



Instructions and regulations of postgraduate studies at the Faculty of Education from 1 August 2024 onwards

(This is an unofficial translation of the original document written in Finnish. The original document was approved in the meeting of the Faculty Council on 17 April 2024).

Instructions and regulations of postgraduate studies at the Faculty of Education from 1 August 2024 onwards	1
1 Postgraduate studies at the Faculty of Education	2
1.1 Objectives of the doctoral studies	2
2 Student selection	2
2.1 Prerequisites for pursuing a doctoral degree	3
2.2 Selection criteria	3
2.3 Finding a supervisor	4
3 Supervision of the doctoral dissertation research and monitoring of the progress	4
3.1. Supervision of the doctoral dissertation	5
3.2 Supervision plan	5
3.3 Changing supervisors	5
3.4 Follow-up groups	5
3.5 Career and development discussion	6
3.6 Annual progress report	6
4 Curriculum for a doctoral degree	7
4.1. Study modules of the doctoral degree	7
5 Dissertation and its public defence	10
5.1 Requirements of the dissertation	10
5.2 Permission for public examination of the dissertation	11
5.3 The originality check of the dissertation	11
5.4 Permission for the public defence of dissertation	12
5.5 Opponent, custos and evaluation group	12
5.6 Printing and distribution	12
5.7 Evaluation of the dissertation	13
6 Regulations on studies	14
6.1 The right to study and registration with the University	14
6.2 Student register and recording study credits	15
6.3 Recognition of prior learning	15
6.4 Feedback and help in problematic situations	16
6.5 Degree certificate	16
7 The licentiate degree	16
7.1 Curriculum for a licentiate degree	16
7.2 Instructions and regulations on the licentiate degree	17



1 Postgraduate studies at the Faculty of Education

The degrees of Kasvatustieteen tohtori (Doctor of Philosophy (Education)) and Filosofian tohtori (Doctor of Philosophy) can be completed in the Faculty of Education. The degree is selected when applying for postgraduate studies. As a rule, Masters of Arts (Education) complete a degree of Doctor of Philosophy (education). Those with other suitable education complete a degree of Doctor of Philosophy. It is also possible to complete a licentiate degree in education at the faculty. New doctoral researchers to be selected are granted the right to study directly for a doctoral degree, and the completion of a licentiate degree is not recommended.

The degrees of Doctor of Philosophy (Education), Licentiate of Philosophy (Education) and Doctor of Philosophy can be completed with Educational Sciences, Adult Education, Special Education or Craft, Design and Technology Education as the major subject. The major subject is selected on the basis of previous studies and/or the research topic at the application phase.

If given adequate reasons, the degree or major subject can be changed during the studies before the dissertation manuscript is submitted to pre-examination. The Vice Dean decides the change of the degree or major subject at the doctoral researcher's request.

1.1 Objectives of the doctoral studies

The objective of the doctoral studies in education is to provide skills to act as a researcher. It also provides skills for teaching positions and other extensive and demanding expert and development duties.

The objectives of postgraduate studies are defined in Section 21 of the Government Decree on University Degrees (794/2004, amendment 1039/2013, amendment 1039/2013). According to this, a person who has completed the degree of Doctor of Philosophy (Education) has

- Familiarised themselves with the study field of education and training and its social significance in depth;
- Acquired skills to independently and critically apply methods of scientific research and produce new scientific information;
- Familiarised themselves widely with the development, basic problems and research methods of the study of education and training;
- Acquired a level of knowledge concerning the general philosophy of science and other study fields related to their study field, which enables the following of their development;
- Acquired sufficient communication and language skills and other abilities to act in extensive and demanding expert and development positions and international cooperation in working life.

2 Student selection

The University of Turku has unified application deadlines for doctoral studies, which are decided by the University of Turku Graduate School (UTUGS). To apply for the right to study for a doctoral degree, fill in the application form in the electronic application system (Studyinfo) and submit the required attachments by the closing date. The right to study starts at the beginning of the semester following the application period. Application deadlines will be announced and the Call for applications will be published on the faculty's website.

After the application period has ended, the faculty will check the applicant's eligibility and fulfilment of the formal requirements (see section 2.1.). The doctoral programme to which the applicant is applying for will assess the applicant's ability and commitment to complete the postgraduate studies (see section 2.2). The



doctoral programme will recommend to the Vice-Dean/Dean either to accept the applicant into its programme or to reject the application. The Vice-Dean/Dean of the faculty approves new doctoral researchers based on the proposal of the Steering Committee of the doctoral programme. The applicant will be informed of the decision in person. The formal reasons for rejection will be communicated to the applicant with the rejection decision and a notice of appeal will be attached to the decision. In order to retain their right to study, accepted applicants must accept the offered study place in accordance with the instructions in the selection decision.

2.1 Prerequisites for pursuing a doctoral degree

Eligible for studies leading to an academic postgraduate degree is a person who has completed (Universities Act 558/2009, Section 37):

- an applicable higher university degree;
- an applicable higher polytechnic degree; or
- an applicable education completed abroad which in the awarding country gives eligibility for corresponding higher education.

The university may require a student admitted to study for an academic postgraduate degree to complete the necessary supplementary studies in order to acquire the knowledge and skills needed for the studies (Universities Act 558/2009, Section 37).

The degree that gives eligibility for admission must be completed by the end of the application period.

