Pre-examination to graduation

Please note: If you are unable to scan the documents which require signatures, please send them to us as pdf-files from your aalto.fi e-mail. Please add your supervising professor (aalto.fi e-mail) to the message and ask him/her to confirm the information in the pdf-file.

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Preliminary examination (pre-examination)

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

Here you can find an approximate timeline from pre-examination to graduation.

Steps during the process

- For the pre-examination, the supervising professor proposes two pre-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 pre-examination and permission for public defence, which the supervising professor supports with his/her signature.
- The Doctoral Programme Committee decides on sending the thesis manuscript for pre-examination and appoints two preliminary examiners for it.
- The Doctoral Programme sends material (guidelines for pre-examiners and the thesis manuscript) to the pre-examiners.
- The pre-examiners send their statements to the Doctoral Programme Committee within six weeks.
- The Doctoral Programme Committee evaluates the doctoral thesis manuscript 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 thesis should not be publicly available in the internet.

Preliminary examiners and opponents
Appointing preliminary examiners and opponent(s)

The supervising professor shall recommend two independent preliminary examiners (pre-examiners) and one or two opponents.

Pre-examiners and opponents:

- have to possess sufficient scientific competence and authority in the research field or fields of the doctoral thesis and have a sufficient amount of scientific publications
  - Pre-examiners must actively publish in the field of the thesis. The activity can be proven by listing 3-5 publications on the area of the thesis within past five years.
- have to hold a doctor’s degree
- should be among the best experts within the field from Finland or abroad. Only for very special reasons (written motivation why nobody outside Aalto can be appointed) the pre-examiners and opponent(s) can be appointed from Aalto University, but not from the doctoral candidate’s own school, the school of the supervising professor, the co-supervisor or the thesis advisor or the research group in which the thesis is done.

This should be shown by presenting the pre-examiners’ and opponents’ biographies/short CVs which show that the proposed persons have doctoral degrees and by presenting lists of publications from the past 5 years to show the expertise in the field and that there are no joint publications (e.g. web links to the examiners’ electronic biography/short CV and publication list). Please find a template here.

Provisions of disqualification

The guidelines on the selection of examiners aim at ensuring the impartiality, qualification and expertise of the thesis examination. At least one of the preliminary examiners must be from abroad. If it is reasonable to propose examiner who has completed his/her degree from the same department as the doctoral candidate, the proposal must be justified thoroughly and degree has been granted more than five years ago. If supervising professor sets forth a proposal with a examiner from the other Aalto school or same department, there has to be reasoning included.

It should be clearly stated in the reasoning that the proposed experts are not disqualified in any way. (for example: I hereby also assure that neither the supervisor, advisor nor the doctoral candidate has publications, collaboration or such activities with the above mentioned persons which restrains them from serving as pre-examiners for this manuscript.)


The pre-examiners and opponents are to present their own, independent and impartial evaluation of the thesis and thus they cannot:

- have co-authored research papers with the doctoral candidate, supervisor nor advisor or collaborated with in research in the past five years
- currently be working on one with either of them.
- have a too close relation to the author of the thesis, its supervising professor or thesis advisor
- be a close relative of the candidate
- be the candidate’s immediate supervisor
- work in the same school or in the research group for which the doctoral thesis is produced.

As an exception to persons employed by the department are persons within FiDiPro-programme. FiDiPro-professors and FiDiPro-fellows can act as pre-examiners if above-mentioned provisions on the disqualification is taken into account. (Decision of the Doctoral Programme Committee March 5, 2015).

Facts to consider when appointing pre-examiners and opponent(s)

- the doctoral candidate shall not take part in selecting the preliminary examiners and opponents
- the doctoral candidate has a right to make a remark on the suggested examiners
- the supervising professor may ask the thesis advisor for suggestions for preliminary examiners and opponent(s)
- before the examiners are recommended to the Doctoral Programme Committee, the supervising professor is advised to contact the examiners and check that they are willing to examine the thesis within the given time.
- the Doctoral Programme Committee appoints the pre-examiners and the opponent(s)

Guidelines for pre-examiners and opponent(s)

- Guidelines for pre-examiners
- Guidelines for opponent(s)

Before starting the preliminary examination

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

Before the preliminary examination starts, please check

- the general quality requirements of doctoral theses at Aalto University
- the layout models and the Aalto publication platform.
- the originality of the text in Turnitin
The purpose of using Turnitin on the final version of the thesis manuscript to be sent for pre-examination is to check that the thesis sent to the pre-examiners doesn’t contain plagiarism.

