



UNIVERSITY
OF TAMPERE

Faculty of Natural Sciences

Guide for Doctoral Studies 2017-2019

Faculty of Natural Sciences

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Guide for Doctoral Studies 2017-2019

The Guide for Doctoral Studies in the Faculty of Natural Sciences gives the basic information on admissions and requirements for studying in the faculty's doctoral programme.

The regulations included in this guide are confirmed by the Faculty Council. These regulations complement the University of Tampere's regulations on doctoral studies. Government Decree on University Degrees (794/2004) lists the basic national level guidelines for doctoral degrees.

Applicants and students are also advised to visit the admissions pages and the University of Tampere Doctoral School's website for more information.

The text in this guide was reviewed in March 2018. Possible changes are updated on the Study Guide. The English version of this guide is an unofficial translation – In case of any discrepancies between the Finnish and the English versions, the original Finnish version shall prevail.

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Faculty of Natural Sciences

The Faculty of Natural Sciences educates experts in Mathematics, Statistics and Computer Sciences, whose competence will play a crucial role in the development of an increasingly digital world.

Students graduating from the Faculty may find jobs with various businesses, educational institutions or research centres as project managers, Mathematics teachers, researchers, software designers or data analysts.

The Faculty hosts the Tampere Research Center for Information and Systems (CIS) and the Center for Applied Statistics and Data Analytics (CAST).

Both research and teaching given in the Faculty reflect the challenges of tomorrow's digitalizing society.

<http://www.uta.fi/en/faculty-of-natural-sciences>

Doctoral Programme and Degrees

There is one doctoral programme at the Faculty of Natural Sciences:

- Doctoral programme in Information and Systems
majors: Computer Science, Mathematics, Statistics

The postgraduate degrees that can be taken are

- the Licentiate of Philosophy and the Doctor of Philosophy degrees

Doctoral Programme in Information and Systems

Person in charge: Professor Eero Hyry

Information processing has become a core activity for the running of organisations, society at large and global development. Operations and events generate tremendous amounts of raw data, which is needed to provide information for different purposes through data analysis. Information processing, software and information systems are a crucial part of the running of contemporary society. Their development, however, is still highly challenging. Data analysis and information processing are founded in mathematics and mathematical research.

The aim of the doctoral programme is to provide training that prepares students for working as researchers in the research fields of the CIS research centre. These fields cover themes that include:

- Data analysis, data mining and statistical modelling, such as information theory, stochastic methods, machine learning, learning algorithms and computer-intensive methods.
- Mathematics and mathematical methods of data processing, including number theory, algebra, algebraic geometry, logics and finite model theory, algorithms and formal languages.
- Software, databases and data systems, including conceptual modelling, database design, data search, data systems design and utilisation in organisations, delivery chain and product information

management, mass tailoring, software development, formal methods of software and information system development, and information systems in healthcare and industry.

Processing information and knowledge using the aforementioned methods is crucial to the increasing utilisation of ICT. Highly educated people are in demand in these areas of information sciences. The doctoral programme works closely with the CIS research centre and its research projects. The employment outlook is good for people holding doctorates in this field.

Admissions and Applying

The call for applications for the Doctoral Programme in Information and Systems is organised twice per year. Specific application deadlines will be confirmed each year. Under exceptional conditions, applications for postgraduate studies can be processed outside the two admission rounds.

Prior to applying for admission, the applicant must contact the professor of the major subject s/he is applying for, or a possible supervisor of studies, in order to draft the research and study plans.

An electronic application form is available on the admissions website during the application periods.

Applicants must state the major for the degree in his/her application.

The application must include the following documents:

- a study and supervisory plan signed by the applicant and the supervisor(s)
- a research plan that outlines the research topic and its foundations.
- CV with full employment history and information on how the studies at UTA will be financed.
- submitting a financing plan is recommended, either as part of your research plan or as a separate document
- copy of the passport ID page, if the student hasn't previously studied at the University of Tampere

Instructions on how to draft a research plan are available on the admissions website.

