## Pre-examination to graduation

### Stages in the pre-examination to graduation process

<table>
<thead>
<tr>
<th>Stages in the pre-examination to graduation process</th>
<th>Link to the specific step</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dissertation</td>
<td>Quality requirements and forms of dissertations</td>
</tr>
<tr>
<td></td>
<td>Dissertation templates</td>
</tr>
<tr>
<td></td>
<td>Abstract</td>
</tr>
<tr>
<td>Examiners</td>
<td>Preliminary examiners and opponents</td>
</tr>
<tr>
<td></td>
<td>Guidelines for pre-examiners and opponents</td>
</tr>
<tr>
<td>Preliminary examination</td>
<td>Before starting pre-examination</td>
</tr>
<tr>
<td></td>
<td>Starting pre-examination and appointing pre-examiners</td>
</tr>
<tr>
<td></td>
<td>Granting permission for public defense</td>
</tr>
<tr>
<td>Public examination</td>
<td>Organizing public defenses during exceptional circumstances (requires Aalto login)</td>
</tr>
<tr>
<td></td>
<td>Zoom instructions for remote defenses (Aalto IT Services)</td>
</tr>
<tr>
<td></td>
<td>Appointing the opponent and custos</td>
</tr>
<tr>
<td></td>
<td>Publishing the dissertation</td>
</tr>
<tr>
<td></td>
<td>Informing about the public defense</td>
</tr>
<tr>
<td></td>
<td>Public defense</td>
</tr>
<tr>
<td></td>
<td>Post-doctoral party</td>
</tr>
<tr>
<td>Graduation</td>
<td>Approval of the dissertation</td>
</tr>
<tr>
<td></td>
<td>Graduation and graduation party</td>
</tr>
<tr>
<td></td>
<td>Ceremonial conferment</td>
</tr>
</tbody>
</table>

### Preliminary examination

#### Steps during the process

- For the pre-examination, the supervising professor proposes two preliminary examiners, who are willing and available for the examination. The doctoral candidate has a chance to make a remark on the selection of pre-examiners.
- The doctoral candidate submits the application for permission for public defence, which the supervising professor supports with his/her signature.
- The Doctoral Programme Committee decides on sending the dissertation for pre-examination and appoints two preliminary examiners for the dissertation.
- The Doctoral Programme sends material (guidelines for pre-examiners and dissertation manuscript) to preliminary examiners.
- Pre-examiners send their statements to Doctoral Programme Committee within six weeks.
- The Doctoral Programme Committee evaluates the dissertation based on statements of the pre-examiners and decides on the permission for public defense. Please notice that before the permission for public defense has been granted, the dissertation should not be publicly available in the internet.

#### Before starting the preliminary examination

Before the preliminary examination starts, please check:

- the [general quality requirements of dissertations](#) at Aalto University
- the [layout models](#) and the [Aalto publication platform](#) (Inside, log in with Aalto account).
- the originality of your text to avoid plagiarism. [Turnitin](#) is available for this in [MyCourses](#). Please use the “submission for drafts” submission inbox, so that your draft version is not saved in the database. Only the final version of your dissertation should be saved in the database, so that it can be protected against plagiarism.
- that the manuscript is complete and ready for publication; for example, the language check must be done before the submission of the manuscript for pre-examination. Language check can be done by official translator or someone with good command in scientific English.
- A list of recommended translators is available [here](#).
- that the manuscript has been approved by your supervising professor.

Please note that the dissertation manuscript should be sent for pre-examination about six months before the preferred time of graduation.

### Submitting the application for pre-examination and permission for public defense
In the preliminary examination process the Doctoral Programme Committee decides on two outside examiners, who are asked to provide statements of the dissertation manuscript. The Doctoral Programme Committee discusses the pre-examination statements and decides on the permission to publish. The doctoral dissertation shall be defended at a public examination.

Before applying for permission to publish the dissertation, approval of the manuscript by the supervising professor has to be obtained. At the stage when permission to publish is requested, the manuscript must be complete and ready for publication; for example, **language checking must be done before submission of the manuscript**.

The doctoral candidate shall submit an application for pre-examination and permission to publish the dissertation, which is supported by the supervising professor, who also proposes that the Doctoral Programme Committee appoints preliminary examiners. The Doctoral Programme Committee appoints two preliminary examiners for the dissertation.

