

Graduation process for doctoral researchers in Computer Science

The graduation process for the doctoral researchers in Computer Science (CS-SciDoc), who are a part of the Doctoral Programme in Science (SciDoc), follows the guidelines of the University of Helsinki and especially the Faculty of Science (<https://www.helsinki.fi/en/faculty-science/faculty/phd-thesis>). However, we have some CS-SciDoc-specific instructions and guidelines as well. When a CS-SciDoc student has completed all the studies belonging to the doctoral programme and the doctoral thesis is ready for examination, the steps described in this document are required for graduation.

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1 Registration of PhD study modules

When you have completed all the courses belonging to the doctoral degree in the programme, the module required for the doctoral degree must be registered (compiled) before your doctoral thesis can be pre-examined. General information on registration of doctoral studies can be found in “Instructions for students” at <https://studies.helsinki.fi/instructions/article/registration-doctoral-studies>. Remember to choose “Doctoral Programme in Science” as the degree programme, so that you can see all the programme-specific instructions.

From the 1st of August 2026 onwards, the degree consists of just one doctoral study module, and it can be registered as follows:

1. Make sure that you have made a study plan in the SISU system according to the degree requirements of the Doctoral Programme in Science. Check that all the studies to be included to the doctoral study module “SCI-995 Doctoral Studies” are indicated in your study plan to have been completed and approved. If you have troubles in adding some of your studies to the study plan, please contact the PhD study advisor of CS-SciDoc, Pirjo Moen (pirjo.moen@helsinki.fi).
2. Request for registration for the modules “SCI-995 Doctoral Studies” in the SISU system, if your studies comply with the rules in the SISU.

If your study modules have already been compiled according to the older curriculums, you’ll get instructions on how to convert them to the new curriculum at the beginning of the academic year 2026-2027.

If you have any problems with your study plan or making the requests for registration of your study module, you can always contact the PhD study advisor of CS-SciDoc, Pirjo (pirjo.moen@helsinki.fi) and ask for help.

2 Thesis templates of CS-SciDoc

The doctoral theses in Computer Science are published in **the A series of the Department of Computer Science**, not in any of the other thesis series of the University of Helsinki. The programme has an own LaTeX template for the thesis. The installation and other instructions related to this template package are given in the following sections. Currently, there is no official Overleaf template for the doctoral theses in Computer Science, but as soon as there will be one, the link to that template will be added here.

2.1 Installation instructions for the tktla document class

This LaTeX package related to the doctoral theses in Computer Science contains the following files:

- [tktla.cls](#) – the actual implementation of the document class;
- [tktla.ps](#) – a formatted documentation;
- [tktla.dtx](#), [tktla.ins](#) – source files for both the implementation and the documentation;
- [example.tex](#) and [example.pdf](#) meant for theses containing figures in the eps format and to be run with command "latex" and "dvips";
- [example2.tex](#) and [example2.pdf](#) meant for theses containing figures in the pdf format and to be run with command "pdflatex"; and
- [thesis-papers.tex](#) - an example file on how to make the interleaf pages for an article-based thesis.

To use the document class, it is enough to copy the file tktla.cls somewhere where LaTeX can find it (this is the only file that is necessary for using the class). Probably the easiest way

is to copy it to the directory where you will create your document: LaTeX looks for package and class files also in the current directory.

2.2 Modifying the package

If you wish to modify the package, you can modify **tktla.cls** directly, but you should note that the file is automatically generated from **tktla.dtx** and **tktla.ins** (along with the documentation). The command to create **tktla.cls** from **tktla.dtx** and **tktla.ins** is "*tex tktla.ins*".

The formatted documentation (**tktla.ps**) can be generated by running the following commands:

- *latex tktla.dtx*
- *latex tktla.dtx*
- *dvips tktla.dvi -o tktla.ps*

If you want to modify **tktla.dtx** directly, you should note that, as in all .dtx files, the comments in the file contain LaTeX source for the formatted documentation. See the documentation for the standard **doc** and **docstrip** packages (**doc.dvi** and **docstrip.dvi**) for details.