In addition, applicants who have not graduated from the Faculty of Natural Sciences or its predecessors must submit the following documents:

- photocopies of Bachelor's and Master's degree certificates and their authorised translations in English, and transcripts of records (i.e. courses taken, grades and credits received) and their authorised translations in English. A syllabus of the Master studies must be submitted too (see below). If you have completed your Master's degree in a Finnish university after 1995, a photocopy of your Master's degree certificate and transcript of records are enough.
- a reliable account that the applicant's previous degree grants eligibility for doctoral studies in the country where that previous degree was completed
- copy of the Master's thesis in the original language (if applicable) and a synopsis in English
- international applicants must provide a reputable account of his or her language proficiency (see *Language proficiency requirements*)
- CV with full employment history. Please give the contact information of two referees in the CV, if the Master degree was not taken at the University of Tampere

Unless your former institution issues diplomas and academic records in English, Finnish, or Swedish, the documents must include the authorised, complete and exact translations into one of these languages.

Applicants who have taken their degrees in a country other than Finland must include with their application a photocopy of their thesis corresponding to the Finnish Master's thesis and an account of their Master studies.

When an applicant does not have a Master's degree in the main subject he or she is applying for, the application must indicate the studies undertaken to achieve the skills and knowledge required for starting doctoral studies.

Applicants who have taken a licentiate's degree at the Faculty of Natural Sciences are directly entitled to continue studying towards the doctoral degree that corresponds with their previous studies. Applicants who have taken a licentiate's degree at another educational institution or in another training field and applicants who do not have a licentiate's degree can be granted admission for doctoral studies based on the aforementioned application process.

Further information on the application process is available from the Coordinator of International Education and the Head of Study Affairs. Further information on the content of the studies is available from the professors of the main subjects.

Admission criteria

General eligibility for scientific doctoral studies is stipulated in the [University Act \(2009/558, Paragraph 37\)](#). The faculty can admit to licentiate and doctoral programme an applicant who has completed

- a relevant Master's degree awarded by a university,
- a relevant Master's degree awarded by a university of applied sciences, or
- a relevant applicable study programme abroad which in the awarding country gives eligibility for the corresponding level of higher education
- whom the university otherwise deems to possess sufficient knowledge and skills for doctoral education in the field of studies in question.

Recognition of the studies and eligibility for doctoral studies is approved by the professor of the main subject or a teacher authorised by the professor.

The aim of doctoral selection is to reach talented, motivated and committed doctoral students. The ability and aptitude of applicants is assessed on the following principles:

- The scientific quality and relevance of the research and study and supervisory plan, and the feasibility of their implementation.
- The appropriateness of the Bachelor and Master degree studies and the research topic for the doctoral programme and the main subject applied for.
- The availability of sufficient expert supervision.
- The applicant's skills and knowledge, the language proficiency necessary to complete the doctoral programme and the grade of the previous degree can be considered.
- The level of promise and motivation demonstrated by the applicant.

Interviews may also be used to aid the selection procedure; the interview assesses the applicant's abilities and suitability. Assessments of individual doctoral students are not made public.

The Faculty may restrict the number of its doctoral student intake based on insufficient supervision resources.

Approval procedure

After the application deadline has passed, the applications are taken on a commentary round in the doctoral programme. The doctoral programme processes the applications and makes a proposal to the Faculty's Doctoral Education Committee on the applicants to be approved and the supervisor(s) for the applicants' research work. The Committee then puts a selection proposal to the Dean of the Faculty. The Dean of the Faculty approves the new students.

The selection results are announced before the beginning of the following term, and the applicants are notified of the selection results by post.

An applicant who is dissatisfied with the student selection may submit a written request for reconsideration to the Faculty Council of the Faculty of Natural Sciences. Such requests must be submitted within 14 days of the announcement of the results. The request, together with the reasons, shall be addressed to: University of Tampere, Registry (Kirjaamo), 33014 University of Tampere, Finland.

Practical information on applying

Please notice that when applying for the right to take doctoral studies, among documents of educational background, a certificate of a language test taken in Finnish, Swedish or English is required.