The supervising professor shall present two independent preliminary examiners and one or two opponents, who possess sufficient scientific competence and authority in the dissertation’s research field or fields. This means that they must hold a doctor’s degree and have a sufficient amount of scientific publications (for example five journal-publications during last five years), which should be shown by presenting the pre-examiners’ and opponents’ résumés and lists of publications or an equivalent clarification. Pre-examiners and opponents should be unbiased persons. They are not to have too close relations to the author of the dissertation, supervising professor or thesis instructor(s), lest there be doubts of impartiality.

The doctoral candidate shall not take part in selecting the preliminary examiners, however he/she has a chance to make a complaint about their selection. The supervisor may ask the instructor suggestions for preliminary examiners, of which the supervisor recommends two to the Doctoral Programme Committee.

Check that your dissertation has

1. title page
2. abstract / summary
3. table of contents
4. in the case of article dissertation a list of publications included in the thesis
5. contribution of all authors (also with monograph thesis).

Submit applications:

As an email attachment

- Application (306) for permission to publish the dissertation (.doc/.rtf).
- *List of publications (status at Julkaisufoorumi)*
- ** Contribution of all Authors, signed by supervisor (both in monographs and article dissertations)
- Abstract (please, use Aalto publication platform)

are to be sent to the presenting official at the latest by ten days preceding the Doctoral Programme Committee’s meeting.

*In an article dissertation the list of publications includes noting the first and last pages of publications and the number of pages in submitted-manuscripts and manuscripts accepted for publication.

**Contribution of the author is to be written down also in the case of monograph, because research work is often done in groups – or at least with a supervisor or an instructor.

The dissertation itself shall include two abstracts: an abstract in English and another in Finnish or Swedish if the author has received his/her high school education in Finland in Finnish or Swedish.

The abstract is to be composed primarily according to the instructions given by the publication series. The recommended place for the abstract is at the beginning of the dissertation.

**Abstract in Aalto publication series**

In Aalto series, abstract forms are put into dissertations using the publication platform. Length of the abstract is approximately 2 500 - 3 000 characters (including spaces)

Abstract forms in Aalto series requires e.g. following information:

- **Publisher:** School of Engineering
- **Unit:** Department
- **Field of research:** Your confirmed research field. You can check this from SISU.
- **Manuscript submitted:** The date when the pre-examiners were assigned by the doctoral programme committee
- **Permission to publish granted:** The date when permission to publish was granted.
- **Date of the defense**

The publishing platform may be used in the preliminary examination of doctoral dissertations. The abstract form and other preliminary pages may be produced in the platform by saving the pages as PDFs. Only save such data on the abstract form as is known in the preliminary examination phase. In the slots reserved for the ISBN number and serial number, the platform generates a series of zeros.

- **Please note:** You cannot order a full doctoral dissertation for the preliminary examination phase and you must not proceed to the ordering stage on the platform. Each order carries a charge, as it is submitted to a printing press, and the publication is assigned an ISBN and a serial number.
Submitting dissertation:

The doctoral candidate shall submit the manuscript (in an article dissertation all publications included) of the dissertation as an email attachment (one pdf) to the presenting official at the latest by ten days before the Doctoral Programme Committee's meeting.

Presenting official: Planning Officer Ritva Viero, ritva.viero@aalto.fi

Layout and templates for Aalto doctoral dissertations

You can use word or LaTeX template when writing your dissertation text. Templates are available https://www.aalto.fi/en/services/publishing-dissertations (requires login).

Process of preliminary examination of doctoral dissertation

Preliminary examination of doctoral dissertation and written process description

The doctoral candidate submits the manuscript of the dissertation in pdf-form as an e-mail attachment. The Doctoral Programme Committee has a page for examiners in Aalto/ENG-wiki which is password protected. The page displays the CVs of preliminary examiners, the dissertation under examination, and the forthcoming statements. The doctoral candidate is asked for a permission to put the dissertation on the password protected web page.

The Doctoral Programme Committee will send the preliminary examiners a request for comments, the manuscript of the dissertation and instructions for examination via e-mail. The dissertation is examined electronically, but a paper version of the manuscript can also be sent to the examiners if needed. Preliminary examiners submit their statements as e-mail attachments to the Doctoral Programme Committee. Committee members will assess the statements of the examiners according to the instructions given in Aalto/ENG-wiki.

