



# 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 material is to be submitted latest one week before the meeting of the Academic School's Management Group.
- ☐ 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)).
- ☐ Fill out the [dissertation announcement form](#) no later than 4 weeks before your defence.

## 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.