Instructions for Research Studies at
Åbo Akademi University

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Unofficial translation by Marian Lundenius

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Chapter 1: General Regulations

Section 1: Field of application

These instructions concern scientific and professional postgraduate degrees at the University. Hence forward, these are referred to as research degrees. These instructions also state how the doctoral conferment ceremony is arranged. When regulations concerning study cannot be found in these instructions the University’s Degree Regulations and the University Examination and Assessment Instructions apply.

If there are differences between the Swedish version and the English translation thereof, the original Swedish version of the instructions is valid.

The rector decides about researcher education in the following cases:
1) Agreements with other universities (§18)
2) Appointing the committee for research and researcher education (§ 18)

Section 2: Communication

Communication is electronically to the abo.fi-address, provided that consent to electronic communication has been given in connection with the term registration. Otherwise communication is to a postal address given to Åbo Akademi University.

Section 3: Statutes

The postgraduate education at Åbo Akademi University is arranged according to the Universities Act (558/2009), decrees that have been stipulated based on it, the decrees mentioned in 3 § in the Act on the implementation of the Universities Act (559/2009) and the statutes of Åbo Akademi University

The recommendations of the Finnish Advisory Board on Research Integrity are followed at ÅA regarding good scientific practices./DR

About disqualification of an official within postgraduate education what is stipulated in § 27 and § 28 of the Administrative Procedure Act (343/2003) is in force.

Section 4: Education Responsibility according to Field of Education and Degree

Attachment 1 of the Degree Regulations contain the educational responsibility of ÅA divided on faculty, degree, name of study doctoral programme with possible specializations plus main subjects.

Education can be arranged so that it leads to one or more degrees together with one or more Finnish or foreign universities. This concerns either one joint degree with one certificate from the home university only or a double degree with multiple certificates.
The dean handles suggestions about entering an agreement about a joint or double degree for a doctoral student. If the dean recommends that an agreement be made a proposal is given to the rector, who makes the final decision. The rector enters agreements with other universities.

**Chapter 2: the different actors and their remits within research education**

**Section 5: The board**

It is the Board’s remit to decide about the directions for research education.

**Section 6: The Faculty Council**

The faculty council’s duties include to:

1. approve the annual curriculum
2. approve the structure of degrees and learning objectives for degrees, minor subjects and other examination instructions
3. handle an application about study right, or transfer the matter to the dean. If a study right is granted the matter includes to:
   a. accept the supervision and study agreements
   b. accept Swedish or English as the language of instruction and examination
   c. confirm the choice of main supervisor and at least one assistant supervisor
4. assess licentiate and doctoral theses
5. make suggestions to the board about doctoral programmes and about main subjects for a degree or entities that or study entities corresponding to main subject.

**Section 7: The Deans**

The deans’ duties include to:

1. issue degrees and substitute each other in doing it
2. decide about credits when there is no examiner
3. appoint assessors for licentiate theses, preliminary examiners for doctoral theses, custos, opponent, examination board and grant permission to defend a thesis, and decides the time and place plus if another language but Swedish is to be used at the defence
4. handle an application about permission to use the rules that came into force on 1.1.2012. And if permission is granted the matter concerns:
   a. accepting the supervision and study agreements
   b. accepting Swedish or English as the language of instruction and examination
   c. confirming the choice of main supervisor and at least one assistant supervisor
5. lead the process in matters regarding handling of cheating
6. delegate tasks of education and studies if needed (Sv om konstigt)
Section 8: The Heads of Subjects

The remit of the head of subject is to:
1. head the tuition and research in the subject or subjects and their educational development
2. suggest a main supervisor and at least one associate supervisor of the dissertation work within the research education.
3. suggest two assessors for a licentiate theses, at least two preliminary examiner for a doctoral theses, the custos, the opponent and examination board

Section 9: Examiner

The examiner’s remit includes:
1. supervising that the scientific level is maintained in the subject or in an entity corresponding to a subject.
2. examining coursework and study entities plus crediting (for coursework done elsewhere) within the subject
3. approving course descriptions and course arrangements within the subject

Section 10: Doctoral and licentiate students

A research student at the University is referred to as a doctoral student. A research student at the University who has been admitted only to complete a licentiate degree is referred to as a licentiate student. All doctoral and licentiate students with a current right to study belong to the Graduate School at Åbo Akademi University. Those who were granted a study right after 1.1.2012 belong to a doctoral programme and follow the rules that came into force at that time. Those who were granted a study right before 31.12.2011 have the right to transfer to the new regulations or follow the earlier one during the transition time until 31.12.2016. The application to transfer to the new regulations is done by handing in a supervision and study agreement signed by all parties to the Research services. The dean reaches the decision based on the suggestion by the Research services.

