

**Faculty of Medicine
Scientific postgraduate studies**

STUDY GUIDE
2009-2011



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TO THE READER

This study guide is a handbook for students pursuing postgraduate studies within the Faculty of Medicine of the University of Turku during the semesters covering 2009 through 2011, although the guide contains valuable information for postgraduates in other fields of science, as well. The study guide covers the legal framework, the regulations issued by the Faculty and procedural information that are important for students pursuing a doctorate degree in medicine, dentistry or philosophy (natural sciences) and for those pursuing a licentiate or doctorate degree in health sciences (nursing sciences).

If changes are implemented that concern the regulations of the postgraduate studies during the period during which this guide is in force, these changes will be published on the web site of the Faculty.

This guide may be downloaded and read on the web site of the Faculty:
<http://www.med.utu.fi/en/studying>

INTRODUCTION

The following postgraduate university degrees may be awarded by the Faculty of Medicine, University of Turku:

- Doctor of dental science
- Doctor of medical science
- Doctor of philosophy
- Licentiate of health sciences
- Doctor of health sciences

The government decree issued on August 19, 2004 on University Degrees (794/2004) came into force on August 1, 2005 (appendix 12). At the same time all previous decrees covering university degrees were repealed, with the exception of the vocational examinations. The administrative regulations of this guide are specified in the legal decrees based on the government decree on University degrees that came into force on August 1, 2005 and concern the right to study, the goals and requirements of postgraduate doctorate studies and transition regulations. For the students who follow the regulations that have been repealed, the previous regulations are followed as applicable, and these regulations may be found in the study guide for postgraduate studies 2003 – 2005. Since August 1, 2005 the volume of study has been quantified as study credits (points). The new Universities Act has come into force on January 1, 2010. The new act sets down the requirements of students for postgraduate studies (37 §).

RULES OF TRANSITION STUDIES

Students who have pursued postgraduate studies according to the repealed legislation at the time when the new legislation (decree 794/2004) came into force on August 1, 2005 are, according to the legal transition regulations regarding the amendment of the Universities Act (715/2004), entitled to choose to either convert to pursuing studies according to the new decree or to continue their studies according to the repealed decrees. The transition time of postgraduate students who have reached the degree of licentiate of medicine or licentiate of dentistry ends on July 31, 2010 and of those who have reached some other higher university degree on July 31, 2008.

1 REQUIREMENTS FOR DOCTORATE DEGREE

Eligible for studies leading to doctorate degree is a person who has completed (Universities Act section 37, subsection 5):

1. an applicable higher university degree
2. an applicable higher polytechnic degree, or
3. an applicable education completed abroad which in the awarding country gives eligibility for corresponding higher education

The university may require a student admitted to study for an academic or artistic postgraduate degree to complete the necessary supplementary studies in order to acquire the knowledge and skills needed for the studies (Universities Act section 37).

The right to pursue postgraduate studies aiming at the **doctorate degree in medicine or dentistry** may be given to a student who has attained the degree of licentiate of medicine or licentiate of dentistry in Finland or a similar degree in a university of another country.

It is permitted for a student of medicine or dentistry to apply for the right to study, to register as a postgraduate student and to pursue theoretical studies aiming at a doctorate degree in medical sciences or dental science, respectively, before completion of the graduate studies. Thus, a student may initiate the theoretical postgraduate studies required for a doctorate degree already before completion of the studies of licentiate of medicine or dentistry.

The Faculty may find a person eligible for studies aiming at **doctorate degree of philosophy** if this person has attained a higher university degree in a Finnish university; as of January 1, 2010 this also applies to a person who has completed an applicable higher polytechnic degree (Universities Act, section 37). Also persons who have an applicable education completed abroad which in the awarding country gives eligibility for corresponding higher education may be eligible, as may persons whom the Faculty judges otherwise to have sufficient knowledge and skills for the studies.

The Faculty may find a person eligible for studies aiming at **licentiate and/or doctorate degree in health sciences** who has attained the degree of candidate of health sciences or bachelor of health sciences or who has completed a similar domestic or foreign examination or whom the Faculty judges otherwise to have sufficient knowledge and skills for the studies. Before this, however, the applicant for studies aiming at the licentiate or doctorate degree of health sciences must draft and have approved a preliminary research plan and resource plan. For more information, please visit: <http://www.med.utu.fi/hoitotiede/tutkijakoulu/>

The doctorate degree requires a quantum of theoretical studies and a thesis approved by the Faculty. The applicant for a doctorate degree must participate in the studies as specified by the Faculty and publish a thesis.

2 GOALS OF SCIENTIFIC POSTGRADUATE STUDIES

The aim of postgraduate studies (Decree on University Degrees 794/2004) is that the student

1. becomes well-versed in his/her own field of research and its social significance and gains knowledge and skills needed to apply scientific research methods independently and critically and to produce new scientific knowledge within his/her field of research;
2. becomes conversant with the development, basic problems and research methods of his/her own field of research;
3. gains such knowledge of the general theory of science and of other disciplines relating to his/her own field of research as enables him/her to follow developments in them.

3 STEPS TO DOCTORATE DEGREE, CONCISE LIST

1) Supervisor

A student who is initiating his/her postgraduate studies must first of all discuss with a senior scientist (professor, docent or, exceptionally, other doctor) the contents of the theoretical studies, the guidance needed during preparation of the doctoral thesis and other details related to the project. **The student must, already when applying from the Faculty for the right to pursue postgraduate studies, have 1) a written study plan covering the theoretical studies and 2) a research plan.** Regarding the licentiate and doctorate of health sciences, see <http://www.med.utu.fi/hoitotiede/tutkijakoulu/>. The student may also, at this stage, apply for studies at any of the graduate schools of the Faculty (chapter 6.1).

2) Follow-up committee for doctoral examination

In the beginning of the training for the doctorate degree and in connection with registration of the study and the thesis research plan, a follow-up committee of 3 – 4 persons is named. The committee is composed of the supervisor(s) of the thesis and of 2 – 3 other scientists who are well acquainted with the research topic. Two of these persons must come from institutions outside the own discipline and research team.

3) Right to study for doctorate degree, registration as postgraduate student, study plan and registration of thesis research

The same form is used to apply for 1) the right to study, 2) for registering the study plan for the theoretical studies and 3) for the thesis research. The form is used to register the names of the supervisor(s) and of the persons in the follow-up committee for the doctoral examination. The form is signed by the postgraduate student, the supervisor(s) and the professor of the department. A condition for applying as a postgraduate student in the **program for licentiate or doctor of health sciences** is that the applicant has a preliminary research plan and resource plan that has been approved by the Post-Graduate school of Nursing Science.

Appendixes:

- copy of certificate of higher university degree examination, unless the examination has been taken in the University of Turku
- the investigation plan for the thesis work in Finnish or in English, the recommended length, without literature references, is 5 pages

4) Starting theoretical studies

A student may begin pursuing the theoretical studies required for **doctor of medical science or doctor of dental science** already during the graduate studies, i.e., before gaining the degree of licentiate of medicine or dentistry, respectively. Medical students may also apply for the clinical or biomedical research track before graduation. A student aspiring for **doctor of health sciences** may apply for the health science track of Finnish Post-Graduate School in Nursing Science. For further information, see the contact information to the graduate schools, chapter 6.1. The theoretical part of the training program may include studies abroad.

5) Authoring of thesis / licentiate thesis of nursing sciences

6) Application for thesis defense

The professor or other responsible person of the institution puts forward a proposition for reviewers of the thesis, and for the opponent and chairperson (custos) for the thesis defense. (The opponent and custos may also be proposed in connection with the next step of the procedure for the doctorate degree.) The doctoral candidate and the one(s) who makes the proposition sign the application for the public defense of the thesis form.

Appendixes:

- summary of thesis manuscript (maximum 1 page, may be identical with the abstract of the manuscript)
- thesis manuscript in its final form and layout, including original publications
- list of original publications (unless the thesis is a monograph), together with an account in English of the role of the doctoral candidate in each of the original publications, signed by the doctoral candidate and the supervisor(s).
- an account in English of which original publication(s) will be used as a part of another thesis, together with 2 copies of that thesis. If the original publications are not used for this purposes, this account is not needed.

The Doctoral Committee of the Faculty appoints the reviewers of the thesis. The Dean appoints the opponent and the chairman (custos) for the public thesis defense. Once the reviewers have been approved, the applicant delivers the thesis manuscript to the reviewers.

NOTE: Please take into consideration the meeting schedules of the Doctoral Committee and of the Faculty Council, when attending to the practicalities of publishing a thesis and defending it.:

<http://www.med.utu.fi/hallinto/johtokunta/kokoukset/>

7) Defence permission

After the statements of the reviewers have arrived at the Faculty, an application for the public defense of the thesis is submitted (a new form for application for the public defense of the thesis need not to be submitted). The doctoral candidate submits a thesis manuscript, which he/she has amended according to the suggestions of the reviewers, to the Faculty and presents a date for the public defense. The professor or other responsible person of the institution puts forward a proposition for the opponent and/or for the custos, unless not done previously. The Faculty Council takes a decision on the defense permission. The thesis in its final, publishable electronic form (pdf) must be submitted to the main library of the University 15 days before the date of public defense. If the thesis is published only in printed form or in printed form and in electronic form, the printed version must be submitted to the University no later than 10 days before the date of the public defense.

8) Public thesis defense

The doctoral candidate reserves a lecture hall suitable for the public defense of his/her thesis, sees to it that the thesis is appropriately distributed, and provides - before the time of the defense - the communication department of the University with the information on the public defense of the thesis together with a UMI-summary of the thesis (not compulsory) (see chapter 4.8).

