



UNIVERSITY  
OF TAMPERE

**SCIENTIFIC POSTGRADUATE EDUCATION  
STUDY GUIDE**

**FACULTY OF SOCIAL SCIENCES**

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## 1. Introduction

This study guide is aimed at all postgraduate students of the Faculty of Social Sciences at the University of Tampere. The guide contains the Faculty's general instructions for postgraduate studies, annually confirmed admissions criteria and a short description of the structure and contents of the postgraduate curriculum.

The Faculty of Social Sciences offers doctoral studies in seven Doctoral Programmes that cover the fields of Humanities, Medicine, Psychology, Health Sciences and Social Sciences.

The table below summarises the degrees and fields of study in the Doctoral Programmes at the Faculty of Social Sciences:

DOCTORAL PROGRAMMES AND DEGREES	FIELD/MAJOR/FIELD OF STUDY
<a href="#">Doctoral Programme in Philosophy</a> (Ph.D., L. Phil) Field of Humanities	Philosophy
<a href="#">Doctoral Programme in History</a> (Ph.D., L. Phil) Field of Humanities	History
<a href="#">International Doctoral Programme in Epidemiology and Public Health</a> (Ph.D., D.H.Sc., L.H.Sc) Field of Health Sciences  Field of Medicine	Biostatistics Epidemiology Gerontology Global Health and Development Nursing Science (no possibility for D.Med.Sc) Public Health Social Psychiatry Social and Health Policy Healthcare Management Health Services Research Health Economics Health Sociology Occupational Health
<a href="#">Doctoral Programme in Medicine</a> (D.Med.Sc/MD Ph.D.; Ph.D.) Field of Medicine	
<a href="#">Doctoral Programme in Health Sciences</a> (D.H.Sc, L.H.Sc, Ph.D.) Field of Health Sciences	
<a href="#">Doctoral Programme in Psychology and Logopaedics</a> Psychology: Field of Psychology Logopaedics: Field of Humanities	Psychology (Ph.D. Psych, Lic.A.Psych, Ph.D.)  Logopaedics (Ph.D., L. Phil)
<a href="#">Doctoral Programme in Social Sciences</a> (D.Soc.Sc, L.Soc.Sc, Ph.D.) Field of Social Sciences	Youth Research Social Anthropology Social Policy Social Psychology Social Work Sociology Gender Studies (former Women Studies) Peace and Conflict Research

All scientific postgraduate degrees at the University of Tampere (licentiate and doctoral degrees) go under the common name 'Doctoral Studies'. In this guide, scientific postgraduate students are mainly referred to as 'Doctoral Students' because the focus is on studies and degree requirements. However, Doctoral Students can also use the title 'Doctoral Researcher'.

Both licentiate and doctoral degrees include studies determined by the curriculum as well as a licentiate thesis or a doctoral dissertation and its public defence.

The main coordinator of doctoral studies at the University of Tampere is the Doctoral School, which consists of all the Doctoral Programmes of all Faculties. All Doctoral Students of the University are members of their Faculty's Doctoral Programme, but also of the University's Doctoral School. The Doctoral School coordinates, evaluates and develops doctoral education at the University of Tampere and is responsible for organising common doctoral studies to all scientific postgraduate students.

## 1.1 Objectives of Postgraduate Studies

The Government Decree on University Degrees (794/2004) regulates undergraduate and graduate level academic degrees as well as scientific and artistic postgraduate degrees. According to Section 21 of the Decree, the objective of scientific and artistic postgraduate education is that the student:

- 1) becomes well-versed in his/her own field of research and its social significance and gains knowledge and skills needed to apply scientific research methods independently and critically and to produce new scientific knowledge within his/her field of research;
- 2) becomes conversant with the development, basic problems and research methods of his/her own field of research;
- 3) gains such knowledge of the general theory of science and of other disciplines related to his/her own field of research that enables him/her to follow developments in them.

Moreover, the aim of postgraduate studies at the Faculty of Social Sciences is to give a Doctoral Student the ability to act successfully both in academic research and teaching duties as well as in other specialist roles in the society.

Postgraduate students must gain profound knowledge of their own research topic, but also achieve a broad perspective of the field in general. The goal of the studies is to help the student to adopt a scientific way of thinking, understand good research practices, and acquire mastery of diverse research skills.

## 2. Applying to Postgraduate Studies

### 2.1 Eligibility and Admissions Criteria for Postgraduate Studies at the Faculty of Social Sciences

#### Eligibility to Doctoral Studies

According to Section 37 of the Finnish Universities Act (558/2009), eligible applicants for studies leading to an academic or artistic licentiate or doctoral degree have completed

- (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.

Moreover, the Faculty of Social Sciences requires that applicants who have completed a higher university of applied sciences degree or a master's degree of less than 120 ECTS abroad, demonstrate the following: Familiarity with the key theoretical concepts of the field, foundations for scientific theory and research ethics, mastery of research methods in the field at a level that is necessary for successfully completing a dissertation. This proficiency must be demonstrated by providing an account of completed studies related to the above-mentioned areas. The account must indicate the content and scope of the studies as well as a summary and the final grade of the applicant's thesis for the higher university of applied sciences degree.

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

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

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

Regarding licentiate degrees, Section 23 of the Government Decree on University Degrees (794/2004) stipulates the following: A person accepted to postgraduate studies may complete a licentiate degree when he/she has completed those postgraduate courses that the University deems necessary as well as any specialisation studies included in the degree. A central part of the licentiate degree is the licentiate thesis, which gives the student a chance to demonstrate his/her knowledge of the field of study as well as the ability implement scientific research methods independently and critically.

According to Section 9 of the University of Tampere's Regulations on Degrees, in addition to an applicant's general eligibility for postgraduate studies, selection of postgraduate students also takes into consideration the applicant's study plan and research outline, as well as the resources available in the Faculty to organise courses and supervision for postgraduate education.

### Selection Criteria

The Faculty decides in greater detail the prerequisites and selection criteria for admission to Doctoral Studies and selects the students to be admitted. The Scientific Postgraduate Committee assesses the ability and commitment of the applicants according to the following principles:

- The scientific quality of the research plan, the suitability of the methods and materials to the research question, the realism and clarity of the research plan
- The suitability of the research topic for the Doctoral Programme
- The practical or theoretical relevance of the research in its own field
- The realistic feasibility of the study plan
- The applicant's academic success at undergraduate and graduate level
- The applicant's methodological and theoretical abilities
- The applicant's language proficiency
- The availability of competent supervision resources within the Faculty

The Scientific Postgraduate Committee may also assess the applicant's suitability and motivation by interviewing him/her.

For a specific reason and after discussing the matter with the Professor responsible for the Doctoral Programme, graduate-level students may apply to have their dissertation registered even before they have finished their master's degree. In such cases, the student can proceed in doctoral studies up to public defence. However, a study right and a degree certificate of doctoral studies can be issued only after the student has completed the graduate level degree.

