

INFO KIT for pre-examination

Doctoral studies

School of Electrical
Engineering



Aalto University
School of Electrical
Engineering

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Congratulations! As you chose to read this document, you are very close to the target (doctoral degree) already!

We have prepared a short material to make the rest of your journey smoother! 😊

Doctoral education hub
→ information collected in
one place (click the picture)



This extra material is
specifically for ELEC
doctoral students and
includes the most
important things to
start with

In the following pages, you will hopefully find answers to the questions you have regarding submitting your doctoral thesis for pre-examination and especially the practicalities related to the process.

Is my thesis ready for pre-examination?

You may have these questions:

Is the format of my thesis correct?

- The thesis in ELEC can be
 - an article-based thesis
 - a monograph
 - Check the [guidelines](#)

How many articles do I need?

- Recommendation: 3-5 full articles (peer-reviewed)
- The number varies though, depending on the extent, scientific significance and quality of the publications, and on your personal contribution to them.

My articles have not yet been accepted. Do I have to wait?

- One of the articles in your doctoral thesis must be published or accepted for publication when the manuscript is submitted for pre-examination. The rest can be in the submitted state.

What should I mention the summary part?

- The summary (30-60 pages) is an independent entity, so the reader should get your message without reading your articles.
- The summary describes the research problem, research goals and methods, and presents a summary of the key findings

Tips

Check published theses in Aaltodoc

- You can find the theses which have received a thesis award from here.

Do I have to use the Aalto publication platform to start pre-examination?

- No, but it is ok to use the cover and abstract.
- Please notice that the contents (text, tables, figures) need to be in the final form. No changes are allowed after the start of pre-examination, unless your pre-examiners ask you to make changes.



Steps to approach pre-examination (1/2)

Studies and study right

- 1) Advisory information check in MyStudies
- 2) Credit plan ready in Sisu

Check the detailed guidelines described in the next slides

Advisory information check in MyStudies

Log in to MyStudies: (<https://mystudies.aalto.fi/>), [user guide for MyStudies](#)

Check your advisory group (supervising professor and thesis advisors), is the information correct? If not, see below:

Your supervising professor has changed/needs to be changed before pre-examination (retirement etc.)

- Submit your application for change well in advance
- Note that sometimes the research field has to be changed as well, if your research field is very old and not applicable for the new supervisor

Your thesis advisors are not correct

- There's no need to apply for the changes, the current advisors can be confirmed when the pre-examination starts (you inform the advisors in pre-examination application 306)

Need help regarding the change?
Please contact Coordinator Suvi Katajamäki

Doctoral Personal Study Plan (DPSP) Tasks in MyStudies

- If you have finished the tasks earlier, great! Check also the credit plan in Sisu instructions (see further)
- If the tasks are pending, no worries! The invitation to complete the tasks has been sent to everyone. But those who are approaching pre-examination only need to make the **credit plan in Sisu, and a career plan** (see further).

Credit plan in Sisu: preparing the plan

Your credit plan is the basis for the degree certificate, and it has to be ready before pre-examination

Log in to Sisu (<https://sisu.aalto.fi/>):

- Study guidance tab (Ohjaustiedot in Finnish)

CASE 1: You have completed your studies long time ago, but your credit plan looks empty (OR you have once tried to make a plan, but there are Sisu notifications in red)

- Create a new plan, choose the curriculum period when you started your studies (or when some change in your research field took place, if there has been changes)
- The completed modules should appear automatically. If only one appears, you need to select the courses manually to the module that is empty (see case 2).
- You need to manually choose thesis under the section in question. The correct code is "researchfieldcode".diss

CASE 2. You already have a plan in Sisu

- Check that the research field has the text "Selection confirmed to the study right". If not, try to make a new plan, as in case 1. If the problem persists, please contact Coordinator Suvi.
- Make sure the courses follow the instructions in the ELEC Curriculum, please see restrictions in number of conference presentations, teaching, etc.
- Make sure the courses are placed in the correct modules (see ELEC curriculum)
- Choose your thesis under the section in question. The code is "researchfieldcode".diss. You can see the research field code on top of the research field module.
- Remove all the courses under extracurricular studies
- If you have problems like your completed courses cannot be selected, etc.), please contact Coordinator Suvi.

ELEC
ELEC Curriculum 2024-26 (from the page you have also access to the previous curricula)

Detailed instructions for making a credit plan for doctoral studies in Sisu

Credit plan in Sisu: how to proceed?