In addition, the following criteria must be met:

- The applicant's previous studies must have provided sufficient knowledge for a doctoral degree carried out in the faculty's subjects:
 - The applicant's previous studies must have included sufficient amount of studies in education or in another field relevant to the doctoral programme. The adequacy of the applicant's previous studies in education or the suitability of previous studies will be assessed by the Steering Committee of the Doctoral Programme when evaluating the applications.
 - Applicants must have a minimum grade of 3 (on a scale of 1-5) or cum laude approbatur in their Master's thesis. This requirement does not apply to those with a higher university degree abroad. Students with a lower thesis grade may apply for postgraduate studies by demonstrating sufficient scientific evidence. A peer-reviewed article with a publishing channel (journal, series or publisher) of at least level 1 in the Publication Forum (JUFO) and in which the applicant is first author may be considered as sufficient scientific evidence.
- In their application, applicants must provide a supervisor (professor, associate professor, assistant professor or docent) who has approved the applicant's research plan and agreed to be the first supervisor of the research. If the first supervisor is not employed by the faculty's department, the applicant must identify a second supervisor employed by the faculty's department. If the applicant does not provide a supervisor(s) for their research who meets the faculty's supervisor requirements in their application, the application will be rejected and will not be considered by the Steering Committee of the Doctoral Programme.
- The applicant must proof the proficiency of English language in accordance with the decision of the Rector.

2.2 Selection criteria

Applications will be assessed based on the following criteria:

1. Quality and feasibility of the research plan:



- The theoretical level of the research plan; knowledge of the theoretical background and its relevance to the research task.
- Methodological feasibility of the study; precision and description of the methods in relation to the research task
- Consideration of research ethical issues in the research design
- Innovation, novelty, scientific and practical impact of the research
- Feasibility of the study; realistic time schedule, plan for resourcing and funding of the studies
- Clarity of the research plan; the research plan should represent good scientific writing

2. Suitability of the research theme for the doctoral programme

3. The applicant's previous academic credits, possible research experience and motivation to undertake the doctoral studies.

The quality and feasibility of the research plan will be given the greatest weight in the evaluation.

If a doctoral researcher wishes to transfer to the Faculty of Education of the University of Turku from another university or from another doctoral programme of the University of Turku, the application is processed according to the normal application procedures and selection criteria decided by the faculty. In addition, the applicant must provide reasons for transferring to a doctoral programme in their application. If any research material collected during a previous supervision relationship is to be used in a doctoral thesis, the applicant must provide a confirmation stating that they are entitled to use the material for the doctoral dissertation.

A doctoral researcher may have only one right to study for a doctoral degree at a time at the University of Turku.

2.3 Finding a supervisor

In the application for study rights, the applicant must provide a first supervisor who meets the faculty's supervisor requirements (see section 3.1). If the supervisor is not employed by a faculty's department (Department of Education or Department of Teacher Education), the applicant must provide a second supervisor employed by the faculty's department. If the applicant does not provide a supervisor(s) for their research who meets the faculty supervisor requirements, the application will be rejected and will not be considered by the Doctoral Programme Steering Committee.

If the applicant does not know a suitable supervisor for their research, they may contact the Doctoral Programme Coordinator, who will ask the applicant to provide the necessary information (including a preliminary research plan and CV) to find a supervisor. The information is provided on an electronic form. Based on the information on the form, the Coordinator will be in contact with the possible potential supervisors. There is no suitable supervisor for all applicants / research topics in the doctoral programme, and finding a supervisor does not guarantee the right to study.

It is recommended that the applicant starts their application process as early as approximately six months before applying for postgraduate studies by participating in the so-called orientation phase, during which they, for instance, take part in their future supervisor's postgraduate seminars and fulfil their study and research plan with the guidance of the supervisor.

3 Supervision of the doctoral dissertation research and monitoring of the progress

A functional supervision relationship is an essential part of a smooth and successful doctoral training. In addition to the content supervision of the dissertation, the supervision includes the doctoral researcher's career guidance. The Faculty of Education follows the supervision practices in accordance with the Rector's decision (22.9.2020).



3.1. Supervision of the doctoral dissertation

At the time of granting the right to study, the Dean, on the recommendation of the Doctoral Programme Steering Committee, will appoint at least two supervisors for the doctoral research. If necessary, for example because of the specific nature of the research theme, a third supervisor may be appointed. **Supervisors must have doctoral degrees. The first supervisor must be a professor, assistant/associate professor or docent.** The expertise of the supervisors, as well as their supervision skills and ability to commit themselves to acting as supervisors, are taken into account in the appointment decision.

The first supervisor must be employed by a faculty's department or an emeritus/emeryta professor who has an emeritus contract with the faculty. In exceptional cases for well-justified reasons, the first supervisor may also be a docent who is not employed by the faculty. In this case, the second supervisor appointed for the dissertation research must be a professor, assistant/associate professor, or docent employed by the faculty's department.

The first supervisor must have sufficient expertise in the theme of the dissertation and be able to commit themselves to the task of supervisor. The first supervisor has the main responsibility for the supervision of the content of the doctoral thesis. In addition, the first supervisor will generally act as the administrative supervisor (i.e. UGIS supervisor) for the postgraduate studies. If the first supervisor is not employed by the faculty, the second supervisor is appointed as UGIS supervisor. The UGIS supervisor should be well acquainted with the rules and practices of the University of Turku and the Faculty of Education for doctoral studies. They will also have access to the University's electronic systems. The UGIS supervisor approves, among other things, the doctoral researcher's personal study plan (HOPS) and study attainments. They also express their opinion on the doctoral researcher's activity each year after discussing the matter with the other supervisors.