9) Approval of theoretical studies

The theoretical studies required of a **doctor of medical science, doctor of dental science and doctor of philosophy** must be approved. There is a specific form for application of approval of these studies, which needs to be filled in and submitted.

Appendixes:

- excerpt from the Study registry
- certificates of courses and other training that the doctoral candidate has attended

Approval of theoretical studies for the **licentiate and/or doctor of health sciences** requires submission of an excerpt from the Study registry. The director of the graduate school will scrutinize the excerpt after which he/she will provide a letter of approval together with the excerpt. At the same time, the director will check that the studies harmonize with the study plan.

The theoretical studies are approved by the Dean after presentation by the Doctoral Committee.

10) Certificate of licentiate or doctorate degree

Once the Faculty has approved the theoretical studies and the thesis for the doctorate degree / licentiate, the postgraduate student will receive a certificate to attest to the doctorate degree /licentiate. This will not require any separate application.

4 REGULATIONS AND PRACTICAL INSTRUCTIONS RELATED TO DOCTORAL EXAMINATION

4.1 DISCUSSIONS WITH SUPERVISOR AND INITIATION OF THESIS WORK

A student who is beginning to work on his/her doctoral examination must first discuss the contents of the theoretical studies, supervision of the thesis work and other details related to the project with a senior scientist (professor, docent or, in exceptional cases, some other scientist who is a doctor in the topic at hand). The student must agree with the supervisor and the respective professor or other responsible person of the institution on, e.g., the topic of the thesis work, methodology and the likelihood of completing the work according to plan.

The thesis work may have, at most, two supervisors (**professor, docent or, in exceptional cases, some other scientist who is a doctor in the topic at hand**). One of the supervisors should preferably be at least a docent. In exceptional cases, such as if the topic is exceptionally demanding and covers several scientific fields, the Faculty may, by application, approve a third supervisor. If the supervisor needs to be changed while the thesis work is in progress, the student and the supervisor must apply for the change in writing, and submit the application containing an explanation for the reasons to the change to the Doctoral Committee.

4.2 FOLLOW-UP COMMITTEE FOR DOCTORAL EXAMINATION

In the very beginning of the studies aiming at a doctoral examination, in connection with registration of the study plan and the thesis work, a follow-up committee consisting of 3-4 persons is called. The follow-up committee for the doctoral examination consists, in addition to the doctoral student and the supervisor/s, of 2-3 scientists who are familiar with the topic at hand. Two of the committee members must come from outside the institution and the scientific team. The duties of the follow-up committee are:

- to convene at least once annually to evaluate the progress of the doctoral student's thesis work and the capability of the student to pursue independent scientific work. The doctoral student calls the committee.
- to promote the successful progress of the thesis work by providing expertise in the field at hand and for completion of the thesis work.
- to provide the doctoral student annually with a statement regarding the progress of the thesis work. These statements may be used by the Doctoral Committee for evaluating if the work is appropriate for a scientific doctoral thesis.

The doctoral student shall report annually on the progress he/she is making with the doctoral thesis. The report shall be submitted to the follow-up committee. The follow-up reports (i.e., the reports of the student to the follow-up committee) account as a part of the postgraduate studies required for the degree of doctor (0.5 credits per report, maximum 2 credits). One of the members of the follow-up committee, who is exterior to the group of scientists where the thesis is being compiled, may act as one of the reviewers of the thesis, if this is considered appropriate and if he/she fulfills the requirements set for reviewers.

4.3 RIGHT TO STUDY FOR DOCTORATE DEGREE, REGISTRATION FOR POSTGRADUATE STUDIES, STUDY PLAN AND REGISTRATION OF THESIS WORK

There is **NO** set deadline for postgraduate study applications, the only exception being postgraduate studies in the field of health sciences (nursing sciences).

Once the preliminary study plan and resource plan have been approved, the student of **licentiate or doctor of health sciences** may apply for the right to study, to register as a postgraduate student and to register his/her study plan and thesis work. (For further information on postgraduate studies in health sciences, see <http://www.med.utu.fi/hoitotiede/en/postgraduate>)

The student applies from the Faculty the right to study within the postgraduate study programs. At the same time the faculty approves the study plan and registers the thesis work / licentiate work of health sciences. The application requires the use of dedicated three-page form. The form is submitted to Outi Irjala, Senior Administrative Officer (phone +358 2 333 8520) or office secretary Riitta Paju (phone +358 2 333 8487), who forward the documents for review. The Dean grants the student the right to study. The Dean also approves the study plan, the investigation plan for the thesis work and the study plan for the licentiate in health sciences on the proposition of the Doctoral Committee.

The form is available on the Faculty's web site: <http://www.med.utu.fi/lomakkeet/> or the Faculty office (telephone +358 2 333 8520 or +358 2 333 8487).

For registration of the right to study, the study plan and the thesis work for doctor of medical science or doctor of dental science, use form 1 (<http://www.med.utu.fi/opiskelu/lomakkeet/index.html>)

For application for the right to study, the study plan and registration of the licentiate / doctoral thesis for doctor of philosophy or licentiate / doctor of health sciences use form 7 (<http://www.med.utu.fi/opiskelu/lomakkeet/index.html>)

4.3.1 Right to study and registration as postgraduate student

Unless the student has graduated from the University of Turku, he/she must provide a copy of the examination diploma together with the application.

The Faculty office submits the decision regarding the right to study to Student services. The Student services provide the student with a form for registration with the Student registry, if the student has graduated from outside the University of Turku or if the student has been absent for a longer time than one semester. Once the information has been entered into the Student registry, the Student services provides the student within a certificate of presence and a copy of the decision regarding the right to study. After

this, the student shall register at the university at the beginning of each academic year until he/she has absolved the licentiate / doctoral examination. The postgraduate student must be registered as being present as a student in the University of Turku at the time the student is fulfilling the studies required for the examination and when the doctoral / licentiate certificate is granted. The time for registration as a student in the University of Turku runs usually from the middle of May to the middle of September.

Further information is available at Student services (http://www.utu.fi/en/studying/contact/student_services/services.html), phone +358 2 333 6147, +358 2 333 6146 or by e-mail ilmoittautuminen@utu.fi. Registration as a postgraduate student is free of charge, unless the student wants to join the student league (student body) of the University of Turku, which provides certain social benefits (e.g. Finnish Student Health Service, YTHS, see <http://www.fshs.fi/netcomm/default.asp?strLAN=EN>).

4.3.2 Study plan for theoretical studies

The student aiming at a postgraduate degree must have a prepared plan for the theoretical studies at the time when he/she applies for the right to study. The student shall together with his/her supervisor plan the contents of the theoretical studies in such a way the studies fit the doctoral study program and scientific field of the planned doctoral work.

Chapter 4.4 presents the specific structure and volume of each doctoral examination in the Faculty.

Chapter 4.4.4 presents information on the studies abroad that may be contained in the doctoral studies.

4.3.3 Registration of thesis work

The student aiming at a postgraduate degree must have a prepared plan for the doctoral thesis work at the time when he/she applies for the right to study.

The main supervisor / supervisors shall be recorded when the thesis work is registered and by their signature they consent to act as supervisors. (If there are more than 2 supervisors, the Faculty expects to obtain a written explanation for the need of extra supervisors, cf. section 4.1). In connection with the registration of the thesis work, the members of the Follow-up committee for the doctoral examination are registered (cf. section 4.2). The professor of the institution consents to the thesis work being carried out at his/her institution / department / hospital by signing the appropriate form.

The registration of the thesis work is complemented by appending a summary in Finnish or in English of the study plan. The recommended length excluding references is 5 pages (instructions in form 14, <http://www.med.utu.fi/opiskelu/lomakkeet/index.html>).

4.4 INITIATION OF THEORETICAL STUDIES

According to Directive 794/2004 postgraduate studies are assessed by credits since August 1, 2005. This regulation applies to postgraduate students who have registered for doctoral studies after August 1, 2005. The Faculty applies since August 1, 2007 a coefficient of 2 for scientific postgraduate studies. The volume of the studies for doctor of medical science and of doctor of dental science is 40 credits (corresponds to 20 study weeks), and for doctor of philosophy, doctor of health sciences and licentiate of health sciences is 60 credits (= 30 study weeks).

4.4.1 Structure and volume for doctor of medical science and doctor of dental science

(thesis + 40 credits (20 study weeks))

On average, the studies required for obtaining the degree of doctor of medical or dental science take 4 years of full-time studies. The examination consists of theoretical, course-bound studies (40 credits = 20 study weeks), general studies (10 – 20 credits = 5 – 10 study weeks) and specialized studies (20 – 30 credits = 10 – 15 study weeks), plus the thesis.

The general and specialized theoretical studies may be initiated already before the licentiate.

The postgraduate student should keep in mind that the courses available for the general studies vary from semester to semester and that all compulsory courses may not run every academic year (more information on the courses provided by the PSG are given by Office Secretary Anne Johansson,

phone +358 2 333 8421, amjohan@utu.fi).

The goal of the general studies that are part of the theoretical studies is to familiarize the student with general scientific methodology, the planning of research projects and critical evaluation of research results, scientific writing and the historical and ethical basis of science.

The goal of the specialized studies that are part of the theoretical studies is to familiarize the student profoundly with the knowledge and scientific methodology of the research field at hand and to follow the development of science. The Faculty may approve also other kinds of studies as specialized studies.

The credits gained for the graduate studies for the licentiate of medicine or dentistry cannot be used as credits for the doctoral examination. Students who have completed the studies of a research track may use 40 credits (20 study weeks) as part of their theoretical studies required for the doctoral examination, unless these credits have been used to compensate for alternative courses during the graduate studies.

Theoretical studies: 40 credits (20 study weeks)

2 credits (1 study week) correspond to 20 hours of formal teaching.