The Dean of the Faculty admits the students based on the proposal of the Scientific Postgraduate Committee.

## 2.2 Applying for a Right to Study in a Doctoral Programme

Application rounds for Doctoral Studies are organised twice a year, in October and in April. However, the International Doctoral Programme in Epidemiology (IPPE) accepts applications only every other year. Specific application dates are published on the University's [Admissions website](#).

A person who wishes to apply to Doctoral Studies at the Faculty of Social Sciences must contact a potential Supervisor at least a month prior to the application deadline. The Supervisor can be a Professor or a Docent (Adjunct Professor) who works for the Faculty. The applicant should ask this person to act as a Supervisor and together they should reach an agreement upon the research topic, research methods, possibilities of carrying out the research, and other similar aspects related to the research task. The applicant must have at least a Main Supervisor by the end of the application period.

After finding a Supervisor, the applicant must

- Gain approval from the Supervisor (or Supervisors, if they have all been appointed already during the application period) for a research plan, a tentative study plan, and for the actual application form for a right to study.
- Ask the Professor responsible for the Doctoral Programme/Field of Study in question to sign the application form.
- Submit the application form and its enclosures via the electronic application system (Opintopolku/Studyinfo) to the Scientific Postgraduate Committee for assessment.

The following documents must be attached to the online application in Opintopolku/Studyinfo:

- Application form for the right to study, signed by the Professor responsible for the Doctoral Programme and the Supervisor(s)
- Research plan (maximum 5 pages)
- Tentative postgraduate study plan
- Motivation letter (grounds for applying)
- Language Certificate (detailed instructions below)
- Applicant's CV and a possible list of publications
- Copies of Degree Certificates if the degree has not been completed at the University of Tampere (if the degree has been completed outside of Finland, an official translation is required) and a Transcript of Records.
- Copy of the applicant's ID (passport or other official identification document containing a photo). This is not required if the applicant has previously studied at the University of Tampere.
- Applicants who have completed their previous Academic Degree outside of Finland must also submit a Transcript of Records, which shows the grade of their Master's Thesis or the general grades of the degree.
- Approval forms from Members of the Follow-up Group (note: establishing a Follow-up Group is voluntary)

[The application form](#) is available on the Admissions pages of the University of Tampere.

Instructions for applying to the International Doctoral Programme in Epidemiology (IPPE) can be found on the IPPE programme [website](#).

#### Language requirements

The Doctoral Programmes at the Faculty of Social Sciences follow mainly the general language requirements for academic English that have been set for international graduate level degree programmes at the University of Tampere. Thus, an applicant must submit evidence of good command of English for academic purposes. There are two ways of indicating English language proficiency: language tests and previous studies.

#### Language tests:

The University of Tampere accepts the following tests (minimum scores listed) as proof of good command of English:

- TOEFL, Test of English as a Foreign Language: 90/Internet-based, 575/paper-based (NB. scores from "TOEFL ITP / institutional testing programme" are not accepted.)
- IELTS (Academic), International English Language Testing System: 6.5 with no individual score below 5.5
- PTE (Academic), Pearson's Test of Academic English: 62

Please note that the language test score must be valid during the application period. Language test results are valid for two years.

#### Previous studies:

If you have one of the following, you do not need to submit a language test score:

A master's degree completed in English language from a university in a EU/ EEA country, Australia, Canada, Ireland, New Zealand, the United Kingdom or the United States.

## 2.3 One Study Right Provision, Accepting a Study Right and Enrolment

A provision of one study right applies to all studies leading to a higher education degree in Finland. The provision applies to the joint application system, special application procedures and applications to studies leading to postgraduate degrees (licentiate, doctor) at universities. The provision in brief:

- A student can accept only one study right to degree studies that begin during the same semester.
- The provision also applies to scientific postgraduate degrees (doctoral and licentiate degrees)
- The provision does not apply to a study right gained from a transfer application process.
- The provision does not apply to the Police University College, Åland University of Applied Sciences nor to foreign higher education providers.

A student can hold more than one study rights to degree education, but the study rights need to be accepted during different semesters. In order to keep a study place, an applicant must accept the offered study right within the deadline. The official acceptance must reach the University within the set deadline or the applicant will lose the study place that has been reserved for him/her.

In addition to accepting the offered study right, all new students must enrol to the University of Tampere at the Registrar's Office according to the instructions and deadlines that accompany the decision of acceptance.

Postgraduate degree students must enrol to the University for each academic year according to the instructions provided. A student enrolled as 'present' receives a basic user ID, which allows the student to access all electronic services offered by the University, including e-mail, electronic library databases, etc. Student Union ([Tamy](#)) membership is voluntary. If the student does not wish to be a member of the Union, no additional fees need to be paid.

Only a student who has completed annual enrolment by the deadline with the status 'present' can attend courses and study at the University. A Doctoral Student who has not completed annual enrolment for one year (status either present or absent) will lose the right to study and the right to use a basic user ID. If the student wishes to continue studies, he/she must submit a written application for readmission to the Faculty Council.

## 2.4 Supervisors and Field of Study

A dissertation project requires 2-3 Supervisors. A Supervisor can be a Professor or a Docent (Adjunct Professor), who works for the Faculty of Social Sciences. The second (or third) Supervisor can be an expert who has at least a doctoral degree, but this person can work outside the Faculty. The second and the possible third Supervisor should be appointed no later than during the first semester of doctoral studies, when the official Supervision Agreement (see Section 2.7) is completed.

The Supervisors are listed in the study register, which is why any additions or changes to Supervisors or Follow-up Group must be done officially with a free-form application that contains signatures of all parties. The application should be submitted to the Head of Study Affairs. If necessary, the Scientific Postgraduate Committee can discuss the changes and decide if they are suitable.

According to common practice, supervising duties follow [Responsible conduct of research](#) and are completed without financial reimbursement.

Those who apply to International Doctoral Programme in Epidemiology and Public Health should follow the instructions that are available on the Programme's [web pages](#). IPPE students must register their Supervisors and a research plan within a year of beginning their studies.

The field of doctoral studies is determined by the choice of Doctoral Programme. At least one of the Supervisors must work for the Faculty in the field of the dissertation. The dissertation can be registered only in one field, even if the Supervisors came from different fields or different Faculties.

The Supervisors must ensure that a manuscript intended to be published as a doctoral dissertation fills the set criteria in terms of content, quality and form. It is also the Supervisors' responsibility to read and approve the dissertation manuscript before the student submits a preliminary examination application. The Main Supervisor also approves the study plan and doctoral studies for the degree.

## 2.5 Follow-up Group

If the Doctoral Researcher and Supervisors so wish, they can establish a Follow-up Group. Its function is to support the dissertation work, provide additional professional perspective, give feedback and improve the quality of the dissertation. In addition to the Supervisors, the other Follow-up Group members can be researchers from other universities, companies, or research facilities/institutes. The Follow-up Group consists of the Main Supervisor who acts as a Chair and 2-3 other experts. At least two of these experts must have completed a doctoral degree.

