastery and clarity of discussion section of the thesis. Has the doctoral candidate succeeded in specifying the strengths and weaknesses of his/her own work and in critically comparing his/her own research results with earlier literature. Are the conclusions in a proper relation to the research question, to the results of the doctoral thesis work and to prior knowledge in the field.

The preliminary examiner's statement ends in a separate summary, which should include 1) a brief description on the nature of the research, 2) most significant results and merits of the research, 3) quality of the thesis manuscript, 4) stated defects and possibilities for correcting them and 5) statement on the suitability of the work for a public defence.

The examiner may discuss minor defects and errors with the doctoral candidate and agree on how they should be corrected. If the stated defects are fundamental or are related to an important part (e.g. reliability of methods or sufficiency of material), the statement should be delivered to the faculty without a

recommendation of granting the doctoral candidate permission to defend, in which case the faculty decides on the follow-up measures. **The examiner must not recommend permission for the doctoral candidate to defend the thesis, unless the examiner can accept the final corrected manuscript without reservations.** The preliminary examiner may propose accepting the doctoral thesis with distinction. The justifications for accepting the thesis with distinction must be included in the appendix of the preliminary examiner's statement. The doctoral thesis is graded as "accepted with distinction", "accepted" or "rejected". On the proposal of the experts (opponent, preliminary examiners), an exceptionally meritorious doctoral thesis work may be accepted with distinction. Chapter 4.9.3 presents the rules for accepting the faculty's doctoral theses with distinctions.

#### **4.9 Granting permission to defend the doctoral thesis**

The doctoral candidate makes corrections to the thesis manuscript based on negotiations with the preliminary examiners. He/She delivers the manuscript as a paper copy and a PDF-file to the faculty to Chief Academic Officer Outi Irjala (outi.irjala@utu.fi) or to Study Secretary Riitta Paju (riitta.paju@utu.fi), when the preliminary examiners have delivered their positive statements to the faculty. The doctoral candidate enters the planned date of the thesis defence to UGIS portal. The statements of the preliminary examiners will be delivered to the doctoral candidate. In a matter concerning the grading of a doctoral thesis, the doctoral candidate is given the opportunity to give a written response to the statement of the preliminary examiners before the matter is solved (University Act 558/2009, 44§). The opponent and/or custos have to be proposed at this stage, if not proposed earlier, simultaneously with the preliminary examiners.

Prior to the meeting of the Faculty Council, the Doctoral Committee checks that the manuscript is ready for printing and that the preliminary examiners accept the work without reservations. The Council decides on granting permission to defend based on the preliminary examiners' statement and on the proposal of the Doctoral Committee.

The doctoral thesis manuscript can be printed as soon as the Faculty Council has granted permission to defend the doctoral thesis. The doctoral candidate takes care of the printing work him-/herself. The numbers of copies are presented in chapter 4.10.3 Distribution of the doctoral thesis. More information about the method of publication (printed doctoral thesis/digitally published doctoral thesis) is given by Turku University Library's Publishing services (julkaisut@utu.fi); more information about this follows in chapter 4.9.1. The doctoral candidate delivers his/her published doctoral thesis to the opponent. The faculty sends the opponent a letter and instructions.

##### **4.9.1 Publishing and printing the doctoral thesis**

The doctoral thesis may be published in the University of Turku series *Annales Universitatis Turkuensis* or in another academic series. It can also be self-published or published by a commercial publisher.

Instructions of minimum printing requirement and distribution of doctoral dissertations:

[University's instructions on the minimum printing requirement and distribution of doctoral dissertations \(PDF\)](#)

##### **4.9.2 Distribution and release of the doctoral thesis**

The doctoral thesis must be released no later than 10 days before the agreed defence by 12 o'clock. A doctoral thesis published online should be submitted to the main library of the University of Turku as a PDF-file ready for publishing no later than 15 days before the defence. The file can be delivered by email to julkaisut@utu.fi.

