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## APPENDICES

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## TO THE POSTGRADUATE STUDENT

The Faculty of Art and Design is one of the university-level units of art education in Finland. Its research concentrates on the development of ecologically and culturally sustainable design, art activities, and art education taking place in northern environments and communities. The artistic activity of the faculty combines the global perspective with northern orientation and cultural heritage.

It is possible to complete a Doctor of Arts degree in the faculty. The postgraduate studies of the faculty are scientifically oriented. The doctoral thesis may also include an artistic production.

Postgraduate studies can be taken in the faculty's educational areas, which are

- audiovisual media culture
- graphic design
- art education
- interior and textile design
- industrial design
- clothing design
- other area of art and design

Education on researcher skills is offered by the Graduate School of the University of Lapland. Its updated curriculum is on the school's web pages. The Graduate School of the University of Lapland provides the following three multidisciplinary and thematic doctoral programmes: Culture-centred Service Design, Northern Cultures and Sustainable Natural Resource Politics, and Communities and Changing Work. Studies on researcher skills can also be taken at other universities.

Contact information of the Faculty of Art and Design:

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Rovaniemi	
Visiting address	Yliopistonkatu 8
Phone	016-341 341 (exchange)
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## 1. APPLYING FOR POSTGRADUATE STUDIES

### 1.1. Objectives of postgraduate education and completing the degree

The Decree on University Degrees (794/04, amended 19 Dec. 2013), issued 19 August 2004, lays down provisions on scientific and artistic postgraduate university degrees. The Decree provides the following:

*The aim of the scientific and artistic postgraduate education is that having completed the studies the student*

- 1) *is well-versed in his/her own field of research and its social significance;*
- 2) *has acquired the knowledge and skills needed to apply scientific research methods independently and critically and to produce new scientific knowledge;*
- 3) *masters the development, basic problems, and research methods of his/her own field of research*
- 4) *has gained such a level of knowledge of the general theory of science and of other disciplines relating to his/her own field of research as enables him/her to follow developments in them.*
- 5) *has reached sufficient communication, language, and other skills to work in extensive and demanding expert and developer positions and to engage in international collaboration.*

*In the field of art and design, the aim of postgraduate education leading to a doctorate may be, in addition to the aims listed in subsection 1, that the student gains knowledge and skills for independently creating methods of artistic representation, or products or performances which fulfil high artistic demands.*

*In the field of art education, the aim of postgraduate education may be, in addition to or instead of the aims referred to in subsection 2, that the student gains knowledge and skills for independently creating methods of artistic representation, or products or performances which fulfil high artistic demands.*

*To be awarded a doctorate, the student is to*

- 1) *complete the required postgraduate studies;*
- 2) *demonstrate independent and critical thinking in the relevant field of research; and*
- 3) *compose a doctoral dissertation and defend it in public or provide other public demonstrations of scholarship and skill as prescribed by the university.*

According to Section 37 of the Universities Act (558/2009):

*Eligible for studies leading to an academic or artistic postgraduate degree shall be a person who has completed*

- 1) *an applicable higher university degree;*
- 2) *an applicable higher polytechnic degree;*
- 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 or artistic postgraduate degree complete the necessary supplementary studies in order to acquire the knowledge and skills needed for the studies.*

*Eligible for studies leading to a professional postgraduate degree shall be a person who*

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

*Further provisions concerning eligibility for professional postgraduate degrees shall be enacted by Government Decree.*

*Eligible for studies referred to in this Section may also be a person whom the university judges otherwise to have sufficient knowledge and skills for the studies.*

Having completed the postgraduate studies in the Faculty of Art and Design, the student

- 1) has become well-versed in his/her own field of research and understands its social significance;
- 2) is able to apply scientific research methods, produce new scientific knowledge, and/or independently create methods of artistic representation, or products or performances which fulfil high artistic demands;
- 3) masters the development, basic problems, and research methods of his/her own field of research;
- 4) has gained such a level of knowledge of the general theory of science and of other disciplines relating to his/her own field of research as enables him/her to follow developments in them; and
- 5) has reached sufficient communication and language skills to work in extensive and demanding expert and developer positions and to engage in international collaboration.

The education is based on research and artistic activity as well as the relevant professional practices of the field.

## 1.2. Eligibility for postgraduate education

In the Faculty of Art and Design of the University of Lapland, scientific postgraduate education builds on a higher university degree in the educational field of art. Eligibility may also be granted to a person who has completed a higher university degree in another area and whose area of postgraduate degree is related to the faculty's fields of education and whose competence the faculty deems sufficient for postgraduate art education.

The primary task of the Faculty of Art and Design is to promote research, artistic activity, and societal interaction and to support postgraduate education in the field of art. As a rule, the postgraduate students of the faculty complete the degree of Doctor of Art and Design. In special cases, the right to complete the degree of Doctor of Philosophy can be granted to a person who has completed a basic degree in an educational area other than art at a Finnish institute of higher education or a degree corresponding to a Finnish basic degree at a foreign institute of similar status. A multidisciplinary dissertation must receive a statement of approval from the supervising professor. Before granting eligibility to a student for postgraduate education, the faculty verifies that the completed degree provides sufficient readiness for postgraduate studies in the educational field of art.

