

**Faculty of
Education**

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**Doctoral study
guide**

2022-2024

FACULTY OF EDUCATION

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In administrative matters relating to postgraduate studies, students should contact the Faculty's head of Study Affairs. For questions about the content of studies, they should consult the Dean, the Vice Dean for Research, or professors or adjunct professors engaged by the Faculty. An up-to-date list of contact details may be found on the Faculty's webpages.

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1. RESEARCH AND POSTGRADUATE STUDIES IN THE FACULTY OF EDUCATION

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

The second key theme is 'Education, Work and Equality in Arctic Communities'. Research in this vein adopts a transdisciplinary and international perspective in studying the agency of people belonging to different generations, the focus being opportunities to renew one's competence in order to better use the services of the future and manage the distances involved. Underpinning and guiding the research are principles of participation, equality, gender equality and wellbeing.

Additional information on the areas of expertise among the members of the Faculty and their publications can be found at [Lacris - University of Lapland Research Portal \(https://research.ulapland.fi/en/\)](https://research.ulapland.fi/en/).

The University's Graduate School offers all postgraduate students courses in researcher skills. The faculties are responsible for granting the right to pursue postgraduate studies and for awarding all doctoral degrees.

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

2. POSTGRADUATE DEGREES IN EDUCATION AND THE APPLICATION PROCESS

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

- 1) have a profound knowledge of their field of research and its social significance;
- 2) gain the knowledge and skills needed to apply scientific research methods independently and critically and to produce new scientific knowledge;
- 3) have a sound knowledge of the development, basic issues and research methods of their field of research;

- 4) gain a knowledge of the general theory of science and of disciplines relating to their field of research that will enable them to follow developments in those fields.

The Faculty of Education offers three postgraduate degrees: the Doctor of Philosophy in Education (PhD (Ed)), Doctor of Philosophy (PhD), and Licentiate of Education (Lic Ed).

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

2.1. *Admission criteria*

To be eligible for postgraduate studies, applicants must hold a master's degree or equivalent foreign degree entitling the holder to pursue corresponding postgraduate studies in the country where the degree was completed. In addition, they must have completed advanced studies in the major subject of the doctoral degree or comparable studies. The Faculty may require students to complete supplementary studies to ensure that they have a sufficient educational background for postgraduate work. The major subject of the Doctor of Education degree may be education, adult education or media education.

Applicants seeking the right to pursue postgraduate studies based on a foreign degree must demonstrate that they are capable of completing the studies and that they have a good command of Finnish or English. For additional information, see <https://www.ulapland.fi/EN/Admissions/Masters-Studies/Language-requirements>

The Faculty may grant the right to pursue a Doctor of Philosophy degree to those with a university degree in a discipline other than education or a corresponding foreign degree provided that the dissertation will be a multidisciplinary one. However, the applicant must have completed basic and subject studies or corresponding studies in a field of education. The applicable areas are education, adult education, media education, educational psychology and special education. Pedagogical studies for teachers (60 credits) fulfil this requirement.

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

2.2. *Applying for the right to pursue postgraduate studies*

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

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

[Apply for doctoral studies \(ulapland.fi\)](https://ulapland.fi)

Please fill in the Application for Postgraduate Studies in the Studyinfo system (<https://opintopolku.fi/konfo/en/>). All required attachments should be sent before the end of the application period. Instructions on sending attachments can be found in Studyinfo.

Students should contact a potential supervisor, this being as a rule a professor or adjunct professor in the Faculty with expertise in their topic. Information on the research interests and areas of expertise of the Faculty's professors can be found in the [Lacris research portal](#). If a student is not sure who to approach, they should contact the Dean or Head of Study Affairs in the Faculty.

The principal supervisor or Dean will explain the University's strategic research themes, the researcher training system and national collaboration in the field of education (FinEd).

Research Plan

Students should submit a tentative research plan demonstrating a sound familiarity with the academic debate on the phenomenon they are studying as well as their ability to justify the scientific significance of the topic, place the subject in the appropriate social and temporal context and formulate meaningful research questions. The plan is assessed based on its feasibility and the scientific appeal of the topic and thus should describe the data collection and analysis as clearly as possible. Research ethics and the usability of the results should also be given due consideration in the plan. A description of the research community (supervisors, research groups) should also be included.