Section 11: The supervisor and assistant supervisor

Each doctoral student is to have one supervisor and one assistant supervisor. For the supervision of a licentiate student a supervisor must have at least a doctoral degree, and in order to supervise a doctoral student she/he must be a docent, or have the corresponding scientific qualifications. The supervisor is to be employed by the ÅAU. An associate supervisor is to have a doctoral degree but need not be employed by the ÅAU. If the supervisor reaches the pension age or his/her contract is scheduled to tend during the next four years, also the associate supervisor needs to be employed by the ÅAU.

If the supervision process is interrupted by either of the supervisors during the 4-year-period, the faculty is to immediately appoint another supervisor or associate supervisor employed at ÅAU.
A change of supervisor or assistant supervisor is made by submitting a new agreement to the Research services which registers it. The agreement is to have been signed by all parties except earlier supervisor or associate supervisor. The remits of the supervisor or associate supervisor can be found in Appendix 1.

**Section 12: The subject examiner of the licentiate thesis**

Following notification by the Research services, the dean appoints two subject examiners at the proposal of the head of subject. Both examiners are to have completed a doctoral degree. At least one of the examiners must have her/his main professional activities situated outside the department, but both are recommended to come from outside the department. The supervisor may not act as subject examiner.

The subject examiners are recommended to each give a report in writing within 30 days or one jointly motivated report in accordance with the assessment criteria, proposing a grade therein.

**Section 13: Preliminary examiner of the doctoral thesis**

Following notification by the Research services, the dean appoints at least two preliminary examiners based on the proposal of the head of subject and with the acceptance of the doctoral student. Both examiners must be at least docents or have corresponding scholarly merits. Both must have their main professional activities situated outside the department. The supervisor may not act as examiner.

The examiners are recommended to each give a report in writing, or one jointly motivated report based on the assessment criteria within 60 days, proposing that the public defence be either permitted or declined.

When the doctoral degree is completed as a joint or double degree, the dean may decide to deviate from what has been decreed in Clause 1, nevertheless in such a way that the objective of the examination is achieved.

**Section 14: Custos**

Following notification by the Research services, the head of department appoints a professor or docent to be Custos (invigilator) for the public defence. The custos is usually the supervisor or one of the faculty’s professors. The remits of the custos during the defence can be found in Appendix 2.

**Section 15: Opponent**

Following notification by the Research services, the dean appoints one or two opponents at the proposal of the head of subject and with the approval by the doctoral student. An opponent must either have the competence of docent or corresponding scholarly merits and must have her/his main professional activities situated outside the ÅAU. A preliminary examiner may act as opponent. The supervisor must not act as opponent.
The opponent must receive a copy of the printed thesis or its manuscript at least 30 days before the public defence.

The remits of the opponent during the defence can be found in Appendix 2

The opponent/s submit/s in a written motivated report to the faculty within 21 days from the defence. It is directed to the Research services and is to include a brief, motivated assessment of the scholarly value of the thesis, merits and weaknesses founded on the assessment criteria, as well as the defence of the thesis. The report must be finished by a proposal of grade according to the assessment scale. It is not necessary to account for the contents of the thesis.

**Section 16: The examination board and its members**

Following notification by the Research service and on the proposal of the head of subject, the dean appoints an examination board for each defence for the assessment of the doctoral thesis. The board consists of the chair and two persons representing the academic subject or a related subject. It is recommended that at least one of the members comes from outside the subject in question. The members of the board must have at least the competence of docent or corresponding scholarly merits. A preliminary examiner may not be a member of the examination board. (12.11.2015)

When the degree is a joint or double degree the department can decide on a different composition of the examination board so that the requirements of the partner universities can be satisfied.