UTA has country-specific requirements for applicants with a previous degree from Australia, Azerbaijan, Bangladesh, Belarus, Cameroon, Canada, China, Eritrea, Ethiopia, Ghana, India, Indonesia, Ireland, Iran, Italy, Kazakhstan, Kenya, Kyrgyzstan, Malaysia, Nepal, New Zealand, Nigeria, Pakistan, Russia, South Africa, Sudan, Syria, Tajikistan, Tanzania, Turkmenistan, Uganda, Ukraine, United Kingdom, USA and Uzbekistan. The country-specific information is available on the University's website. The enclosures of degrees from these countries must be submitted to the School of Information Sciences.

English language proficiency:

- LUO graduates do not need a language test score.
- Applicants who have taken their secondary school education, or studied for and obtained their Bachelor or Master degree in English in one of the following countries (and in the following countries only) are exempt from submitting a language test: Australia, Canada, Ireland, New Zealand, the United Kingdom and the United States.
- Applicants who are not in either of the two groups above and who plan to study in English must submit an international language test score. IELTS Academic score of 6.5, PTE Academic score 62, or a TOEFL score of 575 (paper version) or 90 (iBT version), are the minimum scores. A plain photocopy of the test score is enough regarding IELTS scores. The PTE and TOEFL scores must arrive from the testing organisation. The TOEFL reporting number of the University of Tampere is 9871.

It is advisable to include in the application also other certificates of language tests taken, if any, especially tests taken in Finnish, Swedish, German or French.

Enrolment

New doctoral students must enrol at the Registrar's Office. More detailed instructions on enrolment are enclosed in the letter of acceptance. Before enrolling, a new doctoral student must present in the Faculty Office original certificates for the degrees and studies he/she has referred to in his/her application.

Already-admitted doctoral students are required to re-enrol at the beginning of each academic year according to instructions given by the University. Only students enrolled as 'present' may pursue studies at the University.

Doctoral students who fail to enrol either as 'present' or 'absent' within the given deadline will lose their right to study and their right to use the computer services provided by the University. Should students later wish to continue their studies, they must make a written request to the Faculty requesting re-admission.

Study and Supervision Plan

Each doctoral student is assigned two supervisors (the second supervisor will be named by the end of the first year of studies at the latest). At least one of the supervisors must be a professor or docent employed at the University of Tampere. In special cases, a student can have more than two supervisors. If need be, the Dean can decide to assign a student a new supervisor. Follow-up groups can be used as assistance in supervision.

Reporting on Progress of Studies and Research

Studies and supervision in doctoral programmes are intended to last for four years, and a doctoral degree should be completed in four years. Doctoral students must report on the progress of their studies and research to the Faculty once a year.

Study and Supervision Plan

Each doctoral student must draw up a personal study and supervision plan together with his/her supervisors. The plan must specify intended doctoral coursework, course schedule and other modes of study, and the schedule and publication plan for the dissertation. The plan must be drawn up during the first term of a student's doctoral studies, and his/her dissertation supervisor must approve it. The plan can be submitted to the Faculty's Doctoral Education Committee for the Committee's information. Approval of the study and supervision plan will be entered into the study register at the Faculty. The plan must be updated once a year.

Research Plan

In addition, doctoral students must draw up a research plan, which can be discussed in the doctoral seminar.

Forms

Forms for Study and Supervision Plan and other forms relating to doctoral studies are available on the Study Guide.

Studies in Other Faculties

When a student has been granted the right to pursue doctoral studies and has enrolled as present, he/she can take courses in other faculties if this has been agreed with the faculty offering the course and if it has been included in the student's personal study plan. If a student takes a course in another school, the curriculum guide and regulations of that faculty will be followed.

Curriculum Guide 2017-2019

The following postgraduate degrees are offered at the Faculty of Natural Sciences (in accordance with Government Decree on University Degrees 794/2004):

- Doctor of Philosophy
- Licentiate of Philosophy (an optional intermediate step towards the doctoral degree)

Doctoral studies are pursued in the Faculty's doctoral programme.

