

**DOCTORAL STUDY GUIDE  
OF THE FACULTY  
OF SOCIAL SCIENCES**

**2021–2023**



LAPIN YLIOPISTO  
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# Contents

<b>TO THE READER</b> .....	4
<b>1. GENERAL</b> .....	5
1.1 Doctoral education at the University of Lapland .....	5
1.2 Doctoral degrees in the Faculty of Social Sciences .....	6
1.3 Study administration and guidance .....	6
<b>2. INSTRUCTIONS AND REGULATIONS ON APPLYING FOR DOCTORAL STUDIES AND COMPLETION OF DEGREES</b> .....	7
2.1 Selection criteria and applying .....	7
2.2 Supplementary studies .....	9
2.3 Supervision .....	9
2.4 Doctoral study plan (DSP) .....	10
2.5 Funding your doctoral studies .....	11
2.6 Degree requirements .....	12
2.7 Degree certificates .....	15
2.8 Entry into force .....	15
<b>3. CURRICULUM FOR DOCTORAL DEGREES</b> .....	16
3.1 Structure of the curriculum for doctoral degrees .....	16
3.2 Contents of discipline-specific doctoral studies .....	19
<b>4. FURTHER INSTRUCTIONS AND REGULATIONS ON ASSESSING A DOCTORAL THESIS AND ON DISSEMINATING INFORMATION ABOUT THE PUBLIC EXAMINATION</b> .....	22
4.1 Examination procedure of a doctoral thesis .....	22
4.2 Communication on a public examination .....	28

## TO THE READER

This study guide has been written for doctoral students who are working on completing a doctoral degree in the Faculty of Social Sciences at the University of Lapland. This study guide also contains information for prospective doctoral students planning their future studies.

In addition to this guidebook, we recommend that doctoral students read the university's general Studies pages ([www.ulapland.fi/EN](http://www.ulapland.fi/EN)). Despite being primarily aimed at undergraduate students, the Studies pages contain generic instructions and regulations that also apply to doctoral students, including registration for attendance, user credentials, course registration, assessment of studies, general examinations, recognition of prior learning, teaching periods, study counselling, social issues, library services, and the university premises. The degree programmes and minor subjects of the faculty are presented on the faculty's web pages (<https://www.ulapland.fi/EN/Units/Faculty-of-Social-Sciences/Studies>) and on WebOodi. The administration of the faculty is also presented online.

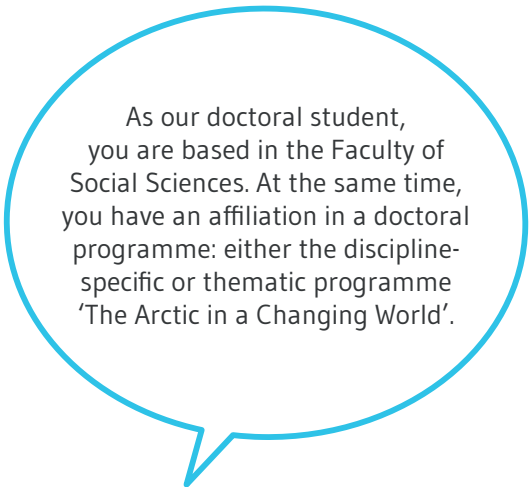
In order to complete a doctoral dissertation, you are required to have a doctoral study right leading to a doctoral degree. Detailed instructions on applying for a study right and other useful information are available on the web pages of the Graduate School at <https://www.ulapland.fi/EN/Research/Doctoral-education/Interested-in-doctoral-studies>.

# 1. GENERAL

## 1.1 Doctoral education at the University of Lapland

As a ULapland doctoral student, you belong to either the discipline-specific doctoral programme or the multidisciplinary, thematic doctoral programme *The Arctic in a Changing World*. When applying for a study right, you are to choose your programme between these two. Please note, however, that the doctoral study right is granted by the faculty and it is the faculty that will eventually grant you the degree.

A student following the education path of a particular discipline belongs to the *discipline-specific doctoral programme*. Thus, discipline-specific doctoral studies in the Faculty of Social Sciences belong to the discipline-specific doctoral programme.



As our doctoral student, you are based in the Faculty of Social Sciences. At the same time, you have an affiliation in a doctoral programme: either the discipline-specific or thematic programme 'The Arctic in a Changing World'.



The thematic programme *The Arctic in a Changing World* is a multidisciplinary doctoral programme where students complete a 20-credit thematic study block. The thematic doctoral programme is coordinated by the Graduate School of the University of Lapland. Further information is available at the Graduate School's website [www.ulapland.fi/doctoral](http://www.ulapland.fi/doctoral) and directly at the programme's website [www.ulapland.fi/arcticDP](http://www.ulapland.fi/arcticDP).

**This doctoral study guide provides instructions primarily concerning discipline-specific doctoral studies in the Faculty of Social Sciences.** Those studying according to the thematic programme should check the current study contents with the Graduate School or on the programme's web pages at [www.ulapland.fi/arcticDP](http://www.ulapland.fi/arcticDP).

## 1.2 Doctoral degrees in the Faculty of Social Sciences

The Faculty of Social Sciences is an educational unit operating in accordance with the Government Decree on University Degrees (794/2004).

As of 1 August 2017, the faculty has not granted anyone the right to study for a licentiate degree. Those who have been given the right to pursue a licentiate prior to that date may continue completing their studies.

In accordance with the above-mentioned Decree, the faculty awards the following doctoral degrees: Doctor of Social Sciences, Doctor of Administrative Sciences, and Doctor of Philosophy. The scope of a doctorate is 240 credits.

