



PRACTICAL INFORMATION CONCERNING THE EXAMINATION PROCESS OF A DOCTORAL DISSERTATION

Dear postgraduate student at the Faculty of Education,

- Check from your supervisor that the content of the manuscript of your dissertation is ready to be examined.
- Before submitting the manuscript for examination, the originality of it must be checked using the Turnitin software.

Please find the instructions here:

<http://www.uta.fi/opiskelunopas/en/essential-information/studying-uta/academic-ethics>

- Carefully go through the web pages of the Faculty of Education (<https://www.uta.fi/opiskelunopas/en/during-your-studies/theses/doctoral-dissertation>) so that you know in advance what is to be expected during the examination process. Notice that each Faculty has its own guidelines, so do not follow directions given by other faculties or universities, or any guidelines that diverge from the guidelines given by the Faculty of Education.
- The layout of the manuscript is not very important during the preliminary examination. Clarity and general neatness are, however, necessary. Later on, the printing house will give precise directions for printing the dissertation. Take care that your manuscript is in readable form already at this point:
 - the font size is large enough (11-12 pt) and clear, spacing 1,5
 - If you are writing an article-based manuscript, ascertain that the articles are legible (e.g., no blackened scannings)
- When handing in your dissertation for examination, you should enclose:
 - a form concerning the originality check (Turnitin) signed by the supervisor
 - a cover note giving the following information:
 - your previous degree
 - contact information: home address, phone, e-mail (NB give an e-mail address which you check daily!) REMEMBER TO NOTIFY the Faculty if your contact information changes!
 - name(s) of your supervisor(s)
 - in case you are writing **an article-based thesis**:
 - if the dissertation includes articles written together with somebody else, enclose **a written clarification on your contribution to the collective research**
 - enclose **a list of the publications** indicating where the articles have been published/ have been accepted to be published



- **learn more on the article-based thesis:**
<https://www2.uta.fi/opiskelunopas/en/during-your-studies/theses/doctoral-dissertation#form>

- Deliver the manuscript (in one single pdf) to the study coordinator of the Faculty of Education sari.raudasoja@uta.fi, room: Virta 248.

- The Dean appoints the preliminary examiners and you will be informed about the decision. As soon as the decision has been made, the Faculty Office will deliver the manuscripts to the examiners. The examination should be done in 3 months.

- At this point, check from NettiOpsu that all your studies (at least 60 ECTS) are mentioned in your academic record according to your personal study plan. Send information on the missing studies to you supervisor to be approved and ask her/him to forward the information to seija.soderkultalahti@uta.fi to be updated.

- The statements will be delivered to you **by email** as soon as they arrive at the Faculty Office.

- The Faculty Council decides on the permission to publish the manuscript as a doctoral dissertation. If the statements of the preliminary examiners are in favor of the permission, then before the Faculty Council meeting you should submit to the study coordinator (sari.raudasoja@uta.fi)
 - the manuscript with possible editions (in pdf form)
 - the list of the editions made (page numbers mentioned, typing errors excluded)

The supervisor confirms by email that he/she has seen the list of editions.

Before the Faculty Council meeting, you will be given an opportunity to comment on the statements written by the preliminary examiners. The instructions for the possibly reply will be sent to you by email. The instructions also indicate the date of the Faculty Council meeting.

- After you have been given the permission to publish, you can start the publishing process with the printing house. The decision will be delivered to you as soon as possible after the Faculty Council meeting. When agreeing on the date of the public defence with the custos and the opponent, you should take into account that it takes at least 35 days to print the dissertation. Please see the link of the library which gives instructions on the publication of the dissertation:
<https://tuni-fi.libguides.com/dissertationpublishing>

- The Dean decides on the Custos, the opponent and the evaluation group as well as the date of the public defence. The evaluation group consists of opponent(s) and an expert representative. The candidate has given an opportunity to comment on the member's possible disqualification. The evaluation group consults the Custos before giving its proposal for the grade, but the Custos does not participate in making the proposal in case he/she has been the supervisor. A copy of the Dean's decision will be sent to you by email.



- The Opponent will be informed about accommodation and travel arrangements by the Faculty Office, so please do not give advice yourself, but redirect the possible questions to the study coordinator (sari.raudasoja@uta.fi).
- The Faculty Office books the hall for the public defence.
- Submit 10/12 copies of your dissertation to the Faculty Office **at least 12 days** before the examination.
 - **If your dissertation is published by some other printing house than Tampere University Press (TUP)**, you should deliver 12 books to the Faculty Office. The additional copies are for the Library of the University. You should also take care that the dissertation include a loose page with information on the defence.
 - The printing house TUP delivers automatically 10 dissertations to the Faculty Office. The Library of the University gets its copies from the printing house, too.
 - The Tampere University Library pays the 10 copies of the dissertation for the Faculty office to be delivered to the recipients only if the dissertation is published in the Acta Universitatis Tamperensis series.
 - The loose page must indicate the date and the place of the public defence and that dissertation is presented for public discussion with the permission of the Faculty Council of the Faculty of Education.
 - Learn more:
<https://tuni-fi.libguides.com/dissertationpublishing>
- The 10/12 copies of the dissertation must be submitted to the Faculty Office 12 days before the public defence.
- The Faculty Office will deliver the dissertations to all participants of the examination process – the Custos, supervisors, the Opponent, preliminary examiners and the evaluation group member as well as an electronic version of the dissertation to the Faculty Council members. You will be sent a list of the recipients by email before the dissertations will be delivered.
- Make an announcement of the public examination of the dissertation at least 14 days before the examination. Information on how to do this can be found on the Library web pages: <https://tuni-fi.libguides.com/dissertationpublishing>
- Please note: The Faculty does not pay for example these expenses: coffee service after the defence, expenses concerning the reception (karonkka), travel expenses of the candidate.
- Public examination of the dissertation.
- The statement of the Opponent and the evaluation group's proposal for the grade will be delivered to you by email as soon as they arrive at the Faculty Office. After



this, you will be given information on how to comment on the statements and the grade, should you wish to do so. You will also be informed of the date on which the Faculty Council will consider the grade of your dissertation. The Opponent's statement and the evaluation group's proposal for the grade must be submitted to the Faculty Office well before the Faculty Council meeting.

- The Faculty Council decides on the grade of the dissertation. You will be given an excerpt of the Faculty Council decision soon after the meeting.
- The student can apply for a degree certificate when all the studies required for doctoral degree are pursued and an overall grade of them has been made to the academic record. The overall grades are made by Seija Söderkultalahti (seija.soderkultalahti@uta.fi).

After having an overall grade the student sends his/her application for degree certificate (please see the link below) to the study coordinator (sari.raudasoja@uta.fi). The certificate will be delivered according to what you have written into the form (delivery by mail to your home address or you fetch the certificate from Registrar's Office) Please note that the Registrar's Office does not let you know when the certificate is ready to be fetched.

Application for the degree certificate:

https://www2.uta.fi/opiskelunopas/en/graduating/obtaining-degree-certificate#lisensiaatti_tohtori_todistus

- Congratulations!