

CHECKLIST FOR FINAL STEPS TOWARDS GRADUATION AND DOCTORAL DEGREE

This check list is to help you to prepare for the final stages of your doctoral journey. Make sure that you have familiarised with the main steps of the [evaluation and graduation process](#). **Note that the order of the steps might be different in your case – the timeline and the order presented here are merely examples.**

Stage	Steps to take	Done
1. Manuscript (1-2 months before the deadline of the Doctoral Programme Committee meeting) https://www.aalto.fi/en/doctoral-education/finalising-your-thesis-for-pre-examination-and-publication	I am using the Aalto thesis template .	
	Copyright: I am aware that the appropriate permissions for all cover images, copyright images, tables, figures and other data are needed prior to the printing and publishing of the thesis.	
	Permissions for article thesis: I am aware that the appropriate permissions to publish articles in my doctoral thesis in printed and electronic form is needed from the publisher of that article prior to the printing and publishing of the thesis.	
	The language of my manuscript has been proofread.	
	Turnitin: I have submitted the final pre-examination version of my thesis to Turnitin and received a similarity report (to be checked by my supervising professor).	
	Thesis structure: My manuscript contains the required parts.	
2. Preparing for pre-examination (1-2 months before the deadline of the Doctoral Programme Committee meeting) Instructions regarding this step: https://www.aalto.fi/en/doctoral-education/evaluation-and-graduation https://www.aalto.fi/en/doctoral-education/pre-examination https://www.aalto.fi/en/doctoral-education/doctoral-student-forms https://www.aalto.fi/en/doctoral-education/policies-and-guidelines-on-doctoral-studies-and-	Annual enrollment: I have enrolled to Aalto University for the ongoing academic term (and I will keep enrolling until I graduate).	
	MyStudies information: My supervising professor and thesis advisor details are correct.	
	Credit plan: My supervising professor has approved my credit plan and my credit plan modules in Sisu are in stage “selections approved”.	
	My supervising professor has confirmed that the manuscript is ready for pre-examination.	
	Pre-examiners: My supervising professor has contacted potential pre-examiners.	
	Only BIZ & ELEC: My supervising professor has prepared the grounds for the proposed pre-examiners (separate document), to be included in the application.	

supervision#5-pre-examination--public-defence-and-key-terms	I have completed the pre-examination application form (306) , signed by both myself and my supervising professor, and gathered all required attachments .	
	I have submitted my pre-examination application via Webropol.	
3. The Doctoral Programme Committee of my School has appointed my pre-examiners and sent my thesis for pre-examination. (Takes 1-2 months)		
4. What to do while the thesis is being examined? NB. Start preparing for the suitable parts of section 'Public defence preparations' (see section 7)	I have prepared a draft for lectio praecursoria	
	I have prepared a draft of the public defence announcement that includes a popularised description of the doctoral thesis title and summary of the contents, with translations.	
5. Permission for public defence (After pre-examination statements have arrived, the revision takes 1 week - 1 month, or longer in case of major revisions) https://www.aalto.fi/en/doctoral-education/pre-examination#21-pre-examiners--statements-and-permission-for-defence	Pre-examination statements: I have read the statements and discussed the possible revisions with my supervising professor.	
	Revisions: If revisions were requested, I have completed them and finalised my manuscript accordingly. <i>Please follow the instructions of your doctoral programme regarding submitting the revisions.</i>	
6. The Doctoral Programme Committee of my School has granted me permission for public defence. <i>NB: The thesis cannot be revised after receiving permission for defence</i>		
7. Confirming the details of the defence Instructions regarding this step: https://www.aalto.fi/en/doctoral-education/preparing-for-the-public-defence https://www.aalto.fi/en/doctoral-education/doctoral-student-forms https://www.aalto.fi/en/doctoral-education/policies-and-guidelines-on-doctoral-studies-and-supervision#5-pre-examination--public-defence-and-key-terms	Defence details: Together with my supervising professor, I have agreed on the language, date and time, and mode of my public defence (on campus, remote, hybrid).	
	Opponent: My supervising professor has ensured that the proposed date and time of the defence are suitable for the proposed opponent.	
	Venue reservation: I have checked that I have a reservation for a suitable lecture hall.	
	I have submitted the Opponent proposal form (307) with the proposed opponent(s)' CV and publication list.	
8. The Doctoral Programme Committee of my School has decided about the details of my defence and has appointed the opponent and custos.		
9. Publishing thesis	I have familiarised myself with the ordering system for doctoral thesis in advance.	