The Doctoral Programme Committee will ask for the statements in six weeks time. Two weeks before the deadline the Doctoral Programme Committee will send a reminder to the examiners. Processing of permission to publish must take no longer than three months from when the manuscript and application were submitted.

In the preliminary examination process the Doctoral Programme Committee decides on two outside examiners, who are asked to provide statements of the dissertation manuscript. The Doctoral Programme Committee discusses the pre-examination statements and decides on the permission to publish. The doctoral dissertation shall be defended at a public examination.

Before applying for permission to publish the dissertation, approval of the manuscript by the supervising professor has to be obtained. At the stage when permission to publish is requested, the manuscript must be complete and ready for publication; for example, language checking must be done before submission of the manuscript.

The doctoral candidate shall submit an application for pre-examination and permission to publish the dissertation, which is supported by the supervising professor, who also proposes that the Doctoral Programme Committee appoints preliminary examiners. The Doctoral Programme Committee appoints two preliminary examiners for the dissertation.

The supervising professor shall present two independent preliminary examiners and one or two opponents, who possess sufficient scientific competence and authority in the dissertation’s research field or fields. This means that they must hold a doctor’s degree and have a sufficient amount of scientific publications (for example five journal-publications during last five years), which should be shown by presenting the pre-examiners’ and opponents’ résumés and lists of publications or an equivalent clarification. Pre-examiners and opponents should be unbiased persons. They are not to have too close relations to the author of the dissertation, supervising professor or thesis instructor(s), lest there be doubts of impartiality.

The doctoral candidate shall not take part in selecting the preliminary examiners, however he/she has a chance to make a complaint about their selection. The supervisor may ask the instructor suggestions for preliminary examiners, of which the supervisor recommends two to the Doctoral Programme Committee.

Please note that the dissertation manuscript should be sent for pre-examination about six months before the preferred time of graduation.

Granting permission to publish

On receiving the statements of the preliminary examiners, the Doctoral Programme Committee examines the dissertation and the statements. The Committee members will present their evaluation in Aalto/ENG-Wiki. The Chair/presenting official prepares the Committee a proposition for permission to publish.

The evaluation of the Doctoral Programme Committee:

Examples of the dissertation examination process at the School of Engineering

CASE 1.

- Student has a chance to remark on the pre-examiners’ statements within four (4) days after receiving statements.
The Doctoral Programme Committee discusses the permission to publish in a meeting/an e-mail meeting and grants the permission to publish.

The dissertation has nothing in particular to correct. Permission to publish is granted.

The supervising professor and the student are informed of the decision.

CASE 2.

• Student has a chance to remark on the pre-examiners' statements within four (4) days after receiving statements.
• The Doctoral Programme Committee discusses the permission to publish in a meeting/an e-mail meeting and grants the permission to publish.
• The doctoral candidate is advised to consider the minor correction propositions given by the pre-examiners. Repeating the process is not required and a clarification of the made corrections is NOT needed. Permission to publish is granted.
• The supervising professor and the student are informed of the decision.

CASE 3.

• Student has a chance to remark on the pre-examiners' statements within four (4) days after receiving statements.
• The Doctoral Programme Committee discusses the permission to publish in a meeting/an e-mail meeting and makes a decision of the required corrections.
• The doctoral candidate is advised to make moderate corrections to the dissertation.
• The supervising professor and the student are informed of the decision.
• Revised manuscript and an account of the corrections are submitted to the presenting official of the Committee along with a written statement from the supervising professor.
• The Doctoral Programme Committee re-examines the dissertation and grants the permission to publish.
• The supervising professor and the student are informed of the decision.

CASE 4.

• Student has a chance to remark on the pre-examiners' statements within four (4) days after receiving statements.
• The Doctoral Programme Committee discusses the permission to publish in a meeting/an e-mail meeting and makes a decision of the required corrections.
• The doctoral candidate is advised to make significant corrections.
• The supervising professor and the student are informed of the decision.
• Revised manuscript is sent to pre-examiner(s) for additional reviewing.
• Student has a chance to remark on the pre-examiners' statements within four (4) days after receiving the last statement.
• The Doctoral Programme Committee discusses the permission to publish in a meeting/an e-mail meeting and grants the permission to publish.
• The supervising professor and the student are informed of the decision.

CASE 5.

The dissertation requires so extensive corrections that the dissertation examination process starts over.

