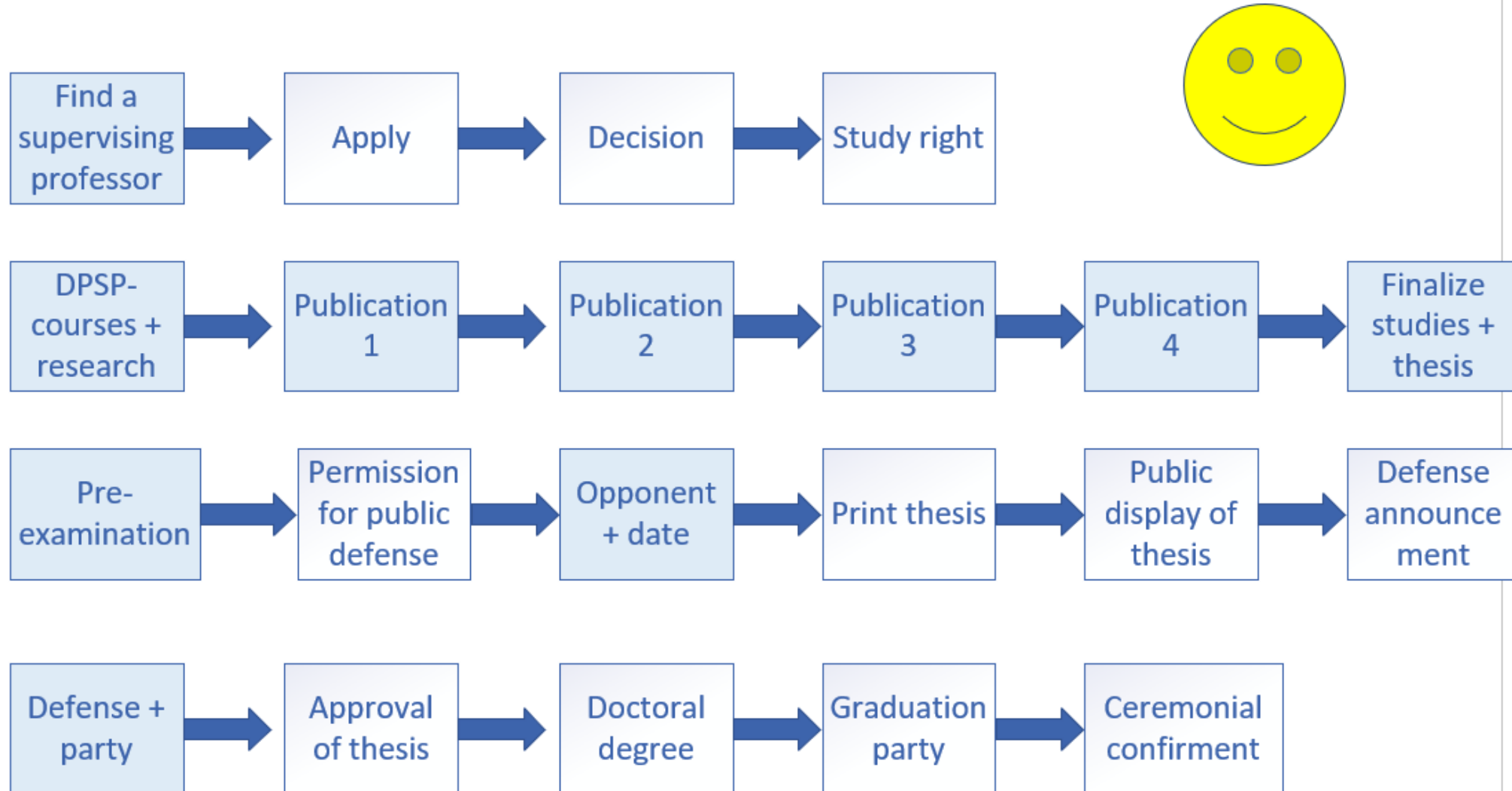

Preparing for pre-examination



Emma Holmlund, 8.10.2026

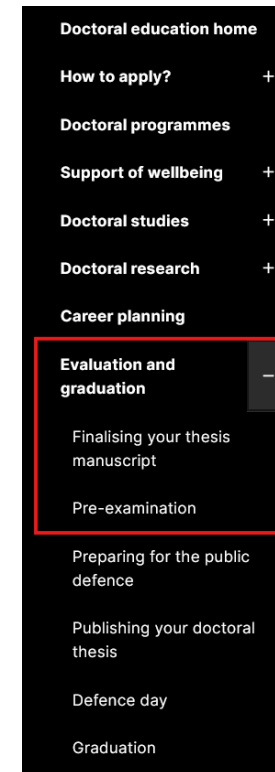
The path of a doctoral student



A!

