



## Instructions

Here are some instructions on how to write A) a research plan summary and B) study plan, and C) how to count study credits and how to get them registered in Oodi.

### A) Research plan summary

The research plan summary has to be included in the application for doctoral study right. One page long summary has to be structured according to items 1–5. Reference list is not required.

#### 1. Background

For example, the background and framework of the research, the major issues in the field and how your research contributes to the body of knowledge in your field.

Common problems:

- The background section is unclear.
- The background section is superficial.
- The section does not show clearly how the research relates to other research in the field.

#### 2. The hypothesis, significance and aims of the research

For example, the research question, ie. what you are studying and why, the aims of any individual subprojects, the expected findings and/or achievements, new knowledge contributed by the findings and their medical significance.

Common problems:

- The hypothesis is vague.
- The aims are unclear.
- The subprojects are not connected to each other.
- The question of the significance of the findings has not been addressed.

#### 3. The methods and data used

For example, a general description of the methods used (but not individual techniques), how experiments are organized, test animals, volume of patient data, statistical methods (randomization, reliability, group sizes), possible problems and alternative approaches.

Common problems:

- The methods are described too vaguely.
- The methods are described only in terms of technical details.
- The patient data is insufficiently described.
- The statistical methods are not described.
- There is no statement from an ethical committee.
- The animal testing is insufficiently described.

#### 4. Timetable

For example, the present stage of the project, possibilities of further research, when will the research be completed.

Common problems:

- The present stage of the research is unclear.
- The nature of any further research is not described.
- No timetable is given.

#### 5. Publication timetable (not obligatory)

## B) Study plan

The study plan should support the doctoral student in his or her dissertation writing process. The application for doctoral study right includes a study plan section in which the doctoral student should specify all planned and completed studies. Please read carefully the degree requirements for Doctor of Medical Science and Doctor of Dental Science degrees or for Doctor of Philosophy degree. It is explained more detailed in the degree requirements what kind of studies and how many study credits are required for a doctoral degree. Information on degree requirements is to be found on the web page for Research training.

Courses that can be included in a doctoral degree are related to the topic of the doctoral studies, and they are organized by the University of Helsinki and other universities and institutions of higher education in Finland and abroad. Such studies are for example:

- lectures
- departmental, clinical and/or research group meetings (max. 60 x 45 min = 6 Cr.)
- conferences, seminars, courses,
- oral and poster presentations held at scientific conferences abroad, and international research visits (max. 20 Cr.),
- oral and poster presentations held at scientific conferences in Finland (max. 10 Cr.),
- book examinations,
- either university pedagogy or administrative training (max. 5 Cr.) and
- supervision provided by the dissertation supervisor.

Doctoral studies may include language courses in academic writing and presentation. Laboratory animal course is compulsory if a doctoral student has to conduct animal experiments for the doctoral research. A relevant course completed during undergraduate studies, for example, will be sufficient. Credits cannot be gained through teaching or employment.

The student may be required to apply for a flexible study right (JOO) before he or she can sign up for courses offered by other higher education institutions. Students are primarily eligible to apply for a JOO study right only if the studies in question are unavailable at their home university. The doctoral degree may include up to ten credits of JOO studies in topics related to the dissertation. General studies included in the degrees of Doctor of Medicine and Doctor of Dentistry cannot be completed as JOO studies. Instructions and an electronic application form are available at [www.joopas.fi](http://www.joopas.fi).

It is good to specify in the study plan the title or topic, estimated scope, time and place and the convener of completed and planned studies. For example:

*Academic writing, 2 Cr., 5.3.–9.4.2015, Doctoral School in Health Sciences*

*Research ethics, Spring 2016, University of Helsinki*

*Scientific conference in the field of forensic medicine, 3 days, 2015–2016, Germany*

More information on the courses and course registration can be found mostly on doctoral schools' and doctoral programmes' web pages, but also in WebOodi and the web pages of the faculties and departments in question.

The Doctoral schools and the doctoral programmes of the University of Helsinki can be found here:

[www.helsinki.fi/doctoral-schools/index.html](http://www.helsinki.fi/doctoral-schools/index.html)

**C) Study credits**

Doctoral students can gain credits for participating lectures, meetings, conferences, courses, international research visits, and taking book examinations accordingly, if the number of credits (ECTS) or lecture hours are not specified otherwise. NB! Credits cannot be gained through teaching or employment.

<b>Participating lectures</b>	<b>Credits (ECTS)</b>
1 lecture (45 min.)	0,1 Cr.
<b>Participating workshop, group work etc.</b>	
1 lecture (45 min.)	0,05 Cr.
<b>Participating meetings, conferences and courses</b>	
1 day	0,5 Cr.
Departmental, clinical and/or research group meetings (max. 60 x 45 min.)	6 Cr.
<b>Presentation held at scientific conferences</b>	
oral presentation, conference in Finland, (1 <sup>st</sup> or 2 <sup>nd</sup> writer)	2 Cr.
oral presentation, conference abroad, (1 <sup>st</sup> or 2 <sup>nd</sup> writer)	4 Cr.
poster, conference in Finland, (1 <sup>st</sup> or 2 <sup>nd</sup> writer)	1 Cr.
poster, conference abroad, (1 <sup>st</sup> or 2 <sup>nd</sup> writer)	3 Cr.
NB! A student can gain credits both for participating a conference and holding a presentation, e.g. conference abroad: 3 conference days + 1 poster = 4,5 Cr.	
<b>Research visit abroad</b>	
1 week (minimum)	2 Cr.
2 weeks	4 Cr.
<b>Book examinations</b>	
literature in native language, easy text	
400 pages	1 Cr.
2000 pages	5 Cr.
literature in native language, demanding scientific text, about 10 pages/hour	
100 pages	0,5 Cr.
200 pages	1 Cr.
1000 pages	5 Cr.
literature in a foreign language	
50 pages	0,5 Cr.
100 pages	1 Cr.
1000 pages	10 Cr.

Courses completed at the University of Helsinki will be entered in the Student Register by the course convener, if possible. Courses completed elsewhere must be verified with a separate certificate.

When it is time for the student to graduate, he or she sends the application for degree diploma with the required enclosures to the Student Affairs Officer. Required enclosures are copies of transcripts and certificates of completed courses that are not registered in Oodi, such as departmental, clinical and/or research group meetings (max. 6 Cr), conferences, seminars, international research visits, oral and poster presentations held at scientific conferences (e.g. copies of abstract books), book examinations, and other courses of HU. No separate documentation is required for studies which have been registered in the Student Register, but they have to be listed in the application. No separate certificate of supervision provided by the dissertation supervisor (2 Cr.) is needed.