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UNIVERSITY OF TAMPERE  
FACULTY OF INFORMATION STUDIES

GUIDE FOR POSTGRADUATE (DOCTORAL) STUDIES 2003-2005

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The Faculty of Information reserves the right to modify or withdraw without prior notice any statement in this guide and accepts no responsibility for the consequences of any such changes.

## 1. HIGHER EDUCATION IN FINLAND

Finland has a dense network of institutions of higher education, with a total of 20 universities (*yliopisto*) and 29 polytechnics (*ammattikorkeakoulu*) located around the country. Ten of the universities are multi-faculty universities like the University of Tampere and ten are specialised institutions. Although Finnish universities are publicly financed through the Ministry of Education, they are autonomous institutions in their internal affairs. At present, Finnish universities do not charge tuition fees.

The academic year is divided into two semesters. The autumn semester runs from early September to mid-December and the spring semester from early January to mid-May. There are breaks of about three weeks over Christmas and one week over Easter. In addition, there are some public holidays during which there is no tuition. There is no actual summer term, but some lectures and examinations are offered during the summer. In general, departments and libraries are open through the summer.

In the Finnish educational system there are two academic first degrees: the Bachelor's degree and the Master's degree. The Master's degree includes the studies required for the Bachelor's degree as well as advanced studies in the major subject. A large part of advanced studies consists of research work for the Master's thesis. The Master's degree gives eligibility for postgraduate (doctoral) studies.

Postgraduate studies consist of two levels: the Licentiate's degree and the Doctor's degree. The Licentiate's degree is an intermediate but optional step towards a Doctor's degree. For academically oriented postgraduate students, the Doctor's degree is recommended directly after the Master's degree. In many fields, the Licentiate's degree is developing towards a more professional degree.

Doctoral programmes require independent research and an extensive doctoral dissertation. The doctoral dissertation must be published – either in printed or in electronic form - and defended in public. Programmes also include other studies, some general and some more specialised. Full-time studies for the Licentiate's degree take two to three years and for the Doctor's degree four years.

In Finnish universities credit units are used to measure study progress and the extent of studies. One credit refers to an average input of approximately 40 hours of work by the student. One Finnish credit is, depending on the field and level of studies, equivalent to 1.5-3 ECTS (European Credit Transfer System) credits. Student work input for a credit may include lectures, exercises, seminars, independent study and research work plus other assignments.

The minimum requirement for the Bachelor's degree is 120 credits. For the Master's degree, the minimum is 160 credits. The Master's degree includes the studies taken for the Bachelor's degree.

Concerning the postgraduate degrees, the Licentiate's degree in Computer Science, Interactive Technology, Mathematics, Philosophy and Statistics entails taking 80 credits, of which the Licentiate's thesis accounts for 40 credits. In Information Studies, the Licentiate's degree requires 100 credits, of which the Licentiate's thesis accounts for 60 credits.

The Doctor's degree in Computer Science, Interactive Technology, Mathematics, Philosophy and Statistics requires 140 credits, of which the doctoral dissertation accounts for 100 credits.

In Information Studies, the Doctor's degree requires 160 credit units, of which the dissertation accounts for 120 credits.

## **2. THE UNIVERSITY OF TAMPERE**

The origins of the University of Tampere go back to 1925 when a Civic College was opened in Helsinki. In 1930, this institution became known as the School of Social Sciences, and in 1949 the first faculty, the Faculty of Social Sciences, was founded. In 1960, the School was transferred to Tampere and in 1966 it was re-established as the University of Tampere.

Today 14 000 students and a teaching staff of 550 make the University of Tampere one of the largest universities in Finland. The University has six faculties: Social Sciences, Humanities, Economics and Administration, Medicine, Education and Information Sciences. In addition, the University has several independent affiliated institutes: The Language Centre, the University Library, the Institute for Speech Communication and Voice Research, the Computer Centre, the Research Institute for Social Sciences, the Institute for Extension Studies, the Institute of Medical Technology, the Finnish Social Science Data Archive (FSD) and the Tampere School of Public Health. The University's own publishing house, Tampere University Press, operates in conjunction with the Library. Please see Appendix 1 for the organization of the University. For more information on the University please see <http://www.uta.fi/english/index.html>.

The University is located in Tampere, an old industrial city with a lively cultural life. The city was founded in 1779, and is uniquely situated between two big lakes. Today Tampere has a population of 200,000. The city is located 180 km (110 miles) north of Helsinki, and is easily reached from any part of Finland. For more information please see <http://www.tampere.fi>.

## **3. THE FACULTY OF INFORMATION SCIENCES**

### **3.1. General**

The Faculty of Information Sciences was established in August 2001. The Faculty operates in the fields of Computer Science, Interactive Technology, Hypermedia, Information Studies, Mathematics, Philosophy and Statistics. The research and teaching in the Faculty are aimed at fulfilling the increasing demands for information technology in modern society. The focus of activities is on research concerning various methods and techniques needed in the development of the information society. The research done in the Faculty is internationally respected and acknowledged.

The total number of permanent teaching staff is 52, and the number of students is approximately 2 000, of whom 200 are postgraduate students.

The decision-making body in the Faculty is the Faculty Council. The Dean of the Faculty is elected by the Faculty Council. The Faculty has three departments covering six disciplines:

#### **The Department of Computer Sciences**

Computer Science

Interactive Technology

**The Department of Information Studies**  
Information Studies

**The Department of Mathematics, Statistics and Philosophy**  
Mathematics  
Philosophy  
Statistics

The Faculty offers postgraduate (doctoral) degrees in all these disciplines.

In addition, the **Hypermedia Laboratory** operates within the Faculty, offering courses in hypermedia. The operations of the **Information Society Institute (ISI)**, one of the sub-programmes of the eTampere programme to be implemented between 2001 and 2005, are a joint effort by the University of Tampere and the Tampere University of Technology. The Faculty of Information Sciences hosts the Institute.

The Faculty offers the following postgraduate degree programmes in Computer Science, Interactive Technology, Mathematics, Philosophy and Statistics:  
Licentiate in Philosophy, Doctor of Philosophy

The Faculty offers the following postgraduate degree programmes in Information Studies:  
Licentiate in Social Sciences, Doctor of Social Sciences, Doctor of Philosophy

Please see Appendix 2 for a table listing the degrees in the Faculty in Finnish, Swedish and English.

For more information on the Faculty please see <http://www.uta.fi/tiedekunnat/inf/inenglish.html> or contact the Faculty Office at the address below.

**Mailing address**

Faculty of Information Sciences  
FIN-33014 University of Tampere, Finland

**Visiting address**

Kanslerinrinne 1 (Pinni A Building, 4<sup>th</sup> floor)

Tel. (+358 3) 215 7078 or (+358 3) 215 8329

Fax (+358 3) 215 4002

E-mail: [informaatiotieteiden.tiedekunta@uta.fi](mailto:informaatiotieteiden.tiedekunta@uta.fi)

## 3.2. Departments

### 3.2.1. The Department of Computer Sciences

Computer Science is currently available in several Finnish universities. The reasons for choosing the University of Tampere include the wide selection of useful minor subjects, the profile of the Department, best described as practical and user-friendly, and also the fact that students learn to produce new computer programmes and information systems and to estimate the effects of their work on individuals, enterprises and society. The Department has several research laboratories in keeping with its profile: a virus research unit, two usability laboratories, a computer-aided learning laboratory, a virtual reality laboratory and an interaction technology laboratory.

Research projects at the Department concentrate on the core areas of Computer and Information Sciences. Database research develops effective means for storing and retrieving ever greater quantities of data. Other research is done to create new languages and tools for the making of computer programmes. There is also a wide range of research projects on human-computer interaction, and many of the results achieved are ready for application in practise. Medical applications of Computer Science present a challenge for those researching algorithms and artificial intelligence. In research on information systems the focus of interest is on the benefits of information systems and their societal implications. eCommerce is a new field of research at the Department.

An exceptionally large number of IT companies operate in the Tampere Region. The Department of Computer Sciences engages in various types of cooperation with them. In addition to joint research projects these companies have been a source of subjects for theses and practical projects.

