


Introduction to Doctoral Studies at Hanken  
2.2.2012

## Practical information for Doctoral Students

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 Hanken Svenska handelshögskolan / Hanken School of Economics [www.hanken.fi](http://www.hanken.fi)

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Outline:

1. Terminology and structure
2. Doctoral courses
3. Doctoral student – student or employee
4. Options for newly admitted doctoral students
5. Where can doctoral students get further information

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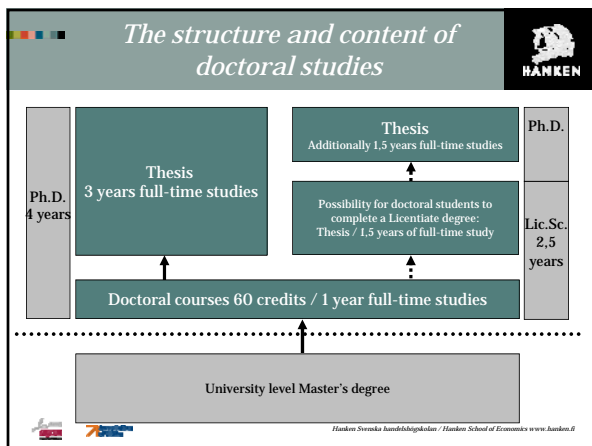
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**Terminology**

Ekonomie doktor	Ph.D. (Econ)
Filosofie doktor	Ph.D.
Ekonomie Licentiat	Licentiate of Science
Forskarstuderande/ Doktorand	Doctoral student
Forskare/ Researcher	A person with a doctoral degree or someone who is working at a research institute as a researcher with substantial research experience
Postdoktoral forskare/ Postdoctoral researcher	A person who has qualified for a career in research after receiving the doctorate
Seniorforskare/ Senior researcher	A researcher with qualifications for a professorship

Note! Do not talk about "postgraduate" studies when you refer to doctoral studies!

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**Starting your studies: course work**

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**Doctoral courses**

- Two types of courses
  - Within the major, or supporting the major (44 credits)
  - Methodology, Methods, Theory of Science (16 credits)
  - In addition to the 60 compulsory credits students may complete extra courses of relevance for the studies/thesis

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**Doctoral courses**

- **Studies within the major differ**
  - The Degree Supervisor approves your annual Study plan. In other words, the Degree supervisor approves the courses that are to be included in your degree, and verifies the expected year of graduation in your study plan.
- **Courses are often arranged outside Hanken**
  - Hanken is a member of national doctoral programs
  - Hanken is also a member of several other collaboration networks, both in Finland and internationally → more courses of excellent quality are available for Hanken's doctoral students
  - Links to networks / organisations on the web

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**Doctoral courses**

- See courses on the web, discuss with your supervisor  
➢ [http://www.hanken.fi/student/en/kurser\\_natverk](http://www.hanken.fi/student/en/kurser_natverk)



Courses offered by Hanken



Courses arranged outside Hanken

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**Doctoral courses**

- **Credit transfer for courses completed outside of Hanken**  
When you have completed a course outside Hanken:
  1. Get documentation on that you have completed the course (transcript or course certificate, e.g. the national doctoral program KATAJA issues a diploma)
  2. Provide your degree supervisor with information on the course requirements and material
  3. The degree supervisor decides whether the course is to be included in your degree and he also determines the number of credits to be given and to which category the course belongs
  4. Take all the documents to the Office of Study Affairs and ask them to include the course in the official study register

→Note! It is Hanken that determines the number of credits, not the course organiser.  
Discuss the course with your degree supervisor before taking it!

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## The Doctoral student – student or employee?

- *As a Doctoral student you are first and foremost a student*
- *Some Doctoral students may also be employed at Hanken*



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## The Doctoral student – student or employee?



- **Practical matters**
  - Every department at Hanken has its own policy, if you are granted an office space be sure you know your rights and obligations from the beginning. What applies in one department does not necessarily apply in another.
  - Apply for a Hanken user-ID so that you can benefit from the IT-services (the Computer Centre will give you a user-ID and a password).
  - You get a key
    - Keys and electronic keys are provided in Helsinki by Ulla Degerman (tel. 0403521334) in the reception, or in Vaasa by Ragnvald Hakans (tel. 0403521716).



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## The Doctoral student – student or employee?



**You are employed at Hanken if you:**

- Have been appointed to service or employment based on contract. You get an official work contract signed by the Rector. This is the case if you have been appointed to:
  - a teaching or research position at the Department
  - a National Doctoral Program position in a Finnish Doctoral Program (i.e. KATAJA)
  - a position within a research project administrated by Hanken, for example as a research assistant within a senior researcher's project. The projects can be funded by the Academy of Finland, TEKES etc.
- If you are employed you get a monthly salary paid through Hanken. In this case Hanken has employer responsibility for you (social benefits, occupational health care).



