

DOCTORAL STUDY GUIDE OF THE FACULTY OF SOCIAL SCIENCES

2024



LAPIN YLIOPISTO
UNIVERSITY OF LAPLAND

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Editors

Doctoral Studies Coordination Group of the Faculty of Social Sciences

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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. The 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). 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, recognition of prior learning, teaching periods, study counselling, and social issues. The degree programmes, minor subjects, and research communities of the faculty are presented on the faculty's web pages ([https:// www.ulapland.fi/EN/Units/Faculty-of-Social-Sciences/Studies](https://www.ulapland.fi/EN/Units/Faculty-of-Social-Sciences/Studies)). The administration of the faculty is also presented on the website.

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 Doctoral 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

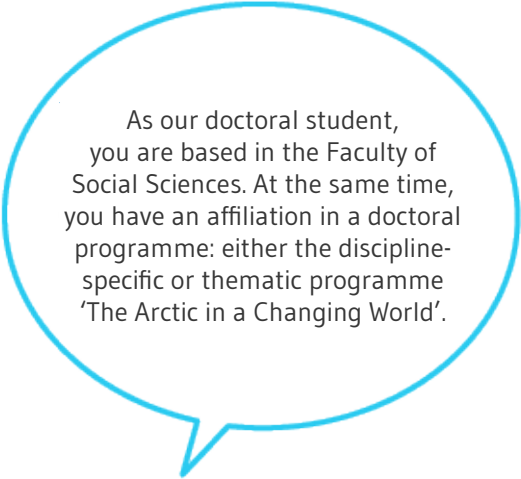
As a ULapland doctoral student, you belong to either the discipline-specific doctoral programme or the multidisciplinary, thematic doctoral programme *The Arctic in a Changing World*. When applying for a study right, you are to choose your programme between these two. Please note, however, that the doctoral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

The Arctic in a Changing World is a multidisciplinary doctoral programme where students complete the programme's thematic studies. The thematic doctoral programme is coordinated by the Doctoral School of the University of Lapland. Further information is available at the Doctoral School's website www.ulapland.fi/doctoral.

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 Doctoral School or on the programme's web pages at www.ulapland.fi/arcticDP.



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'.



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 220 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 the personnel of the Faculty Office (ytk.opinto@ulapland.fi).

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 with their contact information is available on the faculty's web pages.

2. INSTRUCTIONS AND REGULATIONS ON APPLYING TO 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 to 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 2.2.). 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 required, before submitting the application to the faculty, to contact the academic subject's staff members and the person who will potentially be appointed as your dissertation supervisor. This is to initially ensure a basis for the supervision of the dissertation and doctoral studies 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 (see also Section 2.3). 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. The application periods in 2024 are as follows:

- Spring 2024: 6–27 February 2024 by 15:00
- Autumn 2024: 1–22 October 2024 by 15:00

After the application period, the application is delivered to the supervisor nominated in the application so that they can give a statement. If the application does not specify a supervisor working in the academic subject, the statement is given by the doctoral study coordination team of the faculty. The statement contains a proposal to either grant or reject the doctoral study right. A proposal to reject the study right is to contain the grounds on which the applicant cannot be admitted to doctoral studies.

The doctoral studies coordination team assembles when the period of applying to doctoral studies has ended. The team discusses each doctoral study right application and the statement thereon. The dean of the Faculty of Social Sciences makes the decisions on the doctoral students based on the proposal given by the coordination team in its meeting.

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 enrol, 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 nonattending 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, or if the applicant is admitted based on university-level 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

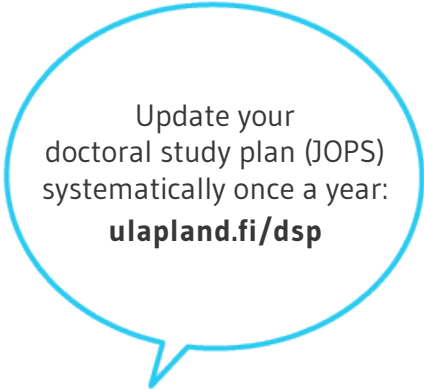
When a student selection is made, at least one supervisor who is in an employment relationship with the faculty is appointed to oversee the doctoral student's research. One or two more supervisors can also be appointed from the faculty or elsewhere. These supervisors may also be appointed at a later 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 either as a paper or an electronic document. 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 process 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 process 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>).