A person who has completed abroad a degree corresponding to a higher degree can be granted the right to complete a postgraduate degree, provided that he/she has sufficient readiness for postgraduate studies and that the faculty can appoint an instructor.

### 1.3. Applying for postgraduate studies

Eligibility for completing a postgraduate degree is requested from the faculty that mainly deals with the discipline of the research. The aim of the admittance is to produce researchers and other high-level experts out of students who are skilled, motivated, and committed to research and postgraduate studies.

The selection process is specifically focused on assessing the applicant's scientific thinking, proficiency in the central concepts and models of his/her field, and ability to define and solve problems. When the research contains an artistic production, the selection also focuses on artistic know-how, documentation of the artistic process, and the way in which the artistic production is related to the research argumentation.

The applicant for postgraduate studies is recommended already in the planning phase to consult the professor whose expertise is most closely related to the research topic in order to discuss the research topic, research plan, and other issues related to the postgraduate studies. This is to ensure that the faculty has the needed resources for instruction and that the research topic is linked to the profile of the faculty and university.

The right to study for a postgraduate degree in the Faculty of Art and Design is mainly twice a year: in the autumn 1.9.-20.10. by 3 p.m. and in the spring 1.3.-18.4. by 3 p.m. Fill in the application form in Study bath –system. The faculty requests an opinion on the application from the faculty's professor representing the pertinent educational field after which the application is handled by the faculty's working group on doctoral education. After the working group on doctoral education has handled the issue and based on the presentation of the head of student services, the Dean decides on the admission to postgraduate studies. The assessment of the application centers on the research plan.

The right to study begins either on January 1. or August 1. One can get the right to study at other time also in case there is a special reason for that (e.g. research funding, which requires the right for postgraduate studies). One applies for the postgraduate studies of the faculty to which branch one's research mainly belongs to.

Certified diplomas and a research plan must be appended to the postgraduate student application form.

#### Research plan

- topic or topic area of the postgraduate studies and preliminary information on whether the postgraduate studies belong to the general doctoral programme of the University of Lapland or to one of its three thematic multidisciplinary doctoral programmes (Culture-centred Service Design, Northern Cultures and Sustainable Natural Resource Politics, and Communities and Changing Work)
- relation between the scientific part and the possible artistic production
- goals, problems, realization, and methods of research
- summary and key words, roughly one page

- length 7–10 pages (font size 11-12, line spacing 1,5)
- connection to the focal areas of the university (cf. detailed selection criteria, below)

The application must also include the timetable of the postgraduate studies, an estimate of the completion of the research and the possible artistic productions, and the possible funding.

A preliminary plan for other postgraduate studies (60 cr.) and a notification of a potential need for instruction from outside the faculty must be appended to the research plan.

Detailed selection criteria for postgraduate students:

- innovativeness of the research topic
- realistic plan and adequate contents
- objectives of the possible artistic production and realistic implementation
- research topic and its relation to the faculty's strategic focal points of research
- success in master's studies or corresponding studies abroad
- grade of the thesis at least good or expertise shown otherwise
- student's commitment to studies and possibility to take part in postgraduate education seminars and other required studies
- sufficient language skills required in the studies
- availability of expert instruction and sufficient instruction resources
- continuation of instruction

Eligibility is not granted if the applicant does not fulfil the terms of admission. Admission may also be denied due to insufficient supervision or financing resources or because the available expertise is not applicable to the applicant's research topic.

#### 1.4. Tasks of the supervising professor

The supervising professor is a professor working for the faculty who gives the statement of admission to postgraduate studies and advises the postgraduate student in issues related to the doctoral dissertation work. The supervising professor may also function as the first or second instructor.

The tasks of the supervising professor are as follows:

- gives a statement of admission and on the supervision of the thesis work
- ensures that the supervision agreement is made
- together with the postgraduate student, asks the faculty to appoint a scientific instructor for the thesis work and, when necessary, an artistic production instructor
- negotiates the study plan with the postgraduate student, handles the possible credit transfers, and gives a statement on the study module included in the doctoral degree before it is confirmed by the faculty council (together with the instructor, if necessary).
- is in contact with the possible external instructor
- if necessary, makes a proposal to the faculty council to appoint a dissertation committee before the opponent(s) are invited
- makes a proposal to publish the dissertation in the Acta Universitatis Lapponiensis series

### 1.5. Appointing instructors for postgraduate studies

The instructional relationship in the postgraduate studies must always be made official, which also makes it public. The official status also gives the instructor the right to be heard in selecting the preliminary examiner and opponent(s). The supervising professor and postgraduate student draw up a proposal for an instructor/instructors and submit it in writing to the chief of administration. The faculty council decides on the selection. The decision requires a written consent from both the instructor and the student.

The instructor may be a professor, docent, or a person holding a doctoral degree who is academically and/or artistically competent and knowledgeable in the relevant field. Depending on the nature of the dissertation, a sufficient number of instructors shall be appointed. At least one of them must represent the faculty's field of education, and at least one of them must have a doctoral degree.

The personal instructor has a central role in postgraduate studies. The instructor must support the student in conducting scientific research or in realizing an artistic production and provide study counselling in general. According to good instruction practice, the instructors communicate with each other and share their responsibilities when necessary.

