

University of Turku
Faculty of Medicine
Department of Nursing Science

STUDY GUIDE
2011–2012

DOCTORAL PROGRAMME IN
NURSING SCIENCE
UNIVERSITY OF TURKU



28.4.2011

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Introduction

Education in nursing science at the University of Turku, Faculty of Medicine, first started in 1986. The first doctoral dissertation was examined and accepted in 1990, and by year-end 2010 a total of 74 PhDs and 33 licentiate degrees had been awarded in health care/health sciences to graduates majoring in nursing science. There are about 50 active students on the University of Turku Doctoral Programme in Nursing Science. The University of Turku Doctoral Programme in Nursing Science was established in 2004. In the year 2011 a doctoral programme in Nursing Science was formed. This Study Guide is intended for students and tutors and everyone interested in postgraduate education in nursing science at Turku. The Guide is available online at <http://www.med.utu.fi/hoitotiede/en/>

The Turku Doctoral Programme in Nursing Science is part of the Medical Faculty's Postgraduate School of Health Sciences (<http://www.med.utu.fi/hallinto/pgs/index.html>). It is also part of the Finnish Doctoral Programme in Nursing Science <http://www.med.utu.fi/hoitotiede/tutkijakoulu/index.html> which is currently coordinated by the University of Turku Department of Nursing Science.

Furthermore, the Turku Doctoral Programme in Nursing Science works in close cooperation with the European Academy of Nursing Science (<http://www.european-academy-of-nursing-science.com/>) and International Nursing PhD Collaboration, INPhD (<http://www.inphd.nursing.utoronto.ca>). Postgraduate students can also take advantage of the Department's collaboration through the Erasmus programmes and other international contacts. The Department has a bilateral agreement on cooperation with the University of Lisbon and the University of Toronto for the development of postgraduate education in nursing science.

In addition we have offered PhD preparation for Master's students on the "Researcher Path" since 2008-2009. The objectives of the Researcher Path are to familiarize Master's students with basic and applied research in nursing and to provide students with the competence required to start a research project.

The visiting address for the Turku Doctoral Programme in Nursing Science is Lemminkäisenkatu 1, 2nd floor; its postal address is University of Turku, Doctoral Programme in Nursing Science, FI-20014 University of Turku. Doctoral student Heli Virtanen, MNSc (heli.virtanen@utu.fi) is responsible for practical issues concerning the Turku Doctoral Programme in Nursing Science and Outi Suvila (oulesu@utu.fi) acts as secretary for the Doctoral Programme. International students can also contact the Turku Doctoral Programme in Nursing Science via the University of Turku, Department of Nursing Sciences, international team by e-mail (intnurse@lists.utu.fi).

Doctoral Programme in Nursing Science: aims and degrees offered

The mission of the University of Turku Doctoral Programme in Nursing Science is to educate high-level nursing specialists who are capable of producing innovative and scientifically competent research. Postgraduate education in nursing science started up in Finland in the early 1980s, and there is a great need for training and education in this field. Graduates from the University of Turku have gained employment in teaching and research positions at Universities, in teaching positions at Universities of Applied Sciences, and in various administrative, research and planning positions in the health care system. The Programme aims to ensure high quality teaching as well as a steady flow of new PhD graduates each year. According to the agreement on target outcomes between the Ministry of Education and the University of Turku, the annual target is four doctorates a year.

Students on the Doctoral Programme in Nursing Science are closely involved in departmental research projects. The Programme awards two different degrees: PhD (Doctor of Health Sciences) and Licentiate of Health Sciences.

Education on the Programme is governed by the Government Decree on University Degrees (794/2004) according to which:

The aim of postgraduate education 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; and*
- (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.*

To be awarded a doctorate, the student must:

- (1) complete the required postgraduate studies;*
- (2) demonstrate independent and critical thinking in the field of research; and*
- (3) write a doctoral dissertation and defend it in public.*

TU Organization of Doctoral Programme in Nursing Science

Chair and steering group 1.4.2011–31.3.2014

The **Chair** of TU Doctoral Programme in Nursing Science is Professor, PhD, RN Helena Leino-Kilpi (helena.leino-kilpi@utu.fi), Tel. 02-333 8404, Fax 02-333 8400

The other members of the steering group for the TU Doctoral Programme are

Professor, MD Seppo Pyrhönen (seppo.pyrhonen@tyks.fi),

Professor, PhD, RN Sanna Salanterä (sanna.salantera@utu.fi),

Professor, PhD, RN Maritta Välimäki (maritta.valimaki@utu.fi),

PhD, RN Kirsi Johansson (kirsi.johansson@utu.fi)

Coordinator of the Finnish Doctoral Programme in Nursing Science, Doctoral student, RN Heli Virtanen (hetuvi@utu.fi) and

RN, MNSc, PhD-student Riina Junnila

Teachers/supervisors of the TU Doctoral Programme:

The following members of staff of the Department of Nursing Science and the Adjunct Professors in Nursing Science listed below act as teachers of theoretical subjects and supervisors/members of supervisory committees of doctoral dissertations in the TU Doctoral Programme in Nursing Science:

Adjunct Professor, PhD Seija Arve

PhD Maija Hupli

Professor emerita, PhD Sirkka Lauri

Professor, PhD Helena Leino-Kilpi

Professor, PhD Sanna Salanterä

PhD, Leena Salminen

Adjunct Professor, PhD Riitta Suhonen

Professor, PhD Maritta Välimäki

Adjunct Professors:

Adjunct Professor, PD Sirkka-Liisa Ekman
 Adjunct Professor, PhD Elina Eriksson
 Adjunct Professor, PhD Arja Isola
 Adjunct Professor, PhD Kirsi Johansson
 Adjunct Professor, PhD Marja Kaunonen
 Adjunct Professor, PhD Helvi Kyngäs
 Adjunct Professor, PD Silvia Käppeli
 Adjunct Professor, PhD Hannele Lukkarinen
 Adjunct Professor, PhD Mikko Saarikoski
 Adjunct Professor, PhD Merja Sankelo
 Adjunct Professor, PhD Tarja Suominen
 Adjunct Professor, PhD Hannele Turunen
 Adjunct Professor, PhD Katri Vehviläinen-Julkunen

Furthermore, the supervisory committees responsible for supervising postgraduate students include Professors/researchers in the fields of philosophy, education, medicine and social sciences. The TU Doctoral Programme in Nursing Science works in close collaboration with different actors within the field of health care. (Figure 1.)

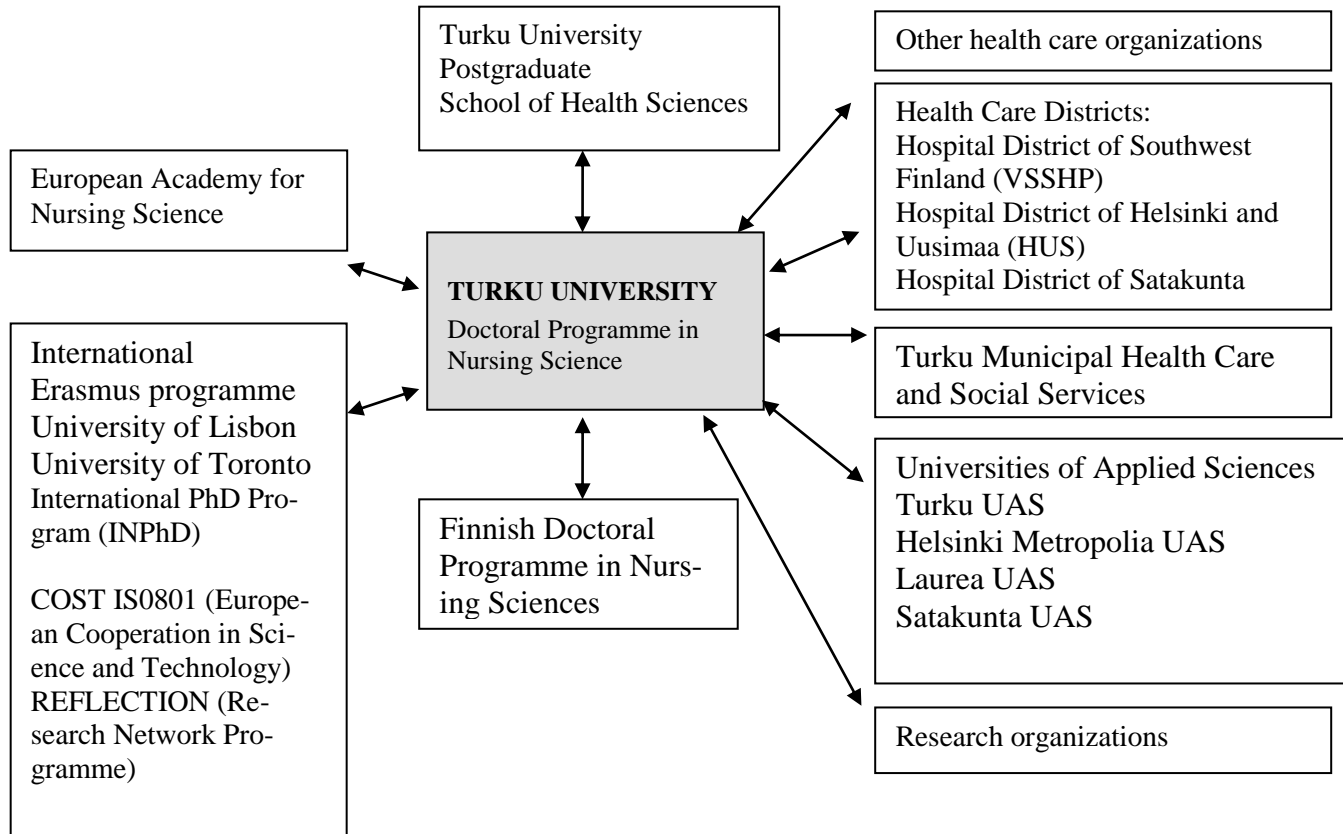


FIGURE 1. Partners in collaboration with the TU Doctoral Programme in Nursing Science

Student admission to the Turku Doctoral Programme in Nursing Science

Admission

The Faculty of Medicine requires that students registered for the degree of Doctor of Health Sciences or Licentiate of Health Sciences shall have completed the degree of Master of Science in Health Care (Nursing Science) or an equivalent Finnish or foreign degree (Universities Act 558/2009). The grade received for the major subject of the Master's degree shall be at least "good".