The supervisor is heard, but she/he may not be present at the meetings nor be a member of the examination board.

The task of the examination board is mainly to make sure that the opponent understands the University’s assessment criteria and scale and that the assessment scale is in parity with other theses at the faculty.

It is also the task of the examination board to prepare for the department council’s decision on a grade. Within 14 days from the day when the chair has received the opponent’s report from the Research services, the examination board is to make a statement whether it can agree with the grade proposed by the opponent as well as itself propose a grade. The choice of grade must be explained if it differs from the opponent’s proposal.

**Section 17: The board for research and research education**

The role of the board for research and research education as a collegial body of research to support the profit centres (resultatenhet enl. MOT) in planning and coordinating the research education plus to facilitate and support setting up internal and external alliances. The board’s term of office is two years. The vice-rector for research acts chair of the board and the director of Research and Education is responsible for handling the matters. The board for research and research education has 12 members and consists of professors, researchers and doctoral students. The board is appointed by the rector on suggestion by the faculty councils. Each faculty suggests two members with personal deputies from the
faculty’s professors and researchers plus a member from the faculty's doctoral student with a personal deputy.

The tasks of the board include:
1. drawing up processes for the research education,
2. supporting the supervisors among other things by arranging training,
3. taking the initiative to evaluating and developing the quality of the research education
4. arranging training for doctoral student where the faculties or the doctoral programmes lack the expertise in question,
5. developing new common concepts for the research education at ÅAU,
6. taking care of other duties given by the rector.

Chapter 3: Postgraduate Education

Section 18: The Graduate School at the Åbo Akademi University

The task of the Graduate School is to support the professionalization of the research education through a clear organization and responsibility distribution. The aim is that:
1. the research education is systematic, well-structured, and topnotch.
2. the degree can be attained during the time stipulated in the supervision and study agreement.
3. The education gives qualifications needed as a researcher and other requiring expertise positions within the university as well as the business sector and in society at large.

Section 19: Doctoral Program

The research education is organized in doctoral programmes, which in their turn belong to the graduate school. Each faculty has a doctoral program which is coordinated by the faculty.

Section 20: Doctoral networks

A doctoral network is formed by one or more research groups, subjects or departments from different universities.

A doctoral network can also be formed through corresponding cooperation within ÅAU. A doctoral network has at least two doctoral students employed at ÅAU.

Section 21: Educational structure and set time of study

The licentiate degree amounts to 120 study units and the doctoral degree to another 120 study units. When the doctoral degree is completed without a previous licentiate degree it amounts to 240 study units. The study performance included in the degree (major subject/ minor subject/ other studies) amounts to 40 study units. Registration is made according to the following:
### Section 22: The licentiate degree within the special psychologist’s education

<table>
<thead>
<tr>
<th>Degree</th>
<th>Specialisation</th>
<th>Methodological studies</th>
<th>Thesis</th>
<th>Set time of study</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Licentiate</td>
<td>65 cr</td>
<td>15 cr</td>
<td>40 cr</td>
<td>4 years (part time)</td>
<td>120 cr</td>
</tr>
</tbody>
</table>

### Section 23: Use of the language of instruction in research education

The language of instruction and examination is Swedish or English according to the decision of the faculty council.

### Section 24: Supervision and the supervision and study agreement

When the study right is granted the supervision and study agreement is also accepted. The choice of main and associate supervisor is confirmed at the same time. The supervisor’s and doctoral student’s rights and duties appear in the supervision and study agreement. Minor adjustments of the supervision and study agreement are made by submitting a new agreement which has been signed by all parties and which is registered by the Research services. Minor adjustments may be accepted by the examiner or the supervisor, whereas major changes must be accepted by the dean.

### Section 25: Annual evaluation of doctoral studies

An annual evaluation is carried out. The doctoral student submits an annual report in writing to the supervisor at the end of the autumn term. The supervisor goes through the report with the doctoral student in a staff interview/developmental conversation.

