SCIENTIFIC POSTGRADUATE STUDIES
POSTGRADUATE STUDY GUIDE

SCHOOL OF HEALTH SCIENCES
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1. Introduction

This postgraduate study guide is aimed at all postgraduate students studying at the School of Health Sciences (HES) at the University of Tampere. You can find this guide online at http://www.uta.fi/hes/en/doctoralstudies/study_guide.html.

The School of Health Sciences offers the following postgraduate degrees:

- Licentiate of Health Sciences and Doctor of Health Sciences (LHSc, DHSc)
- Licentiate of Philosophy and Doctor of Philosophy (PhL, PhD)
- Doctor of Medical Science (MD)

At the University of Tampere, studies towards both a licentiate degree and a doctoral degree are called postgraduate degrees. Those studying for a doctoral degree are primarily called doctoral researchers but since the focus is specifically on studies, they can also be called postgraduate students.

The licentiate degree and doctoral degrees consist of the studies specified in the study plan as well as a licentiate thesis or doctoral dissertation and its public defence.

At the University of Tampere, postgraduate education is organised by the University’s Doctoral School, which is made up of the schools’ doctoral programmes. All postgraduate students belong to their school’s doctoral programme and, by extension, to the University’s Doctoral School. The Doctoral School coordinates, evaluates and develops the University of Tampere's postgraduate education and organises the joint studies for postgraduate students.

HES has three doctoral programmes

- Doctoral Programme in Health Sciences
- Doctoral Programme in Medicine
- International Doctoral Programme in Epidemiology (IPPE)

At HES, the fields of study offered at postgraduate level are the same as the subjects taught at the School. The fields of study can be found on the research pages of the HES http://www.uta.fi/hes/en/research/Research_groups.html.

1.1. Objectives of Postgraduate Studies

The Government Decree on University Degrees (794/2004) regulates lower and higher academic degrees as well as scientific and artistic postgraduate degrees.

According to Section 21 of the Decree, the aim of postgraduate education is that the student:

1) becomes well-versed in his/her own field of research and its social significance and gains knowledge and skills needed to apply scientific research methods independently and critically and to produce new scientific knowledge within his/her field of research;
2) becomes conversant with the development, basic problems and research methods of his/her own field of research;
3) gains such knowledge of the general theory of science and of other disciplines relating to his/her own field of research as enables him/her to follow developments in them.
The aim of postgraduate studies at HES is to provide doctoral researchers with the capabilities to successfully serve society in the role of a researcher, teacher or other type of expert.

A doctoral researcher must become well-versed his/her special field but also obtain a broad view of health sciences in general. The purpose of doctoral education is to adopt scientific thinking, internalise good scientific practices and master the diverse skills of a researcher.

2. Applying for Postgraduate Studies

2.1. Applying for a Right to Study in a Postgraduate Programme

Application rounds for postgraduate studies are open twice a year, in October and April. Application periods for the International Doctoral Programme in Epidemiology (IPPE) are held every other year between January and February. More specific application dates can be found on the HES website: http://www.uta.fi/hes/en/dootoralstudies/how_to_apply.html.

To apply, potential students must:
- Contact a possible supervisor to agree upon the supervision well in advance before applying.
- After your supervisor has approved the application, submit it, including all appendices, to the Postgraduate Committee.

The completed application must include the following documents:
- Application form for the right to study
- Research plan
- Postgraduate study plan
- Motivational letter
- Consent from the members of the follow-up group
- Possible statement from the Ethics Committee or justification for not providing it
- Applicant’s CV and list of publications if applicable
- Copies of diplomas or a copy of the basic degree student’s academic records. This attachment is not needed if the applicant completed his/her basic degree at the University of Tampere
- A copy of their identification (driver’s licence, passport or another identification document containing a photo). This is not required if the applicant has studied at the University of Tampere.


Application instructions for the International Doctoral Programme in Epidemiology (IPPE) can be found on the website of the IPPE programme at http://www.uta.fi/ippe.

2.2. Eligibility and Admissions Criteria for Postgraduate Studies

Section 37 of the Universities Act (558/2009) determines eligibility for studies leading to a scientific or artistic postgraduate degree as follows:
An eligible person must have received one of the following:

1) an applicable higher university degree
2) an applicable higher university of applied sciences degree or
3) an applicable education completed abroad which in the awarding country gives eligibility for corresponding higher education.

HES requires applicants with a higher university of applied sciences degree or a master's degree of less than 120 credits completed abroad to demonstrate their familiarity with the key theoretical concepts of the field and the bases for scientific theory and research ethics as well as their mastery of the research methods applied to the extent required to successfully complete the dissertation. This proficiency must be demonstrated by providing an account of completed studies related to the above-mentioned areas. The account must indicate the content and scope of the studies. Furthermore, the application must include an appendix with a summary of the thesis for the higher university of applied sciences degree and the grade.

The Universities Act stipulates that a university may require a postgraduate student to complete supplementary courses to acquire the knowledge and skills needed to earn a postgraduate degree in the arts or sciences.

Section 22 of the Government Decree on University Degrees (794/2004) states that, to be awarded a doctoral degree, a student must

1) complete the required postgraduate studies,
2) demonstrate independent and critical thinking in the field of research, and
3) write a doctoral dissertation and defend it in public.

According to Section 8 of the University's General Regulations Governing Degrees, the applicants' study and supervision plans and the school's teaching and supervision resources must be taken into consideration in the postgraduate student admissions process.

Doctor of Health Sciences (DHSc) and Doctor of Philosophy (PhD)
For postgraduate studies leading to the Doctor of Health Sciences and Doctor of Philosophy degree, the School may admit applicants who have

1) earned a master's degree in Finland.
2) earned a master's degree or a corresponding degree in a country other than Finland.
3) demonstrated equivalent knowledge and capabilities to the School in some other way.

The basis for the Doctor of Health Sciences degree (DHSc) is a master's degree in health sciences.

Doctor of Medical Science
For postgraduate studies leading to the Doctor of Medical Science (MD) degree, the School may admit applicants who hold the Finnish degree of Licentiate in Medicine or an equivalent degree from an institution of higher education abroad. In the Doctor of Medical Science programme, a student can complete the Doctor of Medical Science degree or a Doctor of Philosophy degree in the School's fields of study.

Licentiate Degrees (LHSc, PhL)
Section 23 of the Government Decree on University Degrees (794/2004) stipulates the following regarding the completion of a licentiate degree:
A postgraduate student may apply for the licentiate degree after he/she has completed the postgraduate studies required for a licentiate degree as determined by the University as well as any specialisation studies included in the degree. An integral part of the licentiate degree is the licentiate thesis, through which the student must demonstrate that he/she is well-versed in his/her own research field and can apply research methods independently and critically.