Computer Science is a field that examines questions pertaining to the use of computers, such as the principles and tools for the presentation and processing of data, programming and information systems and their planning. Professionals in this field must have the capacity for precise thought and logical deduction. The purpose of the Computer Science programmes is to train competent IT professionals, researchers and teachers for universities and colleges.

Interactive Technology aims at training all-round IT professionals who have a people-friendly approach to their work. Making the quality of interaction between man and technology better is a core element in the teaching of Interactive Technology. Due to a multidisciplinary basis, students can utilise their backgrounds and interests and specialise in making software and hardware usability evaluations, or concentrate on developing new and better ways of interaction from a human perspective. Students can find jobs in a wide variety of different fields: they can become product development professionals in the software and telecommunications industry, usability experts in Internet and multimedia companies and researchers in the field.

For further information please see <http://www.cs.uta.fi/english/>.

### **3.2.2. The Department of Information Studies**

The Department of Information Studies is the oldest and largest department for Information Studies (IS) in Finland. The chair and the Department were established within the Faculty of Social Sciences in 1971 as the first academic unit within Library and Information Science in Scandinavia. In 2001, the Department became part of the new Faculty of Information Sciences. The Department is at present the leading IS school in Finland with the most advanced and wide-ranging educational programme. About half of the annual graduates in library and information services in Finland are from the University of Tampere. The permanent teaching staff numbers at present 9. The number of research fellows varies annually between 8 and 12.

The Department educates professionals for service, administrative, planning and research tasks in the whole sector of information management, including library and information services. The emerging information management market both in the private and public sectors demands professionals with the sound knowledge provided by IS.

The aspects of Information Studies particularly emphasised in the curriculum are information retrieval, information seeking and information management. Information Studies as a discipline addresses the information flow between human generators and human users. It seeks to conceptualise and understand the information environments, the information needs of individuals and groups, and the organisation of information resources. The systems of organising information include libraries, information services and databases.

The Department is the leading research unit within IS in Finland. It produces about a half of the total national research output in IS. The main fields of research at the Department are text retrieval, the nature and history of IS, and information seeking. The Text Retrieval Research Laboratory, founded in 1991, is the Department's major effort in developing research facilities.

The Department has joined the network for European Library and Information Science Educational Units (BOBCATSSS) and develops the research and education co-operation based on this framework. The continuation of long lasting co-operation in the Nordic NORDPLUS programme is emphasised. The links already established to other institutions (i.e. Sheffield, Copenhagen) are moreover being strengthened.

The Department offers specially designed course packages of IS (15 credits/30 ECTS credits and 35 credits/70 ECTS credits) as minor subjects. These are also offered as postgraduate or continuing education courses to economists, engineers, natural scientists and others interested in IS.

The postgraduate programmes offered by the Department have been recently strengthened by adding new courses and by inviting visiting scholars from abroad to lead workshops for postgraduate students. There are also efforts to develop postgraduate education on the Scandinavian level.

The Department offers the following postgraduate degree programmes in Information Studies:

Licentiate in Social Sciences  
 Doctor of Social Sciences  
 Doctor of Philosophy

The main language of instruction in these degree programmes is Finnish. However, some international students can be accepted.

For further information please see <http://www.info.uta.fi/eindex.html>.

### **3.2.3. The Department of Mathematics, Statistics and Philosophy**

The teaching programme at the Department comprises three areas: Mathematics, Statistics and Philosophy. Each of these disciplines is responsible for teaching and research in its own field. After completing the Master's degree students may proceed to the degrees of Licentiate in Philosophy and Doctor of Philosophy.

Central research areas in the disciplines are

- in Mathematics: number theory, especially arithmetical functions, linear algebra, especially norms, eigenvalues and singular values of matrices, and mathematical logic, especially finite models
- in Statistics: linear statistical models and related matrix theory, multivariate analysis, mixed models, growth curve models and time series analysis
- in Philosophy: history of philosophy and logic, philosophy of science, philosophy of cognition and interpretation, philosophy of sports and movement.

The main language of instruction at the Department is Finnish. However, some international postgraduate students can be accepted.

For further information please see [http://www.uta.fi/laitokset/mattiet/eng\\_index.html](http://www.uta.fi/laitokset/mattiet/eng_index.html).

### **3.2.4. The Hypermedia Laboratory**

The Hypermedia Laboratory at the University of Tampere is an education and research unit for hypermedia. Education in hypermedia, including closely related research and development areas of new interactive and digital media forms, is aimed at designers, developers, producers and users in the field. The Hypermedia Laboratory also offers educational services for its partners. The Hypermedia Laboratory arranges various kinds of courses in the design, production, introduction and evaluation of hypermedia for the students and the personnel of the University of Tampere. At present, hypermedia can be studied at the basic and the intermediate level. Thus, no postgraduate degrees are offered.

For further information please see [http://www.uta.fi/hyper/index\\_en.html](http://www.uta.fi/hyper/index_en.html).

## 4. POSTGRADUATE DEGREES IN COMPUTER SCIENCE, INTERACTIVE TECHNOLOGY, MATHEMATICS, PHILOSOPHY AND STATISTICS

### Regulations Concerning Postgraduate Studies

In Computer Science, Interactive Technology, Mathematics, Philosophy and Statistics the following postgraduate degrees can be taken:

- Licentiate in Philosophy and Doctor of Philosophy (Statute 221/94)
- Doctor of Philosophy (Statute 1279/91)

#### 4.1. Admission Requirements

The Faculty of Information Sciences requires that those admitted to postgraduate studies to study for the degrees of Licentiate in Philosophy or Doctor of Philosophy must have in the field in question a Finnish Master's degree or a corresponding degree from an institution of higher education abroad. The Faculty can also admit applicants who in some other way have demonstrated their knowledge and maturity to embark on postgraduate studies in their prospective major subject. Each applicant must supplement the application with a feasible preliminary study and research plan for the postgraduate studies.

The Faculty has the right to limit the number of postgraduate students.

#### 4.2. Application Procedure

There is no specific application deadline for postgraduate studies. The professor of the intended major subject should be consulted before submitting an application, as each applicant must supplement the application with a feasible preliminary study and research plan for the postgraduate studies.

Applicants for postgraduate degrees are required to complete an application form addressed to the Faculty. The forms can be obtained from the Faculty Office. In the application form and its enclosures, the applicant is required to provide detailed information about the following:

1. The desired major subject for the postgraduate studies.
2. Previous academic studies and degrees: Certificates of academic and educational background, an official transcript from university records as well as the Master's degree certificate officially translated into English, the syllabus of previous studies **and a copy of the Master's thesis** must be enclosed with the application.
3. A preliminary study plan for the studies to be taken for the degree.
4. A preliminary research proposal for the Licentiate's thesis or the doctoral dissertation (basic theme, theoretical framework, basic methodology to be used).
5. Certificates of language skills. Certificates of language tests taken in Finnish, Swedish or English. For students planning to study in English a TOEFL score of 550 (paper version) or 213 (computer version) is required.

Please note that the applicant's Master's degree or its equivalent should include a major in the intended major subject, or it should otherwise include advanced studies in that or a closely related subject. The advanced studies must have been completed with a high grade. The professor of the proposed major subject or some other teacher authorised by the professor will give the Faculty an opinion on the equivalence of former studies. If the applicant does not have the Master's degree or its equivalent, adequate proof of his/her knowledge and maturity in the prospective major subject will be required.

As for doctoral studies, students who have been granted the right to take a Licentiate's degree in the Faculty may usually also take the Doctor's degree in the same subject without any separate application.

Those students who have done their Licentiate's degree in some other unit or field, and those who have no Licentiate's degree, should make an application to the Faculty for doctoral studies. For the application, please see the items in 1-5 above.

The application should be addressed to:  
Faculty of Information Sciences  
FIN-33014 University of Tampere, FINLAND

More information on the application procedure can be obtained from the Head of Study Affairs and the Chief Administrator of the Faculty.

More information on the content of the studies can be obtained from the professors of the proposed major subject.

### **4.3. Registration**

After being admitted as a postgraduate the student will receive the University registration form, as all postgraduate students must register at the University. The registration must be repeated at the beginning of each academic year. Students can register either as attending or non-attending students. Only students registered as attending may participate in teaching and pursue studies at the University.