• Student has a chance to remark on the pre-examiners' statements within four (4) days after receiving statements.
• The student can stop the examination process if the pre-examiners' statements give cause to expect The Doctoral Programme Committee to give a decision to reject permission to publish. After stopping the examination process the student may discuss continuing to write the dissertation with the supervising professor.
• The Doctoral Programme Committee is informed of the decision to stop the examination process.
• If the student chooses not to stop the process, the Committee shall make a decision.
• The dissertation requires so extensive corrections that the dissertation examination process starts over.
• The supervising professor and the student are informed of the decision.
• After stopping the examination process the doctoral candidate may discuss continuing to write the dissertation with the supervising professor.
• After completing the new dissertation manuscript the pre-examination process will start over again. The doctoral candidate shall apply for permission to publish starting with selecting the pre-examiners. The supervising professor writes a separate proposal (with motivations) to the Doctoral Programme Committee concerning the new pre-examiners.

LANGUAGE CHECK: The Doctoral Programme Committee may, at its discretion, require that the language of the manuscript is checked. Certificate of the language check is to be submitted to the presenting official.

*Student has a chance to remark on the pre-examiners' statements. A remark can be made, e.g. if the pre-examiner has misunderstood something in the dissertation.

An e-mail meeting of the Doctoral Programme Committee: A meeting can be held via e-mail for discussing a single matter if it is urgent or there other justifiable reasons requiring it.

An e-mail meeting is not held if the Doctoral Programme Committee has a significant disagreement over granting permission to publish or a student's remark on the pre-examiners' statements is up for discussion.

After the permission for public defense has been granted:

• Supervising professor proposes an opponent, who is willing and available for the defence. The doctoral candidate has a chance to make a remark on the selection of an opponent. The Chair of the Doctoral Programme Committee shall appoint the opponent and determine the date and language of the public defence.

• After the opponent has been appointed, dissertation can be published and printed.

Appointing the opponent and custos
• The opponent can be appointed either when the dissertation is brought for pre-examination (form 306), if all the needed information is available, ie the name of the opponent, the name of the custos, the language of the defense, the date of the defense, the time of the defense and the place for the defense.
• or later e.g. after the permission for public defence has been granted.
• Supervising professor proposes 1-2 opponent(s), who is (are) willing and available for the defence.
• The doctoral candidate has a chance to make a remark on the selection of an opponent, if the suggested opponent e.g. is biased.
• After permission for public defence has been granted and the opponent has been appointed, dissertation can be published and printed.

The opponent is appointed on application

Please provide the Student Services of the Doctoral Programme with the following:

1. The application form: 307 Proposal for the opponent(s) and custos in the public examination of a doctoral dissertation (signed and scanned)
2. CV(s) and publication list(s) of the opponent(s) as a pdfs.

The CV should describe at least the education and working experience of the examiner and the publication list should be complete regarding at least the past 5 years.

The Doctoral Programme Committee shall make the decision within approx. 3 working days. The doctoral Programme committee will appoint 1-2 opponents and confirm the custos, language, date, time and place of the defence. The student and the custos are informed of the decision. If there are changes to the date, time, place, language, or custos of the public defence, the Chair of the Committee can re-confirm them.

Invitation to the opponent

The presenting official of the doctoral programme will send an official invitation to the opponent on behalf of the Doctoral Programme. The Doctoral Programme will not send the dissertation to the opponent(s).

Who can be the custos at a doctoral defense?

The Doctoral programme committee appoints one of the school’s professors as custos for the public defence. The task of the custos is to supervise the public defence and see that the guidelines directed by the university and the school are followed during the occasion. Custos is responsible for advising the candidate and opponent on the procedures regarding the examination of the dissertation and public defence before the event.

Custos sees that the statement of the opponent is written in accordance with the school’s guidelines and it is submitted to the school on time.

By tradition, a professor who has acted as supervising professor for the doctoral candidate, is generally appointed as custos. Emeritus professors may be appointed to act as custos if they have acted as supervising professor for the doctoral candidate and if they have up-to-date knowledge on the university’s processes regarding examination of the doctoral dissertation and regulations regarding public defence.

Information to be printed in the dissertation concerning the public defence

The following information is printed in the dissertation automatically when using Aalto publication platform. If the dissertation is not published in Aalto series, the following text is to be printed on the title page:

Teknian tohtorin tutkinnon suorittamiseksi laadittu väitöskirja, joka esitetään Aalto-yliopiston insinööritieteiden korkeakoulun luvala juhlistesti tarkastettavaksi korkeakoulun luentosalissa xx xxkuun x. päivänä 20xx klo 12.

