Dissertation info for doctoral students at the School of Science

- **Refreshments** (16-16.15)
- **From pre-examination to graduation**
  - Planning officer Emma Holmlund, (16.15-16.50)
- **Short break** (16.50-17)
- **Experiences from a graduated doctor**
  - Dr. Michiko Alcanzare, PHYS (17-17.15)
- **Publishing of a dissertation - presentation of the Aalto publication platform**
  - Information specialist Leila Juusola, Learning Services (17.15-17.45)
- **Questions**
From pre-examination to graduation
Doctoral Programme in Science

- Scientific part: PHYS, MS, NBE, CS and DIEM
- Administration: learning services (admin) and the doctoral programme committee (academic)

- The largest of the doctoral programmes at Aalto (tot. 6)
  - 90 new and 80 graduate
The doctoral programme of SCI* is run by the acad. and admin. personnel

Doctoral programme committee (academic):

- Head, Prof. Tapio Lokki (CS)
- Prof. Alexander Engström (MS)
- Prof. Jukka Tulkki (NBE)
- Prof. N. Asokan (CS)
- Prof. Adam Foster (PHYS)
- Prof. Riitta Smeds (DIEM)

... and the learning services personnel (administrative):

- **Emma Holmlund**
  - Pre-examination process
- **Mari Dagnall** (CS and NBE)
- **Laura Öhrnberg** (PHYS, MS, DIEM)
  - Confirmation of the study plan
  - Scholarships
  - Appointing the opponent
  - Dissertation release and public display of the dissertation
  - Graduation processes

*SCI = School of Science
Doctoral studies - Case Process

Year 1
- Admission to the programme
- Theoretical studies done by 18 mo

Year 2
- Manuscript ready
- Supervision

Year 3
- Manuscript ready
- Manuscript ready
- Manuscript ready
- Dissertation ready - Pre-examination

Year 4
- Publishing of dissertation
- Defense
- Graduation
- Post doctoral position in another university
- Working outside academia: industry, entrepreneurship, public sector, third sector organisations

Funding possibilities
- Project funding
- Department funding
- Personal grants

Recommended
- Mobility abroad
- Networking
- Teaching

= Administrative processes of the doctoral programme
Information about pre-examination and graduation

- INTO web pages: https://into.aalto.fi/display/endotorialsct
- Checklist available in Into
  (https://into.aalto.fi/display/endotorialsct/Checklist+for+doctoral+candidates)
Checklist for doctoral candidates

• A checklist for doctoral candidates is available in Into
• Important stages during doctoral studies and links to more information https://into.aalto.fi/display/endotoralsci/Checklist+for+doctoral+candidates
Rights and responsibilities

https://into.aalto.fi/display/endocralsci/Supervision+of+doctoral+candidate

- **Rights of a doctoral candidate:**
  - receive guidance and follow the study and research plan

- **Responsibilities:**
  - commit to the study plan and research plan and to report on your progress as agreed on in the supervision plan.

- **Duties of the supervising professor:**
  - follow up on the progress of your studies
  - ensure that all requirements in the study process are fulfilled
  - familiarize you with the requirements for a doctoral dissertation
  - to assist you in career planning
If something goes wrong

• **Talk with**
  • your supervising professor/ thesis advisor
  • Head of the Department
  • HR of your department
  • us in the doctoral programme
1+8 steps from the complete dissertation manuscript to the doctoral degree

1. Confirmation of your studies
2. Dissertation and pre-examination
3. Granting permission to publish
4. Confirmation of the opponent and the public defense
5. Printing and publishing of the dissertation
6. Dissertation release and public display of the dissertation
7. Public defense
8. Approving and grading of the dissertation
9. Receiving the doctoral degree
Confirmation of your studies

• When all the theoretical studies (40 ECTS) have been done, then your studies have to be confirmed:
  https://into.aalto.fi/display/enddoctoralsci/Confirmation+of+theoretical+studies

• Fill in the form and bring it to us, please check the deadlines: https://into.aalto.fi/display/enddoctoralsci/Meetings

• DPC will confirm your studies if everything is ok.
General quality requirements of dissertations at Aalto

- must follow good scientific practices and ethically sustainable principles.
- must contain new scientific findings.
- research methods and results are to be presented clearly and they need to withstand examination
- the candidate’s own contribution to the research has to be sufficient and clearly stated.

https://into.aalto.fi/display/endocralsci/General+quality+requirements+and+forms+of+dissertations
Forms of doctoral dissertations

https://into.aalto.fi/display/endotoralsci/General+quality+requirements+and+forms+of+dissertations

• **Monograph**
  - The author’s own personal work
  - Does not contain journal articles/manuscripts/essays

• **Article dissertation**
  - Consists of a compiling part and peer-reviewed or submitted journal/conference articles.
  - An article can be included in several dissertations if the separate contributions of the doctoral candidates can be demonstrated.