The Follow-up Group should be appointed at the beginning of postgraduate studies. The group meets at least once a year by invitation of the Doctoral Researcher or the Supervisor. The Doctoral Researcher must ensure that a memorandum is drawn of each meeting.

If the Scientific Postgraduate Committee considers it necessary, they can request a report from the Follow-up Group about the progress of the dissertation. Furthermore, members of the Scientific Postgraduate Committee may attend the Follow-up Group meetings, if necessary.

## 2.6 Research Plan and Personal Study Plan

Potential postgraduate students must prepare both a research plan and a preliminary study plan when applying for a study right. Instructions on how to prepare these documents are available [in Admissions Criteria of each Doctoral Programme](#) in the online Study Guide.

The applicant should submit a research plan that is no longer than five pages. The Postgraduate Committee needs to be informed of revisions to the research plan only if the research topic changes.

The preliminary study plan becomes concrete together with the Supervision Agreement. A discussion about the study plan can be held as part of the annual reporting (see Section 3.7). In this meeting, the Supervisor can also accept studies completed elsewhere to be added to the study register (eg. seminars, congresses, courses abroad, literature exams, essays). For studies completed elsewhere, the student must draft a separate list of courses and study events completed outside of University of Tampere, which the Supervisor then approves and signs after seeing certificates of attendance or certificates of completion. The list should be delivered to the Head of Study Affairs in Faculty Offices.

The student should draft the personal study plan according to the curriculum requirements of the Doctoral Programme in question (see requirements in Chapter 3). The plan should ensure that the studies support the dissertation work in the best possible way and allow the Doctoral Student to acquire versatile research skills. A sufficient share of the studies must be allocated to methods and field-specific studies. In addition to Faculty and Doctoral School courses, the studies can include doctoral studies from other Faculties, from other Finnish or foreign universities, or other studies that follow the set curriculum and have the Supervisor's approval.

## 2.7 Supervision Plan and Supervision Agreement

The Supervision Plan contains all the general guidelines, principles and good practices of supervising doctoral studies at the Faculty. The plan offers instructions to all parties involved in doctoral education and provides information and help to Doctoral Students.

The Doctoral Student and the Main Supervisor fill out a Supervision Agreement during the first semester of the studies in order to guarantee that the dissertation work will proceed in good cooperation and according to the planned schedule. The purpose of the Agreement is to create systematic discussion about doctoral studies, forms of dissertations, practices, schedules and task division between Supervisors, and document it all in writing. All parties will sign the agreement. The Supervision Plan and Supervision Agreement documents are available in the University of Tampere Admissions [website](#).

## 3. Curriculums of Doctoral Programmes: Structure and Content

[The Curriculums](#) of the Faculty's Doctoral Programmes and [the Teaching Schedule](#) (available courses) are published in the electronic Study Guide. The Teaching Schedule is confirmed annually. A doctoral degree amounts to 240 ECTS, which equals to four years of full-time study. The degree consists of a dissertation study and doctoral courses. One year of full-time study equals to 60 ECTS, which is approximately 1600 hours of work. The dissertation represents 180 ECTS of the entire degree. A personal study plan is drafted to support the studies.

Information about studies, public defences and other current events is published in the University's online Study Guide, on the Doctoral School web pages and in the Faculty's e-mail lists for doctoral students. New doctoral students will be automatically added to the uta.fi e-mail lists after they have been registered.

### 3.2 Curriculums of Doctoral Programmes in Health Sciences, Medicine, and International Epidemiology and Public Health

THE CURRICULUMS OF DOCTORAL PROGRAMMES IN HEALTH SCIENCES, MEDICINE, INTERNATIONAL EPIDEMIOLOGY AND PUBLIC HEALTH		
<b>DOCTORAL PROGRAMME IN HEALTH SCIENCES</b>	<b>DOCTORAL PROGRAMME IN MEDICINE</b>	<b>INTERNATIONAL DOCTORAL PROGRAMME IN EPIDEMIOLOGY AND PUBLIC HEALTH (IPPE)</b>
240 ECTS	240 ECTS	240 ECTS
Doctoral studies agreed upon with the Main Supervisor	30 ECTS can be accepted from a Finnish Licentiate in Medicine degree due to its vastness, which means that 30 ECTS remain left to be completed.	According to IPPE course programme
30 ECTS		30 ECTS
<b>COMPULSORY STUDIES IN ALL DOCTORAL PROGRAMMES 30 ECTS*</b> - Orientation 5 ECTS - <i>Orientation to doctoral studies at Health Sciences</i> 2 ECTS - <i>Common doctoral studies from the Doctoral School</i> 3 ECTS - Postgraduate seminars 3 ECTS - Studies on methodology 8 ECTS - Field-specific studies 8 ECTS - General research skills 6 ECTS - <i>Research ethics and good research practices</i> 1-4 ECTS		
*In IPPE according to the course programme.		
<b>DISSERTATION AND ITS PUBLIC DEFENCE</b>		180 ECTS

### Orientation

Orientation includes *Orientation to doctoral studies at Health Sciences* (2 ECTS), which is compulsory for all Doctoral Students in the field of Health Sciences. In addition to this, a Doctoral Student can choose courses (at least 3 ECTS) from the University of Tampere Doctoral School's "Foundations of Scientific Research" course basket.

### Postgraduate seminars

A Doctoral Student must participate for at least one academic year in the seminars of his/her own field and present the study there.

### Studies on methodology

Studies concerning methodology must be mainly course-based.

### Field-specific studies

Field-specific studies should be completed according to what has been discussed with the Main Supervisor. The studies focus on developing a thorough understanding of the student's own field of research. In addition to coursework, the studies can also include literature exams or presenting the research in scientific congresses. Nevertheless, the studies should mainly be at doctoral or advanced level.

### General research skills

General research skills prepare Doctoral Students for demanding expert work. All students are expected to complete at least one course concerning research ethics or good research practices. General research skills can also include, for example, research philosophy, communication skills, academic writing, project management, university pedagogy, and management. These types of courses can be found particularly in the University of Tampere Doctoral School's "Research and working life skills" course basket.

## 3.3 Curricula in Doctoral Programmes of Philosophy, History, Psychology and Logopaedics, and Social Sciences

### 3.3.1 The Structure and Content of the Doctoral Programme in Philosophy

The studies (60 ECTS) consist of the following categories:

- 1. Common postgraduate studies 20–30 ECTS**
- 2. Wide and thorough knowledge of the field and own research topic 30–40 ECTS**
- 3. Dissertation 180 ECTS**

#### **1. Common postgraduate studies 20 – 30 ECTS**

These studies consist of courses included in the curriculum of the University of Tampere Doctoral School as well as the Social and Cultural Sciences Seminar (YKY-seminar). The seminar and a research ethics course organised by the Doctoral School are compulsory. The course on research ethics is compulsory even if the student has studied research ethics in intermediate level studies of Philosophy at the University of Tampere. Other common studies can be chosen from the field-specific methodological and research and working life skills courses organised by the Doctoral School or the Doctoral Programmes of the Faculty. The student should discuss and agree about the choices with the Supervisor.

