



Instructions and regulations of postgraduate studies at the Faculty of Education from 1 August 2022 onwards

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1.	Postgraduate studies at the Faculty of Education	2
1.1	Objectives of the doctoral studies	2
1.2	The University of Turku Graduate School (UTUGS) and doctoral programmes	2
2.	Student selection	3
2.1	Prerequisites for pursuing a doctoral degree	3
2.2	Admission criteria	4
2.3	Finding a supervisor	4
3	Supervision of the doctoral dissertation research and monitoring of the progress	5
3.1	Supervision of the doctoral dissertation	5
3.2	Supervision plan	6
3.3	Changing supervisors	6
3.4	Follow-up groups	6
3.5	Career and development discussion	6
3.6	Annual progress report	7
4	Curriculum for a doctoral degree	7
4.1	Study modules of the doctoral degree	8
5	Dissertation and Its Public Defence	10
5.1	Requirements of the dissertation	10
5.2	Permission for public examination of the dissertation	11
5.3	The originality check of the dissertation	12
5.4	Permission for the public defence of dissertation	12
5.5	Opponent, custos and evaluation group	13
5.6	Printing and distribution	13
5.7	Evaluation of the dissertation	13
6.	Regulations on studies	15
6.1.	The right to study and registration with the University	15
6.2.	Student register and recording study credits	15
6.3.	Recognition of prior learning	15
6.4.	Lecture and seminar pass	16
6.6.	Degree certificate	16
7.	The licentiate degree	16



7.1.	Curriculum for a licentiate degree.....	16
7.2.	Instructions and regulations on the licentiate degree	17
7.3.	Submitting a licentiate thesis for examination	17

1. POSTGRADUATE STUDIES AT THE FACULTY OF EDUCATION

The degrees of *Kasvatustieteen tohtori* (Doctor of Philosophy (Education)) and *Filosofian tohtori* (Doctor of Philosophy) can be completed in the Faculty of Education. The degree is selected when applying for postgraduate studies. As a rule, Masters of Arts (Education) complete a degree of Doctor of Philosophy in education. Those with other suitable education complete a degree of Doctor of Philosophy. It is also possible to complete a licentiate degree in education at the Faculty. New doctoral researchers to be selected are granted the right to study directly for a doctoral degree, and the completion of a licentiate degree is not recommended.

The degrees of Doctor of Philosophy (Education), Licentiate of Philosophy (Education) and Doctor of Philosophy can be completed with *Educational Sciences*, *Adult Education*, *Special Education* or *Craft, Design and Technology Education* as the major subject. The major subject is selected on the basis of previous studies and/or the research topic at the application phase.

If given adequate reasons, the target degree or major subject can be changed during the studies before the dissertation manuscript is submitted to pre-examination. The Vice Dean who is responsible for postgraduate studies decides the change of the target degree or major subject at the doctoral researcher's request.

1.1 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 (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 widely 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.

1.2 The University of Turku Graduate School (UTUGS) and doctoral programmes

All doctoral researchers at the University of Turku belong to the University of Turku Graduate School (UTUGS) through the doctoral programmes of their own faculties.

Those applying for rights to study for a doctoral degree select the doctoral programme which best corresponds to their research subject in the application phase. The applicant must already in the application phase have the first supervisor



from the doctoral programme in question. Both doctoral programmes of the Faculty follow the same selection criteria and same curriculum.

2. STUDENT SELECTION

The application period for postgraduate studies takes place twice a year. 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 right to study starts from the beginning of the semester following the application period. The application period and the call for applications are announced on the website of the Faculty.

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 researchers per academic year are admitted into the Faculty. The quota is divided so that a maximum total of 12 doctoral researchers can be selected for both doctoral programmes of the Faculty a year.

The Faculty determines the applicant's eligibility and fulfilment of formal conditions (see section 2.1.). The doctoral programme to which the applicant aspires assesses the applicant's capacity and commitment to the successful completion of postgraduate studies (see section 2.2). The Doctoral Programme proposes to the Vice Dean/Dean either acceptance of the applicant into their programme or rejection of the application. The Vice Dean responsible for doctoral studies at the Faculty or the Dean accepts new doctoral researchers based on the presentation of the Steering Committee. The applicant will be informed of the decision personally. The grounds for rejection are notified to the applicant with the negative decision and the decision is accompanied by a notice of appeal.

2.1 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 degree that gives eligibility for admission must be completed by the end of the application period.