A GENERAL STUDIES 10-20 credits (5-10 study weeks)

A:1 Compulsory course: General scientific methodology, 2 credits (1 study week)

- Course: Scientific theory of medicine
If you cannot take the course, you must discuss this with professor Veikko Launis (veikko.launis@utu.fi).

A:2 Other general studies, 8-18 credits (4-9 study weeks)

Examples:

- courses in statistics
- courses in biostatistics
- course on experimental animals (6 credits)
- language courses (which support scientific work, e.g., scientific writing, oral presentation skills)
- studies related to expertise in general, "transferable skills/generic skills" (e.g., ethics of science, presentation, interactions and communications skills, teaching skills, entrepreneurship, project management skills)

The experimental animal course is compulsory for students who need permission to perform studies with experimental animals on their own. More information is provided by the director of the animal lab, docent Ulla-Marjut Jaakkola (phone +358 2 333 7275, ulla-marjut.jaakkola@utu.fi)

B SPECIALIZATION STUDIES, 20-30 credits (10-15 study weeks) related to the topic of the thesis

Examples:

- Scientific seminars (e.g., Turku infection meetings, TIC seminars, Crede seminars, BioCity Turku Frontiers of Science seminars etc)
- Postgraduate courses arranged by the University of Turku, many of the courses of the PGS, studies arranged by the scientific graduate schools
- International and national postgraduate/methodology courses (e.g., courses by EMBO and NorFA, studies in foreign institutions under the auspices of the ERASMUS program)
- Research seminars and literature seminars in the institution where the postgraduate studies are carried out (recommended maximum 8 credits = 4 study weeks)
- Contributions to congresses (oral presentation or poster yields 2 credits = 1 study week per congress, participation with no contribution 1 credit = 0.5 study week/congress, recommended maximum 8 credits = 4 study weeks)
- scientific article (not part of the thesis) approved for publication yields 2 - 4 credits = 1 - 2 study weeks, maximum 4 credits (2 study weeks) on the basis of the supervisor's evaluation
- Written exams based on books are approved to a maximum of 12 credits (6 study weeks). The exams shall test the student's understanding of scientific text related to the theme of the thesis and are approved by the Doctoral Committee (e.g., a volume of 100 pages corresponds to 1 credit).

Approval for the exam must be provided by the Doctoral Committee before the exam is taken. The doctoral student shall provide the Doctoral Committee with an application with the following appendixes:

- A statement by the supervisor regarding the suitability of the study material for undergoing a written examination
- A proposition by the supervisor as to the number of credits covered by the material
- A suggestion of an reviewer (other than the supervisor)
- Study visits, work visits, method training abroad
- Freely formulated follow-up reports (student's follow-up reports to Follow-up committee for doctoral examination) 0.5 credits / report, maximum 2 credits
- Personal guidance (recommended maximum 6 credits = 3 study weeks)
- Applicable courses for specialist physicians

NOTE! If the postgraduate student has gained more credits than the required and compulsory 2 credits (1 study week) under item A.: General scientific methodology, the student may include the extra credits as part of the studies under A:2, Other general studies.

Participation in the postgraduate courses is supervised. The student's participation will be recorded in the Study registry only for the times that the student has been present. Studies outside the courses administered by the University must be verified by presentation of appropriate certificates of attendance; regarding congresses this implies the program, list of posters etc.

4.4.2 Structure and volume for doctor of philosophy

(thesis + 60 credits (30 study weeks))

For the degree of doctor of philosophy the student must prepare a thesis and gain 60 credits of theoretical studies.

Structure of theoretical studies, 60 credits (30 study weeks)

2 credits (1 study week) correspond to 20 hours of formal teaching.

1. Postgraduate studies and seminars in main subject, 30-38 credits (15-19 study weeks)

2. Studies related to field of study, 22-30 credits (11-15 study weeks)

The degree of doctor of philosophy may include the following studies:

- Postgraduate seminars
 - participation in seminars (10 times /2 credits = 1 study week)
 - presentation at seminars (1 presentation /2 credits = 1 study week)
- national and international scientific activity
 - poster presentation at national meeting 1 credit (0.5 study week) and oral presentation 2 credits (1 study week)
 - poster presentation at international meeting 2 credits (1 study week) and oral presentation 4 credits (2 study weeks)
 - congress participation without presentation 0.5 credits
- Scientific work in domestic/foreign university/scientific institution
 - 2 - 24 credits (1 - 12 study weeks). The Doctoral Committee approves on the basis of the presentation by the supervisor
 - if the doctoral student has an employment relation with the institution for the completion of the thesis book, this cannot be used to cover the requirements of this section
- Authoring scientific publications
 - scientific article approved for publication that is not part of the thesis gives 2 - 8 credits (1 - 4 study weeks), maximum 8 credits (4 study weeks)
- Book exams
 - Scientific text related to the theme of the thesis may be approved by the Doctoral Committee on the recommendation of the supervisor. Before taking the written exam the doctoral student shall

provide the Doctoral Committee with an application with the following information: reviewer (other than the supervisor), a statement by the supervisor regarding the suitability of the book and a proposition by the supervisor for the number of credits covered by the material; recommended maximum 12 credits (6 study weeks).

- Domestic and foreign specialist courses
 - credits according to participation
 - course on experimental animals for scientists 6 credits (3 study weeks), (the course is compulsory for students who require or wish to obtain a permit to perform studies with experimental animals on their own)
- Scientific postgraduate courses, university pedagogy studies and language studies
 - credits according to participation
- Studies related to expertise in general, (transferable skills/generic skills)
 - e.g., ethics of science, presentation, interactions and communications skills, teaching skills, entrepreneurship, project management skills
- Freely formulated follow-up reports (student's follow-up reports to Follow-up committee for doctoral examination), 0.5 credit / report, maximum 2 credits
- Personal guidance (maximum recommended 6 credits = 3 study weeks)

It is possible to include studies from the graduate level or advanced studies that relate to the field of the postgraduate studies. The study plan covering items 1 -2 shall be approved by the responsible person of the institution. It is the primary responsibility of the supervisor and also of the Doctoral Committee in connection with approval of the study plan to guarantee that the postgraduate studies constitute a balanced entity which fulfills the requirements of the decree regarding the goals set for the doctorate degree in philosophy (natural sciences). The final decision regarding approval of the study plan is taken by the Dean at the proposal of the Doctoral Committee.

If the student has a postgraduate degree, the Dean will decide, in connection with the approval of the study plan and at the proposal of the Doctoral Committee, on the need to substitute or complement the studies mentioned under item 1 - 2 above.

Approval of the theoretical studies requires presentation of the appropriate certificates (course certificates, certificate by the head of the institution, supervisor or other).

4.4.3 Structure and volume of studies for licentiate and doctor of health sciences

(licentiate thesis / doctoral thesis + 60 credits (30 study weeks))

The licentiate of health sciences requires a licentiate thesis and 60 credits of theoretical studies. The doctor of health science requires studies consisting of a doctoral thesis which shall be defended in public and 60 credits of theoretical studies.

The studies required for the licentiate and doctorate degree of health sciences are described in the study guide for students in health science at the University of Turku
<http://www.med.utu.fi/hoitotiede/en/postgraduate/>.

Structure of theoretical studies 60 credits (30 study weeks)

1. Postgraduate studies and seminars in main subject, 30-38 credits (15-19 study weeks)

- seminars in main subject and personal guidance will yield a maximum of 10 credits (5 study weeks)
- congresses are approved as follows: (maximum 8 credits = 4 study weeks). If the maximum is exceeded, a reason for this shall be provided in writing:
 - participation: 1 credit (0,5 study week)
 - poster/oral presentation: 2 credits (1 study week)
 - international congress / oral presentation: 4 credits (2 study weeks)

2. Studies related to research field of thesis work, 22-30 credits (11-15 study weeks)

It is possible to include studies from the graduate level or advanced studies that relate to the field of the postgraduate studies. A part of the studies contain studies related to expertise in general, "transferable skills/generic skills" (e.g., ethics of science, presentation, interactions and communications skills, teaching skills, entrepreneurship, project management skills). The study plan covering items 1 - 2 shall be approved by the responsible person of the institution. A part of the studies will be performed at the Finnish Post-Graduate School in Nursing Science; the program of this school is published at the institution of health sciences and on the home page of the Finnish Post-Graduate School in Nursing Science <http://www.med.utu.fi/hoitotiede/tutkijakoulu/>.

The studies according to the study plan as approved by the supervisor are entered into the Study registry. If changes are made to the study plan, the changes and completed studies that do not conform with the study plan shall be approved by the director of the Turku Graduate School of Nursing Science.

The student must provide the Study registry with the certificates of all courses and other training events that he/she has completed according to plan and that have been separately approved. The certificates shall be sent to the assistant at the Department of Nursing Science (phone +358 2 333 8416). The courses of the Turku Postgraduate School of Health Sciences (PGS) taken by the student are recorded in the Study registry at the Faculty.

4.4.4 International studies as part of the doctoral studies

Foreign studies within the Erasmus student exchange program are approved as part of the doctoral studies in accordance with the European Credit Transfer System (ECTS). The departments of the Faculty of Medicine have appointed contact persons for the ECTS-program, and these persons manage the approval of the study plans. The student exchange vacancies of the Erasmus-program are announced in January and the deadline for the applications is in mid-February (<http://www.med.utu.fi/en/studying/exchange/apply/>). Doctoral students should actively exploit the established international contacts of the institutions and research projects. Studies acquired through these contacts or other, independent contacts may also qualify for theoretical doctoral studies. An exchange term acquired independently by the student must also be reported to the University; for this, use form B on the following web page <http://www.utu.fi/opiskelu/opinnot/ilmoittautuminen/ulkomailla.html>.

