

- Doctoral student
- Degree supervisor

Make sure your log in to Hanken intranet is active before opening the links.

Prior to submitting the thesis for evaluation

Task (what) **Activity / System / Form (how)**

Doctoral student, do this when writing your thesis:	
Use Microsoft word and follow Hanken's formatting and reference guides.	Hanken's reference and formatting guides: https://www.hanken.fi/en/library/service/formatting-and-reference-guides For questions, contact doctoralthesis@hanken.fi. Discuss with your degree supervisor whether a language check is needed.
Make sure you follow Hanken's thesis instructions for example for kappa in composite thesis.	Kappaguidelines year 2019 specify max 20.000 words + refs. Students admitted before 1.8.2018 can alternately follow the previous instructions. More information on new and old instructions for composite thesis: https://www.hanken.fi/en/students/study-programmes/phd-programme/information-phd-students/thesiscompletion-studies-2
For composite thesis, draw a signed co-author agreement for each paper/essay/article of your composite thesis to be attached to the pre-examination.	Form for reporting contribution of a jointly authored published or completed paper: https://www.hanken.fi/system/files/2020-11/co-authoringcontributionform.pdf
For composite thesis, obtain copyright approval/description of each each paper/essay/article of your composite thesis to be attached to the pre-examination.	Check copyright agreement for the permission to publish the article / check publisher's web page / for questions, contact doctoralthesis@hanken.fi

Part 1 Pre-examination

Step

	Responsible	Task (what)	Activity / System / Form (how)
1a)	Doctoral student	Submit your thesis to iThenticate for electronic plagiarism control.	Create an iThenticate account if you don't already have one. An iThenticate account can be obtained by emailing ithenticate(at)hanken.fi Contactperson is Kaie Veiler. The Doctoral student can examine the manuscript for plagiarism in iThenticate several times, i.e. it is possible to make changes and corrections before you submit the final version.
1b)	Doctoral student	When submitting your thesis to Ithenticate, add several recipients of its results.	Add the email of your degree supervisor and the manager of Hanken PhD Programme (anu.helkkula@hanken.fi) as recipients of Ithenticate results.
2	Doctoral student	Start the official pre-examination process and inform your degree supervisor when you have finished the process.	<ol style="list-style-type: none"> 1. Log in, and fill in "Request for appointment of pre-examiners for a doctoral thesis", https://forma.hanken.fi/lomakkeet/268/lomake.html (ENG), https://forma.hanken.fi/lomakkeet/192/lomake.html (SWE) 2. Attach the thesis manuscript (monograph / kappa + all essays/articles). 3. Compulsory attachments to a composite thesis: <ol style="list-style-type: none"> 3.1. Co-author agreements of each co-authored paper 3.2. Declaration of copyrights of each published paper.
3	Doctoral student	Write your degree supervisor e.g., a mail that you have submitted your thesis so that she/he knows to fill in the next form.	