The Social and Cultural Sciences Seminar (YKY-seminar), in which the students present their dissertation work to members of other Doctoral Programmes, should be completed midway through the studies. If the seminar is unavailable, the student can choose a corresponding way, approved by the Supervisor, to complete the requirement.

## **2. Wide and thorough knowledge of the field and own research topic 30 – 40 ECTS**

The field-specific studies (Philosophy) consist of a doctoral seminar that lasts several semesters, and optional studies, which support completing the dissertation work.

*Seminar work* (15 ECTS) takes place in the seminar of the Doctoral Programme as well as in the research seminar of Philosophy, where researchers and visitors give presentations. Completing the seminar requires presenting own work, commenting the works of others and active participation in discussion in the seminars. At the beginning of doctoral studies, the student presents a plan for the dissertation work and drafts a seminar presentation of the research topic. Midway through the seminar, the student presents another seminar work. Finally, towards the end of the studies, the student will present the central findings of the dissertation study.

*Other studies* (minimum 15 ECTS) consist of optional studies of Philosophy or other fields. The courses of Philosophy should be chosen from graduate and postgraduate level studies of the Degree Programme, and they should focus on topics other than the dissertation. Studies of other fields can be chosen from courses offered by other Degree Programmes and Doctoral Programmes. Other studies will support and broaden the knowledge achieved in the dissertation study. The studies can include participation in the national and international education of Philosophy, literature exams, essays, congress presentations, publications or participation in teaching duties. The student should discuss the studies and the options for completing them with the Supervisor.

## **3. Dissertation 180 ECTS**

A dissertation is an independent scientific study, which is drafted from a topic that the Faculty approves.

The University of Tampere is in charge of coordinating the Finnish doctoral training network of Philosophy.

### 3.3.2 Structure and Content of the Doctoral Programme in History

Studies in the Doctoral Programme of History consist of the following categories.

#### **1. Common postgraduate studies 20–30 ECTS**

#### **2. Wide and thorough knowledge of the field and own research topic 30–40 ECTS**

#### **3. Dissertation 180 ECTS**

#### **1. Common postgraduate studies 20-30 ECTS**

Common studies (minimum 20 ECTS) are compulsory for all and they should generally be completed by choosing courses from the University of Tampere Doctoral School or from the courses offered by the Faculty's Doctoral Programmes. Doctoral Students of History must complete a course both in research ethics and in research philosophy as well as the Social and Cultural Sciences Seminar (YKY-seminar). If the seminar is unavailable, the student can choose a corresponding way, approved by the Supervisor, to complete the requirement. Other common studies are elective and the student should discuss the studies and the options for completing them with the Main Supervisor.

#### **2. Wide and thorough knowledge of the field and own research topic 30–40 ECTS**

Field-specific studies of History consist of a doctoral seminar that lasts for several semesters and optional studies that support the dissertation work.

*Seminar work* (15 ECTS) takes place in the postgraduate seminar of History and in the theme seminar that the student can choose according to the research topic. The seminar that is open for all Doctoral Students of History is organised twice a year: in autumn and in spring. In these seminars, every Doctoral Student presents his/her study

three times: 1) research plan 2) methods 3) dissertation (after the manuscript is finished).

Theme seminars (research groups), where students present their studies, meet regularly during the semesters. The students must regularly participate in the common seminars and in the theme seminars for three years.

Other studies (minimum 15 ECTS) are divided into the following categories (a–d) and the required credits must be gathered from at least three different categories. The Main Supervisor should approve the choices.

- a) Participation in teaching work (5 ECTS)
- b) Participation in international postgraduate education of the field (1–2 courses = 5 ECTS)
- c) Scientific publications (1 scientific referee publication = 5 ECTS)
- d) Presentations in scientific congresses (2 scientific presentations = 5 ECTS)

### **3. Dissertation 180 ECTS**

A dissertation is an independent scientific study, which focuses on a topic approved by the Faculty. Completing a dissertation requires approximately three years of full-time work. The recommended length of a monograph is about 250 pages.

#### 3.3.3 The Structure and Content of the Doctoral Programme in Psychology and Logopaedics

The studies of the Doctoral Programme in Psychology in Logopaedics consist of the following categories.

- 1. Common postgraduate studies 20–30 ECTS**
- 2. Wide and thorough knowledge of the field and own research topic 30–40 ECTS**
- 3. Dissertation 180 ECTS**

#### **1. Common postgraduate studies (20-30 ECTS)**

Common postgraduate studies should be completed by choosing general doctoral courses offered by the University's Doctoral School and by the Faculty's Doctoral Programmes and by participation in the Social and Cultural Sciences seminar. If the seminar is unavailable, the student can choose a corresponding way, approved by the Supervisor, to complete the requirement. Students must complete both a course in research ethics and in research philosophy.

#### **2. Wide and thorough knowledge of the field and own research topic (30-40 ECTS)**

Studies in this category can be accumulated by:

- a) completing courses from the Faculty's different fields
- b) taking literature exams that focus on literature in the field
- c) participating in national or international postgraduate education of the field
- d) publishing articles and participating in congresses
- e) regularly attending the postgraduate seminar and research group activities
- f) participating in teaching and with working-life connections.

A student drafts and updates a personal Study Plan and a Supervision Agreement together with the Main Supervisor.

#### **3. Dissertation (180 ECTS)**

A dissertation is an independent scientific study, which focuses on a topic approved by the Faculty.

### 3.3.4 The Structure and Content of the Doctoral Programme in Social Sciences

The studies of the Doctoral Programme in Social Sciences consist of the following categories.

- 1. Common postgraduate studies 20–30 ECTS**
- 2. Wide and thorough knowledge of the field and own research topic 30–40 ECTS**
- 3. Dissertation 180 ECTS**

**The share of the studies should follow the recommendation below:**

- Participation in teaching (5 ECTS)
- Participation in national or international postgraduate education of the field (1–2 courses = 5 ECTS)
- Scientific publications (1 scientific referee publication not included in the dissertation = 5 ECTS)
- Presentations in scientific congresses (2 scientific presentations = 5 ECTS)
- Participation in the Doctoral Programme’s seminar (5 ECTS/academic year)

#### **1. Common postgraduate studies (20–30 ECTS)**

Common postgraduate studies increase general theoretical and methodological skills and prepare the student to work in multidisciplinary group settings. Common postgraduate studies consist of courses offered by the University of Tampere Doctoral School and the Faculty’s Doctoral Programmes. Doctoral Students of Social Sciences must complete both a course in research ethics and in research philosophy offered by the Doctoral School.