A doctoral dissertation completed for the degree of Doctor of Science (Technology) to be defended, with the permission of the Aalto University School of Engineering, at a public examination held at the lecture hall xx of the school on xx month 20xx at 12 noon.

Assigning the opponent

The opponents should be among the best experts within the field in Finland and abroad. The Universities Act (Yliopistolaki 558/2009, section 44) and the Administrative Procedure Act (Hallintolaki 434/2003, sections 27 and 28) contain provisions on the disqualification of opponents of doctoral dissertations. It is preferable to select the opponents from outside Aalto University; neither of them shall be from the candidate’s school nor research group in which the dissertation is done. A close relative of the candidate cannot act as an opponent. The opponent shall not be the candidate’s immediate superior. If the expert has produced joint publications with the candidate within the past five years or if he/she is currently working on a publication with the candidate, he/she cannot act as an opponent. The instructions for selecting the preliminary examiners guarantee that the examination is carried out in an impartial, unchallengeable and knowledgeable way.

The chair of the Doctoral Programme Committee shall determine the date and language of the public examination and appoint one or two opponents to examine the dissertation. A second opponent may be necessary in cases where the dissertation is interdisciplinary in nature.

• Proposal (form 307) for the opponent(s) and custos in the public examination of a doctoral dissertation is submitted to the presenting official.
• The presenting official shall prepare a draft decision for the Doctoral Programme Committee.
• The Doctoral Programme Committee shall make the decision.
• The student, custos and opponent are informed of the decision.

The doctoral candidate has a right, at his/her discretion, to make a complaint to the School of Engineering about the selection of the opponent.

Presenting official: Planning Officer Ritva Viero, ritva.viero@aalto.fi

Publishing and printing of the dissertation

You should reserve at least 5–6 weeks for the printing process. This time includes:
1. 10 days (2 weeks) for printing.
2. 10–14 days of public display time. Public display times of doctoral dissertations: schools of technology 10 days.
3. Preparing the publication on the publication platform and ordering any corrected versions.

You can start the printing process as soon as you have been given the permission for publication by the doctoral programme committee of your school.

- Complete and detailed guidelines on publishing and printing dissertations at Aalto University are available at: https://www.aalto.fi/en/services/publishing-doctoral-theses (Please login with your Aalto account).
- Permission form for electronic publishing of your dissertation. Please note that although you don't give permission for the electronic publishing of your dissertation, all theses are public documents and theses produced in a digital format will be electronically sent by the Learning Centre to anyone requesting a copy. More information.

Publication platform: https://automation.digtator.fi/Aalto/Login.aspx

Before placing the order:
1. Finish your contents and convert the dissertation into a print-ready PDF file. (See instructions under Layout of doctoral dissertation)
2. Find out about the number of doctoral dissertations required by your school.
3. Find out about the invoicing and reference details of your department/school.
4. Choose the printing material to be used in your publication (out of the three set options on display at the helpdesk of the Learning Centre).

Layout of the dissertation

As the doctoral candidate, you are responsible for making the contents print-ready. To help you format your dissertation, we have included Word and LaTeX templates in the Aalto publication series instructions. Aalto employees may also download an Adobe application on their Aalto University computers free of charge (includes the InDesign page design and layout application). You can also choose to purchase the page design and layout as a service from Unigrafia (asiakaspalvelu@unigrafia.fi)

Printing

You will receive an electronic proof of your dissertation from the printing press within 1–3 days of placing the order. Check the proof immediately and e-mail the permission to print to the printing press. If you need to make corrections to the proof, make them through the publication platform.

The printing itself will take about 7 working days. The finished printed copies of the doctoral dissertation will be delivered to the address you have specified on your order form.

Printing costs

If you publish your doctoral dissertation in the Aalto doctoral dissertations series, the school reimburses the costs of the required number of printed doctoral dissertations up to 500 euros. You will have to cover any costs in excess of 500 euros and costs for extra copies.

Before submitting your work to the printing press, you should agree with your department and supervising professor on handling the invoicing in a manner that allows all the dissertation printing to be considered. The invoices related to the costs covered by department, such as the financial aid for printing costs and any extra copies required by the department are the responsibility of the coordinators in charge of invoices at the department.