- The doctoral candidate submits the final version of the doctoral thesis for pre-examination in the “version for pre-examination” submission box in MyCourses (if you cannot find your supervising professor in this list, it means that he/she doesn’t have a submission box).
  - If your supervising professor doesn’t have a workspace, he/she can order a ready-made personal workspace for thesis supervision.
  - Please note that only the final published version of the doctoral thesis should be saved in the data base.
- The supervising professor interprets the Turnitin similarity report at the same time as she/he assesses other aspects of the content.
  - If the interpretation of the Turnitin report indicates plagiarism, a procedure of handling plagiarism is started (this unfortunate step is unlikely if Turnitin has been used with the earlier draft versions)
  - The professor fills in the Turnitin report ID on the pre-examination form below (form 306) and the pre-examiners are informed that the doctoral thesis has been checked for plagiarism.

- the manuscript is complete and ready for publication.
- the language check has been done before the submission of the manuscript for pre-examination. The language check can be done by an official proofreader or someone with a good command in scientific English (not the candidate him/herself). A list of recommended editors (requires Aalto login). Your supervising professor will inform the Doctoral Programme Committee that the language check has been done with this form, so you should not write it out in your doctoral thesis. The main thing for the reader of your thesis is that the language is correct and easy to read.
- the manuscript has been approved by your supervising professor on form 306.
- you are enrolled as an attending student in Aalto University
- check that your theoretical studies have been completed. In addition to the thesis, 40 ECTS of studies are required for the doctoral degree. Before your pre-examination can start, your Sisu credit plan has to be ready and all 40 credits have to be completed.
  - Guidelines regarding the Sisu credit plan
  - Guidelines regarding the Final approval of the Sisu credit plan

The manuscript should contain the following:

1. Title page
2. Abstract
3. Table of contents
4. List of abbreviations/symbols
5. List of publications included in the doctoral thesis (not monographs)
6. Author’s contribution
7. The content of the thesis
8. List of references
9. The publications that are part of the thesis (not in monographs)

Abstract

The recommended place for the abstracts is at the beginning of the thesis. The thesis shall include 1-3 abstracts:

- 1 abstract: one abstract in English if the author has not gotten any education in Finnish or Swedish,
- 2 abstracts: one 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.
- 3 abstracts: it is possible to include one abstract in English, one in Finnish and one in Swedish.

At the pre-examination stage you may use the final abstract forms that can be found on the publication platform, if you save them as PDFs.

- Please note: Do not order anything at the publication platform in the pre-examination phase, since an order will result in a printed thesis with ISBN and serial numbers and costs. The order must be placed later, once you have permission for public defense.

The length of the abstract is approximately 2800 - 3000 characters (including spaces).

On the abstract forms you are asked for the following information (please fill in only the information which is known, the rest you can leave empty at the pre-examination stage, especially the dates)

- Publisher: School of Electrical Engineering
- Unit: Your 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 for public defence granted: The date when permission for public defence was granted.
- Date of the defence:

List of abbreviations/symbols

List the abbreviations and symbols in alphabetical order. Group the symbols with Latin letters in one group, symbols with Greek letters in another group and other symbols in a third group.

List of publications included in the thesis

The list of publications is an important section, which declares which publications are included in the thesis. It is essential that in this list, all necessary bibliographic data appear concerning the publications. Do not list your possible other publications, which not included in the thesis. Please note: no more than half of the publications can be in the “submitted for publication” state.
Article in a peer-reviewed journal:

2. In some cases the publications do not carry issue number, or the month of the publication is not given. In certain series, the page numbers are replaced by article number. Example: A. Author, B. Author, and C. Author, "Another very interesting article," Physical Review B, vol. 98, 235417(1-6), 2018, or Physical Review B, vol. 98, 235417, 6 pages, 2018.