The major subject of a doctorate in **social sciences** (DSocSc) may be one of the following: management, international relations, tourism research, social politics, social work, sociology, or political science. The major subject of a doctorate in **administrative sciences** (DAdmin) is administrative science. A doctorate in **philosophy** (PhD) may be awarded when the dissertation represents a major subject that the faculty is not in charge of: this applies if the research is of highly multidisciplinary or interdisciplinary nature or if the field of the doctoral student's previous degree deviates from the faculty's major subjects so much that the doctorate cannot be awarded from any of the major subjects even after supplementary studies.

## 1.3 Study administration and guidance

In the Faculty of Social Studies, administrative study affairs regarding doctoral studies are handled by administrative manager Jukka Sankala, tel. +358400 425 492, [jukka.sankala@ulapland.fi](mailto:jukka.sankala@ulapland.fi). You may turn to him in all general issues concerning doctoral studies.

The content-related responsibility for doctoral studies rests on the faculty's dean, the vice-dean responsible for research, and the faculty's professors. An up-to-date list of personnel and their contact information is available on the faculty's web pages.

## **2. INSTRUCTIONS AND REGULATIONS ON APPLYING FOR DOCTORAL STUDIES AND COMPLETION OF DEGREES**

### **2.1 Selection criteria and applying**

The right to study for a doctoral degree can be granted to a person who has a Master's degree or a corresponding Finnish or foreign degree, and who – before the end of the application period – has completed advanced studies in the major subject of the doctoral degree that the person is applying for or matching studies. The matching studies may refer to studies in a related discipline or studies in a field that provides an exceptionally interesting, multidisciplinary combination. The decision on replacing the advanced studies with matching studies is made by the professor of the subject. If you have completed matching studies, you should check their validity already before applying by contacting the faculty teacher intended to be the supervisor. Those who have completed matching studies are usually assigned supplementary studies to strengthen their knowledge of the major subject of the doctor's degree (see Section 2.3.). If a dissertation is of highly multidisciplinary nature, the degree awarded may be Doctor of Philosophy.

You can also apply for a right to pursue doctoral studies if you have completed a Master-level degree at a university of applied sciences. In this case, your admittance is assessed by the professor of your main subject with the assistance of other faculty staff, if necessary. If a proposal is made by the academic subject to accept you as a doctoral student, then the staff of the subject also make a proposal for supplementary studies, if needed.

Note! In the major subject of social work, admittance is contingent on a higher university degree that includes university-level major subject studies complying with Act 817/2015 on the eligibility of social work professionals.

When preparing an application for the right to pursue doctoral studies, you are recommended, before submitting the application to the faculty, to contact the academic subject's staff members who will potentially be appointed as your dissertation supervisors. This is to initially ensure a basis for the supervision of the dissertation and doctoral study in the faculty and to guarantee the applicant's commitment and the supervisors' suitability for supervising the process and contents of the work dealing with the topic in question. Meanwhile, you may also discuss choosing between the discipline-specific and thematic doctoral programmes.

Use the Opintopolku.fi (Studyinfo.fi) system to apply for a right to pursue doctoral studies in the Faculty of Social Sciences. You can also apply for the study

right outside the official application periods if you have a justifiable reason to do so. The justifiable reason may entail a situation in which funding to be received from a large research project (Business Finland, Academy of Finland) requires a valid doctoral study right and the funding application period will end before the next application period for doctoral studies.

**Apply for doctoral studies using the Studyinfo.fi system.** Make sure you also enter the required appendices into the system within the application period. Presently, the application periods are as follows:

- Spring 2021: 9 February – 2 March 2021
- Autumn 2021: 5–26 October 2021
- Spring 2022: 8 February – 1 March 2022
- Autumn 2022: 4–25 October 2022
- Spring 2023: 7–28 February 2023
- Autumn 2023: 3–24 October 2023

After the application period the applications are delivered to the respective academic subjects. The subjects make a statement on each applicant and propose either approval or rejection of the doctoral study right. Each proposal to reject an application is supplemented with a justification as to why the applicant cannot be admitted as a doctoral student.

The faculty holds a professors' meeting as soon as the application period is over. The meeting discusses each application for doctoral studies and their statements. Based on the proposal of the professors' meeting, the dean of the Faculty of Social Sciences makes the decisions on the doctoral students.

**Doctoral students are selected based on the quality and contents of the research plan. Quality relates to the clarity and feasibility of the plan as well as its potential to create new knowledge for the benefit of the discipline. Content relates to the importance and innovativeness of the topic or research subject and to the way in which the research plan corresponds to the research aims of the faculty. More information on the aims is available on the faculty's web pages at <https://www.ulapland.fi/EN/Units/Faculty-of-Social-Sciences/Research>.**

All applicants will be notified of the results of the selection via email and the Studyinfo.fi system approximately one month after the end of the application period.

Those admitted as doctoral students must confirm receipt of the study right by enrolling as students at the university during the enrolment period in the beginning of the term. By enrolling you will be granted the status of a doctoral student in the Faculty of Social Sciences. Many funders of doctoral research require that the recipient have a valid study right to pursue doctoral studies (see also sections 2.5 and 2.6). If you do not enroll, you will lose your study place. You must always register as an attending student in the first term, unless you have special permission to register



for non-attendance. Apply to the faculty's dean for permission to register as a non-attending student in the first term.

## 2.2 Supplementary studies

If a newly selected doctoral student's previous studies relate to a field other than that of the major subject of the doctoral degree, the professor(s) of the subject may require the student to perform supplementary studies. A maximum of 30 credits can be required as supplementary studies. These studies are compulsory and they are to be completed in addition to the other doctoral degree requirements.

A notice of required supplementary studies is sent by letter to those concerned before the beginning of studies. To serve their purpose, supplementary studies are to be completed during the first study year.