Update your
doctoral study plan (JOPS)
systematically once a year:
[ulapland.fi/dsp](https://www.ulapland.fi/dsp)



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.

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 the 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.

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.

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. In many foundation applications, 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. Sometimes 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.

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 to 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 dissertation that is approved by the Faculty Council after a public examination. The dissertation 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.

Dissertation

The dissertation 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 and fulfil the academic criteria of a dissertation set forth above.

An article thesis consists of three scholarly articles that have been published or vetted for publication and address the same problem, and a summary thereof (known as the summarising report). Each article must bring about new scientific results or perspectives. The articles and summarising report must yield a new scientific contribution that corresponds to that of a monograph in terms of scientific quality and other requirements.

The articles must have been published or vetted for publication in scientifically peer-reviewed journals or compilations (referee system). However, at least one of the articles must have been published or vetted for publication in a peer-reviewed scholarly journal. The articles of the dissertation mainly correspond to type A1 (original peer-reviewed scientific articles) or A3 (chapters in compilations) of the publication type classification of the Ministry of Education and Culture.

The publications may include co-authored articles if the student's independent contribution to them can be demonstrated. 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 co-authored 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 doctoral student must deliver a report of each writer's role in the co-authored article to the Faculty Council and acquire each writer's signature of approval regarding the report (see also https://tenk.fi/sites/tenk.fi/files/TENK_suositus_tekijyys.pdf).

The summarising report states the objectives, methods, materials, results, and main argument 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 summarising report 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 and that predatory journals are not used. For example, The Finnish Publication Forum (julkaisuforum.fi) may help identify trustworthy channels. However, dissertations 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 dissertation 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 dissertation supervisors discuss the pre-examination process and its schedule with the doctoral student. At least two adjunct professor-level members of the faculty personnel assess the manuscript's eligibility for pre-examination.
- 2) The doctoral researcher checks the manuscript with a plagiarism recognition system. The process supervisor examines the report.
- 3) The process supervisor requests the consent of the proposed pre-examiner experts. Before doing so, the supervisor asks the doctoral student whether he/she has anything to comment on the proposed experts (conflicts of interest).
- 4) The doctoral student delivers the manuscript to the process supervisor in electronic format.
- 5) The process supervisor introduces the issue to the Faculty Council's agenda by emailing the manuscript, a notice of the plagiarism check, and the names, titles, organisations, and email addresses of the experts to the faculty's chief of administration and administrative secretary.
- 6) Two pre-examiners are appointed for the manuscript by the Faculty Council's decision.
- 7) The faculty administration sends the manuscript, assessment instructions, and fee payment instructions to the pre-examiners. The supervisor(s) and the doctoral student are not in contact with the pre-examiners in issues related to the examination.
- 8) The pre-examiners submit their statements within two months.
- 9) Based on the pre-examiner statements, the doctoral student is entitled to correct the manuscript and to turn it into a publishable dissertation.

- 10) Based on the pre-examiners statements of approval, the Faculty Council authorises a public examination (defence). The doctoral candidate is allowed to comment on the statements before the decision is made. If both or one of the statements rejects the defence, the work reverts to the supervisory process.
 - 11) The Faculty Council appoints the custos and the opponent(s). Before deciding on the appointment, an opportunity is reserved for the doctoral candidate to comment on the opponent nominee(s). The custos acts as the opponent's contact person.
 - 12) The Faculty Council rules the date of the defence.
 - 13) 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 lobby.
 - 14) Public defence of the dissertation.
 - 15) The opponent(s) give their statements and grade proposals.
 - 16) The Faculty Council grades the dissertation. The doctoral candidate is allowed to comment on the opponent statement(s) before the grading decision is made.
 - 17) 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 Peppi system at <https://www.ulapland.fi/FI/Opiskelu/Tutkielma-ja-valmistuminen>.

