

UNIVERSITY OF JYVÄSKYLÄ GRADUATE
SCHOOL FOR DOCTORAL STUDIES: STRUCTURE
AND GENERAL PRINCIPLES

Approved at the University of Jyväskylä Board Meeting of 23 March 2011

NEW TERMINOLOGY

University of Jyväskylä Graduate School for Doctoral Studies (in this document also called 'University Graduate School'): The University has one Graduate School, which steers the implementation of doctoral training in the faculties. The Vice-Rector in charge of research affairs acts as the Head of the University Graduate School. In addition, the University Graduate School has a Steering Board and a Coordinator.

Faculty doctoral school: Every faculty has a faculty doctoral school that admits doctoral students, organises training and awards degrees, in compliance with the University of Jyväskylä Regulations, Degree Regulations, and the principles of the University of Jyväskylä Graduate School for Doctoral Studies. Each doctoral school is led by a Dean, Vice-Dean or Pedagogical Head of the faculty.

Doctoral programmes: In practice, doctoral training is implemented in doctoral programmes. These programmes can be department or faculty-specific or shared by various faculties. They can also be multi-disciplinary or networked nationally and/or internationally. Every doctoral student belongs to a doctoral programme (but only one). Doctoral programmes can apply for funding from the Academy of Finland. Each doctoral programme has a professorial-level head. In network-based programmes, the University of Jyväskylä is represented by a professor assigned to that task.

1 THE STRUCTURE AND ORGANISATION OF THE GRADUATE SCHOOL

University level

The University of Jyväskylä Graduate School for Doctoral Studies consists of doctoral schools administered by the faculties. The University Graduate School is led by the Vice-Rector, who is assisted by a Steering Board formed from the faculties' doctoral school heads. The University Graduate School has a full-time Coordinator, who assists the Steering Board.

The Head and Steering Board of the University Graduate School are responsible for:

- 1) implementation and content-related development of doctoral training at the University of Jyväskylä
- 2) evaluation and steering of the faculties' doctoral schools, as well as assessing the need for doctors in the fields that the University represents
- 3) coordination of studies promoting transferable skills
- 4) making proposals to the Rector regarding University Graduate School funding (previously known as Rector's doctoral student positions and grants) that the Rector allots directly to the faculties' doctoral schools annually or per contract term
- 5) reporting annually to the Rector and the Science Council on the state of doctoral training
- 6) providing information about the University's doctoral training in cooperation with University Communications

Faculty level

The faculty-level **doctoral schools** consist of the **doctoral programmes** operating in the faculties. These programmes can be a faculty's internal programmes or cross-disciplinary, multi-disciplinary, national and/or international network programmes. A faculty's doctoral training is guided and supervised by the Faculty Council, in compliance with Degree Regulations. Each faculty has a Vice-Dean (or Dean) responsible for doctoral training. Within the departments, the Head, Deputy Head or Pedagogical Head is responsible for doctoral training. Practical issues are dealt with by the coordinator in charge of the faculty's doctoral training or by departmental coordinators (i.e. heads of academic affairs, amanuenses, coordinators).



The faculty is in charge of:

- 1) confirming its own doctoral programmes and accepting those programmes in which it is involved as a partner
- 2) approving degree requirements
- 3) organising general (international, electronic) application procedures, if possible, in cooperation with the network-based programmes
- 4) accepting new students
- 5) confirming supervisors and follow-up groups for doctoral students, as well as the doctoral programmes to which they belong
- 6) appointing pre-examiners and granting permission to defend the dissertations, appointing opponents, and assessing and accepting dissertations
- 7) allocating doctoral student positions and grants awarded to the faculty
- 8) reporting on the activities of doctoral programmes to the university-level Graduate School (e.g. the implementation of recruitment, the programme funding situation, the number of students at various stages of studies, the duration of studies, graduates, and degree completion times)
- 9) handling and solving feedback issues and appeals.

In compliance with the University of Jyväskylä Regulations, some of the aforementioned tasks may be delegated to the departmental level.

Doctoral programmes

One or more doctoral programmes operate within each faculty. They can be the faculties' own programmes or network-based programmes. The doctoral programmes can have differing internal rules (e.g. network-based programmes), but they must follow the University Graduate School's principles and rules. Each student is enrolled in only one doctoral programme. The doctoral programmes participate in student recruitment in cooperation with the faculty's doctoral school.