The digital object identifier (doi) can also be included for the benefit of the reader. Example: doi:10.1109/TAP.2019.2963587

Publication in peer-reviewed conference proceedings:

1. All author names in the correct order, title of publication, "in Proceedings of the" and the full name of the conference, venue, dates, page numbers/number of pages. Example: A. Author, B. Author, and C. Author, "Surprising innovations in electrical engineering," in Proceedings of the IEEE International Microwave Symposium, Boston, Massachusetts, 2-7 June 2019, pages 3012-3017 or 5 pages.

Articles submitted to a peer-reviewed forum:

All author names in the correct order, title of publication, number of pages,"submitted for publication", month, year. Example: A. Author and B. Author: "Interesting paper worthy of publication", 8 pages, Submitted for publication, October 2020.

In a separate file, please inform the doctoral programme committee to which journal/conference the unpublished manuscript(s) has/have been submitted to.

All author names in the correct order, title of publication, number of pages,"submitted to publication forum", month and year (time when the manuscript was submitted for publication). Example: Publication IV: A. Author and B. Author: "Interesting paper worthy of publication" 8 pages, Submitted to Nature Communications, October 2020.

Author’s contribution

In order to determine the doctoral candidate’s independent contribution to the research and writing work of the thesis, the doctoral candidate must prepare an author’s contribution.

In article-based theses containing articles with joint authorship, the doctoral candidate’s contribution needs to be clearly explained. This explanation should be placed in the beginning of the manuscript with the list of publications. If the co-authors have had a significant role in contributing to the articles it may be beneficial to briefly describe their contribution as well. The author’s contribution shall be checked and signed by the supervising professor and approved by the other authors.

In monographs, the contribution of the doctoral candidate shall be explained in the beginning of the manuscript, preferably in the introduction part. If the other members of the research group have had a significant role in the research conducted, it may be beneficial to briefly describe their contribution as well. The author’s contribution shall be checked and signed by the supervising professor and approved by the other authors.

The publications that are part of the doctoral thesis

- Articles that have been published are added in the format of the journal/conference
- For manuscripts that have not been accepted for publication, do not use the format of the journal; instead use a neutral "manuscript format".

Submitting the application for pre-examination

The pre-examination process starts by submitting the electronic application form with attachments.

Deadlines for the applications and thesis manuscripts

Electronic application form

The attachments:

Please upload the attachments as PDF files to the electronic application. Attachments marked with * are obligatory for all doctoral candidates.

1. Form 306 – permission for pre-examination*

   By signing form 306 the supervising professor confirms that the thesis is ready for pre-examination and proposes pre-examiners. By signing the form the doctoral candidate approves the suggested pre-examiners.

2. Author’s contribution*

   The author’s contribution has to be signed by the supervising professor.

3. The supervising professor’s presentation of the pre-examiners (please find a template here)*

   In the presentation (template) the supervising professor shows that the proposed examiners have a doctoral degree and have expertise in the field of the thesis by listing their publications.
The biography (shortened CV) should describe at least the education background and working experience of the examiner. The list of publications should include the examiners publications from at least the past 5 years and in the proposal (template) 3-5 thesis related publications should be mentioned. Links to the biography/short CV and publication list are added as references to the proposal (template).

It should also be clearly stated in the presentation that the proposed experts are not disqualified in any way. (for example: I hereby also assure that neither the supervising professor, the thesis advisor nor the doctoral candidate has publications, collaboration or such activities with the proposed pre-examiners, which restrain them from serving as pre-examiners for this thesis manuscript.)

Additionally, the supervising professor confirms that the proofreading and language check has been completed.

The presentation is signed by the supervising professor.

4. CVs and publication lists of the pre-examiners*

   Either as web links (preferably) of 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, to show that there are no joint publications.