There are no tuition fees. Postgraduate students may join the Student Union of the University of Tampere if they wish, and all new postgraduate students are sent a bank giro form for Student Union membership. The membership fee is €65 per year for a postgraduate student. Membership of the Student Union entitles postgraduate students to the services of the Finnish Student Health Service (FSHS/YTHS). Students registered as non-attending may not use the services provided by the YTHS.

Each May all postgraduate students are sent a registration form and a bank giro form for the optional Student Union membership for the following academic year. Paying the Student Union membership using the bank giro form provided equals University registration.

Those who do not join the Student Union should deliver the registration form to the Registrar's Office before the registration deadline. This can be done in person, by mail or by fax. The fax number is (+358 3) 215 6503. E-mail can also be used ([aktuaari@uta.fi](mailto:aktuaari@uta.fi)) as well

as telephone. The telephone number is (+358 3) 215 7905. The student should indicate whether s/he wishes to register as attending or non-attending.

**All postgraduate students who do not register before the registration deadline will lose their right to use the computer services provided by the University.**

If a student has not registered and has been deleted from the University register, s/he will be re-admitted into the register on registration.

#### **4.4. Studies in Other Faculties of the University**

Registered and attending postgraduate degree students of the Faculty of Information Sciences have the right to take courses offered by other faculties of the University.

When pursuing studies in other faculties, their curricula and other regulations must be followed.

#### **4.5. Studies Required for Postgraduate Degrees**

After the Faculty Council has admitted the student to postgraduate studies the student and the teacher responsible for his/her supervision are required to draw up together a detailed study plan of the studies mentioned below at 4.1. The plan must be completed within one year of the student's date of admission. The plan must be approved by the head of the department in question or by the department council.

The student is required to submit details concerning the execution of his/her postgraduate studies, if requested by the department.

##### **4.5.1. The Licentiate's Degree**

For the Licentiate's degree, both of the following are required:

1. Advanced studies in the major subject or equivalent subject and 40 credits of postgraduate studies, which contribute either to the student's research work or professional capabilities. These studies may consist of a thesis done in a minor subject, and studies that are included in the student's Master's degree but exceed the minimum of 160 credits. The curriculum gives more detailed information concerning the extent and content of these studies.
2. A Licentiate's thesis approved by the Faculty. The Licentiate's thesis accounts for approximately 40 credits.

##### **The Licentiate's thesis**

The Licentiate's thesis is required to show the student's theoretical knowledge in the major subject and the ability to apply scientific research methods independently and critically.

Instead of a monograph, several scientific publications dealing with an integrated set of problems and supplemented with a new summary may be accepted as a Licentiate's thesis. In the summary the aims, the methods used and the results of the study are to be presented. Joint publications can also be used provided that the student can show his/her independent part in them. Proof of this must be submitted in writing when the thesis is submitted. If a manuscript has been given by the Faculty Council the permission to publish it as a doctoral dissertation, the same manuscript can first be accepted as a Licentiate's thesis.

The Licentiate's thesis is to be submitted to the Faculty Office in three complete copies. Two of the copies should be bound or filed. A separate abstract both in English and Finnish must also be provided. The abstract may be published only with the student's permission.

The Faculty Council will appoint at least two examiners for the examination of the Licentiate's thesis. They are to give a well-grounded written statement on the thesis. Before the examiners are chosen, the student is given the chance to give his/her opinion on the persons proposed. The thesis is then examined by the examiners in a postgraduate seminar session.

The written statements of the examiners are sent to the student at least 4 days before the Faculty Council meeting. The student is given the opportunity to give his/her own written rejoinder. The student has the right to ask for the assessment of his/her thesis to be transferred to another Faculty Council meeting.

### **Assessing the thesis**

The assessment of the Licentiate's thesis is done by the Faculty Council on the basis of the written statements by the examiners. In grading the following scale is used (from the lowest to the highest): *Approbatur, Lubenter approbatur, Non sine laude approbatur, Cum laude approbatur, Magna cum laude approbatur, Eximia cum laude approbatur, Laudatur.*

The assessment of all the studies taken in the major subject is decided on the basis of the thesis and the other studies combined. The Faculty Council awards the grade after hearing the proposal of the professor. The grades used in assessing the major subject studies in the Licentiate's degree are: satisfactory, good and excellent.

If a student has taken advanced studies in a minor subject, these are graded as satisfactory, good or excellent. The grade is proposed to the Faculty Council by the professor of the subject in question. If the minor subject has been taken in another faculty or university, the student must provide the Faculty of Information Sciences with a written statement by the teacher who graded the minor subject studies.

### **4.5.2. The Doctor's Degree**

For the degree of Doctor of Philosophy, both of the following are required:

1. Paragraph 1 of the requirements above for the Licentiate's degree.
2. A doctoral dissertation approved by the Faculty Council after a public defence. The doctoral dissertation accounts for approximately 100 credits.

## The Doctoral Dissertation

The doctoral dissertation is a substantial scientific thesis based on independent scientific work. The thesis is published as a doctoral dissertation with the consent of the Faculty Council, and then defended in public.

Instead of a monograph, several scientific publications dealing with an integrated set of problems and supplemented with a new summary may be accepted as a doctoral dissertation. In the summary the aims, the methods used and the results of the study are to be presented. Joint publications can also be used provided that the student can show his/her independent part. Proof of this must be submitted in writing when the dissertation is submitted.

If the dissertation consists of several integrated scientific publications, every publication should contain new results or new points of view.

All the requirements below concerning the doctoral dissertation apply not only to a dissertation in monograph form but also to a dissertation consisting of earlier publications with a new summary.

The dissertation should be written in Finnish, Swedish or English, or, with the consent of the Faculty, in some other language. A dissertation written in Finnish should be supplemented with an abstract written in English.

The Faculty Council will decide if the manuscript can be published as a doctoral dissertation. Therefore, the manuscript for the dissertation is to be submitted to the Faculty Office in three complete copies. At the same time the student must produce proof of his/her right to study for a postgraduate degree. The manuscript may be submitted a) in electronic form or b) printed on paper. If the dissertation is submitted in electronic form, three paper copies must also be submitted. This is to ensure that no parts of the manuscript are missing from the electronic form.

The Faculty Council will appoint at least two examiners for the preliminary examination of the manuscript. Preliminary examiners are requested to give a written statement on whether the manuscript has such scientific value that permission to publish it as a doctoral dissertation may be granted. The supervisor of the student may not act as a preliminary examiner or as an opponent at the defence of the dissertation.

When several publications together with a new summary are presented as a dissertation, the previously printed publications need not be re-published. In this case, the permission to publish concerns the summary. However, in this case, too, the dissertation is to be submitted to the Faculty Office in three full copies. The statements of the preliminary examiners are to indicate whether the themes of the publications comprise an integrated set of problems.

The written statements of the examiners are sent to the student at least 4 days before the Faculty Council meeting. The student has the right to ask for the statements to be transferred to another Faculty Council meeting. In the meantime, the student can write his/her own rejoinder. One of the preliminaries regarding the permission to publish the dissertation is that its language must be correct.

When permission to publish the dissertation has been granted, the Faculty Council appoints a *Custos* (president) and one or two opponents for the public defence of the doctoral dissertation. The Dean of the Faculty determines the date of the public defence.

Well before the public defence the student takes care of the possible printing of the dissertation and sends the manuscript to the University Library to be published on-line. The manuscript is sent to the Library in PDF format as an attachment, on a computer disk or on CD. If the dissertation consists of several earlier publications, only the new summary is sent to the Library in electronic form and published on-line. A list of the earlier publications must be included in the summary. The dissertation is published in the Acta Electronica Universitatis Tamperensis.

More information on publishing the dissertation is to be found on the University Library web pages at <http://www.uta.fi/laitokset/kirjasto/vaitokset/indexengl.html>.

The doctoral student is required to give a press release both in English and in Finnish concerning the dissertation at least two weeks before the public defence. The directions and the form are available on-line at <http://www.uta.fi/laitokset/kirjasto/vaitokset/lomakengl.html>.

The student must also deliver to the University Library a short abstract of the dissertation in English for Dissertation Abstracts International (DAI-C). Advice on this together with the form is available at <http://www.uta.fi/laitokset/kirjasto/vaitokset/ohjeet/DAILomake.pdf>.

