

Faculty of Social Sciences

**APPLICATION FOR A PERMISSION TO SUBMIT  
A MANUSCRIPT FOR PRELIMINARY EXAMINATION**

I am applying for a permission to submit the following manuscript to preliminary examination.

**TITLE OF THE DISSERTATION**

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**APPLICANT INFORMATION**

Family name:
First names:
Address:
Tel.:
E-mail:
Qualifications (previous academic degree, specify):

**DETAILS OF THE DISSERTATION**

The study is	a monograph	an article-based dissertation
Number of articles included: _____ out of which _____ have been published or accepted for publication.		
The articles listed above	have not been used in other dissertations	have been used in other dissertations, permission enclosed
The dissertation will be published in: English          Finnish		
Language check	has been completed	will be completed later
Language consultant:		
The originality has been verified with the Turnitin online plagiarism checker, Supervisor's statement enclosed <input type="checkbox"/>		
Supervisors:		
In addition to the Faculty of Social Sciences, work related to the dissertation has been completed in the following departments/clinics etc.		
Members of the Follow-Up Group:		
The primary field of study:		

**The proposed Preliminary Examiners and Opponent should not have scientific publications with the Doctoral Student or the Supervisors within the last three years preceding this application. The Doctoral Student must make sure that all information below is correct.**

**PRELIMINARY EXAMINERS:**

<b>1.</b> Name	Professor /Docent Field and University
Address	
E-mail	
<b>2.</b> Name	Professor /Docent Field and University
Address	
E-mail	

**OPPONENT:**

Name	Professor /Docent Field and University
Address	
E-mail	

**CUSTOS:**

Name:
E-mail:

**APPROVAL OF THE SUPERVISORS AND PERSON IN CHARGE OF THE DOCTORAL PROGRAMME:**

\_\_\_\_\_’s manuscript is ready for preliminary examination.  
(Doctoral Student)

**We propose that the Dean of the Faculty appoints the persons listed above as Preliminary Examiners, Opponent and Custos. They are not subject to a conflict of interest, which would prevent them from acting as experts who evaluate the dissertation.**

_____	_____	_____
Date	Signature of Supervisor	Signature of Supervisor
	_____	_____
	Name in print	Name in print
	_____	_____
	Signature of Supervisor	Name in print

\_\_\_\_\_ Person in charge of the Doctoral Programme: Signature and name in print

OPINION OF THE DOCTORAL STUDENT:  no comments  comments (enclosed)

\_\_\_\_\_ Doctoral Student: Signature and name in print

## **INSTRUCTIONS ON HOW TO SUBMIT THE MANUSCRIPT AS WELL AS THE APPLICATION FORM AND ITS ENCLOSURES:**

- The dissertation manuscript and articles should be sent in pdf-form to the following address:  
[soc.doc.tau@tuni.fi](mailto:soc.doc.tau@tuni.fi)
- The application form and its enclosures should be sent or delivered to the Faculty Offices (address below).

Please enclose the following documents to the application form:

- Dissertation Abstract (1-2 pages) both in Finnish and in English
- A Turnitin report signed by the Main Supervisor
- Application form for a degree certificate and a transcript of the studies that will be included in the degree.

If the dissertation is article-based, also submit the following documents:

- A list of articles. If all articles have not yet been published in scientific publications, a confirmation of their status is required. This confirmation can be a publisher's message (eg. printed e-mail) either affirming submission for publication or acceptance for publication.
- A report about the doctoral student's personal contribution to each article. The report should describe the candidate's contribution to each article in terms of choosing the topic, forming research questions, choosing the research setting and methods, collecting data, conducting analysis, interpreting results and writing the article. The report (1-2 pages) must be approved and signed by the Doctoral Student and the Main Supervisor.
- If any of the articles in the dissertation has been or will be used as part of another dissertation, a written consent is required from all other writers of the article and the Supervisors.

## **THE APPLICATION AND ITS ENCLOSURES SHOULD BE SENT OR DELIVERED TO THE FACULTY OFFICES:**

Mailing address:

Head of Study Affairs Leena Nikkari  
Faculty of Social Sciences  
33014 University of Tampere  
FINLAND

Visiting address:

Linna-building  
Kalevantie 5, 6<sup>th</sup> floor, room 6055

Do not staple the pages together.