

SIS Committee for Doctoral Education, 6 June 2012

## **GUIDELINES AWARDING ECTS CREDITS IN SIS DOCTORAL PROGRAMMES**

### **Research-related Studies**

The doctoral programmes at the School of Information Sciences include a block of research-related studies totalling 40 ECTS credits. These studies consist of courses in research methodology; courses, seminars, etc. that increase the student's knowledge of his/her major subject and research field; and other courses, etc. listed in the student's personal study plan, which may include courses in the student's major or minor subjects, minor-subject theses and studies pursued abroad or in another doctoral programme.

Students may receive ECTS credits for various academic activities, e.g. for articles, conference papers, other publications and other relevant scientific activities.

Below are some guidelines for awarding credit for such activities. As a general guideline, more credits are awarded for publishing in a peer-reviewed international journal or publishing a conference paper than for publishing on a national forum. This is because it usually takes more effort to have an article published on an international forum. Credits will only be awarded for publications and activities relevant to the student's dissertation.

### **Journal Articles**

*International peer-reviewed journal articles.* A max. of 6 ECTS credits, but if the article is co-authored, the number of credits must be negotiated.

*International non-peer-reviewed journal articles.* A max. of 3 ECTS credits, but if the article is co-authored, the number of credits must be negotiated.

*Other peer-reviewed journal articles published abroad.* A max. of 3 ECTS credits, but if the article is co-authored, the number of credits must be negotiated. A typical example of this type of article is one published in a national journal in another country.

*Other non-peer-reviewed journal articles published abroad.* A max. of 3 ECTS credits, but if the article is co-authored, the number of credits must be negotiated. A typical example of this type of article is one published in a national journal in another country.

*Peer-reviewed journal articles published in Finland.* A max. of 2 ECTS credits, but if the article is co-authored, the number of credits must be negotiated.

*Non-peer-reviewed journal articles published in Finland.* A max. of 1 ECTS credit, but if the article is co-authored, the number of credits must be negotiated. The article must relate to the student's research topic.

### **Published Conference Papers and Articles in Edited Works**

In the following list, a *conference paper* can also mean an article in an edited work.

*International peer-reviewed conference papers.* A max. of 6 ECTS credits, but if the article is co-authored, the number of credits must be negotiated.

*International non-peer-reviewed conference papers.* A max. of 3 ECTS credits, but if the article is co-authored, the number of credits must be negotiated.

*Other peer-reviewed conference papers published abroad.* A max. of 3 ECTS credits, but if the article is co-authored, the number of credits must be negotiated. A typical example of this type of article is one published in a national conference proceedings in another country. The number of credits can be considered on a case-by-case basis.

*Other non-peer-reviewed conference papers published abroad.* A max. of 2 ECTS credits, but if the article is co-authored, the number of credits must be negotiated. A typical example of this type of article is one published in a national conference proceedings in another country.

*Peer-reviewed conference papers published in Finland.* A max. of 2 ECTS credits, but if the article is co-authored, the number of credits must be negotiated.

*Non-peer-reviewed conference papers published in Finland.* A max. of 1 ECTS credit, but if the article is co-authored, the number of credits must be negotiated. The paper must relate to the student's research topic.

## **Reports and Monographs**

One ECTS credit per 2000 words may be awarded for substantial national contributions (larger than articles) that are relevant to author's dissertation. These contributions could include publications (in national report series or the departmental series) or unpublished papers such as term papers written for the supervisor.

Monographs or textbooks relevant to the author's dissertation and published by a domestic or international publisher are considered on a case-by-case basis.

If similar or overlapping contents are published both in an institutional report and an international forum, the full number of ECTS credits will not be awarded for both publications. In such cases, the number of credits will be considered on a case-by-case basis.

## **Conference Participation**

In the following list, *participation in conferences* means participation in scholarly and professional conferences, congresses, symposiums, workshops and annual meetings. Participation must be relevant to the student's dissertation.

*Participation in international scholarly conferences* is rewarded with a max. of 2 ECTS credits, but a conference presentation given in a foreign language will earn the student a max. of 2 additional credits and a poster a max. of 2 more, irrespective of the publication of the presentation.

*Participation in other foreign scholarly or professional conferences* will result in a max. of 2 ECTS credits being awarded. A conference presentation given in a foreign language will earn the student a max. of 2 additional credits and a poster a max. of 2 more, irrespective of the publication of the presentation.

*Participation in domestic scholarly or professional conferences* will earn a student a max. of 2 ECTS credits. A conference presentation given in one's mother tongue will earn native speakers a max. of 1 additional credit and a poster a max. of 2 more, irrespective of the publication of the presentation.

### **Participation in Doctoral Seminars**

Credit will be awarded for attendance at and participation in the School's and the University's doctoral seminars, courses, etc. The number of credits awarded depends on the student's level of activity and contribution.

### **Peer-reviewing Journal Articles and Conference Papers**

Doctoral students can act as peer-reviewers for scientific journals and conferences. Peer-reviewing will familiarise the student with the manuscripts in question, i.e. with research at different stages, as well as the conventions of academic publishing. If the peer-reviewed articles relate to the topics of the student's dissertation, credits may be granted for reviewing. The number of credits will be determined individually by the supervisor.

### **Teaching**

Doctoral students may deepen their knowledge of their field by teaching courses. Credits are awarded on a case-by-case basis, but the number of credits could be at least double the number granted for students taking the course. If a course is repeated with few changes, the number of credits awarded to the instructor will be halved each time it is repeated. The halved figures are rounded off to the nearest whole number. The minimum number of credits granted is one.

Credit can be granted for counselling (e.g. student counselling or personal study plan counselling) as well, but the number of credits received for this may not exceed a certain limit, e.g. 5. The rationale behind awarding credits for teaching and counselling is that such activities are useful training for the student's possible future career as a university lecturer.

### **Taking Courses**

Doctoral students may include intermediate, advanced and doctoral courses in their degree. Courses in higher-education pedagogy may also be taken. The number of credits given for a course is stated in the curriculum guides, but if intermediate courses form a large portion of a student's courses, the number of credits may be determined individually.

### **Administrative Tasks**

A doctoral student may earn a max. of 5 ECTS credits by handling certain administrative tasks for the University. The rationale behind this is that it is useful training for the student's possible future career as a university lecturer or researcher.

### **Other Studies**

Credit can also be granted for research visits to institutions abroad. Credit is awarded on a case-by-case basis.