PERSONAL SPECIAL CREDITS ACCEPTABLE IN POST-GRADUATE STUDIES

According to the Faculty Council's decision from 9 September 2015, post-graduate studies can include studies from the common curriculum (courses, seminars, literature), as well as personal special credits that can be counted towards the major subject or general scientific studies according to the table below.

Acceptable special credits

1. Scientific summer or winter school
2. Active participation in a scientific conference
3. Teaching in the field of the post-graduate studies

1. Scientific summer or winter school

<table>
<thead>
<tr>
<th>Description</th>
<th>Typically, scientific summer and winter schools are short-term, multi-format entities combining elements of a scientific meeting, post-graduate course and seminar and extensively addressing topics belonging to a certain field of research or methodology.</th>
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</thead>
<tbody>
<tr>
<td>To be counted towards</td>
<td>Studies in the chosen field of research (major subject) or general scientific studies, depending on the topic of the school.</td>
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<tr>
<td>Requirements</td>
<td>The summer school must observe a course format and include lectures and assignments. The student must attach the school completion certificate and the school's programme to the application. The number of credits awarded (1–3) depends on the duration and requirements of the school.</td>
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<tr>
<td>Credits</td>
<td>1–3 credits can be awarded for each summer school. The amount of summer school credits to be included in post-graduate studies is not limited.</td>
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<td>Approval</td>
<td>Approval application submitted to the programme coordinator using the “Recognition of postgraduate studies completed outside University”. The school completion certificate and programme must be attached. Based on the coordinator's proposal, the Head of the doctoral programme makes the approval decision. Approved credits are registered by the Faculty.</td>
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<td>Comments</td>
<td>The summer school must be organised by one or several scientific universities.</td>
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</table>

2. Active participation in a scientific conference

<table>
<thead>
<tr>
<th>Description</th>
<th>Upon application, credits can be awarded for a conference related to the student's field of post-graduate studies, if the student has been actively involved in the conference.</th>
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<tbody>
<tr>
<td>To be counted towards</td>
<td>Studies in the chosen field of research (major subject) or general scientific studies</td>
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<tr>
<td>Completion methods</td>
<td>1. Preparing a scientific conference publication and giving a speech at the conference and/or 2. Reviewing the scientific conference contents (publications, keynote speeches, tutorials) and reflecting them in light of the student's own research topic.</td>
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<td>Requirements</td>
<td>1. Learning diary report (1–2 pages): A report describing which area of competence relevant for the student's research topic was reinforced by the conference and how the conference enhanced the student's international competencies. If the student was involved in preparing a conference publication, the report shall describe the student's role and scope in the preparation work, as well as the feedback received for the publication and lessons learned from the feedback. The report shall specify the conference, conference publication, speech given, as well as the speeches/sessions reviewed. 2. A summary/presentation of the scientific offering of the conference and the ways of processing this offering shall be given to the student's research group.</td>
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<tr>
<td>Assessment criteria</td>
<td>– With regard to a publication: the scope of the student's work and its cross-disciplinary nature in relation to the dissertation. The student must have a central role in the preparation of the publication. No credits are awarded for publications that are to be included in the student's compilation dissertation or serve as background publications for a monograph dissertation. – Understanding and processing the scientific contents, which is reflected in the learning diary/presentation.</td>
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</tbody>
</table>
− Active participation in the conference and international networking, which is indicated in the report.
− The number of credits awarded (1 or 2) depends on the contents and scope of the learning diary report.
− Grading: passed/failed

Credits
1–2 credits/conference, a maximum total of 4 credits

Approval
The student prepares a free-form application and attaches the learning diary report to it (see "Requirements"). The application must contain a sufficient description of the student's efforts and the competence gained from the event (e.g. deepened knowledge of the field of research and/or enhanced researcher skills).

The supervisor of post-graduate studies indicates that he/she has reviewed the application and supports it. Then, the student submits the application to the doctoral programme coordinator for handling. Based on the coordinator's proposal, the Head of the doctoral programme makes the approval decision. Approved credits are registered by the Faculty.

Comments
The conference publications must be subject to scientific peer review and meet the requirements of rating to levels 1–3 on the Publication Forum of the Federation of Finnish Learned Societies. In special cases, a high-standard conference can be approved without Publication Forum classification, for example in cases where there are no Publication Forum-classified conferences due to the research field's high level of specificity.

3. Teaching in the field of the post-graduate studies

Description
With regard to disseminating the results of the student's research and developing the student's pedagogical skills, credits can be awarded for the planning and implementation of an all-new or significantly revamped TUT course dealing with the student's field of research.

To be counted towards
General scientific studies

Requirements
Required elements:
− Planning a course worth approximately 3 credits, creating the course contents, producing new course material, and teaching
− A learning diary report (1–2 pages) describing (1) the proportion of the student's effort in the creation and implementation of the course, (2) how the course contents are related to the student's research topic, and (3) the pedagogical principles of the course.

Assessment criteria
− Scope of the student's work, achievement of development goals and successful dissemination of research knowledge.
− Grading: passed/failed

Credits
1–3 credits per course, maximum of 1 course

Approval
The student prepares a free-form application and attaches the learning diary report to it (see "Requirements"). The application must contain a sufficient description of the student's efforts and the pedagogical competence gained.

The supervisor of post-graduate studies indicates that he/she has reviewed the application and supports it. Then, the student submits the application to the doctoral programme coordinator for handling. Based on the coordinator's proposal, the Head of the doctoral programme makes the approval decision. Approved credits are registered by the Faculty.