The postgraduate student must participate in instruction regularly and inform the instructor about the progress of the research. The Faculty of Art and Design follows the recommendations of doctoral thesis instruction practice given by the Teaching and Research Council of the University of Lapland on 25 October 2005.

An instruction agreement is made for thesis instruction. It defines the responsibilities, duties, and commitment of the instructor(s) and student as well as other noteworthy issues. Possible changes to the instruction agreement are processed when necessary by the faculty's working group on doctoral education. The instruction agreement is appended to this guide and can be found at

<http://www.ulapland.fi/InEnglish/Units/Faculty-of-Art-and-Design/Studies/Doctoral-Study-Guide>.

The postgraduate student must also make a personal study plan. It is appended to this guide and can be found at

<http://www.ulapland.fi/InEnglish/Units/Faculty-of-Art-and-Design/Studies/Doctoral-Study-Guide>. The instructor gives a statement on credit transfer and substitution of studies. If the instructor is not a faculty member, other studies are agreed on with the supervising professor.

### 1.6. Decision on the application and rectification request

Applicants admitted to pursue postgraduate studies are informed about the decision personally by letter. Also rejected applicants are informed of the decision and its grounds. Those disagreeing with the decision may submit a written rectification request to the Dean within 14 days from the decision.

## 1.7. Registering at the university as a postgraduate student and termination of the right to postgraduate studies

Having received the right to complete a postgraduate degree, the student registers as a postgraduate student of the Faculty of Art and Design at the Student Services of the university (visiting address Yliopistonkatu 8). The postgraduate student must remain registered as an attending student throughout the studies. When registering, the postgraduate is to inform whether he/she aims to study in the general doctoral programme of the University of Lapland or in one of the university's three multidisciplinary, thematic doctoral programmes (Culture-centered Service Design, Northern Cultures and Sustainable Natural Resource Politics, or Communities and Changing Work).

The student is deemed having given up the right to postgraduate studies if he/she

- has not agreed on discontinuing the studies with the instructor or supervising professor
- has not registered as a postgraduate student for two consecutive years, or
- regardless of notifications has not participated in the postgraduate studies and agreed instruction sessions.

After the study right has been relinquished, continuing with the postgraduate studies requires a new application procedure in compliance with the applicable regulations.

## 2. CONTENT OF POSTGRADUATE STUDIES

In the Faculty of Art and Design the scope of the Doctor of Arts degree is 240 credits: the thesis adds up to 180 and other postgraduate studies to 60 credits. The doctoral dissertation must be relevant and valuable in terms of research in the educational field of art. It must also demonstrate the candidate's capability of producing new research-based knowledge independently. The dissertation may include an artistic production. The Doctor of Arts degree is normally completed in four years.

### 2.1. Artistic production as part of the doctoral thesis

The artistic production must be an integral part of the thesis. It can be e.g. an exhibition, a product development project, a teaching production, or a production concept.

The postgraduate student is responsible for recording the artistic production. The preliminary examiners must be able to review the recorded material after the original presentation.

The postgraduate student must always inform the instructor of the timetable, to which the student and the preliminary examiner (appointed later) must commit themselves.

The postgraduate student always takes care of the invitations concerning the artistic production. The invitations must be delivered well in advance to the preliminary examiners, faculty council members, and presenters. During publication, it must be mentioned that the artistic production is related to a doctoral dissertation.

## 2.2. Article-based dissertation

In the scientific postgraduate education of the Faculty of Art and Design, a dissertation may be based on articles. In such cases the faculty accepts as a dissertation a required number of scientific publications or manuscripts accepted for publication and dealing with an integrated set of problems, and a summary thereof.

The publications may include co-authored publications if the author's independent contribution to them can be demonstrated. Co-authored publications must include a report on each candidate's contribution to the work. The report can be appended to the end of the articles.

An article-based dissertation must include a sufficiently extensive introduction combining the articles into a comprehensive scientific entity with an integrated set of problems and scientific relevance in the branch. The introduction must also include the methods and results of the research.

The number of articles is not crucial in itself. Instead, the scientific contribution realized through the articles, introduction, and summary is essential. The recommended number of articles is 3 – 5 international or Finnish refereed articles, of which at least one must be a Publication Forum level 1 article or higher. The author must be the only or the first author in at least three of the articles. The articles must be published in respected publications of the related discipline after admission to the postgraduate studies.

In the evaluation of the aggregate, attention is paid to the publishing forum and to the way in which the articles and introduction form an in-depth research entity. The Teaching and Research Council of the University of Lapland has laid down recommendations for the dissertation process. They also include recommendations for more detailed criteria concerning article-based dissertations.

## 2.3. Other degree studies (60 credits)

The postgraduate may study either in the general doctoral programme of the University of Lapland or in one of the university's three multidisciplinary, thematic doctoral programmes, which are Culture-centered Service Design, Northern Cultures and Sustainable Natural Resource Politics, and Communities and Changing Work (information in Finnish on the curricula:

<http://www.ulapland.fi/Suomeksi/Tutkimus/Tutkijakoulu/Tohtoriohjelmat>).

