



**Dissertation Process
in the Doctoral Programme
in Business and Technology
Management**

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Participants of the dissertation process

[Forms](#) needed in the dissertation process

Participants in the dissertation process:

- **Responsible supervisor:** the responsible supervisor of the doctoral studies
- **Student:** the doctoral researcher
- **Director of the doctoral programme:** in TOTO prof. Henri Pirkkalainen
- **Education specialist of the doctoral programme:** in TOTO Anna Halonen
- **Dean:** the director of the faculty of Management and Business, who nominates the pre-examiners and if needed, makes other decisions as well, Antti Lönnqvist
- **Internal reviewer:** a Professor or an Associate Professor (tenure track) nominated by the director of the doctoral programme, who reads the dissertation manuscript before the pre-examination and writes a grade proposal of the dissertation
- **Pre-examiners:** professors/doctors nominated by the dean, who examine the readiness of the dissertation for the public defence
- **Opponent(s):** professor/doctor nominated by the dean, who publicly examines the dissertation
- **Custos:** the supervisor of the public defence, nominated by the dean, normally the responsible supervisor
- **Faculty council:** an administrative group that assesses the dissertation; in TOTO the faculty council of the faculty of Management and Business
- **Campus assistants:** assistants who take care of the room reservations for the public defence, assist with the travelling and accommodation arrangements and give recommendations for tailcoat renting of the opponent(s) if needed, reserve the lunch of the public defence day for the doctoral candidate, opponent and custos and organize the coffee service after the public defence
- **Staff of the info offices:** the staff of the info office which takes care of the public defences of the building (e.g. the info office of Sähkötalo takes care of the defences that will be arranged in Sähkötalo and Rakennustalo and the info office of Konetalo takes care of the defences in Konetalo and Festia)
- **Education assistant:** education assistant of the faculty, who takes care of e.g. matters related to the graduation, in TOTO Johanna Tuomikoski)

Confirming the degree requirements

- The student needs to apply for the acceptance of both study modules (discipline- and field-specific studies and general academic competences) in Sisu at the latest when the dissertation is sent to the pre-examination. The acceptance of both study modules needs to be applied separately but at the same time. The right time to apply for the acceptance of the study modules is when all or almost all studies have been registered and the student is not going to make any changes to his/her studies any more.
- If a certain planned study unit has not been registered when the student applies for the acceptance of the study modules, the responsible supervisor needs to support including the study unit. If the study unit is a placeholder unit, the student needs to have a study draft of it in his/her personal study plan in Sisu. The study draft has to include the scope, title/contents and the conduct of the module.

Quality assurance of the dissertation: internal review

- When the responsible supervisor and the student think the dissertation manuscript is ready for the pre-examination process, they take care of the Turnitin check of the manuscript and the proofreading/language editing of the text. The Turnitin check and the language editing need to be completed before the dissertation is sent to internal review and pre-examination.
- The student (or the responsible supervisor) submits the manuscript to the director of the doctoral programme as a pdf file and asks to begin the internal review. The responsible supervisor can suggest an internal reviewer.
- The director of the doctoral programme chooses the internal reviewer for the manuscript. The internal reviewing process is an internal quality assurance task. It will be carried out using TOTO's common template and within about a week.
- The internal reviewer sends the student and responsible supervisor (cc: the director of the doctoral programme) the feedback and possible needs for modifications concerning the manuscript. The internal reviewer can also communicate personally with the student and the responsible supervisor concerning the needed changes before the pre-examination.
- After receiving the feedback, the student finalizes the manuscript to its final condition for the purpose of pre-examination. If the changes required in the internal review are substantial, the student needs to write a clear list of the changes made (including clear references to the points in the manuscript, which have been modified). The responsible

supervisor checks that the internal review's suggestions for modifications have been taken into account in a sufficient manner, and informs the director of the doctoral programme when the manuscript is ready. After this, the manuscript needs to be in the final condition in which it will be sent to the pre-examiners.

Pre-examination

- The student sends his/her finalized manuscript to the director of the doctoral programme as a pdf file. The responsible supervisor sends the proposal of pre-examiners to the director of the doctoral programme (cc: the education specialist of the doctoral programme).
- The director of the doctoral programme handles the proposal for pre-examiners (checking if the pre-examiners are suitable and not "over-used" in the doctoral programme). The education specialist ensures that the pre-examiners are qualified.
- The education specialist prepares the dean's decision of the pre-examiners and the dean signs the decision.
- When the decision has been made, the education specialist informs the student and the responsible supervisor of it and gives the permission to send the manuscript to the pre-examiners.
- The responsible supervisor (or the student) sends the manuscript to the pre-examiners.
- The education specialist sends the pre-examiners the needed instructions and forms. The pre-examiners need to send their statements of the manuscript within two months from the notification from the education specialist.