2.3 Using the package

This section describes how the LaTeX package related to the doctoral theses in Computer Science is used. Using the package should be quite straightforward when the thesis is a monograph. If your thesis is an article-based dissertation, then some additional things need to be considered.

An **article-based dissertation** (Finnish: nippuväitöskirja) consists of two parts:

- a preamble part (i.e., an introductory summary of the articles), and
- some original articles.

In addition to the summary, the preamble part of the thesis should contain a list of the original articles briefly describing the main contributions of them. Usually, that list is placed before the list of contents in the preamble part of the thesis.

Before each original article there must also be a page (**an interleaf**) describing where the article was originally published, who has the copyright to the article, and whether the article has a permission to be re-printed. These pages (or the articles) are numbered with Roman numbers within a black rectangle. This page is always followed by an empty page.

One possibility is to make the interleaf pages yourself (**recommended**) and then send a single PDF to Unigrafia for printing. The thesis template of the department contains an example file for producing of these interleaves. The example file works for six original articles, and the commands for making the numbered rectangles need to be modified, if

there are less or more original articles related to the thesis. The example file can be run as a separate LaTeX to produce a PDF of the interleaves and the original articles, or the commands in it can be included to the main file of the thesis, to produce a single PDF of both the preamble part and the original articles.

Another way of getting the interleaves to the thesis is to depend on the help of Unigrafia (**not recommended in CS-SciDoc**). In that case, you should send the preamble part as a PDF together with all the articles as separate PDF files to Unigrafia. In addition to that you must send the texts that come to the interleaves to them separately, for example, as a text file. In this case, some extra costs will be added to the printing invoice of the thesis.

When using the LaTeX package, you need to decide whether you want to use the Computing Reviews of 1998 or 2012. In the current version of **tktla.cls** and other template files it is assumed that the 2012 version is used. If you, however, decide to use the older version of 1998, then you need to edit the **tktla.cls** file related to the corresponding command in it.

In addition to the actual contents, either the monograph or the article-based thesis (the preamble and the original articles with the interleaves), the thesis catalogue of the department must be attached to every doctoral thesis. Check details on this in Section 5.

3 Pre-examination of the doctoral thesis

General information on pre-examination of doctoral theses can be found in “Instructions for students” at <https://studies.helsinki.fi/instructions/preliminary-examination>. Remember to choose “Doctoral Programme in Science” as the degree programme, so that you can see all the programme- and faculty-specific instructions. That page contains, for example, information on planning the timetable of the graduation, and a description of the pre-examination process.

In the SciDoc programme, the pre-examination of the doctoral theses follows the guidelines of the Faculty of Science (see <https://studies.helsinki.fi/instructions/article/faculty-science-submitting-doctoral-thesis> and <https://www.helsinki.fi/en/faculty-science/faculty/phd-thesis>). Currently, both the pre-examiners of the thesis and the members of the grading committee (opponent, custos and faculty representative(s)) are appointed at the beginning of the pre-examination process, i.e., in the same meeting of the Faculty Council where the pre-examiners are appointed, and not separately as before.

The steps required for the pre-examination of a doctoral thesis in the SciDoc programme are the following:

- When an approximate schedule has been set for a PhD thesis to be ready for pre-examination, **your supervisor** should start thinking about who the pre-examiners of the thesis could be. At the same time, the supervisor must also think who would be the members of the grading committee, i.e., the opponent, custos and faculty representative(s). Then the supervisor is supposed to contact these potential **pre-examiners, opponent, custos and faculty representative(s)** and ask, if they would be willing to accept this task.