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 completed. It is advisable to check the credit record annually in the DSP discussions with the process supervisor.

Doctors are given an electronic degree certificate that states the title of the completed degree, the major subject of the degree, the graduation date, the scope of the degree, the studies included in the degree, potential study modules and their grades, and the title and grade of the thesis.

The certificate is granted by the dean's decision.

2.8 Entry into force

The instructions and regulations presented in this guide and the related curricula enter into force on 1 January 2024.

If you have started studying according to a previous doctoral study guide, you may continue pursuing your degree according to the requirements of this 2024 guide. 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 40 credits' worth of studies complying with the curriculum for doctoral degrees and writes a dissertation (180 credits). The scope of doctoral studies is thus 220 credits (doctor's degree).

The Doctoral 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 new 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:

POSTG100 DOCTORAL STUDIES IN THE FACULTY OF SOCIAL SCIENCES, 40 cr.

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

POSTG01 Discipline-specific studies 5–10 cr.

POSTG02 Expertise in the topic of the research 5–10 cr.

POSTG06 Doctoral seminar 5–10 cr.

Philosophy of research and research skills, 20 cr.

POSTG300 DISSERTATION, 180 cr.

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 the Peppi system under the studies of the faculty. In addition to courses, the POSTG codes may cover other study attainments, for instance conference presentations and seminar attendances (see section 3.2).

The *Philosophy of research and research skills* studies arranged by the Doctoral School are open to all doctoral students at ULapland regardless of their programme (for more details, see the Peppi system and <https://www.ulapland.fi/EN/Research/Doctoral-education/For-doctoral-researchers>).

Discuss with your process supervisor how to allocate the attainments under the POSTG codes and into the *Philosophy of research and research skills* module. Including studies completed in other universities into the degree and/or the related substitutions must also be agreed with the process supervisor. The process supervisor submits your attainments to the credit record administrators after your annual DSP discussion.

Doctoral dissertation 180 ECTS	Discipline-specific and faculty-specific studies	20 ECTS
	Philosophy of research and research skills	20 ECTS

STRUCTURE OF THE THEMATIC DOCTORAL PROGRAMME

The Doctoral School provides thematic special studies. More information on their contents is available on the Doctoral School's web pages at www.ulapland.fi/arcticdp. In addition to the thematic studies, participation in the academic subject's doctoral seminar must also be included in your doctoral studies.

POSTG100 DOCTORAL STUDIES IN THE FACULTY OF SOCIAL SCIENCES, 40 cr.

Thematic studies of the doctoral programme, 15 cr.

Philosophy of research and research skills, 20 cr.

Discipline-specific and faculty-specific studies, 5 cr.

POSTG06 Doctoral seminar, 5 cr.

POSTG300 DISSERTATION, 180 cr.

Doctoral dissertation 180 ECTS	Thematic studies of the doctoral programme	15 ECTS
	Philosophy of research and research skills	20 ECTS
	Discipline-specific and faculty-specific studies	5 ECTS

3.2 Contents of discipline-specific doctoral studies

POSTG01 Studies in the relevant field of science 5–10 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 5–10 cr.

Objectives:

- Historical knowledge, present situation regarding the empirical area
- Cross-disciplinary knowledge of the area and related research
- Shaping the topic of the thesis into lectures and instruction packages already prior to the defence and/or
- Popularising the area of the thesis and disseminating it to public forums (newspaper articles, interviews)

The student's articles, research reports, and other written productions can also be counted as doctoral study attainments, provided that they demonstrate and increase 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.

Lecturing, popularisation, and master's thesis supervision related to the student's topic or methodology studies can also be counted as doctoral study attainments, provided that they demonstrate and increase the student's expertise in the field. Credits for them are given as stated below.

- popularisation of scientific results 1–2 cr.
- instruction and supervision of master's theses 1–5 cr.

You may also complete the studies by attending courses arranged by ULapland's Doctoral School, other disciplines, or other parties according to a separate agreement.

