

GUIDELINES FOR POSTGRADUATE DEGREES AT THE SIBELIUS ACADEMY OF THE UNIVERSITY OF THE ARTS HELSINKI

Dean, 1 Oct 2018

This decision replaces the Guidelines for Postgraduate Degrees at the Sibelius Academy (20 Jun 2011).

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1. GENERAL PROVISIONS

1.1 General legislation and regulations governing postgraduate degrees

In addition to the present Decision, the awarding of postgraduate degrees shall comply with the relevant provisions and regulations in the following:

- Universities Act 558/2009, as amended
- Act on the Implementation of the Universities Act 559/2009
- Government Decree on University Degrees 794/2004
- Education Regulations of the University of the Arts Helsinki (13 May 2013).

1.2 Other instructions regarding postgraduate degrees

Instructions for doctoral students at the Sibelius Academy can also be found in the [DocMus manual](#), the [MuTri manual](#) (only in Finnish), on the website, and in the instructions for Artistic Committees and examiners, which are also referred to in the present Guidelines for Postgraduate Degrees.

1.3 Postgraduate degrees at the Sibelius Academy

Postgraduate students at the Sibelius Academy may complete a Doctor of Music or Licentiate of Music degree in artistically-oriented studies in the Arts or Applied Study Programme, or in scholarly-oriented studies in the Research or Applied Study Programme. Doctorates are the primary postgraduate degree at the Sibelius Academy. The studies undertaken by a postgraduate student shall form a coherent body of study that fosters the student's development in an appropriate way.

The overall goal of doctoral studies at the Sibelius Academy is to work towards creative and analytical expertise in art, research, development, and education. In addition to expertise in their fields, doctoral graduates from the Sibelius Academy are committed to working for an ethically sustainable future.

1.4 Study supervision

Each student accepted for a doctoral study programme has the right to receive guidance. Guidance shall be provided by the Supervisor-in-Charge (OVO), the thesis or dissertation supervisor(s) and any other supervisors as separately agreed upon. The duties of the Supervisor-in-Charge and other supervisors are described in more detail here: the [DocMus manual](#) and the [MuTri manual](#) (only in Finnish).

Dissertation supervisors are appointed by the Head of the Doctoral School. Dissertation supervisors must have completed a scholarly-oriented doctorate and must be well-versed in the subject of the student's dissertation.

Thesis supervisors are appointed by the Head of the Doctoral School. Thesis supervisors must have completed a doctorate and must be sufficiently familiar with the subject of the student's postgraduate degree and of the thesis.

In the Applied Study Programme, the Head of the Doctoral School shall additionally appoint a steering group for the student's development project, consisting of experts in the various component areas of that project and chaired by the Supervisor-in-Charge. A steering group may also be appointed for a student in the Arts or Research Study Programme if necessary.

The Head of the Doctoral School shall appoint other supervisors as necessary to provide guidance to students in various artistic or scholarly sub-areas of their studies.

Students shall sign a written supervision agreement with their supervisor(s). ([link](#))

1.5 Publicity of Demonstration of Proficiency

The completed Demonstrations of Proficiency that are to be included in a student's doctorate shall be published either as a single entity (e.g. a dissertation) or as separate Components (e.g. individual recitals or recordings, scores or articles making up an article-based dissertation). Moreover, artistic performances shall be public when they are intended as Components of the Demonstration of Proficiency in a licentiate's degree in the Arts and Applied Study Programmes. The purpose of publication is to make the Components in question readily available to the general public. The nature and degree of publication are determined by the nature of the Component and of the artistic genre concerned. Determining of how to make Components public shall follow the same criteria that are applied for other artistic and scholarly outcomes at the university. Public Demonstrations of Proficiency, or Components considered to be included therein, shall include but not be limited to: published books and articles; published musical scores; public recitals or similar performances; public documents posted online; computer software applications; databases; and public websites.

1.6 The right to study as a preparatory student

In the admissions process, a student may, by decision of the Head of the Doctoral School, be offered the possibility to enter the Doctoral School as a preparatory student preparing a postgraduate study plan. The right to study as a preparatory student shall be separately granted for one academic year at a time. A preparatory student has the right to participate in group tuition provided by the Doctoral School at the Sibelius Academy but will not be granted membership to the Student Body.