- For **the pre-examination of the thesis**, at least two pre-examiners are needed. When selecting pre-examiners, competence requirements and disqualifying circumstances must be considered (<https://studies.helsinki.fi/instructions/article/appointment-and-duties-preliminary-examiners> and <https://www.helsinki.fi/en/faculty-science/faculty/phd-thesis>).
- The grading committee of a PhD thesis consists of **the opponent, the custos and one or two faculty representatives** (usually just one faculty representative is needed). Please see the instructions on who can act in these roles at <https://studies.helsinki.fi/instructions/article/grading-committee>. Note that according to the current guidelines, one of the pre-examiners of the thesis can also be appointed as an opponent.
- When the pre-examiners and the members of the grading committee have committed to the work, your supervisor, or if the supervisor is not a professor, **your coordinating academic** will propose the appointment of the pre-examiners and the grading committee members to the Faculty of Science. In practice, the supervisor, or if the supervisor is not a professor, the coordinating academic for the doctoral candidate fills in e-form "[Proposal for the preliminary examiners and grading committee – Faculty of Science](#)". Please, remember to follow the instructions given on the form. The coordinating academic and you will be asked by e-mail to confirm the submission.
- When the proposal has been submitted, please, also send information on that the proposal has been made to Pirjo Moen (pirjo.moen@helsinki.fi).
- In case your thesis is an article-based one, you have to send **the list of publications included to your thesis** to the Faculty, too. See instructions on that on the form for the proposal of the pre-examiners and the grading committee above.
- In addition to the proposal form, you also have to send **the manuscript of your thesis** to the Faculty. The Faculty will then submit the manuscript to the pre-examiners. You should send the manuscript including published and yet unpublished articles as one PDF file to kumpula-phd@helsinki.fi **at least one week before the Faculty Council meeting, where the pre-examiners and the grading committee will be appointed**. Remember also to send them at the same time, the report on your contribution to each co-authored publication included into your thesis, if the contributions are not explained in the thesis manuscript.
- It is recommended that the language of your thesis is checked either before it is sent for pre-examination, or at least before the final thesis is printed. You can send your thesis for language checking to Marina Kurtén, the translator of the Department of Computer Science.

When the pre-examiners have been appointed at a meeting of the Faculty Council, the Faculty sends a letter to the selected pre-examiners. The letter will announce the decision, give instructions on the contents of the statement, and include the forms necessary for

payment of fees and a template for the statement. At this point, the Faculty will also send the thesis manuscript to the pre-examiners.

The pre-examination time of doctoral theses is now **1 month (4 weeks)**. The pre-examiners must right their statements on the thesis during that time using **the statement template of the University of Helsinki**. In their statements, the pre-examiners can either endorse the permission to defend (minor corrections are possible) or identify significant deficiencies in the manuscript preventing the permission to defend. Requiring substantial corrections to the thesis before giving a permission to defend the thesis are no longer an option.

4 Permission for public defence of the thesis

Once the Faculty of Science has received **favourable statements** from the pre-examiners, you will be granted the permission to proceed to public examination of your thesis (i.e., you'll get a permission for public examination). General information on getting the permission for public examination and publishing the thesis and well as appointing an opponent, a custos and a faculty representative for the public examination of your thesis you can find at <https://studies.helsinki.fi/instructions/permission-proceed-and-publishing>. Remember to choose "Doctoral Programme in Science" as the degree programme, so that you can see all the programme- and faculty-specific instructions.

In this part of the process, the SciDoc programme follows the instructions of the Faculty of Science (<https://www.helsinki.fi/en/faculty-science/faculty/phd-thesis>). The steps required for this part of the process in the SciDoc programme are the following:

- The members of the grading committee, i.e., the opponent, custos and faculty representative(s), have already been appointed at the same time when the pre-examiners of the thesis were appointed.
- When the statements of the pre-examiners are unanimous and unequivocally supportive of granting permission to defend the thesis and the statements are done using the university's statement template, the Dean of the Faculty of Science can give you a permission for printing the thesis and for defending it in public.
- If there is anything unclear or contradictory in the statements, or if you submit a response to them, then the Faculty will make the decision on giving the permission for printing the thesis and for defending it in public.
- When you have got the permission to defend your thesis, the Faculty will send a package of instructions to you.
- The permission to defend is valid for 9 months.
- As soon as you get the information that your pre-examination statements have arrived and when you'll get the permission to defend your thesis, please, contact Pirjo Moen (pirjo.moen@helsinki.fi), so that we can discuss about the schedule of the following steps in the process, i.e., the steps described in Sections 5-9 of this document. These final steps usually require about **five weeks** before the defence.

