



LAPIN YLIOPISTO  
UNIVERSITY OF LAPLAND

# Tourism research: Instructions on the end of the thesis process and taking the maturity test

March 2019 / Heli Ilola, Mikko Vehkaperä, and Jaana Ojuva

## Instructions in the study guide and on the web pages

Instructions on the final phase of the thesis process are available at:

<http://www.ulapland.fi/EN/Studies/Thesis-and-graduation>,

<https://www.ulapland.fi/EN/Units/University-of-Lapland-Printing-Centre/Instructions>,

<https://lib.luc.fi/c.php?g=653512&p=4588224#s-lg-box-14333652>,

You are advised to read all the instructions on the web pages and in the study guide carefully and to follow them. There is information for example on the thesis layout, Urkund checking, printing permission, the printing procedure, publishing your study through the Lauda publication archive, grading, and applying for a diploma.

## Technical rules (recommended by the Faculty of Social Sciences)

- Font: Times New Roman 12 pt.
- Line spacing: 1.5.
- Margins: upper 2.5 cm, lower 2.5 cm, left 3 cm, right 2.5 cm.
- Page numbers: top right corner of page.
- Start page numbering from the first (title) page. Although included in page numbering, hide the page number from the first pages: title page, abstract page, and table of contents.

See also [Technical Guidelines for Academic Texts](#) (University of Lapland/Tourism Research).

## Schedule

Make sure your printed thesis is at the faculty at least four weeks before the Faculty Council meeting that will grade it. Before printing, send the manuscript to the supervisor for Urkund checking and for getting permission to proceed with printing. According to your supervisor's request, send the manuscript either to his/her Urkund address or to the Optima return box. Within 24 hours the supervisor gets an Urkund report and subsequently grants printing permission or invites you to attend further counselling. Before the thesis can be graded by the Faculty Council meeting, you must successfully complete the maturity test.

## Maturity test and the forms in which it can be taken

You must complement your thesis with a maturity test. You can take it (A) by writing an essay on a topic chosen by your supervisor and related to your thesis (the so-called traditional maturity test) or (B) by publishing your research results either textually or orally. The latter alternative is available to all students except those with a Finnish or Swedish school education and a bachelor's degree earned abroad. Their proficiency in Finnish or Swedish has not been established in completing their bachelor's degree, and therefore it must be demonstrated through the traditional maturity test when completing the Master's thesis in accordance with the Decree on University Degrees.

We recommend alternative B whenever possible, because it enables you to distribute the research results to a broader audience. Whatever the topic or grade, every thesis makes an academic contribution!

### A. Essay (traditional maturity test)

The traditional maturity test is taken on a general examination day. Use the normal examination registration procedure (WebOodi or exam envelope) to register for it. By joint agreement with the supervisor, you may also take the test through the e-exam service. To complete the test you are to write an approximately four-page essay on one of three topics chosen by the supervisor. The purpose is to verify your proficiency in the topic of your thesis and to assess your writing skills. The maturity test is evaluated by the head examiner, as well as a native language examiner in case you have not taken the test as part of a bachelor's degree. Further instructions on the traditional maturity test are available in the study guide and on the university's web pages.

### B. Publishing the research results

Another way to take the maturity test is to publish the research results. In doing so you will learn to communicate and present information about your research either to professionals of the field or to the general public. You may take the alternative test by presenting your research results in the form of an article, a statement, a review, or an oral (public) presentation. An oral presentation must also be reported in writing.

The alternative maturity test procedure is started by agreeing on its form with the supervisor. The intended journal or other publication channel is also chosen in this phase. Thereafter, you are to write the text or prepare the presentation according to instructions in sections B1 and B2.

#### B1. Presenting the research results as text

You may write an article for example to a field-related periodical, an organizational publication, a local paper, or a newspaper. Make sure you approach the issue from a specific perspective. The text must also be consistent and analytical. Its length depends on the chosen publication channel and text type.

After you and your supervisor have decided to proceed with textual presentation and selected the publication channel, you are to write the text independently. Having finished the text, email it to the supervisor for approval. If the test is passed, the supervisor will report it to the faculty office (for registration purposes). Having received the supervisor's approval, send the text to MTI's communications specialist Jaana Ojuva and researcher Heli Ilola for commenting. After the comments and potential corrections, send the finalized version to the supervisor and ask for permission to publish the text. After being granted permission to publish, send the final version to the communications officer. Publication is always handled by the communications specialist – you need not personally send the text to a paper.

## B2. Presenting the research results as a speech

The research results may be presented as a speech, for example at an event or in an organization (e.g. the studied company) related to the field. The speech and the pertinent plan and report must follow the same principles as the article: one must choose a viewpoint, and be consistent and analytical.

When the student and supervisor have decided to proceed with oral presentation, the student will make a plan thereof and deliver it to the supervisor. Having received the supervisor's approval, the student prepares the speech independently. When the speech has been given the student reports it to the supervisor in writing. The report must cover the following: the content of the speech, its date and venue, and an evaluation of its success. If e.g. a PowerPoint presentation was used, it should be attached to the report.

The supervisor passes the test based on the report and notifies the faculty office about the study attainment.