## 2.3 Supervision

When a student selection is made, at least one supervisor is appointed from the faculty to oversee the doctoral student's research. One or two more supervisors can also be appointed from the faculty or elsewhere. These supervisors may also be appointed at a later stage when the type of required supervisory expertise is known. The aim is that the supervisors' areas of expertise complement one another and thereby support the supervision process. Since the doctoral programme may also appoint supervisors to students who belong to the thematic doctoral programme, official supervisors are appointed on the basis of the entire supervision concept. All doctoral students are recommended to have at least two supervisors.

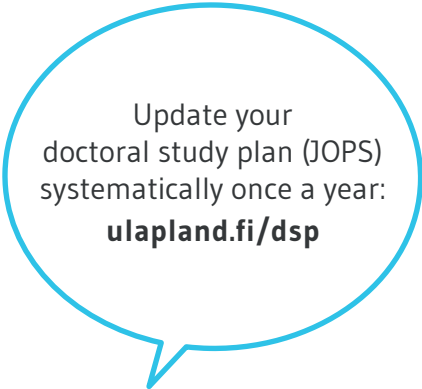
A reciprocal agreement (supervising agreement) is made between the supervisor(s) and the doctoral student. It clearly defines the responsibilities pertaining to the commitments of the supervisor(s) and the student in the supervision relationship (<https://www.ulapland.fi/EN/Research/Doctoral-education/For-supervisors/Supervising-practices-and-the-academic-community/Supervising-agreement>). The agreement is made using a single document or a separate one with each supervisor. A copy of the agreement is delivered to the faculty office to be archived by the chief of administration in either paper or electronic format. The dean appoints all the above-mentioned supervisors and thereby makes the supervision relationships official.

However, the supervisor appointed from the faculty is always responsible for the administrative process (process supervisor). Usually, this person is also the main supervisor of the dissertation research. The main supervisor oversees and supports the researcher's work from the beginning of the process to the completion of the dissertation and conferral of the degree. If the main supervisor is from another unit or

outside the university, the supervisor appointed from the faculty supports in planning the doctoral studies, registers potential study attainments (including substitution of studies performed elsewhere), and acts as a process supervisor discussed further down this document. At the end of the studies, the faculty supervisor also makes a proposal for the pre-examiners and acts as the custos during the defence.

The Cotutelle agreement may enable you to conduct the dissertation research simultaneously at the University of Lapland and a foreign university. In this case, a separate supervision agreement is made between the two universities to settle the degree-specific procedures, such as the supervisors' responsibilities and the pre-examination and grading practices. The agreement on a double degree should be made at the very beginning of studies and latest within 18 months from the start (<https://www.ulapland.fi/EN/Research/Doctoral-education/Interested-in-doctoral-studies/Cotutelle>).

As a doctoral student, you may request the dean to change a supervisor or the roles between them if you can justify the change clearly. Supervisors can also request such a change if they can justify it clearly. In these cases, the student asks the faculty to appoint a new main or other supervisor if needed.



Update your  
doctoral study plan (JOPS)  
systematically once a year:  
**ulapland.fi/dsp**



## 2.4 Doctoral study plan (DSP)

All those admitted to study for a doctoral degree must make a personal doctoral study plan (DSP) together with the process supervisor. The DSP is mandatory. The process starts at the beginning of studies and is implemented as follows:

- 1) Applicants make an initial DSP as part of their application for a right to study for a doctoral degree.
- 2) Having been selected, the student contacts the process supervisor and they draw up a more detailed DSP. The DSP specifies how the student will complete the doctoral studies required by the curriculum and potential supplementary studies, and how the student will carry his or her research forward.

The plan must also contain a schedule for various study attainments and, when necessary, a funding plan to enable the doctoral studies. The student's learning outcomes are also discussed in the plan.

- 3) The student sends the DSP, signed by both parties, to the chief of administration within six months from the beginning of the first term of the doctoral studies.

Doctoral students report their progress at least once a year by updating the DSP with their process supervisor by the end of September. The updated DSP shall contain plans for the following academic year and the results of the previous years. The DSP also recounts the progress of the dissertation.

The DSP form is available at [www.ulapland.fi/dsp](http://www.ulapland.fi/dsp).

## 2.5 Funding your doctoral studies

Situations vary a great deal between students when it comes to the funding of doctoral studies. Some are full-time researchers, others study on the side of their jobs. If you have unused *student financial aid* months left after your basic degree studies, it may be possible to use them for financing the beginning of your doctoral studies. By and large, you are to fund your own studies. To make it easier, you may want to do the following: network actively in the academic community, search for suitable research projects, apply for vacant researcher education positions, and seek information on available grants.

### GRANTS

One way to finance your doctoral studies and dissertation research is to apply for a grant awarded by a foundation. Many foundations require grant applications with statements, usually given in electronic format. Most often the statements are given by dissertation supervisors, and you are recommended to request them well in advance. Many foundations stipulate that a single person can only provide a limited number of statements, which are to be placed in a priority order. Information on foundations that grant funding is available in the Aurora funding database at <https://www.aurora-tietokanta.fi/en/>. You can apply to the following foundations for a grant:

- Finnish Cultural Foundation
- Kone Foundation
- Emil Aaltonen Foundation
- Jenny and Antti Wihuri Foundation
- Foundation for Economic Education
- Foundation for Municipal Development, etc.

## **RESEARCH PROJECTS**

Research in the Faculty of Social Sciences is conducted in numerous research projects. Doctoral students often take part in these projects. They are encouraged to actively prepare and contribute to projects within their field. At times, research projects may have paid vacancies for doctoral students. For further information on projects, contact your faculty's researchers and teachers.