The Faculty uses the University's common planning template, which is based on that used by the Academy of Finland. The research plan should be a maximum of five pages in length. Instructions for drawing up a research plan can be found at [research plan template 2022.docx \(live.com\)](#)

Postgraduate study plan (JOPS)

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

Every doctoral candidate has to draw up a personal plan of postgraduate studies (JOPS) with their principal supervisor. Applicants for doctoral programmes are required to draw up a tentative JOPS as part of their application; if admitted they then refine the plan with their supervisor. The form for a JOPS can be found on the university web pages at [081221_jops_dpsp_english.docx \(live.com\)](#)

Applications are reviewed by the professors' meeting, after which the Dean makes the decisions on granting the right to study. In order to receive the right to pursue postgraduate studies, applicants must fulfil the admission requirements by the close of the application period and the application must contain all of the required information. The quality and content of the research plan, carefully drafted, are key criteria when considering applications for the right to pursue a doctorate.

Applicants receive the admissions decision in [My Studyinfo](#). The decision will also provide information regarding any supplementary studies that may be required in their major subject. Students who are dissatisfied with the decision may send a written request for rectification to the Dean of the Faculty within 14 days of being informed of the result.

2.3. Registering as a postgraduate student

Students register as "attending" at the same time as they accept their place in the programme on [My Studyinfo](#).

Postgraduate students must register at the University as attending students throughout their studies. They are required to register each academic year to ensure that all the studies they have completed are properly recorded.

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

Upon enrolling in the University of Lapland, every student at the University of Lapland is given a personal user ID, which is needed for creating a service account and a network account. The ID provides access, for example, to the Library. When you have registered and your right to study is in effect, you can activate your user id. Further information and directions may be found at:

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

Students are regarded as having forfeited the right to pursue postgraduate studies if they

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

2.4. *Funding opportunities*

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

Additional information on sources of funding can be found at:

[Funding doctoral studies - Lapin yliopisto - University of Lapland - Lapplands universitet \(ulapland.fi\)](#)

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

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

3. SUPERVISION OF POSTGRADUATE STUDIES AND RESEARCH

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

The supervision of postgraduate studies covers the following: 1) commenting on the students' research annually in the postgraduate seminar up to and including the Faculty's practice defence; 2) supervisory meetings, discussions and related written communication; and 3) ensuring that students present their dissertation in the Faculty's practice defence before the research proceeds to the pre-examination.

The research is presented in domestic and, if possible, international seminars and conferences. Feedback on presentations, articles and posters is part of the supervision process. In addition, efforts are made to provide opportunities for postgraduate students to participate in the networks and research projects or research groups of the Faculty and in its collaborative networks.

Both the supervisor and the student must demonstrate their interest in and commitment to the favourable progress of the research. To successfully complete the dissertation, the student must work systematically and independently. It is the student who makes the final decisions relating to the research. The data collected during the dissertation process must be stored in keeping with the nature of the data and the applicable ethical guidelines (e.g., kept in a locked space).

The supervisor and the student are bound by research ethics, which encompass the following: respecting each other's expertise; keeping ideas, unfinished papers, interpretations and comments confidential; protecting the originality of one's own text; accurate referencing; and questions of copyright and authorship. Please consult the guidelines of the Finnish National Board on Research Integrity on the supervision and examination of doctoral dissertations and questions of copyright at

[Supervision of doctoral dissertations \(tenk.fi\)](https://tenk.fi/sites/tenk.fi/files/TENK_suositus_tekijyys.pdf)

https://tenk.fi/sites/tenk.fi/files/TENK_suositus_tekijyys.pdf (Agreeing on authorship. Recommendation for research publications.)

It is advisable for students and their principal supervisors to draw up [supervision agreement](#) when students begin their doctoral studies.

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

According to the nature or object of their research, students may request an advance ethical review from the Lapland University Consortium's Research Ethics Committee for the Humanities. Please consult the guidelines on research ethics and management of materials at:

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

4. STRUCTURES AND CURRICULA OF POSTGRADUATE DEGREES

4.1. Structure of the doctor's degree (240 credits) (PhD (Education) and PhD)

Doctoral studies 60 cr and dissertation 180 cr

- I. Studies organised by the Graduate School of the University of Lapland: Philosophy of Science and General Research (20 cr)
- II. Studies deepening the students' knowledge of their field of research (20 cr)
- III. Postgraduate seminars (20 cr) and dissertation (180 cr)

4.2. Doctoral curriculum

During the application phase, postgraduate students are required to draw up a (preliminary) personal study plan together with their supervisors. An updated study plan (JOPS) and completed studies are submitted to the principal supervisor for approval.