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. The number of earned credits is defined by the student's participation in the seminars and conferences organised by academic networks.

4. FURTHER INSTRUCTIONS AND REGULATIONS ON ASSESSING A DISSERTATION AND ON DISSEMINATING INFORMATION ABOUT THE PUBLIC EXAMINATION

4.1 Examination procedure of a dissertation

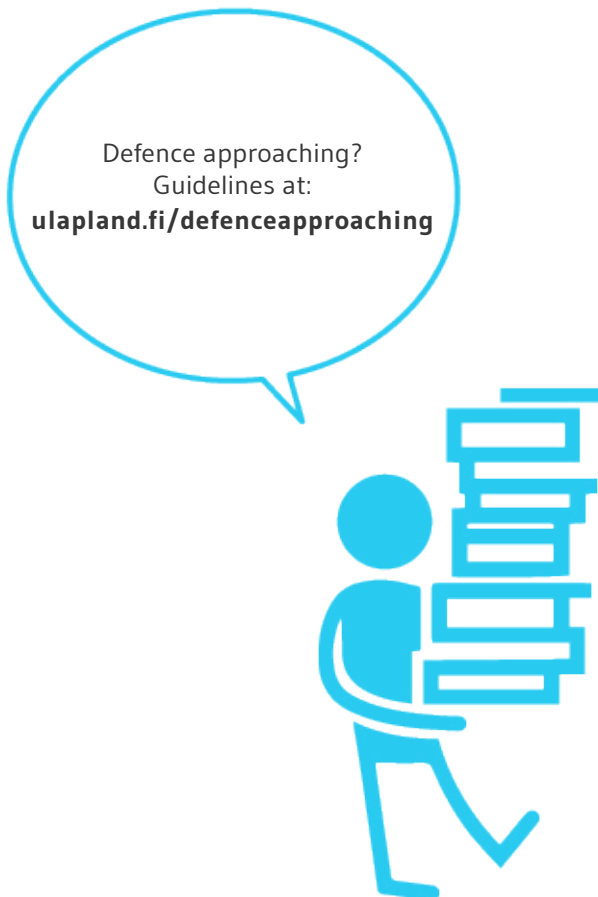
PRELIMINARY EXAMINATION

The pre-examination is an external quality control method carried out by the academic community. Its purpose is to ensure that the dissertation research fulfils the criteria of scientific research and writing. When turning in the manuscript for pre-examination by the faculty, the doctoral candidate must be enrolled for attendance at the university.

Before turning in the manuscript for pre-examination, the candidate must scan it using a plagiarism check tool (see instructions at <https://www.ulapland.fi/FI/Opiskelu/Opintojen-aikana/Turnitin>).

The process supervisor's task is to read the report and to inform the faculty that the check has been performed when proposing that the manuscript be turned in for pre-examination. The plagiarism check is mandatory for all dissertations of the Faculty of Social Sciences at the University of Lapland.

The pre-examination process starts when the process supervisor submits a written proposal to the faculty to send the manuscript for pre-examination. The process supervisor's proposal to appoint the pre-examiners must be delivered to the chief of administration and the administrative secretary no later than two weeks before the



Faculty Council meeting in which the pre-examiners are to be appointed. Along with the proposal, the process supervisor delivers the manuscript as a PDF file and the experts' contact information. Before delivering the proposal to the faculty, the process supervisor requests the consent of the experts proposed as pre-examiners. Before requesting the consent, the pre-examiner asks the doctoral candidate whether he/she has anything to comment on the proposed pre-examiners (conflicts of interest).

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. Pre-examiners may come from the same institution only in exceptional cases, that is, when the organisation has no expertise on the research area or international experts cannot be used owing to the language of the manuscript. In such cases, the process supervisor must justify the proposal for experts to the Faculty Council in writing.

The Faculty Council appoints two pre-examiners for the thesis. Before the appointment of 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.

PRE-EXAMINATION STATEMENTS

The pre-examiners are to give their justified, written statements within two months from receipt of the assignment. They are asked to state whether they think that the manuscript is of such scientific value that the Faculty Council can authorise its public examination.