Ten days before the public examination the student must submit 20 printed copies or 20 paper copies of the dissertation to the Faculty Office. If the dissertation consists of several earlier publications, 20 full copies must be submitted in paper form. A separate extra page must be attached to the doctoral dissertation with the following information:

Name of the author

Title of the dissertation

ACADEMIC DISSERTATION

To be presented, with the permission of the Faculty of Information Sciences of the University of Tampere, for public discussion in [room and building, address, date and time].

Before the public defence the doctoral dissertation is available to all on the web pages of the University and also in the Faculty Office. The details regarding the public defence and the availability of the dissertation must be given at least 10 days before the public defence on the Faculty notice board and on the University web pages.

### **Assessing the dissertation**

The assessment of the dissertation will be done by the Faculty Council on the basis of a written statement by the opponent(s). The written statement of the opponent is sent to the student at the same time as to the Faculty Council members, i.e. at least 4 days before the Faculty Council meeting. The student has the right to ask for the assessment to be transferred to another Faculty Council meeting. In the Faculty Council meeting, both the professor of the discipline and the opponent(s) have the right to be present.

In the Faculty Council meeting, the *Custos* first gives his/her account of the student's defence of the dissertation. The Faculty Council then assesses and grades the dissertation. In grading the following scale is used (from the lowest to the highest): *Approbatum*, *Lubenter approbatum*, *Non sine laude approbatum*, *Cum laude approbatum*, *Magna cum laude approbatum*, *Eximia cum laude approbatum*, *Laudatur*.

Even before the preliminary examiners and the opponent are selected, the student must be given the opportunity to submit a written rejoinder regarding the persons. Likewise, the student has the right to submit a written rejoinder to the statements by the preliminary examiners and the opponent(s) before any Faculty Council decisions.

#### **4.6. Certificates**

When all the studies detailed in these regulations have been completed, an application form should be used to apply for the certificate of a Licentiate's or a Doctor's degree. The application, **including all the studies mentioned in the student's study plan**, is to be delivered to the Faculty Office. The application forms can be obtained from the Faculty Office.

Before handing in the application, the applicant should make sure that all the studies have been correctly transferred to the University study register.

The certificate for the Licentiate's degree includes the grade given in the major subject and the possible minor subject, the grade of the Licentiate's thesis and the title of the Licentiate's thesis.

The certificate for the doctoral degree states the academic title of the applicant before the dissertation together with the title, the grade and the discipline of the dissertation.

#### **4.7. Curriculum for Postgraduate Studies 2003-2004**

##### **Licentiate's Degree**

##### **1 Studies complementing the Master's degree c. 20 credits**

These studies are to be agreed in detail with the supervising professor. They include complementing studies regarding the central issues in the major subject and, by agreement, other studies at intermediate or advanced level in the major subject or a minor subject. A course on University Pedagogies can be included in these studies.

A postgraduate student, whose Master's degree does not include enough studies in the subject in which s/he is taking postgraduate studies, is required to take courses in the new major subject to such an extent that the amount of credits reaches the minimum of 70 credits.

##### **2 Studies on the subject matter of one's particular field of study c. 10 credits**

These studies are to be agreed in detail with the supervising professor.

##### **3 Postgraduate seminar in the major subject c. 10 credits**

The aim is to train the student in scientific research work and in writing research reports. These studies can also be taken in some other way agreed with the supervising professor as long as the aim of the studies is reached.

##### **4 The Licentiate's thesis**

If a manuscript has been given by the Faculty Council the permission to publish it as a doctoral dissertation, the same manuscript can first be accepted as a Licentiate's thesis.

**Doctor's degree**

In addition to paragraphs 1-4 above

**5 The doctoral dissertation**

## 5. POSTGRADUATE DEGREES IN INFORMATION STUDIES

### Regulations Concerning Postgraduate Studies

In Information Studies the following postgraduate degrees can be taken:

- Licentiate in Social Sciences, Doctor of Social Sciences (Statute 245/94)
- Doctor of Philosophy (Statute 1279/91)

#### 5.1. Admission Requirements

The requirement for admission to postgraduate studies - both the Licentiate's degree and the Doctor's degree - is the Master's degree or a corresponding degree from an institution of higher education in Finland or abroad. The Master's degree or its equivalent should have a major in the proposed major subject, or it should otherwise include advanced studies in that subject. The professor of the proposed major subject will make the decision on equivalence of former studies. In addition, the applicant must present a feasible preliminary study and research plan for the postgraduate studies.

The Faculty has the right to limit the number of postgraduate students.

#### 5.2. Application Procedure

Applicants for postgraduate programmes are required to complete a specific application form addressed to the Faculty. The forms can be obtained from the Faculty Office. In the application form and its enclosures, the applicant is required to give detailed information about the following:

1. The desired major subject for the postgraduate studies.
2. Previous academic studies and degrees: Certificates of academic and educational background, an official transcript from university records as well as the Master's degree certificate officially translated into English, the syllabus of previous studies **and a copy of the Master's thesis** must be enclosed with the application.
3. A preliminary study plan for the studies to be taken for the degree.
4. A preliminary research proposal for the Licentiate's thesis or the doctoral dissertation (basic theme, theoretical framework, basic methodology to be used).
5. Certificates of language skills. Certificates of language tests taken in Finnish, Swedish or English. For students planning to study in English a TOEFL score of 550 (paper version) or 213 (computer version) is required.

#### Application Deadlines

There is no specific application deadline for postgraduate studies in Information Studies.

Applications will be forwarded from the Faculty Office to the head of the Department of Information Studies for processing.

Those interested in taking a Licentiate's degree in Digital Media should note that application deadlines and admission requirements will be announced separately.

### **5.3. Registration**

All postgraduate students must register at the University at the beginning of each academic year. They can register either as attending or non-attending students. Only students registered as attending may participate in teaching and pursue studies at the University.

In May all postgraduate students are sent a registration form and a bank giro form for the optional Student Union membership for the following academic year. The students will also receive an official transcript of the study register including all their studies at the University.

There are no tuition fees, and membership of the Student Union of the University of Tampere is optional. Postgraduate students may join the Student Union if they wish. The membership fee is €65 per year for postgraduate students. Paying the Student Union membership fee using the bank giro form before the registration deadline equals University registration. Membership in the Student Union entitles postgraduate students to the services of the Finnish Student Health Service (FSHS/YTHS).

Those who do not join the Student Union should deliver the registration form to the Registrar's Office before the registration deadline. This can be done in person, by mail or by fax. The fax number is (+358 3) 215 6503. E-mail can also be used (aktuaari@uta.fi) as well as telephone. The telephone number is (+358 3) 215 7905. The student should indicate whether s/he wishes to register as attending or non-attending.

**All postgraduate students who do not register before the registration deadline will lose their right to use the computer services provided by the University.**

If a student has not registered and has been deleted from the University register, s/he will be re-admitted into the register on registration.

### **5.4. Studies in Other Faculties of the University**

Registered and attending postgraduate degree students of the Faculty of Information Sciences have the right to take courses offered by other faculties of the University.

When pursuing studies in other faculties, their curricula and other regulations must be followed.

## **5.5. Licentiate's Degree**

### **Studies Required**

For the Licentiate's degree, both of the following are required:

1. Approximately 40 credits of postgraduate studies, which contribute either to the student's research work or professional capabilities. These studies consist of the methodological foundations of research, in-depth studies in the major subject and field of research, and other studies considered suitable. The curriculum gives more detailed information concerning the extent and content of these studies.
2. A Licentiate's thesis approved by the Faculty. The Licentiate's thesis accounts for approximately 60 credits.

The studies mentioned in 1 above may also include, as specified in the curriculum and the individual study plan of the student, the following: the thesis or all advanced studies in a minor subject, studies included in the Master's degree but exceeding the minimum of 160 credits, studies taken in a Graduate School or abroad, scientific publications or papers presented in conferences and other scientific activities.

For the Licentiate's degree in digital media, the requirements and curriculum are available separately.

