



Scientific Postgraduate Education

HANDBOOK

Faculty of Social Sciences (SOC)

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1. Introduction

This handbook is for those who are studying for a scientific postgraduate degree at the Faculty of Social Sciences (SOC) of Tampere University (TAU). The handbook contains the faculty-specific regulations for postgraduate studies that specify the degree regulations, admission criteria defined for each curriculum period, and links to curriculum structures and content in the electronic study information system SISU. All this information is also available in the [Student's Guide](#).

The degrees awarded by the Faculty's Doctoral Programmes and their fields of study are described in the table below. The link of each programme takes you to its curriculum in the SISU student information system. [The curricula of Licentiate's degrees](#) are also available in SISU.

At Tampere University, all scientific postgraduate degrees (Licentiate and doctoral degrees) are called doctoral studies. In this handbook, those studying for a scientific postgraduate degree are mainly referred to as doctoral students because the perspective is on studies and curricula. Within the research community, they are referred to as doctoral researchers.

Licentiate and doctoral degrees consist of the studies in the curriculum as well as the licentiate thesis or doctoral dissertation and its public defence.

All doctoral students belong to the Doctoral Programme of their Faculty. Tampere University Doctoral School coordinates, evaluates and develops doctoral education at Tampere University and oversees the joint studies offered to doctoral students.

The table contains direct links to the SOC Faculty's Doctoral Programme curricula as well as the selection criteria for the Doctoral Programme:

DOCTORAL PROGRAMMES AND DEGREES	FIELD OF STUDY
Doctoral Programme in Philosophy (PhD, Licentiate of Philosophy) Humanities field of education (MINEDU's area of steering) Admissions criteria for the Doctoral Programme in Philosophy	Philosophy
Doctoral Programme in History (PhD, Licentiate of Philosophy) Humanities (MINEDU's area of steering) Admissions criteria for the Doctoral Programme in History	History
International Doctoral Programme in Epidemiology and Public Health (PhD, HScD, HScL, DM)	Biostatistics Epidemiology

<p>Health sciences field of education/ Health and welfare fields (MINEDU's area of steering) Medicine (MINEDU'S area of steering) Admissions criteria for the Doctoral Programme in Epidemiology and Public Health</p> <p>Doctoral Programme in Medicine (DM, PhD) Lääketieteen koulutusala/ Lääketieteet (OKM ohjausala) (LT) Admissions criteria for the Doctoral Programme in Medicine</p> <p>Doctoral Programme in Health Sciences (HScD, HScL, PhD) Health sciences field of education/ Health and welfare (MINEDU's area of steering) Admissions criteria for the Doctoral Programme in Health Sciences</p>	<p>Gerontology Global Health and Development Health Economics Health Services Research Health Sociology Nursing Science (no DM degree) Public Health Social and Health Policy Social Psychiatry</p>
<p>Doctoral Programme in Literary Studies (PhD, Phil.Lic.) Humanities (MINEDU's area of steering) Admissions criteria for the Doctoral Programme in Literary Studies</p>	<p>Comparative Literature Finnish Literature</p>
<p>Doctoral Programme in Psychology and Logopedics Psychology: Field of education: psychology/social sciences (MINEDU's area of steering) Logopedics: Field of education humanities / humanities (MINEDU's area of steering) Vocology: Field of education humanities / humanities (MINEDU's area of steering) Admissions criteria for the Doctoral Programme in Psychology and Logopedics</p>	<p>Psychology (DPsych, LPsych, PhD) Logopedics (PhD, Lic.Phil.) Vocology (PhD, Lic.Phil.)</p>
<p>Doctoral Programme in Social Sciences (DSocSci, LSocSci, PhD) Social sciences field of education/Social sciences (MINEDU's area of steering) Admissions criteria for the Doctoral Programme in Social Sciences</p>	<p>Criminology and Criminal Policy Gender Studies Peace and Conflict Research Social Anthropology Social Policy Social Psychology Social Work Sociology Youth Research</p>

1.1. Objectives of Postgraduate Education

The Government Decree on University Degrees (794/2004) regulates undergraduate and graduate level academic degrees as well as scientific and artistic postgraduate degrees.

According to Section 21 of the Decree, the objectives of scientific postgraduate education are:

1. has acquired an in-depth understanding of their own field of research and its societal significance
2. has developed the ability to independently and critically apply scientific research methods and to generate new scientific knowledge
3. has become well acquainted with the development, fundamental problems, and research methods of their own field of research
4. has attained such knowledge of general scientific theory and of other disciplines related to their field of research that enables them to follow developments in those areas
5. has achieved sufficient communication and language skills and other competencies to work in demanding expert and development roles in working life and in international cooperation

Moreover, the aim of postgraduate studies at the Faculty of Social Sciences is to give the doctoral student the ability to act successfully both in academic research and teaching duties as well as in other specialist roles in society.

Postgraduate students must gain profound knowledge of their own research topic but also achieve a broad perspective of the field in general. The goal of the studies is to help the student to adopt a scientific way of thinking, understand good research practices, and acquire mastery of diverse research skills.

2. Applying for Postgraduate Studies

2.1 Conditions of Eligibility and Admission Criteria in Postgraduate Studies

Conditions of eligibility

According to Section 37 of the Finnish Universities Act (558/2009), eligible applicants for studies leading to an academic licentiate or doctoral degree have completed:

- 1) a relevant Master's degree awarded by a university
- 2) a relevant Master's degree awarded by a university of applied sciences; or

- 3) a relevant applicable study programme abroad which in the awarding country gives eligibility for the corresponding level of higher education.

The Universities Act (Section 37, 558/2009) stipulates that a university may require a postgraduate student to complete supplementary courses to acquire the knowledge and skills needed to complete a postgraduate degree in the arts or sciences. A maximum of 60 ECTS of supplementary studies may be required of an applicant. The potential supervisor and the person responsible for the doctoral programme assess the need for supplementary studies on a case-by-case basis and, if necessary, define the additional studies to be completed, which will be included in the personal study plan.

For applicants who have completed a Master's degree in an appropriate field in a university of applied sciences (UAS) in Finland or abroad, the Faculty's doctoral programmes will consider the applicant's ability to successfully complete the doctoral degree on a case-by-case basis.

The Faculty of Social Sciences requires that applicants who have completed an UAS Master's degree in Finland or a Master's degree of less than 120 ECTS abroad demonstrate the following: mastery of the key theoretical concepts of the field, knowledge of scientific theory and research ethics as well as research methods in the field that are required for successfully completing a dissertation. This qualification must be demonstrated by providing a report on relevant studies completed, for example, at an open university. The report must indicate the content and scope of the studies. A summary of the completed Master's thesis from a university of applied sciences and the grade received must also be attached.

Section 22 of the Government Decree on University Degrees (794/2004) states that to complete a doctoral degree, a student must:

- 1) complete the required postgraduate studies,
- 2) demonstrate independent and critical thinking in the field of research, and
- 3) write a doctoral dissertation and defend it in public.