## **SALARIED POSITIONS**

The thematic doctoral programme of the University of Lapland and the faculty's research projects sometimes publicly invite people to apply for salaried junior researcher posts where the main duty is to conduct and complete a doctoral dissertation. The posts are intended for full-time doctoral studies and there is a very limited number of them. Information on the application periods and recruitment is given by the doctoral programme, the university's Graduate School, the faculty, and the academic subject. Vacancies are published at [www.ulapland.fi/vacancies](http://www.ulapland.fi/vacancies).

## **DOCTORAL STUDIES AND EMPLOYMENT SECURITY**

If you are planning to start doctoral studies and have been unemployed, you should contact the local employment and economic development office before applying for the studies and sort out all issues related to your employment security.

## **2.6 Degree requirements**

### **DOCTORAL DEGREE**

A doctoral degree has the following requirements:

- 1) Doctoral studies supporting the research or occupational eligibility. The studies encompass basics on research methodology, advanced studies in the major subject and one's own field of research, and other studies applicable to the study programme. The degree may also include researcher training courses approved by the faculty and occupational specialisation studies. More detailed instructions on the scope, contents, and completion of the studies are given in the curriculum for doctoral degrees (see Chapter 3).
- 2) A doctoral thesis that is approved by the Faculty Council after a public examination. The doctoral thesis may be the continuation of a licentiate thesis or an independent study.

In accordance with the principles defined further in the curriculum and the student's personal doctoral study plan (DSP), the studies referred to in paragraph 1 may include studies supporting the research and exceeding the minimum requirements for a master's degree; studies completed abroad and in national

doctoral study programmes within the relevant field of research; articles and other publications; conference presentations; research-based teaching; and other scientific activity.

### **Doctoral thesis**

The doctoral thesis is a coherent scientific publication that generates new knowledge and is based on the student's own independent research. It must demonstrate that the student can utilize scientific research methods and is proficient in the theory and content of the relevant field of research. It must also provide a fresh scientific contribution. The thesis may be published in print, electronically or both.

The thesis can be a **uniform manuscript (monograph)** or an **article thesis**. A monograph traditionally consists of text, but it may also contain a variety of other aspects such as picture or sound. However, the structure must serve the underlying research mission of the thesis.

An article thesis consists of 3–5 scientific articles that have been published or vetted for publication and address the same problem, and a summary thereof (known as the integrative chapter or more colloquially, the synthesis). Each article must bring about new scientific results or perspectives. The articles and integrative chapter must yield a new scientific contribution that corresponds to that of a monograph in terms of scientific quality and other requirements.

At least three of the articles must have been published or vetted for publication in scientifically peer-reviewed journals or research books (referee system). The articles of the dissertation mainly correspond to type A1 (original peer-reviewed scientific articles) or A3 (chapters in research books) of the publication type classification of the Ministry of Education and Culture. An article thesis may include one article manuscript that has not yet been approved for publication. In this case the pre-examiners, as part of their overall assessment, state whether the manuscript could be published in a prominent peer-reviewed scientific journal or as part of a research book.

The publications may include co-authored articles if the student's independent contribution to them can be demonstrated. A doctoral thesis consisting of co-authored articles must have an introduction and at least four articles. The doctoral student's contribution to each of the co-authored articles of the dissertation must be salient. The student must also be the main (first) author of at least two of the articles. Regarding each article, the doctoral student must announce his/her role as a writer in the manuscript and in the final dissertation (first author or co-author) and describe his/her scientific contribution to the article for instance by defining the parts of the article for which he/she had the main responsibility and the parts that he/she co-authored.

The integrative chapter introduces, justifies, and assesses the objectives, methods, materials, and results of the entire doctoral research. Its purpose is to show the academic and theoretical relationship between the constituent publications and to

combine the parts into a whole. It may also bring out new results and deliberations not included in the articles. The standard length of the integrative chapter is 50–70 pages.

In writing an article dissertation the student and the supervisors must make sure that the articles are published through established scientific publication channels instead of something referred to as predatory journals. For example, The Finnish Publication Forum ([julkaisufoorumi.fi](http://julkaisufoorumi.fi)) may help identify trustworthy channels. However, doctoral studies are evaluated based on their content as described in chapter 4, and their publication forum classification does not serve as a basis for evaluation.

The doctoral thesis is written in Finnish, Swedish, English or, alternatively, some other language approved by the faculty. The author must make sure that the language of the dissertation leaves no room for complaint.

### **Dissertation examination process in brief**

The examination process in chronological order:

- 1) The manuscript is emailed to the faculty office for pre-examination.
- 2) The Faculty Council appoints at least two pre-examiners for it. The doctoral candidate is allowed to comment on the nominees before the appointment decision is made.
- 3) The Faculty Council authorises a public examination (defence) based on the pre-examiner statements. The doctoral candidate is allowed to comment on the statements before the decision is made.
- 4) The Faculty Council appoints the custos and the opponent(s). Before making this decision, an opportunity is reserved for the doctoral candidate to comment on the opponent nominee(s).
- 5) The Faculty Council rules the date of the defence.
- 6) The dissertation is to be published no later than ten days prior to its public defence. The e-publication is placed on public display on the official homepage of the University of Lapland. The printed copy is placed on public display in the university main hall.
- 7) Public defence of the dissertation.
- 8) The opponents give their statements and grade proposals.
- 9) The Faculty Council grades the dissertation. The doctoral candidate is allowed to comment on the opponent statement(s) before the grading decision is made.
- 10) The doctoral candidate may apply for a rectification of the Faculty Council's grading decision.

See chapter 4 for further instructions.

## 2.7 Degree certificates

You can apply for the doctoral degree certificate using the appropriate form on the faculty's web pages <https://www.ulapland.fi/EN/Units/Faculty-of-Social-Sciences/Research>.