All postgraduate students of the Faculty present their work once during their studies to a multidisciplinary group of researchers in the Social and Cultural Sciences seminar. A presentation should be completed midway through the doctoral studies. The student should discuss the content and scheduling of the presentation with the Supervisor. The seminar is a compulsory part of doctoral studies, but no additional credits can be gained from the presentation. If the seminar is unavailable, the student can choose a corresponding way, approved by the Supervisor, to complete the requirement.

#### **2. Wide and thorough knowledge of the field and own research topic (30-40 ECTS)**

These studies develop knowledge in the field more broadly than own research, and deepen the student’s knowledge about the specifics of the field. The studies consist of a postgraduate seminar in the field or research theme, postgraduate courses offered by the Faculty, courses offered by research projects, international doctoral programmes and conferences, and other studies approved by the Supervisor. The studies can also include publications, which are not part of the dissertation, and presentations in scientific meetings. Knowledge in the field can also be developed by participation in teaching. The personal study plan can also include studies from other universities and degree programmes.

#### **3. Dissertation 180 ECTS**

A dissertation is an independent scientific study, which focuses on the topic approved by the Faculty. Completing a dissertation requires approximately three years of full-time work, which amounts to 180 ECTS.

### 3.4 Study Register

Studies completed at the University of Tampere will be automatically added to the electronic study register. A Supervisor employed by the Faculty must approve studies completed elsewhere, participation in congresses, and other similar work. A full list of studies completed outside University of Tampere signed and approved by the Supervisor should be submitted to the Head of Study Affairs at the Faculty Offices latest as an attachment with the [Application form for a degree certificate](#).

It is recommended that coursework and other studies for the degree be completed by the time that the dissertation manuscript is sent to preliminary examination. If necessary, the student can complete missing studies during preliminary examination.

### 3.5 Annual Reporting on Studies and the Feedback System

Every student must report once a year to the Main Supervisor about progress in research and in studies. Annual reporting is also required if the student wishes to apply to grants advertised by the Faculty. Doctoral Students should submit reports on a separate form once a year by the end of October. [The form for annual reporting](#) is available in the University of Tampere Study Guide.

A Follow-up Group (voluntary) is an important team that also monitors the Doctoral Researcher's progress (see Section 2.5.) Furthermore, if the Scientific Postgraduate Committee considers it necessary, they have the right to ask the Doctoral Researcher or the Supervisor to submit a report about progress in the dissertation work and doctoral studies. If the Doctoral Researcher does not actively advance the dissertation or other studies, the Scientific Postgraduate Committee can, after hearing the Supervisors and/or the Follow-up Group, declare the Supervision Agreement terminated. A Doctoral Researcher can regain the right to supervision, if he/she is able to show the Committee that the dissertation has significantly moved forward since supervision was interrupted, and is able to show that the task can be finished successfully.

Annual reporting is connected to annual feedback. [Free-form feedback](#) can be submitted with a form that is available in the online Study Guide on the Faculty's Doctoral Programme website.

## 4. Instructions Concerning the Dissertation

### 4.1 General Requirements

A dissertation is an independent scientific study, a coherent presentation that provides new scientific information. The dissertation must demonstrate a Doctoral Student's profound knowledge of the field in question, of related fields and of general research theory, as well as the ability to apply scientific research methods independently and critically, and the ability to create new knowledge independently.

### 4.2 Form

A dissertation can be either a monograph or an article-based dissertation.

An article-based dissertation consists of several scientific articles, which form together a consistent entity, and a summary that draws together all the articles. The summary presents the dissertation's goals, methods and results, and the student should write it independently. However, the articles can have several authors, as long as the Doctoral Student has a clear, independent role in each of them. An article can also be a systematic literature view, if it contains a synthesis produced with an analytical method, produces new information and is not merely descriptive.

The articles of a dissertation must be published in scientific peer-reviewed (referee system) journals or books. Suitable publication channels are listed on the [Publication Forum website](#).

The manuscript of an article-based dissertation can be submitted to preliminary examination when at least three articles have been published or accepted for publication, and the summary has been completed. In addition to published articles, the dissertation may include one or several articles that have been submitted for publication.

In general, an article can only be used as part of one dissertation. However, for specific grounds, an article can be published in two different dissertations. In such a case, the Doctoral Students must both have distinctive, independent contribution to it. The first author has privilege to use the publication. If an article is used in more than one dissertation, a written consent is required from all the authors and the Main Supervisor. If the dissertation contains more than one article that is also published in another dissertation, the matter must be approved by the Scientific Postgraduate Committee before the Preliminary Examiners can be appointed. The Doctoral Students who are using the same publication and their Supervisors must submit a joint written description that clarifies each party's role in the study and in writing the article. This written report should be sent or delivered to Head of Study Affairs, who will include it in the Committee materials. The report will also be sent to the Preliminary Examiners together with the manuscript.

The articles may include an article that the Doctoral Student has published as part of a Master's Thesis.

A monograph is an independent scientific study, which focuses on research results that have not been published before. It is the result of a Doctoral Researcher's personal work and solely written by him/her.

### 4.3 Instructions for Writing a Dissertation Manuscript

Every dissertation must have a cover page that introduces the title of the dissertation, name of the Doctoral Student, the Faculty that accepted the manuscript for publication and the fact that the work is a dissertation. The location for conducting the research and the names of Supervisor(s), Preliminary Examiners and Opponent(s) are listed on the other side of the cover page.

An article-based dissertation usually consists of the following elements:

- Table of contents
- List of original publications that form the basis for the dissertation. If any of the articles have been/will be used as part of another dissertation, this information must be added after the list of original publications.
- List of abbreviations, list of images and diagrams
- Abstract (1-2 pages) in Finnish, English or Swedish.
- Introduction
- Literature review that covers relevant background knowledge for the topic and the development and current state of research.
- Research question
- Materials and methods
- A summary of the results
- Discussion that involves a critical view of the results in light of methods and content, the significance of the results, and a comparison of the results to previous studies
- Summary and conclusions (and future prospects)
- Acknowledgements
- References

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

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

A monograph generally consists of the following elements:

- Preface/Acknowledgements
- Table of contents
- List of abbreviations, list of images and diagrams
- Abstract (1-2 pages) in Finnish, English or Swedish.
- Introduction
- Research question
- Linking the topic and study to the context of previous research. Relevance of the study.
- Theoretical frame, central concepts and methods
- Materials
- Results
- Conclusions, which draws together the results of the study and discusses their broader empirical-theoretic relevance
- References and literature

The dissertation must be well written in terms of its language. If the dissertation is written in a language that is not the author's mother tongue, a language check is required. The Postgraduate Committee may also require a language check. A dissertation can be published in Finnish, Swedish or English.

If the dissertation is published in the University of Tampere Acta series, the student should also follow the writing instructions of the series, which are available on the [Library's web pages](#).

#### 4.4 Submitting a Manuscript for Preliminary Examination

When a postgraduate student and the Supervisors consider that the dissertation manuscript is ready for preliminary examination (contents and layout finished), the manuscript (in pdf-form) and an application for a permission to submit a manuscript for preliminary examination should be submitted to the Faculty. The Faculty will appoint the Preliminary Examiners.