Section 23 of the Government Decree on University Degrees (794/2004) defines the licentiate degree as follows: A student admitted to postgraduate studies may complete a licentiate degree when he/she has completed those postgraduate courses that the University deems necessary as well as any specialisation studies included in the degree. The licentiate degree includes a licentiate thesis, in which the student demonstrates good conversance with the field of research and the knowledge and skills for independently and critically applying scientific research methods.

Demonstration of eligibility

Applicants must submit their degree certificates and supporting documents in officially certified form when submitting their application and, where applicable, the documents must accord with the [country-specific requirements](#). For degrees earned at a Finnish university after 1 January 1995, a copy is sufficient because the validity of the degree will be checked in a national database.

The basic condition for applicants with an international qualification is that their degree or the combination of degrees gives them eligibility for the corresponding level of higher education in the country in question (amendment to Section 37 of the Universities Act). For degrees completed abroad, studies are required that correspond in scope to Finnish degrees (primarily 180 + 120 ECTS at a university), which provide eligibility for postgraduate studies in Finland. The foreign degree must include a thesis equivalent to a Master's thesis or diploma work.

Eligibility criteria

According to Section 36 of the Universities Act (558/2009), the university decides on admission criteria. According to Section 20 of Tampere University Degree Regulations, the Faculty Council decides on the conditions and criteria for admission to artistic and scientific postgraduate studies. In addition to an applicant's general eligibility for postgraduate studies, the admission of doctoral students considers the applicant's study plan and research plan, as well as the Faculty's resources for organising courses and supervision in postgraduate education. Tampere University's Academic Board has decided on the general principles for the admission of doctoral students, as well as the policies related the applicant's previous qualifications and the demonstration of language proficiency.

The Faculty decides on the conditions and criteria for admission to postgraduate studies at least as often as in every curriculum period.

The selection criteria can be found on the application pages of the doctoral programmes and, by application target, in [Studyinfo](#) (Opintopolku), with direct links also provided in the table in the Introduction section of this handbook. Doctoral programmes are responsible for the admission procedure and selection of doctoral students. SOC Faculty's Steering Group for Doctoral Education assesses the ability and commitment of the applicants according to the following criteria:

- scientific quality of the research plan, the suitability of the methods and materials to the research question and the realistic feasibility of the research plan
- clarity of the research questions
- practical or theoretical relevance of the research in its field
- suitability of the research topic for the doctoral programme
- feasibility of the study plan

- applicant's academic success in previous studies
- methodological and theoretical abilities required by scientific research
- applicant's motivation
- language proficiency required in the studies
- availability of supervision resources at the Faculty

The Steering Group for Doctoral Education may also assess the applicant's suitability and motivation by interviewing him/her. The assessments of individual postgraduate applicants are not public.

The Dean of the Faculty admits the students based on the proposal of the Steering Group for Doctoral Education.

2.2 Applying for a Right to Study in a Doctoral Programme

Application rounds for doctoral studies are organised twice a year, in October and April. However, the International Doctoral Programme in Epidemiology (IPPE) accepts applications only every other year. Specific application dates are published on the University's [Doctoral Programmes](#) page.

A person who wishes to begin postgraduate studies at the Faculty of Social Sciences should contact a professor or docent (adjunct professor) working at the Faculty at least one month before the application deadline to ask them to become supervisor(s) and to agree on the research topic, research methods, implementation possibilities, and other relevant aspects of the research work. The applicant must have found at least the responsible supervisor by the end of the application period.

After this, the applicant must do the following:

- gain support for the right to study application from the responsible supervisor or all supervisors if they are already known
- ask the Head of the Doctoral Programme or the professor responsible for the field of study to sign the application form
- submit the application form with enclosures via the electronic application system (Studyinfo) to be assessed by the Steering Group for Doctoral Education.

The application form and all required attachments with instructions can be found in Studyinfo under the selection criteria for doctoral programmes. These include, for example, the application form for the right to study and the consent form for members of the follow-up group.

Language requirements

Tampere University's general language proficiency requirements apply to applicants to the Doctoral Programmes at the Faculty of Social Sciences. An applicant seeking admission to a Doctoral Programme must submit evidence of good command of Finnish or English. Thus, an applicant must submit evidence of sufficient language skills for academic purposes.

Language proficiency requirements are available on the Tampere University website via the links below, and in the selection criteria for doctoral programmes:

- [Demonstrating proficiency in Finnish](#)
- [Demonstrating proficiency in English](#)

2.3 Publishing Admission Results, One Study Right Provision, Accepting a Study Place, and Enrolment

Admissions are announced before the start of the following semester with [application pages](#) containing the exact dates. Admissions are published by sending an email to the applicants.

According to Section 82 of the Universities Act, admission results must be accompanied by a notice setting out the procedure whereby the applicant is able to obtain information about the application of the admission criteria to him/her and how to request an appeal.

The applicant must demonstrate sufficient language proficiency for academic studies.

An applicant dissatisfied with the admission results may request a rectification in writing from the Faculty Council within 14 days from the publication of the results. The rectification request with justifications should be posted to Tampere University, address FI-33014 Tampere University or by email tau@tuni.fi.

Provision of One Study Right

According to Section 38 of the Universities Act, a student may accept only one study place in a degree programme leading to an academic degree and beginning during the same semester.

Accepting a Study Place

The admitted student must notify Tampere University of his/her acceptance of the study place within the deadline specified in the University's admission notification. If an admitted student fails to notify the University within the deadline, he/she will lose his/her study place.

The right to study begins on the date mentioned in the admission decision, generally either on the first day of the month following admission or at the beginning of the following semester.

2.4 Responsible Supervisor and Other Supervisors

A person who wishes to begin doctoral studies at the Faculty of Social Sciences should contact a professor or a docent (adjunct professor) working at the Faculty at least a month before the application deadline to ask him/her to become the supervisor(s) and to agree on the research topic, research methods, implementation possibilities, and other relevant aspects of the research work.

According to Tampere University Regulations on Degrees, all doctoral students are appointed 1) a responsible supervisor and at least one co-supervisor, or 2) a responsible supervisor and a Follow-up Group, or 3) a responsible supervisor, at least one co-supervisor, and a Follow-up Group. The responsible supervisor oversees the doctoral student's degree studies and supervision arrangements. The division of labour between the responsible supervisor, other supervisors and the Follow-up Group is agreed on separately by drafting a supervision agreement. See chapter 2.7 below for information on the supervision agreement. In the Faculty of Social Sciences, it is recommended that there are always at least two and at most three supervisors.

The responsible supervisor must be a professor, tenure-track teacher or docent who represents the field of the doctoral research and works at Tampere University. For special reasons, a person who is not employed by Tampere University, but conducts research within Tampere University's research community, can also be appointed as the responsible supervisor. The other supervisors must have completed a doctoral degree.

The supervisors of a dissertation must ensure that the study intended to be presented as a doctoral dissertation fulfils the formal requirements of a dissertation as well as those regarding content and quality. Moreover, it is the responsible supervisor's duty to read the manuscript before it is submitted for pre-examination.

The responsible supervisor also approves the other postgraduate studies included in the study plan and degree (a total of at least 40 credits).

The Dean makes the decision on the supervisors and the possible Follow-up Group. Additions or changes to supervision relationships are made using the University's general [Changes in the supervision arrangements](#) form, which is submitted to the Head of Study Services in charge of postgraduate studies at the Faculty (soc.doc.tau@tuni.fi). When needed, the Steering Group for Doctoral Education addresses any problems in supervision relationships.

