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

**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

10 days

Defense of the thesis

Graduation

1-14 days

Approval & grading of the thesis
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/)
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 by the Doctoral training committee

2. **Research plan seminar (faculty-specific Oodi 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 (where candidates for pre-examiners and opponent are discussed)

If these activities and credits have not been recorded in Oodi, 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 coordinator!

- 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
- 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 instructions also available on UniOGS webpages (under construction)
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:
  • Final follow-up report
  • Report of candidate’s own contribution to publications with several co-authors
  • Other possible attachments

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

If you see a “Submit form” button, do NOT push it !!!

Download A and B forms from: https://www.oulu.fi/uniogs/formslibrary

Please follow UniOGS webpages for updates!
**Pre-examination:**

**How to start?**

*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),  
Oili Sievola (FHum), Anne Tuomi (FEdu)  
https://www.oulu.fi/forstudents/node/34970

- Direct questions about the end process to your  
  Lead specialist

*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

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

*If you see a “Submit form” button, do **NOT** push it !!!*

- 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](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 10 days before the thesis defense
- Inform the opponent(s), and fix “the day”
- Get ready for the defense and the karonkka!