



Pre-examination process

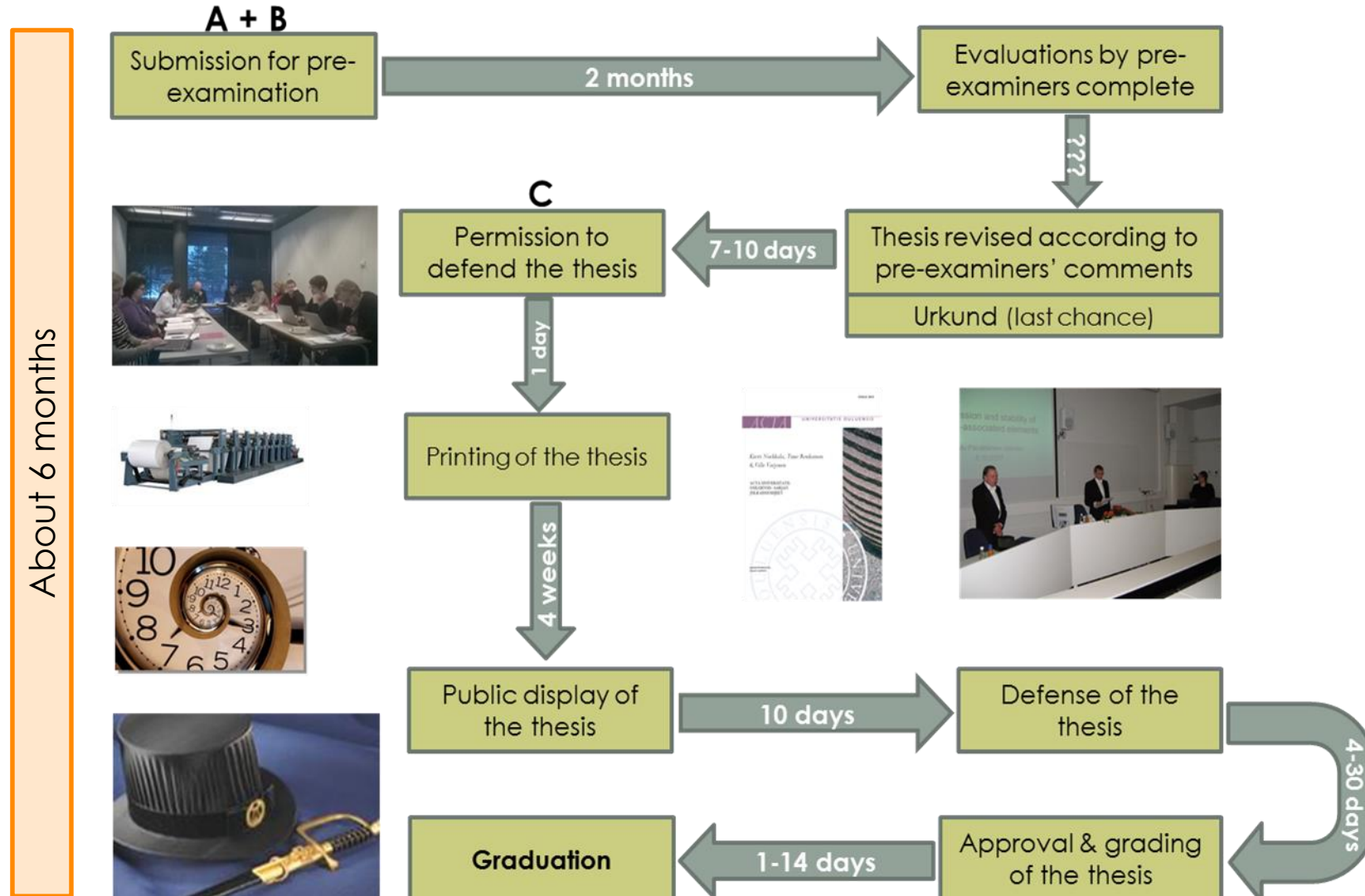
Towards doctoral degree -seminar

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End process of doctoral thesis- timeline





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>
- 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/>



Before pre-examination: Studies

If these activities and credits have not been recorded in Oodi, you will not be allowed to submit the thesis for pre-examination

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)



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 & guidelines

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

Opponent(s)

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

- 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?

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

Please follow UniOGS webpages for updates!

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 !!!



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 Linatti (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



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

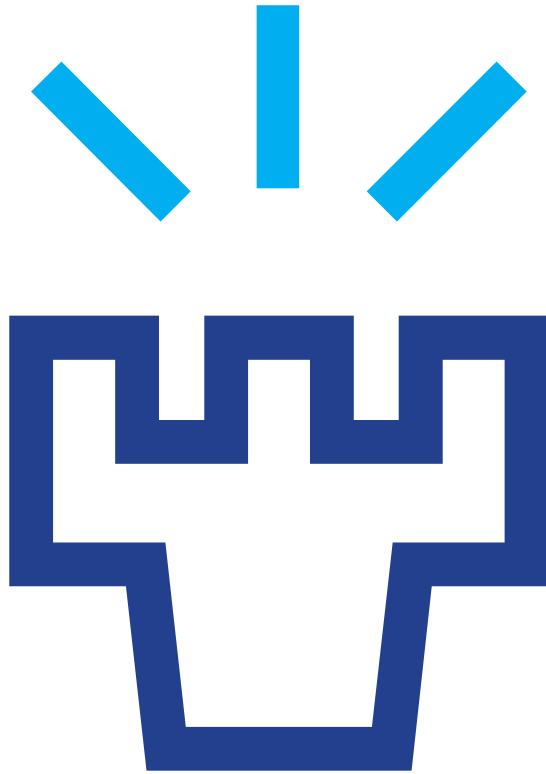


Finally...

- 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!



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