According to common practice, supervising duties follow the principles of sound scientific practice, and the supervisors receive no financial compensation. [Responsibilities and Duties of Doctoral Students and Supervisors](#) can be found in the Student's Guide.

2.5 Field of Study

In postgraduate studies, the doctoral programme determines the field of study. The fields of study (disciplines) of the Faculty's Doctoral Programmes are presented in the table on page 3. The responsible supervisor must come from the field of study of the dissertation. Only one field of study is assigned to each dissertation even in cases where there are two supervisors from different fields or Faculties. The field of study is part of the decision on the right to study meaning that changes to the field of study are decided by the Dean.

2.6 Follow-up Group

If desired, a Follow-up Group is set up to support the doctoral student. These groups add to the guidance and feedback expertise as well as the quality of doctoral dissertations. In addition to supervisors, researchers from, for example, other universities, companies, or research institutes can be selected to join a Follow-up Group. The Follow-up Group is composed of the supervisor of the dissertation as the chairperson and 2–3 other experts, at least two of whom have completed a doctoral degree.

It meets at least once a year, either at the invitation of the doctoral student or a supervisor. The doctoral student ensures that a memo is written of each Follow-up Group meeting.

When necessary, the Steering Group for Doctoral Education can ask the Follow-up Group to issue an opinion on how the student is making progress with the dissertation. Members of the Steering Group for Doctoral Education have the right attend Follow-up Group meetings as appropriate.

2.7 Research Plan, Personal Study Plan and Supervision

Agreement

Potential doctoral students must draft a research plan and a preliminary study plan to be included in the application for a right to study.

Guidelines on drafting **a research plan** are available on the [Doctoral programmes](#) pages.

Any changes made to the research plan must be communicated to the person responsible for the doctoral programme, the principal supervisor, and, if necessary, the faculty, especially if

the research topic changes significantly or the field of research is altered. A change in the field of research requires a decision by the dean.

A change of doctoral programme must be applied for via Studyinfo (Opintopolku) during the regular application period of the programme.

A preliminary **personal study plan (PSP)** is drawn up during the application process, on a free-form basis, in accordance with the current [curriculum of the Doctoral Programme](#).

During the first semester of studies, the doctoral student and his/her supervisor draw up a supervision agreement to ensure that the dissertation research progresses smoothly within the agreed timeframe. When completing the supervision agreement together with the supervisor, the form, practices, and schedule of the doctoral studies and dissertation work, as well as the division of responsibilities between supervisors, are discussed. The supervision agreement is completed using a [Forms template](#) available in the Student's Guide. The doctoral student must save the completed agreement on their own device and send it to the supervisors after the joint discussion.

Before drafting the agreement, it is recommended that the supervisor and the doctoral student review [the rights and responsibilities](#) of both parties.

If insurmountable problems arise between the supervisee and the supervisors, either party may refer the matter to the doctoral education steering group for resolution.

3. Completing postgraduate studies and writing the dissertation

3.1 Enrolling as a Doctoral Student

To retain their right to study, students must enrol as present or absent each semester in a manner decreed by the University. Only students enrolled as present may participate in teaching, or study at the University.

A Doctoral Student who has not completed annual enrolment will lose his/her right to study (Universities Act 558/2009, Sections 39 and 43). If the student wishes to continue his/her

studies later, he/she must apply to the Faculty of Social Sciences in writing for reinstating the right to study.

Regaining the right to study may be applied according to the [instructions on the Student's Guide](#).

3.2 Structure and Content of Curricula

The curricula of the Faculty's Doctoral Programmes and the teaching schedule (available courses) are published in the [Student's Guide for each Doctoral Programme](#) and field of study. The curricula are approved by the Faculty Council for three-year periods. Curricula describe the goals, structures, and contents of the degrees. The structure contains all the studies and their scope in the degrees. The courses are specified for each academic year and can be found in the [Courses section](#) of the Student's Guide. [Correspondence of old studies for doctoral studies](#) can be found in the Student's Guide.

The scope of the doctoral degree is 240 credits, which usually equals four years of full-time study. The degree consists of the dissertation research (200 credits) and doctoral courses (40 credits). One year of full-time study equals 60 credits, which corresponds to approximately 1,600 hours of working.

At the Faculty of Social Sciences (SOC), the structure of the doctoral degrees is the following, which should be checked for each Doctoral Programme from the [curricula](#):

- General Academic Competences
- Discipline- and field-specific studies
- Doctoral Dissertation and its public defence 200 ECTS

After completing studies in the General Academic Competences module, the doctoral students

- have command of good scientific practice, are familiar with the philosophy of science and know how to apply both to research and in their role as an expert
- have a wide understanding of different research methods in their field
- have acquired the general skills of an academic expert

In General Academic Competences, students select courses from those organised by Tampere University's Doctoral School, one's own or another Doctoral Programme at TAU, or methodology and general academic skills courses organised by other universities. The Orientation to Doctoral Studies course of the Faculty of Social Sciences and the Research Ethics I and II courses organised by the Doctoral School are compulsory for all Doctoral

Programmes. Agree with your supervisor about other possible postgraduate courses. Please refer to the curriculum for the specific requirements of each Doctoral Programme.

After completing the discipline- and field-specific studies, doctoral students have

- a profound understanding of the specific questions in their field of study and research topic
- can further develop their own field of study and have gained abilities to develop their field of research on a wider scale

The Discipline and Field-Specific Studies should be planned together with the supervisor. Courses can be chosen from studies offered by Tampere University's Doctoral School, the Faculty of Social Sciences, other faculties, or other universities. The aim of the module is to develop a deep understanding and knowledge of the student's field of study and research area, and to deepen the student's knowledge of specific issues in the field. The discipline and field-specific studies include a research seminar in the field of study/discipline. Please refer to the curriculum for the specific requirements of each Doctoral Programme.

[Doctoral courses in Finland](#) is a national doctoral course platform, and its courses are open to all doctoral students at Tampere University as well as those from other universities in the cooperation network.

Through the [cross-institutional study service](#), degree students at Tampere University may choose courses from other universities.

The doctoral student must discuss any potential studies with the responsible supervisor.

Recognition of Prior Learning (RPL) in Doctoral Studies:

With the approval of the supervisor, other attainments than regular course units may be accepted as part of the studies. The table below lists examples of courses or other attainments that can be recognised in the doctoral degree. If the number of credits has already been determined, those credits will be used. Other attainments are scaled as proposed by the supervisor in accordance with the recommendation below.

