

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

2017–2019

Copy-editing
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TABLE OF CONTENTS

TO THE READER.....	6
1. GENERAL	7
1.1. DOCTORAL EDUCATION AT THE UNIVERSITY OF LAPLAND	7
1.2. DOCTORAL DEGREES OF THE FACULTY OF SOCIAL SCIENCES	8
1.3. ADMINISTRATORS OF DOCTORAL STUDIES	9
2. INSTRUCTIONS AND REGULATIONS ON DOCTORAL EDUCATION AND COMPLETION OF DEGREES	10
2.1. SELECTION CRITERIA AND APPLYING.....	10
2.2. SUPPLEMENTARY STUDIES	12
2.3. SUPERVISION	12
2.4. ORIENTATION SEMINAR	13
2.5. DOCTORAL STUDY PLAN	13
2.6. FINANCING	14
2.7. DEGREE REQUIREMENTS	15
2.8. DEGREE CERTIFICATES	18
2.9. ENTRY INTO FORCE.....	18
3. CURRICULUM FOR DOCTORAL DEGREES	19
3.1. STRUCTURE OF THE CURRICULUM FOR DOCTORAL DEGREES	19
3.2. CONTENTS OF DOCTORAL STUDIES.....	20
4. FURTHER INSTRUCTIONS AND REGULATIONS ON ASSESSING THE DOCTORAL THESIS AND ON DISSEMINATING INFORMATION ABOUT THE PUBLIC EXAMINATION	25
4.1. EXAMINATION PROCEDURE OF THE DOCTORAL THESIS	25
4.2. COMMUNICATION	30

TO THE READER

This study guide addresses the practices of the doctoral study process in the Faculty of Social Sciences. It is aimed for the students of the Faculty of Social Sciences who take or plan to take part in the general doctoral programme of the University of Lapland. The guide contains the curricula of doctoral degrees, regulations concerning doctoral studies, and detailed instructions on the dissertation examination process. As a doctoral student, you are also encouraged to read the faculty's study guide for undergraduate students. It contains the curricula of the faculty's major subjects as well as general instructions and regulations that also concern doctoral students. Also the faculty's administration is presented in the guide. The faculty's minor subjects are presented in a separate minor subject and methodology study guide.

When you start studying at the University of Lapland, you should also read the study guide for new students. It has information on general study regulations, enrolment, study counselling, social issues, library services, student communities, university personnel, and university premises.

Being interested in doctoral studies, you are also advised to read the Graduate School's pages to learn more about application and enrolment.

This doctoral study guide and the above-mentioned other guides can all be found on the university's web pages.

1. GENERAL

1.1. DOCTORAL EDUCATION AT THE UNIVERSITY OF LAPLAND

At the University of Lapland, doctoral students have four **doctoral programmes** to choose from. Three of them are thematic, multidisciplinary doctoral programmes: *Culture-Centred Service Design*, *Northern Cultures and Sustainable Natural Resource Politics*, and *Communities and Changing Work*. They are coordinated by the Graduate School of the University of Lapland. The application procedures and study requirements concerning these programmes are on the Internet pages of the Graduate School at <http://www.ulapland.fi/EN/Research/Doctoral-education>.

Besides the thematic programmes, there is also the *General Doctoral Programme* for students following various discipline-oriented learning paths. The subject-specific doctoral studies of the Faculty of Social Sciences belong to the General Doctoral Programme. This study guide concerns subject-specific postgraduate studies, that is, the studies of the General Doctoral Programme performed in the Faculty of Social Sciences and the associated study requirements.

The student must therefore belong to one of the four programmes, either the general one or the thematic ones. All doctoral study rights and doctoral degrees are granted by the faculties of the university. Hence, you cannot enter the general or a thematic programme before you have applied for a postgraduate study right from a faculty.

In addition to its own doctoral programmes, the University of Lapland is also engaged in national networks of doctoral education. In Finland, doctoral education has undergone great changes in recent years, and this trend will continue. To find the most up-to-date information on doctoral education, refer to the web pages of the Graduate School of the University of Lapland, the responsible persons in your faculty, and the professors of your own subject.

