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Contents

1.	RESEARCH AND POSTGRADUATE STUDIES IN THE FACULTY OF EDUCATION	3
2.	POSTGRADUATE DEGREES IN EDUCATION AND THE APPLICATION PROCESS.....	3
2.1.	Admission criteria.....	4
2.2.	Applying for the right to pursue postgraduate studies	4
2.3	Registering as a postgraduate student	6
2.4	Funding opportunities	6
3.	SUPERVISION OF POSTGRADUATE STUDIES AND RESEARCH	7
4.	STRUCTURES AND CURRICULA OF POSTGRADUATE DEGREES.....	8
4.1	Structure of the doctor's degree (240 ECTS credits) PhD (Education), PhD	8
4.2	Doctoral curriculum	8
4.3.	Licentiate in education	11
5.	FROM MANUSCRIPT TO DISSERTATION	12
6.	GRADING OF A DISSERTATION.....	15
7.	PUBLISHING A DOCTORAL THESIS.....	18
8.	PUBLICISATION.....	18
9.	THE PUBLIC DEFENCE	20
10.	DISSERTATION DEFENCE PARTY.....	22
11.	DEGREE CERTIFICATES	23
12.	CEREMONIAL CONFERMENT	23

1. RESEARCH AND POSTGRADUATE STUDIES IN THE FACULTY OF EDUCATION

Research in the Faculty centres on two defining themes. The first is ‘Learning And Teaching As Keys To Socially Sustainable Development’. Research in this area focuses on teacherhood and teaching as well as on the studying and learning processes and the planning and development of those processes. The aim of this research is to further engagement, a sense of community, diversity and locality in changing environments, in particular those in Arctic and northern regions.

The second key theme is ‘Education, Work And Equality In Arctic Communities’. Research in this vein adopts a transdisciplinary approach and intersectional perspective in studying the agency of people belonging to different generations. Underpinning and guiding the research are considerations of participation, equality, gender equality and wellbeing. Additional information on the areas of expertise among the members of the Faculty and their publications can be found in the *LaCRIS research portal*.

The University’s Graduate School offers all postgraduate students courses in researcher skill. The faculties are responsible for granting the right to pursue postgraduate studies as well as for awarding all doctoral degrees.

In addition to offering its own doctoral programmes, the University is an active member of a number of national networks related to doctoral education.

2. POSTGRADUATE DEGREES IN EDUCATION AND THE APPLICATION PROCESS

The Government Decree on University Degrees (794/04) governs postgraduate academic degrees completed in the universities. According to the Decree, the aim of postgraduate education is that those completing a programme

- 1) have a profound knowledge of their field of research and its social significance;
- 2) gain knowledge and skills needed to apply scientific research methods independently and critically and to produce new scientific knowledge;
- 3) have a sound knowledge of the development, basic problems and research methods of their field of research;
- 4) gain a knowledge of the general theory of science and of other disciplines relating to their field of research that will enable them to follow developments in the field.
- 5) acquire communication, language and other skills that in working life will enable them to engage in broad and demanding expert and development tasks and in international cooperation.

The Faculty of Education offers three postgraduate degrees: the Doctor of Philosophy (Education), Doctor of Philosophy, and Licentiate of Philosophy (Education). It is recommended that those planning to pursue postgraduate studies apply directly to a doctoral programme, although it is still possible to complete the licentiate as an intermediate step.

The Faculty Council is responsible for the internal development of postgraduate studies. The programmes adhere to the University's general guidelines relating to dissertation supervision practices, the pre-examination process and research ethics.

2.1. Admission criteria

Applicants for postgraduate studies must hold a master's degree or equivalent foreign degree entitling the holder to pursue corresponding postgraduate studies in the country concerned. In addition, they must have completed advanced studies in the major subject of the doctoral degree or comparable studies. The Faculty may require students to complete supplementary studies to ensure that they have a sufficient educational background for postgraduate work.

Applicants seeking the right to pursue postgraduate studies based on a foreign degree must demonstrate that they are capable of completing the studies and that they have a good command of Finnish or English. The major subject of the Doctor of Education degree may be education, adult education or media education.

The right to pursue a Doctor of Philosophy degree may also be granted to those with a university degree in a discipline other than education or a corresponding foreign degree provided that the dissertation will be a multidisciplinary one. However, the basic and subject studies or corresponding studies that the applicant has completed must fall within the field of education. The applicable areas are education, adult education, media education, educational psychology and special education.

In gender studies, those applying for PhD studies must have completed at least subject studies in women's and gender studies or otherwise demonstrate a sound conceptual and theoretical grasp of the discipline.

2.2. Applying for the right to pursue postgraduate studies

Applications for the right to pursue postgraduate studies are accepted twice a year: in spring and in autumn.

For more information on deadlines and the application process, see:

<https://www.ulapland.fi/EN/Research/Doctoral-education>

Please fill in the Application for Postgraduate Studies in the Opintopolku system. All required attachments should be sent before the end of the application period. Instructions on sending attachments can be found in Opintopolku.