Course content / Description	
Participating in teaching max. 5 ECTS as agreed with the supervisor.	Teaching 1-5 ECTS
Participation in national or international postgraduate education in the field; e.g. Summer Schools,	Other scientific education 1-10 ECTS

research network meetings; 1–2 courses = 5 ECTS	
Scientific publications, e.g., one scientific article which is not included in the thesis 5-10 ECTS as agreed with the supervisor.	Other scientific publications 1-10 ECTS
Participation in a scientific meeting or conference in Finland or abroad. Credits vary according to the length and content of the conference as agreed with the supervisor; 1-2 ECTS according to the supervisor.	Scientific conference 1-10 ECTS
Field-Specific literature, exams and essays as agreed with the supervisor.	Other field-specific studies 1-10 ECTS

The curriculum also includes the following joint doctoral studies offered by the Faculty:

DPSOC.110 Orientation to doctoral studies at the Faculty of Social Sciences
DPSOC.210 Writing Academic Journal Articles
DPSOC.220 How to finish an article-based dissertation
DPSOC.240 Identifying, collecting and analysing qualitative data in the social sciences
DPSOC.241 Digital humanities and social sciences

News about studies, dissertation defences, and other topical matters are published on Tampere University's [website](#) and [intranet](#) as well as the Faculty's email list for doctoral students (soc.doctoralstudents@lists.tuni.fi). New doctoral students are automatically added to the Faculty's joint email list.

The activation and deployment of Tampere University's TUNI computer account and changing the password happen on id.tuni.fi. [Further information is available in the University's handbook](#). **Please note that the University communicates with students only via the firstname.surname@tuni.fi email, so use it actively throughout your studies.** The email account will close 14 days after graduation or the expiry of the right to study. [The validity of the basic user account can be checked in the id.tuni.fi service.](#)

3.3 Personal Study Plan (PSP; HOPS in Finnish)

Once granted the right to study, the postgraduate student also creates the PSP in the [SISU system](#), which is Tampere University's electronic study information system. Instructions for planning studies and creating the study plan in SISU can be found in the [Student's guide](#). The study plan can be updated throughout the studies, and changes are reviewed at least during the annual study reporting discussion or as needed with the responsible supervisor(s).

The aim is that each postgraduate student has, already in the early stages of postgraduate studies, a clear and suitable study plan that best supports the dissertation research and simultaneously provides the student with versatile research skills. The studies must include sufficient methodological and discipline-specific courses. In addition to the faculty's own offerings, the student should familiarize themselves with Tampere University's [Doctoral School offerings](#) already during the application phase. The personal postgraduate study plan approved by the responsible supervisor is processed in the supervisory group as part of the application for the right to study. In addition to courses from the faculty and Tampere University's Doctoral School, the postgraduate studies may include courses from other faculties or other Finnish and/or foreign universities that correspond to postgraduate-level studies according to the curriculum, or other studies agreed upon with the supervisor.

Doctoral studies should primarily consist of studies at the doctoral or advanced level. However, in exceptional cases, studies at the level of a lower or higher university degree may be included in the doctoral degree if necessary and with the supervisor's approval.

3.4 Reporting and Monitoring of Studies

According to Section 25 of Tampere University Regulations on Degrees, the progress of degree students is monitored at various phases during their studies. At the Faculty of Social

Sciences, doctoral students have the duty to report on the progress they are making in their research work and other studies once a year. Annual reporting is a precondition for receiving any research grants awarded by the Faculty. Doctoral students should submit their report on a separate form by the end of October each year.

[The form for annual reporting](#) is available in Tampere University's Student's Guide.

The Follow-up Group (voluntary) is an important body monitoring the doctoral student's progress. When necessary, the Steering Group for Doctoral Education also has the right to request the doctoral student and his/her supervisor to report on the progress the student is making with the dissertation and doctoral studies.

According to Section 3 of Tampere University's Regulations on Degrees, feedback is collected on education as part of the quality management and development of education.

At Tampere University, a feedback survey on postgraduate studies is collected from all doctoral students every two years. The doctoral education survey results (quantitative data) are available in TuniReports and on the [education feedback website](#).

The survey for doctoral graduates is also available in TuniReports in terms of quantitative results. The survey is continuous, and the results are updated on the report approximately once a month.

3.5 General Doctoral Programme

According to Section 26 of Tampere University Regulations on Degrees, postgraduate students who fail to further their dissertation and other studies may be transferred from their doctoral programme to the faculty's general doctoral programme.

Students in the general doctoral programme may still complete study attainments and conduct research, but the progress of their studies and research is not monitored, they cannot graduate from the programme, receive supervision, or submit their dissertation or licentiate thesis to pre-examination.

When necessary, a postgraduate student in a faculty's doctoral programme may be transferred to the general doctoral programme if

1. The postgraduate student requests the transfer

2. The postgraduate student enrolls as absent for two consecutive semesters (absences related to national service or family leaves are not considered absences) or,
3. For the past two years, the progress of the students' studies has significantly differed from the schedule detailed in the supervisory agreement, personal study plan or research plan.
4. If, despite repeated remarks, student does not follow the advice of the supervisors on the thesis or otherwise accept the guidance.

Before being transferred to the general doctoral programme, the postgraduate student is reserved the opportunity to draft a report on his/her studies. Dean makes the decision on the transfer. The matter is prepared in the faculty's study administration/steering group of doctoral education. At the time of the decision, the postgraduate student may also renounce his/her right to study if he/she so wishes.

After starting to study actively again, students in the general doctoral programme may apply for being reinstituted in their previous doctoral programme when they:

- have a supervisory discussion with the responsible supervisor(s) or follow-up group and draft a new supervisory agreement and
- update the personal postgraduate study plan and research plan

If the responsible supervisor recommends that the postgraduate student be reinstated in the doctoral programme, the student submits a free-form application with enclosures (personal study plan, research plan and the responsible supervisor's statement) to the faculty's study administration. The matter is dealt with by the faculty's steering group of doctoral education. The transfer decision is made by the Dean based on presentation.

3.6 Good Scientific Practice

Doctoral students must be aware of the current Tampere University guidelines related to good scientific practice and the use of artificial intelligence.

- [Research integrity at Tampere University](#)
- [Finnish National Board on Research Integrity \(TENK\)](#)
- [The Use of Artificial Intelligence in Research](#)

4. Dissertation Guidelines

4.1 What is Required of a Dissertation

The dissertation is a coherent presentation of original scientific knowledge based on the doctoral student's independent research. The dissertation is a monograph written by the author or several publications in the same field of study and a summary thereof, as deemed sufficient by the Faculty Council. The publications may also include co-publications if the dissertation author's independent contribution to them can be demonstrated.

There are two stages in the examination of a dissertation: the pre-examination and the public defence. The Doctoral Programmes' curricula include descriptions of the dissertation, the learning outcomes and the things that are done in the public defence.

4.2 Form of the Dissertation

A dissertation can be either a monograph or an article-based dissertation.

An article-based dissertation consists of several scientific articles, which together form a consistent entity, and a summary that draws together all the articles. The summary presents the dissertation's goals, methods and results, and the student writes it independently. However, the articles can have several authors provided the doctoral student has a clear, independent role in each of them. An article can also be a systematic literature review, if it contains a synthesis produced with an analytical method, produces new information and is not merely descriptive.

The articles of a dissertation must be published in scientific peer-reviewed (referee system) publications. Suitable publications may be searched on the [Publication Forum website](#).

The manuscript of an article-based dissertation can be submitted to pre-examination when at least two of the articles have been published or accepted for publication, one article is under review (submitted for evaluation), and the summary section is completed.