Before leaving for the exchange or other foreign study term, the student must have the studies approved; for Erasmus exchange students this is compulsory. For further information on the Erasmus and other exchange programs, please visit: <http://www.med.utu.fi/opiskelu/kv> or contact Ms Kaija Kangasjärvi, Senior Administrative Officer (phone +358 2 333 8405, intmedi@utu.fi).

4.5 AUTHORIZING DOCTORAL THESIS OR LICENTIATE THESIS IN HEALTH SCIENCES (NURSING SCIENCES)

4.5.1 Instructions for licentiate thesis in health sciences

Information on the licentiate in health sciences is available in the study guide for the Finnish Post-Graduate School in Nursing Science or by visiting <http://www.med.utu.fi/hoitotiede/en/postgraduate>.

After having prepared the manuscript of the licentiate in health sciences, the student shall submit the final manuscript to the Faculty office, Ms Outi Irjala, Senior Administrative Officer (phone +358 2 333 8520) or to Ms Riitta Paju, Office Secretary (phone +358 2 333 8487). The Faculty appoints the reviewers of the thesis on the proposition of the professor or other responsible person of the institution. The student delivers the manuscript of the licentiate thesis to the appointed reviewers. On the basis of the reviewers' statements the Faculty Council decides on approval of the licentiate thesis. Four copies of the final written thesis shall be provided to the department of health sciences for further distribution to libraries.

4.5.2 Thesis: General instructions

The thesis manuscript shall be a scientific presentation based on the independent scientific work on a subject within a specified field of research. The thesis may consist of a study that has previously not been published to any large extent (thesis of monograph format) or a thesis of the integrated article format which consists of scientific publications and manuscripts related to a specific scientific topic and of a

comprehensive summary (synopsis) of the articles. The articles shall be published in peer review journals.

If the doctoral candidate presents a thesis of the integrated article format, and there are several contributors to the individual articles, it is important that the doctoral candidate has had an independent role in producing the article. The doctoral candidate shall present in English a written account of his/her contribution to each separate publication (original article), if the thesis is of the integrated article format. This account is to be appended to the application for the thesis defense and is to be submitted to the Faculty, when the reviewers of the thesis are appointed to the Faculty. The number of articles that are used in more than one thesis shall be less than half of the total number of articles included in the thesis of the integrated article format. The one and the same article may be used only in two theses of the integrated article format. The Faculty will decide *in casu* whether the one and the same article may be included as a part of the theses of the integrated article format of two doctoral candidates. This decision is based on the written account (in English), where both doctoral candidates detail their contribution to the shared article. The regulations regarding theses apply also for the entirety of the thesis of the integrated article format, including the synopsis.

The language of the thesis shall be Finnish, Swedish or English or, with the consent of the Faculty, some other language. The public defense of the thesis shall be carried out in Finnish or in the language of the thesis or another language approved by the Faculty. The *lectio praecursoria* has by tradition been given in Finnish, regardless of the language of the public defense, if the doctoral candidate's vernacular is Finnish. If the thesis manuscript has been written in neither Finnish nor Swedish, the Faculty Council may require a separate statement as to the linguistic form of the thesis. The original research data related to the thesis must be archived for a time until the thesis has been officially approved. The data must also, on request, be available to the experts appointed by the Faculty.

4.5.3 Thesis layout and content

A thesis consists of the following parts in this order:

- Title page. The footer of the title page shall contain the name of the university in this form: Turun yliopisto – University of Turku. On the reverse page are stated the following: locations of the research work, name of the graduate school, names of supervisors, names of reviewers and name of opponent.
- Abstract in English; maximum length 1 page and 250 words. The abstract begins with the name of the author, then comes the name of the thesis, institution/department/clinic or other place where the research has been performed, publication series, printing place and year of publication. The abstract page is concluded with the keywords related to the thesis. Instructions for preparing the abstract are presented in form 15: <http://www.med.utu.fi/opiskelu/lomakkeet/index.html>
- Abstract in Finnish and/or Swedish on one page, form as in preceding bullet
- Table of contents with section headings and page numbers
- Abbreviations
- List of original publications. The list shall include a mention on copyright holders, e.g., "The original communications have been reproduced with the permission of the copyright holders.", if appropriate.
- Introduction. Chapters are numbered consecutively from here onward.
- Review of the literature
- Aims of the study
- Materials and methods
- Results
- Discussion
- Summary/conclusions
- References

The thesis shall also include a loose leaf, i.e., a page not bound to the book. The loose leaf shall contain the following information:

- Name of thesis
- Name of doctoral candidate
- Mention that the book is an academic thesis (dissertation) that is presented for public examination with the assent of the Faculty of Medicine of the University of Turku
- Time and location of thesis defense
- Turun yliopisto – University of Turku, place of printing and year of printing

If the thesis is published within a scientific series or comparable literary forum, the literature references shall follow the instructions of that forum.

In all English material the form of the name of the university is University of Turku (not "Turku University") and of the university hospital Turku University Hospital (not "Turku University Central Hospital"). The correct form of the name in Finnish is Turun yliopisto.

In theses of the integrated article format it is mandatory that the appropriate copyright provisions of the copyrighted original material is followed. This may also apply for renewed use of the texts, graphs, images or other copyrighted material in the original publications if it is used in the synopsis of the thesis. **If material in the original publications is reproduced in the synopsis of the thesis, reference to the original publications must be made. Images published in the original articles should preferably not be reproduced in the synopsis of the thesis.**

If a thesis of the monograph format includes previously published material, due reference to the source of this material is mandatory.

4.6 APPLICATION FOR THESIS DEFENSE AND THESIS REVIEW

In the application form for the thesis defense (form 16, <http://www.med.utu.fi/opiskelu/lomakkeet/index.html>) the professor or other responsible person of the institution makes a proposition for a minimum of 2 reviewers (examiners) of the thesis work. Only one reviewer may come from the University of Turku and it is recommended that at least one of the reviewers is from Finland. **Three reviewers are always appointed for theses of the monograph format.** The reviewers must have a doctorate degree and should have at least the competence of a docent. Propositions for the opponent and the custos may be made now or after the reviewers' statements have been received by the Faculty.

The doctoral candidate must provide the Faculty with an account written in English regarding his/her contribution to each original article, if the thesis has the format of an integrated article thesis. This account shall be appended to the application for thesis defense and is submitted to the Faculty at the time when the reviewers are appointed for the thesis. The account shall be signed by the supervisor(s) and the doctoral candidate. The account shall be included as an appendix to the list of publications that is appended to the thesis defense application. The Faculty will forward the account to the reviewers of the thesis.

The same original article that is included as a part of the thesis of the integrated article format may be used in no more than two theses. The duplicate use must be well-founded and requires a written application by the doctoral candidate and the supervisor(s). The application must be in written form in English, shall be addressed to the Faculty and is to be submitted in connection with the application for the thesis defense. The application must include a statement explaining the independent contribution of each of the contributors to the article. Two (2) copies of the other thesis must be submitted to the Faculty who will further it to the reviewers. The number of articles that are used in more than one thesis must be less than half of the total number of original articles in the thesis. The use of the same original article in two separate theses is approved *in casu* during the thesis review and on the basis of the above mentioned application explaining the work distribution among the individual authors.

When permission for the thesis defense is granted more than half of the original communications in theses of the integrated article format must have been published or accepted for publication.

Appendices to application for thesis defense:

- **summary of the thesis manuscript (maximum 1 page); may be the same as the thesis abstract**
- **thesis manuscript in its final form and layout as a hard copy on paper and as a pdf-file**
- **list of original communications** (if the thesis is of the integrated article format) with an account in English of the contribution of the doctoral candidate to each of the original communications together with the signature of the doctoral candidate and of the supervisor
- **account in English regarding the work distribution (contribution) of both of the doctoral candidates** (if an original communication is used as a part of another thesis; this other thesis will be sent to the reviewers; 2 copies of that thesis are required)
- **statement by the doctoral candidate** (if he/she opposes to the appointed reviewers and/or opponent)

The form for applying for thesis defense including all appendices and one copy of the final thesis as a paper hard copy (complete with literature references and original communications) and same in the pdf-format shall be provided to the Faculty office, either to Ms Outi Irljala, Senior Administrative Officer (phone +358 2 333 8520) or to Ms Riitta Paju, Office Secretary (phone +358 2 333 8487) (cf. section 6.3 Meeting schedule).

At the proposition of the Doctoral Committee, the Dean approves of the thesis being sent for review to the thesis reviewers. Once the decision of the Dean reaches the doctoral candidate he/she shall provide the reviewers with a copy of the thesis and its appendixes. The Faculty will send a letter to the reviewers containing the instructions for the review and other information. The doctoral candidate shall discuss the necessary amendments to the thesis manuscript with the reviewers.

4.6.1 Thesis reviewers, opponent and custos

The Doctoral Committee will appoint at least two reviewers for the thesis. The appointment will be based on the propositions in the application for thesis defense. The instructions for reviewers are presented in section 4.6.2. **Theses of the monograph format require three reviewers.** The reviewer shall submit his/her proposals for corrections or his/her statement within 2 months of having been appointed reviewer by the Faculty.

For the public defense of the thesis, the Faculty will appoint (usually) 1 opponent and the chairman (custos) of the defense, who usually is the professor of the department. If the opponent comes from the University of Turku, this requires an explanation by the Doctoral Committee to the Faculty Council. The explanation is first provided to the Doctoral Committee by the proponent of the opponent.

The opponent shall present a written statement of the thesis. On the basis of this statement the Faculty Council will make a decision of approval or rejection of the thesis. The thesis is graded on a scale of approved or rejected. If the thesis is of exceptionally high quality, the experts (opponent and reviewers) may suggest approval with distinction. The Doctoral Committee may also suggest approval with distinction. A maximum of 10 % of all approved theses may annually receive this merit.