The student admission process to the *Licentiate and Doctoral programmes* involves several stages. Detailed information for applicants to postgraduate studies in 2010 is described in Appendix 1 and on the website (<http://www.med.utu.fi/hoitotiede/en/postgraduate/>). International students can also contact the Turku Doctoral Programme in Nursing Science via the University of Turku Department of Nursing Sciences international team by e-mail (intnurse@lists.utu.fi) for assistance and information.

Applicants who pass the 1st and 2nd stages of the admission process (described in detail, Appendix 1), are requested to complete and sign the application form for the right to study, the plan for theoretical studies and registration of dissertation for the degree of Licentiate/Doctor of Health Sciences (<http://www.med.utu.fi/opiskelu/lomakkeet/>) and return it to the Faculty Office for examination and final decision about admission.

After the final admission decision, the student has the right to study for the degree of PhD (Doctor of Science in Health Sciences) at the University of Turku. The decision will be sent directly from the Faculty Office to Student Services. Once the decision has been registered, Student Services will send the student their certificate of registration a copy of the decision on their right to study. Students who have not completed their first degree at the University of Turku shall report to Student Services.

Upon registering with the University of Turku, students are expected to provide the following documents: original decision on right to study; official identity card; a certified copy of their degree certificate; and a completed registration form. Students may also register by mail. For more details, contact Student Services at +358 2 333 6146 or +358 2 3336147, ilmoittautuminen@utu.fi.

After the first year of registration, the students will register for the Programme annually until they have completed the licentiate's or doctoral degree. Postgraduate students are to be registered at the University of Turku as attending students while conducting their doctoral studies. Registration is usually from mid-May to early September.

Those students who are engaged in clinical research may also register for the Turku Postgraduate School of Health Sciences. The form is available on the Faculty's website.

<http://www.med.utu.fi/opiskelu/lomakkeet/>.

Research plan (Appendix 1)

1. Literature review (i.e. background of the research, problems of research field)
2. Objectives and hypothesis (i.e. what are you going to research and why, individualized aims of subprojects)
3. The research implementation (i.e. general description of methods, general features of experiments, test-animals, rates of patient data, statistical analyses [i.e. randomization, reliability, sample sizes], possible problems and different ways to solve them)

4. The significance of research (the description of assumptions and/or achievements, what this study adds, scientific significance for nursing)
5. Time schedule (i.e. current phase of the research, further research, an estimate of when the dissertation will be completed)
6. The nature of co-operation
7. References (the most important references relating to the theme)

Theoretical studies

Both the Licentiate and the doctoral degree consist of 60 ECTS of theoretical studies including postgraduate studies in nursing science and research seminars (30–38 ECTS), as well as faculty studies related to the research field (22–30 credit units). For research seminars and personal supervision of the dissertation 10 ECTS will be accepted and for congresses and presentations 8 ECTS will be accepted. For the reports submitted to the postgraduate student's advisory group a maximum of 2 ECTS will be accepted. (0.5ECTS/report). Study modules and study entities at intermediate or advanced level in postgraduate studies in the research fields can be included in the degree. Faculty studies shall include transferable/generic skills, including Research Ethics (2 ECTS), which is compulsory.

The studies will be completed in the Turku Doctoral Programme in Nursing Science, Turku Postgraduate School of Health Sciences, the Finnish Doctoral Programme in Nursing Science, or in programmes of other study providers related to the research field. The study plan is to be approved by the supervisor and also by the Chair of the TU Doctoral Programme in Nursing Science.

Decision on the right to study and registering as a student

The decision on the right to study is sent directly from the Faculty Office to Student Services. When the right to study has been registered, Student Services will send the student a certificate of enrolment and a copy of the decision on the right to study. After this the student will register annually until the degree has been completed. Postgraduate students must be registered as attending students at the University of Turku when taking degree studies. The period for registration is generally from mid-May to early September.

If the first degree has been taken elsewhere than at the University of Turku, the student should report to Student Services. On registering at the University of Turku, students are expected to provide the following documents: original decision on the right to study; official identity card; a certified copy of the degree certificate; and a completed registration form. Students may also register by mail. For more detailed information contact Student Services at: tel. 02-333 6146 or 02-333 6147 (<http://www.utu.fi/opiskelu/opinnot/ilmoittautuminen/index.html>).

Students who are engaged in clinical research may also register for the Turku Postgraduate School of Health Sciences. The registration form is available on the Faculty's website: (<http://www.med.utu.fi/opiskelu/lomakkeet>).

The University of Turku has a passive register which is part the student information system. The passive register enters into force as of 31 July 2011. A postgraduate student's right to study will be transferred to the passive register if the student has not during the preceding three years completed any postgraduate studies or taken part in supervision as agreed. The right to study is also transferred to the passive register if the student has registered as a non-attending student or has failed to register during the preceding three years. Rights to study will be reactivated only once during the academic year by a decision of the Faculty. When the right to study is reactivated, the student is required to pay a re-enrolment fee.

For more information on the passive register:

<http://www2.utu.fi/opiskelu/opinnot/passivirekisteri.html>.

Researcher Path (25 ECTS)

The Researcher Path is meant for Master's students who are interested in research in the Department of Nursing Science. The aim of the Researcher Path is to provide students with the competence required to start research at the doctoral level.

The duration of the studies is four terms, and the studies begin during the first spring term. A maximum of eight students are accepted on the grounds of an interview. The application period is October to November.