2. STUDENT ADMISSIONS

2.1 Eligibility requirements

Eligibility for postgraduate studies is determined as per section 37 of the Universities Act (558/2009) and by the university's evaluation of the applicant's capability of completing the required postgraduate studies.

The postgraduate degree to be completed shall be commensurate with the goals set forth in section 21 of the Government Decree on University Decrees (794/2004).

2.2 Applying

Applications for doctoral studies shall be addressed to the Academic Council. In the admissions process, a student may be (1) granted the right to study in a doctoral study programme, (2) offered the possibility to enter the Doctoral School as a student preparing a postgraduate study plan, or (3) rejected.

With regard to the degree studies, the postgraduate study plan shall be approved by the Academic Council on the basis of the candidate's application after having received a statement from the

Expert Committee and having consulted the Doctoral School in question. After this, the Academic Council shall submit to the Dean a proposal concerning the candidate's admission and his/her placement in a Doctoral School. The decision shall be made by the Dean. For admission as a preparatory student, the decision shall be made by the head of the Doctoral School on the basis of an assessment by the Expert Committee.

An application for doctoral studies shall include:

- a postgraduate study plan concerning the Demonstration of Proficiency (Artistic Demonstration and Thesis) for the Arts Study Programme, or
- a research plan for the Research Study Programme, or
- a project plan for the Applied Study Programme, indicating whether this is intended as an artistically or scholarly oriented degree.

The application shall further include at least the following details:

- a report on previous degrees and studies and any other particulars that the applicant considers relevant for his/her eligibility for postgraduate studies,
- a plan on the content, scope and timing of supporting studies to be included in the postgraduate degree.

In case of joint Components by more than one student forming part of a Demonstration of Proficiency, it must be possible to clearly distinguish and separately assess the contribution of the doctoral student being assessed.

Further information on how to apply for doctoral studies and on application documents can be found at <https://www.uniarts.fi/en/apply-to-doctoral-studies>

2.3 Expert committees

The Academic Council shall appoint Expert Committees for the Arts, Research and Applied Study Programmes, each for a term of three academic years at a time. Members of the Expert Committees for the Research and Applied Study Programmes shall be professors or other members of the Sibelius-Academy teaching or research personnel who have completed a doctorate. Members of the Expert Committee for the Arts Study Programme shall be an artistic professor at the Sibelius Academy or other comparable experts. The Chair of an Expert Committee may appoint subject-specific experts to the committee as required.

The purpose of an Expert Committee is to evaluate the capability of an applicant to complete postgraduate studies in the Arts, Research or Applied Study Programme. Candidates applying for the Arts Study Programme are evaluated on the basis of an artistic proficiency test, application documents and possibly an interview and a language test. Candidates applying for the Research and Applied Study Programmes are evaluated on the basis of their research plan or project plan, respectively. If an applicant presents a plan that is essentially sound but the applicant currently lacks the potential to complete postgraduate studies, the applicant may be offered admission as a preparatory student with a separate right to study while preparing a study plan.

The Chairs of the Artistic Expert Committees shall constitute a super-committee for the Arts Study Programme that evaluates all applicants for the programme taken together, across doctoral school and subject boundaries. This evaluation shall be based on Expert-Committee evaluations, application documents, and evaluations obtained from interviews and language tests, where applicable.

The Expert Committee shall submit a statement to the Academic Council.

3. SCOPE AND CONTENT OF STUDIES

3.1 General

A doctorate requires studies totalling 240 cr. A licentiate's degree requires studies totalling 150 cr. The degree programmes are designed so that a doctorate can be completed in 4 to 5 years of full-time studies and a licentiate's degree in 2.5 to 3 years of full-time studies from the time the postgraduate right to study is granted.

If an applicant has already completed a Licentiate of Music degree before applying for doctoral studies, the Demonstration of Proficiency included in the licentiate's degree, as well as any other studies therein, may be included in whole or in part in the doctorate, provided that their themes and time frame are relevant to the other Components included in the Demonstration of Proficiency to be included in the doctorate.

Components published before the applicant's study plan is approved can only be accepted as a part of the Demonstration of Proficiency for particularly well-justified reasons, and provided that their themes and time frame are relevant to the other Components. Such Components shall not have been included in any previous degree of the applicant, except a licentiate's degree.

If a student has completed other studies not included in any university degree prior to beginning his/her doctoral studies, such studies may, at the discretion of the Supervisor-in-Charge, be accepted for inclusion in the studies, provided that they are consistent with achieving the goals of the student's degree. However, any supplementary studies ('bridge studies') mandated by the university for the student to complete in order to be eligible for the right to study for doctoral studies shall not count towards the student's doctoral studies.