You can request a quotation from Unigrafia before submitting your work to them (asiakaspalvelu@unigrafia.fi). Your quotation request must include the following details:
1. number of pages
2. printing material chosen
3. number of colour pages.

Essay- and article-based doctoral dissertations

If the doctoral dissertation includes previously published works, such as journal articles, you can upload them to the publication platform as they are (either as separate files or incorporated into the manuscript file). The printing press will see to their scaling if needed before printing the doctoral dissertation.

Please make sure that you have permission to include the previously published works in your doctoral dissertation. As including a previously published work in a printed doctoral dissertation is practically always permitted, you do not have to provide the administrator of an Aalto publication series with permissions for including such work in your doctoral dissertation. However, you do need to obtain permissions from any other authors of the previously published works. For guidelines on electronic publishing and including previously published works in electronic doctoral dissertations, see the instructions for the Aalto series on Aalto Inside at: https://inside.aalto.fi/display/PublishingServices/Electronic+publishing. For additional information and guidance, email to aaltodoc-diss@aalto.fi

Publishing jointly with research institutes or international universities

You can publish your doctoral dissertation as a duplicate (or dual) publication, i.e. publish it in a partner organisation’s publication series in addition to an Aalto series in the following cases:
The partner organisation, such as a research institute, has been a major contributor to the research work for the doctoral dissertation. The doctoral dissertation was jointly supervised with international partners (under a cotutelle agreement).

For additional information on joint publishing, contact julkaisut@aalto.fi

**Electronic publishing and depositing of the dissertation**

The printing press makes two files of the dissertation, one for printing and another for electronic archiving and publishing. The latter version is archived and published in the institutional repository of Aalto University, Aaltodoc: https://aaltodoc.aalto.fi

The doctoral dissertation (a monography or the summary part of an essay- or article-based dissertation) is published online when you have given permission to publish it. You will find the permission form with the recipient’s address at:


The Aaltodoc administrators will deposit the doctoral dissertation in the Aaltodoc archive and modify it if needed, for instance by separating the previously published works from the summary part of an essay- or article-based doctoral dissertation. The summary is published when permission has been obtained from the doctoral candidate (permission form), while the previously published works are published online only when copyrights/permissions allow it.

The web address of the doctoral dissertation will be generated on the reverse of the title page and on the abstract forms on the publication platform (in the format http://urn.fi/URN:ISBN...), and activated when the electronic version of the doctoral dissertation is published in Aaltodoc. You will get an e-mail notification when the doctoral dissertation is visible in Aaltodoc.

**Training and advice**

For additional information on training related to the publication platform, see the events calendar on Inside:

https://inside.aalto.fi/display/tapahtumat

You can also book a personal advising appointment by e-mailing to julkaisut@aalto.fi

Further information:

https://inside.aalto.fi/display/PublishingServices/Aalto+Publication+Series

**Dissertation release and public display of a dissertation**

**Public display of a dissertation**

The dissertation and the separate publications or works constituting the dissertation shall be available at the school for at least ten (10) days before the public defence (Degree Regulations of the School of Engineering). Once the doctoral dissertation has been published, **15 copies of it shall be given to the school, and 6 more copies should be delivered to the National Library of Finland. This means that the minimum number of books to be ordered is 21 copies.** Doctoral Programme takes care of the public display of the dissertation. Doctoral candidate submits **1 copy of the printed dissertation** to the Doctoral Programme for public display of the dissertation 2-3 weeks before the defence. At the School of Engineering the dissertations are displayed at Otakaari 4. **Note! Due to exceptional circumstances 2020-2021 there is only online display.**

**Dissertation press release**

Prior to the public examination, doctoral candidates produce a short popular scientific dissertation press release of their doctoral thesis. The purpose of the dissertation press releases on doctoral dissertations is to disseminate information on the research work conducted at the university and their results to an audience beyond the scientific community.

- **The press release should have an interesting title** that is different from the title of the dissertation. Instead of giving the results of the study at the end of the press release, present them at the beginning to attract the reader’s attention.
- A dissertation press release is different from an abstract. **The purpose of a press release is to draw the interest of the media and other parties.** It may be used as the basis for an article written by a journalist, but it may also prompt the media to ask for interviews.
- A dissertation press release should include information on the candidate (e.g. name, contact details: also possibly year of birth) and details concerning the public defence of the dissertation (time, place, Custos, opponent).
- **A dissertation press release should essentially contain a concise, plain-language description of the topic of the dissertation.** Any unnecessary specialist terminology should be avoided. The press release should answer the following questions:
  - What was the subject of the study?
  - What results were obtained and how can they be applied?
  - How relevant is the dissertation to other research in the field?