In addition to the dissertation research and a potential artistic production, the Doctor of Arts degree includes 60 credits of other studies.

UTAT0100 General Studies in Researcher Skills (20 cr.), corresponds to the studies on the philosophy of science and researcher skills of the thematic doctoral programmes.

Studies on researcher skills is offered by the Graduate School of the University of Lapland. Its updated curriculum is on the school's web pages. Studies on researcher skills can also be completed at other universities.

Researcher skills can be studied in the following areas:

- philosophy of science and research ethics
- writing scientific and texts for domestic and international forums
- presentation and argumentation in scientific and artistic communities
- planning art and science projects

UTAT0200 Studies related to the field of research (20 cr.), corresponds to the discipline and faculty-specific studies of the thematic doctoral programmes

- own area's information theory and philosophy
- own area's methodology studies
- own area's researcher seminars or graduate school seminars

Studies related to one's own field of research support the postgraduate student's ability to understand and participate in the academic international discourse of his/her field. When necessary, the emphasis between the studies can be fine-tuned by reviewing the study plan with the instructor. If the instructor is not a member of the Faculty of Art and Design, the review is made with the supervising professor.

Introductory seminar to researcher studies

Content of the course: The introductory seminar is an annual assembly of new postgraduates of the Faculty of Art and Design allowing them to discuss issues, present themselves, and to network in the educational field of art. The seminar orients the participants to research studies and researcher's work as well as to the practices of academic and artistic research.

Objectives: The objective is to provide a compact introduction to the basic researcher skills and practices for fresh postgraduates. The students learn to comment on their research plans and processes and to present them to various types of research communities, they examine the practices related to the publication of research and artistic work, they revisit the basics of summarizing, and they acquaint themselves with the research areas of their faculty and the university. The seminar provides a sound basis for multidisciplinary research collaboration within the faculty.

Working method: The seminar is a compact package (takes place on a Friday afternoon and Saturday). The seminar work covers lectures, presentations, essays, and team work.

Evaluation: pass/fail

Scope: 2cr.

Target group: postgraduate students of the Faculty of Art and Design

Teachers in charge: faculty professors

## Research seminars in the educational field of art

Content of the course: In the research seminars of the degree programmes the postgraduates present their own research and its various phases. The seminars prepare the students for functioning as members of the research community and of the artistic research community. The seminar work is targeted at completing the dissertation.

Objectives: The seminars provide a strong basis for participating in the scientific and art-related discussions taking place in the research areas of the degree programmes. The aim is to strengthen the students' skills in academic presentation. The seminar work acquaints the students with the scientific networks and forums of the research areas of the degree programmes. The work links the postgraduate's research with the activity of the faculty and supports the student in completing the research process.

Working method: Seminars, workshops, and writing and commenting academic texts

Evaluation: pass/fail

Scope: 10 cr.

Target group: postgraduate students of the educational field of art

Teachers in charge: faculty professors

UTAT0300 Studies supporting the topic of research (20 cr.), corresponds to the specialized studies of the thematic doctoral programmes

Studies related to the topic of research may encompass participation in domestic or international seminars or conferences either as a participant or as a presenter of an article. The studies supporting the topic of research may also include critical literature reviews and minor subject studies. The studies are defined in advance with the instructor. If the instructor is not a faculty member, the other degree studies are defined with the supervising professor.

Credits received from different types of performance (e.g. articles, presentations):

- literature summary as an essay or examination (scope of book 250 pages) = 2 cr.
- essay of one's own research topic, 4 pages = 1 cr.
- participation and text presentation in a seminar (e.g. graduate school) = 2 – 3 cr.
- seminar abroad and text = 4 cr.
- text in a domestic or international publication = 2 – 6 cr.
- article in a domestic or international refereed publication = 8 – 12 cr.

## UTAT0400 Dissertation

Anyone planning on postgraduate studies is recommended to contact the professor closest to the research topic already when applying for a study right.

Contact persons:

Professor Riitta Brusila, graphic design  
 Professor Jaana Erkkilä, visual arts  
 Professor Päivi Granö, visual art education (off duty –31 Dec. 2017)  
 Professor Tuija Hautala-Hirvioja, art and culture studies  
 Professor Mirja Hiltunen, visual art education (–31 Dec. 2017)  
 Professor Jonna Häkkinen, industrial design  
 Professor Heidi Pietarinen, textile design (-31 Dec. 2021)  
 Professor Timo Jokela, applied visual arts, visual art education  
 Professor Satu Miettinen, design research, service design  
 Professor Ana Nuutinen, clothing design (-31 Dec. 2021)  
 Professor Eija Timonen, audiovisual media culture  
 Professor Marja Tuominen, cultural history (Faculty of Social Sciences)  
 Professor Minna Uotila, design research

Contacting by e-mail: [firstname.lastname@ulapland.fi](mailto:firstname.lastname@ulapland.fi).