Instructions on distribution and release of the doctoral thesis:

<http://www.utu.fi/en/research/dissertations/guidelines-for-the-doctoral-candidate/Pages/distribution-and-releasing.aspx>

## **4.10 Public defence of a doctoral thesis**

Prior to the public defence of a doctoral thesis, several practical arrangements must be done by the doctoral candidate. The doctoral candidate is responsible for the practical arrangements of the public defence of a doctoral thesis, of the travel and the accommodation arrangements of the opponent, and of the possible festivities.

Guidelines:

<http://www.utu.fi/en/research/dissertations/guidelines-for-the-doctoral-candidate/Pages/home.aspx>

### **4.10.1 Booking the day and the premises for the public defence, announcement of the public defence**

The doctoral candidate reserves a lecture hall after having settled the date of the defence with the opponent and the custos (chairperson of the public defence). The defence usually starts at 12:00 noon, but it is also possible to start the defence at another time. The Faculty of Medicine may have several public defences on the same day. There is a wish that defences on the same day would be organised to start at different times, so that all interested parties would have a possibility to attend. As a main rule, two defences of the same institution should not be organised at the same time. It is also recommended not to organise public defences of a doctoral thesis during general holiday seasons.

Lecture halls of the university: <http://www.utu.fi/en/university/campuses/Pages/lecture-halls.aspx>

The University's lecture halls can be booked by email: [varaukset@utu.fi](mailto:varaukset@utu.fi).

### **4.10.2 Informing the public about the public defence of a doctoral thesis**

When the Faculty Council has granted the doctoral candidate permission to defend and when the Dean has appointed the opponent and the custos, the doctoral candidate will receive the faculty's decision.

Once the permission to defend the doctoral dissertation has been granted by the faculty, the doctoral candidate fills in and sends the announcement of the public defence of the doctoral dissertation to the University Communications. In addition, the doctoral candidate drafts a press release (length of a less than one page) for the Finnish press release, and sends the draft and a photograph of him-/herself to the University Communications around three (3) weeks before the public defence.

An announcement of the public defence of a doctoral dissertation and instructions on press releases:

<http://www.utu.fi/en/research/dissertations/guidelines-for-the-doctoral-candidate/Pages/media-coverage.aspx>

### **4.10.3 Public defence of a doctoral thesis**

The public defence must be carried out in Finnish, in the language the thesis has been written in or in another language approved by the faculty. If the doctoral candidate speaks Finnish it is customary to hold the *Lectio praecursoria* in Finnish even if the rest of the defence would be held in another language.

#### **The procedure at the public defence of a doctoral thesis**

1. When entering the room of the public defence, the doctoral candidate defending the thesis enters first, followed by the custos (chairperson), and the opponent enters last.
2. The correct form of attire for the doctoral candidate, custos and opponent is for ladies a long black dress with long sleeves, and for gentlemen a full evening dress with black waistcoat (or uniforms without badges of honour). The doctoral candidate, custos and opponent may also agree to wear formal dark suits. If the custos and the opponent hold a doctoral degree, they are to carry their doctor's hat in their hand while entering and while leaving the room. Those who hold a doctorate from abroad wear their own doctoral attire, which may include a sword and a hat.
3. When everybody is seated, the Custos opens the defence by saying: "As Custos appointed by the Faculty of Medicine, I declare the beginning of this public defence of a doctoral thesis."

4. The doctoral candidate, standing, then delivers the *lectio praecursoria* or introductory lecture, which may not exceed 20 minutes in duration. The *lectio* begins with the greeting: “Learned Custos, my esteemed Opponent, Ladies and Gentlemen.”

5. The correction of misprints is not a part of the proceedings of the public defence. The doctoral candidate may instead submit to the opponent a written list of errors which s/he has found in the printed doctoral thesis, and this list is appended to the opponent's statement submitted to the faculty.