**Writing the press release**

Use the dissertation release model (doc in English) (doc in Finnish) to make the dissertation release. The press release is written in Finnish and English or in Swedish and English, depending on doctoral candidate's native language. International students can write the draft version in English and ask their colleagues for help with translation.
Submit the press release to the Communications Specialist Riitta Särkisilta, secretary of your department and Reetta Mannola. The press release shall be submitted 2-3 weeks before the defence as it needs to be published at the latest 10 days prior to public defence.

Publishing the dissertation press release

- The School creates the dissertation press release posted on the aalto.fi website under Events. Press release is also sent to the department of the doctoral candidate.
- For the dissertation release the doctoral candidate submits a short abstract in English and in Finnish (both max. 1 sheet) by email to the secretary of your department. Please pay attention to the language of the abstract for the dissertation press release, it should be understandable to media and the general public, in addition to the academia.
- If you have pictures of your dissertation, submit one or two together with your abstract.
- For more targeted media coverage be in contact with the Communications at your School.
- The doctoral candidate can distribute the dissertation press release and/or the dissertation to all interested parties, including family, cooperation partners, professional publications etc.

Approval of a doctoral dissertation and issuing the diploma

Approval of doctoral dissertation

The approval of doctoral dissertation is discussed in the Doctoral Programme Committee. The Dean awards the degree.

The request for degree certificate will be submitted electronically through SISU. https://wiki.aalto.fi/display/SISEN/Request+for+Graduation The application shall be submitted at the latest ten (10) days before the Doctoral Programme Committee. The scholarship application for doctoral degree completion shall be submitted here.

Make sure that:

- the student is enrolled as attending at the university
- studies are registered in oodi
- the requirements for a doctoral degree are confirmed

Within two weeks of a public examination, the opponent(s) appointed by the chair of the Doctoral Programme Committee shall, either individually or jointly, submit a written statement concerning the dissertation and its defence to the School. If someone at the public defence of the dissertation announces that they will submit comments on the dissertation in writing, such comments must also be submitted to the Doctoral Programme Committee’s presenting official within two weeks of the defence. A demand for not approving a doctoral dissertation, including an explanation, shall be submitted in writing. Such a demand may be submitted either by the opponent or by a member of the Doctoral Programme Committee with the power to decide on the approval of the study attainment in question.

Statements accepted for processing by the Doctoral Programme Committee:

- opponent's/opponents' written statement on the dissertation, grade and public defence of the thesis (the custos of the public defence shall explain the School’s grade criteria to the opponent(s));
- the written comments that have been announced at the public defence.
- the preliminary examiners’ statements that the presenting official will provide on the agenda.

The author shall be given an opportunity to reply to the opponent's/opponents’ statements and any comments in writing within a time set by the School.

The grading of the Doctoral dissertations changed as of August 1, 2018. Doctoral dissertations will be evaluated on a scale of Pass or Fail. No overall grades will be assigned for the individual study modules.

Presenting official:

Coordinator Reetta Mannola, reetta.mannola@aalto.fi

Graduation

After the dissertation has been approved at the Doctoral Programme Committee, the Dean will award the degree if all the required studies have been completed and doctoral candidate has enrolled as present at the university.

The degree recipients will receive an invitation to the ceremony by email to their Aalto email address about two to 1 - 3 weeks prior to the ceremony. If you are unable to attend, you can sign up for a following ceremony.

Graduation ceremonies

After the dissertation has been approved by the Doctoral Programme Committee, the Dean will award the degree if all the required studies have been completed and doctoral candidate has enrolled as present at the university. Please check the graduation dates here.
Ceremonial conferment

Conferment of degrees, receiving the regalia (the doctor of science hat, as well as the embroidered ribbon to be attached permanently to the tailcoat (for men) or the oval brooch (for women) for doctors of science) for completing doctoral degree and receiving honorary degree are regulated separately. More information about the ceremonial conferment is available here.

- The diploma of the degree of Doctor of Science in Technology entitles to the title of Doctor of Science in Technology (TkT, D.Sc. (Tech)).
- The diploma of the degree of Doctor of Philosophy entitles to the title of Doctor of Philosophy (FT, PhD).