Students take the same number of postgraduate courses for the licentiate degree and the doctoral degree.

**Selection Criteria**

HES issues more specific admissions criteria for postgraduate studies and selects the students to be admitted. The Scientific Postgraduate Committee assesses the ability and commitment of postgraduate students on the basis of the following principles, amongst other criteria:

- The quality of the research plan, innovativeness of the research topic, the suitability of the methods and materials in relation to the research question, the realism and clarity of the research plan
- The suitability of the research topic for the doctoral programme
- The practical or theoretical relevance of the research in its own field
- The realistic feasibility of the study plan
- The student's success at undergraduate and graduate level
- The student's methodological and theoretical abilities
- The student's international competence and the language proficiency necessary to complete the doctoral programme
- The availability of competent supervision

The Scientific Postgraduate Committee may also assess the level of suitability and motivation demonstrated by the applicant by interviewing him/her.

Postgraduate students may apply to have their dissertation published even before they have finished their master's degree. In such cases, HES may grant or deny a student permission to publish.

The Dean of the School decides on whether or not to grant the right to postgraduate studies based on the proposal of the Postgraduate Committee.

### 2.3. One Place Rule, Accepting a Study Place and Enrolling

The one place rule is expanding to cover all studies leading to an academic degree that begin on 1 August 2016 or thereafter. The one study place rule applies to the joint application system, special application procedures and applications to studies leading to postgraduate degrees (licentiate, doctor) at universities.

The one place rule for academic institutions in brief:

- A student can only accept one study place for an academic degree among study programmes beginning in the same term.
- This change also applies to postgraduate studies at universities, i.e. licentiate and doctoral degrees.
• Study places gained through the transfer application process are not covered by the rule.
• The rule does not apply to the Police University College, Åland University of Applied Sciences or foreign institutions of higher education.
A student may have rights to attend multiple degree programmes (i.e. places on study programmes leading to a degree), but multiple study places cannot be accepted for the same term.

In order to retain a study place, the student must notify the University of Tampere that they accept the place by filling in and sending the notification form for accepting a study place to the University. The notification must arrive by the deadline specified by the University. If the notification does not arrive in due time, the student will lose the place reserved for him/her.

New postgraduate students must enrol at the University according to the instructions provided with the acceptance decision and within the specified time periods by visiting the Registrar’s Office.

Students completing a postgraduate degree are obliged to enrol at the University for each academic year in accordance with the University’s enrolment instructions. Postgraduate students who have enrolled as ‘present’ receive a basic user account from the Customer Service department. With the basic user account, students can use the University’s IT services, including e-mail, electronic library databases and other electronic student services. Membership in the Student Union is voluntary (more information at www.tamy.fi). If a postgraduate student does not wish to be a member of the Student Union, no fees will be charged to him/her. Only students who have enrolled as present can participate in the education and carry out their studies at the University. Postgraduate students who do not enrol as present or absent by the deadline in the manner required by the University lose their right to study and use the IT services provided by the University. If the student wishes to continue his or her studies later, he or she must submit an application to the School to regain his or her right to study.

2.4. Field of Study and Supervisor

A person who wishes to begin postgraduate studies in the doctoral programmes in Health Sciences or Medical Science must contact the Professor of the School of Health Sciences, a tenured docent or a teacher/researcher with a doctoral degree, request that he/she act as a supervisor for the dissertation and agree upon the research topic, research methods, implementation opportunities and other similar research-related matters with the supervisor.

Those seeking to apply for the International Doctoral Programme in Epidemiology must follow the instructions posted on the programme’s website (www.uta.fi/ippe). They must register the supervisor(s) and research plan within one year of beginning their studies.

The field of study of a dissertation is determined from among subjects taught at HES based on the research topic. In practice, the supervisor’s field will determine the field of the dissertation's topic. Even if a student has two separate supervisors who represent different fields or schools, the student must choose one field for the dissertation.
One or two supervisors are appointed for a dissertation, at least one of whom must be a professor at the School of Health Sciences or a docent employed by the school, while the second supervisor, where applicable, must be an individual who has completed at least a doctoral degree.

The supervisor(s) must ensure that the dissertation meets the criteria for the content, quality and form required of a dissertation. The supervisor also approves the study plan and the postgraduate studies encompassed by the degree.

If the supervisor and/or a follow-up group member changes, a written notification of the matter must be prepared for the Postgraduate Committee, in which the doctoral researcher, old and new supervisors and follow-up group members confirm their consent to the change with their signatures.

2.5. Follow-up Group

A follow-up group is established for the purpose of supporting the dissertation work and introducing more expert opinions, giving feedback and improving the quality of the dissertation. In addition to the supervisors, researchers from other universities, companies and research facilities, for example, can be appointed to the follow-up group. All in all, a follow-up group generally has two or three experts in addition to the student’s supervisor(s). At least two of the expert members must hold a doctoral degree.

The follow-up group is established immediately at the beginning of the postgraduate studies. The group convenes at least once a year by invitation of the doctoral researcher or supervisor. The doctoral researcher must ensure that a memorandum is prepared of the meeting.

If the Postgraduate Committee considers it necessary, it can request that the follow-up group report on the progress of the dissertation. The members of the Postgraduate Committee may attend the follow-up group’s meetings if necessary.

2.6. Research and Study Plan

Prospective postgraduate students must prepare a research and study plan for the postgraduate degree application. The instructions for preparing the plans can be found in the application form [http://www.uta.fi/nes/en/studies/forms/post/opinto_oikeushakemus_HES_en_2017.pdf](http://www.uta.fi/hes/en/studies/forms/post/opinto_oikeushakemus_HES_en_2017.pdf)

The research plan to be appended to the postgraduate degree application must be maximum 5 pages in length. The Postgraduate Committee must notified of any changes to the plan only if the research topic changes.

The research plan is prepared according to the requirements effective in the doctoral programme in question (see 3.1). The study plan must be prepared in such a way that the studies to be completed serve the dissertation in the best possible way and provide the postgraduate student with a diverse range of research skills. The studies must include a sufficient amount of studies on methods and specific scientific fields. In addition to courses provided by the HSE and the UTA Doctoral School, postgraduate students may select postgraduate-level courses provided by other units of the University or other Finnish and/or foreign universities, if they are compliant with the curriculum, or other studies agreed upon with the supervisor.
2.7. Supervision Plan and Supervision Agreement

The starting points, principles and good practices for supervision in HSE postgraduate studies are specified in the HSE supervision plan (Appendix 2). The supervision plan is intended to provide instructions particularly to teachers participating in postgraduate education as well as information and assistance for postgraduate students.