Students should contact a potential supervisor, generally a professor or adjunct professor in the Faculty with expertise in their topic. Information on the research interests and areas of expertise of the Faculty's professors can be found in the *LaCRIS research portal*. If a student is not sure who to approach, he or she should contact the Dean or Head of Study Affairs in the Faculty. The principal supervisor or Dean will explain the University's strategic research themes, the researcher training system and national collaboration in the field of education (FinEd).

Applications are reviewed by the Faculty's meeting of professors, after which the Dean makes the decision on granting the right to complete postgraduate studies.

Research Plan

Preliminary research plan demonstrating a sound familiarity with the academic debate on the phenomenon they are studying as well as their ability to justify the scientific significance of the topic, place the subject in the appropriate social and temporal context and form meaningful research questions. The plan is assessed based on its feasibility and the scientific appeal of the topic, so it should describe the data collection and analysis as clearly as possible.

Research ethics and the usability of the results should also be given due consideration in the plan. A description of the research community (supervisors, research groups) should also be included.

The scope of the preliminary research plan is typically 8–10 pages and it covers the following:

- topic of the study and the reasons for selecting it
- theoretical points of departure, salient concepts
- preliminary objectives and research questions
- research methods, data and initial plan for an analysis
- target research community and expected results
- schedule and financial plan.

The study plan is an initial plan of the studies to be carried out in the Faculty, the thematic doctoral programmes, the University's Graduate School and corresponding graduate schools. The plan also outlines participation in domestic and foreign conferences, exchange studies abroad and writing scientific articles as part of the dissertation and/or studies.

Applicants will receive the admissions decision by mail: in spring by May 31, in autumn by December 15. The decision will also provide information regarding any

supplementary studies that may be required in their major subject. Students who are dissatisfied with the decision may send a written request for rectification to the dean of the Faculty within 14 days of being informed of the result.

2.3 Registering as a postgraduate student

Once they have received their acceptance notice, students should go to the University's Student Services (address: Yliopistonkatu 8) and register as a postgraduate student of the Faculty of Education. Postgraduate students must be registered as *present* throughout their studies. Students are required to register each academic year to ensure that all studies they have completed are properly recorded.

When registering, students may join the Student Union. Membership in the Union is voluntary and carries a fee. Further information is available at:

<http://lyy.fi/english/> and <http://www.yths.fi/en>

Depending on when the application for postgraduate study is submitted, the right to study comes into effect on either 1 January or 1 August. Under special circumstances, the right can be granted to begin on another date, an example being significant research funding that requires the recipient to be enrolled as a postgraduate student.

Upon enrolling in the University of Lapland, every student is given a personal user ID, which is needed for creating a service account and a network account. This provides access, for example, to the Library. User IDs are issued by the HelpDesk. Further information on user accounts can be found at:

<https://www.ulapland.fi/EN/Units/Data-Administration-and-ICT-Services/Student>

A student is regarded as having forfeited the right to pursue postgraduate studies if he or she

- has not agreed on a suspension of studies through a change in the study plan;
- has failed to register for postgraduate studies two years in a row; or
- has not participated in postgraduate studies and in scheduled supervisory meetings for two years.

2.4 Funding opportunities

Postgraduate students may apply for grants from various foundations, among other sources. Funding bodies in the areas of science, art and culture may be found in the Aurora database. The resource covers both Finnish and international sources. Additional information on sources of funding can be found at:

Funding is also available from the Rector for finalising one's dissertation. Details of the application procedure and criteria can be found at the above link.

Should a postgraduate student be unemployed, questions relating to unemployment benefits should be clarified with the TE Office (Public employment and business services) Postgraduate students are also eligible for adult education grants. Further information can be found on the Kela website: <http://www.kela.fi/web/en> and at <https://www.tyollisyysrahasto.fi/en/>

3. SUPERVISION OF POSTGRADUATE STUDIES AND RESEARCH

When the admission decision is made, a student is assigned a principal supervisor, who is a professor or adjunct professor at the University. After consulting the student and principal supervisor, a second supervisor is appointed, also from the University where possible. A person holding a doctorate may act as the second supervisor, and the appointment must take place within a year of the beginning of the student's studies. The decision on the supervisors is made official by the Dean and requires the written consent of both the student and the principal supervisor.

The supervision of postgraduate studies covers the following: 1) commenting on the research annually in the postgraduate seminar until the manuscript is finalised, 2) supervisory meetings, discussions and related written communication and 3) ensuring that the student presents his or her research in the Faculty's joint postgraduate seminar before it proceeds to the pre-examination.

The research is presented in domestic and, if possible, international seminars and conferences. The supervision also covers feedback on presentations, articles and posters. In addition, postgraduate students are encouraged to participate in the networks and research projects or research groups of the Faculty and in its collaborative networks.

Both the supervisor and the student must demonstrate their interest in and commitment to favourable progress of the research. To successfully complete the dissertation, the student must work systematically and independently. It is the student who makes the final decisions relating to the research. It is recommended that students keep a research diary in order to be able to present the progress of their research when necessary. The data collected during the dissertation process must be stored in keeping with the nature of the data and the applicable ethical guidelines.