3.2 Objectives, scope and content of studies in the Arts Study Programme

As per the specific goals of the Arts Study Programme, a student who has completed the programme is expected to be capable of:

- artistic expression of a high quality and unique vision
- producing conceptually clear information
- constructive interaction in an arts community, in academia and in society at large

In the Arts Study Programme, the focus is on independent artistic work, complemented by academic studies that foster conceptual understanding of the subject. The Demonstration of Proficiency combines artistic and scholarly orientations.

3.2.1 Doctorate

The Demonstration of Proficiency for a doctorate completed in the Arts Study Programme shall amount to at least 165 cr. This shall comprise:

- for performers of art music, a themed recital series (by default, 5 recitals or similar performances) and a thesis
- for composers of art music, a series of compositions (equivalent to 2–3 concert programmes) and a thesis

- for students of folk music, music technology and jazz, artistic productions (equivalent to 2–5 concert programmes, as required) and a thesis or exposition

The degree shall also include at least 75 cr. in artistic, scholarly or other suitable university-level studies. These studies shall include studies in the philosophy of art and the philosophy of science, including ethics, as well as methodology and artistic supporting studies.

The student shall agree with the Supervisor-in-Charge on 75 cr. of supporting studies that cover the following areas:

- working as an artist
- in-depth musical education and research skills
- key entrepreneurial skills, such as communication and interaction skills, as well as the capacity for professional self-reflection and community orientation.

A maximum of two of the recitals required for a doctorate may be replaced with a recording. These recordings may be previously released or new ones created during the doctoral studies.

All studies to be included in the doctorate must have been completed less than 10 years prior to the start of the examination process. The examination process begins when the Academic Council appoints the pre-examiners of the student's thesis or the examiners of the written work.

Instructions for degree examiners (Chairs and members of the Artistic Committee; pre-examiners and examiners of thesis) can be found [here](#).

3.2.2 Licentiate's degree

A licentiate's degree shall amount to 150 cr., of which the Demonstration of Proficiency shall account for 75 cr. This shall comprise:

- for performers of art music, a themed recital series (by default, 2-3 recitals or similar performances) and a thesis
- for composers of art music, a series of compositions (equivalent to 1–2 concert programmes) and a thesis
- for students of folk music, music technology and jazz, artistic productions (equivalent to 2–3 concert programmes, as required) and a thesis or exposition.

In other respects, supporting studies for a licentiate's degree shall be completed as for a doctorate.

3.3 Objectives, scope and content of studies in the Research Study Programme

As per the specific goals of the Research Study Programme, a student who has completed the programme is expected to be capable of:

- producing information at a high level of quality
- interaction in academic communities and further afield
- integrating into the international academic community
- strengthening the status of scholarly research.

The Demonstration of Proficiency in the Research Study Programme is a Dissertation. A Dissertation is a coherent presentation containing novel scholarly information based on the author's own original research in a field of research represented at the Sibelius Academy. A doctorate

completed in the Research Study Programme shall also include knowledge and skills studies at the university level geared towards improving the student's research skills.

3.3.1 Doctorate

A doctorate shall amount to 240 cr. of studies. The Dissertation shall account for 165 cr. of this total. An acceptable Dissertation may be:

- a **monograph** or
- an **article-based Dissertation**.

An article-based Dissertation shall include a summary report detailing the goals, problem, methods and results of the research. In addition to the summary, the Dissertation shall consist of 3 to 5 articles on coherent problems in a particular field, published or accepted for publication in a peer-reviewed scholarly periodical. The student must be the principal author of these articles, and in the case of jointly-authored articles, the student's independent contribution must be distinguishable. The number of articles required is determined by the nature of the research project and the amount of work required for writing the articles. The author of the research shall present a written report on his/her contribution to jointly-authored articles when the Dissertation is submitted for pre-examination. Any article included in the Dissertation must have been published no more than 10 years prior to the Dissertation being submitted for examination. The examination process begins when the Academic Council appoints the pre-examiners for the student's Dissertation. No more than two-fifths of the articles included in an article-based Dissertation may have been published prior to the student's research plan being approved.