- Doctoral programme in Information and Systems
Majors: Mathematics, Statistics or Computer Science

According to the Government Decree on University Degrees the objectives of scientific postgraduate education are that the student

1. Becomes thoroughly acquainted with her/his own field of research and its social significance
2. Gains the knowledge and skills needed to apply scientific research methods independently and critically and to produce new scientific knowledge within her/his field of research
3. Becomes acquainted with the development, basic problems and research methods of her/his field of research
4. Gains such knowledge of the general theory of science and of other disciplines relating to her/his own field of research as enables her/him to follow developments in them
5. Achieves sufficient communication and language skills and other abilities to work as an expert or a developer in demanding jobs and in international cooperation. According to the Decree, the objective of doctoral education is that the student

DOCTOR OF PHILOSOPHY

1. Research-related Doctoral Studies, 40 ECTS credits

These studies consist of research methodology, studies deepening the student's knowledge of his/her major subject and research field, and other studies. These studies may include intermediate courses in the major subject or some other subject, a thesis and other advanced courses in a minor subject, and research-related studies which exceed the minimum requirements of a Master's degree. Credit can also be given for courses taken at Doctoral Schools or abroad and for articles and other publications, conference papers and other scientific activities. Research-related doctoral studies must include some research ethics studies.

The types of study that fall into the category of research-related studies are described below.

1. Research-related Doctoral Studies, 40 ECTS credits

These studies consist of research methodology, studies deepening the student's knowledge of his/her major subject and research field, and other studies. These studies must also include studies in research ethics.

These studies may include intermediate courses in the major subject or some other subject, a thesis and other advanced courses in a minor subject, and research-related studies which exceed the minimum

requirements of a Master's degree. Credit can also be given for courses taken at Doctoral Schools or abroad and for articles and other publications, conference papers and other scientific activities. The types of study that fall into the category of research-related studies are described below.

- a. Courses expanding on the Master's degree
The supervisor and the doctoral student will plan these courses on a case-by-case basis. They may entail studies in the main topics of the student's major subject as well as intermediate, advanced or doctoral studies in the major subject or other subjects as agreed with the supervisor. All courses must be relevant for the student's degree. Studies in research ethics must be included. Courses in university pedagogy may also be included.
- b. Studies in the field of the dissertation
The doctoral student and his/her supervisor agree on these on a case-by-case basis.
- c. Research seminar in major subject
The purpose of the research seminar is to train the student to conduct independent scientific research and write research reports. The doctoral student may fulfil the seminar's requirements in some other way than the seminar if the supervisor approves.

The doctoral programme may provide more detailed instructions concerning the required extent, content and modes of these three categories of study.

2. Doctoral Dissertation, 200 ECTS credits

Separate instructions are provided on the doctoral dissertation.

LICENTIATE OF PHILOSOPHY

If a student wishes to earn a licentiate degree as an intermediate step towards the doctoral degree, he/she must complete the following:

1. Research-related Doctoral Studies, 40 ECTS credits

See above and

2. Licentiate Thesis, 90 ECTS credits

A dissertation manuscript with permission to publish from the Faculty Council may be submitted as a licentiate thesis.

Separate instructions are given for the licentiate thesis.

Teaching Schedules

The teaching offered by the faculty's doctoral programme is included in the University's electronic teaching programme <https://www10.uta.fi/opas/teaching/>. The doctoral programme may give recommendations on any other appropriate postgraduate courses. The University of Tampere Doctoral School also offers joint doctoral training courses that can be included in the study plan. The teaching programme is published on the university's teaching programme.

General Regulations Concerning Postgraduate Degrees in 2017–2019

Unofficial translation – In case of any discrepancies between the Finnish and the English versions, the original Finnish version shall prevail.