The supervisor and the student are bound by research ethics, which encompass the following: respecting each other's expertise; keeping ideas, unfinished papers, interpretations and comments confidential; ensuring the originality of one's own

texts; accurate referencing; and acknowledgement of those who have contributed to the research.

The student has a right to change his or her supervisor if the topic or focus of the research changes or if there is an irreconcilable disagreement between the supervisor and the student. This change is made by sending an application to the Head of Study Affairs in the Faculty. The supervisor may also end the supervision relationship for a justified reason. In such cases, a new supervisor is chosen, and the Dean confirms the new supervision relationship.

According to the nature or object of their research, students may request an advance ethical evaluation from the Research Ethics Committee. For more detailed guidelines on supervision practices, ethical guidelines and management of data, see:

<https://www.ulapland.fi/EN/Research/Research-quality-and-ethics>

4. STRUCTURES AND CURRICULA OF POSTGRADUATE DEGREES

4.1 Structure of the doctor's degree (240 ECTS credits) PhD (Education), PhD

Doctoral studies 60 cr. and dissertation 180 cr.

- I. Studies organised by the Graduate School of the University of Lapland: Philosophy of Science and General Research Skills (20 cr.)
- II. Studies in a thematic doctoral programme (20 cr.) AND/OR
Studies within the student's own field of research (20 cr.)
- III. Postgraduate seminars (20 cr.) and dissertation (180 cr.)

4.2 Doctoral curriculum

During the application phase, a postgraduate student is required to draw up a (preliminary) personal study plan. An updated study plan (JOPS) and the completed studies are submitted to the principal supervisor for approval. The JOPS must be drawn up in writing and three copies made, one each for the student and the supervisor and one for the Faculty's student services.

- I. Studies organised by the Graduate School of the University of Lapland:

Philosophy of Science and General Research Skills (20 cr.):

- a) Scientific thinking and argumentation skills covering the following areas: philosophy of science, epistemology, ontology, scientific inference, argumentation theory and rhetoric as a written and oral skill.
- b) Trends in the philosophy of science and methodological premises covering the following areas: hermeneutics, pragmatism, critical theory, social constructionism, phenomenology, critical realism, etc.
- c) Research ethics covering the following areas: good scientific practice and its violations, ethical pre-evaluation, ethical principles in humanities and the virtues of a researcher.
- d) Research skills covering the following areas: scientific communication, project management, academic writing, data collection, referencing and management of research materials.
- e) Methodological skills covering the following: materials collection and analysis, perspectives and methods of the study of history, statistical methods, visual methods and other methods.

The available courses can be found as follows: Oodi -> Search courses/exams -> By study guide -> Graduate School -> Philosophy of science and general research skills.

II. Studies in a thematic doctoral programme (20 cr.) AND/OR Studies within the student's own field of research (20 cr.)

The available courses can be found as follows: Oodi -> Search courses/exams -> By study guide -> Graduate School ->

KKAS1402 Studies within the student's own field of research (20 cr.):

- courses completed in national or international doctoral studies or doctoral programmes
- minor subject studies
- courses completed in the university's Graduate School or faculty
- a presentation in a domestic or foreign doctoral training seminar (not a seminar arranged by the supervisor), 2–3 cr.
- acting as an opponent of the manuscript of another doctoral student in the faculty's joint doctoral training seminar, 2 cr.
- a presentation or poster in a national (3 cr.) or international (5

cr.) conference

- an article in a domestic or international publication, 2–6cr.
- an article in a domestic or international refereed publication, 8–12 cr. (the article cannot be part of an article dissertation)
- editing a book, 4–8 cr.
- acting as an expert (a referee or writing a book review), 4–6cr.
- providing instruction at the university, 4–8 cr.

IV. KKAS1201 Postgraduate seminars (20 cr.) and the dissertation (180cr.)

Postgraduate students are expected to actively participate in postgraduate seminars throughout the dissertation process. They will be writing a dissertation and defending it in a public defence.

Doctor's degree, major in Gender Studies, PhD

- Studies related to the theories and methodology of gender studies (20 cr.)
 - Studies organised by the Graduate School of the University of Lapland and the Hilma University network for women's studies.
- Studies supporting students in building their expertise and advancing their knowledge of the field (20 cr.)
 - the studies can be carried out as described on page 9
 - also acceptable are advanced supplementary studies in the major subject or applicable advanced or subject studies in other subjects
- Doctoral seminars (20 cr.) and dissertation (180 cr.)
 - active participation and presentation of papers in the gender studies doctoral seminar for two academic years

A dissertation may be

1. a monograph, that is, a single manuscript; or
2. a work consisting of at least three scientific articles and a synthesis. The articles must have been published at least on Publication Forum level 1. One of them may be a manuscript approved for publication but not yet published.

See more <http://www.julkaisufoorumi.fi/en>

The monograph or the articles are to be based on scientific research and constitute a thematic entity. The dissertation should demonstrate the candidate's ability to use scientific research methods and offer a scientific contribution containing new knowledge.