Doctoral education at the University of Lapland builds on cooperation between its joint Graduate School, the thematic doctoral programmes, and the faculties of the university. The curricula of the General Doctoral Programme are managed by the faculties. The teaching included in their curricula is arranged by the faculties, the subjects, and the joint Graduate School. Students in the General Doctoral Programme can also choose studies from the thematic doctoral programmes. The thematic doctoral programmes have their own curricula.

1.2. Doctoral degrees of 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). The Decree is appended to this guide.

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

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

The major subject of a **doctorate in social sciences** (DSocSc) may be one of the following: management, international relations, tourism research, social politics, social work, sociology, or political science. The major subject of a **doctorate in administrative sciences** (DAdmin) is administrative science. A **doctorate in philosophy** (PhD) may be awarded when the dissertation represents a major subject that is not included in the faculty's supply of subjects. This can be done in the case of a highly multidisciplinary or interdisciplinary research or if the doctoral student's previous degree focuses on a field so distant that the doctorate cannot be awarded on the basis of the faculty's subjects even after supplementary studies.

1.3. Administrators of doctoral studies

In the Faculty of Social Studies, the administrative study affairs regarding doctoral studies are handled by Chief of Administration Tarmo Körkkö, MA, tel. +040 777 7261, tarmo.korkko@ulapland.fi. You may turn to him in all general issues concerning doctoral studies.

In content issues, the responsibility for doctoral studies lies on the faculty's dean, the vice-dean responsible for doctoral studies, and the faculty's professors. The up-to-date personnel list with contact information is available on the university's website.

2. INSTRUCTIONS AND REGULATIONS ON DOCTORAL EDUCATION AND COMPLETION OF DEGREES

2.1. Selection criteria and applying

The right to study for a doctor's 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 or matching studies in the major subject of the doctoral degree that the person is applying for. 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 with the subject's professor already before applying. Those who have completed matching studies are usually assigned supplementary studies to strengthen their knowledge of the major subject of the doctor's degree (see Section 2.3.). If a dissertation is of exceptionally multidisciplinary nature, the degree awarded may be Doctor of Philosophy.

You can also apply for a right to 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 to accept you as a doctoral student, then the staff of the subject in question also make a proposal for supplementary studies, if needed.

Note! Regarding the major subject of social work, to be admitted you must have completed major subject studies in social work as stated in the Act on Qualification Requirements for Social Welfare Professionals (272/2005) or university-level studies in social work complying with the major subject.

You are to use the Opintopolku.fi (Studyinfo.fi) system to apply for a right to 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 (TEKES, Academy of Finland) requires a valid doctoral study right and the funding application period will end before the next application period for doctoral studies. Also those admitted to a thematic doctoral programme, but who do not yet have a doctoral study right in the faculty, can apply for the study right outside the application periods.

Apply for doctoral studies using the Opintopolku.fi system. Be sure to also deliver the appendixes either in paper or in electronic format within the application period. Presently, the application periods are as follows:

1 September – 19 October 2017 by 15:00 and

1 March – 18 April 2018 by 15:00.

After the application period the applications are delivered to the respective subjects (the subjects make a statement on each applicant and propose either approval or rejection of a doctoral study right). If the subject proposes rejection, it also writes down the grounds for it.

Immediately after the application period the faculty arranges a professors' meeting that processes all the applications and statements. The dean of the Faculty of Social Sciences will decide on the applicants to be admitted as doctoral students.

Doctoral students are selected on the basis of 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. Contents relate to the importance and innovativeness of the topic and to the way in which it corresponds to the research aims of the faculty.

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

Those admitted to pursue doctoral studies must confirm the reception of the study right by registering as a student at the university during the registering period at the beginning of the term. By registering you receive the status of a doctoral student in the Faculty of Social Sciences and the possibility to apply for doctoral programmes at the University of Lapland and elsewhere in Finland. If you do not register, 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 as non-attending. Apply to the faculty's dean for permission to register as a non-attending student.