Before the beginning of the postgraduate studies, the student and his/her supervisor draw up a supervision agreement to ensure that the work on the dissertation progresses in good faith and according to the agreed upon schedule. The purpose of the supervision agreement is to ensure the systematic nature of the discussion on the forms, practices and schedule of the doctoral studies and dissertation work and the division of work between supervisors, and that the relevant information is recorded.


3. Completing Postgraduate Studies and Preparing the Dissertation

3.1. Curricula for Postgraduate Studies: Structure and Content

The scope of the doctoral degree is 240 ECTS credits, which usually equates to four years of full-time work. The degree programme consists of a doctoral dissertation and postgraduate courses. The full-time studies for one academic year include 60 credits, which is roughly equivalent to 1,600 hours of work. The dissertation is worth 180 ECTS credits. A study plan is prepared to support postgraduate studies (see 2.7.)

All of the postgraduate education provided by the HSE is detailed in the electronic study guide and curriculum (OPSI). Information on studies, public defences and other topical matters is also provided in the postgraduate students' mailing lists of the UTA Doctoral School, HSE and Kauppi campus. New postgraduate students are automatically added to the uta.fi mailing lists after registration.
Table 1. Curricula of the HSE doctoral programmes

<table>
<thead>
<tr>
<th>DOCTORAL PROGRAMMES AT THE SCHOOL OF HEALTH SCIENCES</th>
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<tbody>
<tr>
<td><strong>DOCTORAL PROGRAMME IN HEALTH SCIENCES</strong></td>
</tr>
<tr>
<td>DHSc, LHSc, PhD, PhL</td>
</tr>
<tr>
<td>60 ECTS</td>
</tr>
<tr>
<td>Postgraduate studies agreed with the supervisor 30 ECTS</td>
</tr>
</tbody>
</table>

| **DOCTORAL PROGRAMME IN MEDICINE**                     |
| MD, PhD                                               |
| 30 ECTS                                              |

| **INTERNATIONAL DOCTORAL PROGRAMME IN EPIDEMIOLOGY (IPPE)** |
| PhD, DHSc, MD                                          |
| 60 ECTS                                              |

| **INTERNATIONAL DOCTORAL PROGRAMME IN EPIDEMIOLOGY (IPPE)** |
| Of a licentiate’s degree in Medical Science, 30 ECTS credits are recognised towards the new degree due to the more extensive basic degree, which leaves 30 ECTS of postgraduate studies required from all students. |
| As per the IPPE course programme 30 ECTS |

<table>
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<tr>
<th><strong>COMPULSORY COURSES IN ALL DOCTORAL PROGRAMMES</strong> 30 ECTS*</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Orientation studies 5 ECTS</td>
</tr>
<tr>
<td>- The School’s orientation studies 2 ECTS</td>
</tr>
<tr>
<td>- The University’s postgraduate studies 3 ECTS</td>
</tr>
<tr>
<td>- Postgraduate seminars 3 ECTS</td>
</tr>
<tr>
<td>- Methodology studies 8 ECTS</td>
</tr>
<tr>
<td>- Field-specific postgraduate courses 8 ECTS</td>
</tr>
<tr>
<td>- General research skills 6 ECTS</td>
</tr>
<tr>
<td>- Research ethics and good research practices 1–4 ECTS</td>
</tr>
</tbody>
</table>

*Completed in the IPPE programme according to the course programme

<table>
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<tr>
<th><strong>DISSERTATION AND DEFENCE</strong> 180 ECTS</th>
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Orientation studies
The orientation studies include the Orientation to Doctoral Studies at HES (2 ECTS) course, which is mandatory for all postgraduate students. In addition to this, a postgraduate student can select courses (at least 3 ECTS) from the UTA Postgraduate School’s course selection ‘Basics of Scientific Research’.

Postgraduate seminars
All fields of the School organise postgraduate seminars. Each postgraduate student must take part in a seminar of his/her own field for at least one academic year and present his/her work at the seminar.

Methodology studies
Methodology studies should be course-based.

Field-specific studies
The field-specific studies are completed in the manner agreed upon with the supervisor. The studies involve deeper learning in the student’s field of research. In addition to courses, they may include
literature or presenting one’s own research at a scientific conference. The studies must primarily be at postgraduate or advanced level.

General research skills
General research skills provide capabilities to serve in demanding expert tasks. All postgraduate students are required to complete at least one course in research ethics or good research practices. Furthermore, subjects such as the philosophy of science, communication skills, academic writing, project management, university pedagogy and leadership can be incorporated into the studies. Plenty of these courses are included in the UTA Postgraduate School’s course selection ‘Research and Transferable Skills’.

Study registration
All courses completed at the University of Tampere are automatically recorded in the electronic study register. Studies completed elsewhere, participation in conferences and other such activities are approved by a supervisor employed by the HSE. A list of approved studies completed outside the University of Tampere, which is signed by this supervisor, must be delivered to the Head of Study Affairs when the dissertation is submitted for the preliminary examination, at the latest.

3.2. Reporting and Feedback System

The follow-up group is the most important body that monitors the progress of the doctoral researcher (see 2.5). If necessary, the Scientific Postgraduate Committee is entitled to request the doctoral researcher or his/her supervisor provide an account of the progress of the work and studies. If a doctoral researcher fails to actively work on his/her dissertation or other studies, the Postgraduate Committee may, after hearing the supervisor and/or a member of the follow-up group, find the supervisory relationship void. The researcher may restart their studies again by demonstrating to the Postgraduate Committee that significant progress has been made with the dissertation work since the interruption and that he/she can bring the research to completion.

A questionnaire on the progress of their studies is sent to every HSE postgraduate student every other year.

The HES page for doctoral studies features a link to a feedback form which can be used to send free-form feedback related to postgraduate studies.

4. Instructions Concerning the Dissertation

4.1. Requirements for a Dissertation

A dissertation must be an independent scientific study demonstrating the student’s in-depth knowledge of his/her research field, connected fields and the general theory of science, as well as the ability to apply scientific research methods independently and critically and to produce new scientific knowledge independently.

4.2. Form of the Dissertation

An acceptable dissertation is either a monograph or an article-based dissertation.
An article-based dissertation consists of a number of scientific articles that form a consistent whole, as well as a summary of the articles. The summary portion must be written by the postgraduate student. However, the articles may be co-authored if the student's independent contribution can be clearly demonstrated. As a general rule, an article may be published in one dissertation only. An article may also be a systematic literature review if it produces new knowledge. The literature review may not, however, be exclusively descriptive: it must result in an analytical synthesis.

