



**The Process of Completing a
Licentiate Thesis in the Doctoral
Programme in Business and
Technology Management**

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Introduction

Students who have been granted the study right to a doctor's degree have the option to complete a licentiate degree as an intermediate step en route to a doctorate. In the Doctoral Programme in Business and Technology Management, this intermediate degree can be either the Licentiate of Science in Technology degree (students with an engineering background) or the Licentiate of Philosophy degree (students with a non-engineering background).

The licentiate degree consists of a minimum of 30 credits of postgraduate studies and a licentiate thesis that is approved by the faculty. Students must follow the programme-specific guidelines for obtaining approval for their postgraduate studies. The programme-specific guidelines on supervisors and follow-up groups apply to the supervision of licentiate theses.

General provisions concerning doctoral dissertations are set out in the Government Decree 794/2004 (chapter 5, section 22) and 1039/2013 (sections 21, 22 and 26). A licentiate thesis must satisfy the same requirements.

Licentiate thesis

Students complete a licentiate thesis by conducting independent research on a specific topic relating to business and technology. In the licentiate thesis, the student must demonstrate in-depth understanding of the field of research and ability to apply scientific research methods independently and critically.

The licentiate thesis may either be a single-volume work (monograph) or a collection of scientific articles that are accompanied by an introductory section (article-based/compilation thesis). The same general principles apply to both doctoral dissertations and licentiate theses (see the recommendations for the structure and scope of doctoral dissertations), but licentiate thesis must meet its specific academic requirements (as stated above). The scope of a licentiate thesis is approximately half of what a doctoral dissertation would cover.

The publications included in an article-based licentiate thesis must be research papers that address the same set of research problems. The number of publications included in an article-based licentiate thesis is not the deciding factor. What is important is that the publications constitute a logical and coherent whole. The licentiate thesis must, as a whole, demonstrate the student's in-depth understanding of the field of research and the ability to independently apply scientific research methods. An article-based licentiate thesis could typically include, for example, two publications. However, the total number of publications will depend on the involvement of co-authors in the publications, the student's independent contribution to the co-

authored publications, the scientific quality of the publications, and the quality of the forum where they have or will be published. At least one of the publications should be a peer-reviewed research paper that has been published or approved for publication in a journal. The thesis may also include co-authored publications, provided that the student's independent contribution to these publications can be demonstrated. The licentiate thesis must include a list of the planned or implemented publication forums as well as a statement describing the student's own role in and independent contribution to all the co-authored publications.

The licentiate thesis is written in a language approved by the faculty, generally in English or in Finnish. The student is responsible for ensuring that the final version of the thesis is a coherent and polished piece of writing. A licentiate thesis must always include an abstract in Finnish and in English.

Examining a licentiate thesis

Before submitting the licentiate thesis for examination, the student must contact the responsible supervisor and make sure the thesis is ready to be examined. It also needs to be made sure that the student either owns the copyright to all the images, tables and other materials included in the thesis or has obtained permission to publish the materials (such as the publications included in an article-based licentiate thesis) online. The originality of the thesis also needs to be checked using the Turnitin plagiarism detection software (on the responsible supervisor's Turnitin page). A confirmation that the thesis has undergone an originality check will be added to the thesis, when the responsible supervisor has completed the check. The student will be responsible for proofreading the licentiate thesis and, if necessary, paying the costs of having the thesis professionally printed and bound.

After both the student and the responsible supervisor agree that the licentiate thesis is complete and a polished piece of writing, the student must email the manuscript (in pdf format) and the publications included in the thesis (if it is an article-based thesis) to the faculty at mab.doc.tau@tuni.fi. The responsible supervisor will complete and email the Examiners of a Licentiate Thesis form and its attachments to the same email address. The responsible supervisor will consult with the student before nominating examiners for the thesis. The head of the doctoral programme will consider the nominated examiners and either support or oppose the nominations. After considering the responsible supervisor's proposal, the Dean will appoint at least two examiners for the licentiate thesis. The examiners must hold a doctoral degree. At least one of the examiners must be external to Tampere University. The other examiner may be an internal examiner, but not someone who participated in supervising the licentiate thesis or otherwise has a conflict of interest.

The student must deposit the licentiate thesis in the University's institutional repository (Trepo) when submitting it for examination. The version that will be deposited in Trepo must be identical to the version

that either the student or the responsible supervisor sends to the examiners. To read more, please see [the University Library's instructions](#). [Detailed instructions for submitting a thesis for examination](#). The Faculty will provide instructions to the examiners.

The licentiate thesis does not need to be professionally printed and bound, because it will be published and stored in electronic format in the institutional repository maintained by Tampere University Library. The licentiate thesis will be published after information about the approval of the thesis has been entered into the student information system and transferred from the system to the University Library.

The examiners will evaluate the thesis, identify its strengths and merits, draw up questions and recommend revisions.

The responsible supervisor will organise the public examination of the licentiate thesis at least at the unit level (or the doctoral programme level) and serve as the chairperson at the event. The purpose of the public examination is to verify that the licentiate thesis satisfies the requirements, offer constructive feedback to the student so that he/she can continue the research pursuing a doctoral degree, and enable the student to present his/her research findings to a general audience. The public examination will begin with the student's brief introduction to the main contents of the licentiate thesis (about 15 minutes). Then the examiners will present their general assessment of the thesis and the improvement suggestions and discuss the content and improvement needs with the student (about 1 hour). The student and the responsible supervisor can agree whether the audience will be invited to comment on the licentiate thesis. The examination will be a public event but not as formal as a doctoral defence. Towards the end of the public examination, the examiners will assess whether both the licentiate thesis and the presentation and defence satisfy the requirements.

The examiners will provide a joint written statement where they clearly recommend a grade for the thesis (or two separate statements but a joint grade proposal).

Evaluating a licentiate thesis

Within two weeks of the public examination, the examiners will provide a written statement on the licentiate thesis that also includes a grade proposal. The Dean will decide whether to approve the licentiate thesis based on the examiners' statement(s) and grade proposal. Licentiate theses are graded on a scale of pass/fail.

When evaluating the licentiate thesis, the examiners will consider whether the student possesses:

1. sufficient knowledge of the field of research;

2. sufficient methodological knowledge;
3. the ability to carry out independent research.

There is an opportunity to respond to the examiner's statement before the grading decision is made.

Graduation

Before requesting graduation with a licentiate degree, the student must apply for the confirmation of the degree requirements and make sure all the required studies towards the degree have been completed. The student must also submit a request for a degree certificate via the student information system Sisu.

The Dean will issue the degree certificate after the student has satisfied all his/her degree requirements and the licentiate thesis has been approved. Before graduation, we also need to make sure that:

- the student is enrolled as attending in the doctoral programme;
- the student has satisfied the degree requirements (meaning that the degree structure and studies have been approved);
- all the credits earned towards the licentiate degree appear in the academic record;
- the Dean has approved the licentiate thesis.

Students can only graduate from the doctoral programme administered by the faculty. If the student is enrolled in the University's general doctoral programme, he/she must first request transfer to the faculty's own doctoral programme.

Graduation ceremonies are organised at Tampere University twice a year, in June and December.