The task of the pre-examiners is to issue a statement on whether or not the manuscript's scientific or artistic merits warrant the faculty council to permit the manuscript to be presented as a doctoral dissertation. In their statements, the pre-examiners must clearly recommend either granting or refusing this permission and not recommend conditional approval. However, the pre-examiners may recommend minor amendments, which the doctoral candidate may take into consideration. The pre-examiners may also suggest minor technical revisions to the manuscript.

When the pre-examination statements have arrived, the student and the responsible supervisor consider how the student will revise the manuscript based on the possible suggestions made by the pre-examiners. The student makes the possible revisions to the manuscript and upon need writes response letters to the statements of the pre-examiners. The responsible supervisor and the director of the doctoral programme check the revisions and response letters before the permission to publish the dissertation can be applied.

If only one of the pre-examination statements is favourable, the non-favourable statement defines the extent of the required modifications. Surely also the minor suggestions for modifications of the favourable statement need to be taken into account. The manuscript needs to be corrected according to the required modifications of the non-favourable statement and the process should proceed as follows.

If one or either of the pre-examination statements DOES NOT favour granting the permission to publish the manuscript as a dissertation, the process is the following:

- The responsible supervisor, student and the director of the doctoral programme (if needed, also the internal reviewer) together **consider the actions** to revise and resolve the deficiencies indicated in the pre-examination statement(s) before proceeding.
- The student typically **suggests interrupting the pre-examination process**. Then the education specialist prepares a dean's decision on the matter. The dean decides on interrupting the process based on the suggestion.
- When the process has been interrupted, the student and the responsible supervisor consider and discuss carefully **how to solve the problems indicated in the pre-examination statements**. The student and the responsible supervisor draw up a scheduled work plan.
- The student **revises** the manuscript, and the supervision relationship continues. The student **writes a list of the corrections made** and completes a new manuscript version which includes the tracked corrections and a new "clean" version. If needed, the manuscript or at least its substantially revised sections will be proofread/ language edited once again. The student and the responsible supervisor agree that the revised manuscript is "ready".
- After this, the director of the doctoral programme and, if needed, also the internal reviewer will review the manuscript and the changes that have been made to it. The student **suggests continuing the pre-examination process** (the education specialist prepares, the dean decides) and after this **a new pre-examination process will be initiated**. If possible, the same pre-examiners act as pre-examiners as on the first pre-examination round.
 - Only in exceptional cases the pre-examiners can be changed, e.g., if the original pre-examiners are not able to act as the pre-examiners again.
 - In some rare cases it can be considered, if the manuscript could be changed to a licentiate's thesis, if the problems detected in the pre-examination process question the possibility for the novelty value required from a dissertation to be fulfilled and if there is lack of motivation/resources to develop the manuscript to be accepted as a dissertation.

Applying for the permission to publish the dissertation, confirming the public defence date, and nominating the opponent and custos

- When the dissertation is ready and two favouring pre-examination statements have been received, the student and responsible supervisor agree on the execution of the public defence (traditional public defence, partly remote defence or fully remote defence). The responsible supervisor seeks an appropriate opponent (possibly consulting with the director of the doctoral programme, avoiding possible bias and over-use). One of the pre-examiners may act as the opponent of the public defence. In exceptional cases of having two opponents, both pre-examiners may act in the opponent role. The student and responsible supervisor identify suitable alternative defence dates and ensure the availability of the rooms/services on the preferred time from the campus assistants. If needed, a campus assistant makes a room reservation.
- The student sends to the director of the doctoral programme and education specialist the finalized manuscript as a pdf file, response letters to the pre-examiners (if the pre-examiners have suggested corrections in their statements) and the application for the permission to publish the dissertation.
- The responsible supervisor confirms that the planned defence date suits the opponent. When the suitability of the defence day and availability of defence auditorium and needed services have been confirmed, the responsible supervisor sends to the director of the doctoral programme and education specialist the proposal for opponent(s), custos, and date of the public defence.
- The director of the doctoral programme handles the proposal for opponent(s). The education specialist makes sure the suggested opponent is qualified.
- The education specialist prepares the decision of the permission to publish the dissertation, date of the public defence, opponent and custos for the dean. The dean decides of granting the permission to publish the dissertation based on the statements of the pre-examiners, confirms the date of the public defence and nominates the opponent and custos.
- When the dean's decision has been made, the education specialist informs the student and the responsible supervisor of it and gives the permission to send the electronic version

of the dissertation to the opponent. She also offers guidelines on the practical matters of the public defence to the doctoral student and custos.