A more extensive evaluation, either of the entire doctoral study or thematically, is made regularly on the initiative of the board for research and research education.
Chapter 4: Admission to Study and Registration of Doctoral Students

Section 26: Qualification for Studies within Research Education

The Universities Act 558/2009 37 § stipulates the criteria of eligibility for studies leading to a university degree. The faculty council (or in case the mattes has been delegated the dean) can presume that the person admitted for studies leading to a higher university degree, according to the Universities Act 37 § 3, completes a maximum of one year (60 cr) of additional studies to obtain the skills needed in the education.

Section 27: Admission to Studies within Research Education

The Universities Act 558/2009 36 § stipulates about admission of students. The faculties decide about the admission principles. Study entitlement is granted by the faculty council, which can delegate the matter to the dean.

A person who by the faculty council in another way has been found in possession of sufficient knowledge and skills can also be admitted.

Section 28: Applying for Study Entitlement

The application for entitlement to study in the postgraduate programme is made in writing to the department and is submitted to the faculty council and is submitted to the research services. The application contains at least the following information on the applicant: previous education, language skills, thesis language, doctoral programme, agreements on supervision and studies, as well as a research plan written in either Swedish or English and which may be subjected to a plagiarism check.

If the intent is to arrange the education with a joint or double degree as aim, this is to be stated in the agreement.

The Research services controls eligibility and documents plus presents the matter to the faculty council, which can delegate the matter to the dean. The decision is either granting or rejecting a study entitlement. At the same time it is to be informed within which time an accepted applicant is to enrol at the university and how the applicant can get to know how the admittance criteria have been applied and how to appeal for correction.

An applicant who is dissatisfied with the admission decision may hand in an appeal for correction in writing to the faculty council within 14 days from when the result of the admission was communicated.

Section 29: Supplementary Studies

In the case when a student applies for entitlement to study within the postgraduate programme, but the faculty requires the student to supplement her/his previous education before the studies can begin, the student may be granted the right to pursue supplementary studies at the University.
These supplementary studies may be pursued in such a way that the student has registered to either supplement her/his previous degree or as a research student, however with the obligation to complete the supplementary studies before completing her/his research degree. The entitlement to study may, in the first case, be changed into degree studies after the head of subject has notified the research services that the supplementary studies have been completed.

The entitlement to supplementary studies is valid for two entire academic years after the student has registered. The doctoral student may apply for an extension of the time period from the dean. The supplementary studies are not part of the studies for the intended degree. The student may, with the approval of the dean, begin study for a research degree alongside the supplementary studies.

Section 30: Enrolment and Term Registration

If the study entitlement has been granted, the student should register at the student office within the time period stated in the decision. Each academic year the student must register as present or absent.

A doctoral student who has been registered at the ÅAU but who neglects the registration for the academic year and wants to continue his/her studies later needs to apply for re-entry into the student register from the research services.

Section 31: Rights Accompanying the Study Right at ÅAU

A doctoral student who is enrolled for taking a university degree at ÅAU has the right to participate in the tuition and examination arranged by ÅAU and the right to get supervision in accordance with the supervision and study agreement.

A doctoral student who has taken research degree at ÅAU has the right to study at ÅAU as long as the registration as present is in force or at the most to the end of the academic year.

Chapter 5: Theses

Section 32: Form of Theses and Publicity

As of 1.8.2015 the thesis for licentiate degree is handed in in an electronic version, which is stored in the database of ÅAU and constitutes the official version. Exceptions are theses that are prepared for publication or are classified as secret according to DR 55 §.

Doctoral theses can be published in two ways: in printed or digital version. Also in the latter case a version for the defence is to be printed. The thesis can be published as monograph or article thesis. Instructions about publishing, edition, distribution, digital thesis etc. can be found on the ÅAU homepage.
Section 33: Article thesis and multiple author articles

Such scientific refereed articles or manuscripts may be accepted as a licentiate or doctoral thesis, which deal with the same set of problems together with a summary of these, or some other work that fulfills the corresponding scholarly criteria.

The article thesis must form an entity which, as a rule, includes 1-4 articles for a licentiate thesis and 3-7 articles for a dissertation. The articles should as a rule have been published or accepted for publication. Also joint articles written by several persons may be accepted as articles, presupposing that the author’s independent contribution to them can be indicated.

A person may not use the same article repeatedly, but since articles are often written as joint publications, separate persons may use one and the same article in their respective theses.

