



# CHECKLIST FOR DOCTORAL CANDIDATE

## PRE-EXAMINATION

- The manuscript submitted for official pre-examination shall be finalised and language checked. You can check the layout of the manuscript with the University's Information Services Advisor ([julkaisut@uwasa.fi](mailto:julkaisut@uwasa.fi)).
- Download your manuscript to Moodle for plagiarism check (Turnitin) according to the instructions from your supervisor.
- Fill in the form [Submission of Doctoral Dissertation to Pre-examination](#) with your supervisor.
- In case of compilation dissertation, fill in the [article report forms](#) of the articles and essays included in the dissertation.
- Submit the above mentioned forms and the manuscript (as a pdf file) to the Specialist at the 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 DEFENCE

- 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 defence and appoints the custos and opponent/-s. See meeting schedule in Messi.
- Agree with your supervisor on the defence date and a "nailing date". Inform also contact persons (see below).

## PUBLISHING THE DOCTORAL DISSERTATION

- Finalise your manuscript and agree on editing and publishing of your dissertation at least 6 weeks before the public defence ([julkaisut@uwasa.fi](mailto:julkaisut@uwasa.fi)). See [instructions](#).
- Fill in Publication Agreement form. Make sure that you have [permission to reprint](#) your articles. ([julkaisut@uwasa.fi](mailto:julkaisut@uwasa.fi)).



- Prepare a Dissertation Announcement together with the University's Communication Specialist ([riikka.kalmi@uwasa.fi](mailto:riikka.kalmi@uwasa.fi))

### **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 defence.
- Distribute your thesis to the members of the scientific community and colleagues (see [instructions](#)).

### **EXAMINATION OF THE DISSERTATION (PUBLIC DEFENCE)**

- Agree on reserving the auditorium for public defence (see contact person for practical arrangements for public defence below)
- Order coffee and cake to be served after the public defence. The reasonable costs of the coffee event will be covered by the School up to approximately 30 persons.
- Make the arrangements for the post-doctoral party "karonkka": invitation, place, menu, speeches, clothing etc.
- Prepare your lectio praecursoria, check out auditorium and its techniques, [dress code and dissertation proceedings](#).

### **GRADUATION**

- Give your response to the opponent's statement.
- The School's Management Group decides on the acceptance and grading of the dissertation. Meeting schedule in intranet Messi.
- Check that all your studies are registered in student information system.
- Fill in the request for graduation in Peppi
- Join the alumni network of the University of Vaasa and the PhD Club.



**Contact Information:**

**Graduate School:**

Specialist in Doctoral Studies Juuli Honko, [juuli.honko@uwasa.fi](mailto:juuli.honko@uwasa.fi), tel. 029 449 8133

Practical arrangements for public defences: Research Services Specialist Linda Westerlund, [linda.westerlund@uwasa.fi](mailto:linda.westerlund@uwasa.fi), tel. 029 449 8767

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