The reviewer or opponent may not be a person who has such a relationship to the doctoral candidate as referred to in section 28 of the Administrative Procedure Act (434/2003), nor such a relationship of dispute or other relation to the doctoral candidate that clearly compromises his/her impartiality. If a member of the Faculty Council or Doctoral Committee has such a relationship to the doctoral candidate, this member shall not participate in the consideration of this matter, since this member is considered disqualified.

Before the appointment of reviewers and opponent is decided, the doctoral candidate shall be provided with the opportunity to make a statement regarding the appointments. In matters related to the evaluation of the thesis, the doctoral candidate will be given the opportunity to provide the Faculty with a written rebuttal regarding the statement of the reviewers or the opponent.

4.6.2 Instructions for reviewer of thesis

The instructions for the reviewer of the thesis are provided to the reviewers by the Faculty office once the Doctoral Committee has taken a decision of approving the thesis for review and has proposed to the Dean that he/she appoint the reviewers as proposed in the application.

The purpose of the examination is to ensure that the doctoral thesis meets the set scientific and formal requirements before permission to defend the thesis in public is granted to the doctoral candidate. Usually, the examination also improves the level of the work. Therefore, it is very important that the examination is performed carefully and that the Faculty receives explicit and unambiguous statements from the reviewers.

The Faculty hopes strongly that the reviewer takes a clear stand on the question of whether the thesis work is sufficient as it stands or whether additional research is needed. The reviewer should also make an evaluation of the written presentation; he/she should clearly specify which items need to be rewritten or reworked. The statement of the reviewer may be freely formulated, but it shall consider the items specified below. Items 1-5 concern the level of the research and items 6-8 the level of the written presentation. **In addition to the freely formulated statement, the Faculty requests the reviewer to fill in the evaluation form that is sent to the reviewer together with the request for the review. This form and the reviewer's statement of the doctoral thesis constitute the review documents which are to be sent to the Faculty.**

1. *General impression of the doctoral thesis.* Brief overview of the scientific content and quality of the thesis.
2. *Topic and aims.* Originality, timeliness and scientific relevance of the topic. Is the topic in the center of the field of research? Is it up to date? Does it relate to a significant scientific issue or problem? How much research is available on the same topic from before? Is the research issue pertinent and scientifically relevant?
3. *Materials.* What kind of materials were used? Is the material of sufficient volume for resolving the research problem? Has the material been collected in a scientifically competent way? If a control material has been used, has this been performed in an appropriate and sufficiently comprehensive way? Has the doctoral candidate himself/herself collected the material and made the initial observations, and what has his/her contribution been to processing the data further?
4. *Methods.* Description of the methods and evaluation of their originality, reliability, degree of difficulty (technicality) and applicability. Has solving the scientific questions at the outset required development of new methods or novel and original applications of existing methods, or is the thesis based on results that have been collected from materials that have been available on beforehand or on a routine basis? If the thesis has the integrated article format, the reviewer is expected to evaluate the personal contribution of the doctoral candidate. The doctoral candidate will compose an account of his/her work contribution per each original communication and this account will be appended to the letter sent to the reviewer from the Faculty.
5. *Results and conclusions.* An evaluation of how reliable the observations are. What is the scientific value of the results? Have only previous results been corroborated, or do the results contain new observations? If so, what is the scientific impact of these new observations? Has the doctoral candidate drawn the correct conclusion on the basis of the results? Are the conclusions justified? Have the data undergone sufficient and appropriate statistical analysis and are the statistical methods appropriate?
6. *Organization and presentation of the thesis.* A brief explanation of the organization (outline) of the manuscript and the volume of each subsection (part) in terms on number of pages. Is the text well organized? Are the different parts of the manuscript well balanced among each other? What is the reviewer's opinion of the scientific style, language and print lay-out?
7. *Familiarity with research field.* The evaluation of the doctoral candidate's familiarity with the field of his/(her) research is largely based on the quality and level of the literature review of the thesis. Are the references up to date and comprehensive? Are the scope and content of the literature review appropriate? Does the doctoral candidate master the literature of his/her field of research with a critical grip and is he/she able to specify what the merits and weaknesses of previous publications are?
8. *Maturity of discussion.* Is the discussion section factual, critical and clear? Has the doctoral candidate succeeded in identifying the weaknesses and merits of his/her own scientific work and to compare his/her own results in a mature and critical way with the previous literature? Are the conclusions in a balanced relationship to the research questions, to the results and to what has previously been known about the research field?

The reviewer's statement ends with a separate summary, which should include the following: 1) brief description on the nature of the research, 2) most significant results and merits of the thesis, 3) quality of the thesis manuscript, 4) major defects, if any, and measures taken to correct them, and 5) statement regarding the suitability of the thesis for public defense.

The reviewer may discuss any minor defects and errors in the thesis manuscript with the doctoral candidate and agree with him/her on how to correct them. If there are fundamental defects or defects relating to a substantial part of the thesis work (e.g., related to the candidate's own contribution, reliability of methods), the reviewer shall send the statement to the Faculty with a recommendation of not granting permission to the doctoral candidate to defend the thesis. Now, the Faculty will decide on the subsequent line of action.

The reviewer must not recommend permission for the doctoral candidate to defend the thesis, unless the reviewer can accept the final corrected manuscript without reservations. This must be explicitly mentioned in the reviewer's statement. If the thesis is of exceptionally high quality, it may be awarded a distinction on the basis of the proposal of the experts (opponent, reviewers) and/or the Doctoral Committee. The reasons for distinction are noted on the review form, which the reviewer appends to his/her freely formulated statement. The thesis is graded on a scale of approved or rejected. For a thesis of

exceptionally high quality, a distinction may be awarded based on the recommendations of the experts (opponent, reviewers) and/or the Doctoral Committee. **Distinction may be awarded to a maximum of 10% of all approved theses each year.**

4.7 PERMISSION FOR PUBLIC DEFENSE OF THESIS

The same form used for appointing the reviewers is used to apply for permission for public defense of the thesis, the doctoral candidate does not need to provide the Faculty with any other documents (except the amended thesis manuscript), before the permission for public defense of the thesis is granted.

On the basis of the reviewers' comments and the discussions among the doctoral candidate and the reviewers, the doctoral candidate provides the Faculty office with an amended thesis. The manuscript shall be submitted as a printed hard copy version and in an electronic pdf-format. The doctoral candidate shall also inform the Faculty office of the proposed date for the public defense, once the reviewers have submitted their statements and attachments which explicitly approve of the thesis. These documents shall be sent to Ms. Outi Irjala, Senior Administrative Officer (outi.irjala@utu.fi) or to Ms. Riitta Paju, Office Secretary (riitta.paju@utu.fi).

In matters pertaining to any written critique by the reviewers directed against the thesis, The doctoral candidate will be given an opportunity for rebuttal to the examiners' statements before the evaluation and rating of the thesis is decided.

The Doctoral Committee will check, before the Faculty Council convenes, if the thesis manuscript is suitable for printing and whether the reviewers have approved the manuscript without reservation. The Faculty Council gives the permission for public defense of the thesis on the basis of the reviewers' statements and the proposition of the Doctoral Committee.

The thesis manuscript is ready for printing immediately once the Faculty Council has granted permission for public defense. The doctoral candidate is fully responsible for having the thesis printed. The print run is specified in section 4.8.3 Distribution of thesis (minimum print run for theses in the Annales series is 27 and in other series 18). Regarding the publishing format (hard copy / electronic publishing), please consult Mr. Mikko Pennanen at the university Library (kirjhall@utu.fi, phone +358 2 333 5870). See also section 4.7.1. It is the duty of the doctoral candidate to deliver a copy of the thesis to the opponent. The Faculty sends a letter with instructions to the opponent.

4.7.1 Publishing the thesis

The thesis may be published in the series of the University of Turku called the Annales Universitatis Turkuensis (<http://www.utu.fi/en/university/media/guidelines/disputation5.html>), in another series, by a commercial publisher or through self-publishing.

The thesis must be published no later than 10 days before the date of the public defense.

It is the responsibility of the doctoral candidate to agree with a printing house on the printing of the thesis and to provide the audience at the public defense with an erratum sheet, if needed. The covers, the book spine text, the title page, the back of the title page and the loose leaf must be approved before printing by Mr. Mikko Pennanen at the university Library (telephone +358 2 333 5870, fax +358 2 333 5050 or kirjhall@utu.fi). Mr. Pennanen sees to it that the standard elements of the thesis (series identifications, bibliographic details etc) are entered correctly. Samples of cover pages and title pages are available at: <http://kirjasto.utu.fi/julkaisupalvelut/kansimallit/> and from Mr. Pennanen.

A thesis published in the Annals series must be sized B5. The color of the covers is not regulated. The information relating to the series (= models for covers and title pages) must be reproduced as instructed by Mr. Mikko Pennanen of the university Library. When it is time to print the thesis, the library provides the thesis with a series number (ISSN) and an international standard book number (ISBN). These numbers allow swift identification of the book and its publisher. The identification of the series may be obtained by filling the application form on page: <http://kirjasto.utu.fi/en/publserv/isbn.html>.

If the thesis is published as a self-publication, the doctoral candidate must see to it that the thesis book is provided with an ISBN code. For self-publications, ISBN codes are available at the National Library of Finland (<http://www.nationallibrary.fi/publishers/isbn.html>; phone +358 9 191 44327, fax +358 9 191 44341).

Theses published by the institutional series may obtain the ISBN code and series numbers from the institution that publishes the series.

- Print runs: see section 4.8.3.

4.7.2 Instructions for opponent's statement

The Faculty sends instructions to the opponent once the opponent has been appointed by the Faculty Council and permission for public defense of the thesis has been granted.