Information about pre-examination to graduation

Go to the doctoral education hub:
<https://www.aalto.fi/en/doctoral-education>



Preparations before the pre-examination begins

Preparations before pre-examination

- Check in MyStudies that your advisory team is correct
 - Correct supervising professor
 - Correct thesis advisor(s)
- The course work needs to be done
 - Request approval of the Sisu credit plan from your supervising professor
 - Request approval of the modules in Sisu.



Change of supervising professor or thesis advisor:

<https://www.aalto.fi/en/doctoral-education/supervision-of-doctoral-studies#6-change-of-supervising-professor--thesis-advisor--research-field--thesis-topic-or-status>

Sisu credit plan:

<https://www.aalto.fi/en/doctoral-education/doctoral-personal-study-plan-dpsp#1-credit-plan--sisu->



Career plan

- **Check that you have a career plan (part of your DPSP)**
- **If unsure of what to do after graduation, contact a career coach or the career design lab**

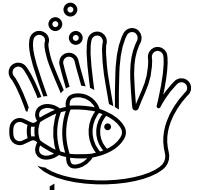


Career design lab:

<https://www.aalto.fi/en/career-design-lab/career-design-for-doctoral-students>



Key terms of the doctoral thesis



- Finland's Deputy Chancellor of Justice requests Aalto University to make an effort with the national languages.
- Aim: to improve scientific communication in the national languages.
- Action:
 1. Define the 2-3 key terms (central terminology) of the research you are doing (in English).
 2. Check if the key terms have already been defined in Finnish or Swedish (check term banks also in Sweden). If not, they need to be defined in one of the national languages (Finnish or Swedish) and added to the term bank.
 3. Add the key terms as an attachment to your doctoral thesis
- Guidelines: <https://www.aalto.fi/en/doctoral-education/the-helsinki-term-bank-for-the-arts-and-sciences>



Support for thesis writing



Support for thesis writing

Note that the referencing and writing style conventions depend on the research field. Discuss about the preferred styles and formats with your thesis advisor(s).

Courses and language support

[Language and communication courses to support thesis work](#)

[Writing Clinic](#)

[Workshops on writing article thesis summary](#)

[Key terms in the national languages](#)

Aalto University's Harald Herlin Learning Centre's services

[Library resources and collections](#)

[Resources guides \(libguides.aalto.fi\)](#)

[Information service and information skills training](#)

[Access to online library resources](#)

[Learning centre's resources for researchers](#)

<https://www.aalto.fi/en/doctoral-education/doctoral-thesis-at-aalto-university#2-support-for-thesis-writing>



Doctoral thesis

Requirements of doctoral theses at Aalto University



- A doctoral thesis shall contain **new scientific knowledge** in the field it represents. In the field of art and design, the doctoral thesis may also contain new methods of artistic creation or products or transactions, which fulfil high artistic demands.
- The doctoral thesis must **present the new results clearly** and in a manner meeting the criteria set for scientific texts.
- The **independent contribution** to the research shall be sufficient and clearly demonstrable.
- The **research methods** used shall fulfil the criteria set for scientific or art-based research.
- A doctoral thesis shall conform to the **principles of responsible conduct of research and adhere to ethically sustainable principles**.
- <https://www.aalto.fi/en/doctoral-education/doctoral-thesis-at-aalto-university>



The doctoral thesis

- Accepted formats of the doctoral thesis
 - Article-based thesis, monograph, research paper-based thesis (BIZ, SCI), other format
- You can write your thesis using the Word or LaTeX templates available at the page “Publishing your doctoral thesis”
- Utilize Turnitin
 - write in your own words and give credit to the authors of the sources you have utilized.
 - The requirement is a skill, but also an ethical principle.
- Mention the use of AI
 - No authorship to AI
 - The use should be transparent
 - Remember GDPR
 - Protect your own unpublished work



Writing templates:

<https://www.aalto.fi/en/doctoral-education/publishing-your-doctoral-thesis#9-printing-the-thesis>



Turnitin:

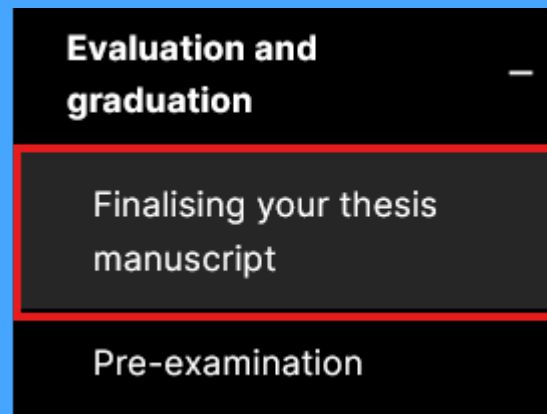
<https://www.aalto.fi/en/doctoral-education/doctoral-thesis-at-aalto-university#7-how-to-use-turnitin-to-improve-and-protect-your-doctoral-thesis->



AI:

<https://www.aalto.fi/en/services/responsible-use-of-artificial-intelligence-in-the-research-process>

How to finalize your thesis for pre-examination



Content of the doctoral thesis

Your final doctoral thesis manuscript should contain the following:

- 1 Title page
- 2 Abstract (read about language versions below)
- 3 Table of contents
- 4 List of abbreviations/symbols (if relevant)
- 5 List of publications included in the doctoral thesis (not monographs)
- 6 Authors' contribution (more information below)
- 7 The content of the thesis (summary or monograph)
- 8 List of references
- 9 Key terms (in Finnish and/or Swedish)
- 10 Article theses: included publications (whole text, both published and unpublished texts)



<https://www.aalto.fi/en/doctoral-education/finalising-your-thesis-for-pre-examination-and-publication#5-use-this-structure-for-your-doctoral-thesis>

Finetuning of the thesis



- Language check
- List of publications (article- or researchpaper-based thesis)
 - Follow the reference style that you have chosen for your thesis manuscript.
 - Example: Publication IV: A. Author and B. Author: "Interesting paper worthy of publication" 8 pages, Submitted to Nature Communications, October 2022.
- Author's contribution (all forms of theses)
 - What have you done (and what has someone else done)? Check the guidelines of your school.
- Copyright and permissions
 - Needed for all copyright images, figures, other data and articles (published and online thesis)
- List of abbreviations and symbols
 - in alphabetical order and group the symbols with Latin letters (PDF) in one group, symbols with Greek letters (PDF) in another group and other symbols in a third group.
- References
 - check that they are complete and follow the reference style for all references.



Tips for the thesis

- Choose either UK or US writing, not mixed. E.g. headings:
 - Very Good Heading vs Very good heading, or Fall vs Autumn
 - Please note that the title of your theses always needs to follow the format “Very good heading”: <https://www.aalto.fi/en/doctoral-education/finalising-your-thesis-for-pre-examination-and-publication#6-title-of-the-doctoral-thesis>
- Carefully review if capitalized or noncapitalized
 - AI, MyStudies

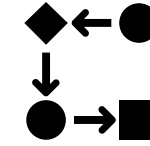
Pre-examination process

Apply for pre-examination



- Submit your online request via Webropol
- Add the attachments
 - Pre-examination form (306), signed by you and your supervising professor
 - Abstract(s), list of publications, author's contribution (one PDF/ in BIZ two PDFs)
 - Pre-examiners' CVs and publication lists
 - Grounds for the pre-examiners (BIZ and ELEC)
 - ARTS: If your thesis includes artistic components, attach their documentation, if you have not submitted it earlier.
 - In some cases, such as Cotutelle thesis, other attachments

The pre-examination process



- The Doctoral Programme Committee approves your thesis for pre-examination and assigns the pre-examiners
- Your thesis is sent to the pre-examiners.
- The pre-examination time is 4-6 weeks.
- The pre-examination statements are sent to you.

Permission for public defense

Decision

- Based on the statements or the statements and corrections the doctoral programme committee decides on granting permission for the public defense
- Decisions
 - Permission granted
 - Corrections are need
 - Rejected
- Once permission for public defense has been granted, the process towards the public defense can continue.

More information in the info-session on

8.10.2026	Preparing for pre-examination	Top Lounge (U523) + remotely	More information
22.10.2026	Writing the article thesis summary part	Top Lounge (U523)	More information
29.10.2026	Journal selection for doctoral research	Top Lounge (U523)	More information
5.11.2026	Preparing for public defence and graduation	Top Lounge (U523)	More information
12.11.2026	No info - visit Aalto Talent Expo instead!	Dipoli, Otaniemi	Aalto University's largest career and recruitment event.
19.11.2026	How to write personal grants proposals?	Top Lounge (U523)	More information
26.11.2026	Preparing for publishing your doctoral thesis	Top Lounge (U523)	



<https://www.aalto.fi/en/doctoral-education/info-session-series-for-doctoral-students>

Questions?



Kiitos
aalto.fi