In addition, the selection is conditional on the fulfilment of the following criteria:

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 studies for attaining sufficient educational preparedness.

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.



In addition, it is 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.

In their application, the applicant must demonstrate English skills in accordance with the Rector's decision.

2.2. Admission criteria

The applicant's abilities and commitment for completing the postgraduate 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;
- success in the earlier studies, research experience and motivation to complete the doctoral degree;
- international orientation and the language skills required for the studies;
- the realism of the financial plan and the time-management plan.

When granting the right to study, 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 right to study 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 in their application for transferring to the Faculty of Education of the University of Turku. In addition, if research materials collected during this previous supervision relationship are planned to be used in the doctoral thesis, a certificate must be provided that the applicant has the right to use the research materials concerned. Otherwise, the application for the right to study is done according to the normal selection criteria and practices decided by the Faculty.

A doctoral researcher may have only one right to complete a doctoral degree at a time at the University of Turku.

2.3. Finding a supervisor

In their application for right to study, the applicant must provide at least two supervisors who meet the requirements of the faculty (see 3.1.)¹. At least one of the supervisors must be employed by the faculty's department (Department of Education or Department of Teacher Education). If the applicant has not provided supervisors who meet the requirements of the faculty in their application, the application will be rejected and will not be considered by the Doctoral Programme Steering Committee. After the application period ends, the supervisor fills in an assessment form on the applicant's research plan and the conditions for obtaining the doctoral degree and submits the assessment form to the Doctoral Programme Coordinator.

¹ Change to the guidelines and rules for doctoral education approved by the Faculty Board on 14 June 2023. For the autumn 2023 call, it is sufficient that the applicant has, in accordance with the call for applications, indicated in their application one supervisor who is a Professor, Associate/Assistant Professor or Docent and who is employed by the faculty's department. If the applicant has not identified in their application a supervisor for their research who meets the faculty's supervisor requirements, the application will be rejected and will not be considered by the Steering Committee.



If the applicant does not know a suitable supervisor for their research, they may contact the Doctoral Programme Coordinator, who will ask the applicant to provide the necessary information (including a preliminary research plan and CV) to find a supervisor. The information is provided on an electronic form. Based on the information on the form, the Coordinator will be in contact with the possible potential supervisors. There is no suitable supervisor for all applicants / research topics in the doctoral programme, and finding a supervisor does not guarantee the right to study.

It is recommended that the applicant starts 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.

If the applicant has not provided a supervisor from the doctoral programme in question in their application, the application is dismissed and will not be evaluated by the Steering Committee of the Doctoral Programme.

3 SUPERVISION OF THE DOCTORAL DISSERTATION RESEARCH AND MONITORING OF THE PROGRESS

A functional supervision relationship is an essential part of a smooth and successful doctoral training. In addition to the content supervision of the dissertation, the supervision includes the doctoral researcher's career guidance. The Faculty of Education follows the supervision practices in accordance with the Rector's decision (22.9.2020).

3.1. Supervision of the doctoral dissertation

At the time of granting the right to study, the Dean, on the recommendation of the Doctoral Programme Steering Committee, will appoint at least two supervisors for the doctoral research. If necessary, for example because of the specific nature of the research theme, a third supervisor may be appointed. **Supervisors must have doctoral degrees. The first supervisor must be a professor, assistant/associate professor or docent.** The expertise of the supervisors, as well as their supervision skills and ability to commit themselves to acting as supervisors, are taken into account in the appointment decision.

The first supervisor must be employed by a faculty's department or an Emeritus/Emerita Professor who has an emeritus contract with the faculty. In exceptional cases for well-justified reasons, the first supervisor may also be a docent who is not employed by the faculty. In this case, the second supervisor appointed for the dissertation research must be a Professor, Assistant/Associate Professor, or Docent employed by the faculty's department.

The first supervisor must have sufficient expertise in the theme of the dissertation and be able to commit themselves to the task of supervisor. The first supervisor has the main responsibility for the supervision of the content of the doctoral thesis. In addition, the first supervisor will generally act as the administrative supervisor (i.e. UGIS supervisor) for the postgraduate studies. If the first supervisor is not employed by the faculty, the second supervisor is appointed as UGIS supervisor. The UGIS supervisor should be well acquainted with the rules and practices of the University of Turku and the Faculty of Education for doctoral studies. They will also have access to the University's electronic systems. The UGIS supervisor approves, among other things, the doctoral researcher's personal study plan (HOPS) and study attainments. They also express their opinion on the doctoral researcher's activity each year after discussing the matter with the other supervisors.