Articles which have been included in a previous licentiate thesis within the same field and which are understood as a partial goal of the dissertation may be included in the total number of articles for a dissertation.

Section 34: Use of language in Theses

The language of the thesis
The doctor’s or licentiate thesis is written in Swedish, Danish, Norwegian, or English. When the thesis belongs to the field of Finnish or a foreign language, as well as when the didactics of Finnish or of a foreign language are concerned, the language in question can be used. The faculty council can for special reasons decide that another language may be used in the thesis.

Language revision
Doctoral theses undergo language revision carried out by the Centre for Language and Communication. Language revision does not, however, include proofreading. In the language subjects, when the subject reviewer has passed the advanced studies in question and is thus qualified to revise the language, the reader also carries out the language revision.

Swedish summary
If the thesis has not been written in Swedish, Danish or Norwegian, a brief abstract in Swedish (1 page) is to be included in the thesis.

English summary
If the thesis has not been written in English a brief summary in English (max 10 pages) is to be included in the thesis.

Summary in cases when the publisher is a commercial publishing company
If the thesis will be published by a commercial publisher, the summaries may be printed on a loose-leaf sheet which is inserted into the copies used at the defence.
Section 35: Plagiarism Control

All examination works must undergo a plagiarism check by means of a programme for plagiarism control. Such control of all articles is always undertaken, independent of their having been written by one or several persons and independent of their having been published or are at the stage of being reviewed.

Section 36: Assessment criteria

Licentiate theses and doctoral theses are assessed according to the following criteria:

Choice of subject and research problem
The thesis must give a thorough presentation of new knowledge: show innovative techniques and also may open up an entirely new branch of research. The thesis must be appropriately delimited. Aims, problem-setting, and research questions must be formulated so that they can be answered in a meaningful way.

Conceptual clarity and theoretical mastering of the subject
The work must be conceptually clear and the author must master the underlying theories and be able to conceptualize the research problem. Definitions and conceptual coinages must be clearly expressed.

Research methods
The methods must be well described and appropriate, with due consideration to the research problem. A consequent application of the research methods is considered a merit. A thorough mastering and insightful use of the research methods are considered an advantage of the work.

Material and source criticism
The material must be of qualitatively high standard and be quantitatively sufficient with regard to the research problem and the research method. The source material is critically scrutinised and reliably accounted for by means of correct citations and references.

Presentation of the results
The research results must be clearly and logically presented. The analysis must be consistent and well-founded. The account of the results must correspond with the aim and problem-setting.

Conclusions
The conclusions must be systematic and well-founded and they must be extracted from the aim, the research problem, the material, and the method.

The work as a whole and the linguistic form
The thesis must be consistently organized, the linguistic form distinct and the graphic layout clear. The text must be consistent and logical and focus on the essential aspects of the study. The argument must
proceed in a logical fashion. The author must show proof of critical thinking, originality, and independence.

When a doctoral thesis is assessed the defence of the dissertation is also considered.

**Section 37: Assessment scales and criteria for theses within the research education**

**Grading scales and criteria for licentiate theses**

The grading scale for passing a thesis for the licentiate degree is two-graded. The grades for postgraduate studies are pass and pass with honours.

<table>
<thead>
<tr>
<th>Pass with honours</th>
<th>The thesis has been expertly carried out all over. It is characterised by independence and confidence, and contributes new knowledge to the field in question. The thesis must be of the highest international standing to be awarded this grade.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pass</td>
<td>The thesis has no major weaknesses when the different assessment criteria are considered. Weaknesses in separate areas are compensated by merits in others. The thesis contributes new knowledge. In terms of formalities, the thesis is largely impeccable and the examinee can be said to master her/his subject well.</td>
</tr>
</tbody>
</table>

**Assessment scales and criteria for doctoral theses**

The grading scale for a thesis for the doctoral degree is two-graded. The grades for postgraduate studies are pass and pass with honours. (16.2.2016)

<table>
<thead>
<tr>
<th>Pass with honours</th>
<th>The thesis has been expertly carried out all over. It is characterised by independence and confidence and contributes new, essential knowledge to the field in question. The thesis must be of the highest international standing to be awarded this grade.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pass</td>
<td>The thesis has no major weaknesses when the different assessment criteria are considered. Weaknesses in separate areas are compensated by merits in others. The thesis contributes new knowledge to the field in question. In terms of formalities, the thesis is largely impeccable and the examinee can be said to master her/his subject well.</td>
</tr>
</tbody>
</table>

**Section 38: Assessment of the licentiate thesis**

Licentiate theses are assessed after approved plagiarism control. The subject examiners are recommended to each give a report in writing within 30 days or one jointly motivated report in accordance with the assessment criteria, proposing a grade therein.