The application form contains the Supervisor's proposal of Preliminary Examiners and a possible proposal of the Opponent and Custos. The Doctoral Student, Supervisors and the Professor in charge of the Doctoral Programme/Field of Study must sign the form. The form is available in the University of Tampere online Study Guide.

The following enclosures are required:

- Abstract (1-2 pages) in English and in Finnish
- A Turnitin-report signed by the Main Supervisor
- [Application form for a degree certificate](#) and a transcript of the studies that will be included in the degree
- The dissertation manuscript and possible articles in pdf-form

If the dissertation is article-based, the following documents should also be submitted:

- A list of articles. If all articles have not yet been published in scientific publications, a confirmation of their status is required. This confirmation can be a publisher's message (e.g. printed e-mail) either affirming submission for publication or acceptance for publication.
- A report about the Doctoral Student's personal contribution to each article. The report should describe the student's contribution to each article in terms of choosing the topic, forming research questions, choosing the research setting and methods, collecting data, conducting analysis, interpreting results and writing the article. The report (1-2 pages) must be approved and signed by the Doctoral Student and the Main Supervisor.

- If any of the articles in the dissertation has been or will be used as part of another dissertation, a written consent is required from all other writers of the article and the Supervisors.

The originality of doctoral dissertations and licentiate theses submitted for preliminary examination is verified by using the Turnitin online plagiarism detection software. Doctoral Researchers can also use the Turnitin software when writing the manuscript to ensure that all references are appropriate. Once the dissertation manuscript has been finished and the references have been appropriately marked, the entire manuscript must go through Turnitin for an official originality check. [Instructions](#) for using Turnitin are available in the University's online Study Guide.

## 4.5 Preliminary Examiners and Opponent

The Dean appoints a minimum of two at least Docent-level Preliminary Examiners who have thorough expertise in the dissertation's field. A researcher working in the field of the dissertation at the University of Tampere, a person who has acted as a Supervisor, as a member of the dissertation's Follow-up Group, or a person who has a conflict of interest, may not act as a Preliminary Examiner. In general, both examiners must come from outside of the Faculty. For a specific reason, one examiner can be a Docent at the University of Tampere, but even in this case his/her main working position must be elsewhere.

The Opponent must be at least a Docent-level expert in his/her field and not have any conflict of interest. The Faculty Council appoints the Opponent. A Preliminary Examiner can also act as the Opponent, but only for particularly well justified reasons.

The Preliminary Examiners and Opponent should not have scientific publications or similar cooperation with the Doctoral Student or the Supervisors within the last three years preceding the application to preliminary examination.

## 4.6 Preliminary Examination

Once the Dean has appointed the Preliminary Examiners, the Head of Study Affairs sends them the manuscript and relevant instructions in electronic form.

For the purpose of a permission to defend the doctoral dissertation to be granted, the examiners should submit their statements to the Faculty. The statement should follow the given instructions and be completed within two months.

Before submitting their final statements, the Preliminary Examiners may require the author to revise the language or the content of the dissertation manuscript. An Examiner's statement must clearly define whether the manuscript is ready for publication and public defence: the statement cannot be conditional. If a Preliminary Examiner has contacted the doctoral student during the examination process, it must be reported to the Supervisor and it should also be mentioned in the statement. The communications with the student can also take place with the Supervisor acting as an intermediary.

The purpose of preliminary examination is to ensure that the manuscript meets the formal and scientific criteria set for doctoral dissertations. The recommended length for a statement is 3-5 pages. The final statement should clearly express whether the examiner thinks that the manuscript meets these requirements, or if further studies are necessary. The statement should discuss or comment the following:

- 1) The general nature of the dissertation  
A brief description of the scientific content and main findings.
- 2) The author's independent contribution to planning, collecting data and conducting the study.
- 3) Topic and research question

The scientific value, originality, actuality and significance of the topic and research questions, and their relevance for future applications. The clarity of research questions and the answers provided by the dissertation.

- 4) Knowledge of the research field.  
Is the literature review sufficient and balanced in terms of length and content? Are the references recent and comprehensive? Does the author review literature critically, introduce concepts well, describe why research is needed, cover key content, and point out the strengths and weaknesses of previous studies and approaches?
- 5) Data  
Quality, scope and suitability for answering the research question(s). Does the data offer answers to the research questions?
- 6) Methods.  
Suitability of the methods to solving the research problem and answering the research questions. Proper implementation of the methods. Understanding the possibilities and limits of the chosen methods.
- 7) Results and conclusions  
The theoretical and methodological significance of the study to the field in question. The consistency and diversity of the analysis. An assessment of the realism, reliability, novelty and scientific significance of the results and conclusions. The societal impact of the study. Possible future applications.
- 8) Maturity of the discussion  
Is the discussion objective, critical and clear? Has the author analysed the strengths and weaknesses of the study and critically compared them to previous literature? Do the conclusions support the research questions, results and previous knowledge? An interpretation of the findings and an evaluation of new information provided by the study. Justified reasons for suggestions to future studies.
- 9) Ethical issues
- 10) Structure and presentation  
Is the structure logical and balanced, and are the style, language and form complete and appropriate for a doctoral dissertation?

In addition to writing a statement, the Examiners should also make a grade proposal on a separate form provided by the Faculty. The grade awarded to a doctoral dissertation is either fail, approved or approved with honours. The grade 'approved with honours' can be proposed when a dissertation's scientific value and content are exceptionally high and the author's personal input is significant.

After the Examiners have provided their statements, the Dean of the Faculty makes a decision about granting a permission to defend the dissertation and appoints an Opponent and a Custos for the defence. The Head of Study Affairs sends instructions concerning the defence and other necessary information to the student, Opponent and Custos.

If the statement is negative, the examination process can be interrupted, if the Doctoral Student so wishes. This requires a formal decision from the Dean. After the process has been discontinued, a new examination can be started when the Supervisors allow it.

## 4.7 Publishing and Distributing a Dissertation

There are several ways to publish a doctoral dissertation. The most common one is to publish it online as part of the Acta Electronica Universitatis Tamperensis series and to print a few dissertations for the public defence and for personal use in the Acta Universitatis Tamperensis series published by Tampere University Press. Nevertheless, the student can also choose another publisher. More information about publishing a dissertation in the Acta series and instructions for writing and layout can be found on the [University Library's web pages](#). The student should read these instructions well in advance, preferably when beginning the process of writing the summary.

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

Most dissertations are published both in print and online. However, it is not always possible to include the original articles of an article-based dissertation to the online version.

The author should reserve enough time for the printing process and fix the necessary dates during the preliminary examination with the Amanuensis for Acta series. If published in the Acta series, the dissertation must be submitted to the Library in pdf-form at least 35 days before the public defence.