The degree shall also include at least 75 cr. in artistic, scholarly or other suitable university-level studies. These studies shall include studies in the philosophy of art and the philosophy of science, including ethics and studies in methodology and research methods. The student shall agree with the Supervisor-in-Charge on 75 cr. of supporting studies that cover the following:

- studies in the student's field of research
- general research studies
- studies concerning academic professions and entrepreneurial skills.

The instructions for examiners can be found [here](#). The instructions include criteria for evaluating a Dissertation.

3.3.2 Licentiate's degree

It is possible to complete a 150 cr. licentiate's degree in the Research Study Programme. The Demonstration of Proficiency in this case (licentiate's thesis) shall amount to 75 cr.

A licentiate's thesis may be:

- a monograph, or
- an article-based licentiate's thesis.

An article-based thesis shall include a summary report detailing the goals, problem, methods and results of the research. In addition to the summary, the thesis shall consist of 3 to 5 articles on coherent problems in a particular field, published or accepted for publication in a peer-reviewed scholarly periodical. The student must be the principal author of these articles, and in the case of jointly-authored articles, the student's independent contribution must be distinguishable. The author

of the research shall present a written report on his/her contribution to jointly-authored articles when the thesis is submitted for pre-examination.

In other respects, supporting studies for a licentiate's degree shall be completed as for a doctorate.

3.4 Objectives, scope and content of studies in the Applied Study Programme

As per the specific goals of the Applied Study Programme, a student who has completed the programme is expected to:

1. have acquired high-level scholarly, artistic, methodological, pedagogic, and technical capabilities
2. be trained to develop and realize new methods, facilities, competencies, materials, and tools
3. be well versed in gathering, producing, applying, and critically evaluating information,
4. be capable of co-operating with national and international operators, not only in his/her own field of specialization, but also across boundaries
5. be able to communicate the outcomes of his/her work to different audiences.

A degree completed in the Applied Study Programme may be artistically- or scholarly-oriented.

The main topic or idea of the project is called the "core application". The Demonstration of Proficiency shall consist of a portfolio with Components related to the core application in a way that is feasible vis-à-vis the particular nature of the core application.

3.4.1 Doctorate

A doctorate completed in the Applied Study Programme shall amount to 240 cr. The Demonstration of Proficiency included in it shall account for 165 cr. The Demonstration of Proficiency shall include:

- a Development Project whose outcomes can be:
 - o immaterial (views, knowledge, skills, competencies and abilities) and
 - o material (recitals, recordings, music editions, teaching materials, multimedia products, methods, programmes and software, instruments, databases);
- a description of how the results of the Development Project were tested and how the information gained was used;
- a summary Report describing the core application and explaining how it was realized

The degree shall also include at least 75 cr. in artistic, scholarly or other suitable university-level studies. These studies shall include studies in the philosophy of art and the philosophy of science, including ethics. Supporting studies in the Applied Study Programme may be artistically- or scholarly-oriented.

The student shall agree with the Supervisor-in-Charge on 75 cr. of supporting studies that cover the following areas:

- studies related to the subject of the doctorate
- general application and development studies
- entrepreneurial skills studies.

All studies to be included in the doctorate must have been completed less than 10 years prior to the start of the examination process. The examination process begins when the Academic Council appoints the pre-examiners for the student's Demonstration of Proficiency.

Further information is available in the application guidelines for the Applied Study Programme and in the guideline for examiners, which can be found [here](#) (scroll down!).

3.4.2 Licentiate's degree

A licentiate's degree shall amount to 150 cr. in studies. The Demonstration of Proficiency included in it shall account for 75 cr. of the total.

The Demonstration of Proficiency shall include:

- a Development Project whose outcomes can be:
 - o immaterial (views, knowledge, skills, competencies and abilities) and
 - o material (recitals, recordings, music editions, teaching materials, multimedia products, methods, programmes and software, instruments, databases);
- a description of how the results of the Development Project were tested and how the information gained was used;
- a summary Report describing the core application and explaining how it was realized.

In other respects, supporting studies for a licentiate's degree shall be completed as for a doctorate.

3.5 Demonstration of Proficiency given jointly by more than one student

If two or more postgraduate students give a joint Demonstration of Proficiency, it must be a coherent entity. In order for a proposed joint project to be accepted, it must allow the gaining of significant advantage with regard to the goals set such that it could not be achieved via individual projects. A joint postgraduate study plan must be accepted by the Academic Council for a joint Demonstration of Proficiency to be allowable. That plan shall include not only the basic details required of every postgraduate study plan but also the background to and justification for the joint project. The plan shall further describe the forms of cooperation and describe the independent contribution of each of the participants.