• **Essay dissertation**
  - Consists of a compiling part and scientific essays.
Dissertation ready to be published

- Check that your dissertation contains:
  1. Title page
  2. Abstract
  3. Table of contents
  4. List of publications included in the dissertation
  5. Clarification of the authors contribution
  6. List of references
  7. The separate publications
- language check is done (paid by the student)
Pre-examination process (takes 2-3 months)

- https://into.aalto.fi/display/endotoralsci/Pre-examination+process
- When your dissertation manuscript is ready for publication
  - Apply for permission to publish it
    - starts an examination process called pre-examination.
- 2 independent pre-examiners read your dissertation
  - statement on whether the dissertation may be published or not.
- DPC will decide on permission to publish
- After the manuscript has been sent to the pre-examiners you are not allowed to
  - Add/remove/change articles/manuscripts/essays to other ones
  - Change the results in the dissertation
The application

https://into.aalto.fi/display/endotoralsci/Applying+for+permission+to+publish

• Form 306 and the following attachments:
  • Abstract
  • List of publications in the dissertation (not monographs)
  • Clarification of your own contribution
  • Clarification of subcontracting
  • CV and publication list of the pre-examiners
  • Dissertation (1 PDF)

• Schedule
  • Application + attachments to Emma Holmlund 12 days prior to the DPC meeting,
  • dissertation at 9 am on the day before the DPC meeting

https://into.aalto.fi/display/endotoralsci/Meetings
# Deadlines for applications and other matters

## Autumn 2017

<table>
<thead>
<tr>
<th>Deadline for applications</th>
<th>DPC meetings</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wed 29.11.</td>
<td>Tue 12.12.</td>
<td>Fri</td>
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</tbody>
</table>

## Spring 2018

<table>
<thead>
<tr>
<th>Deadline for applications</th>
<th>DPC meetings</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wed 10.1.</td>
<td>Tue 23.1.</td>
<td>Wed</td>
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<tr>
<td>Wed 31.1.</td>
<td>Tue 13.2.</td>
<td>Wed</td>
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<td>Wed 7.3.</td>
<td>Tue 20.3.</td>
<td>Fri</td>
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<td>Wed 28.3.*</td>
<td>Tue 10.4.</td>
<td>Fri</td>
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<td>Wed 9.5.</td>
<td>Tue 22.5.</td>
<td>Fri</td>
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<tr>
<td>Wed 6.6.</td>
<td>Tue 19.6.</td>
<td>Fri</td>
</tr>
</tbody>
</table>
Appointing the pre-examiner

• Supervising prof. suggests 2 pre-examiners

• Criteria for pre-examiners and opponent:
  (https://into.aalto.fi/display/endooralsci/Dissertation+examiners)
  • sufficient scientific competence and authority in the dissertation’s research field or fields (scientific publications)
  • doctor’s degree
  • from Finland (outside Aalto) or abroad

• Independence of the pre-examiners/opponent
  • No common publications or research collaboration within 5 years with the candidate
  • Not a close relation to the candidate, supervisor or advisor

• The candidate shall not be in contact with the pre-examiners, but has a right to remark on the choice of the pre-examiner.
Examination of the dissertation

- Pre-examiners assigned
  - pre-examination time is normally 6 weeks
- Statements arrive
  - possibility to make an official written reply on the statements, if the pre-examiner has greatly misunderstood something
- DPC will decide on granting permission to publish the dissertation
  - email-meeting or regular DPC meeting
Decisions of the DPC:

[https://into.aalto.fi/display/endothermalsci/Granting+permission+to+publish](https://into.aalto.fi/display/endothermalsci/Granting+permission+to+publish)

1. nothing in particular to correct.
   - Permission to publish is granted.

2. minor corrections are needed.
   - Prof checks corrections, permission to publish is granted.

3. moderate corrections are needed.
   - The revised manuscript, an account of the corrections and a written statement from the professor. DPC will make a new decision.

4. major corrections are needed.
   - Same as above. Then re-examination by both pre-examiners and then DPC will make a new decision.