5. The complete doctoral thesis manuscript *

   The complete thesis manuscript (including the title page, abstract, the compiling part and separate publications) as one PDF-file

   If the PDF file is large, it can be sent by the Funet FileSender to us. The manuscript will be sent to the pre-examiners as an electronic version.

6. Bibliographic information regarding the manuscripts submitted for publication (if applicable)

   Eg. Publication IV, Submitted to Nature Communications, 25 pages, June 2020

7. Clarification of the earlier process of this thesis manuscript (if applicable)

   If the thesis manuscript, parts of it or some other manuscript on which this current thesis manuscript is based on, has been examined before at Aalto University or at some other university, the doctoral candidate and the supervising professor together write a clarification of the earlier process of this thesis manuscript. In addition the supervising professor needs to make a written clarification on why this thesis manuscript is brought for a new examination. The earlier statements regarding this thesis manuscript need to be submitted along with the clarification. (University Academic Affairs Committee 20.5.2014).

8. Permission to publish the doctoral thesis in another publication forum than the Aalto publication series (if applicable)

   The doctoral candidates at Aalto University shall publish their doctoral theses in the Aalto publication series. If another organization, such as research institute or partner university within the framework of a cotutelle agreement, has significantly participated in the implementation of the thesis research, doctoral candidate may publish the thesis as a dual publication, together with the publication series of the partner organization in accordance with the preconditions given by Aalto University. A freely formulated application is submitted together with the "pre-examination and permission for public defence"-application. More information on publishing and printing the doctoral thesis.

9. If you have been assigned a co-supervisor who is also a professor at Aalto, he/she needs to give a separate statement that your thesis is ready for pre-examination

If your submitted article is accepted for publication during the pre-examination process

If an article that is included in the thesis manuscript gets accepted for publication during the pre-examination process, the doctoral candidate should immediately inform the Student Services of the Doctoral Programme of that and send the accepted version to the personnel. The personnel will inform the pre-examiners of this change in status of the manuscript.

Getting permission for public defence

Statements of pre-examiners

Once the statements of the pre-examiners have arrived, the presenting official sends them to the doctoral candidate and the supervising professor. The doctoral candidate is given a chance to make an official written reply * on the pre-examiners' statements within given time. A possible official written reply is sent to the Student Services of the Doctoral Programme.

The doctoral candidate has a chance to make an official written reply on the pre-examiners' statements. An official written reply can be made, e.g. if the pre-examiner has misunderstood something in the thesis and there are significant mistakes in the statement that may affect the decision on granting permission for public defence. An official written reply is to be made before the decision of the Doctoral Programme Committee.

Decision process of the Doctoral Programme Committee

The Doctoral Programme Committee makes a decision on granting permission for public defence (permission to publish) after receiving both pre-examination statements.

When making the decision, the Doctoral Programme Committee takes into account the thesis itself, the statements of the pre-examiners as well as a possible official written reply submitted by the doctoral candidate.
The decision on permission for public defence is made in an email meeting or in a regular committee meeting, usually depending on by which option the decision can be announced earlier. An email meeting is not held if the Doctoral Programme Committee members have a significant disagreement over granting permission for public defence or if the doctoral candidate has made an official written reply on the statements of the pre-examiners. In such cases the Doctoral Programme Committee will always discuss the matter of granting permission for public defence in a regular meeting.

The doctoral candidate and the supervising professor are informed of the decision of the Doctoral Programme Committee by email.

The decision for permission for public defence will be one of the following listed below:

**Category A**
- The thesis has nothing in particular to correct. Permission for public defence is granted as is.

**Category B**
- Permission for public defence is granted to the manuscript provided that corrections suggested by the pre-examiners and/or the committee are taken into account under supervision of the supervising professor.

The candidate is asked to prepare a response letter that lists each comment/request from the pre-examiners. Following each comment, the changes made in the manuscript are to be indicated to address the concern, or a rebuttal is provided if the candidate disagrees with the comment. The letter needs to be formatted so that comments from the pre-examiners are shown in different font (colour, boldface, italics, or otherwise) than your responses. The response letter has also to be formulated so that the corrections can be understood independently, i.e., the reader can understand the corrections made without referring to the corresponding parts in the corrected thesis manuscript.