### **Research Plan and Supervisor**

At the same time as the head of the department recommends to the Faculty Council that the applicant be granted the right to take a postgraduate degree, a supervisor will be appointed by the head of the department to guide the postgraduate student in his/her studies. The student and the supervisor together agree on an individual study plan regarding the content of the studies mentioned in 1 above. The student is also required to prepare a detailed research plan for the Licentiate's thesis. The research plan will be evaluated in a postgraduate seminar. After this, the student applies for and the supervisor decides on the acceptance of the student's study plan. The acceptance of the study plan is recorded in the University study register.

### **The Licentiate's thesis**

#### **1. Research plan**

The student is required to prepare a detailed research plan for the Licentiate's thesis. The research plan will be evaluated in a postgraduate seminar.

#### **2. Monograph or several scientific articles**

The Licentiate's thesis is required to show the student's theoretical knowledge in the major subject and the ability to apply scientific research methods independently and critically.

The Licentiate's thesis may be either a monograph or a collection of several scientific publications. The scientific publications may be published articles or manuscripts that have been approved for publication, and they must deal with an integrated set of problems and be supplemented with a new summary. In the summary the aims, the methods used and the results of the thesis must be presented. Joint publications may also be used provided that the student's independent part can be identified. If this is not clear from the publications themselves, proof of this must be submitted in writing when the thesis is submitted.

If a manuscript has been given by the Faculty Council the permission to publish it as a doctoral dissertation, the same manuscript can first be accepted as a Licentiate's thesis. The student should make an application for this to the Faculty Council.

### 3. Assessing the thesis

The Licentiate's thesis is submitted to the Faculty Office in **four complete copies**. Three of the copies should be bound or filed. A separate abstract must also be included.

One of the copies should be loose and without perforation, because it will be delivered to the University Library to be bound and stored.

Before submitting the thesis, the student should consult the supervising professor to obtain permission to submit the thesis for examination. This is important, as the professor will be the person consulted by the Faculty with regard to the examiners.

The Faculty Council will appoint at least two examiners for the examination of the thesis. Before the examiners are chosen, the student is given the chance to give his/her opinion on the persons proposed. The examiners are to give a well-grounded written statement on the thesis once it has been examined in a postgraduate seminar session.

After the examiners have been nominated the department will set the date for the postgraduate seminar session together with the student and the examiners.

The written statements of the examiners will be sent to the student at least four (4) days before the Faculty Council meeting. The student is thus given the opportunity to respond to the statements. The student also has the right to ask for the assessment of the thesis to be transferred to another Faculty Council meeting. In the meantime, the student can write his/her own rejoinder. The Faculty Council, based on the written statements of the examiners, will assess and grade the thesis. The examiners may make their own suggestion for the grade. After learning the assessment the student has 14 days to inform the Faculty if s/he sees reason to protest against the grade.

If any pages in the thesis are corrected during the assessment process, the new pages are to be submitted to the Faculty Office before the assessment of the thesis in the Faculty Council.

For any queries concerning the timetable of the assessment process, please turn to the Faculty Office.

In grading the following scale is used (from the lowest to the highest): *Approbatum, Lubenter approbatum, Non sine laude approbatum, Cum laude approbatum, Magna cum laude approbatum, Eximia cum laude approbatum, Laudatum*.

## **5.6. Doctor's Degree**

### **Studies Required**

For the degree of Doctor of Social Sciences or Doctor of Philosophy, both of the following are required:

1. Licentiate's degree or paragraph 1 of the requirements above for the Licentiate's degree (40 credits).
2. Doctoral dissertation assessed by the Faculty Council after a public defence. The doctoral dissertation accounts for approximately 120 credits.

### **Research Plan and Supervisor**

At the same time as the head of the department recommends to the Faculty Council that the applicant be granted the right to take a postgraduate degree, a supervisor will be appointed by the head of the department to guide the postgraduate student in his/her studies. The student and the supervisor together agree on an individual study plan regarding the content of the studies mentioned in 1 above. The student is also required to prepare a detailed research plan for the doctoral dissertation. The research plan is evaluated in a postgraduate seminar. After this, the student applies for and the supervisor decides on the acceptance of the student's study plan. The acceptance of the study plan is recorded in the University study register.

### **The Doctoral Dissertation**

1. Monograph or several scientific articles

The doctoral dissertation is a substantial scientific thesis based on independent scientific work. The thesis is published as a doctoral dissertation with the consent of the Faculty Council, and then defended in public.

The dissertation may be either 1) a monograph, or 2) several scientific publications or manuscripts that have been approved for publication. The articles must deal with an integrated set of problems and be supplemented with a new summary. In the summary the aims, the methods and the results of the dissertation must be presented. Joint publications can also be used provided that the student's independent part can be identified. Proof of this must be submitted in writing when the dissertation is submitted.

If the dissertation consists of several integrated scientific publications or manuscripts, every publication or manuscript should contain new results or new points of view.

All the requirements below concerning the doctoral dissertation apply not only to a dissertation in monograph form but also to a dissertation consisting of earlier publications and a new summary.

## 2. The language of the dissertation

The dissertation should be written in Finnish, Swedish or English, or, with the consent of the Faculty, in some other language. The manuscript for the dissertation must be written in the same language as the published dissertation. The student must make sure that the language of the dissertation is correct.

## 3. Electronic and printed dissertations

The manuscript of the dissertation may be submitted for examination in a) electronic form, or b) printed on paper. If the dissertation is submitted in electronic form, three paper copies must also be submitted. This is to ensure that no parts of the manuscript are missing from the electronic form.

## 4. Preliminary examination

The manuscript for the dissertation is to be submitted to the Faculty Office in **three complete copies**.

Before submitting the manuscript, the student should make certain that the supervisor accepts the dissertation to be ready for examination. As a general rule, the professor of the subject makes the proposal for preliminary examiners for the manuscript.

For any queries concerning the timetable of the process, please consult the Faculty Office.

The Faculty Council will appoint at least two examiners for the preliminary examination of the manuscript. Before the selection of the preliminary examiners, the author of the dissertation will be given an opportunity to comment on the potential unacceptability of the prospective preliminary examiners. Preliminary examiners are requested to give a statement on whether the manuscript has such scientific value that permission to publish it may be granted. When several publications together with a new summary are presented as a dissertation, the statement of the preliminary examiners is to indicate whether the themes of the publications comprise an integrated set of problems. In the statement, only a proposal for either granting or denying permission to publish may be put forward, but not a conditional decision.

## 5. Permission to publish the dissertation

The written statements of the examiners are sent to the student at least 4 days before the Faculty Council meeting. The student is thus given an opportunity to respond in writing to the statements. The student also has the right to ask for the statements to be transferred to another Faculty Council meeting. In the meantime, the student can write his/her own rejoinder.

## 6. The *Custos*, the opponent and the date of the public defence

When permission to publish the dissertation has been granted, the Faculty Council appoints a *Custos* (president) and at least one opponent for the public defence of the doctoral

dissertation. Before the selection of the opponent(s), the student is given an opportunity to give his/her own opinion regarding the persons proposed.

The Dean of the Faculty will determine the date of the public defence. For this purpose the doctoral student contacts the *Custos*, the opponent(s) and the Faculty Office to set the date. The student also takes care of the reservation of a room for the public defence.

## 7. Publishing the dissertation

Well before the public defence the student takes care of the possible printing of the dissertation and sends the manuscript to the University Library to be published on-line. The manuscript is sent to the Library in PDF format as an attachment, on a computer disk or on CD. If the dissertation consists of several earlier publications, only the new summary is sent to the Library in electronic form and published on-line. A list of the earlier publications must be included in the summary. The dissertation is published in the Acta Electronica Universitatis Tamperensis.

More information on publishing the dissertation is to be found on the University Library web pages at <http://www.uta.fi/laitokset/kirjasto/vaitokset/indexengl.html>.

The doctoral student is required to give a press release both in English and in Finnish concerning the dissertation at least two weeks before the public defence. The directions and the form are available on-line at <http://www.uta.fi/laitokset/kirjasto/vaitokset/lomakengl.html>.

The student must also deliver to the University Library a short abstract of the dissertation in English for Dissertation Abstracts International (DAI-C). Advice on this together with the form is available at <http://www.uta.fi/laitokset/kirjasto/vaitokset/ohjeet/DAILOmake.pdf>.

