

Väitöskirjan loppuun saattaminen (tarvittavat toimenpiteet)

More information: into.aalto.fi > doctoral candidates > School of Art and Design

- Language check: twice is recommendable if there is enough money for that. We can do it through our normal routes because of the poor quality provided by Aalto services. But ask promise from Maarit and Turkka before organizing anything.
- Pre-examination need to be done a person with doctoral degree and with some years research experience after that (e.g. being five years as post doc), s/he doesn't need to work at the University, you can't have joint articles with s/he, or other close collaboration during last years

Timetable:

1. 1-3 months for finalising:

- last changes and corrections (both supervisors and Turkka reads it and agrees it's ready)
- language check (takes weeks)
- how many images
- request for publication
 - contact publication unit (you need to know how many pages there will be, how many images, etc) > that includes layout design

2. 1 week before Doctoral Program Committee meeting:

- Three printed manuscripts + pdf and word document (for pre-examination it's without graphic design!!!)
- supervisor's statement confirming that manuscript is ready: they think it will pass it (only their opinion is needed, nothing else)
- instructor / valvoja (Turkka) agrees and proposes two pre-examinations (I can propose but they don't need to follow that, I can also make claim is there is well grounded reason why someone is not appropriate form my point of view)
- When you know the name of your examinations check once more that your references are right!

3. Pre-examination

1. S/he gets 400e from the job

- Takes 3 months time
- During this time you can check technical things like references etc. but don't do changes to the content
- Check your credits etc. > all are then ready when pre-examination is over
- Tarkista, että löytyy kirjalliset hyväksynät kaikista kuvissa olevista henkilöistä! Tarvittaessa ole yhteydessä meidän lakimieheen siitä, minkälaisia kuvia voi käyttää.
- If you don't agree with suggestions then you need to do written explanation why with strong justification

4. 1,5 – 2,5 months publishing the dissertation and the public defence

- publishing contract

- publication schedule (takes months, especially if it will be colourful) > funding (3000e > try to find money somewhere else if it goes over this > yksi vaihtoehto on yhteiset julkaisut Taikin ja jonkun toisen julkaisijan kanssa)
 - public examination schedule is agreed with student, opponent and custos
5. 10 days before the public defence
- the copies need to be delivered to the Secretary of the Doctoral Program Committee

NOTICE!!! Doctoral program committee meets only once a month!!! And Pia Sivenius needs all the materials at least week before it!!!