In an article-based dissertation, the synthesis must specify how the publications form a whole and identify the scientific contribution of the work. The length of the synthesis is typically 50 to 70 pages. Article-based dissertations are evaluated by considering how well the articles and synthesis function together to form a scientific whole that treats the topic broadly, comprehensively and systematically.

At least two of the articles must have been published, and one must be approved for publication in a refereed journal or edited volume with a Publication Forum level 1 rating. In at least two of the articles, the candidate must be the only or the primary author. The candidate must make a clearly defined, independent contribution to each article. In joint publications, the candidate should write an account of his or her independent contribution to the publication. A dissertation that consists three scientific articles can't include a joint publication of two postgraduate students. A publication that is included in a different dissertation cannot be used as part of a new dissertation. An article is deemed outdated for purposes of a dissertation if it was published more than 10 years earlier.

The dissertation is to be written in Finnish, Swedish, English or some other language approved by the Faculty. It is the responsibility of the author to ensure that the language of the dissertation has no shortcomings.

4.3. Licentiate in education

A licentiate degree in education (160 cr.) requires the following studies:

- Philosophy of science and general research skills (20 cr.)
- Studies supporting the students in building their expertise in education and advancing their knowledge of their field (40 cr.)
- Postgraduate seminars (20 cr.) and a licentiate thesis (80 cr.)

These studies are described in section 4.2. Students who decide to continue their studies after the licentiate degree are expected to write a doctoral dissertation (180 cr.).

The licentiate thesis is usually a monograph. It may consist of at least two refereed articles (published or accepted for publication) and a synthesis. Having assessed the work and ensured that it fulfils the requirements set for a licentiate's degree, the supervisor gives the candidate permission to have the thesis bound. Three copies of the bound thesis are to be delivered to the Head of Study affairs or Study Affairs Secretary.

Based on a proposal of the student's supervisor, the Faculty Council appoints two examiners. One of them may be the supervisor while the other must be a professor, adjunct professor or doctor from outside the faculty. The examiners submit their statements or a joint statement of acceptance or rejection of the thesis. The Faculty Council makes the final decision on whether the thesis is accepted or rejected.

Should a student disagree with the grading of the thesis, he or she can apply in writing to the Faculty Council for a rectification. The request for rectification must be made within 14 days of the student being informed of the grade and the grading principles applied.

A student who does not agree with the Faculty Council's rectification decision may turn to an appellate committee. He or she has to do this within 14 days of being notified of the Council's decision; the appeal is sent to the University Registry. No appeal can be lodged against the decision of the appellate committee. Provisions on the appellate committee are set out in the University's Rules of Procedure.

5. FROM MANUSCRIPT TO DISSERTATION

Presenting research in the postgraduate seminar

Before a dissertation manuscript is submitted to the Faculty Council for official examination, it is first reviewed in the Faculty's joint postgraduate seminar. The date of the seminar and the opponents are agreed upon beforehand in the professors' meeting. Students should send the manuscript in electronic format to the Head of Study Affairs three weeks before they present it in the seminar.

As a rule, the Faculty is represented by a person who will later serve as a member of the grading committee for the dissertation. In the seminar, one or more members of the teaching and research staff and one person representing postgraduate students provide comments on the manuscript. These persons are chosen from among the Faculty's professors, associate professors, adjunct professors or other persons with sufficient competence and academic merits.

All dissertation manuscripts in the Faculty of Education will be checked using the Urkund plagiarism detection system. The system is used to determine the original source of the texts.

Pre-examination of a dissertation manuscript

The supervisors oversee the final phases of work on the dissertation. When given permission to do so, the candidate submits the manuscript in electronic format to the Head of Study Affairs; this must be done three weeks prior to the next meeting of the Faculty Council. The Head of Study Affairs then sends the manuscript to the members of the Council. In the Faculty Council meeting, the Head of Study Affairs

presents the issues relating to pre-examinations and dissertations.

The candidate submits three printed copies of the manuscript to the Administrative Secretary: the copies for the pre-examiners should be printed on one side of the paper only and in the original font size, while the faculty copy may be printed double-sided and scaled down.

If desired, the manuscript can be printed at the University of Lapland Printing Centre. The Printing Centre will provide more information on printing, prices and invoicing: paino(at)ulapland.fi. When submitted for pre-examination, the manuscript should be free of any errors in content, layout and language. The Urkund report must be attached to the manuscript submitted to the Faculty Council.

Based on the supervisors' proposal, the professors' meeting discusses the potential pre-examiners, with the principal supervisor then asking the pre-examiners if they consent to the task before the Faculty Council makes its decision. Before the final selection, the student is given a chance to state his or her opinion regarding the proposed pre-examiners.