**Before applying for the degree certificate, make sure that all the curriculum-compliant studies and the corresponding credits have been entered into the credit record. If something is missing, ask the process supervisor to update your credit record data. The degree certificate cannot be awarded before all the studies have been entered into the credit record.** It is advisable to check the credit record annually in context of the DSP discussion with the process supervisor.

The doctoral degree certificate has the following information: the scope of the degree, the licentiate's degree (if applicable), the minor subject and its grade (if included), the title and grade of the dissertation, and the discipline to which the dissertation belongs. Your transcript is appended to the certificate, listing the doctoral studies in more detail.

The certificate is granted by the dean.

## 2.8 Entry into force

The instructions and regulations presented in this guide and the related curricula enter into force on 1 January 2021.

If you have started studying according to a previous doctoral study guide, you continue pursuing your degree primarily according to the old requirements. Discuss any possible changes with your process supervisor.

### **3. CURRICULUM FOR DOCTORAL DEGREES**

#### **3.1 Structure of the curriculum for doctoral degrees**

Having completed a master's degree, the doctoral student completes 60 credits' worth of studies complying with the curriculum for doctoral degrees and writes a doctoral thesis (180 credits). The scope of doctoral studies is thus 240 credits (doctor's degree).

The Graduate School organises an orientation day (TUKO1243) for all new doctoral students as part of the Philosophy of research and research skills module. During the orientation day you can hear more about starting the studies, meet other doctoral students, and hear the speeches of doctoral alumni.

#### **STRUCTURE OF THE DISCIPLINE-SPECIFIC DOCTORAL PROGRAMME**

The studies of the faculty's discipline-specific doctoral programme (in addition to the personal supervision process and writing a thesis) are structured as follows. Please note that the POSTG codes are not course codes; they are headings under which individual courses are compiled in the credit record. The up-to-date course supply is available in WebOodi under the studies of the faculty and Graduate School studies. In addition to courses, the POSTG codes may cover other study attainments, for instance conference presentations and seminar attendances (see section 3.2).

Discuss with your process supervisor how to allocate the attainments under the codes. The process supervisor submits your attainments to the credit record administrators after your annual DSP discussion.



**POSTG100 DOCTORAL STUDIES IN THE FACULTY OF SOCIAL SCIENCES (60 cr.)**

**Discipline- and faculty-specific studies 1, 20 cr.**

POSTG01 Discipline-specific studies 10 cr.

POSTG02 Expertise in the topic of the research 10 cr.

**POSTG03 Philosophy of research and research skills, 20 cr.**

**Discipline- and faculty-specific studies 2, 20 cr.**

POSTG04 Working life skills 5 cr.

POSTG05 Social influencing 5 cr.

POSTG06 Doctoral seminar 10 cr.

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**POSTG300 DISSERTATION, 180 cr.**

<b>Doctoral dissertation 180 ECTS</b>	Discipline-specific and faculty-specific studies 1	<b>20 ECTS</b>
	Philosophy of research and research skills (Graduate School)	<b>20 ECTS</b>
	Discipline-specific and faculty-specific studies 2	<b>20 ECTS</b>

## STRUCTURE OF THE THEMATIC DOCTORAL PROGRAMME

The structure and scope of the thematic programme are similar to those of the discipline-specific doctoral programme. The Graduate School provides thematic studies (20 cr.) that are primarily intended for doctoral students in the thematic programme. It also provides Philosophy of research and research skills studies (20 cr.) that are open to all of our doctoral students regardless of the programme. Further information on the study content is available on the Graduate School's pages at [www.ulapland.fi/arcticdp](http://www.ulapland.fi/arcticdp).

<b>Doctoral dissertation 180 ECTS</b>	Discipline-specific and faculty-specific studies	<b>20 ECTS</b>
	Philosophy of research and research skills (Graduate School)	<b>20 ECTS</b>
	Thematic, multi- disciplinary studies of the doctoral programme (Graduate School)	<b>20 ECTS</b>

## 3.2 Contents of discipline-specific doctoral studies

**POSTG01                      Studies in the relevant field of science                      10 cr.**

The aim of these studies is to get you acquainted with the theoretical classic works and contemporary discussions of your field. Ask your process supervisor for more detailed instructions on completing the studies (e.g. taking a literature exam, writing an essay, or attending a seminar).

**POSTG02                      Expertise in the area of research                      10 cr.**

Objectives:

- Historical knowledge, present situation regarding the empirical area
- Cross-disciplinary knowledge of the area and related research

E.g. studies in other fields of science offered by the university.

Articles, research reports, and other written productions can also be counted as doctoral study attainments, provided that they increase and demonstrate the postgraduate's expertise in the field. Credits for them are given as stated below. The number of credits depends on e.g. the length of the paper, the level of the seminar, and the intensity of work done in a working group.

- a presentation at an international seminar 3–6 cr.
- a presentation at a national seminar 3–6 cr.

**POSTG03                      Philosophy of research and research skills                      20 cr.**

The study module is divided into four competence areas:

- 1) Critical thinking and argumentation
- 2) Research methods
- 3) Orientation and researcher skills
- 4) Ethics

One competence area may contain one or several courses. Also, the courses may refer to one or several competence areas. Teaching of all the competence areas is arranged in autumn and spring terms. No specific order in which to take the courses has been set, but there may be recommendations or requirements concerning previous studies.

**POSTG04****Working life skills****5 cr.**

## Objectives:

- Professional practices and tools
- Research assessment and utilization skills
- Project management and financing skills
- ICT-based communication skills
- Performing and research presentation skills
- Language skills
- Networking skills

Courses provided by the University of Lapland and, as agreed, courses provided by other parties.