The roles and division of labour of the supervisors are agreed in advance and recorded in a supervision agreement at the beginning of the doctoral studies. Supervisors not employed by the faculty will not be paid unless specific funding is known to be available for that purpose. Doctoral researchers should maintain active and regular contact with all their supervisors throughout their studies to ensure that supervisors remain informed of the progress of the dissertation and the achievement of the milestones agreed on in the supervisory meetings. The supervisor should be informed of any significant delays or changes in the timetable.

If the research topic changes significantly, the new research plan needs to be approved by the first supervisor. A request for a change of supervisor may be made to the Dean, for well-justified reasons, using the electronic form. Before submitting the request, the doctoral researcher should contact and agree on the change with all parties involved, i.e. both the new and the old supervisors. The supervision relationship may come to an end when the supervisor retires or leaves the University of Turku or when the doctoral researcher's right to study is transferred to the passive register.

3.2 Supervision plan

The content, schedules and practices of the supervision are agreed upon in the supervision plan, which is prepared for each doctoral researcher in the early stages of their studies. The supervision plan includes the responsibilities, obligations and rights of the parties. The doctoral researcher is responsible for drawing up the supervision plan.

3.3 Changing supervisors

The doctoral researcher may apply for a change of supervisor or appointing a new supervisor if adequately justified. Before applying for the change, the doctoral researcher should be in contact with all parties involved. The change of supervisor is applied for via an electronic form. The Vice Dean accepts changes in supervisors.

3.4 Follow-up groups



In addition to the supervisors, a follow-up group can be appointed to support the doctoral researcher and the progress of their studies and the development of expertise. The task of the follow-up group is, for example, to follow up and give constructive feedback on the progress of the dissertation, support the completion of the degree in the target time, and provide support for the doctoral researcher's career planning and networking. For international doctoral researchers, the follow-up group can support the integration to the Finnish scientific community and working life. The task of the follow-up group is not to give guidance for the contents of the dissertation. The follow-up group can also be used to assist in the supervision relationship in situations of conflict or if the doctoral researcher's right to study is at risk of being transferred to the passive register. A follow-up group can be set up at any stage of the studies, but if in particular the task of the group is to support post-doctoral career planning, the follow-up group should be established after about two years of studies.

Follow-up groups appointed after 1.8.2022 should include one or more supervisors of the doctoral dissertation and 1-2 persons who hold a doctoral degree and who are not the supervisors. The follow-up group can also include members from outside the University. The follow-up group is appointed on the initiative of the doctoral researcher or their supervisor. The doctoral researcher and the supervisor will discuss suitable persons for the follow-up group and the supervisor will check the consent of the said persons. After this, the doctoral researcher together with their supervisor(s) will submit a free-form proposal to the Coordinator to set up a follow-up group. The proposal should contain a description of the group's mission. The Steering Committee of the Doctoral Programme will decide on setting up the follow-up group.

The follow-up group is to meet when needed, convened by the doctoral researcher or their supervisor. The doctoral researcher writes a concise memo about the meeting on the agreed issues and reports the meetings of the group in the annual report of the doctoral researchers. The meetings of the follow-up groups are recommended to be combined with the doctoral researcher's career and development discussion.

3.5 Career and development discussion

Each doctoral researcher has the opportunity to have an annual career and development discussion with their supervisor, regardless of whether or not they are employed at the University of Turku. A good time for a career and the development discussion is the beginning of the year with the annual progress reporting. A career and development discussion can also be organised as a part of the meeting of the follow-up group.

The objective of the career and development discussion is to discuss the post-doctoral career and orientation to it in a developing atmosphere. A doctoral researcher may choose to use a UTUGS Career Form, which should be completed in advance.

3.6 Annual progress report

According to the University of Turku Regulation on Studies, maintaining an active right to study is based on the doctoral researchers' annual progress reporting. In order to keep their active right to study, the doctoral researcher is required to submit an annual progress report in accordance with the guidelines of the graduate school and the doctoral programme. A doctoral researcher has to report their progress for the first time after one academic year or one and a half academic year from the beginning of their right to study for a doctoral degree.

In order to maintain an active right to study, a doctoral researcher is required:

- to enroll annually either as an attending or non-attending student;
- to hand in an annual progress report (if they have enrolled as an attending student);
- the supervisor must recommend maintaining an active right to study.

When the doctoral researcher and the supervisor do not agree on the doctoral researcher's activeness, the doctoral programme looks into the matter and the final decision is made by the Steering Committee of the Doctoral Programme. The faculty monitors the activeness of the licentiate degree students.



In cases where the right to study is to be changed to passive register, the change of status occurs at the turn of the academic year (31 July).

In order to reactivate a right to study, a doctoral researcher must deliver an updated research plan, a plan for doctoral studies accepted by the supervisor and a supervision plan. The Vice Dean decides on the reactivation of a right to study.

The right to study for postgraduate studies does not otherwise expire, i.e. there is no set time limit for completing the degree.

4 Curriculum for a doctoral degree

The doctoral studies of the Faculty of Education emphasise multidisciplinary, extensive range and internationality. Graduating doctors are guaranteed skills not only for academic researcher careers but also for other demanding expert and development positions. Studies included in the degree support dissertation research, development of scientific expertise in educational sciences and integration into one's field of research.