6. On concluding the *lectio praecursoria* the doctoral candidate will address the opponent with the following words: “Honourable Professor (or Doctor, etc.) NN, I respectfully beg you, as the Opponent duly appointed by the Faculty of Medicine for my public defence of a doctoral thesis, to present your criticisms of my doctoral thesis.”

7. The opponent stands and delivers a short statement concerning the scientific status and significance of the topic of the thesis, together with other similar comments of a more general nature. After this statement, both the opponent and the doctoral candidate resume their seats.

8. In the beginning of the actual examination of the thesis, the opponent begins by dealing with methodological and general questions, and then proceeds to a detailed scrutiny.

9. The opponent may not spend more than four hours on the examination of the thesis, so that enough time remains for other speakers to present questions or criticisms. If the examination takes a long time, the *custos* may announce an interval. The total duration of the public defence may not be longer than six hours.

10. At the conclusion of the opponent's examination of the dissertation, the opponent and the doctoral candidate stand, and the opponent delivers a final statement.

11. The doctoral candidate, still standing, thanks the opponent.

12. The doctoral candidate turns to the audience, and invites their contributions as follows: “I now respectfully invite any members of the learned audience who wish to offer criticisms of my thesis to request the *Custos* for permission to speak.”

13. The *custos* may then grant permission for members of the audience to speak, and is responsible for ensuring that the doctoral candidate is able to reply immediately to each criticism offered, and that the discussion does not stray from the matter at hand.

14. The *custos* stands and terminates the proceedings as follows: “This public defence of a doctoral thesis is now concluded.”

#### **4.10.4 Instructions for the official opponent's statement**

The faculty sends the opponent instructions for the opponent's statement after the Dean has appointed the opponent and the doctoral thesis has been granted permission to defend his/her doctoral thesis.

The opponent's statement consists of an evaluation of the doctoral thesis and of its public defence. The statement is the starting point for the Faculty Council upon its decision on either accepting or rejecting the doctoral thesis work. It is therefore important that the opponent in his/her statement clearly expresses: 1) defects of the doctoral thesis work, 2) merits of the doctoral thesis work, 3) his/her clear opinion on either rejecting or accepting the doctoral thesis work.

The opponent's statement may be freely formed, but it can include the same points as the instructions for the preliminary examiner's statement, where applicable (chapter 4.8.2). The opponent's statement should include a brief description and an evaluation of the public defence and of the contributions of the other participants.

The opponent's statement ends in a separate summary. It should clearly state whether the topic of the examined research has been relevant, is handled in a way that meets scientific criteria and whether the thesis is otherwise original and well-balanced. Does the research verify previously obtained results, complement previously made but unconnected and uncertain observations or does it bring new and essential information

to the field of study. It should be mentioned especially whether the thesis includes new observations and conclusions that are crucially important for the field of research in question. The opponent may propose accepting the doctoral thesis with distinction. The justifications for accepting the thesis with distinction must be recorded in the appendix form of the opponent's statement. On the proposal of the experts (opponent, preliminary examiners), an exceptionally meritorious doctoral thesis work may be accepted with distinction.

#### **4.10.5 Rules ratified by the Faculty Council for accepting doctoral theses with distinctions at the Faculty of Medicine of the University of Turku**

1) The thesis can be awarded a distinction if at least two out of three (examiners and opponent) so suggest. A separate form regarding the awarding of a distinction will be sent to the opponent. There is also a place for suggesting a distinction in the form used by the examiners. The faculty's regulations on distinctions will be sent to both examiners and the opponent.

2) The thesis is represents a high scientific quality.

3) A prerequisite for the awarding of a distinction is that the thesis is of international significance in its field of research, and the findings and the conclusions are new or revise previous opinion or clinical practice.

4) The input of the doctoral candidate's work in the integrated articles found in the doctoral thesis is of particular importance.

5) The Faculty Council decides on the final grade of the thesis (approved/rejected) and on the merit approved with distinction.

6) The doctoral degree certificate given to the candidate will indicate that the thesis has been approved with distinction.