The roles and division of labour of the supervisors are agreed in advance and recorded in a supervision agreement at the beginning of the doctoral studies. Supervisors not employed by the faculty will not be paid unless specific funding is known to be available for that purpose. Doctoral researchers should maintain active and regular contact with all their supervisors throughout their studies to ensure that supervisors remain informed of the progress of the dissertation and the achievement of the milestones agreed on in the supervisory meetings. The supervisor should be informed of any significant delays or changes in the timetable.



If the research topic changes significantly, the new research plan needs to be approved by the first supervisor. A request for a change of supervisor may be made to the Dean, for well-justified reasons, using the electronic form. Before submitting the request, the doctoral researcher should contact and agree on the change with all parties involved, i.e. both the new and the old supervisors. The supervision relationship may come to an end when the supervisor retires or leaves the University of Turku or when the doctoral researcher's right to study is transferred to the passive register.

3.2. Supervision plan

The content, schedules and practices of the supervision are agreed upon in the supervision plan, which is prepared for each doctoral researcher in the early stages of their studies. The supervision plan includes the responsibilities, obligations and rights of the parties. The doctoral researcher is responsible for drawing up the supervision plan.

3.3. Changing supervisors

The doctoral researcher may apply for a change of supervisor or appointing a new supervisor if adequately justified. Before applying for the change, the doctoral researcher should be in contact with all parties involved. The change of supervisor is applied for via an electronic form. The Vice Dean responsible for postgraduate studies accepts changes in supervisors.

3.4. Follow-up groups

In addition to the supervisors, a follow-up group can be appointed to support the doctoral researcher and the progress of their studies and the development of expertise. The task of the follow-up group is, for example, to follow up and give constructive feedback on the progress of the dissertation, support the completion of the degree in the target time, and provide support for the doctoral researcher's career planning and networking. For international doctoral researchers, the follow-up group can support the integration to the Finnish scientific community and working life. The task of the follow-up group is not to give guidance for the contents of the dissertation. The follow-up group can also be used to assist in the supervision relationship in situations of conflict or if the doctoral researcher's right to study is at risk of being transferred to the passive register. A follow-up group can be set up at any stage of the studies, but if in particular the task of the group is to support post-doctoral career planning, the follow-up group should be established after about two years of studies.

Follow-up groups appointed after 1.8.2022 should include one or more supervisors of the doctoral dissertation and 1-2 persons who hold a doctoral degree and who are not the supervisors. The follow-up group can also include members from outside the University. The follow-up group is appointed on the initiative of the doctoral researcher or their supervisor. The doctoral researcher and the supervisor will discuss suitable persons for the follow-up group and the supervisor will check the consent of the said persons. After this, the doctoral researcher together with their supervisor(s) will submit a free-form proposal to the Coordinator to set up a follow-up group. The proposal should contain a description of the group's mission. The steering group of the doctoral programme will decide on setting up the follow-up group. The follow-up group is to meet when needed, convened by the doctoral researcher or their supervisor.

The doctoral researcher writes a concise memo about the meeting on the agreed issues and reports the meetings of the group in the annual report of the doctoral researchers. The meetings of the follow-up groups are recommended to be combined with the doctoral researcher's career and development discussion.

3.5. Career and development discussion

Each doctoral researcher has the opportunity to have an annual career and development discussion with their supervisor, regardless of whether or not they are employed at the University of Turku. A good time for a career and the development discussion is the beginning of the year with the annual progress monitoring. A career and development discussion can also be organised as a part of the meeting of the follow-up group.



The objective of the career and development discussion is to discuss the post-doctoral career and orientation to it in a developing atmosphere. A doctoral researcher may choose to use a UTUGS Career Form, which should be completed in advance.

3.6. Annual progress report

According to the University of Turku Regulation on Studies, maintaining an active right to study is based on the doctoral researchers' annual progress reporting. In order to keep their active right to study, the doctoral researcher is required to submit an annual progress report in accordance with the guidelines of the graduate school and the doctoral programme. A doctoral researcher has to report their progress for the first time after one academic year or one and a half academic year from the beginning of their right to study for a doctoral degree.

In order to maintain an active right to study, a doctoral researcher is required

- to enroll annually either as an attending or non-attending student;
- to hand in an annual progress report (if they have enrolled as an attending student);
- the supervisor must recommend maintaining an active right to study.