A doctoral degree consists of a doctoral dissertation in addition to studies worth 40 credits. The doctoral dissertation is not measured in credits. If you study on a full-time basis, you can complete your degree in three to four years.

You can complete as many courses as you like, but the maximum number of credits that you can include in your degree is 50 credits. The doctoral candidate's unfinished studies will not expire, but doctoral studies are always carried out in compliance the effective curriculum.

A Licentiate of Education (scientifically oriented curriculum) who wishes to pursue a doctoral degree will complete a doctoral dissertation. A maximum of 10 credits can be transferred to doctoral degree from another completed doctoral degree.

Studies included in the doctoral degree must be, in general, completed during the postgraduate studies and be postgraduate level studies. Individual basic, intermediate or advanced level courses can be included in the degree with the supervisor's permission if the course in question is considered essential to the dissertation research, and there is no corresponding postgraduate-level course available. Studies cannot be included in any other degree.

In accordance with subsection 1 of the Universities Act section 11 (558/2009), the language used for instruction and degrees at the University of Turku is Finnish. In addition, the university may decide to use a language other than that referred to in subsection 1 as a language used for instruction and degrees (Universities Act 11§, subsection 2). At the Faculty of Education, it is possible to complete the doctoral degree in Finnish or in English. The doctoral dissertation must be written in Finnish or in English. In addition, other languages may be used in dissertation articles as agreed with the supervisor.

4.1. Study modules of the doctoral degree

The doctoral degree includes the following studies:

A Dissertation and its public defence

B Studies in the research field and other studies supporting the development of expertise 40-50 ECTS credits

- | | ECTS credits |
|-----------------------------------------------------|--------------|
| • Studies in the research field | min. 13 |
| • Methodological and method studies | min. 8 |
| • Studies of research ethics and scientific writing | min. 7 |



- | | |
|------------------------------------------------------------------------|-------|
| • Presentation in a national or an international scientific conference | 2-12 |
| • Optional studies supporting the development of scientific expertise | 0-20 |
| • Total | 40-50 |

Doctoral researchers have to complete at least 30 credits of obligatory studies in addition to the doctoral dissertation. The total amount of studies including both obligatory and optional studies must be at least 40 credits. The doctoral degree can contain a maximum of 50 credits of studies in addition to the doctoral dissertation.

Studies included in the degree of Doctor of Philosophy (in Education):

A Dissertation and its public defence

Learning outcomes: After the doctoral dissertation is completed, the doctoral researcher has acquired a deep knowledge of their research theme and skills to independently and critically apply methods of scientific research and produce new scientific information. The doctoral researcher has also defended the dissertation in public.

Contents: Doctoral dissertation and its public defence (see section 5 for the requirements of the doctoral dissertation).

Assessment scale: fail - pass - pass with honours

B Studies in the field of education and relevant for the development of expertise, 40-50 credits

Studies in research field (obligatory, at least 13 credits; inc. the seminars of the DP)

Learning outcomes: The doctoral researcher is familiar with the field of research in education and is aware of the current discussion in their research field. The doctoral researcher has acquired skills for scientific conversation and argumentation concerning their research theme, and is able to give feedback on the research of others.

Content:

The study module can be completed as follows:

- By participating in postgraduate seminars of the doctoral programme (or other similar organizer) and to present the progress of the dissertation regularly in the seminars (obligatory, 8 credits). The doctoral programme may organize either joint supervision seminars for all doctoral researchers or thematic seminars for one or a few supervisors' doctoral researchers. AND
- By participating in courses and seminars intended for doctoral researchers on the current questions in the field of education OR
- By participating in open lectures in the field of education, guest lectures organized by the University of Turku, scientific seminars and conferences or public defences of doctoral dissertations. Information on attendance is collected in the lecture and seminar pass. A total of 30 hours of attendance amounts to three credits. One hour corresponds to 60 minutes. The lecture and seminar pass can be printed from the faculty's website (max. 6 credits). OR
- By writing an essay or literature review or passing a book exam related to research in the field of education.

Assessment scale: fail - pass

Methodological and method studies (obligatory, 8 credits)



Learning outcomes: The doctoral researchers have acquired knowledge of research methods and analysis, especially relevant for the dissertation research.

Content:

The study module can be completed as follows:

- By participating in courses and seminars intended for doctoral researchers organised by the faculty, UTUGS, other faculties, universities or institutions.
- By writing an essay, literature review or passing an exam.

Assessment scale: fail – pass

Studies of research ethics and scientific writing (obligatory, 7 credits)

Learning outcomes: The doctoral researchers are able to critically evaluate research and take into account research ethics questions when planning a research. The doctoral researchers can produce scientific text using the process writing method. They have also familiarized themselves with the field of scientific publishing and the key processes related to that.

Content:

The study module can be completed as follows:

- By participating in research ethics course intended for doctoral researchers organised by the faculty, UTUGS, other faculties, universities or institutions. OR
- By writing a research ethics essay. AND
- By participating in scientific writing workshops organized by the faculty. The workshops begin in autumn, and continue throughout the whole academic year. OR
- By participating in the course/workshops of scientific writing organised by UTUGS, other faculties, universities or similar institution.
- studies of research ethics, 2 credits at minimum
- studies of scientific writing, 5 credits at minimum

Assessment scale: fail – pass

Presentation in national or international scientific conference (obligatory, 2-12 credits)

Learning outcomes: The doctoral researcher is capable of presenting their own research and its significance for the scientific community. The doctoral researcher gains experience in networking with other doctoral researchers and researchers in the field.