If individual postgraduate study plans already accepted are revised in the course of the students' studies so that proceeding with the plans will require drawing up a joint plan, or, conversely, if an original joint plan subsequently splits up into individual plans, an application must be submitted to the Academic Council regarding such a change of plans. Each student shall complete his/her supporting studies independently and in full even if two or more students give a joint Demonstration of Proficiency.

Each student participating in a joint project must be able to show his/her independent contribution to the whole. It must be apparent in the Demonstration of Proficiency which portions are independent contributions and which are the result of collaboration. The Demonstration of Proficiency shall include sufficient individual performances to allow for evaluation of the quality of the contribution of each of the participants. In essence, it must be possible to evaluate the joint Demonstration of Proficiency separately in order to assign individual grades to each student.

More pre-examiners and examiners than usual may be appointed if the scope or nature of a subject so requires. At the Public Examination, the competence of each participant in the subject at hand must be clearly distinguishable.

3.6 Making up for expired studies

Study completions shall remain valid for no more than 10 years ([Guidelines in Finnish](#)). All completions and Demonstration of Proficiency Components to be included in a degree shall have been completed no earlier than 10 years before the date on which the Demonstration of Proficiency is submitted for examination. If any Component of the Demonstration of Proficiency has expired, the student must update it as agreed at the Doctoral School.

Any expired Components of the Demonstration of Proficiency must be made up for as per the Vice-Dean's instructions.

Expired study credits (supporting studies) shall principally be substituted with other applicable completions.

In case a student is at risk of having study credits expire, he/she shall discuss with his/her Supervisor-in-Charge or with the supervising professor well in advance of the expiry date in order not to jeopardise his/her graduation and to avoid unnecessary extra work.

4 MODIFYING THE STUDY PLAN

4.1 Amending an already approved plan

If a doctoral student wishes to change his/her study plan so as to substantially alter the content of an artistically-oriented Demonstration of Proficiency, the student shall apply to the Academic Council. The application to change the study plan shall include a statement from the Supervisor-in-Charge.

4.2. Transferring between study programmes

If a student wishes to change from one doctoral study programme to another, he/she shall submit a new study plan to the Academic Council for approval. This plan shall include a proposal for supporting studies as per the new study programme; these shall be completed before an examination permit may be issued for the examination process. In other respects, the provisions of chapter 2 above concerning applying for a right to study shall apply.

4.3 Applying for doctoral studies after completing a licentiate's degree

A student who was granted the right to study for a Licentiate of Music degree in the admissions process but not for a doctorate may apply for the right to complete a doctorate after completing the licentiate's degree. The application, including a doctoral study plan, shall be addressed to the Academic Council which, after having received a statement from the Expert Committee and having consulted the Doctoral School in question, shall decide on the acceptance of the study plan and submit a proposal to the Dean concerning the placement of the applicant in a Doctoral School.

4.4 Presenting a licentiate's thesis as a Doctoral Dissertation

A student who was granted the right to study for a Licentiate of Music degree may request from the Academic Council that his/her licentiate's thesis, having progressed to the examination stage, should be presented instead as a Dissertation, if the examiners of the thesis and the Supervisor-in-Charge are unanimously in favour of this. The Academic Council shall decide whether to convert the examination process accordingly, on the basis of statements received. The student shall be given the opportunity to respond to the examiners (in writing). The student shall also be given the

opportunity to return a written response to the statements concerning the Dissertation submitted to the Academic Council. Such remarks shall be returned in accordance with the rectification procedure, within 14 days of being notified of said statements.

5 PUBLIC EXAMINATION IN THE ARTS, RESEARCH AND APPLIED STUDY PROGRAMMES

In the Arts Study Programme, artistic Components shall be examined separately, and each recital shall be preceded by a pre-examination; examination of the thesis shall likewise be preceded by a pre-examination. In the Research Study Programme, examination of the Dissertation shall be preceded by a pre-examination. In the Applied Study Programme, each recital (if any) and other Components of the portfolio shall be pre-examined and examined.

Pre-examiners, examiners and opponents of a Dissertation, licentiate's thesis or other Demonstrations of Proficiency shall be subject to the disqualification provisions set forth in section 28 of the Administrative Procedure Act (434/2003).