- The education specialist informs the opponent and sends him/her the needed instructions and forms.

Publishing the dissertation

- The student can fill in and send the form [The defence of the doctoral dissertation](#) to the library when he/she has applied for the permission to defend the dissertation. The student fills in [the title page template](#) and sends the title pages to the education specialist to be checked. The student sends the checked title pages (Word), [the article permissions for the print and online versions of the dissertation](#) and the list of articles to the library (dissertations@tuni.fi). The library adds the ISBN number and the number of the publication series on the title pages, and sends the title pages back.
- [The student publishes the electronic version of the dissertation according to the library's instructions](#), [orders the print copies from the print house according to the education specialist's instructions](#) and [writes the press release of the dissertation](#).
- The dissertation has to be publicly available for 10 days before the public defence.

Public defence and assessing the dissertation

Formalities concerning the public examination of the doctoral dissertation:

<https://intra.tuni.fi/en/handbook/4646/5833/4702?page=4231>

The education specialist informs of the responsibilities of the different parties regarding to the public defence case by case.

The faculty pays for the defence costs as follows:

<https://intra.tuni.fi/en/handbook?page=12233>

The public defence is the public examination of the dissertation. If a person who participates in the public defence wants to offer a critical remark on it, he/she needs to point it out to the custos during the public defence or immediately when the public defence has ended. The remark has to be submitted in writing to the faculty within two weeks after the public defence.

The opponent has to submit his/her written statement to the faculty within two weeks after the public defence. The recommended practice is that the opponent prepares a draft statement

already before the public defence and finalizes and submits it to the custos right after the public defence. The doctoral candidate has an opportunity to give a response to the opponent's statement and possible remarks. If the doctoral candidate is dissatisfied with the opponent's statement, he/she should submit the written response within seven days after being informed of the statement. The response will be sent to the dean, and the faculty council takes it into account when accepting and grading the dissertation.

The internal reviewer writes a grade proposal of the dissertation based on the pre-examination statements and opponent's statement, and if needed, also on further information from the custos/responsible supervisor. The faculty council decides on accepting and grading of the dissertation (the grading scale: approved with distinction, approved, fail). If the doctoral candidate is dissatisfied with the assessment of the dissertation, he/she can submit a written appeal to the faculty council within 14 days after being informed of the decision.

Graduation

The dean grants the degree certificate to the doctoral student who is graduating, when all the degree requirements have been fulfilled. To be able to graduate

- the student needs to be enrolled as present in the faculty's doctoral programme
- the degree requirements need to be confirmed (the structure and studies of the degree)
- all the studies intended to be included to the degree need to be registered
- the public defence needs to be completed and the dissertation needs to be accepted and graded in the faculty council's meeting

It is possible to graduate only from the faculty's doctoral programme. If the student is in the general doctoral programme, he/she needs to apply for transfer to the faculty's doctoral programme first. The application for graduation will be left in Sisu.

Tampere University arranges [graduation ceremonies](#) twice a year, in June and December.

Conferring of doctor's degrees

According to the academic traditions the graduated doctor has the right to use the insignia of the doctor's degree, the doctor's hat, after his/her degree has been conferred to him/her in a festive conferring of doctor's degrees. At the new Tampere University, doctors to be conferred must carry a sword, except for Doctors of Science in Technology or Architecture and Doctors of Philosophy who earned or began their degree at the former Tampere University of Technology. The

conferment tradition in the field of technology and architecture does not include a sword. The next conferring of doctoral degrees will take place June 6-8, 2025.

The doctor's hats are made handcrafted to size by a few specialized hat makers. You can search the internet for hat makers. It is worth to order the hat in good time before the conferring of doctor's degrees. The officially certified civilian sword of independent Finland designed by Akseli Gallen-Kallela is used as the doctoral sword. You can search the internet for companies that make the swords. The sword is decorated with the emblem of the former University of Tampere (a torch surrounded by a wreath). The name of the person being conferred and the date of the conferment act are usually engraved on the sword.