Content: The doctoral researcher must present their research in at least one scientific conference. A maximum of 12 credits can be included in the degree for scientific presentations. Doctoral researchers are encouraged to attend an international conference at least once.

Presentations in national or international scientific conferences are awarded credits as follows:

- One-day national seminar/conference where the doctoral researcher has a presentation, 2 credits
- A national seminar/conference with a minimum duration of two days where the doctoral researcher has a presentation, 3 credits.
- An international seminar/conference where the doctoral researcher has a presentation, 5 credits.

The seminar presentation can be a so-called paper presentation or a poster presentation. When granting presentation credits, the main rule is that an abstract was used for applying to have a presentation in a



seminar/conference. As a rule, presentations must have been given during doctoral studies and must be related to doctoral research.

Assessment scale: fail – pass

Optional studies supporting the development of scientific expertise

Learning outcomes: Doctoral researcher develops their expertise by choosing studies that develop skills and competences essential for their future career.

The following optional studies can be included in the doctoral degree (see opas.peppi.utu.fi for more detailed information)

- Pedagogical skills (0-10 credits)
- General skills of expertise (0-10 credits)
- Research visits abroad (0-10 credits)
- Articles (0-10 credits)
- Practical training in expert tasks (0-10 credits)
- Language studies (0-5 credits)
- Popularization of own research (0-5 credits)

5 Dissertation and its public defence

The doctoral dissertation and related research work, as well as the public defence of the dissertation, is the most important part of the doctoral degree. The dissertation can be either a monograph or an article-based dissertation, in which case the dissertation contains several articles on the same topic and a summary of them.

5.1 Requirements of the dissertation

Either a monograph or several scientific publications on the same problem entity with a summarising report where the objectives, problems, methods and results are presented can be accepted as a dissertation. The monograph dissertation and the summary part of the article dissertation must be written in Finnish or in English. Articles are written in a language relevant to the research as agreed with the supervisor.

In addition to a summary, an article dissertation should contain:

- At least three international or national articles published in peer-reviewed (referee) publications with the publication channel (journal, series or publisher) of at least level 1 (at the time of submitting the manuscript to reviewing) in the Publication Forum classification (JuFo) created by the Federation of Finnish Learned Societies.
- At least two of the articles must be published or accepted for publication. One of the articles can be in review.
- The doctoral researcher must be the only author or the first author in all three articles.

If there are more than three articles, some of them can be peer-reviewed conference proceedings or co-publications in which the doctoral researcher is not the first author. The doctoral researcher should have a clear, independent part in the writing of all the articles. The summary should indicate how the partial publications form an entity and what the doctoral researcher's scientific contribution to each co-authored publication is. The summary should not only list and explain the partial publications but also present the result of the research entity.

If an unpublished article with more than one author is included in the dissertation, a written consent of all authors of the respective article to be included in the dissertation must be delivered to the faculty.



Doctoral researchers accepted before 1 January, 2016 may include in their dissertation articles which are in accordance with the old requirements (curriculum 2014-2016) until 31 December, 2025.

5.2 Permission for public examination of the dissertation

The doctoral researcher submits the finished dissertation manuscript, intended as the final version, to the preliminary examination process with an electronic form 'Send in your thesis and attachments'. The doctoral researcher must be registered as an attending student when the manuscript of the dissertation is submitted for preliminary examination. The supervisor proposes the pre-examiners by filling in the form 'Proposal of people involved in the dissertation process'. Before submitting the form, the supervisor must discuss with the Dean about the pre-examiners. The supervisor checks that the proposed examiners will agree to take part in the process before submitting the form to the faculty.

The Dean appoints, at the supervisor's proposal, two preliminary examiners with experience from the field of the dissertation as preliminary examiners of the dissertation manuscript. The pre-examiners should submit their statements within 8 weeks of receiving the dissertation manuscript for examination. The pre-examiners may write separate statements or a joint statement. The provisions on disqualification are applied to the preliminary examiners and opponents. The supervisor must confirm that there are no conflicts of interest before submitting the proposal of people involved in the dissertation process to the faculty. While the pre-examination is in progress, the doctoral researcher is not allowed to contact the pre-examiners. When necessary, the persons responsible for doctoral studies at the faculty or the supervisor will take care of the communication with the pre-examiners.

The pre-examiners and opponents have to fulfil the following conditions:

- A pre-examiner and opponent should have the qualifications of at least a docent (or a verified corresponding level of research merits; in these situations, the supervisor presents the Dean with written reasons for the decision and CV or list of publications of the suggested person);
- A pre-examiner and an opponent have to be selected from outside the University of Turku. In exceptional cases, the opponent or one of the preliminary examiners can be from another faculty at the University of Turku.
- The supervisors or members of the supervisory group cannot act as a pre-examiner or opponent.
- Ineligible to act as pre-examiner or opponent are persons close to either the doctoral researcher or their supervisor. Ineligible due to a personal relationship are considered e.g. close relatives or other especially close persons (as specified in the Administrative Procedure Act 434/2003, Section 28).
- A pre-examiner or opponent must not be anyone who has had joint publications or other academic collaboration with the doctoral researcher or their close persons.
- The pre-examiner or opponent may not have joint publications or other recent academic collaboration with the supervisor (principally from the last three years).
- A docent of the University of Turku may act as a pre-examiner or opponent if they are not employed by the University of Turku and the conditions mentioned above are fulfilled.
- If an otherwise English-language doctoral dissertation contains one article in Finnish, and the doctoral researcher submits their own translation of the article to the faculty, one or more non-Finnish-speaking pre-examiners may be appointed. If the article has not been published/accepted for publication, the second pre-examiner must be a Finnish speaker. The doctoral researcher is responsible for the translation and the translation must be approved by any co-authors and the supervisor.