Ten days before the public examination the student must submit 20 printed copies or 20 paper copies of the dissertation to the Faculty Office. If the dissertation consists of several earlier publications, 20 full copies must be submitted in paper form. A separate extra page must be attached to the doctoral dissertation with the following information:

Name of the author

Title of the dissertation

ACADEMIC DISSERTATION

To be presented, with the permission of the Faculty of Information Sciences of the University of Tampere, for public discussion in [room and building, address, date and time].

## 8. The public defence of the dissertation and information on the event

Before the public defence the doctoral dissertation is available to all on the web pages of the University and also in the Faculty Office. The details regarding the public defence and the availability of the dissertation must be given at least 10 days before the public defence on the Faculty notice board and on the University web pages.

## 9. Assessing the dissertation

The written statement of the opponent(s) will be sent to the student at least four (4) days before the Faculty Council meeting. The student has the right to submit a written rejoinder to the statement. The student also has the right to ask for the statement to be transferred to another Faculty Council meeting. In the meantime, the student can write his/her own rejoinder. In the Faculty Council meeting, both the professor of the discipline and the opponent(s) have the right to be present.

In the Faculty Council meeting, the *Custos* first gives his/her account of the student's defence of the dissertation.

The opponent may give his/her opinion regarding the grade to be given. The Faculty Council assesses and grades the dissertation.

After learning the assessment the student has 14 days to inform the Faculty Council if s/he sees reason to protest against the grade.

In grading the following scale is used (from the lowest to the highest): *Approbatum, Lubenter approbatum, Non sine laude approbatum, Cum laude approbatum, Magna cum laude approbatum, Eximia cum laude approbatum, Laudatur.*

### 5.7. Certificates

A specific **application form** is used to apply for the certificate of a Licentiate's or a Doctor's degree. It can be obtained from the Faculty Office. **Before handing in the application to the Faculty Office, the applicant should make sure that all the studies have been correctly transferred to the University study register.**

The certificate for the Licentiate's degree includes the major subject, the grade of the Licentiate's thesis, and a brief account of other studies taken for the degree.

The certificate for the Doctor's degree notes the Licentiate's degree (if taken), the title of the doctoral dissertation, the grade of the dissertation, and the discipline of the dissertation.

The Dean of the Faculty of Social Sciences decided on 17 May, 2000, that those postgraduate students who will complete their doctoral studies in Information Studies after 19 May, 2000, will be granted the title of Doctor without promotional festivities. The title will be printed in the certificate. These Doctors may later participate in the promotional festivities if they so wish.

### 5.8. Regulations Concerning Earlier Study Plans

These regulations regarding the postgraduate studies in the Faculty come into force on 1 August, 2002.

Students whose study plan has been accepted before this date can pursue their studies according to the plan.

## **5.9. Curriculum for Postgraduate Studies 2003-2004**

In Information Studies postgraduate studies consist of the Licentiate's thesis or the doctoral dissertation, and 40 credits of studies defined in detail in the individual study plan of the student. In general, these 40 credits consist of the following:

### **1. Studies on the subject matter of one's particular field of study (35 credits)**

The aim is to gain in-depth knowledge of one's particular field of research, its theories and methods, and to evaluate one's research topic in relation to the wider field of study and the whole field of Information Studies and its traditions. The studies are to be agreed in detail with the supervisor and included in the study plan.

The studies may be taken by writing essays, taking exams on set books, participating in postgraduate seminars or Graduate Schools abroad, working on research projects, or by some other method agreed with the supervisor. Participation in the international discussions of the field is particularly recommended. Studies in a minor subject including a thesis can also be incorporated. In addition, the studies must include active participation in a postgraduate seminar, where the student presents his/her research plan. The ongoing research is to be reported in a postgraduate seminar or project seminar.

The Department of Information Studies offers the following courses:

- postgraduate seminar
- seminars for example in the following fields of research: information retrieval (FIRE), information seeking (REGIS) and information management (REGIM)
- postgraduate and advanced level courses as agreed with the supervisor.

### **2. Theory of science and methodology (5 credits)**

The aim is to give insights into the theory of science and methodology in relation to the student's own field of research. Studies can be taken by attending lectures or seminars, writing essays, taking exams on set books or by some other method agreed with the supervisor.

The following courses organized by TAMCESS should be completed:

- Theory of Science (1 credit)
- Qualitative Research Methods (1-3 credits)
- Quantitative Research Methods (1-3 credits)

For more information on postgraduate studies please consult the professors at the Department of Information Studies.

## 6. PRACTICAL INFORMATION

Please note that much more information than is possible to give here on studying at the University of Tampere, living in Tampere, residence permits etc., can be found in the *Guide for Degree and non-Degree Students*, which is published and updated by the University's International Office every January for the coming academic year. This guide can be obtained from the International Office, and it is also available on-line at <http://www.uta.fi/studies/>.

### 6.2. How to become a doctor? Synopsis of the procedure

The steps leading to a doctoral degree are described below in chronological order.

1. The manuscript of the doctoral dissertation can be written using a ready-made Word template offered by the University Library at <http://www.uta.fi/laitokset/kirjasto/vaitokset/tyylipohja.html>. At the moment the template is available only in Finnish. After finishing the manuscript, the student should submit the manuscript in three (3) complete copies to the Faculty Office.
2. The Faculty Council will nominate two preliminary examiners. Before their nomination the student is given the chance to react to the persons under consideration.
3. On the basis of the statement by the preliminary examiners the Faculty Council gives permission to publish the manuscript as a doctoral dissertation. Before the decision the student is given the opportunity to react to the statement given by the preliminary examiners. The dissertation may be published either in electronic or in printed form.
4. The Faculty Council will nominate the *Custos* and the opponent(s). Before the nomination of the opponent the student will be given the chance to give his/her opinion on the persons under consideration.
5. The Dean will set the date of the public defence of the doctoral dissertation. For this purpose, the student contacts the *Custos*, the opponent and the Faculty Office. The student will take care of reserving a room. Sometimes the title of the dissertation undergoes minor changes, so at this stage the final title of the dissertation is given.
6. Well before the public defence the student should send the dissertation to the University Library in PDF format to be published on-line. The student also takes care of the possible printing of the dissertation.
7. At least two weeks before the public defence the student should complete a press release form both in English and in Finnish concerning the dissertation. The directions and the forms are available at the University Library web site at <http://www.uta.fi/laitokset/kirjasto/vaitokset/lomakengl.html>.
8. At least ten days before the public defence the student should deliver 20 printed or paper copies of the dissertation to the Faculty Office for distribution.
 

The 20 printed or paper copies are paid for by the University Library provided that the student has given the Library permission to publish the dissertation in *Acta Electronica Universitatis Tamperensis* and the manuscript has been delivered to the Library in PDF format. The Faculty Office distributes the 20 copies of the dissertation.
9. The public defence of the doctoral dissertation.
10. The Faculty Council assesses and grades the dissertation. The student is given the chance to respond to the statement given by the opponent before the Council meeting. If the grade given is regarded unsatisfactory by the student, the student may also make his/her statement after the Council meeting.

11. The student fills in the application form to apply for the certificate of a Doctor's degree. The Dean signs the certificate. The Faculty Office takes care of the process.

## 6.2. Publicising the research results

The student should give the details of his/her Licentiate's thesis to the University Library, which maintains a database with reference information and abstracts of all Licentiate's theses of the University of Tampere. For more information please see <http://www.uta.fi/laitokset/kirjasto/tutkielmat/english/indexen.html>.

The doctoral student is required by the University Library to give a press release both in English and in Finnish concerning the dissertation at least two weeks before the public defence. The directions and the form are available on-line at <http://www.uta.fi/laitokset/kirjasto/vaitokset/lomakengl.html>. The details given are used by the University when informing the media of the coming doctoral dissertation.

Sometimes the media contact the student when they see an interesting topic. In interview, the researcher most often has to condense the research results into a few sentences.

In more extensive interviews, some preparations may be useful:

- The topics under discussion can be agreed with the journalist beforehand.
- Speculations and scientific jargon should be avoided, concentrating rather on 2-3 central issues.
- It is a good idea to ask the journalist to send the story to be read before publication. The researcher may request amendments to those sentences where s/he is cited.