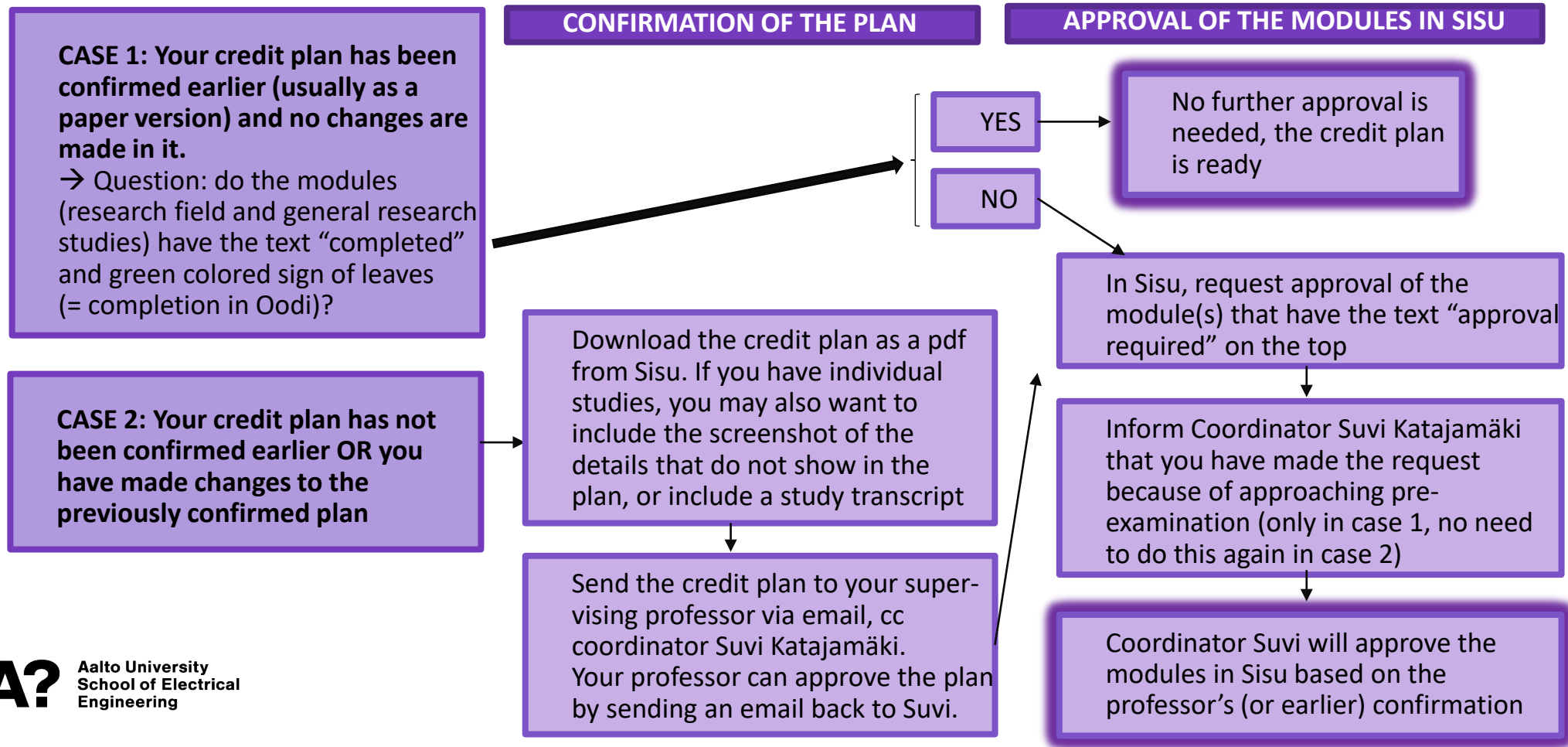
Your credit plan is now ready if...

- it looks ok in general (no red notifications)
- courses are placed in correct modules
- all the courses are completed (you have in total 40-43 cr or 30-33 cr) and there are no study drafts

→ You can proceed to the confirmation and approval part (next page).

If you are unsure about the contents, etc. please contact Coordinator Suvi at this point.

Credit plan in Sisu: confirming the plan and approving the modules in Sisu



Career plan

Everyone should make plans for their career after graduation. If you don't have a career plan yet, please make one and upload it to MyStudies.

How to make the career plan?

- [Further instructions](#) and
- [Career design](#)
 - The format is not relevant, the most important is that you have made some kind of plans for your career
 - If you want to, you can discuss your career with your supervising professor

Where to submit the plan?

- Submit the plan in MyStudies (as task 5)
- Supervising professor's approval is not required

[Instructions for using MyStudies](#)

Questions regarding the career plan?
Please contact Planning officer Emma Holmlund

Steps to approach pre-examination (2/2)

Application for pre-examination

- 1) Check the deadlines for applications
- 2) Check the timeline from pre-examination to graduation (pdf)
- 3) Familiarize yourself with the process (scroll down to “What happens during the process”)
- 4) How to finalize my thesis for pre-examination
- 5) How to prepare and apply for pre-examination

Check the guidelines described in the next slides. If you have further questions, please contact Emma Holmlund.

How to finalize my thesis for pre-examination?

You may have these questions:

How to make the thesis abstract?

- Use the template at the [publication platform](#)
- Or a freely formulated abstract following these [guidelines](#) (scroll to abstracts)
- The abstract is written in English and if you have received your basic education in Finnish/Swedish, an abstract in Finnish/Swedish is also needed

What about the language revision?