In general, an article can only be used as part of one dissertation. However, for specific reasons, an article can be published in two different dissertations. In such a case, the doctoral students must have a distinctive, independent contribution in it. As a rule, the first author has the privilege to use the publication. If an article is used in more than one dissertation, a written consent is required from all the authors and the responsible supervisor. If the dissertation contains more than one article that is also published in another dissertation, the matter must be approved by the Steering Group for Doctoral Education before the pre-examiners can be appointed. Doctoral students using a joint publication and their supervisors must make a joint

written statement on the contribution of each student in conducting the research and preparing the publication. The report is submitted to the Steering Group for Doctoral Education before the appointment of the pre-examiners, and it is included as an appendix to the dissertation manuscript that is sent to the pre-examiners.

The articles may include a peer-reviewed article that the doctoral student has as part of a Master's thesis.

A monograph is an independent scientific study, which focuses on research results that have not been published before. It is the result of the doctoral student's own research and solely written by him/her. The recommended length is maximum 250 pages.

4.3 Guidelines on Writing Article-based and Monograph Dissertations

Every dissertation must have a cover page presenting the title of the dissertation, name of the doctoral student, the Faculty that accepted the manuscript for publication and the fact that the work is a doctoral dissertation. Overleaf are included the name of the University and Faculty, the responsible supervisor, and other supervisors, custos, pre-examiners and opponent(s). It is recommended to use [the template and layout of Tampere University Library](#).

An article-based dissertation usually consists of the following elements:

- Table of contents
- List of the original publications on which the dissertation is based. If any of the articles have been/will be used as part of another dissertation, this information must be added at the end of the list of original publications.
- A list of the abbreviations, pictures and diagrams used
- A Finnish- and English-language abstract of 1–2 pages.
- A short introduction
- A literature review presenting the essential background of the research topic, the development of knowledge and research and their current status.
- Theoretical framework of the study
- Research questions
- Materials and methods
- Results and, in an article-based dissertation, a summary of the results
- Discussion that involves a critical approach to the results in light of the methods and content, the significance of the results, and a comparison of the results to previous studies in the field
- Summary and conclusions (and future scenarios)
- Acknowledgements
- Bibliography

In an article-based dissertation, the results and discussion should summarise the articles and form a synthesis of the research results. It is not desirable for the results section, or especially the discussion section, to contain many direct quotations from the text of the articles, or for the summary of the dissertation to proceed entirely along the lines of the sub-publications.

In terms of presenting and discussing the results and methods, the summary must be an independent entity that is understandable even without reading the articles. The summary may include the same images as the original articles, but they must contain a full reference to the original article, and the author must have the publisher's permission to use them. This also applies to tables if they have been copied from the articles.

A monograph generally consists of the following elements:

- Preface/Acknowledgements
- Table of Contents
- A list of abbreviations, images, and diagrams
- Abstract (1–2 pages) in Finnish, English or Swedish.
- Introduction
- Research questions
- Linking the topic and study to the context of previous research, relevance of the study
- Theoretical framework, key concepts, and methods
- Research data
- Results
- Conclusions, which draw together the results of the study and discuss their broader empirical and theoretical relevance
- Sources and bibliography

The language of the dissertation must be polished. The faculty recommends language revision, but it is only mandatory if required by the pre-examiners. The Steering Group for Doctoral Education may also require a language revision. A dissertation can be published in Finnish, Swedish or English.

4.4 Submitting a Manuscript for Preliminary Examination

When the doctoral student and supervisor(s) find that the dissertation manuscript is ready for preliminary examination (contents and layout completed), the manuscript (in PDF-form) and a signed form for permission to submit the manuscript for preliminary examination should be sent to the Faculty by email to (soc.doc.tau@tuni.fi). The Faculty appoints the preliminary examiners.

[The application form](#) contains the supervisor's proposal for preliminary examiners and a possible proposal for the opponent and custos. The doctoral student, supervisors and the

Head of the Doctoral Programme must sign the form. The form is available on Tampere University's electronic [Student's guide](#) from "Forms and links at SOC's Scientific Postgraduate Education". The last page of the form contains further instructions on the necessary attachments of the manuscript.

The following enclosures are needed with the pre-examination permission form:

1. An abstract (1–2 pages) summarising the main findings of the study in both English and Finnish
2. A Turnitin report signed by the responsible supervisor
3. If the dissertation is article-based, the following documents should also be submitted:
 - A list of the articles If all the articles have not been published in scientific publications yet, a confirmation of their status is required. This confirmation can be a publisher's message (e.g. a printed e-mail) either affirming acceptance for publication or receipt of a submitted article.
 - A report about the doctoral student's personal contribution to each article. The report should describe the student's contribution (as appropriate) to each article in terms of choosing the topic, forming research questions, choosing the research setting and methods (e.g. drafting a questionnaire), collecting data, conducting analysis, interpreting the results and writing the article. The report (1–2 pages) must be approved and signed by the doctoral student and the responsible supervisor.
 - If any of the articles in the dissertation has been or will be used as part of another dissertation, a written consent is required from all other article writers and their supervisors.
4. Electronically submitted (soc.doc.tau@tuni.fi) dissertation manuscript in the PDF format. The articles of an article-based dissertation may be included in the same file, or they can be sent as separate files.

The originality of doctoral dissertations and Licentiate theses submitted for pre-examination is verified by using the Turnitin originality checking software. Further instructions for [supervisors are available on the intranet](#) and for [doctoral students in the Student's Guide](#).

4.5 Pre-examiners

The pre-examiners and the opponent must come from outside the University and be experienced experts at the docent level. A person who has a conflict of interest may not act as a pre-examiner or opponent. For a valid reason, the second pre-examiner may be from Tampere University, but even in this case his/her main working position must be elsewhere than in Tampere University's scientific community. The pre-examiners and opponent should not have scientific publications or similar co-operation with the doctoral student or the supervisors within the last three years. Stipulations on the conflict of interest of experts are presented in Sections 27–29 of the Administrative Procedure Act (434/2003)

A pre-examiner may also act as the opponent. The Dean appoints the pre-examiners.

4.6 Pre-examination

Once the Dean has appointed the pre-examiners, the Faculty sends them the manuscript and relevant instructions by email.

There are two stages in the examination of a dissertation: the pre-examination and the public defence. The pre-examination is the most important scientific quality assurance procedure in the dissertation process. It is the responsibility of the pre-examiners to give an opinion on whether the manuscript has such scientific or artistic value that the Faculty can authorise its presentation as a dissertation. At the public defence, the opponent in particular will assess the doctoral student's ability to defend his/her work and research results.

The pre-examiners submit their statement on the dissertation manuscript to the Faculty for granting the permission to defend the work in public. The pre-examination must be carried out within two months of receipt of receiving the pre-examination request.

From the perspective of research ethics and the integrity of the process, doctoral students should not directly contact the pre-examiners during the examination. When necessary, the pre-examiners may contact the doctoral student or the responsible supervisor to clarify the claims, perspectives or data presented in the dissertation. Pre-examiners are not expected to supervise the doctoral student's work or require several rounds of revisions. If the pre-examiner has been in contact with the student during the process, the supervisor must be informed, and this should be mentioned in the statement. Communications with the student can also occur with the supervising professor acting as an intermediary. If significant changes have been made to the manuscript based on the pre-examiner contacting the doctoral student, a mention of this must be added to the pre-examination statement.