When the doctoral researcher and the supervisor do not agree on the doctoral researcher's activeness, the doctoral programme looks into the matter and the final decision is made by the Steering Group of the doctoral programme. The Faculty monitors the activeness of the licentiate degree students.

In cases where the right to study is to be changed to passive register, the change of status occurs at the turn of the academic year (31 July).

In order to reactivate a right to study, a doctoral researcher must deliver an updated research plan, a plan for doctoral studies accepted by the supervisor and a supervision plan. The Vice Dean responsible for postgraduate studies decides on the reactivation of a right to study.

The right to study for postgraduate studies does not otherwise expire, i.e. there is no set time limit for completing the degree.

4 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. Studies included in the degree support dissertation research, development of scientific expertise in educational sciences and integration into one's field of research.

The doctoral degree (240 ECTS 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 results in approximately 27 hours of studying per one credit.

The doctoral researcher's unfinished studies will not expire, but postgraduate studies are always carried out in compliance with the effective curriculum.

A Licentiate of Philosophy in Education (scientifically oriented curriculum) who wishes to continue to a doctoral degree writes a dissertation (200 credits). A maximum of 10 credits can be transferred to doctoral degree from another completed doctoral degree.



Studies included in the doctoral degree must be, in general, completed during the postgraduate studies and be postgraduate level studies. Individual basic, intermediate or advanced level courses can be included in the degree with the supervisor's permission if the course in question is considered essential to the dissertation research, and there is no corresponding postgraduate-level course available. Studies cannot be included in any other degree.

In accordance with subsection 1 of the Universities Act section 11 (558/2009), the language used for instruction and degrees at the University of Turku is Finnish. In addition, the university may decide to use a language other than that referred to in subsection 1 as a language used for instruction and degrees (Universities Act 11§, subsection 2). At the Faculty of Education, it is possible to complete the doctoral degree in Finnish or in English. The doctoral dissertation must be written in Finnish or in English. In addition, other languages may be used in dissertation articles as agreed with the supervisor.

4.1. Study modules of the doctoral degree

The doctoral degree includes the following studies:

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

B Studies in the research field and other studies supporting the development of expertise 40-50 ECTS credits

	ECTS credits
Studies in the research field	min. 13
Methodological and method studies	min. 8
Studies of research ethics and scientific writing	min. 7
Presentation in a national or an international scientific conference	2-12
Optional studies supporting the development of scientific expertise	0-20
Total	40-50

Doctoral researchers have to complete at least 30 credits of obligatory studies in addition to the doctoral dissertation. The total amount of studies including both obligatory and optional studies must be at least 40 credits. The doctoral degree can contain a maximum of 50 credits of studies in addition to the doctoral dissertation.

Studies included in 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	After the doctoral dissertation is completed, the doctoral researcher 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 researcher has also defended the dissertation in public.
Contents	Doctoral dissertation and its public defence (see the requirements of the doctoral dissertation). Participation in supervision according to the supervision plan. Participation in the operation of a possible follow-up group.
Evaluation	fail / pass / pass with honours

B Studies in the field of education and relevant for the development of expertise, 40-50 credits



Studies in research field (obligatory, at least 13 credits; inc. the seminars of the DP)

Learning outcomes	The doctoral researcher is familiar with the field of research in education and its current discourse. The doctoral researcher 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.
Contents	The study module can be completed as follows: <ul style="list-style-type: none">• By participating in postgraduate seminars of the doctoral programme or similar party and to present the progress of the dissertation regularly in the seminars (obligatory, 8 credits) AND• By participating in courses and seminars intended for doctoral researchers on the current questions in the field of education (e.g. reading seminars of the faculty) OR• 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). OR• By writing an essay or literature review or passing a book exam related to research in the field of education.

Methodological and Method Studies (obligatory, 8 credits)

Learning outcomes	The doctoral researchers have acquired knowledge of research methods and analysis, especially relevant for the dissertation research.
Contents	The study module can be completed as follows: <ul style="list-style-type: none">• By participating in courses and seminars organised by the faculty, UTUGS, other faculties, universities or institutions.• By writing an essay, a literature review or passing an exam.

Studies of research ethics and scientific writing (obligatory, research ethics at least 2 credits and scientific writing at least 5 credits)

Learning outcomes	The doctoral researchers are able to critically evaluate research and take into account research ethics questions when planning a research. The doctoral researchers can produce scientific text using the process writing method. They have also familiarised themselves with the field of scientific publishing and the key processes related to that.
Contents	The study module can be completed as follows: <ul style="list-style-type: none">• By participating in a research ethics course organised by the faculty, UTUGS, other faculties, universities or institutions OR• By writing a research ethics essay AND• By participating in scientific writing workshops organised by the faculty. The workshops begin in autumn, and continue throughout the whole academic year. OR• By participating in the course/workshops of scientific writing organised by UTUGS, other faculties, universities or similar institutions.