### 3. EXAMINATION PROCEDURES OF THE DOCTOR OF ARTS DEGREE

#### 3.1. Preliminary examination procedure

##### 3.1.1. Preliminary examination of a dissertation manuscript

Before starting the preliminary examination procedure, the instructor estimates whether the manuscript is ready to be offered for preliminary examination. The instructor is responsible if an unfinished manuscript is put forward in the examination procedure. The instructor must negotiate with the supervising professor on commencing the preliminary examination procedure and consider whether evaluating the manuscript requires the opinion of another expert on the same topic or field of research. After this, the instructor recommends submitting the manuscript for preliminary examination. The instructor(s), supervising professor, chief of administration / head of student affairs, and, when necessary, another representative of the field negotiate on suitable pre-examiners. Having heard the instructor, the faculty council appoints at least two pre-examiners for the dissertation on the basis of the student's application. An instructor cannot act as a pre-examiner. Before appointing the preliminary examiners, the doctoral candidate is given the opportunity to give a statement on the possible incapacity of the proposed preliminary examiners.

When delivering the preliminary examination application to the faculty office, the student must also deliver three copies of the dissertation manuscript or of the article-based dissertation's articles and introduction as well as the summary of the manuscript.

The preliminary examiners must give their statement within three months after having received the manuscript. They must state whether the dissertation meets the criteria for granting permission to a public examination. The purpose of the pre-examination is to ensure that the dissertation manuscript fulfils the criteria for scientific research and writing. The pre-examiners must justify their statement. The preliminary examination statement cannot be conditional in such a way that amendments suggested in it would be a precondition for giving permission to a public examination. A preliminary examiner may, even if amendments are proposed, recommend granting permission to a public examination if making the amendments is not a prerequisite for approving the dissertation. If permission

to a public examination is denied in the pre-examination statement, the manuscript returns to the instruction process. When the preliminary examination procedure has failed, the doctoral candidate may request for a new preliminary examination when the amendments suggested in the rejecting preliminary examination statement or other amendments have been made and the instructor recommends starting the preliminary examination procedure.

Prior to the faculty council proceedings, the postgraduate student is given the opportunity to respond to the preliminary examination statement.

### 3.1.2. Preliminary examination of an artistic production as part of the dissertation

Before the beginning of the preliminary examination, the instructor of the artistic part assesses whether the artistic production is ready to be offered for preliminary examination. The instructor must negotiate with the supervising professor on commencing the pre-examination. Then the instructor grants the student permission to publish the artistic production and delivers the permission to the faculty, after which at least one or, when necessary, two pre-examiners are appointed to the artistic production. Normally, all the parts of the artistic production are assessed by the same pre-examiner(s). The instructor must authorize the publication of each part separately.

The pre-examiners of the artistic production must be able to form their opinion on the scientific part of the dissertation as well as on the relationship between the scientific and the artistic part in terms of content and scope and the way in which they are connected. When the research contains an artistic production, the assessment focuses on artistic know-how, documentation of the artistic process, and the way in which the artistic production is related to the research argumentation. The postgraduate student must append a report to the preliminary examination application. Based on the report, the preliminary examiners can form an opinion of the status of the artistic part in the dissertation.

The preliminary examiners of an artistic production must give their statements within three months after having received each production. They must give a statement on whether they recommend approving the artistic part's inclusion into the dissertation. If the artistic part includes several productions (e.g. a series of exhibitions) the faculty council handles the statements on each part in a single faculty council meeting. Based on these statements, a decision is made to either approve or reject the artistic production as part of the dissertation. The statements correspond to proposing permission to a public examination for the scientific part. Prior to the faculty council proceedings, the postgraduate student is given the opportunity to respond to the preliminary examination statement.

### 3.2. Permission to a public examination

After receiving statements from the preliminary examiners recommending permission to a public examination, the postgraduate student must apply for the permission from the faculty council. The application must contain the dissertation manuscript or the article-based dissertation's articles and their introduction as well as a summary of the dissertation manuscript.

### 3.3. Opponents

After granting permission to a public examination, the faculty council appoints one or two opponents and a custos to act as a chairperson during the public examination. Before the opponent(s) and custos are appointed, the doctoral candidate is given an opportunity to give a written statement on the issue to the faculty council.

Within three weeks after the public examination, the opponent provides the faculty council with a justified written statement of either approving or rejecting the dissertation. If there are several opponents, they may also give a joint statement. The statement must express clearly whether the opponent recommends rejecting or approving the dissertation; in the latter case, the statement must also include a proposal for a grade if a separate dissertation committee has not been appointed.

An approved dissertation is graded according to the following scale (from lowest to highest): *approbatur*, *lubenter approbatur*, *non sine laude approbatur*, *cum laude approbatur*, *magna cum laude approbatur*, *eximia cum laude approbatur*, or *laudatur*. NOTE that the grading has, based on the decision of the faculty council in March 17, 2016, changed from 1 Jan. 2017 on: accepted with thanks, accepted, failed.

Artistic productions are not graded separately because they are assessed as part of and relative to the whole dissertation.

### 3.4. Publishing the dissertation and artistic production

The dissertation must be published at the latest ten days prior to its public examination. The Dean may reduce this period for specific reasons.

If the dissertation includes an artistic production, the postgraduate student must announce at the latest ten days prior to the public examination where the artistic production or a recording thereof can be seen. The information must be reported to the faculty office and the Corporate Communications unit of the university.