The Faculty of Natural Sciences offers the following postgraduate degrees:

- Licentiate of Philosophy
- Doctor of Philosophy

Doctoral programme in Information and Systems, majors:

- Mathematics
- Statistics
- Computer Science

REQUIRED STUDIES

To be awarded a doctorate, a doctoral student must, according to the Government Decree on University Degrees (794/2004),

1. a relevant Master's degree awarded by a university,
2. a relevant Master's degree awarded by a university of applied sciences, or
3. a relevant applicable study programme abroad which in the awarding country gives eligibility for the corresponding level of higher education
4. whom the university otherwise deems to possess sufficient knowledge and skills for doctoral education in the field of studies in question. A licentiate degree is an intermediate but optional step towards the doctoral degree. It consists of doctoral studies and a licentiate thesis.

There are more detailed regulations on the studies to be included in a doctoral degree in the curriculum guide of the doctoral programme.

Licentiate Degree

To be awarded a licentiate degree (130 ECTS credits), a student must complete the following:

1. Postgraduate studies promoting research or professional competence (40 ECTS credits)

More detailed information on the extent, content and mode of studies is provided in the curriculum guide of the doctoral programme.

2. A licentiate thesis, approved by the LUO Faculty Council

In general, 90 ECTS credits are awarded for a licentiate thesis.

Licentiate Thesis

1. Licentiate Thesis Form

A licentiate thesis must demonstrate a profound knowledge of the field and its methods, along with the ability to apply these methods independently and critically. It can be a unified study (a monograph) or an integrated entity of scientific publications or manuscripts approved for publication paired with a summary article (an article-based thesis). The objectives, methods and results of the study must be presented in the summary article. Publications may also include co-authored publications if the doctoral student's independent contribution can be shown. If the publications include co-authored articles, the doctoral student must generally be responsible for significant contributions in them.

The doctoral student must also submit to the Faculty a written account of his/her contribution to the publications. This account must be submitted when submitting the thesis for evaluation.

The doctoral student can even apply to have his/her dissertation manuscript accepted as a licentiate thesis after having received permission to publish it. Such a licentiate thesis will not be evaluated.

2. Licentiate Thesis Examination

Before submitting a licentiate thesis for examination, a doctoral student must have his/her supervisor's permission to submit the thesis. All licentiate's thesis must undergo a plagiarism check conducted by the Turnitin OriginalityCheck programme. The printed thesis will contain a sentence stating that the check has been done.

The student must also ensure that he/she has completed all the courses recorded in his/her personal study and supervision plan before submitting the thesis.

The licentiate thesis is submitted to the Faculty Office for evaluation in three paper copies, each in a binder. The thesis must include an abstract which introduces the research problem, data, research methods and main results of the study. The abstract must be written both in English and in Finnish (or Swedish).

Once the student has been granted permission, he/she must submit the licentiate thesis in electronic format for the library collection and for filing. More detailed instructions are available online at the Library's website.

The supervisor generally proposes examiners after discussing it with the student.

The Faculty will appoint at least two thesis examiners. Before the examiners are appointed, the doctoral student is given the opportunity to comment on the potential unacceptability of prospective examiners if

there are doubts as to their impartiality. Once the examiners have been appointed, the Faculty, student and examiners fix the date and time of the public examination and other practical matters.

The examination may be arranged in a doctoral seminar, where the examiners can discuss the work with its author. After the public examination, the examiners submit a written report to the Faculty giving their conclusions. Copies of the examiners' reports are sent to the student five days prior to the LUO Faculty Council meeting. At this point, the student may wish to submit a response to the reports, and can request that the grading of the thesis be postponed until the next LUO Faculty Council meeting for this reason.

The LUO Faculty Council will evaluate and grade the licentiate thesis based on the examiners' reports. The examiners propose a grade.

A petition for reconsideration of the grading of the licentiate thesis must be submitted to the LUO Faculty Council within 14 days of the announcement of the decision.

If any corrections are made to the thesis during the evaluation process, the corrected pages must be submitted to the Faculty before the licentiate thesis is submitted to the LUO Faculty Council for grading.

The Faculty Office will respond to any questions regarding the schedule of the evaluation process.

The grading scale for the licentiate thesis is pass - fail.

The major and minor subject study modules included in a licentiate degree will not be graded.

