



Instructions and regulations, admission criteria and curriculum of postgraduate studies at the Faculty of Education

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1. DOCTORAL STUDIES AT THE FACULTY OF EDUCATION

The degrees of Kasvatustieteen tohtori (Doctor of Philosophy, in Education) and Filosofian tohtori (Doctor of Philosophy) can be completed in the Faculty of Education. The target degree is selected according to the previous studies and/or research theme when applying to doctoral studies. If given adequate reasons, the target degree can be changed during the studies before the thesis manuscript is submitted to pre-examination. The Vice Dean who is responsible for postgraduate studies decides the change of the target degree at the doctoral candidate's request.

The degrees of Doctor of Philosophy (in Education) or Licentiate of Philosophy (in Education) can be completed with Education, Adult education, Special education or Craft education as the major subject. The major subject is selected according to previous studies and/or research theme when applying to doctoral studies. If given adequate reasons, the major subject can be changed during the studies before the thesis manuscript is submitted to pre-examination. The Vice Dean who is responsible for postgraduate studies decides the change of the major subject at the doctoral candidate's request.

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 makes one credit approximately 27 hours of studying.

Objectives of the doctoral studies

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

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

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

The University of Turku Graduate School (UTUGS) and Doctoral Programmes

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

All students taking a doctoral degree in the Faculty of Education are included in one of the Faculty's doctoral programmes. Those applying for study rights for a doctoral degree select the doctoral programme which 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.



2. STUDENT SELECTION

Prerequisites for pursuing a doctoral degree

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

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

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

Admission to postgraduate studies requires that the Faculty finds the applicant's previous degree and education to provide sufficient skills for the postgraduate degree carried out in the Faculty's subjects. Applicant's former degrees must include a sufficient amount of studies in educational sciences or other fields relevant for the Doctoral Programme. The Steering Committee of the Doctoral Programme evaluates the validity of the previous degree for doctoral training. The Doctoral Programmes may require supplementary studies for attaining sufficient educational preparedness. Supplementary studies cannot be included in the postgraduate degree.

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

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

Admission criteria

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

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

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

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

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



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

Application process for postgraduate studies

The right to pursue a doctoral degree is applied for by filling in an application form in the electronic application system and submitting the required additional documents by the end of the application period. The application period for postgraduate studies is twice a year. 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. The Faculty's doctoral training website has the doctoral programme specific instructions on how to write a research plan. Proving one's language proficiency is conducted in the manner described in the Rector's decision (15 Aug 2019 and 20 Jan 2020).

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

The Steering Committee of the Doctoral Programme handles the applications and organises the student selection. The Faculty's Vice Dean responsible for postgraduate studies accepts the new students on the basis of the Steering Committee's proposition. The applicant is notified of the decision personally. The unfavourable decision includes the grounds for the rejection and appeal instructions.

Supervision of postgraduate studies

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

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

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

When receiving admission for postgraduate studies, the student will be appointed at least two supervisors, of whom at least the main supervisor should be from the Faculty of Education. The main supervisor should be a professor or a docent employed in the Faculty (Department of Education or Department of Teacher Education). The other supervisor should be at least a doctor. If needed, for instance due to a special nature of the research subject, a third supervisor can be appointed, and they should be at least a doctor. No fees are paid for supervisors outside the university, unless special funding is available and the fees can be paid from it.



An emeritus/emerita professor, who has made an emeritus/emerita agreement with the Faculty of Education, can act as a 1st supervisor. An emeritus / emerita professor, who has not made an emeritus/emerita agreement, can act as a 2nd or 3rd supervisor, but not as a 1st supervisor.

Each full-time doctoral candidate should have a supervisory group, which includes the first supervisor and 1-2 persons with a doctoral degree. The doctoral candidate should discuss with the first supervisor and together they make a proposal for the supervisory group. The supervisory group is nominated by the Steering Committee of the Doctoral Programme. The supervisory group meets once a year, and the doctoral candidate is the convoker of the meeting. During the doctoral training the supervisory group meets four times. The doctoral candidate writes a short memo of the discussion, and reports of the meeting as part of the yearly reporting. Meeting of the supervisory group is recommended to be connected to the development and career discussions.