I. The Graduate School of the University of Lapland arranges courses in research skills for all doctoral students. The module Philosophy of Science and General Research Skills (20 cr) comprises four units:

- a) Critical thinking and argumentation
- b) Research methods
- c) Orientation and researcher skills
- d) Ethics

Doctoral students should choose courses from each of the units but to provide for flexibility no requirements have been set for the number of credits to be completed in each. Teaching is arranged in all of the research skill modules in both autumn and spring terms. Doctoral students who have begun their studies before 1 August 2021 may flexibly continue their work under the new structure.

Course descriptions can be found and registration is handled in the Peppi system.

KKAS1402 Studies deepening the students' knowledge of their field of research (20 cr):

- courses completed in national or international doctoral studies or doctoral programmes
- minor studies at the subject-study level
- courses completed in the University's Graduate School or faculty
- a presentation in a domestic or foreign doctoral training seminar (not a seminar arranged by the supervisor), (2–3 cr)
- acting as an opponent for another doctoral student in the Faculty's practice defence, (2 cr)
- a presentation or poster in a national Studies deepening the students' knowledge of their field of research or international conference (3– 5 cr)
- an article in a domestic or international publication, (4–6 cr)
- an article in a domestic or international refereed publication, (8– 12 cr) (the article cannot be part of an article-based dissertation)
- editing a book (4–8 cr)
- acting as an expert (as a referee, writing a book review) (4–6 cr)
- teaching at the University (4–8 cr)

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

Postgraduate students are expected to actively participate in postgraduate seminars throughout the dissertation process, presenting their own research and acting as opponents, until their manuscript proceeds to the Faculty's practice defence.

Doctor's degree, major in Gender Studies (PhD)

- Studies organised by the Graduate School of the University of Lapland (see point 1 above) and the Hilma University network for women's studies (20 cr).
- Studies supporting students in building their expertise and advancing their knowledge of the field (20 cr)
 - the studies can be carried out as described on page 10
 - also acceptable are advanced supplementary studies in the major subject or applicable advanced or subject studies in other subjects.
- Doctoral seminars (20 cr) and dissertation (180 cr)
 - active participation and presentation of papers in the gender studies doctoral seminar for two academic years

A dissertation may be a monograph or a coherent work consisting of articles and a synthesis. The monograph or articles are to be based on scientific research and constitute a thematic whole. The dissertation should demonstrate the candidate's ability to use scientific research methods, and should offer a scientific contribution containing new knowledge.

A dissertation may be written in Finnish, Swedish or English or, with the Faculty's permission, another language. The student is responsible for ensuring that the language of the manuscript is polished

An article-based dissertation consists of at least three scientific articles and a synthesis. The articles must have been published in a refereed journal or edited volume with a Publication Forum rating of at least level 1 (conference publications are not accepted). One of the articles may be a manuscript that has been accepted for publication.

In an article-based dissertation, the synthesis must demonstrate how the publications form a whole and identify the scientific contribution of the work. The length of the synthesis is typically 50 to 70 pages. Article-based dissertations are

assessed by considering how well the articles and synthesis function together to form an increasingly deep scientific whole that treats the topic broadly, comprehensively and systematically.

At least two of the articles must have been published and one accepted for publication in a refereed journal or edited volume with a Publication Forum rating of at least 1. In at least two of the articles, the candidate must be the only or the primary author. The candidate must make a clearly defined, independent contribution to each article. In the case of joint publications, candidates should write an account of their independent contribution to the publication. A dissertation that consists of three scientific articles may include a joint publication of two or more doctoral students but this publication may not be included in more than one article-based dissertation. A publication by the same student that is included in a different dissertation cannot be used as part of a new dissertation. An article is deemed outdated for purposes of a dissertation if more than 10 years have passed since its publication.

A monograph is a uniform and independent written scientific work. It is a scientific work written by the author alone; it is based on independent research and has not been published previously. During the dissertation process the author may publish articles related to the topic and refer to these in the dissertation. A dissertation in the form of a monograph is typically between 200 and 250 pages in length, not including appendixes.