The opponent's statement consists of an evaluation of the thesis and its public defense. The statement constitutes the final basis for the Faculty Council's decision on whether to approve the thesis work or not. Thus, it is important that the opponent states clearly: 1) any defects of the thesis work, 2) the merits of the thesis work, 3) whether the thesis should be approved or not.

The opponent's statement may be written in free form, but it should include the same items that are mentioned in the instructions concerning the reviewer's statement, where applicable (section 4.6.2). In addition, the opponent's statement should include a brief description and evaluation of the public examination of the thesis and any contributions made by anyone in the audience at the public defense.

The opponent's statement ends with a summary clearly stating whether the research topic is relevant, whether the doctoral candidate has handled the topic in a way that meets scientific criteria and whether the thesis, overall, is original and comprehensive to merit approval. Does the research verify previous results, complement previously made but unconnected and uncertain observations, or does it include new and essential information about the field of study? Special mention should be made as to whether the thesis includes observations and conclusions that are crucially important for the field of research. If the opponent so wishes, the statement may indicate that the thesis should be accepted with distinction and explain why. For a thesis of exceptionally high quality, a distinction may be awarded based on the recommendations of the experts (opponent, reviewers) and/or the Doctoral Committee. **Distinction may be awarded to a maximum of 10% of all approved theses each year.**

4.8 PUBLIC DEFENSE OF THESIS

Before the doctoral candidate may defend his/her thesis in public, a number of practical arrangements are needed. These are at the responsibility of the doctoral candidate, for instructions, see <http://www.utu.fi/en/university/media/guidelines>.

4.8.1 Reservation of time and lecture hall for public defense of thesis, information about the defense

First, the doctoral candidate must agree with the opponent and the custos on a date and time for the public defense of the thesis. Thus, the doctoral candidate reserves a lecture hall for the agreed time. By convention, public defenses of academic theses begin at 12 o'clock noon, but other times are allowed, especially if several theses are defended within the Faculty of Medicine on the same day. It is the wish of the Rector's office that public defenses scheduled for the same day start at different times, so that all interested persons have the opportunity to be present at all defenses. As a general rule, it is not appropriate to arrange two thesis defenses simultaneously by the same institution. Defenses should preferably not be arranged during general holiday and vacation periods.

Lecture halls available at the Faculty of Medicine:

- lecture hall Externum and lecture hall Osmo Järvi in building Medisiina
- lecture hall in building Mikro
- lecture hall Arje Scheinin in building Dentalia
- lecture hall Salus in building Sanitas
- lecture halls in the Turku University Hospital
- lecture hall in PharmaCity

The lecture halls of the university may be reserved by e-mail, address: luentosalivaraukset@utu.fi or by phoning +358 2 333 8888.

4.8.2 Information about public defense of thesis

Once the Faculty Council has given its permission to let the doctoral candidate to defend the thesis publicly and has appointed the opponent and the custos, the doctoral candidate will be informed of this by the Faculty. The information goes also to University Communications of the University of Turku.

The doctoral candidate shall inform the University Communications unit of the thesis defense (Ms Minna Karila, phone +358 2 333 5909, minna.karila@utu.fi). This will update the communications unit as to the date, time and place of the defense and who the doctoral candidate is; this information is needed for a press release about the thesis defense and for inclusion in the university's calendar. Information about the thesis defense may be submitted electronically: <http://www.utu.fi/media/vaitosilmoitus.html>. Further instructions are available on page <http://www.utu.fi/media/ohjeet/>.

Media services of the University of Turku for domestic news media

The news media are interested in theses and their public defense. University Communications distributes a press release about each thesis defense; this, of course, requires that the doctoral candidate provides the communications unit with the necessary information as a text. Immediately when the date of the thesis defense is set or no later than 2 weeks before that date, the doctoral candidate shall contact the University Communications unit (phone +358 2 333 5909, +358 2 3336225 or +358 2 333 5979 or e-mail: viestinta@utu.fi) to agree on the appropriate text for the press release. The text should be about 1 page long and it must address the general, not the specialist, public. It should include a description of the thesis work that can be understood by the public; for further information, please visit <http://www.utu.fi/en/university/media/>. Often the media also want to publish a photograph of the doctor-to-be, and hence the doctoral candidate should provide the University Communications with a face photograph in black and white by mail or electronically (viestinta@utu.fi). The photo should be the size of a passport photo and the digital resolution 300 dpi.

UMI summary

The doctoral candidate should write a summary of his/her research also for Dissertation Abstracts International (DAI). This publication is edited by University Microfilms Inc. (UMI), who, by an agreement with the University of Turku, publishes the abstracts quarterly. To have the summary published in the DAI series is free of charge for the doctoral candidate, provided that the copyright holder of the thesis agrees to this. Regarding the series *Annales Universitatis Turkuensis*, which is published by the University of Turku, no separate permission is required; the permission of the doctoral candidate suffices.

The summary may contain 250 words, preferably in English.

For further information on preparation of the UMI summary and copyright permissions, please contact University Communications (Ms Minna Karila, phone +358 2 333 5909, minna.karila@utu.fi), who also receives the summary and the agreement to be forwarded to DAI. Instructions on the summary and a consent form are available at: <http://www.utu.fi/media/ohjeet/UMI-abstract.pdf>

4.8.3 Distribution of thesis

1. Exclusively electronic publication

For theses published exclusively in the electronic form, the doctoral candidate shall provide 7-9 paperbound copies with cardboard covers (front cover may also be of transparent plastic).

The doctoral candidate shall distribute the copies to the following:

- University library 1 pcs
- University Student services 1 pcs
- Faculty office 1 pcs
- Opponent 1 pcs
- Custos 1 pcs
- Reviewers 2-3 pcs

2. Electronic publication and printed publication (in Annales series / other series / monograph)

The doctoral candidate shall distribute a minimum of 29-30 hard copies of the thesis published in the Annales series and 20-21 hard copies of the thesis published in other series or as a monograph.

The recipients are:

- University library: thesis in Annales series 13 pcs, other series or monograph 4 pcs
- Free copies to National Library (the printing house will distribute these copies to the National Library) 6 pcs
- University Student services 4 pcs
- Faculty office 2 pcs
- Opponent 1 pcs
- Custos 1 pcs
- Reviewers 2-3 pcs
- For doctoral candidate him/herself (as required)

3. Printed publication (in Annales series / other series / monograph), but not in the University's electronic archive

The doctoral candidate shall distribute a minimum of 75-76 printed copies of the thesis published in the Annales series and a minimum of 66-67 copies if the thesis is published in another series or as a monograph.

The recipients are:

- University library: thesis in Annales series 13 pcs, other series or monograph 4 pcs
- Free copies to National Library (the printing house will distribute these copies to the National Library) 6 pcs
- University Student services 50 pcs
- Faculty office 2 pcs
- Opponent 1 pcs
- Custos 1 pcs
- Reviewers 2-3 pcs
- For doctoral candidate him/herself (as required)

It is the responsibility of the doctoral candidate to distribute the printouts and hard copies. Some institutions require that the doctoral candidate delivers the thesis also to other parties than those mentioned above. For information on the practice of the respective departments, the doctoral candidate should ask the custos.

4.8.4 Thesis defense proceedings

1. When the participants of the thesis defense enter the room, the doctoral candidate enters first, followed by the custos (chairperson). The opponent enters last.

2. The correct form of attire for all participants is black dress with long sleeves for ladies and tail coat for gentlemen (or, where appropriate, uniform without decorations). Alternatively, if the doctoral candidate, custos and opponent so agree, formal suits may be worn. Where appropriate, the participants may wear a doctor's gown (with or without the relevant headdress). Participants holding Nordic doctorates are to carry their doctor's hat in their hand while entering and leaving the room; during the defense the hat is placed on the table with the lyre facing the audience.

3. When all are seated, the custos opens the proceedings with the following words: "As custos appointed by the Faculty of..., I open this thesis defense." All are seated with the exception of the doctoral candidate.

4. The doctoral candidate delivers the lectio praecursoria (the introductory lecture) standing. The lectio begins with the greeting: "Learned custos, my esteemed opponent, ladies and gentlemen...". The lectio may not exceed 20 minutes.

5. The correction of misprints is not part of the proceedings at the defense. The doctoral candidate may provide the opponent with a list errata which the candidate himself/herself has identified, and this list will be appended to the opponent's statement to be submitted to the Faculty.

6. On concluding the lectio praecursoria the doctoral candidate addresses the opponent with the following words: "Professor (or Doctor, etc.) NN, I respectfully ask you, as the opponent duly appointed by the Faculty of... for my thesis defense, to present any criticism you may have against my doctoral thesis."
7. The opponent then stands (as does the doctoral candidate) and delivers a short statement on the scientific status and significance of the topic of the thesis, together with other similar comments of a more general nature. After this statement, the opponent and doctoral candidate take their seats.
8. When examining the thesis, the opponent should begin by dealing with general and methodological matters, and then proceed to a detailed scrutiny of the text.
9. The examination may not take more than 4 hours to leave time for any extra opponents, should such appear. If the examination takes a long time, the custos may announce a recess. The defense may not last longer than 6 hours in toto.
10. When the opponent's examination of the thesis and the discussion are over, the opponent stands up and delivers a final statement. The doctoral candidate stands also.
11. Standing, the doctoral candidate then expresses his gratitude to the opponent for the discussion.
12. Next, the doctoral candidate turns to the audience whom he/she addresses with the following words: "I now respectfully invite anyone in the audience who wishes to offer criticism against my thesis to ask the custos for permission to speak."
13. The custos chairs the discussion and is responsible for ensuring that the doctoral candidate has the opportunity to reply immediately to each question, and that the discussion does not stray away from the matter at hand.
14. Finally the custos stands up and ends the proceedings with the words: "This thesis defense is concluded."