3. CURRICULUM FOR A DOCTORAL DEGREE

The doctoral studies of the Faculty of Education emphasise multidisciplinary, extensive range and internationality. Graduating doctors are guaranteed skills not only for academic researcher careers but also for other demanding expert and development positions. 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 candidate's unfinished studies will not expire, but postgraduate studies are always carried out in compliance with the effective curriculum. The new curricula become effective in the beginning of August. Doctoral candidates accepted before 1 August, 2020 may complete their studies according to the curriculum 2018—2020 until 31 July, 2022.

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

The degree of Doctor of Philosophy (in Education) 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 (inc. the seminars of the Doctoral Programme)	min. 13
Methodological 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
- General skills of expertise	
- Annual seminar of the Faculty's doctoral candidates	
- Research exchange abroad	
- Articles	
- Practical training in expert tasks	



-Studies supporting completing the degree and career planning

Total

40-50

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

Doctoral candidates must draft a personal study plan (HOPS) during the first academic year. The plan must be accepted by the supervisor and it is reviewed in the Faculty. In addition, the supervisor and the doctoral candidate write up a supervision plan during the first academic year in which the responsibilities of the doctoral candidate and each of the supervisors are determined.

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 candidate has acquired a deep knowledge of their research theme and skills to independently and critically apply methods of scientific research and produce new scientific information. The doctoral candidate has also defended the dissertation in public. The doctoral candidates are able to plan the schedule of research and to set objectives for the part of the research. They are also able to hold the schedule and objectives set for the research.
Contents	Doctoral dissertation and it's public defence (for the requirements of the doctoral dissertation see chapter 4). Participation in supervision according to the supervision plan. Participation in the operation of the supervisory group.
Responsible teacher	First supervisor of the doctoral dissertation
Evaluation	The doctoral dissertation is evaluated with grades 1-5

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

Learning outcomes	After the studies are completed, the doctoral candidate has acquired skills for scientific conversation and argumentation concerning their research theme. He/she is also able to give feedback on the research of others. The doctoral candidate knows widely the field of research in education and is aware of the current discourse within the discipline. The doctoral candidate has acquired knowledge of methodologies and analysis, especially on the ones relevant for the dissertation research. They have acquired knowledge of the social significance of the discipline and the relevance of research within the field. After the studies are completed, the doctoral candidate can critically evaluate research and take into account questions related to research ethics when planning a new research. The study module includes also general skills relevant for expert work, such as pedagogical skills and skills relevant for applying for research funding or searching for information.
Evaluation	Pass/fail

Obligatory studies in research field of education, philosophy of science and methodology (at least 30 credits)



Studies in research field (obligatory, at least 13 ECTS)

Learning outcomes	The doctoral candidate is familiar with the field of research in education and its current discourse. The doctoral candidate has acquired skills for scientific conversation and argumentation concerning their research theme. He/she is also able to give feedback on the research of others.
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 candidates 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.
Responsible teacher	Seminars of the doctoral programme: supervisor. The supervisor keeps a record of the completion of the study module. Credits are registered into the study register at the latest when the doctoral dissertation is ready to be sent for preliminary examination. Responsible teachers of the courses Essee, literature review and book exam: supervisor Lecture and seminar pass: Chief academic officer/ Coordinator

Methodological Studies (obligatory, 8 ECTS)

Learning outcomes	The doctoral candidates have acquired knowledge of methodologies 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 methodology courses and seminars intended for doctoral candidates organized by the Faculty, UTUGS, other faculties, universities or institutions.• By writing a methodological essay, literature review or passing a methodological exam.
Responsible teacher	Responsible teachers of the courses Essay, literature review and exam: supervisor
	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 candidates are able to critically evaluate research and take into account research ethics questions when planning a research. The doctoral candidates can produce scientific text using the process writing method. They have also familiarized themselves with the field of scientific publishing and the key processes related to that.
Contents	The study module can be completed as follows:



- By participating in research ethics course intended for doctoral candidates organized by the Faculty, UTUGS, other faculties, universities or institutions OR
- By writing a research ethics essay AND
- By participating in scientific writing workshops organized 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 organized by UTUGS, other faculties, universities or similar institution.