5. FROM MANUSCRIPT TO DISSERTATION

Presenting research in the practice defence seminar

Before a completed dissertation manuscript is submitted to the Faculty Council for the official examination procedure, it is first reviewed in the Faculty's practice defence seminar. The date of the seminar and the opponents are agreed upon beforehand in the professors' meeting. Students should send the manuscript in electronic format to the Head of Study Affairs two weeks before they present it in the seminar. In the case of an article-based dissertations, the seminar may be arranged when all three articles have been published or accepted for publication.

As a rule, a representative of the Faculty will serve in the later stages of the process as a member of the grading committee for the dissertation. In the practice defence, one or more members of the teaching and research staff and one person

representing postgraduate students provide comments on the manuscript. These persons are chosen from among the Faculty's professors, associate professors, adjunct professors or other persons with sufficient expertise and academic merits.

All dissertation manuscripts written in the Faculty of Education will be checked using the Ouriginal plagiarism detection system. The system is used to determine the originality of the texts.

Additional information and more detailed guidelines can be found at the following address: <https://www.ulapland.fi/FI/Opiskelu/Opintojen-aikana/Ouriginal>

Pre-examination of a dissertation manuscript

The supervisors oversee the final phases of work on the dissertation and discuss the possible pre-examiners with the student. When given permission to do so, the candidate submits the manuscript in electronic format to the Head of Study Affairs for appointment of the pre-examiners; this must be done three weeks prior to the next meeting of the Faculty Council. The Head of Study Affairs then sends the manuscript to the members of the Council for their perusal and presents the issues relating to pre-examinations and defences when the Council meets.

Should a doctoral candidates wish to do so, they may print their dissertation manuscripts at the Lapland University Press. Questions regarding printing, prices and billing should be directed to the University Press at [paino\(at\)ulapland.fi](mailto:paino(at)ulapland.fi).

A manuscript submitted for pre-examination should be polished in terms of content and language. The report of the Ouriginal system must be attached to the manuscript submitted to the Faculty Council.

The professors' meeting reviews the pre-examiners proposed by a student's supervisor and the principal supervisor requests the consent of the pre-examiners before the Faculty Council makes its decision. Prior to the decision, the doctoral candidate is given an opportunity to present objections to the choice of examiners. The procedure applies principally to disqualification of examiners. The candidate may submit any objections by email to the Head of Study Affairs.

The Faculty Council determines whether pre-examiners may be appointed for the manuscript. If so, the Council appoints two pre-examiners, who are professors or adjunct professors and from outside the university community. At least one of the pre-examiners must be a professor. Questions of disqualification are governed by the provisions of section 28 of the Administrative Procedure Act (434/2003). When using

a foreign pre-examiner, it must be ensured that the criteria used at the University of Lapland are fulfilled. When selecting the pre-examiners, equality between men and women is observed as far as possible. Their combined expertise must cover the field or fields, the subject area and the methodological and theoretical choices of the work to be examined.

Pre-examination is an external procedure through which the academic community verifies the quality of a dissertation and ensures that it fulfils the criteria for scientific research and texts. It is not a part of the supervision process, although candidates typically receive valuable comments and suggestions for improving their work.

After the Faculty Council has decided on the pre-examiners, the Administrative Secretary sends them the manuscript as well as the related instructions and documents.

Pre-examination statement

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

The pre-examination statement, typically 5 to 8 pages in length, should assess at least the following considerations:

- the scientific significance and current relevance of the topic
- the theoretical, societal and historical context of the research
- the clarity of the research objective and the research design
- the methodological choices
- the quality and originality of the data analysis
- the reliability and significance of the results and the researcher's ability to present arguments regarding the phenomenon studied
- the author's independent contribution to the research
- the organisation, presentation and language of the work
- the significance of the dissertation in the discipline

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

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

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

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

The supervisor is responsible for ensuring that the candidate revises the dissertation according to the feedback given by the pre-examiners. If permission to publicly defend the dissertation is denied or the pre-examination becomes unreasonably long, the pre-examination process is cancelled and the dissertation reverts to the supervision process. It is recommended that the same pre-examiners be engaged when the dissertation is ready for the pre-examination process again.

The author has the ultimate responsibility for the research, the form of the dissertation and the publication arrangements.