The Researcher Path consists of 25 ECTS, which can be approved as optional studies in the Master's degree programme. Completion of the Researcher Path does not mean direct admission to postgraduate studies. However, students can utilize the studies as part of their future postgraduate studies.

Normal flow of studies at the Turku Doctoral Programme in Nursing Science

Each postgraduate student is appointed a principal supervisor/s and a personal advisory group with three or four members. The principal supervisor shall be a specialist in the field of nursing science with at least docent qualifications. The advisory group shall also include experts from other related disciplines (e.g. medicine, philosophy, education, social sciences) depending on the student's research subject.

Individual supervision shall be based on the student's needs. Principal supervisors have special time slots for meetings with students researching their doctoral dissertation. Students are required to prepare for these meetings by submitting all the necessary materials well ahead of time.

All students are expected to attend the research seminars organized by the Doctoral Programme. Each principal supervisor has his or her own group, but some of the seminars are jointly organized around various themes. Each month there will be one or two seminars. Attendance at the seminars is compulsory throughout the duration of the Doctoral Programme in Nursing Science. Each student shall report on the status of their work and the progress plan (Appendix 5) at the beginning of the autumn and spring term. A reported progress plan must be submitted as a prerequisite for receiving individual counseling. Systematic feedback is collected on both the supervision provided and the research seminars, with a view to further developing and improving the learning process (Appendix 4). Postgraduate seminars are held at the Department of Nursing Science in Turku, but the group may also decide to convene elsewhere, provided that no additional costs are incurred by the Department.

Courses of the Turku Doctoral Programme in Nursing Science

The following courses are given regularly each year as part of the Turku Doctoral Programme in Nursing Science:

General, transferable skills (15 ECTS)

The studies are offered to all postgraduate students from autumn 2010 on and they can be completed within three years. The studies comprise the following parts:

Research ethics (2 ECTS)

As from autumn term 2006 the course on research ethics is compulsory for all postgraduate students.

Responsible person: Adjunct Professor Helena Siipi <http://www.med.utu.fi/hallinto/pgs/kurssit.html>

Time: autumn

Systematic review (3 ECTS)

The course deals with issues relating to systematic review and how to conduct the review.

The course is divided into two parts and consists of lectures and seminars.

Time: autumn

Responsible person: Helena Leino-Kilpi

Application for research funding (3 ECTS)

The course deals with the application for research funding and reporting on research. As well as looking at potential sources of funding, the course addresses the practical task of writing up an application. The course is divided into two parts and consists of lectures and seminars.

Responsible person: Professor Maritta Välimäki.

Time: spring

Scientific writing and publication

The course deals with scientific writing and the process of publication. The course consist of lectures and assessment of the writing of a scientific manuscript.

Responsible persons: Professor (acting) Riitta Suhonen and Professor Sanna Salanterä

Time: Spring

Researcher career development (3 ECTS)

The course deals with issues important to the career development of a researcher: international collaboration, career planning, evaluation and academic CV as well as post doc career development and research critique.

Statistical methods in instrument development and evaluation (3 ECTS)

The course deals with the statistical methods needed in instrument development and evaluation (e.g. statistical inference, measurements, instruments and questionnaire development). Key themes in the course include summary variables and factor analysis. The course is divided into two parts and consists of lectures and seminars in the spring and autumn terms. Practical organization of the course is the responsibility of Heli Virtanen, and the expert teacher on the course is Pauli Puukka.

Other annually varying courses:

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Various nursing science courses (6–8 credits) arranged during the year on such subjects as clinical nursing, health technology and the ethics of nursing care. Subjects vary from year to year. Students are informed about the courses offered via e-mail, the notice board for postgraduate students and through the Moodle database.

Finnish Doctoral Programme in Nursing Sciences 2007–2009:

Data on courses offered through the Finnish Doctoral Programme in Nursing Sciences are available at <http://www.med.utu.fi/hoitotiede/tutkijakoulu/index.html> and from the Department of Nursing Science (hetuvi@utu.fi). The Department of Nursing Science is responsible for the coordination of the Finnish Doctoral Programme in Nursing Science. Data on courses offered will also be posted at <http://www.med.utu.fi/hoitotiede/tutkijakoulu/index.html>.

Turku Postgraduate School of Health Sciences (PGS):

Courses in spring and autumn terms. Courses vary from year to year.

For further information on PGS courses, contact Office Secretary Anne Johansson, tel. +358 2 3338421 (annemari.johansson@utu.fi). Details are also available from the PGS brochure and the Faculty of Medicine website at <http://www.med.utu.fi/hallinto/pgs/kurssit.html>

International studies

Postgraduate students have the possibility to complete some of their studies abroad through the European Union Erasmus exchange programme, the Fulbright programme or certain bilateral agreements.

Further information is to be found on the website <http://www.med.utu.fi/hoitotiede/en/international/>

Courses/studies completed abroad under the Erasmus student exchange programmes will be credited towards degree completion in accordance with the European Credit Transfer System. Each subject under the Faculty of Medicine has a nominated ECTS contact person, who is responsible for approving study plans. Student exchange placements available through the Erasmus programmes are open for application from the beginning of the year, usually until mid-March. Postgraduate students are encouraged to take advantage of the international contacts available through individual disciplines, departments and research projects. Courses and studies completed through these placements may also be credited. However students are advised to establish whether their studies abroad will be credited before travelling; as regards the Erasmus programmes this is explicitly required.