Responsible teacher

Responsible teachers of the courses
Essay: supervisor

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

Learning outcomes

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

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

Contents

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

- One-day national seminar/conference where the doctoral candidate has a presentation, 2 ECTS credits
- A national seminar/conference with a minimum duration of two days where the doctoral candidate has a presentation, 3 ECTS credits.
- An international seminar/conference where the doctoral candidate has a presentation, 5 ECTS 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. The study credits are applied with an electronic form which can be found in UGIS portal (a participation certificate or a copy of the seminar programme must be attached to the form). Doctoral candidates are encouraged to participate in the international conference at least once.

Responsible teacher

Supervisor





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

Optional studies either go deeper or add to the obligatory studies.

General skills of expertise (0-10 ECTS credits)

Learning outcomes The doctoral candidates have acquired skills required in expert tasks, especially in researcher's work, e.g. skills related to applying for research funding, management of a research project or research-based teaching. Studies may also contain courses on Finnish language skills.

Contents The study module can be completed as follows:

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

Responsible teacher Responsible teachers of the courses

Annual seminar of doctoral candidates (0-8 ECTS credits)

Contents The Faculty of Education organises an annual seminar for doctoral candidates to which one applies by submitting an abstract and in which doctoral candidates are able to present their own research. The seminar can be organised as an independent event or as part of the Faculty's spring day event or another event. A presentation on the doctoral candidate's own research is worth 2 ECTS credits per conference.

Responsible teacher Coordinator

Research exchange abroad (0-10 ECTS credits)

Contents The Head of the Doctoral Programme approves the research exchange according to the freeform application of the doctoral candidate either before or after the exchange (credits will be entered into the study record after the exchange). There has to be a supervisor's approval for the exchange. The research exchange may consist of one or several visits to a university or research institute abroad. The total length of the visits must be at least one week.
The Steering Committee of the Doctoral Programme decides the amount of credits the exchange is worth by taking into account the length and contents of the visits. As a general rule, one week visit including the preparations is worth 2 ECTS credits.

Responsible teacher The Head of the Doctoral Programme

Articles (0-10 ECTS credits)

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

- Scientific article, international and peer-reviewed 10 ECTS credits
- Scientific article, national and peer-reviewed 5 ECTS credits



- Non-scientific articles, written for a professional purpose 1-3 ECTS credits (depending on the length of the article)

Articles may NOT be included in the doctoral dissertation. Articles can be accepted even if they were published (up to approximately 5 years) before obtaining the postgraduate study right. The study credits are applied with an electronic form which can be found in UGIS portal.

Responsible teacher

Supervisor

Practical training in expert tasks (0-10 ECTS credits)

Contents

The aim of the training is that the doctoral candidates familiarize themselves with the professional field and duties of Doctor of Philosophy (in Education) and strengthen their professional expertise.

During the practical training, the doctoral candidate works in duties which require a high-level of expertise (e.g. ministry, university, research institute, private enterprise) for at least one month. After the training, a report must be written (min. 5 pages + list of references) where the special features of the working place, duties and learning are described. Training should take place during postgraduate studies and cannot be related to the doctoral candidate's current tasks.

The doctoral programme accepts the training plan and the number of credits based on the doctoral candidate's application before beginning the training (credits will be entered into the study record after the training). The supervisor has to accept the training plan beforehand, and the plan is entered into the candidate's personal study plan. As a general rule, one month of training is worth 5 ECTS credits. Finding a training place is a responsibility of the doctoral candidate. The Faculty of Education does not give financial support for the training.

Responsible teacher

The Head of the Doctoral Programme

Studies supporting completing the degree and career planning (0—5 ECTS credits)

Learning outcomes

The doctoral candidate familiarises him/herself with doctoral studies and the dissertation process or plans the career after graduation

Contents

Postgraduate courses organised by, e.g., the Faculty and UTUGS, seminars and essays. Studies can be, for instance, on the following topics: an introductory course on postgraduate studies, career courses, reflecting on one's own professional development and career planning (essay).