## 4.8 Publicity

The dissertation must be available on the Faculty's official noticeboard and online on the University website at least ten weekdays before the public defence. If a dissertation is published in the Acta series, the printing house will deliver copies directly to the Faculty and the University Library. If a dissertation is published in a series other than the Acta series, the author must submit ten (10) copies to the Faculty and three (3) copies to the Library 14 days before the defence.

Before the public defence, the dissertation will be available for reading on the University website and in the office of the Head of Study Affairs. Details of the defence and of the availability of the dissertation are published at least 10 weekdays prior to the defence on the Faculty's noticeboards and on the University's website.

At least two weeks before the public defence, the Doctoral Candidate must fill in and submit a defence announcement form. Moreover, the Doctoral Candidates can also send a photograph to the Library, if they wish. The Library will use the information from the form to inform the media about the defence.

## 5. Public Defence and Grading the Dissertation

### 5.1 Custos

The Custos is the chair of the public defence and represents the University at the event. He/she ensures that the Opponent and Doctoral Candidate understand the nature of the defence proceedings and follow the conventions. The Custos may be a tenured Professor or Docent of the University, or an Emerita or Emeritus Professor who has been an active Supervisor for the dissertation. The Faculty Council appoints the Opponent and Custos.

### 5.2 Date and Location of the Defence

After setting up the date for the defence together with the Custos and the Opponent, the Doctoral Student should inform it to the Faculty's Head of Study Affairs. When the date has been chosen, the Faculty can make sure that the dissertation is publicly available for 10 weekdays before the defence, and arrange to distribute the dissertation.

The Doctoral Candidate must reserve a lecture hall for the defence proceedings. The public defence proceedings should be held on University of Tampere premises. Caretakers in each University building can assist in making the reservation; the Attendant Office in Arvo Building ([vahtimestarit.arvo@uta.fi](mailto:vahtimestarit.arvo@uta.fi)) and in the other University Buildings [tilavaraukset@uta.fi](mailto:tilavaraukset@uta.fi). In exceptional cases, if the research is closely connected to a University unit or organisation outside Tampere, where education and research in the relevant field takes place, the public defence proceedings may be held at such a site by decision of the Dean.

## 5.3 Public Defence

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

- 1) It offers an opportunity to ensure publicly and reliably that the postgraduate student has personally written the dissertation and that it meets the basic criteria set for a dissertation.
- 2) It offers the Opponent(s), people evaluating the dissertation and other people interested in the topic an opportunity to familiarise themselves with the dissertation by listening to, making observations, asking questions and by discussing with the author.
- 3) It offers an opportunity to make research public in a way that deviates from the norm and is more visible to the public.

## 5.4 Formalities at the Defence

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

### **Dress Code**

It is customary for the Doctoral Candidate, Custos and Opponent to wear a tailcoat and a black waistcoat (or a uniform without any honorary medals). Women wear a black formal outfit and no hat. If the Opponent and Custos consider it appropriate, men may wear a black suit instead of a tailcoat. Alternatively, participants may wear a special cloak that the University of Tampere has had made for the purpose. The Custos and the Opponent must hold their Doctor's hats in their hands when entering and exiting the lecture hall.

### **Entrance and Opening the Defence Proceedings**

The participants enter the lecture hall in the following order: first, the Doctoral Candidate; second, the Custos; and, last, the Opponent(s). In the lecture hall, the Custos will position him/herself in the middle, with the Doctoral Candidate on his/her left side and the Opponent on the right. Once all participants have taken their places, the Custos will start the defence by saying: "As Custos appointed by the Faculty of Social Sciences, I officially open this public defence." The Custos then welcomes everyone and introduces the topic briefly. After that, the Custos introduces the Doctoral Candidate and Opponent. Following this, the Custos and Opponent sit down.

### **Lectio Praecursoria**

The introductory lecture and the defence proceedings may be held in Finnish, Swedish or English. The Doctoral Candidate will remain standing and deliver his/her lectio praecursoria, which may last no longer than 15–20 minutes. This introductory lecture will be given on a topic related to the dissertation, but not on the actual study itself. The doctoral candidate will begin by saying, "Honourable Custos, my esteemed Opponent, Ladies and Gentlemen..." At this point, the Candidate may distribute copies of the introductory lecture with the assistance of an audience member, for example. A non-Finnish Opponent will be provided with a translation of the introductory lecture if it is given in Finnish. After finishing his/her lectio praecursoria, the Doctoral Candidate will say: "Professor (or Doctor etc.) N.N., I respectfully ask you, as the Opponent appointed by the Faculty of Social Sciences, to present your criticism concerning my dissertation."

### **Public Examination**

The Opponent will stand up and give a short initial response about the dissertation's position and significance in the field. After this, both the Opponent and the Candidate sit down. Even if there are more than one Opponent, only one of them will give the initial response.

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

The defence may not last longer than six hours. The Custos may interrupt the defence proceedings for breaks. At the end of the examination, the Opponent presents a final statement. Both the Candidate and the Opponent stand during this. In the closing statement, the Opponent declares whether or not he/she will recommend in the actual written report that the dissertation be accepted.

Once the Opponent declares his/her examination to be over, the Candidate will stand up to thank the Opponent by saying: "I thank you, professor (Doctor etc.) N.N., for the valuable comments concerning my dissertation that I have received from you." To initiate discussion, the Candidate then addresses the audience and says, "I now ask the members of the audience who wish to comment on my dissertation to request a permission to speak from the Custos." The Custos will grant speaking time to each member of the audience who asks for it by raising their hand. If someone in the audience considers that the dissertation should not be approved, they must declare their objection to the Faculty Council in writing.

Finally, the Custos ends the defence proceedings by saying, "This public defence is now completed."

The participants then leave the lecture hall in reverse order compared to entrance, i.e. the Opponent(s) leave first, the Custos second and the Doctoral Candidate last.

## 5.5 The Opponent's Statement and Grading the Dissertation

The Opponent's statement is the final evaluation of a dissertation's scientific value. The statement should consider the dissertation as well as the public defence according to the following criteria:

1. Topic, research problem, definition of the task and research questions  
The importance and scientific validation of the topic. Suitable definition of the research problem. Conceptual exactness of the research questions. Answers to the research questions.
2. Review of previous research  
The relation of the study to clearly identified and summarised previous scientific research. Mastering the most important, relevant research findings and theories as well as their critiques.
3. Methods  
Arguments for the choice of research methods in terms of the research questions. Appropriate introduction of methods and their careful and meticulous implementation. Developing new research methods is a special merit.
4. Data  
The relevant quality and sufficient quantity of the data.
5. Analysis  
The systematic and consistent quality of the analysis as well as its suitability for the data and its ability to answer the research questions.
6. Presenting results and conclusions  
The clarity of the results and their link to the data. An assessment of the significance of the results and conclusions in relation to the scientific field and the research question. Further research topics derived from the results presented. Reflecting the scientific and/or societal significance of the results.