## 6.3. Procedure at the public defence of a doctoral dissertation

The public defence of a doctoral dissertation has at least three functions:

1. It allows an opportunity in a public and trustworthy manner to ensure that the doctoral student has him/herself written the dissertation and that the dissertation meets the set requirements.
2. It gives the opponent(s) and all those who are interested a chance to learn more about the topic from the doctoral student through listening, asking and discussing.
3. It offers an opportunity to disseminate the results of the research accomplished in a festive manner.

These functions have generated certain forms and manners that are still in use. These are, however, liable to change over time, so it is possible for the participants of the public defence to agree on some alterations.

### Dressing for the occasion

The doctoral student, the *Custos* and the opponent(s), when men, usually wear a tailcoat and black waistcoat, or a dark suit, or a uniform without medals. Ladies wear a black dress or suit and no hat. Alternatively the academic dress of other countries or the gown of the University of Tampere can be chosen. The gowns can be reserved through the Rector's secretary, tel. (+358 3) 215 6203, and it is possible to see and try them on beforehand. The student should inform the other participants of his/her choice of dress. If the *Custos* and the opponent hold

the Doctor's degree, they will carry their Doctor's hats in their hands when entering and leaving the auditorium. The members of the audience are free to choose their attire.

### **Entering the hall and opening the debate**

The participants in the public defence enter the auditorium in the following order: the doctoral student first, followed first by the *Custos* and then the opponent(s). The members of the audience rise when the participants enter.

When everyone has taken their place the *Custos*, still standing, opens the discussion saying: "As the *Custos* appointed by the Faculty of Information Sciences I declare the discussion open."

The student remains standing to deliver the introductory lecture (*lectio praecursoria*), which may not last for more than 20 minutes.

The correction of printing errors by the student, which used to follow, is nowadays omitted. Instead, the student may prepare a list of the printing errors for the opponent. The opponent will attach it to the written statement for the Faculty; alternatively, a list may also be duplicated for the audience. The student may also distribute to the audience the text of the lecture or some other material connected with the dissertation.

After finishing the *lectio praecursoria*, the student says: "I ask you, Professor (Doctor, etc.), as my opponent appointed by the Faculty of Information Sciences, to make the comments on my dissertation which you consider pertinent."

The opponent will rise to give a short address on the position and significance of the subject matter of the dissertation as well as other matters of a general nature. If there are several opponents, only one of them will speak. After this, both the opponent and the student sit down.

### **Defence of the dissertation**

The opponent generally begins the examination by focusing attention on general and methodological questions, after which there follows an examination of details. If there are several opponents, they may agree among themselves which parts of the dissertation they will concentrate on.

The audience also has the right to participate in the discussion. The *Custos* will give the floor to the members of the audience. However, the *Custos* will ensure that in the discussion a clear preference is given to the student and the opponent.

One opponent may not spend more than four hours on the examination, since sufficient time is to be reserved for the possible other opponents. The examination may be interrupted by a short pause announced by the *Custos*.

The opponent finishes the examination by rising to give the final summary, and the student stands to hear it.

The student remains standing and expresses his/her thanks to the opponent.

The student then turns to the audience and says: "If anyone here has any comments to make on my dissertation he or she is requested to ask the *Custos* for the floor."

The *Custos* presides over the discussion, giving the floor to those requesting it and ensuring that the student can respond immediately to each remark, and that the speakers do not digress from the subject.

The *Custos* stands up to announce the discussion finished saying "I declare this discussion closed". The whole procedure may not last for more than six hours.

The participants leave the auditorium in reverse order: the opponent(s) first, followed by the *Custos* and then the doctoral student. The members of the audience will rise as the procession leaves the auditorium.

### **Celebrating the dissertation**

The public defence of the dissertation may be celebrated by offering the audience coffee or tea and for example cake immediately after the defence is over.

In the evening, the doctoral student may invite the participants, his/her academic supporters, friends and family members to a celebration banquet dinner. The dinner is called *väitöskaronkka*, and it is held in some local restaurant. The arrangements are made by the student.

### **6.4. Visa, residence and work permit**

There are two types of permit for entry into Finland: the visa and the residence permit. A visa is granted for a stay lasting a maximum of three months. Persons staying for more than three months must obtain a residence permit before arrival in Finland through their nearest Finnish embassy or consulate. However, citizens of the EU (European Union) and EEA (European Economic Area) do not need a visa to enter Finland. For stays longer than three months, citizens of the EU and EEA countries must also have a residence permit, which they can apply for in Finland from the local police authorities. Citizens of the Nordic countries (Sweden, Norway, Denmark, Iceland) do not need a visa or a residence permit. EU and EEA citizens need some official document to prove their identity, others need a valid passport.

When applying for a residence permit, a financial statement showing that the applicant has at least 5 000 euro (in 2003) at his/her disposal will be required. Citizens of the EU and EEA countries must be able to prove that they have means to support themselves during their stay in Finland. A certificate of a scholarship or other financial aid is often enough. The residence permit is granted for one academic year at a time. At present the Directorate of Immigration charges 26-100 euro for a residence permit depending on the country of origin of the applicant.

Citizens of the EU and EEA countries do not need a work permit. For citizens of other countries, the residence permit allows foreign students to work part-time (max. 20 hours a week) during term time, and full-time during holidays (May 1<sup>st</sup>- September 30<sup>th</sup>, and December 15<sup>th</sup>-January 15<sup>th</sup>). In practise, it is quite hard to find work in Finland due to the

high unemployment rate. Therefore, students should not count on finding work as a means of support while in Finland.

Please see Appendix 4 for the contact information of the Directorate of Immigration. For more information on the permits please see their web pages at <http://www.uvi.fi/englanti/index.htm>.

## 6.5. Studying and living expenses

Higher education in Finland is free of charge and universities do not at the moment charge any tuition fees. For postgraduate students, membership of the Student Union is optional. The membership fee is 65 euro per academic year for postgraduate students. The Student Union membership fee entitles the student to the services of the Finnish Student Health Service (FSHS, in Finnish YTHS), which provides a wide range of health services at a nominal cost or no cost at all.

The cost of living in Finland is comparable to the rest of Europe on average. For basic monthly expenses (food, rent, transportation), approximately 600 euro is a minimum. Depending on one's personal spending habits, a supplement of 100-250 euro per month should be planned for.

Tampere District Student Housing Foundation (TOAS) offers inexpensive student accommodation in Tampere. For more information please see <http://www.toas.fi>.

Books can be borrowed from the University Library free of charge. The Computer Centre provides attending students with basic computer services free of charge.

## 6.6. Graduate Schools

In the Faculty of Information Sciences, postgraduate studies can be pursued in Graduate Schools. Graduate Schools operate either as nation-wide or local postgraduate organizations, arranging postgraduate courses and funding full-time doctoral studies. Every Graduate School has a certain number of full-time placements, which are filled by application for a maximum period of four years. As a rule, courses arranged by Graduate Schools are open to all postgraduate students. Links to all Graduate Schools operating at the University can be found at <http://www.uta.fi/tutkimus/tutkijakoulut.html>.

At present, the Departments participate in the following Graduate Schools: The Department of Mathematics, Statistics and Philosophy co-ordinates MALJA, the Graduate School in Mathematical logic (<http://www.math.helsinki.fi/logic/MALJA/>), and the Department of Computer Science co-ordinates UCIT, the Graduate School in User-Centered Information Technology (<http://www.cs.uta.fi/UCIT/>). The Department of Information Studies, the Department of Computer Science and the Department of Mathematics, Statistics and Philosophy participate in TISE (Tampere Graduate School of Information Science and Engineering, <http://www.cs.tut.fi/~tise/>). In addition, the Department of Information Studies participates in MUUVI (<http://www.uta.fi/laitokset/tiedotus/muovi/index.html>).

Please note that in order to be admitted to a Graduate School the student must **first** gain admission to take a postgraduate degree in the Faculty. For more information on Graduate Schools, please contact the professor of the intended major subject. Please see Appendix 3 for the contact information of the Departments.

### **6.7. Grants and scholarships**

In general, it must be stated that it is difficult for a foreign student to obtain a scholarship from Finnish sources. Only very few international students succeed in financing their studies on scholarships from Finnish sources. The University of Tampere does not have any grants especially for international students.