4.9 APPROVAL OF THEORETICAL STUDIES

After completion of the theoretical studies the student aspiring for the **doctorate degree of medical science or dental science** fills in the application for approval of the theoretical studies (form 6: <http://www.med.utu.fi/opiskelu/lomakkeet/index.html>), which summarizes the theoretical studies in a structured presentation. An excerpt from the Study registry and any required certificates of participation in courses and other training are appended to the form. Doctorate students who have studied in a research track shall also specify their studies as requested. The doctorate student and the supervisor sign the application.

After completion of the theoretical studies the student aspiring for the **doctorate degree of philosophy** fills in the application for approval of the theoretical studies (form 12: <http://www.med.utu.fi/opiskelu/lomakkeet/index.html>), which summarizes the theoretical studies in a structured presentation. An excerpt from the Study registry and any required certificates of participation in courses and other training are appended to the form. The doctorate student and the supervisor sign the application.

After completion of all required studies, the student aspiring for the **licentiate and/or doctorate degree of health sciences** has his/her studies approved by submitting an excerpt from the Study registry to the director of the Turku Graduate School of Nursing Science. The director checks the studies, approves them and returns the excerpt.

All students who have attended postgraduate study programs shall submit the documents mentioned above for approval of their theoretical studies (including appendixes) to the Faculty office, Ms Outi Irlala, Senior Administrative Officer (phone +358 2 333 8520) or Ms Riitta Paju, Office Secretary (phone +358 2 333 8487).

The theoretical studies of the doctorate / licentiate degree are approved by the Dean at the proposal of the Doctoral Committee.

4.10 CERTIFICATE OF LICENTIATE / DOCTORATE DEGREE

Once the theoretical studies and the licentiate thesis have been approved by the Faculty Council, the student aspiring for the licentiate of health sciences receives a certificate of the degree without a separate application.

Once the theoretical studies required for the doctorate degree and the doctoral thesis have been approved by the Faculty Council on the basis of the opponent's statement, the doctoral candidate receives a certificate of the degree without a separate application.

5 FINANCING

5.1 RESEARCH FINANCING

5.1.1 Information about research financing in the University of Turku

The Research services unit of the University of Turku provides information on the sources of research financing for scientists and personnel of the University of Turku and for the internal use of organizations that have entered into commercial agreements with the Research services for this information. Cf. <http://www.utu.fi/hallinto/tutkimuspalvelut/turatiedotus.htm>.

The information service includes:

TURA database: The database contains information of more than 750 domestic and foreign sources of research funding. This searchable database is continuously updated.

Multidisciplinary financial supporters: A summary of the funding provided by the Academy of Finland, the Finnish Funding Agency for Technology and Innovation (TEKES), the Centre for International Mobility (CIMO), the European Science Foundation and the research programs and structural funds of the EU.

Billboard: The billboard contains updated information on research financing.

Research funding bulletin (Tutkimusrahoitustiedote): The Research funding bulletin appears four times annually and is based on the information in the TURA database. These bulletins are published in the web and as hard copies.

Research funding bulletins are sent to the research contact persons at each institution. A list of research contact persons within the Faculty of Medicine is available on the home page of the Research services at <http://www.utu.fi/hallinto/tutkimuspalvelut/contpers.htm>. For more information on the TURA database, please write to tutkimuspalvelut@utu.fi.

5.1.2 Compensation by the Faculty of Medicine of the University of Turku for travel expenses due to postgraduate studies; travel grants of the Turku University Foundation

The travel grants of the Faculty of Medicine for postgraduate studies:

- are posted twice annually (spring and fall)
- announcements, applications forms and application instructions are available at the institutions, the office of the Faculty/the office of the PGS, on the web pages of the Faculty (<http://www.med.utu.fi>) and at the reception in the Medisiina building

NOTE! The applicant must be registered with the university as being present as a postgraduate student (studies for doctorate degree) and his/her thesis work must be registered with the Faculty at the time of submission of a travel grant application. For more information, please contact Ms. Heidi Mattila (phone +358 2 333 8438, heidi.mattila@utu.fi) or Ms. Soile Salonen (phone +358 2 333 8467).

Travel grants of the Turku University Foundation:

- are posted twice annually
- application forms are available on web page: <http://www.turunyliopistosaaatio.fi/apurahat.html>

5.1.3 Scholarships, fellowships and grants of the Academy of Finland

The Academy of Finland provides scientists with a multitude of financing alternatives. The Academy finances research projects, research programs, centers of excellence, fixed-term appointments of academy professor and academy research fellow, postgraduate training and international collaboration.

The following sources give more information about the funding provided by the Academy of Finland:

- Research funding bulletin (Tutkimusrahoitustiedote) of the University of Turku
- web pages of the TURA database of the Research services:
<http://www.utu.fi/hallinto/tutkimuspalvelut/tiedote1/suomenak.htm>
- home page of the Academy of Finland: <http://www.aka.fi>
- the Academy of Finland publishes monthly an information bulletin called *Apropos*. The bulletin is available, e.g., in the Faculty library (Medisiina building, 2nd floor) and in the office of the PSG. You may also order it on the web (www.aka.fi)
- an electronic news letter published by the Academy of Finland is available through the web pages of the Academy (www.aka.fi).

5.1.4 Funding of researcher training abroad

The **Academy of Finland** funds researcher training and working opportunities abroad. This funding is called in October <http://www.aka.fi/en-gb/A/For-researcher/Funding/>.

The **Centre for International Mobility (CIMO)** is an organization operating under the Ministry of Education of Finland. It administers scholarship and exchange programs and is responsible for implementing nearly all EU education, training, culture and youth programs at the national level. To support internationalization of educational and training institutions in Finland, CIMO offers training, information, advisory services and publications. CIMO also promotes and organizes international trainee exchanges. For more information on funding, see <http://www.cimo.fi>

NordForsk operates under the Nordic Council of Ministers and has responsibility for cooperation on research and researcher training in the Nordic region. NordForsk provides scholarships for Nordic researcher training and for promotion of the mobility of scientists. <http://www.nordforsk.org>

The seventh **framework program of the EU** spans from 2007 to 2013 and is called Building the Europe of Knowledge. The program funds also researcher training and the mobility of scientists.

Marie Curie Fellowships are available to individual scientists in collaboration with the recipient organization (host). For more information on the Marie Curie Fellowships, please visit http://cordis.europa.eu/fp7/people/home_en.html.

For further information on the seventh framework program of the EU:

- The official pages of the Commission are at <http://cordis.europa.eu/fp7/>
- The pages of the Finnish EU secretariat of the seventh framework program:
<http://www.tekes.fi/eu/fin/7po/index.html>
- Further information on the Research services of the universities: tutkimuspalvelut@utu.fi or <http://www.utu.fi/hallinto/tutkimuspalvelut/tiedote1/eu.htm>

The **European Molecular Biology Organization (EMBO)** supports the research work and postgraduate training of scientists in the field of molecular biology and hosts courses and meetings. Research fellowships for brief or prolonged visits at research institutions in other EMBO membership countries are available, please visit <http://www.embo.org>

Information on positions for researchers and for researcher training in Europe is also available on the web pages of the **European Commission** under <http://ec.europa.eu/euraxess> (Erasmus, Researchers in Motion).

Please visit also the TURA database and information on research finding at the University of Turku: <http://www.utu.fi/hallinto/tutkimuspalvelut/turatiedotus.htm>

5.2 FINANCING THE DOCTORAL THESIS

5.2.1 Covering costs of printing, editing and language revision

The University of Turku supports the printing of theses published in the *Annales Universitatis Turkuensis* -series with a maximum of 500 € (+ VAT 22 %). For a thesis published elsewhere, the maximum financial support is 350 € (+ VAT 22 %). (The support for printing costs is granted only to the extent that the doctoral candidate has not been able to finance the printing of the thesis from other sources.) Financial support will be granted only if the thesis is also published electronically in the publication archive of the University of Turku. For enquiries regarding financial support off printing costs, please ask the Office Secretary of your institution. The payment may be made directly to the printing house against an invoice or to the doctoral candidate against receipts which shall be sent to the office of the institution.

A doctoral candidate who defends his/her thesis at the University of Turku is eligible for scholarships to cover printing and editing costs from the Turku University Foundation. Applications may be submitted only after the thesis book has been produced and the doctoral candidate has received an invoice from the printing house. Applications for scholarships of this kind are open for application annually in February and September.

Application forms are available on the web pages of the Turku University Foundation:
<http://www.turunyliopistosaaatio.fi/apurahat.html>

There are also other foundations and funds that provide scholarships for thesis-related costs (see section 5.1 Research financing)

5.2.2 Costs for thesis review and opponent

The Faculty pays the reviewers and the opponent a fee based on the returned and duly completed pay form sent to the reviewers and opponent from the Faculty office; the form is appended to the request for the statement on the thesis. The travel costs of the opponent are reimbursed by the Faculty on the basis of the travel invoice and pertinent receipts. A maximum of 2 nights will be reimbursed for the opponent's hotel costs. If the opponent comes from abroad, the maximum reimbursable cost is 500 € which is paid on the basis of the opponent's travel invoice and receipts. For further information, please contact Ms Riitta Paju, Office Secretary of the Faculty, phone +358 2 333 8487, e-mail riitta.paju@utu.fi.

6 GENERAL

6.1 TURKU POSTGRADUATE SCHOOL OF HEALTH SCIENCES (PGS)

In 1993, the Turku Postgraduate School of Health Sciences was founded within the Faculty of Medicine of the University of Turku. It is a unit that coordinates scientific and professional postgraduate studies, graduate schools, research tracks, continuing education and international collaboration.