The articles forming the dissertation must be published in journals or books utilising a scientific peer review process (referee system). The Publication Forum website (https://www.tsv.fi/julkaisufoorumi/haku.php?lang=en) provides a tool for finding suitable publication channels. The site can also be used to check which journals are on Beall's List. Articles published in journals on this list will not be accepted as articles for a dissertation since the journals do not observe good scientific publication practices.

A manuscript of the dissertation can be sent to the preliminary examiner even if one of the articles is pending publication approval but has been submitted for review.

As a general rule, an individual publication can be used as part of only one dissertation. For a justifiable reason, articles can be used in more than one dissertation but the postgraduates who use them must be able to clearly distinguish their own separate contribution in the articles. The first author has priority in terms of using an article. If an article is used in more than one dissertation, written consent must be obtained from all authors and the supervisor of the dissertation. In the event that a dissertation features more than one article used in other dissertations, approval must be obtained from the Postgraduate Committee before appointing the preliminary examiner. If the same article is published in two or more dissertations, the postgraduate students and their supervisors must submit a written report to the Postgraduate Committee before preliminary examiners are appointed. The report must describe the contribution of each student and must be enclosed with the dissertation manuscript that is eventually sent to the preliminary examiners.

The range of articles may include an article published as part of the postgraduate student’s master’s thesis.

A monograph dissertation is an independent scientific study which is the product of the personal efforts of the doctoral researcher in question, written by him/her alone. It is based on previously unpublished research results. The scientific data or results presented as new in a monograph may not originate from any other sources.

4.3. Writing a Dissertation Manuscript

A dissertation must have a cover page that states the title of the dissertation, the name of the author, the name of the school that gave permission to publish the manuscript as a doctoral dissertation, and the fact that the work is a dissertation. On the back of the cover page, the author must state where research was conducted and the names of the supervisor(s), preliminary examiners and opponent.
A dissertation usually includes the following sections:

- Table of contents
- In an article-based dissertation, a list of the original publications on which the dissertation is based. If one of the articles has been or will be published in another dissertation, this information must be added after the list of original communications.
- A list of abbreviations
- An abstract one to two pages in length in Finnish or Swedish and English.
- A brief introduction
- A literature review that presents relevant background information and the current state and development of knowledge and research
- The research question of the study
- An account of the materials and methods used
- Results, or in an article-based dissertation, a summary of the results
- Discussion involving a critical review of the results of the study in light of the methods and content, the meaning of the results, and a comparison of the results to the results of previous studies
- Summary and conclusions (and views of the future)
- Acknowledgements
- References

In an article-based dissertation, the results and discussion should summarise the articles and form a synthesis. The results – and especially the discussion – should not frequently contain direct quotes from the articles, and the summary should not follow the order of the articles too faithfully.

In terms of presenting and discussing the results and methods, the summary must be an independent whole which is understandable without reading the original articles. The summary article may include the same pictures as the original articles, but each image must include a full reference to the original article, and the author must have the publisher’s permission to use them. This also applies to tables if they have been copied from the articles.

The dissertation must be well-written in terms of its language. If necessary, the doctoral candidate may use a proof-reader. The Postgraduate Committee may also require proof-reading. The dissertation can be published in Finnish, Swedish or English.

4.4. Submitting a Manuscript for Preliminary Examination

When a postgraduate student and his/her supervisor(s) consider the dissertation manuscript ready for publication, the student submits a single paper copy and a PDF file delivered by e-mail (instructions in the application for permission to defend a doctoral dissertation) to the Postgraduate Committee for the appointment of the preliminary examiners. If the Committee deems the manuscript ready for preliminary examination, it recommends preliminary examiners to the Dean.

The application for permission to defend a doctoral dissertation is submitted to the Postgraduate Committee. It must include a proposal on preliminary examiners from a supervisor working at the University of Tampere as well as the dissertation manuscript and other necessary appendices. The application form can be found on the HES website:
The originality of doctoral dissertations and licentiate theses submitted for preliminary examination is checked by using the Turnitin plagiarism checker software. Doctoral researchers can also use the Turnitin software during the dissertation work to ensure that the cited texts have been referenced in the appropriate manner. Once the dissertation has been finalised and the references have been appropriately marked, the manuscript is entered into Turnitin for an official originality check. More detailed instructions are provided at [http://www.uta.fi/studies/studying/practices/ethics/turnitin.html](http://www.uta.fi/studies/studying/practices/ethics/turnitin.html).

The application for permission to defend a doctoral dissertation must include the following appendices:

1) A one- to two-page summary of the main contents of the study.
2) In an article-based dissertation, a list of articles. If some articles have not yet been published in scientific journals, the author must enclose a letter of approval for those articles and/or a confirmation of receipt for articles that have been submitted for publication but are still under consideration.
3) A single paper copy of the manuscript draft and a single PDF file submitted by e-mail (instructions in the application for permission to defend a doctoral dissertation) including the articles.
4) An account of the doctoral candidate’s contribution to each article. The account must describe the author’s part in selecting the topic, formulating the research question, choosing the research framework and methods (e.g. the student having written a questionnaire), collecting data, conducting the analysis, interpreting results, and writing each article. The account should be one or two pages in length and must be approved and signed by the student and his/her supervisor(s).
5) A Turnitin report signed by a supervisor.

For more information about the Postgraduate Committee's meeting times and the deadlines for submitting the above-mentioned documents, please see the HES website at [http://www.uta.fi/hes/en/doctoralstudies/scientific_committee.html](http://www.uta.fi/hes/en/doctoralstudies/scientific_committee.html).

4.5. Preliminary Examiners and Opponent

Based on the Scientific Postgraduate Committee’s proposal, the Dean appoints at least two docent-level preliminary examiners who are well-versed in the dissertation’s field to examine the dissertation manuscript. A researcher working in the field of the dissertation at the University of Tampere, a person who has acted as a supervisor or a member of the follow-up group in connection with the dissertation in question, or a person who could in some other way be considered unacceptable due to possible bias may not serve as a preliminary examiner. The preliminary examiners should not work at HES. If there is a good reason to allow it, one of the preliminary examiners may be a docent at the University of Tampere, but even in this case his/her main position must be elsewhere. If the dissertation is a monograph, three preliminary examiners are appointed.

The opponent must be at least a docent-level expert in his/her field and must also be considered acceptable in the above-mentioned manner. The opponent is appointed by the HES Board. A preliminary examiner may be the opponent only for particularly well-justified reasons.
The opponent or preliminary examiners may not have published co-authored articles or cooperated closely with the postgraduate student or the supervisor(s) for the past three years. At least one of the experts must be familiar with the Finnish or Nordic dissertation process and the conventions of postgraduate education.