Responsible teacher

Responsible teachers of the courses
Essay: supervisor



4. INSTRUCTIONS AND REGULATIONS CONCERNING DISSERTATIONS

(Revised on 9 December 2020)

Requirements for the dissertation

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

In addition to a summary, an article dissertation should contain:

- At least three international or national articles published in peer-reviewed (referee) publications with the publication channel (journal, series or publisher) of at least level 1 (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 candidate must be the only author or the first author in all three articles.

The articles will be considered outdated if they were published more than 10 years ago.

If there are more than three articles, some of them can be peer-reviewed conference proceedings or co-publications in which the doctoral candidate is not the first author. The doctoral candidate should have a clear, independent part in the writing of all the articles. The summary should indicate how the partial publications form an entity and what the doctoral candidate's scientific contribution 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 candidates accepted before 1 January, 2016 may include in their dissertation articles which are in accordance with the old requirements (curriculum 2014-2016) until 31 December, 2025.

Permission for public examination of the dissertation

The doctoral candidate 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 candidate must be registered as 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 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 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 candidate 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 when the preliminary examiner is not from Finland; in these situations, the supervisor presents the Dean with written reasons for the decision while suggesting preliminary examiners).
- A pre-examiner and 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 candidate 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 candidate 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.

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 laatuvarmistuksen mukaisesti tämän julkaisun alkuperäisyys on tarkastettu Turnitin OriginalityCheck-järjestelmällä."* OR *"The originality of this dissertation has been checked in accordance with the University of Turku quality assurance system using the Turnitin OriginalityCheck service."*

Permission for the public defence of dissertation

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

- If both of the pre-examiners recommend that the candidate is granted the permission to defend his/her dissertation at a public examination, 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, usually the pre-examination is discontinued. According to the Universities Act (558/2009, 44§) the doctoral candidate 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. The situations of this kind are rare. Usually the pre-examiner's unfavourable statements are clearly linked to the shortcomings of the dissertation. If doctoral candidate makes an appeal, the Faculty Council will deal with the matter.

After the discontinuation of the pre-examination process, the doctoral candidate 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



time 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 the pre-examiners. The doctoral candidate must deliver a list of corrections to the Faculty. The list will be delivered to the pre-examiners.

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 University of Turku.

An evaluation group consisting of the custos, opponent(s) and one professor from the Faculty (or, if necessary, external) makes a suggestion for the grade of the dissertation. If 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.

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

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 candidate delivers the copies for examination for the opponent and the custos.

The copies that are submitted to the university must include a separate title page leaf that includes information about the date and place of public examination and mention that the book is to be presented, with the permission of the Faculty of Education, for public examination. Summaries at least in Finnish and English must be attached to the dissertation.

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

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

Evaluation of the dissertation

The proposal of the grade of the dissertation is made by an evaluation group (see above "Opponent, custos and evaluation group"). The statement of the opponent/opponents is the final characterisation of the scientific value of the dissertation. The statement acts as a basis for the Faculty Council when they decide on the approval and the grade of the dissertation.

When the statement of the opponent arrives at the Faculty after the public examination of the dissertation, the Chief Academic Officer prepares the evaluation of the dissertation to be handled by the Faculty Council. Before the evaluation



of the dissertation, the author is given an opportunity to provide a reply to the statement of the opponent. (Universities Act 558/2009, 44§).

Grounds for the grades

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

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

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

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

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

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

Choice of topic and research problem

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

Conceptual clarity and theoretical knowledge of the topic

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

Used methods

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

Material

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

Presentation of results

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

Conclusions

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

The entirety of the work and the language



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

5. INSTRUCTIONS AND REGULATIONS CONCERNING STUDIES

Registration with the University

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

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

Passive register

Doctoral candidates' right to study is transferred to the passive register if they have not progressed in pursuing their degree. Doctoral candidates deliver an annual progress report to their doctoral programme according to the instructions of the doctoral programme. The report follows the progress of the degree and it includes the supervisor's review of the doctoral candidate's situation. The Faculty follows the progress of the students completing a licentiate degree. The right to study is transferred to the passive register when the academic year ends (31 July).

Re-activating a doctoral candidate's passive study right requires delivering an up-to-date research plan, a personal study plan accepted by the supervisor and a supervision plan to the Faculty. The Vice Dean responsible for postgraduate studies decides the re-activation of study rights.