Pre-examiners are expected to review the dissertation as one entity, even though the scientific articles possibly included in the dissertation may already have undergone a peer review and been accepted for publication. The Faculty expects the pre-examiners to submit a statement that clearly defines whether the manuscript can be presented as a doctoral dissertation. The statement should be either favourable or negative, not conditional. However, the pre-examiners may recommend minor changes or revisions to the manuscript, which the doctoral candidate may consider. The pre-examiners may also propose technical changes to the manuscript. A permit to accept the dissertation may also be refused during the pre-examination.

The pre-examination statement should include:

1. A statement on the dissertation that evaluates the scientific quality and the strengths and limitations of the dissertation (approx. 2-4 pages).

2. A possible separate list of suggested revisions and changes.

In the statement, the pre-examiner:

- a) recommends permitting the manuscript to be presented as a doctoral dissertation OR
- b) does not recommend permitting the manuscript to be presented as a doctoral dissertation

In his/her statement, the pre-examiner is invited to comment on at least the following points:

1. The general nature of the dissertation: A brief description of the scientific content and main results presented in the dissertation
2. Scientific novelty, scientific significance, practical significance
3. Coherence: Does the manuscript comprise a coherent, unified entity?
4. Clarity of the research questions and objectives
5. Knowledge of relevant scientific literature
6. Command of the research method(s)
7. The quality, extent, and relevance of the research data.
8. The doctoral student's independent contribution, for example, to co-authored publications and the planning and implementation of research
9. Scientific maturity of the research and critical approach
10. Writing style and presentation

After the pre-examiners have provided their statements, the Steering Group for Doctoral Education presents its opinion on granting the permission to defend the dissertation. After this, the Dean decides about granting the permission to defend the dissertation and appoints an opponent and a custos for the defence.

Because the pre-examiners participate in the grading of the dissertation, the doctoral student drafts a list of the corrections and changes made to the manuscript after the pre-examination. The Faculty will send the list and the published dissertation to the pre-examiners for grading (see Chapter 5.5 Assessment of a Dissertation and the Opponent's Statement).

After this, the Faculty sends the opponent, doctoral student and custos instructions on, for example, the public defence.

If a pre-examination statement is negative, the pre-examination process may be interrupted by the doctoral student. The Dean makes the formal decision on this. Once the process has halted, a new pre-examination process can be started when authorised by the supervisors.

4.7 Publishing the Dissertation

There are several ways to publish a dissertation. The most common one is to publish it online and printed as part of the Tampere University Dissertations series. Doctoral students should ask the publisher for permission to use the research articles as part of the printed dissertation as well as the online dissertation. A printed dissertation can also be published by another publisher than the University. Each doctoral candidate must submit a PDF/A version of their dissertation to the library for archiving. It must be identical to the printed version of the dissertation. This also applies to those whose dissertation cannot be published openly online.

The list below details the phases in the publication of a dissertation. Further instructions on each step, which are always up to date, are available in [Tampere University Library's guideline](#):

- 1) Make note of the layout of the series, see the Template and layout page as well as the [accessibility](#).
- 2) Download the template for the title page and fill in the requested information.
- 3) Check with the Faculty (soc.doc.tau@tuni.fi) that the information you are providing is correct.
- 4) Send a notice of the [dissertation defence](#), the filled title page template and the possible publication permits to the Library (dissertations@tuni.fi).
- 5) Ensure that the Faculty has granted you permission for the public defence. The Faculty informs the doctoral student, supervisor, and Library about the permit to defend the dissertation.
- 6) Send your dissertation to the printers by filling in the order form (at least 5 weeks before the dissertation defence).
- 7) Read the proof version of the dissertation carefully and approve it.
- 8) Send the possible articles (if they are different than in the printed book) to the Library as PDF files.
- 9) Draft the news release about the dissertation defence as instructed.

4.8 Publicity of the Dissertation and Communications

The dissertation must be publicly available at least 10 days before the public defence. If the dissertation is published in Tampere University Dissertation series, the printing house will deliver copies directly to the Faculty and the Library. If a dissertation is published elsewhere, the author must submit ten (8) copies to the Faculty and three (2) copies to the Library 14 days before the defence.

Publication support

The University subsidises the printing costs of the doctoral dissertation by paying the costs of 18 copies, which includes the Faculty's and Library's copies. The Faculty mails the dissertations to the opponent, the pre-examiners, the supervisors and custos and the copies that are publicly available in the university's buildings. The doctoral student pays for the personal copies he/she orders.

Upcoming public defences at Tampere University can be found on the [tuni.fi website](https://tuni.fi). The dissertation can be read via the University's [Trepo pages](#) at least 10 days prior to the public defence. The dissertation is also available at the Faculty office.

5. Dissertation Defence and Grading the Dissertation

5.1 Custos

The custos is the chair of the public defence and represents the University at the event. He/she ensures that the opponent and doctoral student understand the nature of the defence proceedings and follow the conventions. The custos must be a professor or a docent-level person employed by the university. The role may also be filled by an emerita/emeritus professor or a retired docent working under a resource agreement.

As a rule, the custos is someone who has actively supervised the dissertation in question. The Faculty Council appoints the opponent and custos.

5.2 Agreeing on Dissertation Defence and Practical Arrangements

Immediately after agreeing with the custos and the opponent on the date of the dissertation defence, the doctoral student must also notify the faculty's study administration by email soc.doc.tau@tuni.fi so that the public presentation of the dissertation for the fixed period (10 days) can be taken care of and that other preparations for the official distribution of the dissertation may be undertaken.

The team of campus assistants helps the doctoral student in the practical arrangements of the dissertation defence (booking the lecture hall, ordering possible refreshments, the travel and accommodation arrangements of opponent(s)) kampusassistentit@tuni.fi. The dissertation defences are organised at Tampere University's premises. By Dean's decision, a

dissertation defence may exceptionally be held elsewhere if the dissertation is related to Tampere University's Unit located outside Tampere that also has teaching and research activities in the field. In this case, a remote connection is recommended to enable following the dissertation defence virtually.

The University's [Student's Guide](#) contains TAU's general and Faculty-specific guidelines on dissertation defences. The page also contains information on the public defence costs that the [SOC faculty pays for](#). The Faculty sends instructions on the public defence (including the lines to be spoken at the defence) to the opponent, doctoral student and custos. The opponent is also sent information on travel and accommodation arrangements. The formalities of the public defence can be found in chapter 5.4. below.

5.3 Publicity of the Dissertation Defence

Doctoral dissertations must always be examined in public. The public defence of a doctoral dissertation serves at least three purposes:

- 1) It offers an opportunity to publicly and reliably ensure that the doctoral student has written the dissertation himself/herself and that the dissertation meets the scientific criteria set for a dissertation.
- 2) It offers the opponent(s), people assessing the dissertation and other people interested in the topic an opportunity to familiarise themselves with the dissertation by listening to, making observations, asking questions and by discussing with the author.
- 3) It offers an opportunity to highlight research in a way that deviates from the everyday and is more visible to the public.