4.6. Preliminary Examination

Once the manuscript has been approved for submission for preliminary examination, the doctoral candidate must send the manuscripts to the preliminary examiners. The examination instructions for the preliminary examiners are provided by the Head of Study Affairs.

In accordance with the preliminary examination instructions (see above), the preliminary examiners issue a report on the dissertation manuscript to the School for the purpose of granting permission for publication. The preliminary examination should be conducted within two months.

Before submitting their final reports, preliminary examiners may require the author to revise the language or form of the dissertation, change its factual content, and conduct further examinations or control studies. A preliminary examiner's report must clearly indicate whether or not the examiner recommends that the student be granted permission to publish and publicly defend the manuscript as a doctoral dissertation. This indication may not be conditional in any way. The report may include minor correction suggestions but none that are be presented as a precondition to the permission for defence being granted.

The purpose of this preliminary examination is to ensure that the manuscript meets the formal and scientific criteria for the most advanced academic theses. Preliminary examination usually also improves the quality of writing. A preliminary examiner’s report should clearly indicate whether or not he/she thinks the research for the dissertation is adequate or whether further research is needed. The preliminary examination report should contain or comment on the following:

1) An overview of the dissertation: a brief description of the dissertation's content and main findings.
2) Independent contribution: How great is the author’s independent contribution to planning and conducting the study?
3) Topic and research questions: How scientifically valuable, original, current and significant are the topic and research questions for future application? How clear are the research question and does the dissertation answer them?
4) Knowledge of the research field: is the literature review balanced and extensive enough? Are the references recent and comprehensive? Does the author review literature critically, introduce concepts well, describe why research is needed, cover key content, and point out the strengths and weaknesses of previous studies and approaches?
5) Data: Is the data of high quality, is there enough of it and is it suitable for the processing of the research problem? Does the material provide a good basis for answering the research questions? What is the author’s contribution to obtaining the material?
6) Methods: Are the methods suitable for resolving the research problem and can answers to the questions be reached based on them? Have the methods been applied
appropriately? Does the researcher understand the possibilities and limitations of his/her methods?

7) Results and conclusions: Does the author assess the reliability and scientific significance of the results and whether they bring anything new to the field? Does the study confirm previous results or does it produce new significant findings? Are the conclusions justified? Does the study further the field in a theoretical and methodological sense; are the results valuable in terms of application and social significance?

8) The quality of the discussion: Is the discussion objective, critical and clear? Did the author analyse the strengths and weaknesses of his/her work and critically compare it to the literature? Do his/her conclusions support the research questions, results and previous knowledge? Is the author's reading of the findings reasonable? Does he/she clearly state the new information his/her study produced? Is the suggested further research justified?

9) Does the author consider ethical issues?

10) Presentation and communication of ideas: Is the structure logical and balanced? Are the style, language and form appropriate and suitable for dissertation?

At the end, the report must clearly indicate whether or not the preliminary examiner recommends that the student be granted permission to publish and publicly defend the manuscript as a doctoral dissertation. In addition to their reports, preliminary examiners must submit grade proposals on a separate form. The grade awarded is either fail, pass and pass with honours. The highest grade can be given to a dissertation whose scientific quality and significance are exceptionally high and to which the doctoral candidate's independent contribution is especially significant. The Board may grant that grade if the opponent and at least one preliminary examiner propose the highest grade.

Once the preliminary examiners have submitted their reports, the HES Board decides whether the student should be granted permission to publish and, if yes, appoints an opponent and custos for the defence proceedings. The Head of Study Affairs will provide the opponent, doctoral candidate and custos with instructions on the proceedings at the public defence, among other things.

4.7. Publishing and Distributing a Dissertation

There are several ways to publish a doctoral dissertation. The most common way is to publish it online as part of the Acta Electronica Universitatis Tamperensis series and to print a few dissertations for the public defence and personal use in the Acta Universitatis Tamperensis series published by Tampere University Press, but another publisher can also be chosen. If the dissertation is to be published in the Acta series, the following layout instructions must be observed: http://libguides.uta.fi/publishdissertation. Please read these instructions well in advance, preferable when beginning the process of writing the summary.

If the author wishes to publish already published articles as a part of his/her printed and online dissertation, he/she must request the publisher's permission.

Most dissertations are published both in print and online. It is not always possible to append the original articles of an article-based dissertation to the electronic copy.
The author should reserve enough time for the printing process and fix the necessary dates during the preliminary examination with Soile Levalahti, the amanuensis for the Acta series. If published in the Acta series, the dissertation must be delivered to the Library in PDF format 35 days before the public defence. More detailed instructions on publishing a dissertation can be found at: http://www.uta.fi/kirjasto/en/publishing/publishingdissertation.html.

4.8. Publicity

The dissertation will be available on HES's official noticeboard and online at the University website at least ten weekdays before the public defence is held. Ten (10) weekdays before the public defence, the doctoral candidate must send the dissertations to the HES Studies Secretary. If a dissertation is published in a series other than the Acta series, the author must submit ten (10) copies to the HES and three (3) copies to the Library. If a dissertation is published in the Acta series, the printing house will deliver copies to HES and the Library.

Before the public defence, the dissertation will be available for reading on the University website and at HES. Details of the defence and the availability of dissertation copies are published on the HES noticeboards and on the University website at least ten weekdays prior to the defence.

All doctoral candidates must fill in a dissertation form online at the Library's website ten days prior to the defence: https://elomake3.uta.fi/lomakkeet/11219/lomake.html (?). Doctoral candidates may also submit their photograph to the Library if they wish. The Library will use the details given on the dissertation form to inform the media.


5.1. Custos

The custos supervises the public defence and represents the University at the event. He/she ensures that the opponent and doctoral candidate understand and observe the nature and conventions of the defence proceedings. The custos may be a tenured professor or docent of the University or an emerita or emeritus professor who served as the student’s supervisor. The opponent and custos are appointed by the HES Board.

5.2. Date and Place of the Public Defence

A doctoral candidate must announce the date of the defence proceedings to HES’s Head of Study Affairs as soon as he/she has organised them together with the custos and opponent. This allows HES to make the dissertation available ten weekdays before the defence and deliver copies of it to relevant parties.

The doctoral candidate must book a lecture hall for the defence proceedings. The public defence proceedings are held on University of Tampere premises. Reservations can be made with assistance from the School's caretaker or the secretary of doctoral studies. In exceptional situations if the
research is closely connected to a University unit or organisation outside Tampere with education and research in the relevant field, the public defence proceedings may take place there by decision of the Dean.