Doctoral Degree

To be awarded a doctoral degree (240 ECTS credits), the student must complete

1. the first requirement above for a licentiate degree, i.e. doctoral studies promoting research or professional competence (40 ECTS credits).
2. a doctoral dissertation, approved by the LUO Faculty Council after a public defence.

In general, 200 ECTS credits are awarded for a successful doctoral dissertation.

Doctoral Dissertation

1. Dissertation Form

A doctoral dissertation is an independent scientific thesis which must be defended in public.

A dissertation can be a unified study (a monograph) or an integrated entity of scientific publications or manuscripts approved for publication paired with a summary article (an article-based dissertation). The objectives, methods and results of the study must be presented in the summary article. Publications may include co-authored publications. If the publications include co-authored articles, the doctoral student must generally be responsible for significant contributions in them. The doctoral student must also submit to the Faculty a written account of his/her contribution to the publications. This account must be submitted

when the manuscript is submitted for preliminary examination. The dissertation itself must also include an account of the author's contribution to co-authored publications.

An article-based dissertation must consist of an adequate number of high-quality publications which have been peer-reviewed.

All the requirements concerning the doctoral dissertation apply not only to a monograph but also to an article-based dissertation.

2. Dissertation Language

The dissertation may be written in Finnish, Swedish or English, or, with the consent of the Faculty, in another language. The manuscript must be written in the same language as the dissertation.

The author of the dissertation must ensure that the manuscript's language is correct and impeccable.

3. Preliminary Examination

Before submitting his/her manuscript, a student must make certain that his/her supervisor considers the dissertation to be ready for examination. All doctoral dissertations must undergo a plagiarism check conducted by the Turnitin OriginalityCheck programme. The printed thesis will contain a sentence stating that the check has been done.

A student must also ensure that he/she has completed all the studies listed in his/her personal study and supervision plan before submitting the manuscript.

To obtain permission to defend it as a doctoral dissertation, the student must submit the manuscript to the Faculty Office in three complete paper copies that are either bound or in a binder.

The student's supervisor usually proposes preliminary examiners after a discussion with the author.

A supervisor of a doctoral student may not act as a preliminary examiner or an opponent for that student. Nor may preliminary examiners ordinarily act as opponents. General guidelines on disqualification due to the likelihood of bias must also be considered.

The Faculty will appoint a minimum of two preliminary examiners who must at least be docents. As a rule, the examiners should not be from the University of Tampere. Before the opponents are appointed, the author of the dissertation is given an opportunity to comment on the potential unacceptability of the prospective examiners. Preliminary examiners are asked to submit a written report on whether the manuscript has such scientific value that permission to defend it as a doctoral dissertation may be granted. If the dissertation is article-based, the preliminary examiners' reports must also indicate whether the themes of the separate publications comprise an integrated set of problems. A preliminary examiner's report must clearly indicate whether or not the examiner recommends that the student be granted the permission to publish and publicly defend the manuscript as a doctoral dissertation; the indication may not be conditional in any way. After the preliminary examination, only changes suggested by or agreed on with the examiners can be made to the manuscript. Typing errors and the like may, however, be corrected.

The Faculty Office will respond to any questions regarding the schedule of the evaluation process.

4. Permission to Publish

Copies of the preliminary examiners' reports regarding permission to publish are sent to the student at least five days prior to the LUO Faculty Council meeting. At this point, the student may wish to submit a response to the reports. If the student wishes to respond to the reports, he/she can ask that the decision on publication of the dissertation be postponed to the next LUO Faculty Council meeting.

5. Custos, Opponent and Time and Date of Public Defence

Once permission to publish the dissertation has been granted, the Faculty will appoint a custos, and usually one opponent for the public defence of the dissertation, and a dissertation grading committee. Before the opponent is appointed, the author of the dissertation is given an opportunity to comment on the potential unacceptability of the prospective opponent. The doctoral candidate must contact the custos, opponent and Faculty Office to settle the time and date of the public defence. The Faculty Office will then book a lecture hall for the defence. The LUO Faculty Council or the Dean is to approve the time and date of the public defence.