The doctoral student's participation in conference arrangements, functioning as a scientific specialist, and other societal activities can also be regarded as doctoral study attainments, provided that they increase and demonstrate the student's expertise in the field. Credits for these are given as shown below. The number of credits is defined by the scope, duration, and requirement level of the activities.

- conference planning 1–5 cr.
- Scientific specialist tasks and other social activities 1–5 cr.

**POSTG05****Social Influencing****5 cr.**

## Objectives:

- To process the topic of the upcoming dissertation into lectures and teaching units already before the public examination and/or
- To popularize and disseminate the topic area of the thesis for public discussion (feature stories, interviews)

Lecturing and popularizing the dissertation's topic or issues related to the student's methodology studies can also be regarded as study attainments, provided that they increase and demonstrate the student's expertise in the field. Credits for these are given as shown below. The number of credits is defined by the scope and significance of the activities.

According to agreement, POSTG05 can also be completed by taking related courses arranged by the Graduate School of the University of Lapland or by other parties.

- popularization of the scientific results (press releases, interviews) 1–2 cr.
- teaching 1–5 cr.

**POSTG06**

**Doctoral seminar**

**10 cr.**

The doctoral students of the Faculty of Social Sciences must actively participate in the faculty's joint doctoral education seminar throughout their studies and present their thesis research in the seminar at least once a year. In addition, doctoral students must present their research at least once a year in thematic seminars organized by academic subjects, national/international networks, etc.

## 4. FURTHER INSTRUCTIONS AND REGULATIONS ON ASSESSING A DOCTORAL THESIS AND ON DISSEMINATING INFORMATION ABOUT THE PUBLIC EXAMINATION

### 4.1 Examination procedure of a doctoral thesis

#### PRELIMINARY EXAMINATION

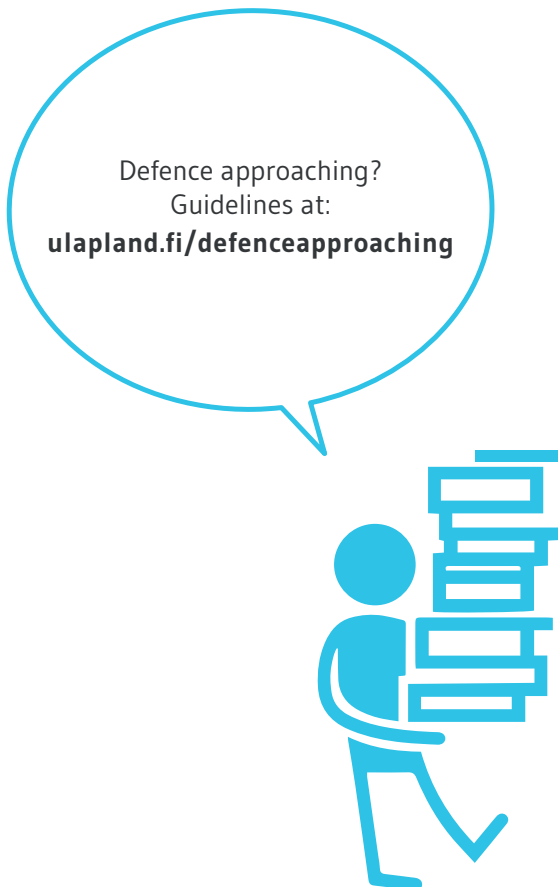
The pre-examination is an external quality control method carried out by the academic community. Its purpose is to ensure that the dissertation research fulfills the criteria of scientific research and writing.

The pre-examination process starts when the supervisor or supervisors submit a written proposal to the faculty to send the manuscript for pre-examination. The author of a dissertation may also request the faculty to appoint the pre-examiners

and thereby personally start the pre-examination process.

The proposal/request to appoint the pre-examiners must be delivered to the chief of administration no later than two weeks before the Faculty Council meeting in which the pre-examiners are to be appointed. The final manuscript of the doctoral thesis must be left at the faculty office for pre-examination **in three copies**

**or as an electronic document** no later than ten days before the Faculty Council meeting that is to appoint the pre-examiners. When turning in the manuscript for pre-examination by the faculty, the doctoral student must be enrolled for attendance at the university.



The process supervisor's duty is to propose two independent pre-examiners for the thesis. A supervisor cannot act as a pre-examiner. Pre-examiners are invited from another university, another research institute, or a foreign university. The research institute cannot be a research institute or unit of the student's university. In selecting the pre-examiners, gender equality is pursued as far as possible. Incapacity issues are as provided in section 28 of the Administrative Act 434/2003. All pre-examiners must be professors or adjunct professors and their combined expertise must cover the discipline(s), the subject area, and the methodological and theoretical frames of the work to be examined. If the dissertation calls for special expertise, then a doctor who has conducted research on the special area may act as a pre-examiner or as the opponent.

The pre-examiners of a dissertation are named by the Faculty Council. There are two pre-examiners. Before appointing the pre-examiners, the author is allowed to comment on the selection. These comments typically concern incapacity issues. When the pre-examiners have been appointed, the faculty office sends the manuscript and the examination instructions and documents to the pre-examiners.

### **AUTHORISATION OF A PUBLIC EXAMINATION**

The pre-examiners issue a statement on whether they consider the manuscript to be of such scientific merit that the Faculty Council can authorize a public examination. A pre-examination statement on an article dissertation must specify whether the issues discussed in the articles constitute a uniform problem setting. If an article dissertation contains an article manuscript that is intended but not yet approved for publication, the pre-examiners shall, in their overall assessment, state whether the manuscript could be published in a prominent peer-reviewed scientific journal or research book. In their statement the pre-examiners can propose either authorization or rejection of a public examination – the statement cannot be conditional.