5.3. Function of the Public Defence

Doctoral dissertations must always be defended in public. The public defence of a doctoral dissertation serves at least three functions:

1. It offers an opportunity to publicly and reliably ensure that the postgraduate student has written the dissertation himself/herself and that the dissertation meets the basic criteria for a dissertation.

2. It offers the opponent(s), people evaluating the dissertation and other people interested in the subject an opportunity to familiarise themselves with the dissertation by listening to, presenting observations to, asking questions of and discussing matters with the author.

3. It offers an opportunity to make research public in a way that deviates from the norm and is more visible to the public.

5.4. Formalities

The public defence of a doctoral dissertation generally follows certain traditional customs and formal requirements. These customs and formal requirements supplement the official regulations on the examination of a dissertation. Over the course of time, formalities and traditional customs naturally change. For this reason, the main participants in the defence proceedings should always negotiate the arrangements beforehand.

**Dress Code**

It is customary for the doctoral candidate, custos and opponent to wear a tailcoat and a black waistcoat (or a uniform without any medals). Women wear black formal wear and no hat. If the opponent and custos consider it appropriate, men may wear a black suit instead of a tailcoat. Alternatively, participants may wear the gown that the University of Tampere has had made for the purpose. The custos and the opponent must hold their Doctor’s caps in their hands when entering and leaving the lecture hall.

**Entrance and Opening the Defence Proceedings**

The participants enter the lecture hall in the following order: first, the doctoral candidate; second, the custos; and, last, the opponent(s). In the lecture hall, the custos will sit in the middle, with the doctoral candidate on his/her left and opponent on his/her right. Once all participants have taken their places, the custos will open the public defence by saying: “As the custos appointed by the School of Health Sciences of the University of Tampere, I declare these defence proceedings to be open.” The custos then welcomes everyone and introduces the topic briefly. After that, the custos introduces the doctoral candidate and opponent, and the custos and opponent sit down.

**Lectio Praecursoria**
The doctoral candidate will remain standing and deliver his/her lectio praecursoria, which may last no longer than 15–20 minutes. This introductory lecture will be given on a topic related to the dissertation, but not on the actual research itself. The doctoral candidate will begin by saying, “Honourable Custos, Honourable Opponent(s), ladies and gentlemen.” At this point, the candidate may distribute copies of the introductory lecture and the typographical errors list with the assistance of an audience member, for example. A non-Finnish opponent will be provided with a translation of the introductory lecture if it is given in Finnish. After finishing his/her lectio praecursoria, the doctoral candidate will say: “I ask you, honoured Professor NN (Doctor NN, etc.), as the opponent appointed by the School of Health Sciences, to present the observations you consider appropriate for this dissertation.”

Examination

The opponent will stand up and give a short initial response about the dissertation’s position and significance in science. After this, the opponent and the candidate sit down. Even if there are several opponents, only one will give the initial response.

The introductory lecture and the defence proceedings may be in Finnish, Swedish, the language of the dissertation, or, with the consent of the Dean of the School, in another language.

If there are several opponents, they may agree to take turns and decide on a ‘division of labour’ beforehand. They may also discuss a topic one of them brings up during the proceedings.

The proceedings may not exceed six hours in length. The custos may suspend the defence proceedings for breaks.

At the end of the examination, the opponent presents a closing statement. The candidate and the opponent stand for this statement. In the closing statement, the opponent indicates whether or not he/she will propose the dissertation be accepted in the actual written report.

Once the opponent declares his/her examination to be over, the candidate will stand up to thank the opponent by saying: “I wish to thank you, Professor/Docent NN, for the valuable observations you have provided on my dissertation.” To initiate the discussion, the candidate addresses the audience and says, “Ladies and gentlemen, I ask those of you who have observations to make on the dissertation presented here to please request the floor from the custos.” After this opening, the custos will invite the audience to ask questions or comment on the dissertation. If someone in the audience objects to the dissertation being approved, the objection must be submitted to the Board in writing.

The custos closes the defence proceedings by saying, “I declare these defence proceedings to be closed.”

The participants then leave the lecture hall in reverse order, i.e. the opponent(s) leave first, the custos second and the candidate last.
5.5. Opponent’s Report and Grading the Dissertation

The opponent’s written report is the final evaluation of the dissertation’s scientific value. The report should indicate the following:

1) An overview of the presentation and form.
2) An evaluation of the doctoral candidate’s role in the research.
3) An evaluation of the content of the dissertation (with an emphasis on the same topics as in the preliminary examiner’s report above).
4) An evaluation of the public defence and especially of the candidate’s ability to defend his/her dissertation, understand the research field and present broad, critical conclusions.
5) Proposed grade

The grade awarded is either fail, pass or pass with honours. All examiners, i.e. preliminary examiners and the opponent, submit a grade proposal. The highest grade can be given to a dissertation whose scientific quality and significance are exceptionally high and in which the doctoral candidate’s innovative contribution is especially significant. The HES Board will approve the dissertation based on the preliminary examiners’ and opponent’s statements and grade proposals. If the opponent and at least one preliminary examiner propose the highest grade, the Board may grant that grade.

The official opponent(s) must submit the written report to the Board and the doctoral candidate not later than two months after the public defence. If the candidate wishes to respond to a report, he/she is entitled to do so under Section 44 of the Universities Act (558/2009).

In his/her report, the opponent must also consider the remarks that arise in the discussion that is part of the defence proceedings.

6. Licentiate Thesis

An integral part of the licentiate degree is a licentiate thesis, with which the student demonstrates that he/she is well-versed in his/her own research field and can apply research methods independently and critically. The instructions concerning a doctoral dissertation can also be applied to a licentiate thesis as well, where applicable.

A licentiate thesis can also be a consistent whole made up of scientific publications or manuscripts intended for publication paired with a summary article (cf. an article-based dissertation). The objectives, methods and results of the study, or other work that fulfils equivalent scientific criteria must be presented in the summary. Publications may include co-authored publications if the postgraduate student’s independent contribution can be shown.

When the author considers his/her licentiate thesis to be ready for examination, he/she must submit the following to the Postgraduate Committee:

1) Three copies of the licentiate thesis.
2) An abstract one to two pages in length. The abstract must be submitted in Finnish and English, and, if the thesis is written in some other language, in that language.

3) A proposal for examiners.

The Postgraduate Committee proposes and the Dean then appoints two examiners who will submit a written report after the licentiate thesis is examined in the licentiate seminar. The reports must be submitted within two months of the date of the seminar. The thesis supervisor may act as one of the examiners.