For further information on the Erasmus programme, contact Kaija Kangasjärvi, tel. +358 2 3338405 (intmedi@utu.fi).

The European network for doctoral education in nursing involves nine member states and 17 universities. The training programme operates under the auspices of the European Academy of Nursing Science (EANS), which is committed to promoting and strengthening research and education in nursing science across Europe. The aim of the European doctoral programme is to provide a common European perspective for doctoral nursing research and training; to create a multinational learning environment for doctoral students in nursing; and to enhance the opportunities for doctoral students to study, work and undertake research in other European countries. The doctoral training programme can be joined via universities that are members of the network; its website is at <http://www.european-academy-ofnursing-science.com/>. Professor Leino-Kilpi is a Board Member of EANS, and interested students should contact her directly (helena.leino-kilpi@utu.fi). Students participating in the network attend intensive summer courses over a three-year period. EANS is funded by the European Science Foundation – REFLECTION project, which is also a part of the Doctoral Programme in Nursing Science.

The students also have the opportunity to apply for the International Nursing PhD (INPhD) – collaboration summer school. There are six (6) international universities taking part in this collaboration at the present time (<http://www.inphd.nursing.utoronto.ca/>). Students interested in joining the INPhD summer school should contact the director of the TU Doctoral Programme in Nursing Science, Professor Helena Leino-Kilpi (helena.leino-kilpi@utu.fi).

The TU Department of Nursing Science has a bilateral agreement on cooperation with the University of Lisbon and the University of Toronto. In autumn 2004 the University of Turku Department of Nursing Science signed an agreement on collaboration with the University of Lisbon with a view to the

development of postgraduate education in nursing science in Lisbon. The Department's role is mainly to provide expert consultancy, but where necessary students may also be appointed to work in an international team. The University of Turku Department of Nursing Science signed an agreement on collaboration with the University of Toronto in 2008 in order to strengthen the education and research collaboration that has existed since 1987.

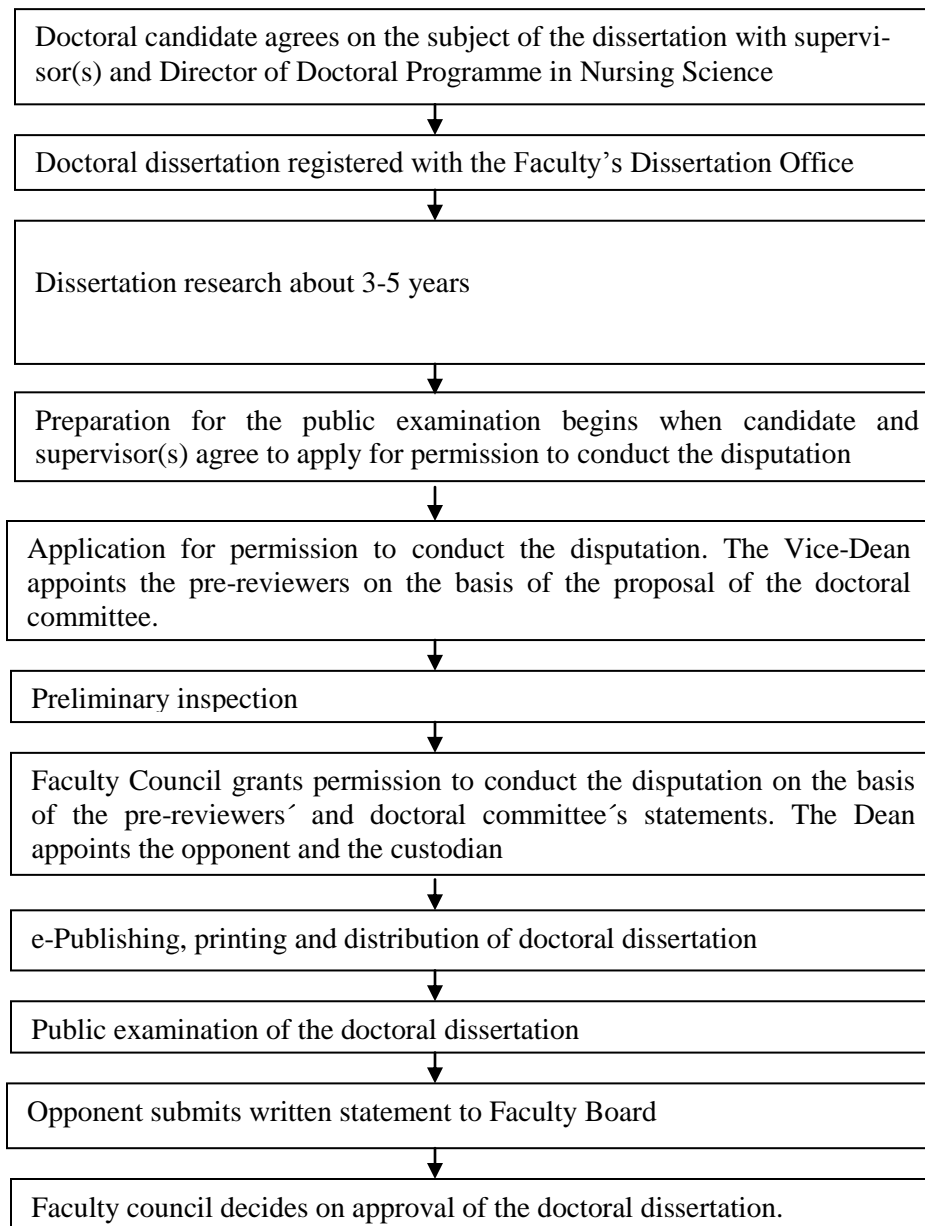
Students can contact the Turku Doctoral Programme in Nursing Science via the University of Turku, Department of Nursing Sciences international team's e-mail (intnurse@lists.utu.fi), for assistance and information about international studies.