#### **4.11 Accepting the doctoral thesis, rectification process and the doctoral degree certificate**

After the public defence of a doctoral thesis, the opponent delivers his/her statement incl. appendices to the faculty. The Faculty Council accepts the doctoral thesis based on the opponent's statement. In a matter concerning the grading of a doctoral thesis, the doctoral candidate is given the opportunity to give a written response to the statement of the opponent before the matter is solved (University Act 558/2009, 44§).

The student may appeal for rectification of the grading of a doctoral thesis or a licentiate thesis in writing to the administrative body responsible for the grading of the thesis within fourteen (14) days after being informed about the decision (University Act 558/2009, 82§).

When the postgraduate studies required for a doctoral degree have been approved and when the Faculty Council has accepted the doctoral thesis work based on the endorsing statement of the opponent, a doctoral degree certificate is issued without a separate application. However, the degree cannot be issued until the required basic degree (M.Sc. degree or equivalent) has been completed. (See chapter 1 on education, Requirements for a doctoral degree.)

## **5 Funding**

### **5.1 Research funding**

For information about research funding, please navigate on Services links on the intranet titled 'Research Support and Utilisation': <https://intranet.utu.fi/en/Pages/home.aspx>

For more information, contact: [researchservices@utu.fi](mailto:researchservices@utu.fi)

## **5.2 Travel allowance for doctoral and licentiate training at the Faculty of Medicine and travel grants of Turku University Foundation**

Travel allowance for the faculty's doctoral training:

- calls organized by each doctoral programmes of the faculty
- calls for applications, application forms and guidelines are available at each doctoral programme's website:

<http://www.utu.fi/en/units/med/studying/postgrad/doctoral/doctoralprogrammes/Pages/home.aspx>

**NB! The applicant must have registered with the University as an attending postgraduate student (doctoral degree) when applying for the faculty's travel allowance.**

Travel grants of the Turku University Foundation:

- open call twice a year
- Application forms (in Finnish) are available at the website of Turku University Foundation:  
<http://www.utu.fi/fi/yksikot/yliopistosaaatio/en/Sivut/home.aspx>

## **5.3 Funding of costs caused by the doctoral thesis**

### **5.3.1 Printing- and proofreading costs**

The maximum printing grant for a doctoral thesis to be published in the University's *Annales Universitatis Turkuensis* -series is 500 euros (+ value-added tax 24 %). The maximum printing grant for theses to be published in some other series/by another publisher is 350 euros (+ value-added tax 24 %). The maximum amount of money to be granted is the difference between the printing costs and the amount the doctoral candidate has received from other sources. Obtaining the printing grant requires publishing the doctoral thesis also digitally in the electronic publication archive of the University of Turku. The doctoral candidate does not have to apply for the printing grant. The disbursement is based on an electronic invoice / online bill from the printing house on condition that the requirements for printing grant are fulfilled.

Foundations and funds may award grants for costs arising from publishing the doctoral thesis. (see chapter 5.1 Research funding)

### **5.3.2 Costs of the preliminary examination and the opponent**

The faculty pays the preliminary examiners and the opponent remuneration after having received the invoice form, which is sent to the experts as an appendix to the request for statement. The faculty pays the opponent's travel and accommodation expenses in accordance with the travel invoice and the receipts. Two nights, at most, is refunded of the opponent's accommodation expenses. A foreign opponent's travel- and accommodation expenses are covered up to max. 500 euros in accordance with the travel invoice and the receipts. (For additional information from the faculty, contact Study Secretary Riitta Paju, tel. +358 50 3135 216) The experts' invoices are delivered to Study Secretary Riitta Paju, tel. +358 50 3135 216, [riitta.paju@utu.fi](mailto:riitta.paju@utu.fi).