If the statements of your pre-examiners are not favourable and you are not given a permission for printing and defending your thesis, the pre-examination of your thesis is

discontinued. A new pre-examination can be started when your supervisor thinks that it would be possible.

5 Finalising the doctoral thesis

General information on finalising of doctoral theses can be found in “Instructions for students” at <https://studies.helsinki.fi/instructions/article/publishing-dissertation-and-communications> . Remember to choose “Doctoral Programme in Science” as the degree programme, so that you can see all the programme- and faculty-specific instructions. That page contains also printing and distribution of the thesis as well as information needed for communications related to the public examination.

The doctoral theses in Computer Science are published in **the A series of the Department of Computer Science**, NOT in any other publication series of the University of Helsinki (like series *Dissertationes Universitatis Helsingiensis*, which is the publication series of the university’s doctoral school). When you are finalising your doctoral thesis, consider the following points:

- It is recommended that the language of your thesis is checked either before it is sent for pre-examination, or at least before the final thesis is printed. You can send your thesis for language checking to Marina Kurtén, the translator of the Department of Computer Science.
- Check that you are using the **latest version** of the LaTeX template (See Section 2 of this document) for the department's doctoral theses, and that you have considered the other departmental instructions concerning the theses.
- You must make sure that your thesis has **an A series number** and **two ISBN numbers**. The PhD study advisor of CS-SciDoc, Pirjo Moen provides the A series number, and after that **the Finnish ISBN centre** provides the ISBN numbers based on application (<https://tunnisteportaali.kansalliskirjasto.fi/forms/monograph-publications?lng=en>):
 - The publisher is **University of Helsinki**, and the publisher identifier is **978-952-10**.
 - The series ISSN numbers are **1238-8645** (print) and **2814-4031** (online). The name of the series is **Series of publications A / Department of Computer Science, University of Helsinki**.
 - When the form asks for the ISSN number of the publication series, please, give there the number of the printed series.
 - **Note!** You need two ISBN numbers, one for the paper version and one for the electronic version. Both the ISBN numbers will start with number series “978-951-51” or “978-952-84”.

- **Note 2!** Apply for the A series number for your thesis from Pirjo Moen before you apply for the ISBN numbers.
- **Note 3!** Remember that you have to apply for the ISBN numbers from **the Finnish ISBN centre** using the link above, and **NOT** from Unigrafia, as they do **not** provide ISBN numbers for our publication series.
- **The thesis catalogue of the department** (the A series list) must be attached to the end of the doctoral thesis (2 pages). Make sure that all the latest theses are included by checking with Pirjo Moen (pirjo.moen@helsinki.fi), if the thesis catalogue is up to date for your thesis. If the list does not fit on two pages, you can remove the first ('oldest') year. It is customary not to include your own thesis in the list. Note that these catalogue pages are not numbered in the thesis, nor they are counted into the length of the thesis.

Note! You must wait until you receive **the permission to defend your thesis** at a public examination (aka "permission to print") before you can apply for the A series number and the ISBN numbers for your thesis.

Note 2! Send the final PDF version of your thesis (for checking some technical details) to Pirjo Moen (pirjo.moen@helsinki.fi) **BEFORE** sending it to Unigrafia for printing. This **technical check** usually takes around one week, depending on the technical changes needed to the thesis. The technical check should begin at latest five weeks before the defence, as the printing process takes almost four weeks.

6 Having the doctoral thesis printed

General information on having the doctoral thesis printed can be found in "Instructions for students" at <https://studies.helsinki.fi/instructions/article/publishing-dissertation-and-communications>. Remember to choose "Doctoral Programme in Science" as the degree programme, so that you can see all the programme- and faculty-specific instructions. That page also contains distribution of the thesis as well as information needed for communications related to the public examination.