Presentation in National or International Scientific Conference (obligatory, 2-12 credits)



Learning outcomes

The doctoral researcher is capable of presenting their own research and its significance for the scientific community. The doctoral researcher gains experience in networking with other doctoral researchers and researchers in the field.

The doctoral researcher must present their research in at least one scientific conference. A maximum of 12 credits can be included in the degree for scientific presentations. Doctoral researchers are encouraged to attend an international conference at least once.

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

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

The seminar presentation can be a so-called paper presentation or a poster presentation. For paper presentations, the measuring applies to seminar participations occurring after August 1, 2008. For poster presentations, presenting credits are awarded for seminar participations occurring after August 1, 2014. When granting presentation credits, the main rule is that an abstract was used for applying to have a presentation in a seminar/conference.

In general, presentations should be held during the postgraduate studies and be related to the dissertation research.

Optional studies supporting the development of scientific expertise, 0—20 credits

The following optional studies can be included in the doctoral degree (see opas.peppi.utu.fi for more detailed information)

- General skills of expertise (0-10 credits)
- Annual seminar of doctoral researchers (0-8 ECTS credits)
- Research exchange abroad (0-10 ECTS credits)
- Articles (0-10 ECTS credits)
- Practical training in expert tasks (0-10 ECTS credits)
- Studies supporting orientation, graduation and career planning (0-5 ECTS credits)
- Popularisation of own research (0-5 cr)
- Language studies (0-5 cr)

5 DISSERTATION AND ITS PUBLIC DEFENCE

The doctoral dissertation and related research work, as well as the public defence of the dissertation, is the most important part of the doctoral degree. The dissertation can be either a monograph or an article-based dissertation, in which case the dissertation contains several articles on the same topic and a summary of them.

5.1. Requirements of 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. The monograph dissertation



and the summary part of the article dissertation must be written in Finnish or in English. Articles are written in a language relevant to the research as agreed with the supervisor.

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 (at the time of submitting the manuscript to reviewing) 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 researcher 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 researcher is not the first author. The doctoral researcher 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 researcher's scientific contribution to each co-authored publication is. The summary should not only list and explain the partial publications but also present the result of the research entity.

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 researchers 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.

5.2. Permission for public examination of the dissertation

The doctoral researcher submits the finished dissertation manuscript, intended as the final version, to the preliminary examination process with an electronic form *Send in your thesis and attachments* in the UGIS-portal. The doctoral researcher must be registered as an attending student when the manuscript of the dissertation is submitted for preliminary examination. The supervisor proposes the pre-examiners by filling in the form *Proposal of people involved in the dissertation process*. Before submitting the form, the supervisor must discuss with the Dean about the pre-examiners. The supervisor checks that the proposed examiners will agree to take part in the process before submitting the form to the Faculty.

The Dean appoints, at the supervisor's proposal, two preliminary examiners with experience from the field of the dissertation as preliminary examiners of the dissertation manuscript. The pre-examiners should submit their statements within 8 weeks of receiving the dissertation manuscript for examination. The pre-examiners may write separate statements or a joint statement. The provisions on disqualification are applied to the preliminary examiners and opponents. The supervisor must confirm that there are no conflicts of interest before submitting the proposal of people involved in the dissertation process to the Faculty. While the pre-examination is in progress, the doctoral researcher is not allowed to contact the pre-examiners. When necessary, the persons responsible for doctoral studies at the Faculty or the supervisor will take care of the communication with the pre-examiners.

The pre-examiners and opponents have to fulfil the following conditions:

- A pre-examiner and opponent should have the qualifications of at least a docent (or a verified corresponding level of research merits; in these situations, the supervisor presents the Dean with written reasons for the decision and CV or list of publications of the suggested person);
- A pre-examiner and an opponent have to be selected from outside the University of Turku. In exceptional cases, the opponent or one of the preliminary examiners can be from another faculty at the University of Turku.
- The supervisors or members of the supervisory group cannot act as a pre-examiner or opponent.