Evaluation of the progress of studies and research, and of tuition and supervision

Students shall report on the progress of their studies and research and provide their assessments of the tuition and supervision they have received at the end of spring term using standard forms (Appendices 2, 3 and 4). The feedback on supervision and learning shall also be reviewed during each seminar and in discussions with supervisors. Reporting and evaluation forms are to be found on the website <http://www.med.utu.fi/hoitotiede/jatko-opiskelu/>. The evaluations are collected via Webropol and feedback is given to supervisors and students. Doctoral student Heli Virtanen is responsible for collecting feedback.

Stages of doctoral dissertation research and preparing for the public examination

The process of researching and preparing a doctoral dissertation involves a number of stages that vary in character and length. The following gives a brief outline of the main stages in this process.



More detailed instructions pertaining to each of these stages are set out in the Study Guide for doctoral students at the University of Turku Faculty of Medicine, 2007–2009 (Postgraduate School of Health Sciences). Further instructions are also available on the University of Turku website <http://www.utu.fi/en/media/> under Media/Guidelines for the Doctoral Candidate.

Planning for postdoc studies

The Turku Doctoral Programme in Nursing Science aims to provide every assistance possible to graduates planning their postdoc studies and research. To this end the Programme organizes regular discussions for newly graduated PhDs, helps them to identify funding opportunities, prepare their research plans and establish international contacts.

Supervision at the postdoc stage is the responsibility of Professor Helena Leino-Kilpi (helena.leinokilpi@utu.fi) and the principal supervisor of the doctoral dissertation.

Funding of postgraduate studies

The Finnish Doctoral Programme in Nursing Science has two (2) researcher-trainee positions for the years 2010–2013 and seven (7) researcher-trainee positions for the years 2012–2015. The positions become vacant when the researcher-trainees graduate. The vacant positions are filled according to an application process that is notified to the post graduate students.

The main sources of funding for postgraduate students are various grants. Students will receive guidance on the process. The University of Turku issues a separate information bulletin on grants available four times a year. Furthermore, depending on the research project, students may apply for funding from a variety of different sources; the supervisor of the project concerned will keep students informed. Postgraduate students can also apply twice a year to the University of Turku Faculty of Medicine for funding for congress travel (for further information, contact Heidi Hukkanen, hahukk@utu.fi).

Literature

Ketefian S. & McKennan H.P. 2005. Doctoral Education in Nursing. International Perspectives. Routledge.UK

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Faculty of Medicine
Department of Nursing Science

APPENDIX 1 (1)

POSTGRADUATE STUDIES IN NURSING SCIENCE / Information for applicants to postgraduate studies in 2011

Application and admission process

Applicants shall contact Professor Helena Leino-Kilpi at the Department of Nursing Science as early as possible (initial contact preferably by e-mail: helena.leino-kilpi@utu.fi). In connection with the initial contact with Professor Leino-Kilpi a date will be set for a discussion on how the applicant's research theme ties in with the Department's research programme (<http://www.med.utu.fi/hoitotiede/tutkimus/Strategy.pdf>). This discussion may either be with Professor Leino-Kilpi or with the director of the relevant research project.

Directors of research projects in 2011-2012 are:

Professor, PhD Helena Leino-Kilpi
Professor, PhD Sanna Salanterä
Professor, PhD Maritta Välimäki
Adjunct Professor, PhD Seija Arve
Adjunct Professor, PhD Elina Eriksson
Adjunct Professor, PhD Kirsi Johansson
Adjunct Professor, PhD Riitta Suhonen
PhD Maija Hupli
PhD Leena Salminen

The student admission process to the Licentiate and Doctoral programmes involves two stages. **At stage one**, the applicants shall submit a written plan for their doctoral dissertation research, together with a resource plan, to the director of the Doctoral Programme. The above documents, as well as a copy of the Master of Nursing Science degree or equivalent diploma and curriculum vitae (<http://www.aka.fi/en-GB/A/For-researchers/How-to-apply/Appendices/Curriculum-vitae/>), shall be sent in two (2) copies to the Faculty Office, Department of Nursing Science, no later than **26th August 2011** (postal address: Department of Nursing Science, FI-20014 UNIVERSITY OF TURKU; street address: Lemminkäisenkatu 1, 2nd floor). **The application documents are requested in English.**

Applicants who pass the first step of the admissions process will be notified by **13th September 2011**. The first information seminar on postgraduate studies will be arranged at the Department of Nursing Science on **19th September 2011 at 10am–4pm**. At the same time information will be provided on other research seminars to be held during the autumn and about the final student admission process.