(A month or longer) Instructions regarding this step: https://www.aalto.fi/en/doctoral-education/publishing-your-doctoral-thesis	Thesis printing: I have ordered the ISBN number and ordered the printing of my doctoral thesis following the guidelines in detail.	
	I have checked the proof(s), approved the final proof, and given permission for printing in the ordering system.	
	I have given my permission for the electronic publication of my thesis. <i>At the latest 15 days before my public defence.</i>	
10. Thesis publication and printing has begun.		
11. Public defence preparations (some weeks) Instructions regarding this step: https://www.aalto.fi/en/doctoral-education/preparing-for-the-public-defence https://www.aalto.fi/en/doctoral-education/proceedings-of-the-public-defence-day	Thesis distribution - opponent: I have sent the pdf version (final proof version) of my thesis to the opponent(s).	
	Thesis distribution – other: I have checked that the distribution of my doctoral thesis has been done according to the guidelines of my doctoral programme .	
	I have submitted my public defence announcement (Webropol), which the doctoral education services will add to Aalto.fi. <i>At least 15 days before my public defence.</i>	
	Optional: to advertise my thesis and the defence outside Aalto, I have also prepared a press release .	
	Defence invitations: I have invited my personal guests to the public defence, such as my colleagues and collaborators, pre-examiners, advisors, and family.	
	I have checked the defence protocol and dress code .	
	I have finalised the lectio praecursoria .	
	Venue tech: If necessary, I have submitted a service request for IT/AV support and tested the AV system at the defence venue. I have also arranged for someone (e.g. another doctoral student) to be on hand to get help in case of technical issues.	
	I have agreed with my custos how to proceed if there are any technical problems during the defence.	
	Remote/hybrid defence: I have familiarised myself with the Zoom instructions for remote/hybrid defences. I have also made sure I have someone (e.g. another doctoral student) for monitoring the Zoom connection.	
	Catering: I have booked the refreshments for the audience after the defence (optional, but a tradition).	

	I have made arrangements for the post-doctoral party “karonkka” (optional, but a tradition).	
	I have prepared venue signs (depending on the building, an A4 paper or info for the video screens).	
12. Preparing for graduation (You can start preparing once you have the permission for defence, see section 6). Instructions regarding this step: https://www.aalto.fi/en/doctoral-education/steps-toward-graduation	Graduation request: I have applied for graduation in Sisu, preferably <u>before the defence</u> .	
	Contact information in Sisu: I have updated my contact details which will be valid after graduation.	
	I have filled in the " Consent for Contact After Graduation " form.	
	I have answered the feedback survey for doctoral students (Webropol).	
	I have checked the criteria of the Aalto incentive scholarship (and applied if I fulfill it).	
13. Public defence		
14. Approval of thesis and graduation Thesis approval at the first Doctoral Programme Committee meeting after my defence, followed by graduation on the next official graduation date.	Opponent’s statement: I have received the statement of my opponent(s) and have informed my doctoral programme whether or not I wish to leave an official written response (in case of an issue in the statement affecting the approval of the thesis, e.g. some sort of grave misunderstanding). <i>Opponents have 14 days to give their statements but usually give it shortly after the defence.</i>	
15. The Doctoral Programme Committee of my School has approved my doctoral thesis		
16. Graduation on official graduation date, and receiving digital degree certificates to personal and Aalto email		
17. After graduation (NB. Your Aalto credentials will be valid for two months) Instructions regarding this step: https://www.aalto.fi/en/doctoral-education/steps-toward-graduation	Data recovery: I have made a copy of the files in my university-provided home directory (network drive) and cloud services that I wish to keep after graduation.	
	Aalto email and user ID: I have copied all emails I wish to keep and if I have used my Aalto University email address to create user accounts for other services (e.g. Apple ID or Dropbox), I have replaced the Aalto address with my personal email address in those services.	
	Return Aalto equipment: I have removed all the software that the university has provided for home use and returned all keys & access badge and all borrowed study material & equipment.	

If you have any questions, please contact your own [doctoral programme](#).