5.3 The originality check of the dissertation

Before pre-examination, the originality of the dissertation should be verified with the use of the Turnitin plagiarism detection system. The supervisor of the dissertation conducts the verification and delivers a signed originality certificate to the Chief Academic Officer.



The following text should be attached to the publication information of the dissertation as a sign of the verification: *"Turun yliopiston laatuvarmistuksen mukaisesti tämän julkaisun alkuperäisyys on tarkastettu Turnitin OriginalityCheck-järjestelmällä."* OR *"The originality of this dissertation has been checked in accordance with the University of Turku quality assurance system using the Turnitin OriginalityCheck service."*

5.4 Permission for the public defence of dissertation

The pre-examiner's statement must explicitly recommend that the researcher be either granted or denied permission to defend their dissertation in public. The statement cannot be conditional. The doctoral researcher is given an opportunity to provide a reply to the statements of the preliminary examiners. Receiving permission for public examination requires that the doctoral researcher has completed all studies required for the doctoral degree in addition to the dissertation.

If both of the pre-examiners recommend that the researcher is granted the permission to defend their dissertation at a public examination, the Chief Academic Officer prepares permission for public examination to be handled by the Faculty Council.

If one or both of the pre-examiner's statements are against accepting the manuscript for defence, the pre-examination is usually discontinued. According to the Universities Act (558/2009, 44§) the doctoral researcher may make an appeal on the statements. These types of appeals are rare and usually based on a grave error or misunderstanding in the pre-examiner's statement. Situations of this kind are rare. Usually the pre-examiner's unfavourable statements are clearly linked to the shortcomings of the dissertation. If the doctoral researcher makes an appeal, the Faculty Council will deal with the matter.

After the discontinuation of the pre-examination process, the doctoral researcher should revise the manuscript according to the pre-examiners' feedback. When the supervisors consider that all required corrections have been made, a new pre-examination procedure can be started. As a rule, the manuscript is submitted to the same pre-examiners than in the first case or for a well justifiable reason to new pre-examiners. The supervisor submits a new proposal of the pre-examiners by filling in the electronic form. Before submitting the form, the supervisor should discuss with the Dean about the pre-examiners. The supervisor checks that the proposed examiners will agree to take part in the process and that they are not disqualified before submitting the form to the faculty. The Dean decides on the pre-examiners. The doctoral researcher must deliver a list of corrections to the faculty. The list will be delivered to the pre-examiners.

5.5 Opponent, custos and evaluation group

The Dean appoints an opponent (or opponents) and a custos based on the proposal of the supervisor (see the conditions of the opponent above). The custos should be at least a docent and be employed by the University of Turku. The custos can also be an emeritus/emerita professor who holds an emeritus agreement with the faculty.

An evaluation group consisting of the custos, opponent(s) and one assistant/associate professor or professor from the faculty (or, if necessary, external) makes a suggestion for the grade of the dissertation. If the custos is one of the supervisors of the doctoral dissertation, they participate only in the general discussion and leaves before the grade is discussed. The Dean appoints the professor for the evaluation group on the proposition of the Head of the Doctoral Programme. The evaluation group meets and presents their grade suggestion to the Faculty Council on the day of the defence.

5.6 Printing and distribution

The practical printing work can begin as soon as the Faculty Council has granted permission for a public examination. The author of the publication arranges the printing work with the printing house and organises the proofreading of the content. It is the responsibility of the doctoral researcher to ensure that the language of the dissertation is suitable for publication when the work is otherwise in its final state. Achieving a level suitable for publication in a scientific text in a foreign language almost always requires proofreading.



The dissertation can be published in the university's own *Annales Universitatis Turkuensis* series, other scientific series, by a commercial publisher or through self-publishing. The dissertation may be published as an online dissertation and is not required to be printed for the public examination. More information, see [Guidelines for Dissertation Defence](#).

The dissertation must be released no later than 10 days before its public defence by 12 PM. The doctoral researcher delivers the copies for examination for the opponent, the custos and the chair of the evaluation group.

The copies that are submitted to the university must include a separate title page leaf that includes information about the date and place of public examination and mention that the dissertation is to be presented, with the permission of the Faculty of Education, for public examination. Summaries at least in Finnish and English must be attached to the dissertation.

On the overleaf of the title page, the names and affiliations of supervisors, pre-examiners, opponent(s) and custos are to be marked. The affiliation of the doctoral researcher should be written with the information containing University of Turku, Faculty of Education, department, major subject and doctoral programme.

The doctoral researcher is responsible for the arrangements of the public defence.

5.7 Evaluation of the dissertation

An evaluation group consisting of the custos, opponent(s) and one assistant/associate professor or professor from the faculty (or, if necessary, external) delivers a proposal on the acceptance and on the grading of the doctoral dissertation to the Faculty Council. The evaluation group assembles on the day of the dissertation defence. In the case that the custos serves also as the supervisor of the dissertation, the custos takes part solely in the beginning of the conversation and exits for the duration of the conversation concerning the grading of the dissertation.