The Faculty Council assesses whether pre-examiners can be appointed for the manuscript. If so, the Council appoints two pre-examiners, who are professors or adjunct professors and from outside the university community. The provisions of section 28 of the Administrative Procedure Act (434/2003) apply to the disqualification of a pre-examiner. When using a foreign pre-examiner, it must be ensured that the criteria used at the University of Lapland are fulfilled. When selecting the pre-examiners, equality between men and women is observed as far as possible. Their joint expertise must cover the field or fields, the subject area and the methodological and theoretical choices of the work to be examined.

Pre-examination is an external procedure through which the academic community verifies the quality of a dissertation and ensures that it fulfils the criteria for scientific research and texts. It is not a supervision process, although candidates typically receive valuable comments and suggestions for improvement. After the Faculty Council has decided on the pre-examiners, the Administrative Secretary forwards the manuscript and the related instructions and documents to them.

Pre-examination statement

Within two months of their appointment, the pre-examiners, individually or jointly, should submit a written statement on granting the student permission to defend his or her dissertation in a public examination. The statement must be unequivocally either positive or negative; it cannot be conditional.

The pre-examination statement is typically 5 to 8 pages in length and should cover at

least the following considerations:

- the scientific significance and topicality of the phenomenon
- the theoretical, societal and historical context of the research
- the clarity of the focus and the research questions
- the methodological choices
- the quality and originality of the data analysis
- the reliability and significance of the results and the researcher's ability to present arguments regarding the phenomenon studied
- the author's independent part in the research
- the organisation, presentation and language of the work
- the significance of the dissertation within the discipline

The statement ends with a conclusion regarding the quality and significance of the research within the discipline. Finally, the pre-examiner states whether permission to defend the dissertation in a public defence should be granted.

Based on the pre-examination statements, the Faculty Council makes the final decision on granting permission to publicly defend the dissertation. If the pre-examination statements conflict or are too general, the Faculty Council may request

- the pre-examiners to make their statements more specific;
- additional information to support its decision; or
- a third statement.

An opportunity is reserved for the candidate to reply to the pre-examination statements before the Faculty Council's decision on granting permission to proceed to a public defence.

The supervisor is to ensure that the candidate revises the dissertation according to the feedback given by the pre-examiners. If permission to publicly defend the dissertation is denied or the duration of the pre-examination phase becomes unreasonably long, the pre-examination process is cancelled and the dissertation returns to the supervisory process. The author has the ultimate responsibility for the research, the form of the dissertation and the publication arrangements.

Permission to defend and opponents

The Faculty Council grants permission to defend the dissertation on the basis of positive pre-examiner statements. At this point, the Council also decides on the opponent(s) and custos. The custos is usually the professor who supervised the work. The primary task of the custos is to supervise the practicalities of the public defence.

The opponent is either one of the pre-examiners or a third professor or adjunct professor. It is also possible to appoint two opponents.

Along with the permission to defend, the Faculty Council determines the date, time and place of the defence as well as the members of the grading committee. These decisions are made on the basis of negotiations with the candidate, opponent and custos. The candidate is given a chance to provide a statement on the selection of the opponents and grading committee. The opponents examine the dissertation in a public defence in keeping with academic tradition.

The venue of the defence is primarily the University of Lapland. No other location is possible without a compelling reason. When planning the date, the candidate must also consider the University's opening hours and the availability of services.

The costs of the pre-examination, the opponent's fee and the opponent's travel and accommodation and the costs of the coffee and refreshments served after the public defence are paid by the Faculty.

6. GRADING OF A DISSERTATION

When granting the candidate permission to defend his or her dissertation, the Faculty Council appoints a grading committee, which submits a proposal as to the approval or rejection of the dissertation and the grade to be awarded. The grading committee consists of the opponent(s), the custos and a member of the teaching and research staff, the last typically being the person who acted as the opponent in the Faculty's joint postgraduate seminar. The custos, typically the student's supervisor, only has the right to speak in the committee; he or she does not take part in making the grading proposal. The Grading Committee members must attend the public defence.

The grading committee issues a reasoned written statement on the dissertation to the Faculty Council within three weeks of the public examination. The statement contains a proposal as to whether the dissertation should be approved or rejected and proposes a grade for the work.

The assessment and the grading decision are based on the following criteria:

Topic, research question and task definition

- the scientific significance of the research
- the research produces new knowledge or opens up a new line of study
- the research question has been defined and delineated in a logical way

Theoretical processing: theoretical background, relation to the theory of science, conceptualisation of the subject and referencing

- concept definition and assessment

- sufficient utilisation of earlier research knowledge
- the author is familiar with the earlier theoretical and methodological discourse dealing with the topic

Research material and research methods

- the material is of sufficient scope and relevant in light of the topic
- the methods applied in the research are presented and justified

Results and conclusions

- analysing and presenting the results in relation to the research question
- assessing the credibility and significance of the results in light of the discipline
- conclusions, societal and international significance and further research options

The work as a whole and the way it is presented

- the research structure and the logic of argumentation
- quality of the language and referencing
- demonstrating critical thinking in relation to earlier research activities, methods and concepts
- research ethics
- defence of the work at the public defence

In assessing an article-based dissertation, consideration focuses on how well the articles and synthesis combine to form a scientific whole that deals with the phenomenon under study in a sufficiently broad, diverse and consistent manner.