Doctoral theses in Computer Science are published in **the A series of the Department of Computer Science** and printed by the [Unigrafia](#). The steps related to this part of the process are the following:

- The University of Helsinki has decided that each doctoral candidate must publish her/his doctoral thesis online in the e-thesis service of the university and distribute some printed copies of the doctoral thesis at the university. The minimum number of printed copies required is 20. More detailed information on the distribution of the theses is available on the web site of the Faculty of Science.
- The university pays the printing costs of the 20 theses (around 120€; non-coloured copies). No separate application for the financial support for this part of the printing costs is required.

- If more than 20 printed copies of the thesis are needed (see the guidelines of the distribution of the theses), respondents should negotiate with their supervisors on how many theses to print. CS-SciDoc is ready to pay for up to 20 theses above the 20 copies required by the university. You can ask Pirjo Moen on advice for the total number of copies required, but **the current recommendation of CS-SciDoc is to print a total of 40 copies of the thesis.**
- Some theses have coloured pages, and printing of them costs more than printing of black and white pages. CS-SciDoc is ready to pay the printing costs of **at maximum 25 coloured pages** for each of the 40 copies of the theses.
- In case you want to print more than 40 thesis copies or your thesis has a lot of coloured pages, then you must discuss with your supervisor who is going to pay the costs for the extra thesis copies or pages. If no funding for the extra costs is available, contact Pirjo Moen on advice on additional funding.
- Unigrafia also gives an option of having a few copies of a one-sided print version of the thesis that is enclosed in a folder (dissertation folder/väitöskirjakansio). Such a version is usually not necessary, and the university or the SciDoc programme **does not pay** the printing costs of these folder copies, if they are ordered.
- You should contact Unigrafia in good time and check for [Unigrafia's page on the information for dissertations for the University of Helsinki](#). At the moment, Unigrafia requires you to send the thesis for printing at latest 24 (or 26) days before the defence. The mentioned page contains a link to the short guide for ordering the theses, and a link to a price calculator. **Note that Step 2 on that page of Unigrafia does not apply for doctoral researchers in Computer Science**, as the ISBN numbers for our theses must be applied from the Finnish ISBN centre (see Section 5 of this document).
- The theses are ordered using [the dissertation order form of Unigrafia](#). Here are some instructions on how to fill in that form:
 - **The invoice** that CS-SciDoc is supposed to pay must be addressed to the SciDoc programme. This invoice should have the text "**H924/wbs 7924127/Lyytinen**" as reference on the invoice, along with the name of the doctoral candidate. Give that text to field "Reference" on **the first page of the dissertation order form** (if you fill in the form in Finnish, to field "Viesti").
 - In CS-SciDoc, the doctoral candidates usually make the interleaf pages between the original publications themselves. Remember, thus, to choose option "**No**" for the question on the interleaves (or "tabs with black border blocks and Roman numerals" as Unigrafia calls them).
 - In the doctoral theses in Computer Science, the University of Helsinki publication series covers are used, and **NOT** for example, the Dissertation Universitatis Helsingiensis covers. These covers are made by Unigrafia based on the information filled into the dissertation order form (choose option "**Helsinki University publication series covers**" or similar).

- Remember also to give the **correct ISSN numbers** of the series ("**1238-8645 (print)**") and ("**2814-4031 (online)**") on the dissertation order form. If you can give there only one ISSN number, please, use there the ISSN number of the printed books.
- When you order the theses from Unigrafia, please, remember to give them **in the message field of the order** (field "Additional information" on page 7 of the dissertation form) **the following text**: "In addition to the printing costs support of the University of Helsinki, the printing costs of 20 extra copies of the thesis as well as, if needed, the printing costs of at maximum 25 coloured pages for all the 40 copies of the thesis, the delivery costs of theses to Kumpula and the possible express printing costs are paid for the doctoral theses in Computer Science. The reference to be used in that invoice is "**H924/wbs 7924127/Lyytinen**", and the name of the doctoral candidate should be visible in the invoice". The reference must also be given to field "Reference" on the first page of the dissertation order form.
- The order form automatically computes the university discount of about 120€ for the printing costs.
- You will then get an estimate for the costs above that amount of 120€. If you order the recommended number of copies and each copy has at most 25 coloured pages, then the invoice for the printing costs can be sent to CS-SciDoc. The delivery costs of the theses to Kumpula as well as the possible express printing costs are also covered by CS-SciDoc. The invoice for extra copies (above 40 copies) and extra coloured pages (above 25 pages) you must pay yourself, or you can ask funding from your supervisor.
- When the theses have been printed, you can pick them from Punamusta Oy (Koivuhaantie 2 A, Vantaa), or you can ask Unigrafia to deliver them to the Pick-up Point Kumpula (a cabinet in the room behind the office of the porters on the first floor of the Exactum building; there is a Unigrafia sign on the door of the cabinet; some delivery costs will then be applied). Agree the way of delivery with Unigrafia.