Before submitting their reports, the examiners must discuss any potential shortcomings and suggested revisions with the author. The reports must be submitted to the HES Office and the author. The Postgraduate Committee then discusses the reports at a meeting, and they form the basis for the grade the HES Board gives the thesis. If the candidate wishes to respond to a report, he/she is entitled to do so under Section 44 of the Universities Act (558/2009).

Licentiate theses are graded on a five-point scale (1–5).

7. Scientific Postgraduate Committee

The term of office of the Postgraduate Committee is the same as that of the HES Board: three years. The Postgraduate Committee has 9–10 members. Two of them must be postgraduate students, and the other members must be at least docent-level. The Postgraduate Committee usually meets once a month.

The Postgraduate Committee’s duties include:
- developing the structure and content of postgraduate degrees
- approving the contents of theoretical courses intended as postgraduate studies
- resolving issues related to the right to earn a postgraduate degree
- registering and following up on postgraduate students’ personal study plans
- supervising the quality of education
- approving research plans for dissertations
- registering a dissertation’s supervisor(s), follow-up group and field of research
- commenting on the form, extent and suitability of dissertations
- proposing preliminary examiners to the HES Board
- recommending whether or not permission to publish and defend a dissertation should be given, based on preliminary examiners’ reports
- proposing an opponent and a custos to the HES Board
- giving a proposal on whether or not to accept a dissertation and giving a grade proposal
- handling legal protection matters and settling any potential disagreements between student and supervisor
- entering changed details into the register, e.g. when a supervisor, follow-up group member or the field of study changes

For the Postgraduate Committee’s meeting times and the contact information for the chair and secretary, please visit: [http://www.uta.fi/hes/en/doctoralstudies/scientific_committee.html](http://www.uta.fi/hes/en/doctoralstudies/scientific_committee.html).
8. Funding

HES accepts doctoral researchers into salaried employment relationships if the School's financial situation permits this. A position can be granted for 1–4 years and is intended for full-time work on a dissertation.

The School and the supervisor will assist the doctoral researcher in securing other funding. Dissertations are often completed under a personal scholarship.

More information on the funding of doctoral studies is available here: http://www.uta.fi/english/doctoralschool/funding/scholarships/index.html.
Appendix 1.

From postgraduate student to a PhD Degree

Applying for the right to postgraduate studies
- the Scientific Postgraduate Committee processes the application
- meeting times and application forms

The Dean gives the study right for the postgraduate studies

Enrolling to the university
- The enrollment material is sent to the student by the School of Health Sciences

Undertaking postgraduate studies and writing the dissertation
- the follow-up group meets at least once a year by the invitation of the supervisor of the student
- the supervisor approves the postgraduate courses included in the studies

Appointing the pre-examiners
- the finished manuscript (pdf and 1 copy) and the application for permission to print the dissertation are delivered to the Scientific Postgraduate Committee
- the candidate and the supervisor propose the pre-examiners and the Opponent.

- the Dean appoints the pre-examiners based on the proposal of the Committee
- the manuscript is delivered to the pre-examiners

The statements of the pre-examiners are sent to the School of Health Sciences
- the meeting times of the Board
  www.uta.fi/thes/studies/

The Board grants permission to print the dissertation and appoints the Opponent and the Custos

The doctoral degree certificate is sent to the student by the School of Health Sciences without a separate application

The assessment and approval of the dissertation by the Board Meeting

The statement of the Opponent to the School of Health Sciences study affairs

The public defence of the doctoral dissertation
- the candidate reserves the place and notifies the time to the School of Health Sciences study affairs
- 10 copies of the dissertation to the School at least 10 days before the public defence

Registering the completed postgraduate studies
- the candidate delivers a summary signed by the supervisor to the School Office for registration
Supervision Plan for the School of Health Sciences doctoral programmes

This supervision plan is part of the development work and quality assurance of doctoral education in the School of Health Sciences. It is also part of the operations manual. The supervision plan is particularly intended as a guideline for teachers who participate in doctoral education, and to inform and help doctoral students complete their doctoral studies.

1. General objectives of supervision

The supervision has qualitative and formal objectives. The qualitative objective of the supervision is to help both the supervisor and the student to understand the objectives of the dissertation work. The supervision is intended for improving the student’s scientific understanding and thinking, and aims to foster the student’s general expertise, based on scientific thinking, as well as his/her identity as a researcher. The formal objective of the supervision is to make it easier for the doctoral student to progress in his/her studies, and to ensure that the studies are completed within the normative duration of studies. The supervision of studies comprises communication, advice, guidance, and special guidance.

The aim of the supervision plan is to

- make the school’s supervision activities, actors, and responsibilities known to the doctoral student;
- clarify the division of work in the supervision process;
- improve mutual understanding within the school regarding the supervision of studies;
- maintain a discussion on the topic of the supervision of studies;
- be a plan that will be continuously updated.

2. The basis of supervision in doctoral education in the School Of Health Sciences

The School of Health Sciences (HES) is a multidisciplinary unit for education and research in public health, which traditionally provides extensive doctoral education. Disciplines that participate in the school’s postgraduate education include biostatistics, epidemiology, gerontology, nursing science, public health, social psychiatry, social and health policy, health economics, and occupational health. The school’s particular strength is broad-based education in research methods.

Most of the school’s teachers have participated in basic or postgraduate training in university pedagogy, organised by the University of Tampere. Every year, the school organises training that specifically addresses issues related to supervision and the relationship between the student and the supervisor.
Approximately one fourth of the school’s doctoral students are foreigners, and most postgraduate courses are held in English. Approximately one half of the school’s doctoral students study on a part-time basis while working. The school offers two doctoral degree programmes: the doctoral programme in health sciences, and the doctoral programme in medicine. The postgraduate program in epidemiology (IPPE) operates in part independently under the doctoral programme in health sciences. The multidisciplinary and multinational group of doctoral students presents a challenge to the supervision of studies. In postgraduate studies, supervision is a very personalised process, which takes different learning and working styles into consideration.

Supervision provided by the School of Health Sciences is primarily based on the doctoral student taking responsibility for his/her own studies and the school’s responsibility to organise study guidance and resources while also ensuring their quality. At the School of Health Sciences, supervision is considered to be interaction between the supervisor and the student, intended to support the doctoral student’s growth as an academic expert. The purpose of the supervision is to support the student’s role as an independent actor, to improve his/her problem-solving skills, and to ensure that his/her studies progress smoothly. The supervisor and the student both act as proactive, active, and responsible actors during supervision sessions.

