PRELIMINARY EXAMINATION OF DOCTORAL DISSERTATION

Doctoral candidate

1. Almost finished manuscript
2. Manuscript review → agreement on readiness for final examination
3. Finished manuscript
4. Preparing an application for permission to publish, submission of manuscript
5. Recommendation by supervising professor and proposal for preliminary examiners
6. Application review
7. Application processing
8. Assignment of preliminary examiners. Rapporteur notifies supervising professor and doctoral candidate
9. Guidance of preliminary examiners and request for statement
10. Manuscript of doctoral dissertation
11. Preliminary examination
12. Statements
13. Statement review and possible revision. Rapporteur notifies supervising professor and doctoral candidate
14. Finalises manuscript
15. Reviews and accepts revisions
16. Reviews revisions
17. Granting permission to publish. Rapporteur notifies the supervising professor and doctoral candidate
18. Binding and printing of doctoral dissertation

Supervising professor

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Doctoral Programme Committee, rapporteur

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Preliminary examiners

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Revisions if necessary

No

Yes

No revision needed

Revision needed

No

Yes
PROCESS:

1. **Almost finished manuscript (Doctoral candidate)**
   The doctoral candidate submits the manuscript to the supervising professor for review.

2. **Manuscript review → agreement on readiness for final examination (Supervising professor)**
   The supervising professor approves the manuscript for preliminary examination provided the doctoral candidate makes agreed-upon changes.

3. **Finished manuscript (Doctoral candidate)**
   After the doctoral candidate has incorporated the changes proposed by the supervising professor, the manuscript is ready for preliminary examination.

4. **Preparing an application for permission to publish, submission of manuscript (Doctoral candidate)**
   The doctoral candidate files an application for permission to publish. No later than 10 days before the meeting of the Doctoral Programme Committee, the doctoral candidate shall submit to the rapporteur a manuscript of the dissertation – in PDF form electronically – an account of the author’s contribution and the CVs of the preliminary examiners as well as a short explanation as to why these persons are qualified for the task.

5. **Recommendation by supervising professor and proposal for preliminary examiners (Supervising professor)**
   The supervising professor recommends that the permission to publish be granted and puts forward a proposal regarding the assignment of preliminary examiners to the Doctoral Programme Committee. The supervising professor is responsible for finding suitable preliminary examiners with expertise on the topic of the dissertation.

5.1 **Commitment to serve as preliminary examiner (Preliminary examiners)**
   The preliminary examiners commit to serving as preliminary examiners before they are proposed for the task.

6. **Application review (Rapporteur)**
   The rapporteur reviews the application.

7. **Application processing (Doctoral Programme Committee)**
   The Doctoral Programme Committee processes the application.

8. **Assignment of preliminary examiners (Doctoral Programme Committee, Rapporteur)**
   Rapporteur notifies supervising professor and doctoral candidate.
8.1 Preliminary examiners not accepted, new proposal requested (Supervising professor, Doctoral candidate)

9. Guidance of preliminary examiners and request for statement (Coordinator/Planning officer)
   Coordinator/Planning officer sends the preliminary examiners a request for statement and issues them guidelines via e-mail.

10. Manuscript of doctoral dissertation (Preliminary examiners)
    Coordinator/Planning officer sends the dissertation manuscript to the preliminary examiners.

11. Preliminary examination (Preliminary examiners)
    The preliminary examiners review the dissertation manuscript.

12. Statements (Preliminary examiners)
    The preliminary examiners submit a statement regarding the dissertation manuscript to the Doctoral Programme Committee.

13. Statement review and possible revision (Doctoral Programme Committee, rapporteur)
    Rapporteur notifies the supervising professor and doctoral candidate.

13.1 Doctoral candidate has the opportunity to terminate the process before a decision (Doctoral candidate)

14. Finalises manuscript (Doctoral candidate)
    The doctoral candidate incorporates the changes proposed by the preliminary examiners to the manuscript.

15. Reviews and accepts revisions (Supervising professor)
    The supervising professor reviews the manuscript to ensure that necessary changes have been made.

16. Reviews revisions (Doctoral Programme Committee)
    The doctoral candidate submits to the Doctoral Programme Committee an account signed by the supervising professor, confirming the revisions made.

17. Granting permission to publish (Doctoral Programme Committee, Rapporteur)
    Rapporteur notifies the supervising professor and the doctoral candidate.

17.1 Doctoral candidate has the opportunity to terminate the process before a decision (Doctoral candidate)

18. Binding and printing of doctoral dissertation (Doctoral candidate)
    The doctoral candidate organises the binding and printing of the doctoral dissertation.