

Examination of a doctoral dissertation at the Philosophical Faculty

At minimum, three months is required for the examination and grading of a doctoral dissertation, and often more time is needed.

INSTRUCTIONS FOR REVISING THE MANUSCRIPT FOR PRE-EXAMINATION

- It is advisable for the author of a doctoral dissertation to obtain oral permission from supervisors to submit the manuscript for preliminary evaluation.
- Plagiarism detection must be carried out before submitting the doctoral dissertation for assessment. The main supervisor provides the student with the title of the Moodle course and the course key, enabling to find the Turnitin plagiarism detection tool. Supervisor check the plagiarism detection report and, if necessary, go through the results with student.
- The cover sheet of the manuscript must bear the title of the doctoral dissertation, the author's name and student number, major subject and date of submission for examination (e.g. January 2018).
- The manuscript must include an abstract approximately one page in length.
- The table of contents should correspond to the manuscript's main chapter and subchapter numbering as well as titling and manuscript pagination.
- Text settings: Page margins 2–2.5 cm; Font of a readable size, e.g. Times Roman 12 or equivalent; Line spacing recommendation 1.5 (line spacing 1 is also possible if the manuscript is long).
- The recommendations of one's own scientific field can be used in references and bibliographies. It is important that the notation style is logical and similar throughout the entire manuscript.
- An article based research must include a list of articles or manuscripts contained within the thesis. Articles must be attached to the manuscript.

PRE-EVALUATION PROCESS AND PERMISSION FOR A PUBLIC EXAMINATION

- Author of a doctoral dissertation submits the manuscript for evaluation in one pdf-document to the postgraduate amanuensis, e-mail: [FiloDoctoralstudies\(at\)uef.fi](mailto:FiloDoctoralstudies(at)uef.fi). And applies for permission for a public examination with the form
- Head of the department and the supervisor present the pre-examiners.
- Dean decides on the pre-examiners.
- Amanuensis delivers the decision and pdf-manuscript to the pre-examiners. The paper copies of the manuscript will be asked from the author of doctoral dissertation if need to be.
- Doctoral student is not permitted to be in contact with the pre-examiners during this process.

- Pre-examiners write statements in which they recommend either that permission for a public defence of the dissertation be granted or refused. The pre-examiners have approximately two months to write the statements (for holiday times or some other particular reasons evaluation may occasionally last longer).
- Amanuensis delivers the pre-examiners' statements to the author of the doctoral dissertation.
- Author reports if s/he has any remarks on the statements.
- Dean either grants or denies permission for a public examination.
- Please note that if the pre-examiners' statements are negative, the pre-evaluation may be interrupted by decision of the dean upon written request by the author of the doctoral dissertation.

EXAMINATION AND GRADING OF THE DOCTORAL DISSERTATION

- Read and follow the guidelines for doctoral candidates on the web page of UEF doctoral school.
- After having received permission for a public examination, the doctoral candidate makes the possible corrections to the manuscript.
- Doctoral candidate is responsible for arranging the publication and delivery of the doctoral dissertation. The doctoral dissertation can be published under the faculty's publication series or by an external publishing house. See faculty's instructions on publishing under the web page of the doctoral programme.
- When the dissertation date is agreed, the doctoral candidate or custos asks department secretary Tuula Nissinen to reserve the auditorium for public defence. Ms Nissinen also looks after the hall arrangements on the dissertation date as well as the examiners' travel and accommodation arrangements.
- Head of the department and supervisor proposes the dissertation date, venue, examiner(s), representative of the faculty and custos.
- Dean makes the decision regarding the dissertation date, venue, examiner, representative of the faculty and custos.
- Coffee service after the public defence and the post-doctoral party, karonkka, are arranged and financed by the doctoral candidate.
- After the public defence the examiner(s) and faculty representative write statements with proposal of grading.
- Amanuensis delivers the statements for the doctoral candidate.
- Doctoral candidate reports if s/he has anything to remark on the statements.
- On the basis of the statements the Faculty Council assesses the doctoral dissertation with grading I–L.