- Ineligible to act as pre-examiner or opponent are persons close to either the doctoral researcher or their supervisor. Ineligible due to a personal relationship are considered e.g. close relatives or other especially close persons (as specified in the Administrative Procedure Act 434/2003, Section 28).
- A pre-examiner or opponent must not be anyone who has had joint publications or other academic collaboration with the doctoral researcher or their close persons.
- The pre-examiner or opponent may not have joint publications or other recent academic collaboration with the supervisor (principally from the last three years).
- A docent of the University of Turku may act as a pre-examiner or opponent if they are not employed by the University of Turku and the conditions mentioned above are fulfilled.

5.3. The originality check of the dissertation

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 Chief Academic Officer.

The following text should be attached to the publication information of the dissertation as a sign of the verification: *"Turun yliopiston laaturjestelmän 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."*

5.4. Permission for the public defence of dissertation

The pre-examiner's statement must explicitly recommend that the researcher be either granted or denied permission to defend his or her dissertation in public. The statement cannot be conditional. The doctoral researcher is given an opportunity to provide a reply to the statements of the preliminary examiners. Receiving permission for public examination requires that the doctoral researcher has completed all studies required for the doctoral degree in addition to the dissertation.

- If both of the pre-examiners recommend that the researcher is granted the permission to defend his/her dissertation at a public examination, the Chief Academic Officer prepares permission for public examination to be handled by the Faculty Council.
- If one or both of the pre-examiner's statements are against accepting the manuscript for defence, the pre-examination is usually discontinued. According to the Universities Act (558/2009, 44§) the doctoral researcher may make an appeal on the statements. These types of appeals are rare and usually based on a grave error or misunderstanding in the pre-examiner's statement. Situations of this kind are rare. Usually the pre-examiner's unfavourable statements are clearly linked to the shortcomings of the dissertation. If the doctoral researcher makes an appeal, the Faculty Council will deal with the matter.

After the discontinuation of the pre-examination process, the doctoral researcher should revise the manuscript according to the pre-examiners' feedback. When the supervisors consider that all required corrections have been made, a new pre-examination procedure can be started. As a rule, the manuscript is submitted to the same pre-examiners than in the first case or for a well justifiable reason to new pre-examiners. The supervisor submits a new proposal of the pre-examiners by filling in the electronic form. Before submitting the form, the supervisor should discuss with the Dean about the pre-examiners. The supervisor checks that the proposed examiners will agree to take part in the process and that they are not disqualified before submitting the form to the Faculty. The Dean decides on the pre-examiners. The doctoral researcher must deliver a list of corrections to the Faculty. The list will be delivered to the pre-examiners.



5.5. Opponent, custos and evaluation group

The Dean appoints an opponent (or opponents) and a custos based on the proposal of the supervisor (see the conditions of the opponent above). The custos should be at least a docent and be employed by the University of Turku. The custos can also be an emeritus/emerita professor who holds an emeritus agreement with the Faculty.

An evaluation group consisting of the custos, opponent(s) and one assistant/associate professor or professor from the Faculty (or, if necessary, external) makes a suggestion for the grade of the dissertation. If the custos is one of the supervisors of the doctoral dissertation, she/he participates only in the general discussion and leaves before the grade is 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 Faculty Council on the day of the defence.

5.6. Printing and distribution

The practical printing work can begin as soon as the Faculty Council 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. It is the responsibility of the doctoral researcher 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.

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. More information, please see [Guidelines for Dissertation Defence](#).

The dissertation must be released no later than 10 days before its public defence by 12 PM. The doctoral researcher delivers the copies for examination for the opponent, the custos and the chair of the evaluation group.

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 at least in Finnish and English must be attached to the dissertation.

On the overleaf of the title page, the names and affiliations of supervisors, pre-examiners, opponent(s) and custos are to be marked. The affiliation of the doctoral researcher should be written with the information containing University of Turku, Faculty of Education, department, major subject and doctoral programme.

The doctoral researcher is responsible for the arrangements of the public defence.

5.7. Evaluation of the dissertation

An evaluation group consisting of the Custos, Opponent(s) and one assistant/associate professor or professor from the Faculty (or, if necessary, external) delivers a proposal on the acceptance and on the grading of the doctoral dissertation to the Faculty Council. The evaluation group assembles on the day of the dissertation defence. In the case that the Custos serves also as the supervisor of the dissertation, the Custos takes part solely in the beginning of the conversation and exits for the duration of the conversation concerning the grading of the dissertation.

The Opponent(s) prepare(s) a written statement on the doctoral dissertation. The Opponent is supplied with the pre-examination statements, which they can opt to utilise in writing the statement. Translated versions of the statements are not provided.

