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)

About 6 months

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/)
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
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)

- Download the guideline from UniOGS forms library: https://www.oulu.fi/unioqs/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

<table>
<thead>
<tr>
<th>Pre-examiners</th>
<th>Opponent(s)</th>
</tr>
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<tbody>
<tr>
<td>Make sure they are expert, or at least very <strong>knowledgeable</strong>, in the area of your research</td>
<td>Make sure custos will inform the opponent of the general &quot;<strong>protocol</strong>&quot; of the defense</td>
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<tr>
<td>Inform them of the <strong>type</strong> and <strong>content</strong> of the thesis</td>
<td>• Give the opponent sufficient time to read the thesis and <strong>prepare</strong></td>
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<tr>
<td>Make sure they <strong>know what is expected</strong> of them</td>
<td>• <strong>Familiarize yourself</strong> with his/her research</td>
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<tr>
<td>Make sure that their <strong>schedule</strong> is compatible with yours</td>
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- 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**"
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:
  - 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
- 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?

- **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](https://www.oulu.fi/forstudents/node/34970)
- **Contact your Lead specialist if you have questions about the end process**
- **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

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)

- 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!