The students who have passed the first stage of admission are invited to attend research seminars and to elaborate on their research and study plan under the Programme's supervision. The plan shall be finalized by the end of the first term in December, when it shall be submitted for approval to the principal research supervisor and the Head of the Department of Nursing Science (admission process stage two). After approval the student can apply for the right to study.

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APPENDIX 1 (2)

Number of students admitted

There is no fixed ceiling for the number of students admitted.

Selection criteria

The research undertaken by the postgraduate student shall tie in closely with the Department of Nursing Science research programme. The research programme is posted on the Department website at <http://www.med.utu.fi/hoitotiede/tutkimus/Strategy.pdf>

Postgraduate students are selected at **stage one** on the basis of the following documents:

1. Research plan

The research plan shall detail the items specified on page 3.

2. Progress and resource plan

The progress and resource plan shall detail the items specified on page 4

Postgraduate students are selected at **stage two** on the basis of the following documents:

1. Research plan

The research plan shall detail the items specified on page 3.

2. Study plan

The study plan shall comprise 60 ECTS of theoretical studies including postgraduate studies and research seminars in the student's major subject (30-28 ECTS) and studies in disciplines related to the student's field of research (22-30 ECTS).

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APPENDIX 1 (3)

RESEARCH PLAN

The research plan is prepared in English and it shall include the following items:

1. **Literature review** (i.e. background of the research, problems of research field)
2. **Objectives and hypothesis** (i.e. what are you going to research and why, individualized aims of subprojects)
3. **The research implementation** (i.e. general description of methods, general features of experiments, test-animals, rates of patient data, statistical analyses [i.e. randomization, reliability, sample sizes], possible problems and different ways to solve them)
4. **The significance of the research** (the description of assumptions and/or achievements, what this study adds, scientific significance for nursing)
5. **Time schedule** (i.e. current phase of the research, further research, an estimate of when the dissertation will be completed)
6. **The nature of co-operation**
7. **References** (the most important references relating to the theme)

At **stage one of the** application process, the research plan should not exceed 10 pages (font size 12, spacing 1.5, Times New Roman). Applicants shall note that they are expected to submit a preliminary research plan. This means that descriptions of the research sample and the methods of research may be presented in general terms. Work to improve and develop the research plan will be continued after the student passes stage one of the application process.

At **stage two of the** application process, the research plan should not exceed 5 pages.

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PROGRESS AND RESOURCE PLAN

The progress and resource plan shall provide a general outline of the timetable and the proposed resources for the student's doctoral dissertation project. The doctoral degree requires 60 credit units of theoretical studies and the completion of a written doctoral dissertation. The applicants shall familiarize themselves with the Faculty of Medicine Guide to Postgraduate Studies (www.med.utu.fi/) before compiling and submitting the progress and resource plan.

The progress and resource plan shall include at least the following components:

1. Timetable for postgraduate studies and doctoral research

Postgraduate studies are usually scheduled for a period of 4-5 years, but students may also work to a tighter schedule if they have good reasons for doing so. The progress plan shall be presented month by month for the first semester and semester by semester for the rest of the planned study time. The PhD student progress plan, presented in the Study Guide 2010-2011, Doctoral Programme in Nursing Science, University of Turku, Appendix 5 (www.med.utu.fi/hoitotiede/en/postgraduate/) shall be used as the foundation of the progress plan.

2. Part-time or full-time postgraduate studies

It is difficult to complete a postgraduate degree while working full-time. Applicants must indicate at which stages and for how long they intend to study on a full-time basis (e.g. proposed periods of leave of absence, study leaves, etc.). This plan shall be made for the whole period of postgraduate studies.

3. Possible sources of funding for the doctoral dissertation

Depending on the subject of the research there are various foundations and other bodies in Finland that offer funding for the various stages of the doctoral dissertation project. Applicants are expected to show in their resource plan that they have familiarized themselves with the different potential sources of funding, to identify those sources and to explain why they believe they would qualify for funding. The University of Turku publishes a special bulletin on research grants several times a year; the bulletin is posted both on the notice board for postgraduate students and on the Internet (www.utu.fi/tutkimuspalvelut.html).

4. Reconciling postgraduate studies and the doctoral dissertation with other important aspects of life

Postgraduate studies take several years to complete. Applicants are therefore encouraged to give serious thought to how they plan to reconcile the requirements of research work with other important aspects of their lives (family, leisure and social activities). In particular, applicants should talk about their plans with family members and significant others at the time of application so as to facilitate the integration of studies with other areas of life. Since this is a private matter applicants are not required to include any written account of these considerations, but they must nevertheless enter for the record that they have given thought to these questions.

The progress and resource plan should not exceed 5 pages (font type 12, spacing 1.5, Times New Roman). Applicants should note that they are expected to submit a preliminary plan only. Work to improve and develop this plan and to find the best possible resources to carry out the plan will be continued once the student is registered. The main purpose of the plan is to demonstrate that the applicant has thought through and analysed the questions of progress and resources.



APPENDIX 2 (1)

FEEDBACK FORM ON COURSES

The compilation of the form is in progress, will be completed in autumn 2011.

UNIVERSITY OF TURKU
DEPARTMENT OF NURSING SCIENCE
DOCTORAL PROGRAMME IN NURSING SCIENCE
Academic year

APPENDIX 3 (1)

POSTGRADUATE STUDENTS IN NURSING SCIENCE: ANNUAL PROGRESS REPORT

At the end of each academic year, postgraduate students must submit an annual progress report in **June**.