5. extensive corrections are needed.
   - The dissertation examination process needs to start over.
Appointing an opponent

(https://into.aalto.fi/display/endotoralsci/Appointing+an+opponent)

- After permission to publish has been granted.
- The supervising professor suggests 1-2 opponents
- The candidate shall not be in contact with the opponent(s), but has a right to remark on the choice of the opponent(s).
- Two opponents?
  - If one of the opponents has pre-examined your work
  - If the dissertation is multidisciplinary and needs wider expertise
Proposal for the opponent(s) and custos in the public examination of a doctoral dissertation

https://into.aalto.fi/display/endocralsci/Appointing+an+opponent

- **Form 307 and attachments:**
  - CV(s) and publication list(s) of the opponent(s)
- **Head of the doctoral programme committee confirms**
  - *One or two opponents*
  - *The date and time of the public defense*
  - *The custos and language of the public defense*
Printing of the dissertation

• You will hear more about this later today
• Always published in the Aalto dissertation publication series
• Min. 30 printed copies, agree on exact number with dept.
• Compensating the printing costs
  • Your department will pay up to 500€ + VAT of the printing costs.
  • At the publication platform, order 2 invoices: you & department.
    https://into.aalto.fi/display/endoc/oralsci/Publishing+and+printing+of+a+dissertation#Publishingandprintingofad
    issertation-Compensatingtheprintingcosts
• Do not forget the electronic dissertation + agreement
Whom to contact – Publishing your dissertation

• Publication platform: julkaisut@aalto.fi

• The e-publication: aaltodoc-help@aalto.fi

• Schedule and costs (Unigrafia): asiakaspalvelu@unigrafia.fi
Dissertation release

Will be published at the Aalto University web pages at the latest 10 days prior to public defence:

- www.aalto.fi
- www.sci.aalto.fi
- Your department’s web pages
  - Will also be sent to Aalto University Communications Services
  - You can contact Tapio Reinekoski (@aalto.fi) if necessary

Tips for writing the dissertation release:

- In popular language, a clear and concise description of your research and the results
- interesting heading
- Use the template found on the Into web pages
  https://into.aalto.fi/display/endotoralsci/Dissertation+release+and+public+display+of+a+dissertation
News & Events

School of Science

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Defence of dissertation in the field of computer science, Juho Hirvonen, M.Sc.

Title of the dissertation is: Lower bounds in distributed computing

Juho Hirvonen, M.Sc., will defend the dissertation "Lower bounds in distributed computing" on 25 November 2016 at 10 in Aalto University School of Science, lecture hall T2, Konemiehentie 2, Espoo. In the dissertation, the theoretical foundations of distributed computing were studied. We show various impossibility results about how far information must be propagated in order to solve various distributed graph problems.

Dissertation release (pdf, in Finnish)

Opponent: Professor Michael Elkin, Ben-Gurion University of Negev, Israel

Custos: Professor Jukka Suomela, Aalto University School of Science, Department of Computer Science

Electronic dissertation: http://urn.fi


25.11.2016 / 10:00

in lecture hall T2, Konemiehentie 2, 02150, Espoo, FI

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Add to Calendar

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OK
Public display and distribution of the dissertation

The public display of the dissertation
• The dissertation (printed book) has to be publicly displayed at SCI for at least 10 days prior to the public defense
• Please bring your dissertation for public display (1 copy,) 12 days prior to the defense.

Distribution of the dissertation
• Check the requirements of your department and on the Into web pages.
• collaborators and relatives
  • https://into.aalto.fi/display/endotoralsci/Distribution+of+a+dissertation
Public defense – dress code

- The doctoral candidate, custos and opponent should all wear similar type of suit.
- Men should wear either a tailcoat or a dark suit
- Women should wear a black, long-sleeved dress
- The opponent can also wear the ceremonial gown of his/her home university (not Finnish).
- [https://into.aalto.fi/display/endoctoralsci/Dress+code+for+the+public+defence](https://into.aalto.fi/display/endoctoralsci/Dress+code+for+the+public+defence)
Public defense
https://into.aalto.fi/display/endotoralsci/Public+examination

• Lectio praecursoria, max 20 min.
• Opponents short presentation
• Examination
• Defense max 4 hours
• Coffee and cake after the defense

• Post-doctoral party (Karonkka)
https://into.aalto.fi/display/endotoralsci/Post-doctoral+party
Apply for evaluation and approval of your dissertation and for the degree certificate

• Fill out the electronic application.
  • The statement of the opponent
  • The statement of the Head of the department (if opponent suggests pass with distinction)

• Please make sure that:
  • You are enrolled to Aalto university
  • Your studies have been registered in OODI and confirmed.
Approving and grading of the dissertation