A dissertation awarded a grade of excellent is a superlative and ambitious work. In his or her statement the opponent clearly demonstrates the significance of the dissertation for the discipline and in his or her assessment the dissertation represents cutting-edge research in the field.

Pass with distinction/excellent

In light of all the most important criteria, the work has national and international merit in terms of the significance of the topic, the research questions and the innovative research design. The study demonstrates a deep understanding of the related theoretical tradition and methodological discourse. Creativity has been used in the data collection and analysis. The study is critical and ethically commendable. It contributes to the current academic discourse on the subject. Any component studies and articles work well with it to form a coherent whole. The research is exceptionally well written and the language is polished.

The candidate presents and argues for the research in an excellent manner.

Good

In light of the salient criteria, the work has merit and in part may be exceptional. The research may have certain shortcomings but its merits make up for these. The study shows that its author has a firm grasp of the principal theories and concepts which the research requires and applies these appropriately in the work. The methodological choices are well founded, and the research methods have been applied successfully. The analysis, interpretation of results and conclusions are theoretically justified. The author addresses the relevant ethical issues critically.

The research is well written and the language is sound.

Pass

In light of the salient criteria, the research has noticeable deficiencies but these are offset by the merits of the work. The points of departure, the research question and the research design have been formulated with due regard for earlier research knowledge. The author shows an understanding of the salient theories and concepts in the field, but does not apply them as comprehensively as they could be. The methods are used appropriately and their use is adequately justified. The analysis and presentation of results is logical. The author has given consideration to the ethical questions occasioned by the research. In the main, the research is presented systematically but some shortcomings may be noted in the structure and language of the manuscript.

Fail

The research does not fulfil the minimum requirements of a scientific work. The topic is conceptualised superficially, and its treatment is only loosely connected to the field of research. The theoretical frame of reference is either too narrow or too wide, and largely presented by summarising earlier research. Links to previous research and background theories remain unclear. The choice of methods is not justified, and they are not used logically. The analysis is not convincing. The results are presented mechanically or as a list, and their relation to the background theory remains unclear. The results are not discussed in general terms. Little or no space has been dedicated to research ethics. The structure of the manuscript is not logical and the language is flawed in many respects.

The custos writes a statement regarding the candidate's performance at the public defence. Before the dissertation is graded, the author is given an opportunity to respond to the grading committee's statement. The Faculty Council decides on the approval and grade of the dissertation. If the Faculty Council's grade differs from that of the grading committee, the Council provides the grounds for its decision in writing and appends the document to the minutes of its meeting.

Should a student disagree with the grading, he or she can send a written rectification request to the Faculty Council. The request must be submitted within 14 days of finding out the grade and grading principles applied. If a student does not agree with the rectification decision concerning the grading, he or she may file an appeal with an appellate committee; this must be done within 14 days of being notified of the Faculty Council's rectification decision. The appeal is sent to the University Registry. No appeal can be lodged against the decision of the appellate committee. Provisions on the appellate committee are set out in the University's Rules of Procedure.

7. PUBLISHING A DOCTORAL THESIS

As a rule, starting from 1 January 2019 all dissertations at the University have been published in electronic form as online publications. If a student wishes to publish his or her dissertation in print form, this has to be done at his or her own expense. For online publications, the University uses the Lauda publication repository. Additional information may be found through the Lapland University Library at lib.luc.fi/dissertations and research.library@ulapland.fi.

A doctoral candidate has to ensure that the dissertation is complete and publicly available at least 10 days prior to the public defence. Furthermore, he or she must have obtained the necessary rights to any published material in the work, for example photographs. The student is responsible for the costs of any language checking.

8. PUBLICISATION

These instructions concern the media coverage of public examinations taking place at the University of Lapland. The Communications and External Relations Unit informs the media about public examinations.

The student has to send a one-page draft press release to Communications unit at least two weeks prior to the public examination. Communications edits the press release and works out the publication schedule with the student.

The dissertation's new contribution to the field is the most important issue, and should therefore be presented at the beginning of the press release. It is followed by the background, research methods, research subjects and so forth. When writing the draft, the author should keep in mind that it may not be feasible to report each and every research result in the press release. It is enough to highlight one or two of the most important contributions.

In addition to the results, the press release should focus on aspects of the research and its practical applications that are important, interesting and newsworthy to

the general public. The press release should be written in such a way that it will be understood by a person who is not familiar with the field.

The draft press release should include a short biography comprising the following information:

- a. Name, date of birth, place of birth
- b. Upper secondary examination (year, school)
- c. University degrees (years, universities)
- d. Significant responsibilities in working life
- e. Current position and starting date
- f. Contact information (phone, e-mail)

Email the draft press release and a digital photo of yourself to Communications: tiedotus(at)ulapland.fi. If necessary, the photo can be taken by Communications.

When a dissertation is written in English, the press release is written in Finnish and in English. The English press release is published on the university website. For dissertations in Sámi, the press release may be translated into Sámi. In this case, the draft release may be needed more than two weeks before the defence.