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If one of the subject examiners suggests dismissal of the thesis, another subject examiner is appointed, who within 30 days are to give a new report. If both subject examiners give a report that dismisses the thesis, it is returned to the author, a supervisor is appointed and the supervision process is resumed.

Before the licentiate thesis is graded the author is to be given the opportunity to respond to the examiners’ report. The author and supervisor are informed per email about the report that forms the basis for the upcoming grading.

The faculty council assesses the licentiate thesis in accordance with the subject examiners’ proposal for a grade and the author’s eventual response. The mail to the author about the decision also informs how to apply for a correction of this decision by the department council.

A written application for correction of the decision is to be handed in within 14 days of receipt of the information on the result of the assessment and the application of it.

Section 39 Processes of submission, examination, and assessment of licentiate and doctoral theses

The processes of submission, examination, and assessment must be organised with the objective that the public defence can take place and the degree be issued within two and four years respectively. The recommended time span for the entire process of a doctoral thesis at the University is 4 months as from the submission of the manuscript and to the issuing of the degree certificate.

Chapter 6: The Public Defence

Section 40: Public examination of the doctoral thesis

Doctoral theses must be made subject to public examination.

Section 41: Preliminary examination of the doctoral thesis

A doctoral student who is registered as a research student and who wishes to defend her/his doctoral thesis publicly submits the manuscript to her/his supervisor. If the supervisor finds that the manuscript is ready for a plagiarism check, language revision and subject examination, and that it follows the regulations for article theses and joint publications, the head of subject proposes two preliminary examiners.

Doctoral theses undergo preliminary examination after passing the plagiarism control. The two preliminary examiners each give a motivated report in writing, or one jointly motivated report based on the assessment criteria within 60 days.

If one of the preliminary examiners suggests dismissal of the thesis, another preliminary examiner is appointed, who within 60 days is to give a new report. If both preliminary examiners give a report that
dismisses the thesis, it is returned to the author, a supervisor is appointed and the supervision process is resumed.

Section 42: Arranging the public defence

Following notification from the research services the dean authorises the arrangement of the public defence based on the preliminary examiners report. One prerequisite is that all doctoral studies are completed.

As a rule the defence is in Swedish. A domestic respondent holds the lectio in Swedish. When the doctoral degree is taken in cooperation with a foreign university, the dean can decide that a domestic respondent keeps the lectio in a foreign language.

The dean takes a decision on the use of other languages but Swedish for the defence and/or lectio, as well as, the time and place for the defence. As a rule, the decision is announced no later than 1 month before the defence.

Section 43: The public defence

The main part of the public defence consists of the respondent’s lectio praecursoria, the opponent’s general statement on the thesis, the opponent’s detailed examination of the thesis and the respondent’s defence, and the opponent’s overall opinion of the thesis. This part of the defence must not take more than four hours. After this, the audience may also present comments on the thesis. The total length of the public defence must not exceed five hours.

Further instructions on the procedure at the public defence are included in Appendix 2.

Section 44: Assessment of a doctoral thesis

The examination board and the opponent meet immediately after the public defence. The opponent/s submit/s to the research services a report in writing including a proposed grade within 21 days.

Within 14 days the examination board makes a statement on the proposed grade to the academic office and motivates the statement if it differs from the opponent’s proposal.

The faculty council assesses the thesis also if either the opponent or the examination board has suggested that it should not pass.

Before the assessment of a doctoral thesis, the author must be given an opportunity to respond to the statement/s submitted by the opponent and the examination board. The author and supervisor are informed about the report and the examination board’s statement forms the basis for the subsequent assessment.
The thesis and the public defence are assessed by the department council with a joint grade founded on the opponent’s proposed grade, the examination board’s statement, and the doctoral candidate’s eventual response. The author is informed about the decision, plus given instructions how to apply for correction from the vice-rector.