Permission to defend and opponent

The Faculty Council grants permission to defend the dissertation when pre-examiners have submitted positive statements. At this point, the Council also decides on the opponent(s) and custos. The custos, or moderator of the defence, is usually the professor or adjunct professor who supervised the work. The primary task of the custos is to see to the smooth progress of the public defence.

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

Along with the permission to defend the dissertation, the Faculty Council determines the date, time and venue of the defence as well as the members of the grading committee. These decisions are made on the basis of negotiations with the candidate, opponent and custos. In the same meeting, the Council decides on the composition of the grading committee. Before the opponent is appointed, the candidate is given a chance to present any objections relating to the disqualification of the proposed opponent, with these to be submitted by e-mail to the Head of Study Affairs. The opponent examines the dissertation in a public defence in keeping with academic tradition.

The venue of the defence is essentially always the University of Lapland. No other location is possible without a compelling reason. When planning the date, the candidate must consider the University's opening hours and the availability of services. The coffee and refreshments served after the defence are paid for by the University. Candidates should contact the Faculty's Administrative Secretary in good time before the defence regarding the related arrangements.

The costs incurred as part of the pre-examination procedure, the fee paid to the opponent, as well as the opponent's travel and accommodation expenses are paid for by the Faculty.

6. GRADING OF A DISSERTATION

When granting candidates permission to defend their dissertation, the Faculty Council appoints a grading committee, which submits a proposal as to the approval or rejection of the dissertation and the grade to be awarded. The grading committee consists of the opponent(s), the custos and a member of the teaching and research staff, the last typically being the person who acted as the opponent in the Faculty's practice defence seminar. The custos, typically the student's supervisor, only has the right to speak in the committee and does not take part in proposing the grade.

Within three weeks of the public defence, the opponent submits a reasoned written statement on the dissertation to the Faculty Council. The statement contains the joint position of the grading committee on the assessment of the dissertation. The statement must indicate clearly whether the grading committee proposes that the dissertation be rejected or accepted and, in the latter case, what grade the committee proposes for the work. On the basis of this statement, the Faculty Council decides on whether the dissertation will be accepted and on the grade to be awarded. If the opponent and the other members of the grading committee do not concur on the assessment of the dissertation, any member with a dissenting view must submit a reasoned statement to the Faculty Council.

Dissertations are assessed on the scale fail, pass, good and pass with distinction. The assessment and the grading decision are based on the following criteria:

Topic, research problem and definition of the research task

- the scientific significance of the research
- the research produces new knowledge or opens up a new line of inquiry

- the research question has been defined and delineated in a logical way

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

- concept definition and assessment
- sufficiently extensive use of earlier research knowledge
- the author is familiar with the earlier theoretical and methodological discourse dealing with the topic

Research material and research methods

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

Presentation of results and conclusions

- analysis and presentation of the results in relation to the research question
- assessment of the credibility and significance of the results in the light of the discipline
- conclusions, societal and international significance and suggestions for further research

The work as a whole and its presentation

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

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

A dissertation awarded a grade of *pass with distinction* is an outstanding and ambitious work in the light of all the criteria. In his or her statement, the opponent clearly demonstrates the significance of the dissertation for the discipline and an assessment that the dissertation represents cutting-edge research in the field.

Pass with distinction

In light of all the most important criteria, the work has national and international merit in terms of the significance of the topic, the research questions and its innovative research design. The study demonstrates a deep knowledge of the

related theoretical tradition and methodological discourse. The data collection and analysis show creativity and are well justified and described in detail. The study is critical and ethically commendable. It is a novel contribution to the current academic discourse on the subject. Any component studies and articles work well together to form a coherent whole. The research is exceptionally well written and the language is polished.

Good

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

Pass

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

Fail

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

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

A student who disagrees with the grading can send a written request for rectification to the Faculty Council. The request must be submitted within 14 days of being informed of the grade and the grading principles applied. A student who does not agree with the rectification decision concerning the grading may file an appeal with an appeals committee; this must be done within 14 days of being notified of the Faculty Council's decision on rectification. The appeal is sent to the University Registry. No appeal can be lodged against the decision of the appeals committee. Provisions on the appeals committee are set out in the University's Rules of Procedure.

7. PUBLISHING A DOCTORAL THESIS

Candidates should set aside at least two months for the publication process. If the dissertation is published by an outside publisher, the schedule for the work should be agreed in good time, so that the dissertation will be available to the Faculty at least 10 days before the defence.