6. Publishing the Dissertation

Dissertations are published either in electronic format or in print. Even if a dissertation is published electronically, print copies must be submitted to the Faculty Office as instructed by the Library.

The doctoral candidate must submit the manuscript to be printed and/or submit the manuscript to the University Library for online publication well before the public defence.

The dissertation must be sent to the Library as a PDF file as per the Library's instructions.

If the dissertation is article-based, the articles must be included in print or as copies, and the doctoral candidate must have the publisher's permission to re-publish them. The Library will publish electronic dissertations online in the *Acta Electronica Universitatis Tamperensis series*. More detailed instructions on publishing a dissertation can be found online at the Library's website together with other useful information for doctoral candidates. Doctoral candidates must also fill in an announcement on the Library's website for a press release. The announcement is made in Finnish and English, and it must be made at least 14 days prior to the public defence. If a publisher refuses permission to publish articles in an article-based dissertation online, only the summary article will be submitted to the Library in electronic format and published online. The summary article must include a full list of all the publications.

The doctoral candidate must submit ten copies of the dissertation to the Faculty at least ten days prior to the public defence. Article-based dissertations must also be submitted to the Faculty in ten complete copies. The manuscript must include a separate title sheet stating the time, date and place of the defence. The sheet must also state that the dissertation will be presented with the permission of the Faculty of Natural Sciences.

7. Dissertation Publicity

The dissertation will be available for perusal in the Faculty before the public defence. If the dissertation is also published online, it will be available on the University Library's website.

Details about the defence and availability of the dissertation are published on the Faculty's noticeboards and on the University website at least ten days prior to the defence.

8. Grading the Dissertation

The opponent's written evaluation and the report of a dissertation grading committee will be delivered to the doctoral candidate after the public defence, at least five days prior to the LUO Faculty Council meeting. The LUO Faculty Council or the Dean will appoint a dissertation grading committee, which will then submit a grade proposal to the LUO Faculty Council. The dissertation grading committee is made up of the supervisor(s), the custos, the opponent and at least one docent-level person who knows the field of the dissertation and the Faculty's doctoral education well, and acts as the chair of the grading committee. The dissertation grading committee will consider, for example, the preliminary examiners' reports, the opponent's report and the overall quality of the Faculty's dissertations.

The LUO Faculty will decide whether the doctoral dissertation will be approved and how it will be graded. The doctoral candidate will be given the opportunity to respond to the opponent's report and the evaluation board's grade proposal. The student can ask that the grading of the dissertation be postponed to the next LUO Faculty Council meeting for this reason. Before the dissertation is graded, the custos will evaluate how well the doctoral candidate defended him/herself.

Pass grades for the doctoral dissertation are *approved* and *approved with distinction*. For justified reasons, a particularly distinguished dissertation can be awarded the grade approved with distinction.

A petition for reconsideration of the grading of the dissertation must be submitted to the LUO Faculty Council within 14 days of the announcement of the decision.

9. Certificates for Licentiate and Doctoral Degrees

When a doctoral candidate has completed all the required studies, he/she must apply for a degree certificate for a licentiate or doctoral degree. Filled application form must be submitted to the Faculty Office for preparation at least two weeks before the LUO Faculty Board meeting where the dissertation will be graded. The application must list the contents of the candidate's detailed personal study plan. The applicant should ensure that all courses required according to the curriculum have been taken and registered correctly before submitting his/her application. Application forms are available at the Study Guide.

The licentiate degree certificate will state the student's previous degree, the title of the licentiate thesis, the grade awarded for the thesis and the student's field.

The doctoral degree certificate will state the student's previous degree, the title of the dissertation, the grade awarded for the dissertation and the doctoral programme and field the dissertation is written for.

These regulations 2015-2018 came into force on 1 August 2015. The Faculty may decide to issue more detailed regulations. Possible changes are posted on the Study Guide website.

Other Instructions for Doctoral Studies

Information on dissertation process (summary of the dissertation process in chronological order) and public examination and other instructions for doctoral studies can be found on the Study Guide.