The time limit for the response is three months.

Also, the revised thesis manuscript needs to be formatted so that the corrections are clearly shown (e.g. in different colour). It is also good not to remove text from the revised thesis manuscript, but use strikethrough instead, if applicable.

The response document, the revised manuscript, and a letter by the supervisor confirming that the changes have been made in the manuscript are to be sent to the doctoral programme committee (doctoral-sci-elec@aalto.fi). The chair of the doctoral program committee confirms the permission for public defence.

After receiving the response and a letter by the supervisor confirming that the changes have been made in the manuscript, the chair of the doctoral program committee confirms the publishing permission.

**Category C**
- Before granting the permission for public defence the committee provides that the corrections suggested by the pre-examiners and/or the committee are taken into account. The candidate is asked to prepare a response letter that lists each comment/request from the pre-examiners. Following each comment, the changes made in the manuscript are to be indicated to address the concern, or a rebuttal is provided if the candidate disagrees with the comment. The letter needs to be formatted so that comments from the pre-examiners are shown in different font (colour, boldface, italics, or otherwise) than your responses. The response letter has also to be formulated so that the corrections can be understood independently, i.e., the reader can understand the corrections made without referring to the corresponding parts in the corrected thesis manuscript.

The response document, the revised manuscript, and a letter by the supervisor confirming that the changes have been made in the manuscript are to be sent to the doctoral programme committee (doctoral-sci-elec@aalto.fi).

The time limit for the corrections is one (1) year.

If a corrected manuscript is not sent to the Doctoral Programme of Electrical Engineering before the given deadline (or extension requested), the Doctoral Programme Committee will reject the application for public defence. The doctoral candidate may after this start a new pre-examination process, once the manuscript has been corrected.

**Category D**
- Before granting the permission for public defence the committee provides that the major corrections suggested by the pre-examiners and/or the committee are taken into account. A response letter that lists each comment/request from the pre-examiners. Following each comment, the changes made in the manuscript are to be indicated to address the concern, or a rebuttal is provided if the candidate disagrees with the comment. The letter needs to be formatted so that comments from the pre-examiners are shown in different font (colour, boldface, italics, or otherwise) than your responses. The response letter has also to be formulated so that the corrections can be understood independently, i.e., the reader can understand the corrections made without referring to the corresponding parts in the corrected thesis manuscript.

In addition, the revised manuscript needs to be formatted such that the corrections are typographically clearly visible. Supervising professor has to confirm the report.

The time limit for the corrections is one (1) year. If a corrected manuscript is not sent to the Doctoral Programme of Electrical Engineering before the given deadline (or extension requested), the Doctoral Programme Committee will reject the application for public defence. The doctoral candidate may after this start a new pre-examination process, once the manuscript has been corrected.
• Based on the response letter, the revised manuscript and the letter from the supervising professor, the doctoral programme committee will make a decision on sending the revised manuscript for re-examination. At its discretion, the committee may request the candidate for more corrections before sending the manuscript to the pre-examiners.
• Once the corrections have been made to the satisfaction of the committee, the revised manuscript and the response letter will be sent for a re-examination. The pre-examiners will be asked to provide re-examination statements on the corrected thesis.
• After receiving the re-examination statements the doctoral programme committee will make a new decision on permission for public defense based on the revised thesis and the re-examination statements of the pre-examiners.

Category E

• The manuscript in its current form is rejected. If a corrected manuscript is submitted, the pre-examination process starts over.
• The contents of the thesis require extensive revisions along with other corrections and suggestions for improvement.
  • The doctoral candidate may stop the examination process if the pre-examiners’ statements give cause to expect that the Doctoral Programme Committee will not grant permission for public defence.
  • The examination process can be stopped by informing the Doctoral Programme Committee about it (an email to Student Services of the Doctoral Programme).
  • If the doctoral candidate chooses not to stop the process, the Committee shall make a decision.
  • After stopping the examination process the doctoral candidate may discuss continuing to write the thesis with the supervising professor.
  • After completing the new thesis manuscript the pre-examination process will start over again. The supervising professor writes a separate proposal (with motivations) to the Doctoral Programme Committee concerning the new pre-examiners.