Copies of the statement(s) given by the opponent(s) are submitted to the doctoral candidate and he/she is given an opportunity to present a written reply before the faculty council's proceedings.

### 3.5. Dissertation committee

At the supervising professor's proposal, the faculty council may appoint a dissertation committee to prepare a proposal for the grade. The dissertation committee is appointed before the opponents are nominated. The dissertation committee may comprise e.g. the opponent(s), custos, dissertation instructor, professor of the relevant subject, and an outside expert. The members of the dissertation committee must attend the public examination.

The dissertation committee will deliver a well-grounded proposal to the faculty council. The proposal complements the statement of the opponent(s) and supports either the approval or the rejection of the dissertation. If it supports approval, a grade proposal is included as well.

### 3.6 Approval of the dissertation

The faculty council either approves or rejects the dissertation and decides on its grade.

Should one disagree with the evaluation, a written rectification request may be sent to the faculty council. If unsatisfied with the rectification decision, one may appeal to the appellate committee for an amendment.

### 3.7. Doctor's degree certificate

To apply for the doctor's degree certificate, the following form is used (<http://www.ulapland.fi/Suomeksi/Yksikot/Taiteiden-tiedekunta/Opiskelu/Lomakkeet> ), including an attached certificate of the fact that all required studies have been completed (transcript). The application is to be delivered to the faculty council. The certificate is granted by the Dean's decision.

## 4. TRANSITIONAL PROVISIONS

The updated postgraduate degree requirements will take effect on 1 August 2015.

Postgraduate students admitted to the Faculty of Art and Design before 31 December 2010 may choose to complete the other studies of the Doctor of Arts degree according to the curriculum confirmed by the faculty council on 15 June 2006. Postgraduate students admitted to the Faculty of Art and Design before 1 August 2015 may choose to complete the other studies of the Doctor of Arts degree according to the curriculum confirmed by the faculty council on 16 September 2010.

## 5. GUIDELINES FOR DOCTORAL CANDIDATES AND PUBLICATION INSTRUCTIONS

### 5.1. Informing about the public examination

The Corporate Communications unit of the university is responsible for informing the media about a public examination. For this purpose the doctoral candidate must, at the latest a week prior to the examination, deliver a one-page press release draft introducing the dissertation. The Corporate Communications unit and the candidate use the draft to compose the final press release.

The most important issue, the news, is presented at the beginning of the press release. It is followed by the background, research methods, research targets, etc. When making the press release draft, it must be observed that all of the results cannot be reported. It suffices to include the most important or some of the most important results.

In addition to results, research questions, and methods, the press release draft emphasizes issues considered important, interesting, and newsworthy from the perspectives of research, practical applications, and the general public.

A summary of the candidate's biography must be appended to the press release draft:

- *name, date of birth, place of birth*
- *Matriculation examination, year and school*
- *University degrees, years and universities*
- *The most significant positions*
- *Current position and starting date*
- *Current title*
- *Contact information (phone and e-mail)*

The press release draft and a photograph of the candidate must be delivered to the Corporate Communications unit by e-mail: Tiedotus(at)ulapland.fi. If necessary, the photograph can be taken at the Corporate Communications unit.

The press release may be translated into English and placed on the web pages of the University of Lapland. This must always be agreed in advance with the Communications unit.

The Corporate Communications unit distributes the press release to the media. The basic distribution covers the most important media at the local, regional, and national levels. Depending on the research topic, the press release is also mailed to journals of the respective field and to other parties interested in the topic. If the possible English press release is to be distributed to international media, it always requires a separate agreement and the candidate has to deliver a list of the pertinent media contacts to the Communications unit. The candidate is personally in charge of providing information to the publication series of the relevant field and to the partners of collaboration of the research. The Corporate Communications unit and the candidate agree on how widely the media are informed. The media decide independently on the publication of the news.

The Corporate Communications unit informs about public examinations also on the website of the University of Lapland and in Kide, the community magazine of the University of Lapland. The circulation of the magazine is 4,500 copies, of which approximately 3,000 are distributed outside the university (year 2014).

The Corporate Communications unit is ready to assist and give advice to the candidate in matters related to press interviews and in other questions related to dealing with the media. It is recommended that the candidate prepare for contacts with journalists already before the examination, as well as afterwards.

#### Corporate Communications contact information

Communications Manager Olli Tiuraniemi, tel. +358 400 695 418,  
 olli.tiuraniemi(at)ulapland.fi

Tiedotus(at)ulapland.fi

Visiting address: University of Lapland main building, E wing, 2nd floor, Yliopistonkatu 8, Rovaniemi

Postal address: University of Lapland, Corporate Communications, Box 122, 96101 Rovaniemi, Finland

## 5.2. Preparing for the public examination and the protocol of the event

After the faculty council has granted the candidate permission to a public examination and appointed the opponent and custos, the candidate receives the faculty's decision. The faculty also determines the date and time of the public examination. The faculty informs the Corporate Communication unit about the decision. The room where the examination takes place must be reserved well in advance. The faculty office takes care of the reservation, tel. +358 13 341 2350.

The public examination proceedings begin 15 minutes past the scheduled hour.

The participants in the examination (the candidate, custos and opponent) enter the room in the following order: first the candidate, then the custos (chairperson), and finally the opponent.