A written application for correction is to be handed in within 14 days from being informed about the result of the assessment and the application of the assessment criteria.

The Vice-Recto in charge of research decides about the application for correction and may before reaching a decision consult experts.

**Chapter 7: Completing a Degree**

**Section 45: Completing a Degree**

The subjects that can be a major subject in a degree are sited in the appendix of the DR. If an entity corresponding to the major subject is part of the higher university degree this entity can also form the major in the same field in the researcher education. In this case what is said about the Doctor of Philosophy Degree is considered.

**Section 46: Completing a licentiate degree**

A licentiate student may complete the licentiate degree after having carried out the part of the studies which belongs to the postgraduate education programme as well as the specialisation which is potentially part of the degree. The licentiate degree also includes a licentiate thesis.

**Section 47: Completing a doctoral degree**

A doctoral student may complete the doctoral degree after having carried out the part of the postgraduate education programme on which the department has decided, and after having written a doctoral thesis and defended it in public. If the doctoral student completes a double degree, which means certificates from multiple universities, the required examination of the thesis must be made at Åbo Akademi University before the degree certificate can be issued.

**Section 48: Completing a degree as doctor of philosophy**

In addition to humanities and sciences, the doctor of philosophy degree can be completed in all fields of study at the University where postgraduate education is available.

The doctor of philosophy degree is awarded when a student within her/his education programme lacks either the Bachelor’s or Master’s degree or a five-year higher education degree in the field of study in which the student intends to complete a doctoral degree. The doctor of philosophy degree is awarded
when the student has earlier student has previously completed the doctoral degree belonging to the same field of study.

**Section 49: Degree certificates**

The research services present the certificate to the dean who decides on issuing the degree certificate. Where applicable, regulations on certificates follow Chapter 9 of the Degree Regulations.

Through the decision of the department council a person who has graduated as a doctor may be given the traditional insignia of doctor at the conferment ceremony or without a ceremony.

**Chapter 8: The Procedure at the Doctoral Conferment Ceremony**

**50 § Permission to Arrange the Doctoral Conferment Ceremony**

On the Vice-Rector’s request the Chancellor grants each faculty the right to arrange the conferment ceremony. At the conferment ceremony honorary doctors and doctors are conferred. In addition jubilee doctors may be conferred.

**51 § Conferment register**

In connection with the student register a register of persons who have gone through the conferment ceremony is kept.

**52 § The conferrer (Sw. promotor)**

The faculty council appoints conferrers for the degrees in accordance with the following:

1) one conferrer for humanities, psychology and logopedics (FHPT)
2) one conferrer for theology (FHPT)
3) one conferrer for education and welfare studies (FPV)
4) one conferrer for social sciences, business and economics (FSE)
5) one conferrer for natural sciences (FNT)
6) one conferrer for technology (FNT).

The five first mentioned conferrers confer in Latin and the last mentioned in Swedish. At the conferment ceremony the conferrer greets those who are to be conferred and gives the insignia to those who are to be conferred.
Section 53: Procedure during the doctoral conferment ceremony

The procedure at the conferment ceremony is that the conferrer first confers the jubilee doctors, then the honorary doctors and after that the doctors in the different academic fields in the order cited above in the previous section. The conferrer finally confers the doctors of philosophy, who have completed their degrees according to Section 49.

Section 54: Insignia

At the conferment ceremony the promovendi receive the insignia belonging to the doctoral degree. The faculty council stipulates which insignia belong to each doctoral degree. The insignia can be the doctoral hat, the lyre (Sw. lyra), the doctoral sword (Sw. doktorsvärjan), the diploma, the collar and the brooch.

Section 55: Honorary doctors

The faculty councils appoint a maximum of three honorary doctors per faculty. In addition, the Rector may suggest honorary doctors for the different faculties.

Chapter 9: Coming into force

Section 56: Coming into force

These instructions come into force on 1.5.2015. By the coming into force of these instructions, the Instructions for Research Education at Åbo Akademi University confirmed by the University Board on 20.10.2011 including changes later made are cancelled.