Distribution of the press release

Communications is in charge of distributing the press release to the media. The standard distribution covers the media in northern Finland and the most important national media. The press release is also sent to journals in the relevant field and to other interested parties. The extent of the distribution is agreed upon jointly with the doctoral candidate. The media decide independently on publishing the news.

Communications is responsible for reporting on the public examination on the university website. In addition, public examinations are reported in *Kide*, the magazine of the University of Lapland community. The circulation of the magazine is 4,500 copies, of which approximately 3,000 are distributed outside the University (figures for 2015).

International media communication must always be agreed on separately. In such cases, the candidate is to deliver a list of the international media contacts to the Communications. The candidate is always personally responsible for communication directed at the publication series of the relevant field and collaborators.

Communications will gladly assist and advise candidates in matters related to press interviews and the media in general. They are advised to prepare to be contacted by

journalists before and after the public defence.

9. THE PUBLIC DEFENCE

The public examination begins 15 minutes past the hour indicated in the announcement.

Attire

The candidate, custos and opponent(s) wear a tailcoat and a black vest; women wear a long-sleeved two-piece suit or skirt suit with a knee-length skirt. A male candidate, custos and opponent may also agree to wear dark suits. Badges of merit or honour may not be worn. Women may wear pieces of jewellery but not ones that are overly conspicuous.

Entrance and opening of the examination

The candidate enters the auditorium first, followed by the custos and finally the opponent(s). The audience acknowledges them by rising. The custos and the opponent(s) carry their doctoral hats in their hands. They walk to the front of the room and place their hats on a table, with the lyre facing the audience. The Faculty supplies a flower arrangement for the candidate's table.

When all are seated, the custos opens the event by stating: 'As the custos appointed by the Faculty of Education, I hereby declare this public defence open.' or: 'Today we will publically examine the dissertation (title of the dissertation) written by (candidate's name and degree). The opponent is Professor/Adjunct Professor (name) from the University of (name). As the custos appointed by the Faculty of Education, I hereby declare this public defence open.'

Thereafter, the supervisor, the opponent(s) and the audience take their seats. The candidate stands and gives the introductory presentation, the *Lectio praecursoria*. The presentation begins as follows: 'Mr/Madam custos, Mr/Madam opponents, Ladies and Gentlemen.'

Lectio praecursoria

The lectio praecursoria is the introductory presentation that the candidate has prepared especially for the audience. It may last for a maximum of 20 minutes. There are no official instructions as to its content. However, it should address the background, implementation and important results of the dissertation as well as the academic and practical significance of the research. Instead of being a summary, it should provide an introduction to the dissertation with an emphasis on what the author considers to be the most important or interesting contributions of the study.

On concluding the lectio praecursoria, the candidate addresses the opponent with the following words: 'Mr/Madam Professor/Dr NN, I request that you, as the opponent of my dissertation duly appointed by the Faculty of Education at the

University of Lapland, present your critical comments on my dissertation.'

The opponent stands and delivers a brief statement concerning the scientific status and significance of the dissertation, together with other issues of a general nature. The candidate listens to the introductory statement by facing the opponent. When the opponent has finished the address, both the opponent and the candidate take their seats.

Examination

Next, the opponent starts examining the dissertation. In the beginning, attention is paid to general issues such as the research topic, structure and organisation. This is followed by a more detailed analysis. The opponent may not use more than four hours for the examination. If the examination is likely to take longer than two hours (including the lectio praecursoria), a break of 15 to 30 minutes will be held, announced by the custos.

At the conclusion of the examination, the opponent stands and delivers the closing address. The candidate stands and faces the opponent while listening to the address.

In his or her closing address, the opponent summarises the issues that came up in the examination, discusses the scientific significance and value of the work and assesses the candidate's ability to defend his or her dissertation. In concluding, the opponent will propose that the dissertation be accepted as fulfilling the requirement for conferring a doctor's degree.

The closing address may be as follows: '... I hereby propose that the dissertation XX by NN be accepted as a thesis entitling the author to a doctor's degree.' or '... I hereby propose that the Faculty of Education at the University of Lapland approve NN's dissertation that was examined here today.'

Thereafter, the candidate remains standing and thanks the opponent. Finally, the candidate turns to the audience and states: 'I now invite any member of the audience who wishes to offer criticism of my dissertation to request the floor from the custos.' If there are any such requests, the custos presides over the discussion and ensures that the candidate is given the opportunity to reply to each comment and that the comments remain on topic.

Conclusion of the public defence

The official public defence ends when the custos stands and says: 'The public defence is completed.' The audience stands and the opponent, custos and candidate exit the auditorium in this order, with the opponent and custos carrying their doctoral hats.

After the official public defence, the university serves coffee to the participants if the examination was arranged on its premises and the restaurants are open. The candidate may be greeted after the defence, but all congratulatory speeches should

be reserved for the post-doctoral party.

Auditorium equipment

Contact the Administrative Secretary in matters related to practical arrangements at the University, equipment on the premises, AV equipment, etc. Make sure to submit any requests concerning equipment at least one week before the defence.

