Pre-examination process

Towards doctoral degree -seminar

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End process of doctoral thesis - timeline

A + B
Submission for pre-examination

2 months

Evaluations by pre-examiners complete

C
Permission to defend the thesis

7-10 days

Thesis revised according to pre-examiners’ comments

Urkund (last chance)

Printing of the thesis

4 weeks

Public display of the thesis

7 days

Defense of the thesis

4-30 days

Graduation

1-14 days

Approval & grading of the thesis

About 6 months
Before pre-examination

- You have a **completed thesis manuscript**
  - approved by your Principal supervisor
  - satisfies the fundamental requirement for a doctoral thesis:
    
    *The doctoral thesis should show evidence that you can independently and critically apply scientific research methods and generate new scientific knowledge*

- See requirements for the content of article-based theses: [http://www.oulu.fi/uniogs/node/50058](http://www.oulu.fi/uniogs/node/50058)

- Use **template** provided by your chosen publisher to write the thesis

- Have the **language** of the thesis checked. Some publishers (e.g. Acta) require this. Also plagiarism detection by **Urkund** is recommended: [http://www.oulu.fi/urkundsystem/](http://www.oulu.fi/urkundsystem/)

- Ask **permission to republish** the articles from the original publisher

**Note!** Graduate school’s new website will be published in November 2021. Check pages “Final stages of doctoral degree” there!
By this stage, you must already have:

1. Doctoral training plan (920012J; 3 credits):
   - Approved by your supervisor and follow-up group at the first follow-up group meeting
   - Accepted in UniOGS

2. Research plan seminar (programme-specific code, 1 credit)
   - Seminars organized by your research unit, doctoral programmes, other
   - Contact your supervisor for guidance

3. Follow-up group, reporting and meetings (920007J: 1 credit)
   - Marked after the last meeting

If these activities and credits have not been registered, you will not be allowed to submit the thesis for pre-examination.
What about the other studies?

- Check your personal study plan (PSP)
  - Have you completed all studies?
  - Are you missing some credits which you have completed? Yes -> Contact uniogs(at)oulu.fi

- You must complete all studies required by your degree programme before you can graduate

- Study requirements for each doctoral degree programme:
  https://www.oulu.fi/uniogs/studyrequirements

- You can submit a new PSP in Oodi when you know which studies will be included in your degree
  - PSP is used to make the transcript of records for your diploma
  - Note! Oodi will be closed on 20.10., Peppi opened on 22.11.2021
Current information

About changing of the study register (Oodi -> Peppi)

Note these instruction especially if you are graduating later this year!

• Make sure well ahead that
  o You have registered to the University as ‘present’ for study year 2021-2022
  o Your PSP is updated, and it is accepted
  o You have done the study attainments required for starting pre-examination process and they are in your transcript (see instructions). Completed studies must be informed to Academic Affairs Service Teams by 10.10.2021.


• Order ‘Certificate of student status’ from OSAT system (at the latest 19.9.2021) or from Academic Affairs Service Teams (at the latest 10.10.2021)
Instructions & guidelines

Note! Graduate school’s new website will be published in November 2021. Check pages “Final stages of doctoral degree” there!

- Instructions for the end process are in the document THE FINAL STAGES OF THE DOCTORAL DEGREE PROCESS (https://www.oulu.fi/sites/default/files/content/End-process_rev6_0.pdf)

- Download the guideline from UniOGS forms library: !https://www.oulu.fi/uniogs/formslibrary!

- Read very carefully, and follow the guidelines and instructions!

- Some other instructions also available on UniOGS webpages
Pre-examiners and opponent: How many?

