

Instructions for the doctoral candidate, supervisors and thesis committee member(s) for follow-up meetings

Guidelines for Doctoral Candidates in DSHealth

(http://www.helsinki.fi/health/guidelines_for_doctoral_candidates.html) describes the general practices and guidelines for doctoral education. Details to be applied and recommended by DPDR are described below.

DPDR does not require compilation of thesis committee (=follow-up group) and annual meetings of those candidates who have registered to pursue doctoral degree before 1.1.2014. However, nomination and meetings of thesis committee is supported for these candidates also. Therefore, annual thesis committee meetings are obligatory for candidates registered in 1.9.2014 and later.

1. Thesis committee /follow-up group members

In the following context Thesis committee means external experts, not supervisors of the doctoral candidate.

2. Purpose and expectations

Thesis committee members support the doctoral candidate and act as mentors throughout the doctoral education phase. All interactions within the thesis committee are considered confidential. Membership in a thesis committee is a position of trust.

See *Guidelines for Doctoral Candidates*: chapter "Doctoral degrees at the University of Helsinki" in (http://www.helsinki.fi/health/guidelines/doctoral_degrees.html) for background.

3. Structure of thesis committee

See *Guidelines for Doctoral Candidates*: chapter "Doctoral degrees at the University of Helsinki" in (http://www.helsinki.fi/health/guidelines/doctoral_degrees.pdf) describes the qualifications for thesis committee members.

Qualifications of thesis committee members in the Faculties:

Faculty of Pharmacy	Faculty of Medicine	Faculty of Biological and Environmental Sciences	Faculty of Science
1-4 members, at least one has to be outside the doctoral student's own research group; a PhD degree and substantial knowledge in the field of the project is required	No guidelines (earlier at least two members; at least one of them must have docentship)	2-4 external experts who have the necessary academic qualifications to assess the progress of dissertation. At least two of the committee's expert members must hold the qualifications of a docent or equivalent academic qualifications The other members must be at least doctoral degree holders or otherwise	No guidelines yet

		distinguished in research.	
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DPDR requires at least one thesis committee member. The members must have a PhD degree or corresponding expertise on the Doctoral candidate's research field.

DPDR allows that the members of thesis committee can be outside the University of Helsinki. On the other hand, at least one of the thesis committee member has to be from the other faculty than the doctoral candidate.

Thesis committee member's role as also thesis reviewer/preliminary examiner is not recommended in DPDR.

4. Annual thesis committee meetings

The follow-up meetings are arranged annually and aim to:
- monitor the progress and future plans of the PhD project (research, curriculum, career plans) of the candidate
- give feedback to the doctoral candidate of the topics mentioned above
- discuss also general matters about doctoral training, moreover without supervisor(s)

For suggested topics to be discussed in the follow-up meetings, see DSHealth guidelines (Introduction & timeline) http://www.helsinki.fi/health/guidelines/doctoral_degrees.pdf

In case of disagreement between the supervisor and the doctoral candidate, thesis committee can also try to solve the problems. Official procedure for disagreements will be decided later by DSHealth, Faculties and the University.

5. DPDR guidelines for the preparation of documents for follow-up meeting

1. Update TUHAT database (<https://tuhat.halvi.helsinki.fi/admin/login.xhtml>) for publications and activities. Include link to your TUHAT page in your progress report

* Instructions for exporting report from TUHAT to one document

1. Login to TUHAT - <https://tuhat.halvi.helsinki.fi>

2. Left pane: select "Publications". Make sure "My publications" are shown and/or select "Activities". Make sure "My activities" are shown.

3. Select each publication/activity you want to include, i.e., select the "star" on the right of each item.

4. Right pane: select "Publications" or "Activities" from "My favorites". You'll see the exact list

5. You can sort the list from the top of the list: "sort by: ... "

6. Bottom pane: Download list -> Word -> Select render style: Finnish Harvard format

7. NOTE! If the status of an article is not "published", write the current status (Accepted, Submitted) to the report file yourself. Make sure that the file contains the publications and that the references are complete and correct.

2. Update research plan: work done, current status and future plans (research plan)

3. List performed and planned studies and education (study plan)

4. Include other merits not included in TUHAT database

Agree with supervisors and thesis committee (min. candidate, one supervisor, one external expert) meeting date and time. Reserve allocation, ensure availability of technical apparatus including potential IT communication equipment and possible catering (DPDR does not cover catering costs).

The doctoral candidate is expected to send an updated progress report to the supervisors and thesis committee members at least week before the annual meeting.

In the meeting (up to one hour recommended) candidate presents the current status of research, education and future plans how to finish the training. Thesis committee members monitor the progress and discuss how to improve the research and candidate's education. Progress in research can also be presented by, for example, in seminar, annual meeting and congress or by other means. At the end of meeting doctoral candidate can have discussion with the expert member(s) of the follow-up group without the presence of supervisor(s).

6. Annual report of follow-up meeting to DPDR

Doctoral candidates in DPDR (regardless of the Faculty) inform DPDR Board by sending scanned form (with follow-up members' signatures) Presentation of the research project I or II (<http://www.helsinki.fi/pharmacy/research/postgraduate/forms>) to DPDR Coordinator.

Anonymous feedback of the supervision can be given to DPDR Board by e-form (<https://elomake.helsinki.fi/lomakkeet/69492/lomake.html>).

Faculty information about doctoral education

- Faculty of Pharmacy (<http://www.helsinki.fi/pharmacy/research/postgraduate/index.htm>)
- Faculty of Medicine (<https://www.helsinki.fi/en/faculty-of-medicine/research/doctoral-education>)
- Faculty of Science (<https://www.helsinki.fi/en/faculty-of-science/research/doctoral-education>)
- The Faculty of Biological and Environmental Sciences (<http://www.helsinki.fi/bio/faculty/research/index.html>)

Thesis committee in US (Nature 19 May 2016,

http://www.nature.com/naturejobs/science/articles/10.1038/nj7603-429a?WT.ec_id=NATURE-20160519&spMailingID=51405876&spUserID=MjA1NzczNDAYMwS2&spJobID=922260423&spReportId=OTIyMjYwNDIzS0).