At the beginning of the studies, the main focus of the supervision is to ensure that the doctoral student understands the structure and practices of postgraduate studies, establishes peer contacts, builds his/her own identity as a researcher, and becomes a member of the research community in his/her field. As the student progresses in his/her studies, the supervisor must pay particular attention to ensuring that the doctoral student maintains his/her motivation and that his/her goals become clearer. This is particularly important with regards to the school’s many part-time doctoral students. Towards the end of the postgraduate studies, the supervisor must ensure that the dissertation is completed and that the student knows what his/her career plans are after defending his/her dissertation. The different stages of doctoral studies, as well as the various actors and their responsibilities/duties, are outlined in Annex 1.

3. Supervising postgraduate studies at the School of Health Sciences

Postgraduate studies are primarily based on close contact between the student and his/her supervisor. Students who are planning to undertake postgraduate studies must first find themselves a supervisor or supervisors, and prepare research and study plans together with them. One or two supervisors are appointed for dissertation work. At least one of these must be a professor at the School of Health Sciences, or a docent employed by the school, while the other must be an individual who has completed at least a doctoral degree. The supervisor(s) must, for their own part, ensure that the dissertation meets the criteria for the content, quality and form required of a dissertation. (Postgraduate Study Guide, p. 10)

Although the dissertation supervisor plays a key role in providing guidance during postgraduate studies, the other teachers of the school and seniors also provide guidance. A compulsory orientation course is held at the beginning of the studies for the purpose of making it easier for students to join the school’s scientific community. Study guidance is also provided by the school’s research coordinator and the head of study affairs. Unofficial guidance, provided by the other members of research groups, and peer guidance are key elements in successful postgraduate studies.
A monitoring group is appointed for each doctoral student. The monitoring group does not take active part in the supervision, but provides support in the postgraduate study process and helps in the event of problems. If the student and his/her supervisor encounter insurmountable problems, the school will appoint a new supervisor for the doctoral student. In the event of problems, the student can turn to the research coordinator and professors in charge of postgraduate education.

**Supervision agreement**

The planning of postgraduate studies and the first days of study are important stages for the success of doctoral education. To ensure that the relationship between the student and his/her supervisor(s) starts off well, the school uses a supervision agreement that can be found on the school’s webpage for doctoral studies: [http://www.uta.fi/hes/tohtoriopinnot/opintoopas.html](http://www.uta.fi/hes/tohtoriopinnot/opintoopas.html).

The supervision agreement illustrates the common principles that bind both parties of the process and which help to implement the rights and duties of the student and his/her supervisor. When making a supervision agreement, the student and his/her supervisor(s) agree upon the forms, practices and schedule of the supervision process. The school’s good practices for doctoral education can help prepare the agreement (Annex 2). The supervision agreement must be signed by the student and both supervisors. The parties must then also decide how often the supervision agreement will be updated.

4. **The evaluation and development of supervision activities**

Developing supervision activities is a matter that involves teachers, actors in the teaching administration and the doctoral students themselves. For the time being, the school has not gathered systematic feedback on dissertation supervision. In the future, the aim of development activities will be to develop the supervision of postgraduate studies with the help of feedback from doctoral students.
Annex 1

The School of Health Sciences' good practices for doctoral education

The School of Health Sciences offers doctoral students extensive and versatile methodological education that also covers the content areas of health sciences. The aim is to ensure that future doctors of health sciences are well prepared to work successfully as academic researchers and teachers, as well as in other researcher and expert positions in society.

The School of Health Sciences' good practices for doctoral education are a recommendation for what the postgraduate study process should be like at best. In this multidisciplinary school, the working conditions and needs of the doctoral students vary greatly, but the school hopes that these operating principles will help to clarify the objectives of postgraduate studies as well as the relationship between the student and his/her supervisor.

General operating principles

1. Objectives of doctoral studies
   - The doctoral student becomes familiar with his/her own area of expertise, gains a broad understanding of health sciences in general, and adopts a broad range of research skills.
   - The purpose of doctoral education is to adopt scientific thinking and internalise good scientific practices.
   - The doctoral student is able to utilise the special expertise gained from his/her own research and the field in general, and is familiar with the research infrastructure.
   - All the school's doctoral students (including those who do not have an office at the university) participate in their own discipline's doctoral education seminars.
   - It is advisable that the doctoral student participates in at least one international conference and postgraduate course during his/her doctoral studies. An international working period abroad is also recommended.
   - The doctoral student possesses good oral and written communication skills in his/her native language and in English.

2. Supervision
   - The doctoral student has one or two supervisors. The supervisors and the graduate student decide on the division of work between the supervisors together.
   - The doctoral student has a monitoring group which consists of two or three external experts. The group should convene once a year to discuss the progress of the dissertation.
   - At the beginning of the supervision process, the student and his/her supervisor agree upon the principles of cooperation, each party's responsibilities and duties, the objectives and schedule of the dissertation work, the practical implementation of the supervision, and other matters related to the progress of the postgraduate studies. The supervision agreement found on the school's webpage for doctoral education can be utilised when making the agreement.

The doctoral student's rights and duties

1. The doctoral student's duty is to write a dissertation and complete the other studies included in the doctoral degree within a reasonable timeframe.
2. Every doctoral student has the right to expect that his/her supervisor provides personal guidance regularly. The details can be agreed upon by making a written supervision plan.
3. The doctoral student’s duty is to keep his/her supervisor up to date on the progress of his/her dissertation.
5. The doctoral student must participate in a scientific research seminar at the university. The seminar will examine dissertations written in the student’s own discipline and the student must also discuss his/her own dissertation there.
6. If the supervisor is unable to provide guidance, the doctoral student has the right to have a new supervisor appointed.
7. Upon request, the student will submit a report to the school on his/her progress.

The supervisor’s rights and duties

1. The supervisor commits to provide personal instruction according to the doctoral student's needs and in such a way that the progress of the work is not delayed due to insufficient supervision.
2. The supervisor has the right to expect that the doctoral student comes to supervision sessions prepared, and the right to have a reasonable amount of time to prepare, for example, to read the text he/she needs to comment on.
3. The supervisor has the right to request a report from the doctoral student on the progress of the dissertation at least once a year.
4. If the supervisor is unable to provide guidance to the student, he/she must help the student find another supervisor.
5. Critique given to the student must be constructive, responsible and encouraging.
6. At least one of the supervisors should be present when the student’s work is discussed at the research seminar.
7. The supervisor must assist the doctoral student in solving practical problems (funding, workspace, materials, etc.) and securing favourable conditions for the dissertation work when possible. At the beginning of the supervision, the student and the supervisor should discuss the supervisor’s role in obtaining funding.
8. The supervisor’s duty is to support the doctoral student, help him/her become an independent researcher, and foster his/her participation in the Finnish and international research community.
9. The supervisor must discuss different career options with the doctoral student when he/she is in the final stage of his/her studies, and help him/her obtain leadership and instructor training.