The guidelines for examiners issued by the Academic Council can be found on the [here](#).

5.1 Pre-examination of individual Components in the Arts Study Programme or Applied Study Programme

A Component of the Artistic Demonstration is, for example, a recital, performance, event, liturgy, recording, or musical score forming part of a Demonstration of Proficiency in the Arts or Applied Study Programme.

The student shall be responsible for organising or recording the Components.

The student shall sign up for a Component of the Artistic Demonstration by filling out the registration form in accordance with the instructions given on the form.

Composition students shall submit to the school the scores of the works to be included in the recital and any other material required for evaluation in a sufficient number of copies to allow one copy for each member of the Artistic Committee and one for the doctoral school.

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Dean, 1 Oct 2018

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- 5.2 Pre-examination of written Demonstration of Proficiency (dissertation, thesis, or development project and summary report)

Components to be included in an artistically-oriented Demonstration of Proficiency shall be preceded by a pre-examination, in which a pre-examiner appointed by the Academic Council shall verify the competence of the student vis-à-vis the planned Component. The pre-examiner shall confirm the pre-examination by signing the registration form or by returning a pre-examination approval. The Artistic Committee may not evaluate the Component if it is not approved by the pre-examiner. If the Component is not approved by the pre-examiner, the student may, immediately upon receiving the pre-examination rejection, appeal to the Artistic Committee, which may at its discretion allow the Component to go ahead.

5.1.1 Artistic Committee evaluating an artistic Demonstration of Proficiency

The Academic Council shall appoint an Artistic Committee to examine any artistically-oriented Demonstration of Proficiency, comprising at least five members, one of which the Council shall appoint as the Chair. The student shall be given the opportunity to respond to the Artistic Committee's remarks on the composition before it is formally appointed.

The Artistic Committee shall hear or otherwise evaluate all of the completions forming part of an artistically-oriented Demonstration of Proficiency. The Artistic Committee shall have a quorum whenever three of its members (including the Chair) are present. If the appointed Chair is not present, the members of the Artistic Committee who are present shall select a temporary chair from amongst themselves.

The Chair of the Artistic Committee evaluating a Component, or his/her substitute, may appoint temporary additional members to the Artistic Committee with the student's approval if the performance is at risk of being cancelled because of an acute shortage of available Artistic Committee members; in such a case, the Chair or his/her substitute shall immediately inform the head of the Doctoral School (DocMus), the professor in the relevant department (MuTri departments) and other members of the Artistic Committee. The aforementioned persons shall jointly ensure that the student has the opportunity to be heard. The duties of the Chair and members of an Artistic Committee are given in more detail in separate guidelines that can be found [here](#).

5.1.2 Evaluating and accepting a Component

Separate guidelines have been issued for Artistic Committees in composition on the one hand and in other Arts Study Programme subjects on the other. A feedback discussion shall be held immediately after each Component, in which the student shall be informed of whether the Component was accepted or rejected; the Chair shall inform the doctoral school of the outcome within one week. If the Component is rejected, the reasons for this shall be given in a written statement.

5.1.3 Repeating a rejected Component

If the Artistic Committee rejects a Component, the student must redo it. The redoing shall be agreed upon with the Supervisor-in-Charge and shall be organised the same as any other artistic Component. The repeat Component may be submitted as a recording; however, no more than two of the five recitals or similar performances forming part of an Artistic Demonstration may be replaced with a recording. [[DocMus manual](#), [MuTri manual](#) (only in Finnish)]

5.2 Pre-examination of written Demonstration of Proficiency (Dissertation, thesis, or development project and summary report)

Written Demonstrations of Proficiency are examined in two stages: (1) Pre-examination and (2) Public Examination. The purpose of the Pre-examination is to ensure that the material proposed as the Demonstration of Proficiency fulfils the formal requirements and is of a satisfactory quality.

The Academic Council shall appoint the pre-examiners and language checkers for Dissertations (Research), theses (Arts) and development projects and summary reports (Applied Study). There shall be at least two pre-examiners for each Demonstration of Proficiency. The pre-examiners of the Demonstration of Proficiency in the Research Study Programme and scholarly-oriented Demonstration of Proficiency in the Applied Study Programme shall have completed a scholarly-oriented doctorate.