As a rule, dissertations are published in electronic form in the series Acta electronica Universitatis Lapponiensis if the University is the publisher. The publication platform is the University's Lauda publication repository. More detailed guidelines on the publication of dissertations in the University's series can be found on the Library's webpages at lib.luc.fi/dissertations.

For purposes of the defence the University prints 6 copies of the dissertation to be put on public display as well as a copies for the candidate, opponent(s) and custos to use at the defence. The candidate has to ensure that the dissertation is complete and publicly available at least 10 days prior to the public defence.

In the case of a dissertation published by publishers other than the University of Lapland or published by the author, the candidate is to provide the Faculty's Administrative Manager with either 15 printed copies or an electronic copy and 6

printed copies at least 10 days before the defence. Before sending the dissertation to the Faculty the synthesis and individual articles must be bound into a single volume or combined electronically in a single file. The Faculty distributes the dissertations to the pre-examiners, opponent(s), custos and places the required number of copies on display in the university lobby.

When self-publishing a dissertation, a candidate must ensure that it receives an ISBN identifier. Detailed guidelines on obtaining an identifier can be found on the Library's webpages at lib.luc.fi/dissertations.

In any event, the doctoral candidate must ensure that the dissertation is ready and publicly available at least 10 days before the defence. The candidate is responsible for the costs of any language checking.

8. PUBLICISATION

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

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

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

In addition to the results, the press release should focus on aspects of the research and its practical applications that are important, interesting and newsworthy to the general public. The press release should be written in such a way that it will be understood by a person who is not familiar with the field.

At the end of the press release the candidate should include information about the defence, basic information about the candidate's education and work history, contact details (email and or telephone number), as well as the publication reference. The candidate should send the draft press release and a photograph to Communications at tiedotus@ulapland.fi. The photograph may be taken by Communications if the candidate wishes.

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

Distribution of the press release

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

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

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

9. THE PUBLIC DEFENCE

The student's principal supervisor acts as the custos at the defence, monitoring the progress of the event. The opponent presents questions and comments on the manuscript and the student defends the dissertation. The public examination begins 15 minutes past the hour indicated in the announcement.

Attire

The candidate, custos and opponent(s) wear 1) a tailcoat and a black vest, 2) a dark suit, 3) a black long-sleeved two-piece suit or 4) a jacket suit with a knee-length or long skirt. Badges of merit or honour may not be worn. Jewellery may be worn but it should not be overly conspicuous.

Entrance and opening of the examination

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

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

Thereafter, the custos, the opponent(s) and the audience take their seats. The candidate remains standing and gives the introductory presentation, the *lectio praecursoria*. The presentation begins as follows: 'Honourable custos, distinguished opponent, dear members of the audience.'

Lectio praecursoria

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

On concluding the *lectio praecursoria*, the candidate addresses the opponent with the following words: 'I request that you, the distinguished professor duly appointed as opponent by the Faculty of Education at the University of Lapland, present your critical comments on my dissertation.'

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

Examination

Next, the opponent starts examining the dissertation. In the beginning, attention is paid to general issues such as the topic, structure and organisation of the study. This

is followed by a more detailed analysis. The opponent may not use more than four hours for the examination. If the examination is likely to take longer than two hours (including the lectio praecursoria), a break of 15 to 30 minutes will be held, announced by the custos.

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

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

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

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

Conclusion of the public defence

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

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

Auditorium equipment

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

10. POST-DEFENCE PARTY

The post-defence party is an academic tradition. It ends the dissertation process and is arranged by the candidate in honour of the opponent. The party also gives the candidate an opportunity to thank the supervisors and all supporters for their assistance during the dissertation process. In addition to members of the academic community, relatives and friends are also often invited to this party. The candidate can decide how large or small the number of guests will be.

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

Invitations

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

It is recommended that the invitation indicate the dress code, especially if the candidate does not wish to follow the traditional tailcoat and evening dress theme or if they want to allow more dress options. The typical code is 'evening dress or dark suit'. In this case, the guests should wear something more formal than everyday clothes. Men may wear a tailcoat and a white waistcoat (black waistcoat at the defence) or a dark suit. Women wear an evening gown, a skirt suit or a short formal dress. The traditional colour used in academic celebrations is black, but other colours have also become common. In addition to the opponent and the custos, the candidate may invite other people who have contributed to the dissertation process.