The Faculty Council approves and grades the doctoral dissertation on the basis of the Opponent's (or Opponents') written statement, the grade suggestion by the evaluation group and other possible written remarks.



The author of the dissertation is provided with the opportunity to lodge a written appeal against the statements before the dissertation is assessed in the Faculty Council meeting (Universities Act 558/2009, section 44).

In the Faculty Council, those members of the council that have obtained a doctoral degree can partake in the assessment of the dissertation. In addition to the chair, a minimum of three such council members are required to be present at the meeting (University of Turku Rules of Procedure 1 September 2021, sections 20 and 26).

The disputant has the opportunity to request for rectification in writing within 14 days of notification of the Faculty Council decision (Universities Act 558/2009, sections 44 and 82, University of Turku Rules of Procedure 16 March 2018, 9.2.).

The doctoral dissertations are assessed on the grading scale *fail-pass*. Only a dissertation that is of an exceptionally high level and meritorious may obtain the grade *approved with honours*.

An approved doctoral dissertation (grade: *pass*) fulfils the assessment criteria described below.

A doctoral dissertation may be granted with the grade ***approved with honours***, when the dissertation shows significant scientific value. In such circumstances, the dissertation is of exceptionally high quality in relation to the assessment categories. If the grade *approved with honours* is suggested for the dissertation, the evaluation group produces a written statement in which the grade choice is justified in comparison to the assessment categories. The dissertations with the grade *approved with honours* represent the top 10 per cent of doctoral dissertations in the field of educational sciences.

Assessment categories

- **Choice of topic and the research problem**

The subject is connected to previous research. The doctoral dissertation produces new information. The research area is limited to an appropriate extent. The research problem and the research questions have been set in a manner that allows meaningful answers within the study.

- **Conceptual clarity and theoretical command of the topic**

The dissertation is clear in terms of concepts used. The author shows command of background theories and is able to conceptualise their research problem.

- **Usage of methods**

The chosen methods are well justified and they provide a means to answer the research questions. The author shows command of research methods.

- **Research material**

The research material is of high quality and sufficient in terms of research questions and methods.

- **Presentation of results**

The results are presented in a clear and coherent manner. The analysis is logical and well-grounded.

- **Conclusions**

The conclusions are systematic and justified by the research design. The conclusions are connected with previous research. The author has considered the boundaries of the new information produced by their research.

- **Research ethics**

The research abides to good scientific procedures. The author discusses the research ethical questions related to the research in a comprehensive and appropriate manner.

- **The dissertation as a whole and linguistic expression**

The dissertation is appropriate in terms of structure and clear in its linguistic style. The text and argumentation are coherent and logical. The author demonstrates competence in critical thinking and in independence.

- **Dissertation defence**

The author presents and defends their dissertation well and with expertise.



6. REGULATIONS ON STUDIES

6.1. The right to study and registration with the University

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

A student who has not registered with the University within the registration period and wishes to continue their studies, must contact the Student and Admission Services for re-registration. There is a fee 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.

6.2. Student register and recording study credits

Study credits are recorded in the student register. The credits of the courses arranged by the Faculty are recorded automatically by the responsible teachers of the courses. Credits of studies arranged by the University Graduate School to all doctoral researchers of the University are entered into the study register system by the unit in charge of the studies.

Credits from other studies (e.g. articles, conference presentations) are recorded after the doctoral researcher has applied for the registration with an electronic form in the UGIS system.

All studies completed by the doctoral researcher are shown in the study transcript. The doctoral researcher can check the studies recorded in the study register from the PEPPI system. It is also possible to print a transcript from the system in PDF format. An official study transcript, as well as a registration certificate can be ordered from the Study Secretary of the Faculty.

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 postgraduate student 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).

6.3. Recognition of prior learning

Doctoral researchers can apply for the recognition of prior studies or other learning for their doctoral degree. The content of the studies and learning much correspond to the learning outcomes set in the curriculum. The doctoral researcher must apply for the recognition of the studies and verify their knowledge by themselves. The application form is in UGIS.

Studies that are recognised must fit into the degree (max. 50 credits). Recognition applications that exceed the maximum scope of the degree will not be processed. Studies that have been completed more than 10 years ago cannot be recognised to the degree (excluding studies of Licentiate of Philosophy in Education or another doctoral degree). The time is counted from the date on which the studies were completed. Learning acquired in non-formal or informal education can be recognised without time limit.