Changes after permission for public defence has been granted

After the permission for public defence has been granted only minor corrections (eg. spelling mistakes) are allowed to be done.

Without permission from the Doctoral programme committee, you are, for example, not allowed to:
  • Change the title of the thesis
  • Change the results in the thesis
  • Add/remove/change articles/manuscripts to other ones

If a submitted article that is included in your thesis gets accepted for publication you can change the manuscript to the accepted version if no changes to the content of the article has been made.

If the article is accepted for publication with the prerequisite that certain changes should be made:
  • and the changes asked for are minor, you can change the manuscript to the accepted version after the acceptance of your supervising professor.
  You need to make a freely formulated short clarification of the changes made to the manuscript and the supervising professor needs to approve these changes with his/her signature. The doctoral programme committee will be informed of these changes by sending the approved clarification to Student Services of the Doctoral Programme.
  • and you are asked to do bigger changes or add or remove substantial results, the manuscript that has been granted permission for public defence should be kept in the thesis.

Appointing the opponent and custos

• The opponent can be appointed 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 student 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, thesis can be published and printed.

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 thesis (signed and scanned)
2. Short reasoning for opponent: biography and list of publications (please find a template here)
   The biography (shortened CV) should describe at least the education background and working experience of the examiner. The list of publications should include the examiners publications from at least the past 5 years and in the proposal (template) 3-5 thesis related publications should be mentioned. Links to the biography/short CV and publication list are added as references to the proposal (template).

3. Please pay attention to the different options of organising the defence because they have effect on how the audience can join the defence. Please state clearly the preferred option in the form 307:
   online: only zoom link announced for public
   onsite: only lecture hall information announced for public
   hybrid: both zoom link and lecture hall information announced for public

The Doctoral Programme Committee shall make the decision within approx. 1 week. The Doctoral Programme Committee will appoint 1-2 opponents and confirm the custos, language, date, time and place of the defence. The candidate 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.
Who can be the custos at a doctoral defence?

The supervising professor of the doctoral student acts as the custos at the defence. The custos is the supervisor of the defence and is responsible for guiding the doctoral student and the opponent regarding the defence. The custos makes sure that the statement of the opponent is made according to the guidelines of the school and is submitted to the student services of the doctoral programme within 2 weeks from the defence the latest.

If the supervising professor for some cogent reason is unable to be the custos, then another professor of the same research field can substitute and be the custos instead.

Invitation to the opponent

The invitation to the opponent will be sent by the Student Services of the Doctoral Programme 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 thesis to the opponent(s).

Information to be printed in the thesis concerning the public defence

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

Tekniikan tohtorin tutkinnon suorittamiseksi laadittu väitöskirja, joka esitetään Aalto-yliopiston sähkötekniikan korkeakoulun luvalla julkisesti tarkastettavaksi korkeakoulun luventosalissa xx xxkuun x. päivänä 201x klo 12.

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

Printing and publishing the doctoral thesis

- Complete and detailed guidelines on publishing and printing theses at Aalto University are available at: https://www.aalto.fi/en/services/publishing-doctoral-theses (please login with your Aalto account). Please see also Aalto_publications.pdf and Dissertations - Unigrafia.


- Permission form for electronic publishing of your thesis. Please note that although you don't give permission for the electronic publishing of your thesis, 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.

- Doctoral student checklist for printing (including cost center codes)

Thesis press release and public display of the thesis

Before the public examination, the doctoral student writes a short thesis press release about his/her thesis. The purpose of the press release is to arouse the interest of media and other stakeholders. The press release is aimed at the general public and is read by people from different fields. A concise, plain-language description of the thesis is essential.

Please note that because the purpose of the press release is to arouse the interest of media and other stakeholders both in Finland and abroad, the press release should be written also in Finnish (or in Swedish). If you need assistance in writing the press release in Finnish, we advise you to ask help from your research group; e.g. colleagues and/or thesis advisor. Using Google Translater is not recommended.