The opponent(s) prepare(s) a written statement on the doctoral dissertation. The opponent is supplied with the pre-examination statements, which they can opt to utilise in writing the statement. Translated versions of the statements are not provided.

The Faculty Council approves and grades the doctoral dissertation on the basis of the opponent's (or opponents') written statement, the grade suggestion by the evaluation group and other possible written remarks.

The author of the dissertation is provided with the opportunity to lodge a written appeal against the statements before the dissertation is assessed in the Faculty Council meeting (Universities Act 558/2009, section 44).

In the Faculty Council, those members of the council that have obtained a doctoral degree can partake in the assessment of the dissertation. In addition to the Chair, a minimum of three such council members are required to be present at the meeting (University of Turku Rules of Procedure).

The disputant has the opportunity to request for rectification in writing within 14 days of notification of the Faculty Council decision (Universities Act 558/2009, sections 44 and 82, University of Turku Rules of Procedure).

The doctoral dissertations are assessed on the assessment scale fail-pass. Only a dissertation that is of an exceptionally high level and meritorious may obtain the grade approved with honours.

An approved doctoral dissertation (grade: pass) fulfils the assessment criteria described below.

A doctoral dissertation may be granted with the grade approved with honours, when the dissertation shows significant scientific value. In such circumstances, the dissertation is of exceptionally high quality in relation to the assessment categories. If the grade approved with honours is suggested for the dissertation, the



evaluation group produces a written statement in which the grade choice is justified in comparison to the assessment categories. The dissertations with the grade approved with honours represent the top 10 per cent of doctoral dissertations in the field of educational sciences.

Assessment categories

Choice of topic and the research problem

The subject is connected to previous research. The doctoral dissertation produces new information. The research area is limited to an appropriate extent. The research problem and the research questions have been set in a manner that allows meaningful answers within the study.

Conceptual clarity and theoretical command of the topic

The dissertation is clear in terms of concepts used. The author shows command of background theories and is able to conceptualise their research problem.

Usage of methods

The chosen methods are well justified and they provide a means to answer the research questions. The author shows command of research methods.

Research material

The research material is of high quality and sufficient in terms of research questions and methods.

Presentation of results

The results are presented in a clear and coherent manner. The analysis is logical and well-grounded.

Conclusions

The conclusions are systematic and justified by the research design. The conclusions are connected with previous research. The author has considered the boundaries of the new information produced by their research.

Research ethics

The research abides to good scientific procedures. The author discusses the research ethical questions related to the research in a comprehensive and appropriate manner.

The dissertation as a whole and linguistic expression

The dissertation is appropriate in terms of structure and clear in its linguistic style. The text and argumentation are coherent and logical. The author demonstrates competence in critical thinking and in independence.

Dissertation defence

The author presents and defends their dissertation well and with expertise.

6 Regulations on studies

6.1 The right to study and registration with the University

A doctoral researcher needs to register with the University of Turku each academic year as an attending (present) or non-attending (absent) student. Only those doctoral researchers who have registered as attending students have the right to carry out studies. The student union membership fee is optional for postgraduate students.

A student who has not registered with the University within the registration period and wishes to continue their studies, must contact the Student and Admission Services for re-registration. There is a fee for re-registration.



A postgraduate student should be registered as attending during the academic year their dissertation or licentiate research is examined and the degree certificate is written.

6.2 Student register and recording study credits

Study credits are recorded in the student register. The credits of the courses arranged by the faculty are recorded automatically by the responsible teachers of the courses. Credits of studies arranged by the University Graduate School to all doctoral researchers of the university are entered into the study register system by the unit in charge of the studies. Credits from other studies (e.g. articles, conference presentations) are recorded after the doctoral researcher has applied for the registration with an electronic form 'Register a study credit for doctoral studies'.

All studies completed by the doctoral researcher are shown in the study transcript. The doctoral researcher can check the studies recorded in the study register from the PEPPI system. It is also possible to print a transcript from the system in PDF format.

The student is responsible for ensuring that the study records are up to date. If there are mistakes or defects in the transcript, the student should contact the person in charge of recording the credits in the register.

A postgraduate student is also under an obligation to immediately notify the student register of any changes in their contact information. The information should be kept up to date due to notices concerning studies. The changing of a name should also be reported to the Student Services (ilmoittautuminen@utu.fi).

6.3 Recognition of prior learning

Doctoral researchers can apply for the recognition of prior studies or other learning for their doctoral degree. The content of the studies and learning much correspond to the learning outcomes set in the curriculum. The doctoral researcher must apply for the recognition of the studies and verify their knowledge by themselves. The recognition of prior studies is applied for with an electronic form 'Register a study credit for doctoral studies'.

Studies that are recognised must fit into the degree (max. 50 credits). Recognition applications that exceed the maximum scope of the degree will not be processed. Studies that have been completed more than 10 years ago cannot be recognised to the degree (excluding studies of Licentiate of Philosophy in Education or another doctoral degree). The time is counted from the date on which the studies were completed. Learning acquired in non-formal or informal education can be recognised without time limit.

Studies included in a previous lower or higher university degree or a licentiate degree (with the exception of a licentiate degree in education) cannot be accepted as a part of a doctoral degree. A maximum of 10 credits from another doctoral degree may be accepted.

All credits of the study modules cannot be substituted by recognition of learning, but also other studies must be included. An exception to this rule is the Licentiate of Philosophy in Education degree, whose graduates' studies may be accepted for all studies required in the doctoral degree in addition to a dissertation (does not apply to graduates of a professional licentiate degree).