Having received their assignment, the pre-examiners must give their well-founded, written statements within two months. The statements are delivered to the faculty office. The pre-examiner statements are forwarded to the process supervisor and the author as soon as they arrive.

The candidate is allowed to reply to the pre-examiner statements. To be able to submit the reply, the student is entitled to request delaying the decision to authorise a public examination to the next Faculty Council meeting. The pre-examiners may present the comments specifying their statements directly to the doctoral student.

Based on the pre-examiner statements, the Faculty Council makes the final decision on authorizing or rejecting the public examination. If the pre-examination statements are contradictory or too general, the Faculty Council may

- 1) **request the pre-examiners to specify their statements or**
- 2) **acquire additional information to support its decision or**
- 3) **acquire a third statement.**

If authorisation to proceed to a public examination is denied, the pre-examination process is cancelled and the dissertation returns to the supervisory process. The same pre-examiners may be used after the cancellation.

The process supervisor is to ensure that the pre-examination statements are considered in finalizing the dissertation. However, the author is ultimately in charge of the research and the final form of the doctoral thesis.

### **CUSTOS, OPPONENT, AND THE TIME AND VENUE OF A PUBLIC EXAMINATION**

Having granted permission to proceed to a public examination, the Faculty Council appoints an opponent or opponents based on a proposal issued by the process supervisor. The selection criteria for opponents are the same as those for pre-examiners. A pre-examiner may act as an opponent. Before appointing the opponent(s) the doctoral candidate is allowed to comment on the possible incapacity of the nominee(s).

The custos must be a tenured professor of the academic subject or a related subject at the university. The faculty typically appoints the custos and the opponent(s) in the same meeting.

To determine the time and venue of the public examination, the process supervisor negotiates the issue with the doctoral candidate, custos, opponent(s), and chief of administration, after which the Faculty Council decides the time and venue. As a rule, public examinations are arranged in the premises of the University of Lapland; other venues are exceptions. Room reservations are made by the faculty office when a public examination is arranged in the university premises. If another venue is desired, the reservation is made by the doctoral candidate.

### **PUBLICATION OF A DOCTORAL THESIS**

**If put out by the University of Lapland, dissertations are primarily published on the open web as part of the Acta Electronica Universitatis Lapponiensis series.** The open web platform is the Lauda repository of the University of Lapland. In preparation of the examination session, the university makes six paper copies of an electronically published dissertation for public display and one copy each for the candidate, opponent(s), and custos. Candidates need not pay for the electronic publication of a dissertation, but they may have more printed copies made on their own cost.

**For special reasons (e.g. nonstandard design) and by decision of the faculty, a dissertation may be published in the university series only or also in print.** In this case the faculty makes a separate decision regarding the printing costs.

Further instructions on publishing in the university series are available on the library's web pages at <https://lib.luc.fi/dissertations>.

If your dissertation is published elsewhere or as an author's edition, you must deliver 15 paper copies or an electronic copy and 6 paper copies to the chief of



administration no later than 10 days before the public examination. Whether it is an article dissertation or a monograph, the same number of copies must be delivered to the university. Before delivery to the faculty, you are to have the dissertation's summary part and separate articles bound together or compiled into one electronic file.

**In all events you must ensure that your dissertation is ready and publicly available no later than ten days before the public examination.** The faculty distributes the dissertation to the pre-examiners, the opponent(s), the custos, and the main lobby.

When publishing an author's edition, make sure that the dissertation has an ISBN code. Further instructions on acquiring an ISBN code are available on the library's web pages at <https://lib.luc.fi/dissertations>.

### **PUBLIC EXAMINATION OF A DOCTORAL THESIS**

An opponent's role in the public examination of a dissertation (also referred to as a public defence) is to inspect and discuss the varied themes of the work. At the beginning of the actual event the opponent usually focuses on methodological and general questions. This is followed by a more detailed analysis. If there is more than one opponent, they can agree on their order of appearance and work allocation. They can also take part in discussing a topic introduced by any of the opponents. The examination in its entirety may last for a maximum of six hours.

The public examination is opened and closed by the custos. The custos functions as the chair and makes sure that the doctoral candidate is allowed an immediate reply to each remark. The custos also ensures that the discussion does not deviate too much from the topic. If the examination lasts for more than two hours, the custos is to announce a break. The custos also leads the discussion with the audience. The custos may give the faculty a brief report on the proceedings of the public examination.

Further instructions on public examinations are available at [www.ulapland.fi/defence](http://www.ulapland.fi/defence).

### **OPPONENT STATEMENT AND GRADING OF A DOCTORAL THESIS**

The opponent(s) must give a well-founded, written statement(s) on the dissertation no later than two weeks after the public examination. This is done either jointly or separately. In the statement(s) the opponent(s) also give a grading proposal.

When grading the dissertation, attention is also paid to the doctoral candidate's defence in the public examination. The custos is to be in contact with the opponent(s) and to keep up the assessment process. In fact, the custos and the opponent(s) usually discuss the success of the dissertation and public examination as well as the grading proposal.

The written opponent statements on the doctoral thesis are delivered to the author as soon as they arrive. The candidate is allowed to reply to the opponent

statement(s) before the relevant Faculty Council meeting. To submit the reply, the candidate is entitled to request that the grading be postponed to the next Faculty Council meeting.

### **Evaluation criteria of a dissertation and the public examination**

A dissertation is a coherent presentation containing new scientific knowledge and building on independent research. It may be a monograph or an article dissertation consisting of previously published articles and a separate introductory part dealing with the doctoral research. The research is to manifest scientific integrity and adhere to good scientific practice and ethical research principles.