Note! Send the final PDF version of your thesis (for checking some technical details) to Pirjo Moen (pirjo.moen@helsinki.fi) **BEFORE** sending it to Unigrafia for printing. This technical check usually takes around one week, depending on the technical changes needed to the thesis. As the printing process in Unigrafia takes almost four weeks, the technical check should be started at latest five weeks before the defence.

Note 2! When you get a proof version of your thesis from Unigrafia, please, check carefully that everything is as it should be. Especially, check all the texts on the covers of the thesis. Also send the proof-reads to Pirjo Moen (pirjo.moen@helsinki.fi) for checking before accepting the proof-reads.

7 Distribution of the doctoral thesis

General information on distribution of the thesis copies can be found in “Instructions for students” at <https://studies.helsinki.fi/instructions/article/publishing-dissertation-and-communications>. Remember to choose “Doctoral Programme in Science” as the degree programme, so that you can see all the programme- and faculty-specific instructions. That page also contains distribution of the thesis as well as information needed for communications related to the public examination.

When the theses have been printed, you can pick them from Unigrafia in Punamusta Oy (Koivuhaantie 2 A, Vantaa), or you can ask Unigrafia to deliver them to the Pick-up Point Kumpula (a cabinet in the room behind the office of the porters on the first floor of the Exactum building; some delivery costs will then be applied, but CS-SciDoc will pay those costs). Agree the way of delivery with Unigrafia.

Please see the general guidelines of the University of Helsinki and the Faculty of Science (<https://studies.helsinki.fi/instructions/article/publishing-dissertation-and-communications>) on printing and distributing theses **outside the department**. You should check with a representative of Unigrafia, which parts of the distribution they will handle. Usually, Unigrafia delivers 7 (6+1) extra copies of the thesis to the Finnish National Library (in the Faculty of Science only 6 copies). **You are, in turn, responsible for the distribution of the copies of the Faculty of Science and the Helsinki University Library.** Those two copies can be delivered in person or sent by internal or external mail using the addresses given on the page mentioned above (Remember to choose “Doctoral Programme in Science” as the degree programme).

At the Department of Computer Science, you should distribute at least the following thesis copies:

- one copy to each of the coffee rooms (Exactum, B225, 2nd floor, Department) and (Exactum, A308, 3rd floor, HIIT),
- one copy for the vitrine ("museum") on the 2nd floor of Exactum (give this copy to Pirjo Moen), and
- one copy for the department's archives (also give this copy to Pirjo Moen).

In addition to the above, you can decide whom to send the thesis, e.g., to those who have contributed to the work, to researchers in the same field (abroad and at home), or to relatives and friends. It is also good to talk about this with your supervisor.

Custom also dictates that doctoral candidates write a dedication to dissertation copies given away. Our faculty recommends that this dedication is written on a card and enclosed with the thesis. To such a card you can, for example, write to whom the thesis is dedicated, short greetings and your name.

8 Public relations related to the doctoral thesis

General information on electronic publishing and communications (i.e., public relations) related to the public examinations and the doctoral theses can be found in “Instructions for students” at <https://studies.helsinki.fi/instructions/article/publishing-dissertation-and-communications>. Remember to choose “Doctoral Programme in Science” as the degree programme, so that you can see all the programme- and faculty-specific instructions.