4	Degree supervisor	Apply for permission for pre-examination and appointment of pre-examiners of doctoral thesis manuscript .	Log in, and fill in the form "Proposal on permission for pre-examination and appointment of pre-examiners of doctoral thesis manuscript" + attach their cv:s. https://forma.hanken.fi/lomakkeet/271/lomake.html (ENG) https://forma.hanken.fi/lomakkeet/194/lomake.html (SWE) If the Degree Supervisor ticks the 2019 composite thesis summary guidelines (max 20.000 words + refs), the registrar attaches them for the pre-examiner.
5	Degree supervisor	Check iThenticate results	If there is a need to follow-up on iThenticate analysis results, then the supervisor is in touch with the doctoral student.
6	Coordinator	Follow up the submission.	If needed, send a reminder to degree supervisor one week after Doctoral student's submission.
7	Registrar	Create thesis document folder.	Create new item in Dynasty and save all documents and material in Dynasty and on SAM harddrive
8	Manager of Hanken PhD Programme	Check of submitted material	Make formal check of all submitted material (application, thesis manuscript, attachments, iThenticate result) in E-form. In case of an incomplete submission, contact the doctoral student and Degree Supervisor
9	Dean of Research	Approve or reject the application.	E-form. Before rejection, contact manager of Hanken PhD programme by mail.
10	Coordinator	Verify the decision by the Dean of Research	E-form in case rejected, inform the Degree Supervisor, doctoral student and manager of Hanken PhD Programme
11	Coordinator	Inform about the decision to relevant people.	Send email with the approval to registrar@hanken.fi, cc: DegreeSupervisor@hanken.fi, doctoralstudent@hanken.fi, doctoral.studies@hanken.fi, doctoralthesis@hanken.fi
12	Registrar	Save approval on SAM and Dynasty.	SAM harddrive & Dynasty
13	Registrar	Invite pre-examiners to the assessment process.	Send email to the pre-examiners with link to assessment form as well as link to files saved on Funet, cc: doctoral.studies@hanken.fi and Degree Supervisor@hanken.fi.
14	Pre-examiners	Assess and submit assessment within two months.	Fill in online assessment form.
15	Registrar	Share assessment as each arrives with doctoral student and degree supervisor.	Registrar sends a reminder to the pre-examiner(s) a week before the deadline, and thereafter once a week until the review report arrives.
Revision	Degree supervisor	Revision round of the thesis starts if requested by pre-examiner(s).	The pre-examiners have two revision options: 1. The manuscript is nearly acceptable and the supervisor can supervise the corrections. 2. The manuscript contains shortcomings and the candidate should resubmit the manuscript to the pre-examiner for a new reading and assessment. The doctoral student has 12 months to revise the manuscript. Depending on the conclusion, a revision process ends 1. when the Degree Supervisor approves revisions made and sends the revised manuscript and a report to the pre-examiner(s) 2. the degree supervisor has sent a revised thesis version with a conclusion s/he deems acceptable and a revision report to the registrar who then sends all material and a new form to complete to the pre-examiner(s), after which the pre-examiner submits a revised assessment.
16	Doctoral student	Save assessments on SAM & Dynasty	Send your final, approved manuscript to doctoralthesis@hanken.fi at least six weeks before the defence (including acknowledgements and the synopsis in the back cover of the book). Discuss with your degree supervisor whether a language check is needed.
17	Registrar	When submitting your thesis to Ithenticate, add several recipients of its results.	SAM harddrive & Dynasty
18	Coordinator	Prepare for formal Research Council decision on public doctoral defence.	Write a record of the decision for the next physical RC meeting (=infoärende) and send to the RC secretary