2.2. Supplementary studies

If a newly selected doctoral candidate's previous studies relate to a field other than that of the major subject of the doctoral degree, the professor(s) of the subject may require the candidate 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 on top of the other 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 making the admission decision, a process supervisor is appointed for the doctoral candidate's research. The process supervisor's task is to oversee and finalize the dissertation process together with the candidate. The supervisor supports the candidate throughout the studies all the way to the doctoral degree. A reciprocal contract (supervision agreement) is made between the supervisor and the candidate. It clearly defines the responsibilities to which the supervisor and candidate commit themselves in their supervision relationship. To see the template, go to <http://www.ulapland.fi/FI/Tutkimus/Tutkijakoulutus/Ohjaajalle/Ohjauskaytanteet-ja-akateemisen-yhteison-jasenyyssopimus>. No later than a year after the beginning of studies the supervision relationship is

reviewed and an assessment is made whether there is a need for more extensive supervision (a methodological supervisor, a theory supervisor, etc.).

The dean appoints all the above-mentioned supervisors and thereby makes the supervision relationships official. All doctoral candidates should have at least two supervisors. Since also doctoral programmes may appoint supervisors to their candidates, official supervisors are appointed on the basis of the entire supervision concept.

Candidates may request the dean to change the process supervisor or the additional supervisor(s), provided that the change is well-founded.

2.4. Orientation seminar

There is a mandatory orientation seminar during the first year of doctoral studies. The seminar sets the studies and research off to a running start and gives a bird's-eye view of doctoral education in the Faculty of Social Sciences, of the doctoral programmes of the University of Lapland, and of the related support services. The seminar is arranged annually on a week-day evening in the third or fourth week of January.

2.5. Doctoral study plan

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 is implemented as follows:

- 1) Instructions on making a DSP are sent along with the admission decision letter.
- 2) The candidate makes contact with the process supervisor with whom he or she makes the DSP. The DSP specifies how the candidate will complete the doctoral studies required by the curriculum and the possible supplementary studies, and how the candidate will carry his or her research work forward. The plan must also contain a schedule for the various study attainments. The candidate's personal learning outcomes may be discussed in the DSP.

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

Doctoral candidates report their progress annually by updating the DSP with their process supervisor by the end of September. The updated DSP shall contain the plans for the following academic year and the results of the previous years. The progress of the doctoral thesis work is also reported in the DSP.

The DSP form is on the university's web pages at <http://www.ulapland.fi/FI/Tutkimus/Tutkijakoulutus/Ohjaajalle/Ohjauskaytanteet-ja-akateemisen-yhteison-jasenyyss>.

2.6. Financing

GRANTS

One way to finance your doctoral studies and dissertation research is to apply for a grant awarded by a foundation. Grants are awarded for example by the following foundations:

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

RESEARCH PROJECTS

The Faculty of Social Sciences is engaged in a large number of research projects. Doctoral candidates often take part in these projects. They are encouraged to actively prepare and contribute to projects within their field. Researchers are typically paid for project participation.

DOCTORAL PROGRAMMES

The three thematic doctoral programmes of the University of Lapland recruit students during separately announced periods. It may also happen that you find a position in a national or international doctoral programme. The researcher positions of the doctoral programmes are meant for full-time studying, and the students may get paid for their work. There is a very limited number of these positions. Information on the application periods and recruiting is given by the doctoral programmes, the university's Graduate School, your faculty, and your subject.

DOCTORAL STUDIES AND EMPLOYMENT SECURITY

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

2.7. Degree requirements

DOCTOR'S DEGREE

A doctor's 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 specialization studies. More detailed instructions on the width, contents, and completion of the studies are given in the curricula for doctoral degrees (see Chapter 3).
- 2) A doctoral thesis that is approved by the Faculty Council after a public examination. The doctoral thesis may be the continuation of a licentiate thesis or an independent study.

In accordance with the principles defined in more detail in the curriculum and the student's personal doctoral study plan (DSP), the studies referred to in paragraph 1 may include (a) studies supporting the research and exceeding the minimum requirements for the degree, (b) studies completed abroad and in national doctoral study programmes within the relevant field of research, (c) articles and other publications, (d) conference presentations, (e) research-based teaching, and (f) other scientific activity.

Doctoral thesis

The doctoral thesis is an integrated scientific publication that generates new knowledge and is based on the candidate's own independent research. The thesis must demonstrate that the candidate 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 either in print or electronically.