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

Supervision and the seminars of doctoral programme

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

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





Changing supervisors

The doctoral candidate may apply for a change of supervisor or appointing a new supervisor if adequately justified. Before applying for the change, the doctoral candidate should be in contact with all parties involved. The Vice Dean responsible for postgraduate studies accepts changes in supervisors. Possible problematic situations related to supervision are dealt with in the meetings of the doctoral programme steering committee.

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 after the responsible teacher of the course informs the names of the doctoral candidates who has completed the course to Chief Academic Officer/Coordinator. Credits of studies arranged by the University Graduate School to all doctoral candidates of the University are entered into the study register system by the unit in charge of studies.

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

All studies completed by the doctoral candidate are shown in the study transcript which can be printed from the student register. An official study transcript, as well as a registration certificate can be ordered from Chief Academic Officer or Study Secretary.

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

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

Progress report

All doctoral candidates must report on their progress once a year by filling in a progress report (i.e. follow-up form) in the electronic system. The form will be open during a one-month period. The doctoral candidates are informed when the form opens via utu email. A submitted progress report is a prerequisite for the doctoral candidate being able to get travel grants from the doctoral programmes during the following year.

Studies completed in other universities

Postgraduate courses completed in other universities during the postgraduate studies can be included in the degree, if the supervisor agrees. Postgraduate courses completed prior to the postgraduate studies can be requested to be included in the doctoral degree. 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 (excluding Licentiate of Philosophy in Education) cannot be included in the doctoral degree. From a prior doctoral degree, a maximum of 10 ECTS can be substituted.

Recognition of non-formal and informal learning (AHOT)

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



- Studies in the research field (inc. the seminars of the Doctoral Programme)
- Methodological studies
- Studies of research ethics and scientific writing
- Optional studies supporting the development of scientific expertise

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

The decision about accepting or discarding the application is made by the Vice-Dean in charge of research.

Lecture and seminar pass

The doctoral candidates can use the lecture and seminar pass to prove they have participated in guest lectures, scientific seminars or conferences and public defences of dissertations. A total of 30 hours of participation amounts to three ECTS credits. One hour refers to 60 minutes. The lecture and seminar passes can be printed on the intranet site of the Faculty.

6. THE LICENTIATE DEGREE

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

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

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

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

Instructions and regulations on the licentiate degree

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

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. It is the student's duty to attend to the above-mentioned matters before submitting the thesis.

A plagiarism check (with a plagiarism detection programme Turnitin) must be performed to licentiate thesis manuscripts prior to submitting them for examination. The supervisor of the student will perform the plagiarism check. A certificate of the plagiarism check must be signed and returned to the Faculty. The final version of the licentiate thesis must include a note stating that the originality check has been performed.



When the supervisors have first inspected that the work meets the requirements of a licentiate study, the student can, with the supervisors' permission, bind the work. The licentiate thesis must be delivered to the Chief Academic Officer in four printed copies, two of them hardbound and two unbound. The unbound copies need to be delivered in a cardboard file folder or similar, which allows them to be handled and mailed easily.

It is also possible to publish the licentiate study in digital form in the University of Turku publication archive. The Dean appoints two examiners to the licentiate study on the supervisor's suggestion, at least one of which is from outside the Faculty. The supervisor cannot act as an examiner. The external examiner can be from another Faculty of the university. One of the examiners should be at least a docent, but the other can be a doctor.

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

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

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

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

7. DEGREE CERTIFICATE

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.

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 doctoral degree certificate is issued in two copies, one in Finnish and one in English.

The student must be registered as attending for the semester during which the degree certificate is written. The degree certificate will be written after the dissertation is accepted without having to submit a separate application for it.

The Current Research Information System

After the acceptance of the dissertation, the doctoral candidate enters the information of the dissertation into the The Current Research Information System of the university.

Diploma Supplement

The Diploma Supplement (DS) is an appendix of the degree certificate designed for international purposes. It is a document developed by the European Commission, Council of Europe and UNESCO for facilitating the international recognition and comparison of degrees. This appendix contains information on the university awarding the degree, on the studies referred



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to in the degree certificate, on the qualification obtained through the studies, as well as on the level and status of the degree in the national educational system.