7. Critical approach  
Demonstrating a critical approach to previous research, theories, methods, data and references, as well as to the scientific significance of the candidate's own study. The innovativeness and independence of the study.
8. Language and structure  
Structural consistency of the dissertation, clarity and accurateness of the language.
9. Articles in an article-based dissertation  
An assessment of the summary and the articles already published, as well as of the dissertation as a whole. The significance of the candidate's contribution to possible co-authored articles.
10. Public defence  
The ability of the candidate to defend the dissertation as well as understand scientifically the field of the research problem and make general, critical conclusions of his/her own research.

In his/her report, the Opponent must also consider the remarks that arise from the audience during the discussion that is part of the public defence proceedings.

In addition to writing a statement, the Opponent should also make a grade proposal on a separate form provided by the Faculty. The grade awarded to a doctoral dissertation is either **fail**, **approved** or **approved with honours**. The Preliminary Examiners and the Opponent form a grading board. All examiners, i.e. Preliminary Examiners and the Opponent, submit a grade proposal. The grade 'approved with honours' can be proposed to a dissertation when its scientific value and content are exceptionally high and the author's personal input is significant. The Faculty Council of the Faculty of Social Sciences grades the doctoral dissertation based on the statements given by the Preliminary Examiners and the Opponent.

The Opponent must submit his/her written statement to the Faculty no later than one month after the public defence. According to Section 44 of the Finnish Universities Act (558/2009), the Doctoral Candidate can reply to the statement.

## 6. Instructions for Licentiate Thesis

In a licentiate degree, the student should demonstrate knowledge of the research field and the ability to apply research methods independently and critically. Where applicable, the instructions concerning a doctoral dissertation can also be applied to a licentiate thesis.

For a licentiate degree, a student must complete the same studies (60 ECTS) as for a doctoral degree. Detailed information about the requirements is available in the each Doctoral Programme's curriculum. In addition to completing the studies, the student must write a licentiate thesis (90 ECTS) that the Faculty Council will approve.

A licentiate thesis can be either a monograph, a consistent whole of at least two scientific publications or manuscripts intended for publication paired with a summary (cf. an article-based dissertation) that describes the objectives, methods and results of the study, or other work that fulfils equivalent scientific criteria. Publications may include co-authored publications if the postgraduate student's independent contribution can be clearly demonstrated.

When the author considers his/her licentiate thesis to be ready for examination, he/she must submit the following: the manuscript (in pdf-form) and a permission to submit the thesis for examination. The documents and relevant enclosures should be sent or delivered to the Faculty Offices so that examiners can be appointed.

The permission for preliminary examination form contains a Supervisor's proposal for examiners. The student and the Supervisor must sign the form. The form "[Application for a permission to submit a manuscript for examination](#)" is available in the University's online Study Guide.

The following documents must be submitted together with the permission for examination:

- 1) Abstract (1–2 pages) in Finnish and in English
- 2) A Turnitin report signed by the Supervisor
- 3) [Application form for a degree certificate](#) and a transcript of the studies that will be included in the licentiate degree.
- 4) The manuscript (with articles) in pdf-form.

If the licentiate thesis is article-based, also submit the following:

- 5) A list of articles. If all articles have not yet been published in scientific publications, a confirmation of their status is required. This confirmation can be a publisher's message (e.g. printed e-mail) either affirming submission for publication or acceptance for publication.
- 6) A report about the student's personal contribution to each article. The report should describe the student's contribution to each article in terms of choosing the topic, forming research questions, choosing the research setting and methods, collecting data, conducting analysis, interpreting results and writing the article. The report (1-2 pages) must be approved and signed by the Licentiate Student and the Main Supervisor.

The originality of doctoral dissertations and licentiate theses submitted for preliminary examination is verified by using the Turnitin online plagiarism detection software. Postgraduate students can also use the Turnitin software when writing the manuscript to ensure that all references are appropriate. Once the dissertation manuscript has been finished and the references have been appropriately marked, the entire manuscript must go through Turnitin for an official originality check. [Turnitin instructions](#) are available in the University's online Study Guide.

Based on the proposal, the Dean will appoint at least two examiners for the study. They must have completed at least a doctoral degree. One of them must come from outside the Faculty.

A public examination is organised for the thesis. At least one of the appointed examiners must attend it. After the public examination, the examiners must give a written statement. The statement(s) must be submitted to the Faculty within two months. Before submitting the statement(s), the examiners may discuss with the student about possible deficiencies in the thesis and suggestions for corrections.

Once the public examination seminar has been held, the Licentiate candidate submits the thesis to be printed as a pdf document according to the guidelines of the [Tampere University Library](#). The Licentiate's thesis can be taken to the Faculty Council's agenda only after the Faculty has received one copy in print or other paper version and after the Faculty has also received the statement(s). The statement(s) will be sent to the student. According to Section 44 of the Finnish Universities Act (558/2009), the student can reply to the statement. The statement(s) will first be assessed in the Postgraduate Committee and then the Faculty Council will use it/them as basis for grading the licentiate thesis.

A licentiate thesis can be awarded one of the following grades: **fail, approved and approved with honours**.

## 7. Scientific Postgraduate Committee

The Faculty has a Scientific Postgraduate Committee that prepares issues related to postgraduate education for the Faculty Council or for the Dean. The Committee's term of office is the same as that of the Faculty Council's: three years. Members are Professors in charge of the Doctoral Programmes, Professor of Social Work from the Doctoral Programme of Social Sciences and a Research Coordinator. Two of the members are postgraduate students. All members have also deputy members. The secretary of the Committee is the Head of Study Affairs, who coordinates scientific postgraduate education in the Faculty and presents matters related to postgraduate education to the Faculty Council and the Dean. The Postgraduate Committee meets approximately once a month.

The Postgraduate Committee's duties include:

- Planning, developing and evaluating the Faculty's Doctoral Programmes
- Preparing the general guidelines concerning scientific postgraduate degrees
- Discussing and evaluating applications for postgraduate study rights and for paid Doctoral Researcher positions in order to present a proposal for the Dean
- Discussing matters related to doctoral dissertations and licentiate theses in preparation for the Faculty Council's decision making
- Monitoring postgraduate education
- Legal protection questions and possible problems with supervision agreements
- Other duties related to doctoral education assigned by the Faculty Council or the Dean

The Committee can delegate tasks to other bodies for preparation.

For the Postgraduate Committee's meeting times and contact information for the Chair and Secretary, please visit the [Faculty's web pages](#).

## 8. Funding

The Faculty of Social Sciences accepts applications to paid fixed-term Doctoral Researcher positions, if the Faculty's financial situation permits it. A position can be offered for 1–4 years and its purpose is to allow Doctoral Researchers to focus on their dissertation study on a full-time basis.

The Faculty and Supervisors will assist Doctoral Researchers to apply for other funding. Dissertations are often completed with the help of a personal scholarship.

The Faculty also offers travel and publication grants for Doctoral Researches. More information about all types of funding can be found in the online [Study Guide](#).

This guide is effective starting from 1 February 2018.