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 *The Doctoral student – student or employee?* 

**You are not employed at Hanken but a scholarship student if you:**

- Are funded through the Hanken Foundation Funds (e.g. first year doctoral students' scholarship)
- Are funded by some other fund or foundation through a scholarship
- Are funded by your department through a scholarship

*As a scholarship student you can concentrate full time on your studies*

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 *Options*

- Apply for student financial aid / KELA
- Accommodation / HOAS (Helsinki) and VOAS (Vaasa)
- Join the Student Union

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 *Options* 

- **Apply for Student Financial Aid**
  - Contact person at Hanken: Sara Schultz, Secretary of Student Financial Aid
  - Students who are enrolled as doctoral students can be granted Student Financial Aid. Financial aid is available in the form of:
    - study grants
    - housing supplements
    - government guarantees for student loans
  - Foreign citizens can get financial help for their studies if they have lived in Finland at least two years for another purpose than studies, and their residence in Finland is considered to be permanent.
  - Further information from KELA (Kansaneläkelaitos/The Social Insurance Institution of Finland) [www.kela.fi](http://www.kela.fi)

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**Options**



- Apply for a student apartment through the Foundation for Student Housing in The Helsinki Region (HOAS) in Helsinki or the Student Housing Foundation in Vaasa (VOAS)
  - Master and Bachelor level students are usually given priority in the process.
  - For further information see [www.hoas.fi](http://www.hoas.fi) and [www.voas.fi](http://www.voas.fi)



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**Options**



- Join the Student Union
  - <http://www.shsweb.fi>
  - You may join the Student Union by paying the membership fee
  - As a member you get:
    - a **student card for doctoral students** ([www.lyyra.fi](http://www.lyyra.fi))
    - discounted meals (At Hanken you can eat for the same price as the personnel. At Hanken you get the discount also without the card by mentioning that you are a doctoral student, "jatko-opiskelija")
    - it is worth asking for discounts at theatres, museums etc.
    - the student card is not the same as for Bachelor- and Master-degree students, it excludes benefits such as transportation, and FSHS (Finnish Student Health Service)



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Where can doctoral students get information?



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**Where can doctoral students get information?**

A Degree Supervisor is appointed for each student when admitted

- **The Degree Supervisor**
  - approves the annual Study Plan
  - gives consecutive student advising in major specific matters and financing of doctoral studies
  - determines if courses completed outside (or inside) Hanken can be included in the student's degree
  - recommends for the Department Council (IR) a Thesis Supervisor or a Supervisor Committee to be appointed for a doctoral student
  - Usually serves as Chair (sw. kustos), who is responsible for practical arrangements in connection with the public defence of the thesis

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**Where can doctoral students get information?**

- **The Thesis Supervisor/s**
  - A thesis supervisor is appointed (formally by the Department Council) when the theme of the thesis has been determined
  - The Thesis Supervisor(s) will help you in the thesis process and may also be able to provide you with ideas about courses and material related to your subject
  - You may have more than one thesis supervisor, a 'committee' or 'board of supervisors'
    - The general trend is towards students having more than one thesis supervisor

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**Where can doctoral students get information?**

- **The Departments**
  - Introduce the student to the department's activities and the major's structure, including practical matters for those physically working at the department
  - Arrange doctoral courses
  - Organise seminars, inform students about conferences, workshops and seminars relevant to the student
  - Organise licentiate seminars and help with practicalities connected to the dissertation
  - May organise pre-doctoral seminars where a preliminary version of the doctoral thesis is presented
  - Provide information on the national doctoral programs that the Department is active within and on other academic organisations

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**Where can doctoral students get information?**

- **The Centre for Research and International Affairs**
  - Handles applications and the admissions process
  - Delivers information on external courses, studies abroad, funding and funding from the Hanken funds
  - Develops in cooperation with the Office for Study Affairs the practical administration of doctoral studies
  - General information on national and international doctoral programs and networks
- **The Library**
  - Working papers and publication of theses. If you wish to publish your thesis in Hanken's series, contact the Publication Secretary for more information
  - Information retrieval, electronic data bases
  - Administrates the Research Database HARIS

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**Where can doctoral students get information?**

- **Office of Study Affairs**
  - The Office of Study Affairs handles the **enrolment and the annual registration**
  - Registers courses in the study register, provides students with transcripts & diploma
  - Handles the administration of Hanken's doctoral courses
  - Provides the students with certificates and various forms needed
  - JOO-studies or studies based on other collaboration agreements
- **Registration Office**
  - Administrates the examination of theses, sends them to examiners and opponents (doctoral theses), receives assessments by the examiners

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**Where can doctoral students get information?**

- **Academic Council**
  - Approves the theses; initiates, decides on, or proposes to the Board, development and changes to the doctoral studies; Approves Hanken's doctoral courses upon suggestion from the Department Councils
- **IT Services**
  - User-ID for the student server, e-mail, WebOodi
  - IT-support
  - Statistical packages

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 *Final advice...* 

- Join the e-mailing list for doctoral students by sending an e-mail to [doctoral.studies@hanken.fi](mailto:doctoral.studies@hanken.fi) (information about courses, events or practical matters concerning your studies)
- If you are uncertain about anything relating to your studies or do not know whom to ask – ask the Coordinator at the Centre for Research and International Affairs
  - > [doctoral.studies@hanken.fi](mailto:doctoral.studies@hanken.fi) / 040-3521 282

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