5.4 Formalities Observed in the Dissertation Defence

The public defence generally follows certain traditional customs and formal requirements. These customs and formal requirements supplement the official regulations concerning the examination of a dissertation. Over time, the formalities and traditional customs evolve. For this reason, the main participants at the defence should always negotiate the arrangements beforehand and define the way the formalities are applied in practice.

Dress Code

It is customary for the doctoral student, custos and opponent to wear a tailcoat and a black waistcoat (or a uniform without any honorary medals). Women wear a black formal outfit and no hat. If the opponent and custos consider it appropriate, men may wear a black suit instead of a tailcoat. The custos and the opponent must hold their doctor's hats in their hands when entering and exiting the lecture hall.

Entrance and Opening a Dissertation Defence

At the public defence, the participants enter the lecture hall in the following order: first the doctoral candidate, then the custos, and finally the opponent. The doctoral candidate stands to the left of the custos, and the opponent to the right (from the custos's perspective). The custos stands in the centre.

Once all participants have taken their places, the custos will start the public defence by saying: *"As Custos appointed by the Faculty of Social Sciences, I officially open this public defence."* The Custos briefly introduces the Doctoral candidate and the opponent to the audience. After this, the custos and opponent(s) sit down.

Lectio Praecursoria

The doctoral candidate delivers the lectio praecursoria standing, and it lasts 15–20 minutes. This introductory lecture addresses the topic of the dissertation, focusing not solely on the results but rather on the broader significance of the research.

The listeners are greeted in the order of importance: *"Honourable Custos, my esteemed Opponent, Ladies and Gentlemen."* A non-Finnish opponent is given a translation of the lectio praecursoria, if it is held in Finnish. After the lecture, the doctoral student says: *"Professor (or Doctor etc.) N.N., I respectfully ask you, as the Opponent appointed by the Faculty of Social Sciences, to present your criticism concerning my dissertation."*

More detailed "[Tips for writing and delivering your lectio praecursoria](#)" can be found in the Student's Guide.

Examination of the Dissertation

The introductory lecture and the dissertation defence can be held in Finnish, Swedish or English.

The opponent will then stand up and give a short initial response about the dissertation's position and significance in the field. After this, both the opponent and the doctoral student sit down. Even if there are more than one opponent, only one of them will give the initial response.

If there are several opponents, they may agree to take turns and decide on a division of labour beforehand as well as participate in the discussion on a topic raised by one of them.

The dissertation defence must not take more than six hours. The examination may be suspended for a break; the custos announces the break.

At the end of the examination, the opponent stands up to present his/her final statement, which the doctoral student hears standing up. In the final statement, the opponent says whether he/she will recommend approving the dissertation.

After the final statement, the doctoral candidate immediately expresses his/her thanks to the opponent(s): *"I thank you, Professor/Docent N.N, for the valuable comments concerning my dissertation I have received from you"*. The doctoral candidate then turns to the audience and says: *"I now ask the members of the audience who wish to comment on my dissertation to request a permission to speak from the Custos."* The custos then asks the audience to pose questions and comments to the doctoral candidate and gives the floor when asked. If someone in the audience considers that the dissertation should not be approved, they must declare their objection to the Faculty Council in writing.

The custos closes the examination by saying: "This public defence is now completed."

The participants then leave the lecture hall in reverse order, i.e. the opponent(s) leave first, followed by the custos and doctoral candidate.

The Faculty will send the lines to be spoken to the opponent(s), custos and doctoral students.

5.5 Assessment of a Dissertation and the Opponent's Statement

According to Tampere University Regulations on Degrees, the Faculty Council approves and evaluates doctoral dissertations based on the written statements provided by the opponent(s), a possible grade proposed by an evaluation committee, pre-examiners' statements and other written comments.

At the Faculty of Social Sciences, assessment consists of 1) the written pre-examination statements and grading recommendations of the pre-examiners, which they give on the completed dissertation, considering any alterations made to it and the author's report on them (see section 4.6), and 2) the statement and grading recommendation of the opponent.

The opponent's statement should consider the dissertation as well as the public defence according to the following assessment areas:

Assessment areas

- The general nature of the dissertation: A brief description of the scientific content of the dissertation and the main results
- Scientific novelty value, scientific significance, and practical importance

- Cohesion of the manuscript; does the research conducted for the dissertation form a unified, controlled entity
- Clarity of the research questions and objectives
- Knowledge of relevant scientific literature
- Command of the research method(s)
- Quality, extent, and relevance of the research data.
- The independent role of the doctoral student in, among other things, joint publications/research design and implementation.
- Scientific maturity of the research and critical approach
- Writing style and presentation
- Ability to conduct scientific debate and defend the dissertation in the public defence (opponent)

The official opponent(s) submit a written assessment report to the Faculty. The opponent(s)' statement must be submitted to the Faculty within two weeks of the dissertation defence. According to Section 44 of the Finnish Universities Act (558/2009), the doctoral candidate can reply to the statement. In addition to the written statement, the opponent(s) submit a proposal for the grade with a separate form.

The opponent(s)' and pre-examiners' grade proposals should follow the following principles.

Grading principles

Dissertations are graded using the scale of *approved with distinction, approved, and failed*.

Approved with distinction

The approved with distinction grade can be given to a dissertation whose international scientific quality and significance are exceptionally high and where the doctoral candidate's own innovative contribution is especially important. The dissertation has considerable merits without shortcomings that would cancel the merits. The doctoral dissertation is ethically sound and follows good scientific practice.

Approved

The study has the contribution value required of a dissertation, i.e. it addresses a scientifically important and well-grounded set of issues and has produced new and significant information for the theory and praxis in the research field. The approved grade requires that there are no significant deficiencies in the dissertation in terms of goal setting, presentation of the theoretical background, selection of data and methods, and the presentation of results and conclusions.

The dissertation is ethically sound and follows good scientific practice. The author of the dissertation has defended the research results in the public examination and responded to the public criticism.

Failed

Pre-examiners and the opponent must recommend that the dissertation is failed if it does not meet the criteria for acceptable work, has significant inadequacies, or has been found to contain ethical misconduct (such as scientific fraud).

6. Graduation

A doctoral student may request a degree certificate when the dissertation has been assessed by the Faculty Council and all the studies set out in the curriculum have been completed and entered in the academic record. In Sisu, the PSP must be up-to-date and approved by study administration. Only students who are [enrolled as present](#) may graduate.

Graduation and the degree certificate are applied for in the [Sisu study information system](#). More information on [applying for graduation](#) and instructions [for submitting the graduation request](#) in Sisu can be found in the Student's Guide. [The graduation checklist](#) helps you verify important details, such as the validity of your user account. The decision to award the degree is made by the dean.

You will receive an official electronic degree certificate in both Finnish and English for your doctoral degree completed at Tampere University. You may print a paper copy of the certificate yourself.

7. Steering Group for Doctoral Education

According to Section 7 of Tampere University Regulations on Degrees, each degree programme has a steering group with teachers, students and support staff as members, and other experts as deemed necessary. At the Faculty of Social Sciences, scientific postgraduate education is coordinated by the Steering Group for Doctoral Education. The Steering Group's term of office is the same as that of the Faculty Council's.