- At least two pre-examiners and at least one opponent shall be appointed for each doctoral thesis (= 3 individuals)
  
  • *If there is only one opponent*, he/she may not also be a pre-examiner
  
  • *If there are two opponents*, one of them may also be a pre-examiner

- *Well-justified exceptions* may be made to these requirements upon special permission granted by the Dean of the graduate school
Pre-examiners and opponent: Requirements

They must be:
- holders of a *doctoral degree*, or professors
- from *outside* the University of Oulu
- Note: docents of the University of Oulu may be appointed as pre-examiners, or opponents, if they work full-time outside of the University of Oulu

They cannot be:
- *supervisors* of the thesis
- *co-authors* of any articles included *in the thesis*, or *in other publications* with the candidate *within the last 6 years*
- *close collaborators* of the supervisor(s). Close collaboration refers to e.g. joint-publication during the last 3 years
- *emeritus/emerita professors* from the University of Oulu
### Few helpful tips

#### Pre-examiners

- Make sure they are expert, or at least very **knowledgeable**, in the area of your research.
- Inform them of the **type** and **content** of the thesis.
- Make sure they **know what is expected** of them.
- Make sure that their **schedule** is compatible with yours.

#### Opponent(s)

- If you have a tight schedule, your supervisor can ask them to complete their review **"a little faster"** (official limit is 2 months).
- The version of the thesis (content and presentation) that you submit to the pre-examiners must be **"final"**.
- Make sure custos will inform the opponent of the general **"protocol"** of the defense.
- Give the opponent sufficient time to read the thesis and **prepare**.
- **Familiarize yourself** with his/her research.
Pre-examination:
How to start?

Doctoral candidate fills in Permission to defend – part A
- General information about you and the thesis
- Appendices:
  • Your thesis manuscript
  • Report of candidate’s own contribution to publications with several co-authors
  • (Final follow-up report)
  • Other possible attachments

Principal supervisor fills in Permission to defend – part B
- Proposal of reviewers
- Appendices:
  • Proposed reviewers CV’s and publication lists from the past 6 years
  • Other possible attachments

Download A and B forms from: https://www.oulu.fi/uniogs/formslibrary;
From November onwards, see UniOGS’ page “Final stages of doctoral degree”
Pre-examination: How to start?

Note! Preliminary consent from the opponent can also be asked at this stage.

**Principal supervisor** sends the Permission to defend – forms A and B to **Lead specialist** of the Faculty

Marjo Tourula (FBMM, FMed), Merja Inget (ITEE)
Anita Pirilä (Ftech), Katri Suorsa (Fsci), Vuokko Iinatti (OBS), Maija Airio (Fhum), Sirpa Nelo (Fedu)

https://www.oulu.fi/en/students/contact-information-students/academic-affairs-service-teams

Note! UniOGS coordinator will be handling the issues related to final stages of doctoral degree from 2022 onwards!

- **Chair of the doctoral training committee** nominates the pre-examiners
- Signs the A and B forms
- **This does not require a scheduled DTC meeting!**

After the nomination, the **Principal supervisor** sends the thesis manuscript for review to the pre-examiners

**Lead specialist** sends the instructions and form to the pre-examiners
During pre-examination

- Lead specialist informs you of the completion of each step (and acts as your contact point)
- If not done already, get permission from the publishers to re-publish your articles in the thesis
- Start preparing for the dissertation
- The pre-examiners’ statements should arrive within 2 months
- Respond to all comments of the pre-examiners (and correct the thesis accordingly)
- Final language checking/proof-reading/fine-tuning
After pre-examination:

Permission to defend and print thesis

- Prepare with your supervisor the Permission to defend – part C with the attachments:
  - Final version of your thesis
  - Approved correction list (according to reviewers’ suggestions)
  - Proposed opponent’s CV and publication lists from the past 6 years (if not provided earlier)

- Send documents to Lead specialist

- The permission to defend the thesis is granted by the Doctoral training committee and requires a DTC meeting (see meeting timetables from https://www.oulu.fi/uniogs/node/5730)

- Nomination of the custos and opponent is done by the Chair of the doctoral training committee (does not require a DTC meeting)
Finally…

- Take care of all issues related to the publishing of the thesis
- Deliver the thesis to the publisher and agree on the delivery date

Note: a printed copy of the thesis must be publicly displayed for 7 days before the thesis defense

- Prepare a thesis announcement for the media and university communications (use form)
- Inform the opponent(s), and fix “the day”
- Get ready for the defense and the karonkka!