The pre-examiners' qualifications shall be discussed at the doctoral school, and a brief description of their expertise and suitability shall be prepared in justification of their appointment. This description shall be written by the dissertation supervisor in the Research Study Programme and by the thesis supervisor in the Arts Study Programme. In the Applied Study Programme, the steering group shall prepare a statement under the guidance of its chair containing a general description of the policy regarding the content of the degree and the components of the development project, as well as a proposal on pre-examiners.

The student shall be given the opportunity to respond to the examiners (in writing). The student shall also be given the opportunity to return a written response to the pre-examiners' statements submitted to the Academic Council.

The pre-examiners shall prepare a written statement addressed to the Academic Council, with justifications, within two months for a thesis, or within three months for a Dissertation or a development project that includes a summary report; however, no statement need be returned for Components that have already been examined.

If the pre-examiners do not recommend granting an examination permit due to shortcomings found in the work submitted, the pre-examination procedure shall be cancelled. The student may, however, appeal to the Academic Council, which shall decide whether or not the examination process should continue.

If the pre-examination procedure is cancelled, the student may request a new pre-examination once the Demonstration of Proficiency has been revised pursuant to the rejection statement, and the Supervisor-in-Charge agrees that the pre-examination procedure may be restarted.

6 EXAMINATION OF DEMONSTRATION OF PROFICIENCY AT A PUBLIC EXAMINATION (ALL STUDY PROGRAMMES)

6.1 Granting an examination permit

The examination permit for a Demonstration of Proficiency shall be granted at a meeting of the Academic Council. An examination permit may not be granted until all supporting studies included in the degree have been completed and registered.

In the Research Study Programme and the Applied Study Programme, an examination permit is granted on the basis of statements submitted by the pre-examiners and language checkers. In the Arts Study Programme, an examination permit is granted on the basis of statements submitted by

the thesis pre-examiners and language checkers once all the Components to be included have been examined and approved. The Academic Council grants the examination permit and appoints the opponent(s) (Research), the examiner(s) of the development project and report (Applied Study) or the examiner(s) of the thesis (Arts), and also the Chair of the Public Examination.

The student shall be given the opportunity to respond to the opponents(s), examiners, and Chair (in writing). Such remarks shall be returned in accordance with the rectification procedure, within 14 days of being notified of said statement.

6.2 Public Examination

The purpose of the Public Examination is to examine the student's dissertation (Research), thesis (Arts) or development project and report (Applied Study). Components that have already been examined separately do not need to be examined again, but a statement concerning them, including justifications, shall be read out at the Public Examination. This may be a statement concerning an Artistic Demonstration in the Arts Study Programme or separate artistic Components in the Applied Study Programme.

Arts Study Programme statement

After the acceptance of the final Component for the Artistic Demonstration, the Chair, having conferred with the Artistic Committee members, shall prepare a written statement with justifications on the Components included in the Artistic Demonstration, including a suggested grade. This statement shall include a description and evaluation of all of the Components included in the Artistic Demonstration, a critical analysis of the student's merits, and final remarks. The statement shall include the names of all of the Artistic Committee members who participated in evaluating the Components. Each member of the Artistic Committee may also submit an individual statement if they so wish. These statements shall be addressed to the Academic Council.

Applied Study Programme statement

The instructions for the Arts Study Programme statement shall be followed as close as possible.

6.3 Acceptance of Demonstration of Proficiency and determining the grade

The examiners' final statements shall be submitted to the Academic Council within one month of the Public Examination and shall include a grade suggestion ('fail', 'pass' or 'pass with distinction'). A grade of 'pass with distinction' may be suggested for a Demonstration of Proficiency if it is undeniably of a particularly high quality.

Grade suggestions shall be submitted as follows:

- In the Research Study Programme, the grade suggestion shall be submitted by the opponent(s).
- In the Arts Study Programme, a separate Grade Committee shall make an overall grade suggestion on the basis of the final statements of the Artistic Committee and the thesis examiner(s).
- In the Applied Study Programme, a separate Grade Committee shall make an overall grade suggestion on the basis of the statements returned on the individual Components and the statements of the examiners.

The student shall be given the opportunity to respond to the statements (in writing). Such remarks shall be returned in accordance with the rectification procedure, within 14 days of being notified of said statement.

The Academic Council shall decide whether to accept the Demonstration of Proficiency and which grade to award on the basis of statements submitted by the examiners and the Grade Committee. The Council may consult the examiners and opponents while deliberating on its decision.