Postgraduate courses completed in other universities during the postgraduate studies can be included in the degree, if the supervisor agrees. Postgraduate courses completed prior to the postgraduate studies can be requested to be included in the doctoral degree. A general rule in applying for including prior studies is that the completed studies should be postgraduate level. Courses that have already been included in a completed university degree cannot be included in the doctoral degree.

If the course completion methods specify that the course can be completed by, for example, participation in a conference, scientific publication or other similar performance, then the doctoral researcher does not have to apply for recognition of studies, as it is a normal completion of the course. Then the doctoral researcher should select the registration of a study credit on the form.



Prior learning acquired in contexts other than formal education can be applied for by filling in an application. This refers to non-formal learning (e.g. continuing professional education) and informal learning (e.g. work experience). When applying for the recognition of non-formal or informal learning for the doctoral degree, the doctoral researcher must submit, as agreed with the supervisor, the evidences and documents showing that the learning fulfils the learning outcomes of the course. The decision about accepting or discarding the application is made by the Vice Dean.

6.4 Feedback and help in problematic situations

Feedback on the courses offered by the doctoral studies of the Faculty of Education is collected after the course. Feedback is collected using the Webropol form, which can also be used to provide other feedback related to doctoral education at any time. The answers will be sent to the Chief Academic Officer and the Coordinator, who will forward the anonymous feedback to the responsible teacher of the course or the Doctoral Programme Steering Committee.

In problematic or contradictory situations related to doctoral studies, it is generally recommended to first contact the Doctoral Programme Coordinator. The doctoral researcher can discuss their own situation with her in confidence and agree on any necessary follow-up. If necessary, problem situations are dealt with by the doctoral researcher's follow-up group, the Doctoral Programme Steering Committee or the Research Development Committee. It is important for the doctoral researcher to be aware of the contradictions in the graduate school's supervision practices and the graduate school's code of conduct in the supervision of doctoral researchers. In case of conflicts related to supervision, the procedure is followed in accordance with the UTUGS guidelines, while taking into account each individual situation (see section 3).

6.5 Degree certificate

The degree certificate for a doctoral degree can be received when the required studies have been completed, the public examination of the dissertation has been held and the dissertation has been graded. The date of approval of the dissertation is the date of graduation. The certificate is written after the decision to approve the dissertation without a separate application.

The degree certificate for a licentiate degree can be received when the required studies have been completed, the possible licentiate study examination event has been held and the study has been graded.

The University of Turku will introduce electronic degree certificates on 1 August 2024. The electronic degree certificate is an official original certificate, which includes a degree certificates in English and in Finnish as well as Diploma Supplement in English. In future, postgraduate students will be able to download their degree certificate via a link sent to them by email.

7 The licentiate degree

It is possible to complete a licentiate degree as an intermediate step before a doctoral degree, but a licentiate thesis is not a compulsory for doctoral researchers. The faculty recommends that the doctoral degree will be obtained directly without the licentiate degree.

7.1 Curriculum for a licentiate degree

Study modules included in the degree of Licentiate of Philosophy (education):

A Licentiate study 80 ECTS credits

B Studies in the field of education and relevant for the development of expertise 40 ECTS credits

The studies are completed according to the curriculum for a doctoral degree (www.opas.peppi.utu.fi).



The opportunity to complete a professional licentiate degree has ended in the Faculty of Education on July 31, 2008.

7.2 Instructions and regulations on the licentiate degree

A licentiate thesis is usually a monograph. A student preparing an article-based dissertation can, if desired, detach a part of this into a licentiate study when they have one referee-level publication and another sent to the referee round. In addition to the articles, the licentiate study should contain an introductory section where the framework of the different parts of the study are presented.

The postgraduate student must be currently enrolled as an attending student at the university when submitting the thesis for examination. Furthermore, the required postgraduate studies for the licentiate degree have to be completed and they must already be entered into the student register.

A plagiarism check (with the plagiarism detection programme Turnitin) must be performed to licentiate thesis manuscripts prior to submitting them for examination. The supervisor of the student will perform the plagiarism check. A certificate of the plagiarism check must be signed and returned to the faculty. The final version of the licentiate thesis must include the text '*The originality of this dissertation has been checked in accordance with the University of Turku quality assurance system using the Turnitin OriginalityCheck service*'.

7.3 Submitting a licentiate thesis for examination

When the supervisors have first inspected that the work meets the requirements of a licentiate study, the student can, with the supervisors' permission, submit the manuscript to the faculty via an electronic form. In addition, the licentiate thesis must be delivered to the Chief Academic Officer in two printed copies. It is also possible to publish the licentiate thesis in digital form in the University of Turku publication archive.

The Dean appoints two examiners to the licentiate research on the proposal of the supervisor, at least one of whom is from outside the faculty. An external examiner may be from another faculty of the University of Turku. One examiner must be at least a docent, but the other may be a doctor. The supervisor, the author of the joint publication included in the thesis or a member of the follow-up group cannot act as an examiner. The criteria of Section 28 of the Administrative Procedure Act (434/03) must be taken into account in the selection of examiners and in the approval of the thesis.

The Faculty Council evaluates the licentiate research on the basis of the examiners' statements. Before accepting the study, the student has the right to provide a reply to the statements of the examiners. The Faculty Council grades the licentiate study on the same scale as the doctoral dissertation.

The evaluation event of a licentiate study is not compulsory, but the event can be arranged. For more information on arranging the event, contact the supervisor.