The pre-examiners assess the following issues: (1) scientific significance, (2) choice of topic and research question, (3) theoretical processing, (4) material and methods, (5) personal contribution, (6) results and reliability, (7) conclusions and reflection, (8) composition and presentation, and, in the case of an article dissertation, (9) the thematic consistency of the work and (10) the academic quality of the summarising report. The pre-examiner statement may include correction and improvement proposals (preferably as a separate attachment). In the statement, a pre-examiner can only propose granting or rejecting permission to proceed to a public examination. Conditional approvals are not accepted.

The pre-examiners must report any violations of research integrity that they discover (see the guidelines of the Finnish National Board on Research Integrity TENK at http://www.tenk.fi/sites/tenk.fi/files/HTK_ohje_2012.pdf).

PRE-EXAMINER'S ROLE AND ETHICAL ISSUES

The faculty is in charge of communication between the doctoral candidate, the supervisors, and the pre-examiners.

During the pre-examination process, a pre-examiner is not allowed to discuss or negotiate with the doctoral candidate or the supervisors the content of the statement or any other issues related to the dissertation. In the pre-examination statement, the examiner must report any contact with the doctoral candidate or supervisors during the pre-examination process.

Furthermore, a pre-examiner is not allowed to receive any revised versions of the manuscript or any other related documents directly from the doctoral candidate or the supervisors. This material can only be received from the faculty.

A pre-examiner must submit the statement directly to the faculty.

PERMISSION FOR A PUBLIC EXAMINATION

The pre-examiners deliver their statements to the Faculty Council, from where they are sent to the process supervisor and the doctoral candidate without delay. The candidate is allowed to reply to the pre-examiner statements. To be able to submit the reply, the candidate is entitled to request delaying the decision on authorising a public examination to the next Faculty Council meeting. The pre-examiners may present the comments specifying their statements directly to the doctoral candidate.

Based on the pre-examiner statements, the Faculty Council makes the final decision on granting or rejecting permission for a public examination. If both or one of the statements rejects the defence, the work reverts to the supervisory process. In this case, the pre-examination process is restarted after the doctoral candidate has corrected the major deficiencies set forth in the statement(s). The candidate is to deliver a written account to the Faculty Council of the way in which he/she has considered the specified deficiencies and required corrections in the new version of the manuscript.

Even when the statements grant permission for a public examination, finalising the manuscript for publication is an important phase. The candidate is to deliver a written account to the Faculty Council of the way in which he/she has considered the feedback in the pre-examiner statements. 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 dissertation.

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).

As a rule, the role of custos is assumed by the process supervisor or some other professor or adjunct professor of the academic subject or a related subject employed by 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 DISSERTATION

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 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://libguides.luc.fi/vaitoskirja>.

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 summarising report 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 university's 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://libguides.luc.fi/vaitoskirja>.

PUBLIC EXAMINATION OF A DISSERTATION

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 are several opponents, 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.

OPPONENT STATEMENT AND GRADING OF A DISSERTATION

The opponent(s) must give a well-founded, written statement 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 make sure that the assessment process is proceeding. 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 dissertation 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 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 interpretation 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 discipline and chosen research questions. The results are used to present ideas for further research. The research elaborates on 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. The candidate 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 dissertation. In this case, however, the merits of the study do not meet the criteria set for a higher grade. The work may have shortcomings that are offset by its merits.

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 explicitly point it out 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 the 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 sends to the Communications unit an excerpt of the meeting minutes concerning the time, opponent(s), and custos of the public examination as soon the matters have been decided. In addition, the faculty enters the examination 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 (for more information, see these [instructions](#)).

DISTRIBUTION OF A PRESS RELEASE

The Communications unit is in charge of distributing a 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. You are also well-advised to be proactive in communication and to utilise your own media connections. In doing so, however, it is important to ask reporters to adhere to the publication date agreed with the Communications unit. Articles that have been agreed in advance should not be published before other media have received the release sent by the university's Communication unit.

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 of the discipline.

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. Be prepared especially when the press release is sent to the media.

The Communications unit also announces 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).