Seating order

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

Programme

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

11. DEGREE CERTIFICATES

Doctoral students must apply for their degree certificates in writing. The relevant form is available at the faculty office (ktk.tutkintohakemus (at) ulapland.fi)

An application for the degree certificate should be filled in and sent to the Head of Study Affairs in the faculty office. The doctoral degree certificate has the following information: the title of and grade received for the dissertation and the discipline to which the dissertation belongs.

12. CEREMONIAL CONFERMENT

The Ceremonial Conferment of Degrees is the most traditional and solemn of all academic ceremonies, dating back to the 13th century, when universities became established as part of society. It is therefore filled with tradition: speeches, processions, wreaths, swords and phrases in Latin. The conferment is primarily meant for masters and doctors, conceived as an opportunity for them to celebrate and enjoy the fruits of their labours. The festivities last for three days, culminating in the conferment, where the new doctors are given a doctoral hat and sword to signify

the doctor's rank. After the conferment, there is a procession to a church service and later in the evening a banquet and ball.

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

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

13. ALUMNI ACTIVITIES

Those who have earned a doctor's degree at our university are welcome to take part in its alumni activities. These offer a way to maintain and enhance one's own academic and professional competence and to network with the university community and graduates of the University. Being involved in alumni activities provides an opportunity to benefit from the experience and competence other alumni have in teaching and research at the University. The University works to provide and develop further education and additional studies for its alumni.

For more information on alumni activities and the alumni network, please contact [alumni\(at\)ulapland.fi](mailto:alumni(at)ulapland.fi)

14. APPENDIX From practice defence seminar to actual defence

1. When the supervisor and student have together determined that the manuscript is finished, it is examined in the Faculty's practice defence seminar. The student sends their work in electronic form to the Head of Study Affairs two weeks before the seminar.
2. Based on the feedback from the seminar, the student finalises the dissertation manuscript and discusses possible pre-examiners with the principal supervisor.
3. The supervisors' suggestion as to who would be appropriate experts for the task is discussed in the professors' meeting.
4. After receiving permission from their principal supervisor, the student sends the manuscript to the Head of Study Affairs for appointing the pre-examiners. The manuscript must be sent three weeks before the next meeting of the Faculty Council.
5. Prior to the decision of the Faculty Council, the doctoral candidate is given an opportunity to present objections to the choice of examiners. The procedure applies principally to disqualification of examiners. The candidate may submit any objects by email to the Head of Study Affairs.
6. The Faculty Council makes its decision on appointing pre-examiners for the manuscript.
7. Within two months of their appointment, the pre-examiners should submit a written statement either granting or refusing the student permission to defend the dissertation in a public examination.
8. The student finalises their dissertation on the basis of feedback from the pre-examiners.
9. The doctoral candidate is given an opportunity to submit a rejoinder to the pre-examiners' statements before the Faculty Council decides on permission to defend the dissertation.
10. N.B. Students should set aside at least two months for the dissertation publication process. For detailed guidelines, see
11. Before the opponent is appointed, the candidate is given an opportunity to point out possible grounds for disqualification. Any objections should be brought to the notice of the Head of Study Affairs in an email.
12. When it grants permission to defend, the Faculty Council decides on the date, time and venue of the defence, the opponent(s) the custos as well as the composition of the grading committee.
13. The doctoral candidate should contact the Graduate School immediately and agree on the schedule for editing the layout for the manuscript. The dissertation must be sent to the layout editor at least 7 weeks before the defence. For more detailed guidelines, see

14. In any event, the doctoral candidate must ensure that the dissertation is ready and publicly available at least 10 days before the defence.
15. The student has to send a one-page draft press release to Communications at least two weeks prior to the public examination.
16. The public examination begins 15 minutes past the hour indicated in the announcement.
17. Within three weeks of the public defence, the opponent submits a reasoned written statement on the dissertation to the Faculty Council. The statement contains the joint position of the grading committee on the assessment of the dissertation.
18. On the basis of the statement, the Faculty Council decides of whether to accept the dissertation and on the grade. Before the decision is made the candidate is given an opportunity to submit a rejoinder to the opponent's statement.
19. It is possible to appeal the Faculty Council's decision on the grade.