THINGS TO NOTE BEFORE SUBMITTING THE APPLICATION TO THE FACULTY
Carefully following the instructions will clearly speed up the processing of your case

1. If you have not separately listed the articles of the dissertation and you are attaching your entire list of publications, have you clearly indicated in the list which are the articles used in the dissertation? The list is to also include any submitted, not yet accepted manuscripts. All authors of a publication must be listed of all articles used in your thesis and of your other publications published in the last three years (does not apply to consortium members found in separate lists of the publication).

2. Regarding the co-authored publications included in your thesis, if the I or II author has not yet defended their doctoral thesis, your application is to include information on whether the co-authored publication will be used in another doctoral thesis as well. If the article will be used in another doctoral thesis, you are to include a consent signed by the co-author that the partial work can be used in your thesis.

3. You are to comprehensively list your contribution for each article separately.

4. When submitting your application, the thesis manuscript is to contain:
> • a table of contents with page numbers
> • an abstract written in English (and in Finnish/Swedish, only if either of these is your mother tongue). The maximum length of each abstract is 1.5 pages/language, the recommended length is 1 page.

In addition:
> • the chapters of the dissertation must be in the correct order
> • appearance and language are to be finalized
> • the final or latest versions of all published articles and submitted manuscripts are attached after the results section in the correct order

5. The literature review must include all finished images and tables. The modified images must include a mention of the original images. Permission to publish the image in your dissertation must be requested from the owner of the original image. Copyright information must be documented in the transcript..

6. Does your application have all the required signatures? A missing signature can delay processing.

7. Has your name, the name of your supervisors, pre-examiners or opponent changed? Include information on these names in the application it is easier to check disqualifications.