The director of the PGS is professor Sirpa Jalkanen. The duties of the Board of the PGS are to plan, coordinate, develop and evaluate the postgraduate studies and researcher training within the Faculty. The Board has the following members, which have been appointed until March 31, 2014: professor Sirpa Jalkanen (chair), docent Arno Hänninen, professor Veli-Matti Kähäri, professor Stina Syrjänen, professor Helena Leino-Kilpi, professor Jussi Mertsola, professor Juha Mäkinen, professor Pirjo Nuutila, professor Risto Huupponen, professor Tapani Rönnemaa, candidate of medicine Juho Joutsa, Ms Outi Irjala (secretary, Senior Administrative Officer) and Ms Soile Salonen (secretary, Senior Administrative Officer).

The following organs report to the Board: Committee of professional postgraduate education, Doctoral Committee, steering group for biomedical research track, Board of graduate school of clinical medicine and of the clinical research track, Board of the Turku Graduate School of Biomedical Sciences, Committee of web-based teaching, Working Group for specialist dentist studies, Board of research school for oral health sciences, Docent committee, Scholarship and fellowship committee and the Working Group for international matters.

Elective research tracks:

- Biomedical research track, <http://www.med.utu.fi/tutkimus/tutkijalinja>
- Clinical research track, <http://www.med.utu.fi/tutkimus/tutkijalinja>
- Health sciences research track, <http://www.med.utu.fi/tutkijalinjat/hoitotiede>

Graduate schools:

- Graduate School of Biomedical Sciences, <http://www.tubs.utu.fi/>
- Drug development graduate school, <http://ddgs.utu.fi>
- Turku graduate school of clinical sciences, <http://www.med.utu.fi/ttkk>
- Postgraduate School of Oral Health Sciences, Pegasus, <http://www.med.utu.fi/dent/tutkimus/pegasos>
- Finnish Post-Graduate School in Nursing Science, <http://www.med.utu.fi/hoitotiede/jatko-opiskelu/>

PGS course programme:

<http://www.med.utu.fi/hallinto/pgs/kurssit.html>

Information about lectures, seminars and courses is also released by the Faculty in a weekly release called Kiinamylyyn kalenteri <http://www.med.utu.fi/kiinamyly/>. The Finnish Medical Journal (<http://www.laakarilehti.fi/e/index.html>) and the Finnish Dental Journal (<http://www.hammaslaakariliitto.fi/index.php?id=885>) provide also information. For additional information, please contact the Faculty / PGS office (Anne Johansson, phone +358 2 333 8421, amjohan@utu.fi) and for education provided by the individual institutions and departments, please contact the respective institution offices.

Physical billboards of the PGS are located in:

1. The hall of the Medisiina building, Kiinamylyynkatu 10
2. Faculty office, Villa Medica, Kiinamylyynkatu 13

Information on courses is also posted on these billboards.

The meeting dates of the Doctoral Committee and the Faculty Council are available at:

<http://www.med.utu.fi/hallinto/johtokunta/kokoukset/>

Information on other education provided by the scientific community is available on the web pages of BioCity Turku: Bionet Turku Seminar Calendar (<http://www.biocity.turku.fi/index.php?id=860>)

6.2 DOCTORAL COMMITTEE

Since 1988, a Doctoral Committee has been operative within the Faculty of Medicine, University of Turku. The committee is appointed by the Faculty.

Purpose of the Doctoral Committee:

- to prepare matters related to the doctoral studies for the Faculty Council
- to register the plans for theoretical studies and thesis work
- to submit theses for review
- to guarantee the judicial rights of the doctoral candidates
- to develop the doctoral training within the Faculty and to follow the quality of theses
- to coordinate the scientific postgraduate training provided by the Faculty of Medicine

The Doctoral Committee shall have a representation that reflects the disciplines of the Faculty as equally as possible. The members of the committee to the end of the current period (which ends on March 31, 2014) are:

Professor Veli-Matti Kähäri (chair), professor Reidar Grénman, professor Pentti Kemppainen, professor Hannu Järveläinen, professor Jarmo Hietala, professor Matti Laato, docent Raija Ristamäki, docent Kati Elima, docent Matias Røyttä, professor Veijo Hukkanen, docent Panu Jaakkola, professor Juha Peltonen, docent Terho Heikkinen, docent Sakari Hietanen, professor Maritta Välimäki, Ms. Annika Ålgars, M.Sc., Outi Irjala (secretary, Senior Administrative Officer).

NOTE! For all practicalities related to academic theses, please take into consideration the meeting schedules of the Doctoral Committee and the Faculty Council (see below).

6.3 MEETING SCHEDULES

For technical reasons the doctoral candidate must submit all the required documents to the Faculty office to Ms Outi Irjala, Senior Administrative Officer (phone +358 2 333 8520) or to Ms Riitta Paju, Office Secretary (phone +358 2 333 8487) by the dates set on the web page of the meeting schedule:

<http://www.med.utu.fi/hallinto/tiedekuntaneuvosto/kokoukset/>. This implies dead lines of

- at the latest two weeks before the meetings of the Faculty Council
- at the latest one week before the meetings of the Doctoral Committee.

The meeting schedule of the Doctoral Committee and of the Faculty Council are posted each semester.

The meeting dates of the Doctoral Committee and the Faculty Council are available at:

<http://www.med.utu.fi/hallinto/tiedekuntaneuvosto/kokoukset/>

6.4 CONTACT INFORMATION FOR POSTGRADUATE STUDIES

Faculty of Medicine, office (PGS)

Varia Building

postal address: Kiinamyllynkatu 13, FI-20520 Turku, Finland

visiting address: Itäinen Pitkätie 1

Study plans and theoretical studies for doctoral examination, registration of thesis work, reception of manuscripts, reviewers' and opponent's fees, student service and advice, certificates; Board of the PGS, steering group of Biomedical research track:

Outi Irjala, Senior Administrative Officer, phone +328 2 333 8520

(outi.irjala@utu.fi)

Faculty presenter in matters of scientific postgraduate studies

Riitta Paju, Office Secretary, phone +328 2 333 8487

(riitta.paju@utu.fi)

Board of the PGS, committee of professional postgraduate studies, scholarships and fellowships of postgraduate students and travel cost reimbursements:

Soile Salonen, Senior Administrative Officer, phone +328 2 333 8467

(soile.salonen@utu.fi)

Faculty presenter in matters of professional postgraduate studies

Riitta Paju, Office Secretary, phone +328 2 333 8487

(riitta.paju@utu.fi)

PGS courses: practical arrangements, information, registrations, recording of approved courses into Study registry and certificates of course attendances:

Anne Johansson, Office Secretary, phone +328 2 333 8421

(amjohan@utu.fi)

Postgraduate students outside of Finland:

Kaija Kangasjärvi, Senior Administrative Officer, phone +328 2 333 8405

(intmedi@utu.fi)

Tapani Rönnemaa, Dean of the Faculty of Medicine, phone 313 1928

(tapani.ronnemaa@utu.fi)

Sirpa Jalkanen, Vice Dean (research), phone +328 2 333 7007

(sirpa.jalkanen@utu.fi)

Risto Huupponen, Vice Dean (education), phone +328 2 333 7

(risto.huupponen@utu.fi)

Pekka Hänninen, Vice Dean (infrastructure), phone +328 2 333 7064, +328 2 333 5084

(pekka.hanninen@utu.fi)

Sirpa Jalkanen, Chairperson of Board of the PGS, phone +328 2 333 7411
(sirpa.jalkanen@utu.fi)

Veli-Matti Kähäri, Chairperson of the Doctoral Committee, phone 313 1600
(velkah@utu.fi)

Juha Mäkinen, Chairperson of professional postgraduate studies, phone 313 1364
(juha.makinen@tyks.fi)

Eriika Savontaus, Chairperson of the working group on international matters, phone +328 2 333 7362
(eriika.savontaus@utu.fi)

Pirjo Nuutila, Chairperson of Board of the Turku graduate school of clinical sciences and of the research track, phone 313 0000
(pirjo.nuutila@tyks.fi)

Olli Lassila, Chairperson of Board of the Graduate School of Biomedical Sciences, phone +328 2 333 7411
(olli.lassila@utu.fi)

Arno Hänninen, Chairperson of steering group of Biomedical research track, phone +328 2 333 7526
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Lemminkäisenkatu 2, 20520 Turku

Pekka Vallittu, Director, phone +328 2 333 8332
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Department of nursing science
switch board +328 2 333 51
Sanitas Building, Lemminkäisenkatu 1, 20520 Turku

Helena Leino-Kilpi, Director, phone +328 2 333 8404
(heleiki@utu.fi)

Riina Junnila, MNSc, Doctoral student, phone +328 2 333 8416, (riina.junnila@utu.fi)

Satu Jokinen, Office Secretary, phone +328 2 333 8409 (satu.jokinen@utu.fi) or Outi Suvila, Office Secretary, phone +328 2 333 8401, (oulesu@utu.fi)

Administration of the University, the so called University Hill
switch board +328 2 333 51
Student services, international services
address: Yliopistonmäki, 20014 Turun yliopisto

6.5 OTHER STUDY GUIDES OF THE FACULTY OF MEDICINE

<http://www.med.utu.fi/opiskelu/opinto-oppaat/index.html>

- a) Study guide for licentiate of medicine
 - information on the Faculty of Medicine, its institutions and departments and its administration
 - catalog of employees by institution and Faculty
- b) Study guide for Finnish Post-Graduate School in Nursing Science
 - study requirements for licentiate of health sciences and doctor of health sciences and courses arranged by academic year
 - available at the Department of nursing science and in the web at:
<http://www.med.utu.fi/hoitotiede/jatko-opiskelu/>
- c) Study guide for specialist physician's studies
- d) Study guide for specialist dentist's studies