

UNOFFICIAL TRANSLATION

LUT Doctoral School principles

A link to LUT intranet updated on June 26, 2023

Admission procedure and criteria

- The procedure follows the same basic steps in all schools.
- The admission criteria are transparent and informed in detail to potential applicants on the website for students.

Supervision

- Good supervision supports the doctoral student, makes him/her a part of the academia, and improves the quality of dissertations and research.
- The university organizes training for supervisors annually.
- At least two supervisors are appointed for each doctoral student and a supervisory group is nominated where applicable. The requirement for having at least two supervisors is applied to doctoral study right applications submitted on January 1, 2022 and after that. In addition, the requirement is applied to cases where changes are made in supervisor arrangements during studies.
- When appointing supervisors, it is essential to pay attention to adequate supervision resources and expertise in the research field.
- The number of doctoral students per supervisor is followed (recommendation 10 students /supervisor at the most). The number alone is not decisive but the fluency of supervision.
- A supervision plan is one part of [the study and research plan](#) that each applicant compiles with his/her supervisors-to-be. In the plan the student and the supervisors agree on each party's rights, obligations, and practical issues regarding supervision.
- It is the supervisors' duty to ensure that the student is familiar with the obligations and ethical practices related to a research process.
- At least twice a year the supervisors and the doctoral student have a target discussion, in which the student presents the updated study and research plan.

- The supervisors and the student also go through the progress made and agree on future targets for the next period. In addition, an appointment for the next target discussion is fixed. [A doctoral research assessment tool](#) is a helpful tool to use in target discussions.
- Doctoral programmes/schools inform LUT Doctoral School well in advance if a supervisor is about to retire or to move to another university. It is important to ensure the continuation of supervision by appointing a new supervisor early enough.

Monitoring and support of studies

- The target time for completing doctoral studies is four years, according to which studies are scheduled.
- From January 1, 2022 onwards the study attainments included in a doctoral degree may date back no more than seven years. On special grounds, the head of the doctoral programme may decide to approve older study attainments based on the proposal of the coordinating supervisor. Supplementary studies will not expire.
- Part-time studying is also possible, in which case the duration of the studies is to be tailored to correspond to four years of full-time study. The study plan is to be made so that expiry of studies after seven years is considered.
- The student updates the original study and research plan regularly and maintains the personal study plan in Sisu. The final check of the studies to be included in the doctoral degree for graduation is done by LUT Doctoral School before the beginning of the dissertation process.
- The student is regarded as passive if the student's doctoral studies and research work have not proceeded as agreed in the two previous years. Before re-activating the supervision relationship, the supervisor may require the student to submit an updated and scheduled study and research plan.
- LUT Doctoral School supports the networking of doctoral students for example by offering joint courses and workshops. Doctoral programmes promote networking through cooperation with their national networks.
- To enhance the internationalization of doctoral students LUT Doctoral School recommends for example joint publications, joint supervision arrangements, studying at a partner university and participating in research exchange visits.

- All information on doctoral education including the application process is available in Finnish and English on the website for students. Guidance for supervisors is available on [LUT intranet](#) (section Research – Doctoral education).
- LUT Doctoral School offers study services and guidance for all doctoral applicants and students. LUT Doctoral School works in close cooperation with the school management and supervisors. In addition, it produces information for the follow-up of studies and dissertation processes.

Responsible conduct of research

- The university offers training in research integrity both for students and supervisors.
- The principles of responsible conduct of research and possible conflicts of interest must be followed at all stages of the dissertation process.
- Agreeing on the principles used to determine the right to authorship for co- or multi-authored articles must take place before the writing process starts.
- The use of data and its openness must be agreed on together with those who have contributed to producing the data.
- The primary responsibility for the dissertation, its text, figures, tables, and references etc. rests with the author of the dissertation.
- In handling alleged violations of responsible conduct of research, the university observes the responsible conduct of research guidelines prepared by the Finnish Advisory Board on Research Integrity ([RCR-guidelines: Responsible conduct of research and procedures for handling allegations of misconduct in Finland](#)).
- The university has appointed [a research integrity advisor](#)). The advisor may be contacted also in case an ethical review or statement is needed.

Feedback

- Every second year LUT Doctoral School gathers feedback from doctoral students on supervision and studies.
- In connection with the graduation process each doctoral graduate also has the possibility to give feedback on doctoral education and services offered by LUT University.
- In addition, feedback is received via doctoral student representatives of the LUT Doctoral School steering group.
- The feedback is handled by the LUT Doctoral School steering group and necessary actions are agreed upon.

- Possible challenges in supervision should be discussed first together with the student and supervisors. The next step will be the person responsible for the doctoral programme and, if necessary, the dean of the school. At the university level the contact person is the head of LUT Doctoral School, i.e. Vice Rector for Research and Innovation.¹
- Possible requests for rectifications or complaints regarding studies are handled according to [the LUT Degree Regulations](#).

Quality management

- The university has common [dissertation regulations](#).
- All dissertation manuscripts are handled at the Dissertation Committee of LUT University before making the decision on starting the examination process and appointing preliminary examiners according to LUT selection principles.
- The quality assessment of doctoral education is part of the external quality system audit of LUT University.

29.9.2021

Jari Hämäläinen

Vice Rector, research and innovation

¹ In issues regarding employment relationships the first contact is the supervisor, then the supervisor's supervisor and if necessary, the dean. At the university level the person responsible for personnel matters is the HR-director.