Part 2 Public examination

Step	Responsible	Task (what)	Activity / System / Form (how)
1	Degree Supervisor	Prepare for the doctoral defence.	Degree supervisor coordinates the defence arrangements with e.g. opponents, secretary of the department, and doctoral candidate.
2	Doctoral student	Request permission for public examination from Research Council.	Log in and fill in the form "Request for public examination of doctoral thesis" + attach thesis manuscript and attachments, https://forma.hanken.fi/lomakkeet/273/lomake.html (ENG) https://forma.hanken.fi/lomakkeet/260/lomake.html (SWE)
3	Coordinator	Send a reminder to Degree Supervisor to submit form 275 if it hasn't arrived within one week of doctoral student's submission	Email reminder to Degree Supervisor@hanken.fi in one week if needed
4	Degree Supervisor	Request permission, opponent and date for public examination from Research Council.	Log in and fill in the form "Permission for public examination of doctoral thesis" + attach opponent's cv, https://forma.hanken.fi/lomakkeet/275/lomake.html (ENG) https://forma.hanken.fi/lomakkeet/255/lomake.html (SWE)
5	Registrar	Save relevant thesis and other material	Save all material on SAM (revised manuscript, attachments doctoral student's request, Degree Supervisors request and cv) and Dynasty
6	Coordinator	Start RC voting on public examination	Create a meeting item in Moodle, open meeting in Moodle and start voting option
7	Coordinator	Inform about voting to RC-members	Inform the RC-members about the meeting and voting (deadline within 7 days), Moodle and email
8	RC-members	Research Council voting on public examination	Research Council members declare their opinion to support or not by voting in Moodle
9	Coordinator	Produce report of RC decision	Produce a report of the RC decision from moodle meeting and inform registrar, Degree Supervisor, doctoral student, RC members, pr-officer and biblioteket@hanken.fi of the decision made.
10	Coordinator	Document RC voting and decision	Save report of voting and RC-decision, SAM
11	Doctoral student	Finalize publishing of thesis manuscript and prepare your press release.	Contact the doctoralthesis@hanken.fi for publishing the manuscript and creating your press release at least 6 weeks before the defence.
12	Registrar	Inform opponent about upcoming assessment after public examination	Email to the opponent with link to assessment form for filling in after the public examination, link to files on Funet, cc: Degree Supervisor@hanken.fi, chair@hanken.fi, doctoral.studies@hanken.fi
13		Public Examination (defence)	
14	Opponent	Assessment by opponent	Assessment in E-form
15	Registrar	Registrar re-sends the opponent the link to the assessment form.	
16	Custos & Degree supervisor	If possible, request opponent's assessment straight after the defence, latest within one week after the defence.	Assessment in E-form
17	Registrar	Share opponent assessment	Email with the opponent's assessment to Degree Supervisor@hanken.fi, doctoralstudent@hanken.fi, chair@hanken.fi
18	Registrar	Document opponent assessment	Save opponent's assessment on SAM and Dynasty

Part 3 Approval

Step	Responsible	Task (what)	Activity / System / Form (how)
1	Degree Supervisor	Make proposal of approval of doctoral thesis to the RC	Log in and fill in the form "Proposal to the Research Council concerning approval of doctoral thesis", https://forma.hanken.fi/lomakkeet/303/lomake.html (ENG) https://forma.hanken.fi/lomakkeet/293/lomake.html (SWE)

2	Coordinator	Follow up on approval proposal	E-mail reminder to Degree Supervisor@hanken.fi if needed
3	Registrar	Document proposal and opponent's statement.	Save the proposal and opponent's statement on SAM and Dynasty
4	Coordinator	Create RC voting for thesis approval	Create a meeting item in Moodle, open meeting in and start voting option
5	Coordinator	Inform RC-members about thesis approval voting	E-mail about the meeting and voting to RC-members (deadline within 7 days)
6	RC-members	Support theses approval or not by voting in Moodle	Research Council members declare their opinion to support or not by voting in Moodle
7	Coordinator	Follow up on and handle the RC decision	Produce a report of the RC decision from the Moodle meeting and inform registrar@hanken.fi, cc: Degree Supervisor@hanken.fi, doctoralstudent@hanken.fi, doctoral.studies@hanken.fi, RC-members@hanken.fi, jennie.bertula@hanken.fi and daniela.smeds@hanken.fi. In In case the RC does NOT accept the proposal or wants to discuss it further before its decision, the case will be discussed in the next RC meeting. Prepare the matter for the meeting and send it to the secretary of the RC. Inform RC-members@hanken.fi, cc: Degree Supervisor@hanken.fi, doctoralstudent@hanken.fi, doctoral.studies@hanken.fi, registrar@hanken.fi.
8	Registrar	Document RC-decision on doctoral thesis	Save signed report as RC-decision in Dynasty
9	Doctoral student	Provided that you have passed all other required examinations, you should now apply for your degree certificate.	For more details and information, please see https://www.hanken.fi/en/students/study-practicalities/completion-studies-and-graduation/degree-certificate . Instructions can be found on the website and if you have any questions you can contact the Doctoral Studies Coordinator or The Office of Study
10	Doctoral student	Update your HARIS account.	Update your conference/study visits abroad (important for the assurance of learning, aol)
11	Doctoral student	Celebrate the well-deserved doctoral degree.	Check Hanken website for information on regular graduating dates and ceremonies.