6.4 Rejection of Demonstration of Proficiency

A request to reject a Demonstration of Proficiency or an entire degree must be submitted in writing, with justifications. In deciding to reject a Demonstration of Proficiency, a licentiate's thesis or a Dissertation on the basis of statements submitted by the examiners or opponents or other written remarks, the Academic Council may consult the Chair, the examiners or the opponents. The Academic Council may also invite an expert who is not a member of the Council to sit in on the council session as an auxiliary member with the right to weigh in.

6.5 Examination of a licentiate's degree

The Academic Council shall appoint the examiner(s) for the thesis, licentiate's thesis or development project and report to be included in a licentiate's degree. The Academic Council shall also appoint a language checker. The examiners shall submit their statements to the Academic Council within two months. Additionally, the Chair of the Artistic Committee (Arts Study Programme) shall submit a written statement on behalf of the Artistic Committee.

A licentiate's thesis in the Research and Applied Study Programmes may be examined for instance in connection with a seminar session in which the procedure for Public Examination is followed as applicable.

The examiners' statements (except for the statement of the language checker) shall indicate whether they propose that the Demonstration of Proficiency should fail, pass or pass with distinction. A grade of 'pass with distinction' may be suggested for a Demonstration of Proficiency if it is undeniably of a particularly high quality. The Academic Council shall decide on the grade on the basis of statements received.

7 PUBLICATION OF THE WRITTEN PORTION OF A DISSERTATION, THESIS OR PROFICIENCY DEMONSTRATION PORTFOLIO

The **written portion** of a doctorate is either a **thesis** (Arts), a **dissertation** (Research) or a **development project with summary report** (Applied Study). The written portion may be published in electronic and/or printed form.

The student shall be responsible for organising the publication and public display (for 10 days before the examination) of the written portion(s) of his/her Demonstration of Proficiency after the Academic Council has granted permission to hold the Public Examination.

Publication shall be agreed upon with the Sibelius Academy in writing; the content of the publication agreement may be viewed here.

The student shall be responsible for obtaining any permissions necessary for publishing the articles contained in an article-based dissertation.

7.1 Publication and public display

An examination permit from the Academic Council constitutes not only permission to hold the Public Examination for the student's degree but also permission to publish the dissertation, thesis or summary report.

The student shall be responsible for formatting the layout of the publication after permission to publish has been granted. The student shall be responsible for ensuring that the publication complies in appearance with the specifications that can be found in the [DocMus manual](#). The layout shall be sent in PDF format to the Doctoral School, where an employee, as the publisher's representative, will verify the layout (though not the content) and approve the work for printing. The student shall be responsible for checking the proof returned in PDF format and for issuing the imprimatur.

The printed books shall be delivered from the printers to the Doctoral School office, and three copies shall be delivered directly to the library at the M building.

The print run shall be 50 copies, and the book shall later be available on a print-on-demand basis in the Unigrafia online shop. The student shall distribute copies of the book as follows:

- 10 copies to be distributed at the student's discretion
- one copy to each of the following (depending on the type of degree):
 - o opponent(s)
 - o examiner(s) of the thesis or written work
 - o members of the Artistic Committee
 - o members of the steering group
 - o Chair
- three copies to the University of the Arts Library at the M building, of which one shall be put on public display at least 10 days before the public examination. Compositions included in the Demonstration of Proficiency shall also be put on public display at the university library at least 10 days before the public examination.

If the work is published only in electronic format, the student shall be responsible for providing the library with a PDF file or web address at least 20 days before the Public Examination.

The library shall ensure that a work published only in electronic format will be on public display in the ArscA database of the Sibelius Academy Library at least 10 days before the public examination.

8 RECEIVING THE DEGREE CERTIFICATE

The provisions of section 44 of the Educational Regulations concerning the receiving of a degree certificate and the conferring of academic titles by the university shall apply. A student must be registered as present at the university when he/she submits his/her Demonstration of Proficiency for examination and when it is approved.

9 ENTRY INTO FORCE

This Decision shall enter into force on 1 Oct 2018 and with regard to theses in the Arts Study Programme shall only apply to students who have begun their studies on or after 1 Aug 2011, and to any students who have begun their studies earlier and wish their written work to be evaluated as a thesis. For all other students, the provisions concerning written work that were in force on 31 Jul 2011 shall apply.

Helsinki, 1 Oct 2018

Kaarlo Hildén
Dean