The Centre for International Mobility (CIMO) in Helsinki offers international postgraduate students, researchers and specialists various kinds of scholarships. There are scholarships for junior researchers and university teaching staff, bilateral scholarships with a number of countries based on cultural agreements or similar arrangements, and the Nordic-Baltic Scholarship Scheme. For more information please contact CIMO at <http://finland.cimo.fi>.

The Academy of Finland offers scholarships and grants. Competition for all these is severe. For more information please see <http://www.aka.fi/>.

Please note that scholarships may be applied for only after receiving admission to take a postgraduate degree.

International students are eligible for state support in their studies if their residence in Finland can be considered permanent and if they have lived in Finland during the previous two years (not as students). Please see the Internet pages of the Social Insurance Institution (KELA) for more information at <http://www.kela.fi/>.

### **6.8. Ethics in research**

In regard to ethics in research and the prevention of fraud the University of Tampere has adopted the procedures proposed by the National Advisory Board on Research Ethics. The recommendations can be found at <http://pro.tsv.fi/tenk/publications.htm>.

APPENDIX 1

**ORGANIZATION OF THE UNIVERSITY OF TAMPERE**

This is available on-line at

<http://www.uta.fi/hallintokeskus/suunnittelu/asiakirjat/tayorgeng.pdf>.

APPENDIX 2

**DEGREES IN THE FACULTY OF INFORMATION SCIENCES (IN FINNISH,  
SWEDISH AND ENGLISH)**

## APPENDIX 3

**CONTACT INFORMATION FOR THE FACULTY AND THE DEPARTMENTS**

The University campus area map is at <http://www.uta.fi/english/locations.html>.

Country and area code for international calls to the Tampere area: +358 3

Tampere area code for domestic calls: 03

Helsinki area code for domestic calls: 09

**Faculty of Information Sciences****Mailing address**

Faculty of Information Sciences

FIN- 33014 University of Tampere

**Visiting address**

Kanslerinrinne 1 (Pinni A Building, 4th floor)

Tel. (+358 3) 215 7078 or (+358 3) 215 8329

Fax (+358 3) 215 4002

E-mail: [informaatiotieteiden.tiedekunta@uta.fi](mailto:informaatiotieteiden.tiedekunta@uta.fi)

Home page: <http://www.uta.fi/tiedekunnat/inf/inenglish.html>

**Department of Computer Sciences****Professors**

Mr. Jyrki Nummenmaa (software development), Mr. Roope Raisamo (user interface software development) and Mr. Kari-Jouko Rähä (interactive technology)

**Mailing address**

Department of Computer Sciences

FIN-33014 University of Tampere

**Visiting address**

Kanslerinrinne 1 (Pinni B Building)

Tel. (+358 3) 215 6616

Fax (+358 3) 215 6070

Home page: <http://www.cs.uta.fi/english/>

**International Coordinators**

Ms. Minna Parviainen (departmental coordinator)

Tel. (+358 3) 215 7060

E-mail: [minna.parviainen@uta.fi](mailto:minna.parviainen@uta.fi)

Ms. Aulikki Hyrskykari (user interface software development and interactive technology)

Tel. (+358 3) 215 6776

E-mail: [aulikki.hyrskykari@uta.fi](mailto:aulikki.hyrskykari@uta.fi)

Prof. Isto Aho (software development)

Tel. (+358 3) 215 8571

E-mail: [isto.aho@uta.fi](mailto:isto.aho@uta.fi)

## Department of Information Studies

### Professors

Mr. Kalervo Järvelin (information retrieval), Mr. Reijo Savolainen (information seeking and information management), Mr. Eero Sormunen (information retrieval) and Mr. Pertti Vakkari

### Mailing address

Department of Information Studies  
FIN-33014 University of Tampere

### International Coordinator

Ms. Raija Aaltonen  
Tel. (+358 3) 215 7039  
E-mail: raija.aaltonen@uta.fi

### Visiting address

Kanslerinrinne 1 (Pinni A Building)  
Tel. (+358 3) 215 6970  
Fax (+358 3) 215 6560  
E-mail: inf@uta.fi  
<http://www.info.uta.fi>

## Department of Mathematics, Statistics and Philosophy

### Professors

Mr. Lauri Hella and Mr. Jorma Merikoski (Mathematics), Mr. Erkki Liski (Statistics), Ms. Leila Haaparanta and Mr. Matti Sintonen (Philosophy)

### Mailing address

Department of Mathematics,  
Statistics and Philosophy  
FIN-33014 University of Tampere

### International Coordinators

Mr. Jouni Kivivuori (Mathematics)  
Tel. (+358 3) 215 6255  
E-mail: jouni.kivivuori@uta.fi

### Visiting address

Kanslerinrinne 1 (Pinni A Building)  
Tel. (+358 3) 215 6321  
Fax (+358 3) 215 6157  
Home page: <http://www.uta.fi/laitokset/mattiet/>

Mr. Jyrki Ollikainen (Statistics)  
Tel. (+358 3) 215 6426  
E-mail: jyrki.ollikainen@uta.fi

Ms. Erna Oesch (Philosophy)  
Tel. (+358 3) 215 7280  
E-mail: erna.oesch@uta.fi

## Hypermedia Laboratory

### Mailing address

Hypermedia Laboratory  
FIN-33014 University of Tampere

### International Coordinator

Ms. Kati Koivu  
Tel. (+358 3) 215 6076  
E-mail: kati.m.koivu@uta.fi

### Visiting address

Kanslerinrinne 1 (Pinni B Building)

Tel. (+358 3) 215 6034

Fax 215 7503

E-mail: [hyper@uta.fi](mailto:hyper@uta.fi)

Home page: <http://www.uta.fi/hyper/>

## APPENDIX 4

**OTHER ORGANIZATIONS AND INSTITUTIONS****University of Tampere, International Office**

Mailing address: FIN-33014 University of Tampere  
Visiting address: Kalevantie 4 (Main Building)  
Tel. (+358 3) 215 6111 (University switchboard)  
Fax (+358 3) 215 6503  
E-mail for International Education Services: [intoffice@uta.fi](mailto:intoffice@uta.fi)  
Home page: <http://www.uta.fi/english/index.html>

**Directorate of Immigration**

Mailing address: P.O. Box 18, FIN-00581 Helsinki, Finland  
Visiting address: Lautatarhankatu 10  
Tel. (+358 9) 476 5500  
Fax (+358 9) 4765 5858  
E-mail: [ulkomaalaisvirasto@uvi.fi](mailto:ulkomaalaisvirasto@uvi.fi)  
Home page: <http://www.uvi.fi/englanti/index.htm>

**Scholarships, grants and exchange programmes****Academy of Finland**

Mailing address: P.O. Box 99, FIN-00501 Helsinki, Finland  
Visiting address: Vilhonvuorenkatu 6  
Tel. (+358 9) 774 881  
Fax (+358 9) 7748 8299  
Home page: <http://www.aka.fi/>

**CIMO, Centre for International Mobility**

Mailing address: P.O. Box 343, FIN-00531 Helsinki, Finland  
Visiting address: Hakaniemenkatu 2  
Tel. (+358 9) 7747 7033  
Fax (+358 9) 7747 7064  
E-mail: [cimoinfo@cimo.fi](mailto:cimoinfo@cimo.fi)  
Home page: <http://finland.cimo.fi/>

## **General information on higher education in Finland**

### **National Board of Education**

Mailing address: FIN-00531 Helsinki, Finland

Visiting address: Hakaniemenkatu 2

Tel. (+358 9) 774 775

Fax (+358 9) 7747 7865

Home page: <http://www.oph.fi/english/>

Resources and services in the Internet related to studying in Finland are available through the Educational network in Finland at <http://www.edu.fi/english/frontpage.asp?path=500>.

### **Tampere Tourist Information**

Tampere City Tourist Office

Mailing address: P.O. Box 487, FIN-33101 Tampere, Finland

Visiting address: Verkatehtaankatu 2

Tel. (+358 3) 3146 6800

Fax (+358 3) 3146 6463

E-mail: [touristbureau@tampere.fi](mailto:touristbureau@tampere.fi)

Home page: <http://www.tampere.fi/matkailu/english/index.htm>