The Steering Group for Doctoral Education prepares matters related to scientific postgraduate education to be decided by the Faculty Council or Dean. The steering group consists of the Heads of the Doctoral Programmes, and one member from the social work as well as from

the nursing science. Two to three doctoral students are also members. All members have alternates. The Senior Specialist in charge of the scientific postgraduate education at the faculty acts as a secretary of the committee who also presents matters concerning postgraduate studies to the Faculty Council and the Dean. As a rule, the Steering Group for Doctoral Education meets once a month.

At the Faculty of Social Sciences, the duties of the Steering Group for Doctoral Education are to

- Coordinate, prepare, and oversee curriculum design at the faculty level in collaboration with the doctoral programmes.
- Formulate the faculty's strategic and substantive priorities for the preparation and development of doctoral education curricula (including pedagogical development) for approval by the Faculty Council.
- Review feedback and statistical data, identify development needs at the faculty level, and monitor the progress of doctoral students.
- Prepare the curricula and teaching schedule of the doctoral programmes for approval by the Faculty Council.
- Prepare a report for the Academic Board on the implementation of strategic priorities in the curricula.
- Prepare guidelines that specify the degree regulations or other university-level instructions.
- Prepare admissions criteria for doctoral students, including selection procedures, specify the target numbers of students, and the criteria for changing one's doctoral programme or field of study.
- Review and process applications for right to study to be decided by the Dean.
- Handle matters related to dissertations and licentiate theses that require decisions by the Faculty Council or the Dean (these may be delegated to the Doctoral Programme or the Head of the Doctoral Programme).
- Address legal protection issues and potential problems related to supervision relationships.
- Make proposals concerning doctoral programmes to the Faculty Council and develop and evaluate the activities of the doctoral programmes.
- Monitor the budget for doctoral education.

The Steering Group may invite additional members and experts in accordance with the issues to be addressed. The members and duties of the Steering Group, are available on the faculty's [TG-SOC Info](#) area.

8. Funding

The Faculty of Social Sciences hires doctoral students to salaried employment relationships if the Faculty's financial situation permits. The job title of an employed doctoral student is doctoral researcher. A position can be offered for max. 4 years and its purpose is to allow doctoral researchers to focus on their dissertation study on a full-time basis.

The Faculty and supervisors will assist doctoral researchers to apply for external funding. Dissertations are often completed with the help of a personal grant or scholarship.

The Faculty also offers travel and language check grants to doctoral students.

More information about all types of funding can be found in Tampere University's [Student's Guide](#).

9. Guidelines on the Licentiate Thesis

In a licentiate degree, the student must demonstrate knowledge of the research field and the ability to apply research methods independently and critically. Where applicable, the instructions concerning a doctoral dissertation can also be applied to a licentiate thesis.

For a licentiate degree, a student must complete the same studies (40 ECTS) as for a doctoral degree. Detailed information about the scope and contents of the studies and completion methods is available in each Doctoral Programme curriculum. In addition, a licentiate thesis is needed, which is approved by the Faculty Council. The recommended extent of the licentiate thesis is 110 ECTS.

A licentiate thesis can be either a monograph, a consistent entity of at least one accepted and one submitted article paired with a summary (cf. an article-based dissertation) that describes the objectives, methods and results of the study, or other work that fulfils equivalent scientific criteria. The publications may include co-authored publications if the student's independent contribution can be clearly demonstrated.

When the author considers his/her licentiate thesis to be ready for examination, he/she must submit the following: the manuscript (in PDF format) and the permission to submit the thesis for examination form. The documents and relevant enclosures should be sent to the Faculty so that the examiners can be appointed.

The permission for pre-examination form contains the supervisor's proposal for examiners. Both examiners must hold doctoral degrees. One of the examiners must come from outside the University and the other examiner can be a supervisor. The dean appoints two examiners for the licentiate thesis, as mandated by the Faculty Council.

The student and the supervisor must sign the form. The form is available on Tampere University's [Student's guide](#) from "Forms and links at SOC's Scientific Postgraduate Education".

The required enclosures:

- 1) An abstract (1–2 pages) summarising the main findings of the study in both Finnish and English.
- 2) A Turnitin report signed by the supervisor.
- 3) If the licentiate thesis is article-based, the following documents should also be submitted:
 - A list of the articles on which the research is based. If all the articles have not been published in scientific publications yet, a confirmation of their status is required. This confirmation can be a publisher's message (e.g. printed e-mail) either confirming acceptance for publication or receipt of a submitted article.
 - A report on the student's own contribution in each article. The report should describe the student's contribution (as appropriate) to each article in terms of choosing the topic, forming research questions, choosing the research setting and methods (e.g. drafting a questionnaire), collecting data, conducting analysis, interpreting the results and writing the article. The report (1–2 pages) must be approved and signed by the doctoral student and the responsible supervisor.
 - If any of the articles in the licentiate thesis have been or will be used as part of another dissertation or the licentiate thesis, a written consent is required from all other article writers and their supervisors.
- 4) Electronically submitted (soc.doc.tau@tuni.fi) thesis manuscript in the PDF format. The articles in a licentiate thesis may be included in the same file, or they can be sent as separate files.

The originality of licentiate theses submitted for examination is verified by using the Turnitin originality checking software. Doctoral students may use the Turnitin programme already during their research work to ensure that they have correctly referred to literature. When the licentiate thesis is complete and all the references are properly done, the manuscript is fed to the Turnitin programme for the official originality check. Further instructions for [supervisors are available on the intranet](#) and for [doctoral students in the Student's Guide](#).

After the Turnitin check, the licentiate thesis is submitted for assessment in the Trepo publication system according to the Library's instructions, after which the manuscript can no

longer be edited. The examiners are sent the same version of the thesis as has been saved on Trepo. The Library's website contains guidelines on [submitting a licentiate thesis for assessment](#).

The Student's Guide contains general information on the [examination process of a licentiate thesis](#).

A meeting to examine the thesis is organised, at which at least one of the examiners must be present. The examiners must give a reasoned written statement on the thesis after the examination. The examination must be carried out within two months. Before issuing their opinion, the examiners may consult with the author of the thesis on any shortcomings they have identified and on any proposals for corrections. The examiners' statements are sent to the Faculty.

Once the Faculty has received the statements, they are sent to the author. The author has the right to respond to the examiners' statements (Section 44, Universities Act 558/2009). The examiners' statements are first discussed by the Steering Group for Doctoral Education after which the Dean, delegated by the Faculty Council, approves the thesis based on the examiners' statements.

The Licentiate thesis is evaluated on a scale of pass/fail. Licentiate theses are published electronically in Tampere University's institutional repository Trepo, which the Library maintains. The thesis is published after its approval has been recorded in the student information system SISU and transferred from SISU to the Library. The grade will not be published online.

If an examiner does not recommend the approval of a licentiate thesis, the student will withdraw the manuscript from examination and, after corrections, the review process may start again.

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These guidelines on scientific postgraduate education at the Faculty of Social Sciences (SOC) are valid until further notice, starting from 1 August 2025. The need for updates will be assessed in synch with the three-year curricula cycle at Tampere University.

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