2 GENERAL PRINCIPLES

Student recruitment

Selection criteria:

Eligibility based on the Universities Act

According to the Universities Act (558/2009 §37), eligible for studies leading to an academic or artistic postgraduate degree shall be a person who has completed (1) an applicable higher (= master's / second-cycle) university degree; (2) an applicable higher polytechnic (= Finnish university of applied sciences) 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 supplementary studies in order to acquire readiness for the studies.

Requirements of the University of Jyväskylä Graduate School for Doctoral Studies

The University of Jyväskylä requires the selected doctoral student to have sufficient basic knowledge of the discipline in which the dissertation will be written. The candidate must also have received at least the grade of Good (3/5) or a corresponding grade in the master's thesis included in his/her 'advanced studies' block. In exceptional cases, additional studies complementing the grade, or other evidence of high quality performance, may be taken into consideration. Selection is implemented in compliance with the detailed criteria of the faculties, which are based on the following general selection criteria:



- ◉ *Applicant's knowledge and skills*: successful completion of master's studies or equivalent studies outside of Finland and requisite related language skills
- ◉ *Research topic*: relevance of the topic to the department/faculty's research strategy, quality and feasibility of the research plan
- ◉ *Supervision*: availability of qualified supervision and sufficiency of guidance resources
- ◉ *Commitment*: the doctoral student's commitment to completing the studies

Recruitment and application period

Faculties and departments organise a general application process for postgraduate studies once or twice a year. The call for applications must also be provided internationally (at minimum on the websites of the University and specific units). The University website maintains up-to-date information on application periods and procedures. Applications are submitted online. In special cases, a faculty is entitled to also admit doctoral students outside of the general application period.

Admission

When the student is admitted by the faculty (as recommended by the department), he or she is simultaneously placed into a doctoral programme. The student can be accepted a maximum of six months before completion of his/her master's degree. Acceptance is conditional, and it is confirmed after the master's degree has been completed.

Student guidance and supervision

Supervisors and the follow-up group: The director responsible for the faculty's (or department's) doctoral programmes (e.g. Dean, Vice-Dean, Pedagogical Head) approves the dissertation supervisor(s). At least one of the supervisors must have the title of Professor, University Lecturer/Researcher or Docent at the University of Jyväskylä. The supervisor's primary responsibility is to contribute to the progress of dissertation work. If a supervisor from a foreign university is nominated for the doctoral student, it is also possible to negotiate a dual degree with the university in question in order to ensure the student's work opportunities. A follow-up group is also formed for the student. In addition to the supervisors, the follow-up group includes at least one external professor or docent who does not belong to the research group in which the dissertation is being done. The follow-up group can also be appointed by the doctoral programme, and its members can come from outside of the University of Jyväskylä.

Planning and follow-up of progress: At the beginning of the postgraduate studies, the student and the supervisor(s) collaboratively create a plan for completing the studies and writing the dissertation within the target time of four years. The follow-up group acts as a scientific support group. The student and the follow-up group meet once a year, during which time the study and research plan can be refined, if necessary. The follow-up group is also in charge of ensuring that the student does not have excessive teaching or other duties that would prevent graduation within the target time. In regard to potential problems with the progress or financing of the doctoral studies, the follow-up group reports to the person in charge of the department's or faculty's doctoral training.

Research career: The supervisors and the follow-up group discuss postdoctoral career opportunities with the student. At an initial stage of the studies, the career opportunities offered in Finland, as well as the consequent importance of learning Finnish, are also addressed in discussions with non-Finnish doctoral students.



Degree requirements and teaching

Extent of doctoral training: The faculty decides the extent and structure of the doctoral dissertation, as well as the extent of other required studies. Studies consist of a minimum of 30 ECTS credits and a maximum of 60 ECTS credits.

Content of doctoral training: The students' individual study plans are accepted by the faculty/department. Discipline-specific studies can also include studies completed at other universities, both in Finland and outside of Finland, as well as courses from national doctoral programmes. Courses need not necessarily include testing (e.g. international summer schools).