The press release is submitted at the latest 15 days before the defence using a Webropol -form to the Doctoral Programme. The Doctoral Programme creates an event on your public defence at aalto.fi website under Events. Your press release will be added to the event.

The content of the press release differs from the abstract. The press release answers the following questions:

- What was the subject of the study?
- What was the purpose of the study?
- How relevant is the thesis to other research in the field?
- What results were obtained?
  - What was the main result of the study?
  - What new information does the research bring?
- Where and how the information can be applied?
- What kind of conclusions can be drawn from the results?

The press release should not exceed 2500 characters.

The doctoral candidate can distribute the link to the event page and thesis press release to all interested parties, including research group/department, family, cooperation partners, professional publications etc.
Public display of a doctoral thesis

The official public display is arranged as online display. Online display means that both the summary and the published and unpublished articles are publicly accessible online for 10 days. The PDF document including all the unpublished texts will be available for Aalto users on aalto.fi; for external users permission must be sought by email from aaltodoc-diss@aalto.fi on the grounds of the publicity of official documents.

The whole printed thesis (including articles, in article-based theses), shall be publicly displayed also in the School of Electrical Engineering prior to the defence, in the lobby of Maarintie 8 (janitors will help with this).

Timetable

Please note that the online public display of your thesis will start **10 days prior the public defence**. For the online display, the Learning Centre will need the final electronic version of your thesis processed by the printing house. Please note that processing the final electronic version of your thesis requires time in the printing house, **so please place your order in the publication platform well in advance**.

Aaltodoc

The online public display is different from the electronic publishing of the thesis at Aaltodoc. The staff at the Learning Centre will take care of the online public display, as well as electronic publishing at Aaltodoc, after receiving the pdf/a file from the printing house. The URN link of your electronic thesis is based on the ISBN number. The link will be activated after the thesis has been uploaded into Aaltodoc; this will happen only a day or two before the online public display starts. You will get an automatic email message when your thesis is available at Aaltodoc.

Number of printed theses and the distribution of them

The minimum number of printed theses in the School of Electrical Engineering is **16 copies**, 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 22 copies.

Please check the distribution guidelines below.

The minimum number of printed theses include the following:

Compulsory distribution on responsibility of the doctoral student:

At least 4 copies is taken to Maarintie 8 janitors (Maarintie 8, PO Box 15500, 00076 AALTO) for further distribution, please see the details below. The secretarial services will give you more advice regarding the requirement of your own department.

<table>
<thead>
<tr>
<th>Recipient/purpose</th>
<th>Number</th>
<th>Where to take</th>
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</thead>
<tbody>
<tr>
<td>Aalto University Learning Centre (Library)</td>
<td>1</td>
<td>Maarintie 8 janitors. The janitors will send this one copy to the Learning Centre.</td>
</tr>
<tr>
<td>The public display at Maarintie 8, main lobby</td>
<td>1</td>
<td>Maarintie 8 janitors</td>
</tr>
<tr>
<td>Chair of the Doctoral Programme Committee: professor Ari Sihvola</td>
<td>1</td>
<td>Maarintie 8 janitors</td>
</tr>
<tr>
<td>Opponent(s)</td>
<td>1/each</td>
<td>Maarintie 8 janitors</td>
</tr>
<tr>
<td>Pre-examiners</td>
<td>1/each</td>
<td></td>
</tr>
<tr>
<td>Supervising professor(s) and thesis advisor(s)</td>
<td>1/each</td>
<td></td>
</tr>
<tr>
<td>Doctoral student</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>The public defence</td>
<td>The rest of the printed copies</td>
<td>Janitors. The janitors will bring the theses to the hall where the public defence is held.</td>
</tr>
</tbody>
</table>

Department:

In addition to the minimum number of printed thesis required by Aalto University, **please check the requirement/need of your own department**.