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

An article thesis consists of at least three published scientific articles or three articles vetted for publication and a summary thereof (known as a summary article or an introductory article). Each article must bring about new scientific results or perspectives. The articles and summary must yield a new scientific contribution that corresponds to that of an integrated doctoral thesis in terms of scientific quality and other requirements.

At least three of the articles must have been published or vetted for publication in scientifically peer-reviewed journals or compilations (referee system). At least one of these must be published in an *international*, peer-reviewed journal.

The publications may include co-authored publications if the candidate's independent contribution can be demonstrated. The candidate's contribution to the co-authored articles of the dissertation must be salient. The candidate must be the main (first) author of at least two of the articles included in the dissertation.

The summary article introduces, justifies, and assesses the objectives, methods, materials, and results of the doctoral research. The purpose of the summary 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 summary article is 50–70 pages.

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

Dissertation examination process in brief

The examination process in chronological order:

- 1) The manuscript is handed in for pre-examination at the faculty office in three (3) complete copies.
- 2) The Faculty Council appoints at least two pre-examiners for it. The candidate is allowed to comment on the nominees before the appointment decision is made.
- 3) The Faculty Council authorises the public examination on the basis of the pre-examiner statements. The doctoral candidate is allowed to comment on the statements before the authorisation.
- 4) The Faculty Council appoints the custos and the opponent(s). Before making this decision, an opportunity is reserved for the doctoral candidate to comment on the opponent candidate(s).
- 5) The Faculty Council rules the date of the public examination.
- 6) The dissertation is to be published no later than ten days prior to its public examination.
- 7) Public examination of the dissertation.
- 8) The opponent(s) give their statements and grade proposals.

- 9) The Faculty Council grades the dissertation. Before the grading decision is made, the candidate is allowed to comment on the opponent statement(s).
- 10) The candidate may apply for a rectification of the Faculty Council's grading decision.

2.8. Degree certificates

You can apply for the doctor's degree certificate using the appropriate form on the faculty's web pages at <http://www.ulapland.fi/FI/Yksikot/Yhteiskuntatieteiden-tiedekunta/Tutkimus>.

Before applying for the degree certificate, make sure that the credits of all the studies listed in the study plan have been entered into the credit record. If something is missing, ask the process supervisor to update your credit record data. The degree certificate cannot be awarded before all the studies have been entered into the credit record. It is advisable to check the credit record annually during the DSP discussions with the process supervisor.

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

The certificate is granted by the dean.

2.9. Entry into force

The instructions and regulations presented in this guide and the related curricula enter into force on 1 August 2017.

3. CURRICULUM FOR DOCTORAL DEGREES

3.1. Structure of the curriculum for doctoral degrees

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

The faculty's doctoral studies are structured as follows.

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

POSTG00	Orientation seminar for doctoral students	
POSTG01	Studies in the relevant field of science	10 cr.
POSTG02	Expertise in the area of research	10 cr.
POSTG03	Philosophy of science and general researcher skills	20 cr.
POSTG04	Working life skills	5 cr.
POSTG05	Social Influencing	5 cr.
POSTG06	Doctoral seminar	10 cr.
Total		60 cr.

POSTG300	DOCTORAL THESIS	180 cr.
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3.2. Contents of doctoral studies

POSTG01 Studies in the relevant field of science 10 cr.

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

POSTG02 Expertise in the area of research 10 cr.

Objectives:

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

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

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

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

POSTG03 Philosophy of science and general researcher skills 20 cr.

This study module is divided in five competence areas:

1) Scientific thinking and argumentation skills (3–6 cr.)

- 2) Trends and methodological premises of the philosophy of science (2–6 cr.)
- 3) Research ethics (2–6 cr.)
- 4) Researcher skills (2–6 cr.)
- 5) Methodological skills (2–6 cr.).

This structure is presented in Figure 1.



Figure 1. Philosophy of science and general researcher skills (20 cr.)

Scientific thinking and argumentation (3–6 cr.)

Philosophy of science
 Epistemology and ontology
 Scientific reasoning and argumentation theory
 Rhetoric as a literary and oral presentation skill

Trends and methodological premises of the philosophy of science (2–6 cr.)

Hermeneutics
Pragmatism
Critical theory
Social constructionism
Phenomenology
Critical realism
Other trends

Research ethics (2–6 cr.)