Doctoral studies must include courses that promote transferable skills, if these are not included in the master's studies. Transferable skills studies (scientific thinking, research ethical principles, research methods, intellectual property rights (IPR), business skills, entrepreneurship, management and leadership) are coordinated by the University Graduate School together with the Methodology Centre for Human Sciences (IHME), and are open to all doctoral programmes.

It is also recommended that credits earned from work (max. 20 ECTS credits) are included in the degree. This must be demanding work other than preparing the dissertation itself (i.e. teaching, research, participation in departmental or university development, work outside of the University of Jyväskylä).

Extent of doctoral dissertation: The scope of the dissertation must be designed so that the doctoral degree can be completed within four years of full-time work. The dissertation is either a monograph or an article dissertation. Within the framework of international joint degree agreements, however, a shorter target time (3 years) can also be agreed upon without compromising learning results. An article dissertation consists of a summary and scientific articles, some of which may be unpublished. The manuscript for the dissertation should be ready at least two months before the four-year target time has passed.

Doctoral degree funding

The different funding options are specified in the call for applications for doctoral training. The department/faculty and the supervisor collaboratively aim to ensure that the student will have sufficient funding for four years. The student is expected to participate in fundraising by applying for grants and doctoral programme positions recommended by the supervisor and the follow-up group, including positions financed by the Ministry of Education and Culture.

Financing period: The first year of doctoral studies can be financed with a grant or with the salary of a fixed-term employment relationship of one year. If the studies and research progress as expected during the first year, a new employment relationship will be made for three more years.

University of Jyväskylä's positions: The University finances doctoral training with grants and doctoral student positions (previously known as Rector's doctoral student positions and grants). After hearing the Science Council, the Head of the University of Jyväskylä Graduate School for Doctoral Studies makes a proposal to the Rector regarding the allocation of funding to the doctoral schools of the faculties. The faculties organise an annual (online) application process for the positions.

Project funding: External project funding (e.g. from the Academy of Finland, Tekes and the EU) constitutes a significant source of doctoral studies funding. Supervisors are responsible for applying for this funding.



Personal grants from foundations: Doctoral students are encouraged to apply for personal grants from foundations. The aim is to ensure that students who write their dissertations with grant assistance receive the same amount of overall funding as those in employment relationships (e.g. by paying them separately for teaching).

Maximum length of financing period: As a rule, full-time doctoral students receive funding for four years. Funding for those who have studied full-time for more than four years is to be organised through sources other than the Ministry of Education and Culture or the University Graduate School doctoral student positions.

Part-time doctoral students

Doctoral studies can also be pursued on a part-time basis at the University while simultaneously working outside of the University. Admission to part-time doctoral training also takes place through an application process.

Part-time doctoral students have a follow-up group, but it does not necessarily meet every year.

Requirements for part-time doctoral studies are equal to those for full-time studies. Upon admission to doctoral training, a target time is determined, and it may be longer than four years.

If a part-time doctoral student begins to pursue full-time studies, the faculty/department determines a new target time. This is done after having heard the follow-up group and taking into account the work completed to date. Funding restrictions depend on the new target time.

3 DECISION-MAKING, PREPARATION AND RESPONSIBILITIES

The University Board

- ⊙ decides on the establishment and structure of the University of Jyväskylä Graduate School for Doctoral Studies, as well as on the general principles of doctoral training.

The Rector

- ⊙ decides on the allocation of funding to the faculties' doctoral schools within the framework of the University budget confirmed by the University Board.

The Vice-Rector leading the University Graduate School, in collaboration with the Graduate School's Steering Board,

- ⊙ prepares the general principles (e.g. the criteria for doctoral student selection and funding allocation) for the Board and/or Rector to decide on, and
- ⊙ is responsible for reporting to the Rector on activities.

Faculty-level doctoral schools

- ⊙ are responsible for the implementation of the doctoral programmes in compliance with the principles approved by the University Board.

The Science Council

- ⊙ evaluates the state of doctoral training.



4 SCHEDULE

The University of Jyväskylä Graduate School for Doctoral Studies will be established on 1 August 2011. The transition period for those who began their doctoral training prior to this will last until 31 December 2012, by which date all doctoral students must be placed in a doctoral programme and must have a specified plan for study progress and financing.