National Library of Finland:

<table>
<thead>
<tr>
<th>The National Library of Finland</th>
<th>6</th>
<th>These 6 copies need to be taken into account in the final number of printed theses; please check this from the printing house. The printing house will deliver the copies to the National Library of Finland. More information about the Legal Deposit Service.</th>
</tr>
</thead>
</table>
Public examination and the postdoctoral party

The doctoral student starts the preparations for the public examination as soon as the Doctoral Programme Committee has approved the opponent and confirmed the details of the defence. More information on the public examination and matters related to that can be found here.

Approval of the doctoral thesis and graduation

When the public examination is at hand or over, you can submit request for graduation in Sisu. In short, request for graduation will be submitted through your credit plan in Sisu (via the blue DP-ELEC link on the second heading level of your credit plan). Look at detailed instructions how to request for graduation. For your graduation you also need to fill out the Agreement for graduating doctors. This is to inform the preferred degree certificate languages and your contact information for further contacts, regarding graduation ceremony, ceremonial conferment, thesis awards, etc. The agreement and the request is to be submitted a week before the meeting at the latest.

Please check the following:

- You are enrolled as attending at the university
- All courses are registered in SISU
- Your credit plan has been confirmed and it is set as your primary plan
- You have removed extracurricular studies from your Sisu credit plan
- You have added your thesis with code "researchfieldcode.diss" under thesis section

Approval of the thesis

The Doctoral Programme Committee decides on the approval of the thesis. The Committee shall evaluate the thesis based on the written statement of the opponent(s) and other possible written statements, comments or official replies.

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

Statements affecting the approval of the doctoral thesis

The opponent(s) is/are asked to deliver a well-founded written statement in which he/she proposes a grade, no later than two weeks after the public defence. If someone at the defence announced that he/she will make a written comment on the thesis, this statement needs to be delivered no later than two weeks after the defence.

The opponent(s) or a member of the doctoral programme committee who is entitled to take part in the decision-making concerning the thesis in question, may demand for rejecting the thesis. A demand for rejecting the thesis must be made in writing and reasons for rejecting it must be given.

The doctoral student will be given an opportunity to make an official written reply to these statements within a time determined by the school.

All statements are to be delivered to the the Doctoral Programme office at the latest three days before the Doctoral Programme Committee meeting at 9 am (please see the schedule). If all the necessary statements are not delivered, approval of the thesis will be discussed in the next Committee meeting.

If the candidate is not satisfied with the grading of the thesis:

Demand for rectification

The doctoral candidate may submit a written claim for rectification of the decision of the Doctoral Programme Committee to the University Board of Examiners, in writing, within 14 days of receiving the decision. Reassessment requests should be addressed to:

Aalto University Board of Examiners
Registry
PO BOX 11000
00076 AALTO, Finland

or by email to kirjaamo@aalto.fi

Graduation

After the thesis has been approved by the Doctoral Programme Committee, the Dean will award the degree if all the required studies have been completed and doctoral student has enrolled as attending to the university and submitted graduation request in Sisu.

The degree diploma of Doctor of Science (Technology) entitles to the title of Doctor of Science (Technology) (TkT, D.Sc. (Tech.)).

The degree diploma of Doctor of Philosophy entitles to the title of Doctor of Philosophy (FT, PhD).

Issuing the degree certificate and the graduation ceremony
The Dean awards the certificates in a certificate-awarding ceremony 1-2 times per term. Learning Services submits the decision regarding graduation and later also an invitation to the certificate-awarding ceremony. Please see the schedule of the upcoming ceremonies here. Persons who are unable to attend the ceremony may obtain the degree certificate from the Learning Services of the School of Electrical Engineering (Maarintie 8, 1st floor). The degree certificate can be received about three weeks after the doctoral degree has been awarded. You will be informed by email when the certificates are ready.

- Students must be prepared to prove their identity as they collect the certificate.
- If another person is collecting the certificate on behalf of the graduated student, s/he needs to present an individual power of attorney and an ID.
- Authorization aka Power of attorney also is necessary if the certificate is mailed; the certificate is mailed as a registered letter, and may be collected from the post office by the graduate.

Scholarship for completing the doctoral degree

Application form, criteria and instructions are available at Incentive scholarships.

The ceremonial conferment of doctoral degrees

More information about the ceremonial conferment is available here.