When all are seated, the custos opens the event by stating: *"As the custos appointed by the Faculty of Art and Design, I hereby declare this doctoral public examination officially open."* The custos briefly introduces the candidate and the opponent.

The candidate, standing, delivers the *lectio praecursoria*, which may not exceed 20 minutes. The presentation begins as follows: *"Honoured Custos, my esteemed Opponent, ladies and gentlemen."* Foreign opponents will be provided with a translation of the *lectio praecursoria*.

Correction of misprints is not part of the proceedings of the disputation. Instead, the candidate may submit a written list of found errors to the opponent, who may append it to his/her statement to be submitted to the faculty. On concluding the *lectio praecursoria* the candidate will address the opponent with the following words: *"Professor (or Doctor, etc.) NN, I request that you, as the Opponent of my dissertation, duly appointed by the Faculty of Art and Design of the University of Lapland, present your criticisms for which you consider my dissertation to give cause."*

The opponent stands and delivers a brief statement concerning the scientific status and significance of the topic of the dissertation, together with other issues of general nature. The candidate listens to the opponent's preliminary statement looking at the opponent and standing in the position where (s)he gave the presentation. When the opponent has finished his/her address, both the opponent and the candidate resume their seats.

At the beginning of the actual examination the opponent usually focuses on methodological questions and general research results, which 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*) an interval can be held. It may last from 15 to 30 minutes and its start and end are announced by the custos. The public examination event may not last longer than six hours.

At the conclusion of his/her examination of the dissertation, the opponent stands and delivers the final statement, which the candidate listens to, standing and looking at the opponent.

The candidate, still standing, then thanks the opponent.

The candidate turns to the audience and states, *"I now respectfully invite any member of the learned audience who wish to offer criticism of my dissertation to request Mr/Mrs Custos for permission to speak."*

The custos functions as the chair and makes sure that the doctoral candidate is allowed an immediate reply to each criticism and that the discussion does not stray from the subject.

Finally, the custos stands up and ends the proceedings as follows: *"This public examination is now concluded."*

The Faculty of Art and Design handles the costs of coffee served after the public examination. Together with the candidate, the office of the Faculty of Art and Design takes care of the coffee arrangements (tel. +358 40 484 4389).

### 5.3. Dressing for the public examination

The candidate, custos, and opponent wear a black dress without a hat (ladies) or a full evening dress with a black waistcoat or a dark suit (gentlemen). Alternatively, the candidate, custos, and opponent may agree on wearing dark suits or jacket suits. Foreign opponents may wear a doctor's gown. If the custos and opponent are doctoral degree-holders, they will hold their doctor's hats in their hand upon entering and leaving the room. During the examination proceedings the hats are placed on the table with the lyre facing the audience.

There is no special dress code for the audience. The following instructions are based on tradition, and full compliance is not required.

#### Dark suit:

Men: Gentleman should wear single or double-breasted suit which should be black, dark blue, or dark grey. The fabric may have faint stripes. A possible waistcoat should be of the same fabric as the suit or harmonize with its colour. A white shirt, dark socks and thin-soled shoes should be worn. The tie should be either a necktie or a bowtie and it should not be white, but match the suit.

Women: Ladies should wear an elegant black (dark) dress, a light jacket suit or trouser suit, light court shoes, stockings that match the outfit, e.g. of a colour that harmonizes with the shoes.

#### Full evening dress:

Men: Gentleman should wear a black tailcoat (unbuttoned), satin ribbons on the side seams of the trousers, black waistcoat (also in the evening festivities if only gentleman are present), a white dress shirt with stiff front and collar, a white bow tie, black socks and thin-soled shoes (no patent leather shoes in the daytime festivities). No wristwatch should be

worn, nor a pocket handkerchief in the daytime festivities. As an overcoat, gentleman should wear a black coat or a cloak with a white scarf and white gloves.

Women: Ladies should wear a black full-length, high-necked dress with long sleeves or a jacket suit; black gloves, and festive shoes.

#### Doctor's gown

If the opponent wears a doctor's gown, the candidate and custos should agree among themselves whether they wear a dark suit or a full evening dress.

#### 5.4. Number and submission of dissertation copies

The right to publish a dissertation and defend it in public is with a person to whom the faculty has granted permission to a public examination.

A manuscript submitted as a dissertation must be a scientific presentation based on independent research on a topic within the faculty's field of research. The Doctor of Arts degree may also include an artistic production.

A doctoral dissertation may be a monograph or it may encompass a number of scientific publications or manuscripts vetted for publication and a summary thereof presenting the objectives, methods, and results of the research, or some other work fulfilling the corresponding scientific criteria. The publications may include co-authored publications if the author's independent contribution to them can be demonstrated. The provisions on dissertations are also applied to works referred to as *compilation dissertations*, that is, dissertations comprising publications and a summary.

The dissertation must be written in a language approved by the faculty. The language of the public examination is Finnish or some other language approved by the faculty. The *lectio praecursoria* is usually given in Finnish regardless of the language of the examination.