You must fill in the doctoral dissertation form (<https://ethesis.helsinki.fi/en/lomake/vaitos/>) **at least three weeks before the public examination of the thesis**. For that, you also need to write a popular abstract related to your thesis either in Finnish or Swedish. Please read the instructions on the abstracts at <https://studies.helsinki.fi/instructions/article/publishing-dissertation-and-communications#paragraph-3323>. When the form has been submitted, the information on the thesis will be added to the university’s Helda repository and the information on the defence to the university’s calendar of events.

For news articles on the web pages of the Department of Computer Science as well as for other communication on the public examination of your doctoral thesis at the department, you need to send

- the popular abstracts and the titles of your thesis both in Finnish and English,
- the date and place of the public examination, and
- the names of your opponent and custos

to Pirjo Moen (pirjo.moen@helsinki.fi). For the news articles on the web pages of the department, a **photograph** of you is also needed. Please, send the photograph (preferably a landscape photograph) to Pirjo Moen together with the other information mentioned above.

If you believe that the topic of your thesis may be of interest to the media and the public, please, contact the Communications and Community Relations unit at the Kumpula Campus (comms-kumpula@helsinki.fi) for a possible press release.

If you are associated with Helsinki Institute for Information Technology HIIT, please, also send the popular abstract, date and place of the public examination, and the names of the opponent and the custos to the Communication Officer at HIIT. Also state clearly that you work at HIIT and would like the information to be published on HIIT's web site.

If you are associated with any other organisation (e.g., with Aalto University, a company, or another department at the University of Helsinki), you should also inform that organisation about the public examination of your doctoral thesis.

9 Organising the public examination

In preparing for the public examination of your doctoral thesis, you must follow the guidelines of the University of Helsinki (<https://studies.helsinki.fi/instructions/article/public-examination> and <https://studies.helsinki.fi/instructions/article/arranging-public->

[examination](#)). The [Welcome to the public examination](#) page also contains a lot of useful information related to the public examinations. Here below are also some additional information related to public examinations in CS-SciDoc.

9.1 The date and place of the public examination

When it is known when the pre-examiners' statements can be expected to arrive or when they have arrived, you and your supervisor can agree on the date of the public examination with the opponent. This can preliminary be done even before your opponent and the other officers have been appointed by the Faculty of Science, and you have got the permission to defend your thesis.

You must book the auditorium for the public examination of the doctoral thesis through the university's facility services with the help of the doctoral student services of the Faculty of Science (kumpula-phd@helsinki.fi). This can be done as soon as the date of the public examination has been agreed and the permission for defending the thesis has been granted. See the current instructions on the page mentioned at the beginning of this section.

The doctoral student services of the faculty will know which auditoriums are suitable for public examinations. Some auditoriums that have frequently been used in CS-SciDoc are, e.g., Auditoriums CK112 and B123 in Exactum, some other auditoriums in other buildings at the Kumpula campus, and auditoriums in the Main Building of the University of Helsinki, such as Auditorium Tekla Hultin (F3003) and Karolina Eskelin (U3032). CS-SciDoc recommends using auditoriums in Exactum or elsewhere at the Kumpula campus, as there will probably be a larger audience attending the public examination there than, if the public examination is organised outside the campus.

Traditionally, public examinations started at 10 or 12 on weekdays and at 10 on Saturdays. The current recommendation of the University of Helsinki, however, is that the public examinations on weekdays should start at 13. The auditorium is usually booked for four hours (e.g., 12-16). The starting time of the public examinations are always announced with full hours, i.e., starting at 13, but **in practice the examination will begin a quarter past the given hour.**

The Faculty of Science will pay for the fee of the public examination place, so you or your supervisor do not need to worry about those costs.

9.2 Costs of the opponent

The Faculty of Science pays a certain fee for the opponents for their work.

According to the current instructions, the Faculty of Science pays 800 euros of the travelling and accommodation costs of the opponent. If those costs are higher than that, the extra costs should primarily be paid by your supervisor. In case the supervisor does not have any suitable funding for this, the supervisor can ask for help from the head of the Department of

Computer Science. The university services, especially Minna Lauri, can help with the travelling and accommodation bookings of the opponent.