- [https://into.aalto.fi/display/endotoralsci/Grading+of+dissertations](https://into.aalto.fi/display/endotoralsci/Grading+of+dissertations)
- DPC will approve and grade your dissertation, based on the opponent’s and other statements (department head).
- Grades: pass (about 90%) or pass with distinction (about 10%)
- The grade pass with distinction requires:
  - the dissertation has particular scientific merits
  - the results are exceptionally significant in the research field
  - the articles in a compilation dissertation have been published in international scientific series of high standard, or in exceptional cases in other equivalent publications subject to peer review
  - the student has a significant independent contribution in obtaining the results
  - the manner of presentation is clear and the language and reference practice used are first-rate
  - preliminary examination statements do not suggest moderate or major corrections to the dissertation manuscript
  - the dissertation has been defended excellently in the public examination
Decisions of the DPC:

https://into.aalto.fi/display/endotoralsci/Granting+permission+to+publish

1. nothing in particular to correct.
   - *Permission to publish is granted.*

2. minor corrections are needed.
   - Prof checks corrections, *permission to publish is granted.*

3. moderate corrections are needed.
   - The revised manuscript, an account of the corrections and a written statement from the professor. *DPC will make a new decision.*

4. major corrections are needed.
   - *Same as above. Then re-examination by both pre-examiners and then DPC will make a new decision.*

5. extensive corrections are needed.
   - *The dissertation examination process needs to start over.*
Receiving the doctoral degree

- [https://into.aalto.fi/display/endotoralsci/Approval+of+a+dissertation+and+graduation](https://into.aalto.fi/display/endotoralsci/Approval+of+a+dissertation+and+graduation)
- The Dean of SCI will grant you your degree
- The Dean will give you your degree certificate in a graduation ceremony (arranged 2-3 times/semester). Please remember to sign up for the event.
- If you do not want to participate in the graduation ceremony, you can receive your degree certificate from the Doctoral Programme Office or as a registered letter to your home address.
Ceremonial Conferment (Promootio)


• The next Ceremonial Conferment will be arranged on 15 June 2018. Defense at the latest 25.5.2018
Apply for the scholarships

https://into.aalto.fi/display/endotoralsci/Scholarships

Valid until 31.12.2021:

• **500 euro scholarship is paid to doctoral student for the first peer-reviewed article included in the doctoral dissertation published in an international publication forum.** The publication no older than 6 mo when applied for.

• **500 euro scholarship is paid to doctoral candidate, who has, within one year and six months of the date of admission to pursue doctoral studies, completed the theoretical studies (40 credits) in accordance with his/her individual study plan approved**

• **2,000 euro scholarship for completing the doctoral degree,**
  • provided the pre-examiners were assigned within eight full semesters from study right, or
  • provided the degree was earned by the end of the calendar year the doctoral candidate turns 30 years.
Courses and guidance offered by the language center:

- [https://into.aalto.fi/display/enlc/Courses+for+doctoral+students](https://into.aalto.fi/display/enlc/Courses+for+doctoral+students)

**Kie-98.1330 Presenting Doctoral Research (o), 3ECTS**

**Kie-98.1340 Writing Doctoral Research (w ) 3ECTS**

**Vie-98.1228 Esitelmöintitaidot, 1 ECTS**

**Individual writing tutoring, the Writing clinic:**
[https://into.aalto.fi/display/filc/Writing+Clinic](https://into.aalto.fi/display/filc/Writing+Clinic)
- We want to facilitate your writing process and help you improve as a writer.
- Up to 8h/academic year
Choose a journal and open access principles at Aalto

- Choose a journal to submit to:
  http://libguides.aalto.fi/content.php?pid=621981&sid=5480136

- Open access principles at Aalto:
  http://libguides.aalto.fi/content.php?pid=621981&sid=5317221

- Open access clinic 22.11 at 12-14:
  https://into.aalto.fi/display/events/Open+access+clinic+22.11.2017
Statistics on time

- The median time for the process from the date the pre-examiners have been assigned to acquiring permission to publish is:
  - 40 days (almost 6 weeks)
- The median time from the permission to publish to the doctoral degree is:
  - 84 days (12 weeks, 3 months)
- So from the start of the pre-examination to getting the degree it takes well over 4 months. We recommend that you reserve about 6 months for this process.
Questions received by you

• Please give info also on how to publish in VTT/Aalto templates.
• With regards to publishing, I am interested in the rights to publish individual articles that we should obtain, as well as in organizing the actual defense later.
Thank you for your attention!

These slides will be available here:

https://into.aalto.fi/display/events/Dissertation+info+for+doctoral+students+at+the+School+of+Science+20.11.2017