When seeking permission to a public examination, the dissertation manuscript must be delivered to the faculty in three copies. The faculty delivers the copies to the pre-examiners. If the doctoral thesis includes an artistic production, then the original, reproduced, or model works of art or recordings thereof must be delivered at the same time in three copies to the faculty to be forwarded to the pre-examiners.

When submitting the dissertation manuscript for examination by the faculty, the doctoral candidate must prove that (s)he is currently enrolled as an attending student at the university. When submitting the manuscript for preliminary examination, the candidate must also give his/her contact information.

It is highly recommended for the doctoral candidate to read the faculty's instructions concerning postgraduate degrees. The Chief of Administration will answer any questions concerning the public examination.

The dissertation can be published in the university's own Acta Universitatis Lapponiensis series, in some other scientific series, by a commercial publisher, or as an author's edition. It must be published at the latest ten days prior to the scheduled examination.

The title page of the dissertation or the separate sheet attached to the publication must include the date and place of the examination and the fact that the dissertation has been approved for public examination by the faculty. This also applies to dissertations published in scientific series.

#### Dissertations to be published in the Acta Lapponiensis series of the University of Lapland

To publish a dissertation in the Acta Universitatis Lapponiensis series, the supervising professor must make a proposal in favour of the publishing. The decision on publishing is made by the faculty council. The current practice is to design individual covers for each publication. If the dissertation is published in the university's publication series, instructions on bibliographical information and summaries, common to all university publications, are followed. Also, instructions on the university's publications, available at the Corporate Communications, are applied.

The Lapland University Press (LUP) coordinates the publication of the dissertations of the University of Lapland. The doctoral candidate is advised to contact LUP ([lup@ulapland.fi](mailto:lup@ulapland.fi)) after the faculty council has granted permission to proceed with the public examination. The duration of the publication process is roughly nine weeks and it involves signing the publication contract as well as the layout design, printing, and distribution of the dissertation. LUP provides the dissertation's ISSN and ISBN numbers to the candidate.

The number of dissertation copies to be published in the university's publication series and the serial number (i.e. the number of the publication series and the ISBN number identifying the dissertation) are decided on by the Lapland University Press. A separate title page is enclosed, containing the date and place of the examination and an announcement that the research is an academic dissertation that has been granted permission to a public examination by the faculty.

#### Dissertations to be published in other than the Acta Universitatis Lapponiensis series

The number of dissertation copies to be published in a series other than the Acta series is decided on by the publisher. The university is to be provided with at least 35 copies. The copies for the candidate, opponent(s), and custos must be added to the minimum number of copies. The exact number of copies depends on the number of faculty council members and whether additional copies are to be delivered elsewhere.

The copies delivered to the university must be in the form of a dissertation: A separate title page is enclosed, including the date and place of the examination and an announcement that the research is an academic dissertation that has been granted permission to a public examination by the faculty.

When publishing the dissertation as an author's edition, one must make sure that the ISBN number is included. It can be obtained from the Helsinki University Library, the Finnish National ISBN Centre. The ISBN number application form is in the following address: <http://isbn.kansalliskirjasto.fi/hakulomake/lomake.cgi>. The ISBN Centre's contact information: [ISBN-keskus@helsinki.fi](mailto:ISBN-keskus@helsinki.fi), tel. +358 2941 44329, +358 2941 44386.

Dissertations (monographs or compilation dissertations, separate publications bound together) are distributed as follows:

*1) to the office of the Faculty of Art and Design (at least 25 copies)*

It is recommended that all the faculty copies be delivered to the office of the Faculty of Art and Design that will take care of the distribution.

The following dissertation-form copies are delivered for preliminary distribution. The following dissertation copies must be delivered at the latest ten (10) days prior to the examination:

- *1 copy to the opponent and 1 copy to the custos*
- *1 copy to each permanent and each auxiliary member faculty council (not the deputy members)*
- *1 copy to the faculty office*
- *1 copy to the Rector*

If the doctoral dissertation includes an artistic production, a series of artistic productions, or a product development project or a recording thereof, the postgraduate student must announce where it can be viewed at the latest ten days prior to the public examination.

*2) To the University Library (10 copies)*

Of each dissertation, 10 copies are delivered to the library in the final form (including a separate title page with the date and place of the public examination). A dissertation to be published in the Acta Universitatis Lapponiensis series is delivered without a separate title page.

If the manuscript is written in a language other than Finnish or Swedish, the faculty council may request a statement concerning its linguistic level. The language consultant appointed by the faculty council is paid a compensation by the faculty as determined by the Ministry of Education and Culture.

## 6. GRANTS

The Rector of the University of Lapland has distributed grants for doctoral dissertation writers. The grants have been awarded for finalizing dissertations written for the University of Lapland (for 1–4 months). Information on the grants is available in Finnish on the university's web pages at <http://www.ulapland.fi/Suomeksi/Tutkimus/Yliopiston-tutkijalle/Rahoitusmahdollisuuksia/Rehtorin-apurahat>

Information on TEKES research funding and EU research projects is available at [www.tekes.fi](http://www.tekes.fi).

The application periods and instructions of arts councils can be found on the pages of the Ministry of Education and Culture at [www.minedu.fi](http://www.minedu.fi)

Universities and scientific associations maintain their own web pages containing information on grants.

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