9.3 Dress code

The webpage [Welcome to the public examination](#) gives the official dress code for the public examinations. However, the dress code must always be discussed with the opponent and the custos.

If the chosen dress code is that males use tailcoats, then the current instructions say that the supervisor of the doctoral candidate should primarily pay for the hiring costs of a tailcoat of the opponent. In case the supervisor does not have any suitable funding for this, the supervisor can ask for help from the head of the Department of Computer Science.

9.4 Coffee after the public examination

Doctoral researchers invite the guests for coffee after the public examination. The menu usually consists of tea/coffee and cake, but there are also other alternatives. You are responsible for paying these costs, if you do not agree something else with your supervisor. The Department of Computer Science does not pay these costs from the departmental funds. In 2026, you can apply for at maximum 250 euros for these costs from CS-SciDoc. The submission deadlines for these applications in 2026 are on the 1st of April, June, September and November, and the decisions are notified within a month after the submission deadline. **Please note that expenses for defences that take place before the notification date cannot be reimbursed.**

To order the coffee and cake, see <http://www.unicafe.fi>. The staff of Unicafe will know which facilities are suitable for the coffee service. You must estimate the number of guests, e.g., based on how many guests you have invited from outside the department, how many people at the department might be interested in the topic area, how well known you are at the department, etc. Unicafe will ask for an estimate of how long the public examination itself will last, but they know that it can be hard to give an exact time.

9.5 Programme of the public examination

For the public examination, you must prepare a 20-minute presentation (lectio precursoria) of your work in general terms. You should also discuss how the public examination progresses and how to act, etc. with your supervisor/custos beforehand. The page [Welcome to the public examination](#) describes the event and offers some frequently used phrases in the public examinations.

9.6 Guiding the opponent

Your supervisor/custos takes care of guiding the opponent. The [Welcome to the public examination](#) page is a good aid for this, but the progress of the event itself, verbal cues, etc,

should also be rehearsed just before the public examination. The custos will inform you how long the public examination will last. Most public examinations last 2-3 hours.

It is often useful for you and the opponent to chat for a moment before the public examination, especially if you do not already know each other.

9.7 Delivering of copies of the thesis to the public examination

You must also deliver a few copies of your thesis to the public examination for the audience. If the theses must be transported, e.g., from Kumpula to the Main Building of the university, you can use the internal mail service (for the return trip, too) for that.

9.8 Organising a post-doctoral party ("karonkka")

The [Welcome to the public examination](#) page has an introduction to the 'karonkka' traditions, but every doctoral candidate may organise their own post-doctoral party as they see to fit. You can search for suitable locations for the party, for example, on [the website of Helsinki](#). This post-doctoral party is organised for the honour of your opponent, and you are responsible for all the costs of the party.

10 Approval of the doctoral thesis and applying for the diploma

General information on grading of the doctoral theses can be found in "Instructions for students" at <https://studies.helsinki.fi/instructions/article/grading-dissertation>. Remember to choose "Doctoral Programme in Science" as the degree programme, so that you can see all the faculty-specific instructions. Since the 1st of August 2025, the theses are evaluated using grading scale "Pass/Fail".

The opponent and the grading committee must submit their statements to the Faculty of Science no later than one week after the defence (previously two weeks). You will get that information from the Faculty, and you have the right to submit your objections to the statements before a decision on the approval of your doctoral thesis is made. If the pre-examination statements are unanimous, the decision of the approval will be made by the Dean of the Faculty of Science. If there is something unclear in the statement, then the decision on the approval will be made by the Faculty Council of the Faculty of Science.

As soon as you know, when your thesis will be approved, and you want to graduate, you can apply for graduation and the PhD Degree Diploma from the Faculty of Science in the SISU system. See more detailed information in "Instructions for students" at <https://studies.helsinki.fi/instructions/graduating-doctor>.

(Document last updated on 30.6.2026 by P. Moen)