**Dissertations and their defence in the public examination are evaluated according to the following criteria:**

- **Topic, research subject, research problem, methodological delineation of the task, and research questions.** The topic of the research is important and the research subject is scientifically justified. The research presents a clear and appropriately delineated scientific problem. The research questions are conceptually precise and the study answers them. The research problem's complexity, ingenuity, and capacity to reform science are of particular merit.
- **Competence in the field of science and recognition of previous research.** The research demonstrates profound competence in the theories and concepts of the discipline and the special area of the research. It addresses the pertinent previous studies and their critique, and its results are proportioned to them. Further definition and development of the central scientific concepts or theories are of special merit.
- **Methods.** The chosen research methods are well justified and relevant in terms of the research problem. The methods are presented and used accurately and competently. Enhancement of research methods is of special merit.
- **Material.** The research questions can be answered on the basis of the chosen material(s). The quality and quantity of the materials meet the requirements of the research.
- **Analysis and observations.** The analysis is systematic and consistent. Its methods are compatible with the material and the analysis gives answers to the research questions. The reader can effortlessly follow the way in which the observations are made. The results are tested by addressing various application possibilities and potential counter-arguments. On the whole, the observations are logical and credible.
- **Presentation of the results and conclusions.** The results are presented intelligibly and they are based on the chosen theoretical frame, research material and methods. The work weighs the meaning of the results and

conclusions in light of the chosen research questions. The results are used to present ideas for further research. The research weighs the academic and social significance of the results.

- **Critical approach.** The researcher has a critical stance toward previous research, theories, methods, materials, sources, and the scientific contribution of his/her own work. The study as a whole is unique and independent.
- **Composition and form.** The structure of the dissertation is coherent, it progresses logically, and the text is clear and flawless. In the case of foreign-language dissertations, it is general practice to use professional language editors, but typically not before the changes set forth in the pre-examiner statements have been made. You may apply for funding to this end (the faculty, Rector's grant, language editing costs specified in a grant application, research projects).
- A statement on an **article dissertation** is to assess the introductory chapter, the articles that have already been published, and the whole dissertation composed of these. As for a jointly published article dissertation, the candidate's own contribution is to be specified and it must be sufficient for the dissertation in terms of quality and quantity.

The merits of the study in these areas are evaluated on a three-level scale as follows:

The grade *accepted* may be given if the study fulfils the requirements set for a doctoral thesis. In this case, however, the merits of the study do not meet the criteria set for a higher grade. The work may also have shortcomings, but they do not lead to rejection.

The grade *good* may be given if the study is of good quality according to all or most of the evaluation criteria. Some aspects of the study may even be of exceptional quality. The work may have some shortcomings that are offset by its merits.

The grade *outstanding* is given only if the dissertation is of exceptional quality and manifests strong expertise according to all criteria. If the study contains highly important observations that also bear substantial international significance in the discipline and if the opponent deems the dissertation to rank among the best in its field, the opponent is to give it a special mention in his/her statement.

The candidate may lodge a rectification request regarding the grading of the dissertation. The request must be sent to the Faculty Council within 14 days from being informed of the grading decision (see Regulations on Degrees at <https://www.ulapland.fi/EN/Studies/During-your-degree/Student-rights-and-responsibilities>).

## 4.2 Communication on a public examination

The faculty informs the Communications unit about the time, opponent(s), and custos of the public examination as soon the matters have been decided. In addition, the faculty enters the defence into the Events section on the university's website.

The Communications unit informs the media about the public examination. For this purpose, the doctoral candidate must deliver a one-page draft press release to the Communications unit introducing the dissertation. This is to be done at least two weeks prior to the examination. In collaboration with the candidate, the Communications unit draws up a press release on the basis of the draft.

The new contribution of the research is presented at the beginning of the press release. It is followed by the background, research methods, research subjects, etc. When writing the draft, make sure that you do not report each and every research result in the press release. It suffices to include the most important or some of the most important ones.

In addition to the results, the press release is to focus on topical, interesting, and newsworthy issues regarding the research, its practical applications, and the general public. You are advised to write the press release draft in such a way that it is understood by a person who is not familiar with your field.

In the end of the release, include the relevant information on the public defence, basic information on your educational and professional background, your contact information (email and/or phone number), and the dissertation's publication information.

Email the draft press release and your photograph to the Communications unit: [tiedotus@ulapland.fi](mailto:tiedotus@ulapland.fi). If necessary, the photograph can be taken at the Communications unit.

The press release may also be translated into Finnish and placed on the university's web pages. Settle the issue with the Communications unit well in advance to avoid a last-minute rush.

### **DISTRIBUTION OF A PRESS RELEASE**

The Communications unit is in charge of distributing your press release to the media. The basic distribution list covers the most important media in northern Finland and the rest of the country. The release is also sent to field-specific media. If you have personal preferences, you may also suggest other media to be included in the list. The extent of the distribution will be discussed with you. The media decide independently on the publication of the release. Distribution to international media is always agreed separately. You are to personally take care of communication to international publications.

The Communications unit assists and gives advice to candidates in matters related to press interviews and the media. You are advised to get ready for journalists

contacting you both before and after the public examination – especially when the press release is sent to the media.

The Communications unit reports the defence on the website and social media of the University of Lapland.

### **PUBLIC DISPLAY AND PRESS COPIES OF A DISSERTATION**

The public display of an electronically published dissertation takes place on the frontpage of the university's website. Furthermore, the faculty places one paper copy on public display in the university's main lobby ten days before the defence. A dissertation published in paper format is placed on public display only in the university's main lobby.

The Communications unit has the necessary data on dissertations published in the university series. As for dissertations published elsewhere, the faculty delivers one press copy of them to the Communications unit. Press copies to reporters interested in the topic are usually delivered by the candidate (or the publisher of a dissertation put out elsewhere).