## **6. General information**

### **6.1 Faculty of Medicine Postgraduate Education Unit (PGE)**

In 1993, a postgraduate education unit called Turku Postgraduate School of Health Sciences was founded within the Faculty of Medicine of the University of Turku. Later, the unit was renamed Faculty of Medicine Postgraduate Education Unit. It is a unit that coordinates academic and professional postgraduate education, doctoral programmes, research tracks, continuing education and international operation.

The duties of the Board of the PGE are to plan, coordinate, develop and evaluate the faculty's postgraduate education and researcher training.

The following organs operate under the Board: Committee of professional postgraduate education, Doctoral Committee, steering group for biomedical research track, Steering committee of the Doctoral Programme in

Clinical Research, steering group of the clinical research track, Steering committee of Turku Doctoral Programme of Molecular Medicine, Steering committee of the Doctoral Programme and research track in Nursing Science, Steering committee of the FINDOS-Turku Doctoral Programme, Regional working group for clinical specialist/dental specialist studies and, Adjunct Professor Committee, Committee of web-based teaching and the Working group for international matters.

Research tracks

<http://www.utu.fi/en/units/med/research/Research%20Tracks%20at%20the%20Faculty%20of%20Medicine/Pages/home.aspx>:

- Biomedical research track
- Clinical research track
- Research track in nursing science

Doctoral Programmes of the Faculty of Medicine:

<http://www.utu.fi/en/units/med/studying/postgrad/doctoral/doctoralprogrammes/Pages/home.aspx>

Course programmes of the PGE:

<http://www.utu.fi/fi/yksikot/med/opiskelu/Jatkotutkinto/PGE/Sivut/kurssit.aspx>

For information on the teaching offered by the departments, please turn directly to the department in question.

Information on other courses offered by the scientific community, for example:

- University of Turku Graduate School courses: <https://opas.peppi.utu.fi/en/degree-programme/11196>
- Website of BioCity Turku: BioNet Turku Seminar Calendar: <http://www.biocity.turku.fi/scientific-events/turku-bionet-seminar-calendar/>

Meeting days of the Doctoral Committee and the Faculty Council:

<http://www.utu.fi/fi/yksikot/med/tiedekunta/Sivut/Kokousaikataulu.aspx>

## **6.2 Doctoral Committee**

Since 1988, a Doctoral Committee has been operative at the Faculty of Medicine of the University of Turku. The Committee is appointed by the Faculty. The Doctoral Committee strives to have a balanced representation of all disciplines of the Faculty of Medicine.

Tasks of the Doctoral Committee:

- endorsing the appointing of the preliminary examiners and sending the doctoral thesis work to preliminary examination
- to give an endorsing statement for permission to defend the doctoral thesis
- endorsing the registering of the postgraduate study plan
- to prepare matters related to the doctoral degree for the Faculty Council
- to develop the faculty's doctoral training and to monitor the quality level of the doctoral theses
- to look after the legal rights of the doctoral candidates

**NB! When arranging practicalities related to the doctoral thesis, the meeting times of the Doctoral Committee and the Faculty Council must be taken into account.**

## **6.3 Meeting times**

For technical reasons, the doctoral candidate must hand in his/her documents to the faculty office to Chief Academic Officer Outi Irljala (tel. +358 50 5634 662) or to Study Secretary Riitta Paju (tel. +358 50 3135 216) on the dates mentioned in the meeting times no later than

- 2 weeks before the meeting of the Faculty Council
- 1 week before the meeting of the Doctoral Committee

Meeting times of the Doctoral Committee and the Faculty Council are posted each semester. The meeting times and the deadlines for handing in the documents are available at the website of the faculty at <http://www.utu.fi/fi/yksikot/med/tiedekunta/Sivut/Kokousaikataulu.aspx>

## **6.4 Contact details**

**Faculty of Medicine**

**Medisiina Service Point, Medisiina C, 7th floor**

**Kiinamylynkatu 10**

**20520 Turku**

**The office is open Monday – Friday 12.00-15.00.**

<http://www.utu.fi/en/units/med/studying/contact/Pages/home.aspx>