Good scientific practice and its violations
Ethical pre-assessment
Ethical principles in human sciences
Researcher's virtues

Researcher skills (2–6 cr.)

Science communication
Project management
Academic writing
Data retrieval, management of sources and materials

Methodological skills (2–6 cr.)

Material acquisition and analysis
Views and methods of the study of history
Statistical methods
Visual methods
Other methods

The module Philosophy of Science and General Researcher Skills (20 cr.) is divided in five competence areas. One competence area may contain one or several courses. Also, the courses may refer to one or several competence areas. Teaching of all the competence areas is arranged in the autumn and spring terms. No specific order in which to take the courses has been set,

but there may be recommendations or requirements concerning previous studies.

POSTG04 Working life skills**5 cr.**

Objectives:

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

Courses provided to doctoral students by the University of Lapland and by other parties as agreed.

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

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

POSTG05 Social Influencing**5 cr.**

Objectives:

- To process the topic of the upcoming doctoral thesis into lectures and teaching units already before the public examination and/or
- To popularize and disseminate the topic of the doctoral thesis for public discussion (press releases, interviews)

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

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

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

POSTG06 Doctoral seminar

10 cr.

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

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

4.1. Examination procedure of the doctoral thesis

PRELIMINARY EXAMINATION

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

The pre-examination process starts when the supervisor or supervisors deliver a written proposal to the faculty to send the manuscript for pre-examination. The doctoral candidate may also request the faculty to appoint the pre-examiners and thereby to start the pre-examination process. The proposal/request to appoint the pre-examiners must be delivered to the chief of administration no later than two weeks before the Faculty Council meeting in which the pre-examiners are to be appointed. The final manuscript of the doctoral thesis must be left to the faculty office for the pre-examination process **in three copies** no later than one day before the Faculty Council meeting that appoints the pre-examiners. When turning in the manuscript for pre-examination by the faculty, the candidate must be enrolled for attendance at the university.

The process supervisor's duty is to propose two independent pre-examiners for the thesis. The supervisor cannot act as a pre-examiner. The pre-examiners are invited from another university, another research institute, or a foreign university. When using a foreign pre-examiner, one must make sure that the criteria used at the University of Lapland are fulfilled. In selecting the pre-examiners, gender equality is pursued as far as possible. Incapacity issues are as provided in the Administrative Act 434/2003, section 28. The pre-examiners must be professors or adjunct professors and their combined

expertise must cover the field or fields, 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 of the dissertation may act as a pre-examiner or as the opponent.

The Faculty Council names the pre-examiners of the dissertation. There are two pre-examiners. Before their appointment, the candidate is allowed to comment on the selection. The comment typically concerns incapacity issues. When the pre-examiners have been appointed, the faculty office sends the manuscript and the examination instructions and documents to the pre-examiners.

AUTHORISATION OF A PUBLIC EXAMINATION

The pre-examiners issue a statement on whether they consider the manuscript to be of such scientific value that the Faculty Council can authorize a public examination. A pre-examination statement on an article dissertation must specify whether the topics of the articles constitute a uniform problem setting. The pre-examiner statement can only propose authorization or rejection of a public examination – it cannot be conditional.

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

The candidate is allowed to reply to the pre-examiner statements. In order to reply, the candidate is entitled to request postponing the authorisation decision to the next Faculty Council meeting. The pre-examiners may present the comments specifying their statements directly to the candidate.

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

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

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

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

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

When permission to proceed to a public examination has been granted, the Faculty Council appoints an opponent/opponents based on a proposal issued by the process supervisor. The selection criteria for the opponent are the same as those for the 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 proposed person(s).

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

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

PUBLICATION OF A DOCTORAL THESIS

Dissertations are published in printed form before the public examination. They may also be published electronically.

All dissertations of the Faculty of Social Sciences are published electronically and in the university's own Acta Universitatis Lapponiensis series, in some other scientific series, by a commercial publisher, or as an author's edition. As the doctoral candidate, it is mainly your task to find a publisher and to select the publishing forum. The Faculty Council makes the official decision on including the dissertation in the Acta series.