Name of the postgraduate student:

Supervisor (s), supervisory committee:

Research plan accepted _____ (month/year)

Research plan has not yet been accepted _____

1 PROGRESS OF YOUR STUDIES

How have your studies proceeded (for example data collection, analysis etc.) during the academic year?

APPENDIX 3 (2)

2 PUBLICATIONS AND PRESENTATIONS (Mark * at the beginning of a publication/presentation which was published/given during the academic year)**2.1 The doctoral thesis so far includes the following publications:**

2.1.1 Published and accepted for publication

2.1.2 Submitted for publication

2.1.3 Manuscript under preparation

2.2 Other publications

2.2.1 Articles in refereed scientific journals

2.2.2 Articles in refereed scientific compilation works and conference proceedings

2.2.3 Other scientific publications, such as articles in university and department series

2.2.4 Other publications, such as books and other articles

2.3 Public presentations and lectures

APPENDIX 3 (3)

2.3.1 International meetings / conference presentations (posters, oral presentations)

2.3.2 National meetings / conference presentations (posters, oral presentations)

2.3.3 Local meetings / lectures (training meetings, special subject days)

3 COMPLETED STUDIES

3.1 Postgraduate studies in nursing science

3.1.1 Completed studies (credits) before academic year

3.1.2 Completed studies (credits) during academic year

3.2 Studies in disciplines related to the field of research

3.2.1 Completed studies (credits) before academic year

3.2.2 Completed studies (credits) during academic year

4 INTERNATIONALITY

APPENDIX 3 (4)

4.1 Study/ research abroad

4.1.1 Study/ research (credits) abroad before the academic year

4.1.2 Study/ research (credits) abroad during the academic year

5 SUPPORT FOR THE COMPLETION OF POSTGRADUATE STUDIES AND WRITING THE DOCTORAL THESIS

5.1 Financial support (for example scholarship, salary, language checking, copying expenses etc.)

5.1.1 Financial support that has been obtained from your research group

5.1.2 Grant applications

5.1.2.1 Grants received before the academic year

5.1.2.2 Grants applied for during the academic year

5.1.2.3 Grants received during the academic year

5.1.3 Other support

6 ESTIMATE OF COMPLETION OF POSTGRADUATE STUDIES AND DOCTORAL THESIS AT THIS TIME

6.1 How many credits do you need to complete your postgraduate studies? _____(credits)

6.2 When do you estimate that your postgraduate studies will be completed? _____(month/year)

6.3 What % of your doctoral thesis do you estimate to be complete at the moment? _____%

6.4 When do you estimate that your doctoral thesis will be ready for preliminary reading? _____(month/year)

7 PLAN FOR THE FOLLOWING ACADEMIC YEAR IN REGARD TO THE PREVIOUS (SECTIONS 1-6):

FEEDBACK ON SUPERVISION AND RESEARCH SEMINARS

At the end of each academic year, postgraduate students must submit an annual feedback report concerning their supervision and seminars in **June**

Name of the postgraduate student:

Supervisor (s), supervisory committee:

1 PARTICIPATION

1.1 How often do you have supervision sessions/meetings with your supervisor/supervisors?

- | | |
|---------------------------|---|
| With your main supervisor | a) not at all
b) 1-2 times
c) 3-4 times
d) 5 times or more often |
|---------------------------|---|

- | | |
|-----------------------|---|
| With your supervisors | a) not at all
b) 1-2 times
c) 3-4 times
d) 5 times or more often |
|-----------------------|---|

- | | |
|---------------------------------|-------------------------------|
| With your supervisory committee | a) not at all
b) 1-2 times |
|---------------------------------|-------------------------------|

1.2 How often have you participated in researcher seminars?

- | |
|---|
| a) not at all
b) 1-2 times
c) 3-4 times
d) 5 times or more often |
|---|

2 EXPECTATIONS

2.1 What were your expectations of the supervision sessions/meetings with your supervisor/supervisors?

2.2 What were your expectations of the research seminars?

3 PREPARATION

3.1 How did you prepare for the supervision sessions/meetings?

3.2 How did you prepare for the research seminars?

4 LEARNING

4.1 What have you learned from the supervision sessions/meetings?

4.2 What have you learned from the research seminars?

5 EVALUATION

5.1 Time (quantitatively; how many days/months/years)

5.1.1 Full-time work during academic year

5.1.2 Work in addition to own work / part-time during academic year

5.2 Evaluate the supervision sessions/meetings on the whole with your supervisor/supervisors

5.3 Evaluate the supervision sessions/meetings with your supervisory committee

6 DEVELOPMENT

6.1 How do you think the supervision sessions/meetings with your supervisor/supervisors could be developed?

6.2 1 How do you think the supervision sessions/meetings with your supervisory committee could be developed?

6.3 How do you think the research seminars could be developed?

The progress plan will be made according to the following model. Work phases must include the following headings: output, theoretical studies, social influence and internationality.

Name of the student: _____

Date: _____

Work phase of doctoral research (examples)	August	September	October	November	December	January	February	March	April	May	June
Output (e.g. article)				X							
Data collection	X	X	X								
Theoretical studies (e.g. quantitative research methods)	X	X	X	X	X	X					
Social influence (e.g. teaching, collaborative tasks)						X	X				
Internationality								X	X	X	