All credits of the study modules cannot be substituted by recognition of learning, but also other studies must be included. An exception to this rule is the Licentiate of Philosophy in Education degree, whose graduates' studies may be accepted for all studies required in the doctoral degree in addition to a dissertation (does not apply to graduates of a professional licentiate degree).



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. A general rule in applying for including prior studies is that the completed studies should be postgraduate level. Courses that have already been included in a completed university degree cannot be included in the doctoral degree.

If the course completion methods specify that the course can be completed by, for example, participation in a conference, scientific publication or other similar performance, then the doctoral researcher does not have to apply for recognition of studies, as it is a normal completion of the course. Then the doctoral researcher should select the registration of a study credit on the form.

Prior learning acquired in contexts other than formal education can be applied for by filling in the AHOT application. This refers to non-formal learning (e.g. continuing professional education) and informal learning (e.g. work experience). When applying for the recognition of non-formal or informal learning for the doctoral degree, the doctoral researcher must submit, as agreed with the supervisor, the evidences and documents showing that the learning fulfils the learning outcomes of the course. The decision about accepting or discarding the application is made by the Vice Dean responsible for postgraduate studies.

6.4. Lecture and seminar pass

The doctoral researchers 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. One hour refers to 60 minutes. The lecture and seminar passes can be printed on the intranet site of the Faculty.

6.5. Feedback and help in problematic situations

Feedback on the courses offered by the doctoral studies of the Faculty of Education is collected after the course. Feedback is collected using the Webropol form, which can also be used to provide other feedback related to doctoral education at any time. The answers will be sent to the Chief Academic Officer and the Coordinator. In problematic or contradictory situations related to doctoral studies, it is generally recommended to first contact the doctoral programme Coordinator or the Chief Academic Officer. The doctoral researcher can discuss their own situation with them in confidence and agree on any necessary follow-up. If necessary, problem situations are dealt with by the doctoral researcher's follow-up group, the doctoral programme Steering Group or the Research Development Committee. It is important for the doctoral researcher to be aware of the contradictions in the graduate school's supervision practices and the graduate school's code of conduct in the supervision of doctoral researchers. In case of conflicts related to supervision, the procedure is followed in accordance with the UTUGS guidelines, while taking into account each individual situation (see supervision in doctoral education).

6.6. Degree certificate

The degree certificate for a doctoral degree can be received when the required studies have been completed, the public examination of the dissertation has been held and the dissertation has been graded. The date of approval of the dissertation is the date of graduation. The certificate is written after the decision to approve the dissertation without a separate application.

The degree certificate for a licentiate degree can be received when the required studies have been completed, the possible licentiate study examination event has been held and the study has been graded.

7. THE LICENTIATE DEGREE

7.1. Curriculum for a licentiate degree



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

A Licentiate study 80 ECTS credits

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

The studies are completed according to the curriculum for a doctoral degree.

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

7.2. Instructions and regulations on the licentiate 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.

The postgraduate student must be currently enrolled as an attending student at the university when submitting the thesis for examination. Furthermore, the required postgraduate studies for the licentiate degree have to be completed and they must already be entered into the student register.

A plagiarism check (with the plagiarism detection programme Turnitin) must be performed to licentiate thesis manuscripts prior to submitting them for examination. The supervisor of the student will perform the plagiarism check. A certificate of the plagiarism check must be signed and returned to the Faculty. The final version of the licentiate thesis must include the text '*The originality of this dissertation has been checked in accordance with the University of Turku quality assurance system using the Turnitin OriginalityCheck service*'.

7.3. Submitting a licentiate thesis for examination

When the supervisors have first inspected that the work meets the requirements of a licentiate study, the student can, with the supervisors' permission, submit the manuscript to the Faculty via an electronic form. In addition, the licentiate thesis must be delivered to the Chief Academic Officer in two printed copies. It is also possible to publish the licentiate thesis in digital form in the University of Turku publication archive.

The Dean appoints two examiners to the licentiate research on the proposal of the supervisor, at least one of whom is from outside the Faculty. An external examiner may be from another faculty of the University of Turku. One examiner must be at least a docent, but the other may be a doctor. The supervisor, the author of the joint publication included in the thesis or a member of the follow-up group cannot act as an examiner. The criteria of Section 28 of the Administrative Procedure Act (434/03) must be taken into account in the selection of examiners and in the approval of the thesis.

The Faculty Council evaluates the licentiate research 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 Council grades the licentiate study on the same scale as the doctoral dissertation.

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