10. DISSERTATION DEFENCE PARTY

The dissertation defence party is an academic tradition. It ends the dissertation process and is arranged by the candidate in honour of the opponent. The party also gives the candidate an opportunity to thank the supervisors and all supporters for their assistance during the dissertation process. In addition to members of the academic community, relatives and friends are also often invited to this party. However, it is not necessary to arrange an extensive party. The candidate can decide it is a smaller occasion and the number of invitees is up to her or him to decide.

Originally, invitations to the dissertation defence party were not sent until the opponent had declared at the end of the defence that he or she would propose approval of the dissertation. Nowadays it takes longer to make the necessary arrangements and therefore at some point the candidate usually asks the opponent whether the process can be started. In fact, the candidate typically sends the invitations beforehand, and the invitees can verify at the defence whether the invitation is still valid. In practice, permission to defend the dissertation given by the Faculty ensures the quality of the dissertation and marks the beginning of the party arrangements.

Invitations

The candidate may plan the wording of the invitation as he or she sees fit. The invitation may cover all the information regarding the public examination (e.g. ‘My dissertation X will be publicly examined in auditorium Y on date Z. The opponent is Professor/Adjunct Professor NN from the University of X, and the custos is Professor NN from the University of Lapland.’). The invitation to coffee and a post-doctoral party may be as follows: ‘You are warmly welcome to attend the public defence of my dissertation and to have coffee and cake thereafter in (venue). The opponent permitting and to honour his or her contribution, you are also welcome to attend my post-doctoral party in (venue) on (date).’ or ‘My opponent permitting, there will be a post-doctoral party in (venue) on (date). Welcome!’

It is recommended that the invitation indicate the dress code, especially if the candidate does not wish to follow the traditional tailcoat and evening dress theme or if he or she wants to allow more dress options. The typical code is ‘evening dress or dark suit’. In this case, the guests should wear something more formal than everyday clothes. Men may wear a tailcoat and a white waistcoat (black waistcoat at the

defence) or a dark suit. Women wear an evening gown, a skirt suit or a short formal dress. The traditional colour used in academic celebrations is black, but other colours have also become common. In addition to the opponent and the custos, the candidate may invite other people who have contributed to the dissertation process.

Seating arrangements

The party is hosted by the candidate. The opponent is the guest of honour, seated immediately to the right of the doctoral candidate. If there were two opponents at the public examination, they are seated on both sides of the doctoral candidate. The custos is seated to the left of the candidate or, if there are two opponents, opposite the candidate. Thereafter, the other guests are seated, usually in order of their academic achievement. If the candidate's spouse is present, he or she is usually seated opposite the candidate.

Programme

The doctoral candidate offers food and drink as well as some form of programme. The candidate (or the spouse) starts by welcoming the guests before dinner is served. Speeches are usually made after the meal before coffee/dessert is served. The candidate begins, first thanking the opponent and the custos and then all others who have directly contributed to the dissertation work in the order that he or she deems appropriate. The more personal the relationship a guest has with the candidate, the further down the guest will be in the list of people receiving compliments. Those addressed then reply to the candidate in the order in which the candidate thanked them. The candidate remains seated while listening to the speeches.

11. DEGREE CERTIFICATES

Doctoral or licentiate students must apply for their degree certificates in writing. The relevant form is available at the faculty office. An application for the degree certificate should be filled in and taken to the Head of Study Affairs in the faculty office. The licentiate degree certificate is to contain the following information: the major subject, the grade for the thesis, the minor subject and the grade for the subject. The doctor's degree certificate has the following information: a licentiate degree, if any, the title of and grade received for the dissertation and the discipline to which the dissertation belongs.

12. CEREMONIAL CONFERMENT

The Ceremonial Conferment of doctoral degrees is the most traditional and solemn of all academic ceremonies, dating back to the 13th century, when universities became established as part of society. It is therefore filled with tradition: speeches, processions, wreaths, swords and phrases in Latin. The conferment is primarily

meant for masters and doctors, an opportunity for them opportunity to celebrate and enjoy the fruits of their labours. The festivities last for three days, culminating in the conferment, where the new doctors are given a doctoral hat and sword to signify the doctor's degree. After the conferment, there is a procession to a conferment church service, and later in the evening, a conferment banquet and ball.

On the day preceding the conferment a sword sharpening ceremony is held in which each new doctor (promovendus/-a) presents a sword saying stating what he or she will fight for with the sword. On the third day, the celebrants go on a conferment excursion that includes a traditional picnic or a sailing tour. Ceremonial conferments are not organised annually.

In the conferment, the University may also pay tribute to persons with exceptional scientific or social merit by conferring an honorary doctor's degree on them. The conferment also affects the future of the promovendi: only those who have been conferred are allowed to use their symbols of rank – the doctoral hat and sword. The doctoral hat symbolises academic freedom, and the sword is a weapon used for seeking and defending the truth. The colour of the doctoral hat of the Faculty of Education is black.