- remember to reserve time for the language revision
- professional language revision is recommended
- the doctoral programme does not cover the cost of the language revision. In some cases, the research group or the department may cover the costs.
- Read more [here](#) (scroll to language revision)

Watch out for intentional or unintentional plagiarism

What is plagiarism?

- Plagiarism, or unacknowledged borrowing, refers to representing another person's material as one's own without appropriate references. This includes research plans, manuscripts, articles, other texts or parts of them, visual materials, or translations. Plagiarism includes direct copying as well as adapted copying

What can I do to avoid plagiarism?

- It is highly recommended to utilize Turnitin in order to identify unintentional and intentional plagiarism.
- Read the guidelines about TURNITIN [here](#)
- Read more [here](#) (Research ethics material in MyCourses, requires login).
- Read the [guidelines of TENK](#) about responsible conduct of research (opens to tenk.fi)

How to prepare and apply for pre-examination?

Check the guidelines regarding:

- copyright and permissions
- the list of publications
- the author's contribution
- polish and finalize your thesis

described in the next slides

Your supervising professor will propose two pre-examiners for your thesis. The pre-examiners must be independent, please check [here](#).

You can find the [online application here](#) and forms for application attachments [here](#).

Copyright and permissions

Who gets the needed permissions?

- You are responsible for ensuring that appropriate permissions are obtained for all copyright images, tables, figures and other data included in the published doctoral thesis. The same applies to the articles included in your article-based thesis.
- It is your responsibility to store the permissions received.
- You do not have to have all permissions before starting pre-examinations, but you need to have them before publishing your thesis.

More information

- Read more [here](#) (required permissions)
- Support and help: [Maria Rehbinder](#)

List of publications

In your thesis:

- Published in a journal: All author names in the correct order, title of publication, full journal name (not abbreviated), volume, issue, pages, month, year.
- Published in a conference proceeding: All author names in the correct order, title of publication, "in Proceedings of the" and the full name of the conference, venue, dates, page numbers/number of pages.
- Submitted to a journal or conference: All author names in the correct order, title of publication, number of pages, "submitted to publication forum X", month and year (time when the manuscript was submitted for publication)

Examples:

- Published in a journal: A. Author and B. Author: "Interesting paper worthy of publication" Nature Communication, **5**, (12), pp 34-41, October 2023. The digital object identifier (doi) can also be included for the benefit of the reader. Example: doi:10.1109/TAP.2019.2963587
- Published in a conference proceeding: A. Author and B. Author: "Interesting paper worthy of publication" In Proceedings of the IEEE Wireless Communications and Networking Conference, Helsinki, Finland, 13-19.5.2023, pp 1-7. doi: 10.1109/VTC2021-Spring51267.2021.9448925.
- Submitted to a journal or conference: A. Author and B. Author: "Interesting paper worthy of publication" 8 pages, Submitted to Nature Communications, October 2023.

Author's contribution

Article based thesis

- In article-based theses containing articles with joint authorship, the doctoral student's contribution needs to be clearly explained. This explanation should be placed in the beginning of the manuscript with the list of publications.
- If the co-authors have had a significant role in contributing to the articles, it may be beneficial to briefly describe their contribution as well. The author's contribution shall be **checked and signed by the supervising professor** and approved by the other authors.

Monographs

- In monographs, the contribution of the doctoral student shall be explained in the beginning of the manuscript, preferably in the introduction part.
- If the other members of the research group have had a significant role in the research conducted, it may be beneficial to briefly describe their contribution as well. The author's contribution shall be **checked and signed by the supervising professor** and approved by the other authors.

Polish and finalize your thesis

Why should I polish my thesis? The pre-examiners will ask for corrections anyway...

- The purpose of checking the outlook of the manuscript before the pre-examination is to allow the pre-examiners to concentrate on the content of the thesis and not be sidetracked by bad language/ bad or unclear pictures/ messiness.
- An “easily read and attractive” thesis gives a good impression of the content.

Please check

- for spelling mistakes
- the correctness and clearness of pictures and tables
 - including clear and readable font size in figures and diagram axes
- that all references in your list follow the reference style chosen and that the bibliographic information of all references is complete
- that the abbreviations and symbols are in alphabetical order.
 - Group the symbols with Latin letters in one group, symbols with Greek letters in another group and other symbols in a third group.
 - Read more [here](#) (scroll down to list of abbreviations/ symbols).

Events and infos for doctoral students

Follow the news and events feeds to see when the next events are organized:

- Doctoral thesis kick off - info
- Doctoral thesis workshops
- Towards graduation – info
- Career design workshop

GOOD LUCK FOR FINALISING THE THESIS!



Contact information for questions

Pre-examination applications and questions regarding the career plan:

Planning Officer Emma Holmlund

Help with the credit plan in Sisu and applying for changes in advance (supervising professor/ research field):

Coordinator Suvi Katajamäki



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Contact information

