

# CHECKLIST FOR DOCTORAL CANDIDATE

## PRE-EXAMINATION

	The manuscript submitted for official pre-examination shall be finalized and language checked. You can check the layout of the manuscript with the University's Publications Secretary ( <a href="mailto:julkaisut@uwasa.fi">julkaisut@uwasa.fi</a> )
	Download your manuscript to Moodle for plagiarism check (Turnitin) according to the instructions from your supervisor
	Fill in the form " <a href="#">Submission of Doctoral Dissertation to Pre-examination</a> " with your supervisor
	Fill in the form " <a href="#">Report on the articles and essays of the compilation dissertation</a> " on each of the articles / essays in the dissertation
	Submit above mentioned forms and the manuscript (as a pdf-file) to the Specialist at Graduate School (see contact information below)
	The Management Group of the Academic School appoints the pre-examiners. See meeting schedule in intranet Messi.

## PERMISSION FOR PUBLIC DEFENSE

	Give your response to the pre-examiners' statements
	Give your response to the choice of opponent/-s
	The Management Group of the Academic School grants the permission for public defense and appoints the custos and opponent/-s. See meeting schedule in Messi.
	Agree with your supervisor on the defense date and a "nailing date". Inform also contact persons (see persons below).

## PUBLISHING THE DOCTORAL DISSERTATION

	Finalize your manuscript and agree on editing and publishing of your dissertation at least 6 weeks before the public defense ( <a href="mailto:julkaisut@uwasa.fi">julkaisut@uwasa.fi</a> )
	Fill in "Publication agreement" and "Request for publication permit" -forms. Make sure that you have <u>permission to reprint</u> your articles ( <a href="mailto:julkaisut@uwasa.fi">julkaisut@uwasa.fi</a> ).
	Prepare a <a href="#">Press release</a> together with the University's communication specialist ( <a href="mailto:viestinta@uwasa.fi">viestinta@uwasa.fi</a> )

## PUBLIC DISPLAY OF THE DISSERTATION AND DISTRIBUTION

	Send the electronic pdf-file of your dissertation to the opponent as soon as it is ready
	Post the printed dissertation to the opponent as soon as it is out of the printing house
	Public display of the dissertation (nailing) at least 10 days before the public defense
	Distribute your thesis to the members of the scientific community and colleagues ( <a href="#">see instructions</a> )

**EXAMINATION OF THE DISSERTATION**

	Agree on reserving the auditorium for public defense (contact persons below). Instructions for the public defense in Messi. Public defenses are streamed online.
	Order coffee and cake to be served after the public defense (mathilda@juvenes.fi). The cost of the coffee event will be covered by the School up to certain amount.
	Make the arrangements for the post-doctoral party "karonkka": invitations, place, menu, speeches, clothing
	Prepare your lectio praecursoria, check out auditorium and its techniques, <a href="#">dress code</a> and <a href="#">dissertation proceedings</a>

**GRADUATION**

	Give your response to the opponent's report
	The School's management group decides on the acceptance and grading of the dissertation. Meeting schedule in Messi.
	Check that all your studies are registered in student information system.
	Apply for graduation in Peppi
	<u>Join the alumni network of the University of Vaasa and Phd Club</u>

**Contact persons:****Graduate School**

Specialist Juuli Honko, Tel. 029 449 8133

E-mail: [firstname.lastname@uwasa.fi](mailto:firstname.lastname@uwasa.fi)

Please contact [julkaisut@uwasa.fi](mailto:julkaisut@uwasa.fi) with issues relating to publishing and [viestinta@uwasa.fi](mailto:viestinta@uwasa.fi) with the issues relating to communications.