The publication of dissertations at our university is coordinated by Lapland University Press (LUP). It also delivers the finalised copies to the faculty. However, it is your task to deliver the manuscript to LUP and to take care of the other issues related to publishing (e.g. the publishing contract). You should contact LUP well in advance, preferably already in the pre-examination phase. For further instructions, go to www.ulapland.fi/LUP.

If your dissertation is published elsewhere or as an author's edition, you must deliver 45 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, the dissertation's summary part and separate articles shall be bound together.

In all events you must ensure that your dissertation is ready and publicly available no later than ten (10) days before the public examination.

The faculty delivers the dissertation to appropriate stakeholders, such as the Faculty Council, the pre-examiners, the opponent(s), the custos, the Rector's office, the university's bulletin board, and the main lobby.

For further instructions on the layout and publication processes of dissertations published in the Acta series, turn to lup@ulapland.fi.

When publishing an author's edition, make sure that the dissertation has an ISBN code. You can get one from the National Library of Finland, the Finnish ISBN Agency, tel. 02941 44329 or 02941 44386, email isbn-

keskus@helsinki.fi. To apply for a code, use the form available on the National Library's web pages at <http://www.kansalliskirjasto.fi/julkaisu-ala/isbn.html>).

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 is more than one opponent, they can agree on their order of appearance and work allocation. They can also take part in discussing a topic introduced by any of the opponents. The examination lasts for a maximum of 6 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 should 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 the proceedings can be found at <http://www.ulapland.fi/Fl/Tutkimus/Tutkijakoulutus/Ohjaajalle/Ohjauskaytanteet-ja-akateemisen-yhteison-jasenyyys/Vaitostilaisuus>.

OPPONENT STATEMENT AND GRADING OF A DOCTORAL THESIS

The opponent(s) must give a well-founded, written statement(s) on the dissertation no later than two weeks after the public examination. This is done either jointly or separately. In the statement(s) the opponent(s) shall also give a grading proposal. When grading the dissertation, attention is paid to the doctoral candidate's defence in the public examination. The custos is to be in contact with the opponent(s) and to keep up the assessment process.

Usually, the custos and the opponent(s) discuss the success of the dissertation and public examination as well as the grading proposal.

The written opponent statement on the doctoral thesis is delivered to the author as soon as it arrives. 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.

Based on the above-mentioned statements, the Faculty Council decides the grade of the dissertation. The dissertation is to be graded as **fail**, **pass**, or **pass with distinction**.

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.

4.2. Communication

The faculty informs the university's Communications unit about the time, opponent(s), and custos of the public examination as soon the matters have been decided.

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 composes a press release on the basis of the draft.

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

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

You must also include a short biography in the draft:

- Name, date of birth, place of birth
- Graduation from upper secondary school (year, school)
- University degrees (years, universities)
- Employments of importance
- Current position and starting date
- Contact information (phone, e-mail)

You must deliver the draft press release and your photograph to the Communications unit by e-mail: tiedotus@ulapland.fi. If necessary, the photograph can be taken by the Communications unit.

The press release is written in English (or Finnish) and placed on the university's web pages. Contact the Communications unit well in advance to avoid a last-minute rush.

DISTRIBUTION OF THE PRESS RELEASE

The Communications unit 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 of the relevant field and to other interested parties. The candidate takes care of communication to international publications. The extent of the distribution is agreed on with the doctoral candidate. The media decide independently on the publication of the news. Distribution to international media is always agreed on separately.

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

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

The Communications unit also announces all public examinations on the website of the University of Lapland. In addition, all public examinations are also presented in Kide, the community magazine of the University of Lapland.

PUBLIC DISPLAY AND PRESS COPIES OF A DISSERTATION

The Administration unit sets two copies of the dissertation on public display 10 days before the examination. One is placed on the university's official bulletin board and the other in the lobby of the university's main building.

Whenever a dissertation is published by the University of Lapland, then Lapland University Press delivers a press copy to the Communications unit and to interested journalists, when necessary. As for dissertations published elsewhere, the faculty delivers a press copy to the Communications unit, while the publisher typically delivers the press copies to interested journalists.

COMMUNICATIONS AND EXTERNAL RELATIONS – CONTACT INFORMATION

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