

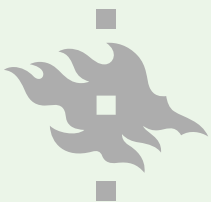


# Code of Practice

Finnish School in Wildlife Biology, Conservation and Management



LUOVA



UNIVERSITY OF HELSINKI

## Table of Contents

---

Applicant's check list .....	2
Doctoral training in Finland.....	3
LUOVA doctoral programme .....	3
LUOVA's management.....	4
LUOVA's code of practice .....	4
Responsibilities of a postgraduate student .....	4
Responsibilities of a supervisor.....	5
Responsibilities of the doctoral programme .....	5
Problem situations .....	5
General issues .....	6
Applying for the right to complete a postgraduate degree.....	6
Applying for LUOVA membership - students.....	6
Applying for LUOVA membership - supervisors.....	6
Doctoral studies .....	6
Annual meetings with the thesis advisory committee.....	6
The approval process of a dissertation and graduation.....	7
Authors .....	8
References .....	8
Appendix 1. (Ministry of Education: Updated graduate school practices 29.8.2008) .....	9

### Applicant's check list

- Familiarise yourself with the instructions and requirements for PhD candidates set by your faculty.
- Together with your supervisor, draw up your personal postgraduate study plan according to the faculty's instructions.
- Apply for the right to complete a postgraduate degree at your faculty.
- After being granted the right to pursue PhD studies, apply for LUOVA membership.
- Within four months after being accepted to LUOVA, contact your thesis advisory committee and schedule the first meeting; future meetings must take place annually.
- Submit reports of the thesis advisory committee meetings to LUOVA in a timely manner.
- Complete the licentiate examination and literature review (the latter only in Ecology and Evolutionary Biology and few other majors at the Faculty of Biological and Environmental Sciences) within the two first years of your PhD studies.

## Doctoral training in Finland

---

In Finland university degrees and their contents, the structure of studies and other study requirements, and the degrees to be awarded by each university are regulated by the universities act (558/2009) and the government decree on university degrees (794/2004). According to chapter 5, section 37 of the universities act a person is eligible for studies leading to academic postgraduate degree if he/she has completed:

- 1) An applicable higher university degree;
- 2) An applicable higher polytechnic degree; or
- 3) An applicable education completed abroad which in the awarding country gives eligibility for corresponding higher education.

Furthermore, universities may require an admitted postgraduate student to complete supplementary studies in order to acquire the knowledge and skills necessary for postgraduate studies.

According to chapter 5, section 21 of the government decree, the aim of postgraduate education is that PhD candidates:

- 1) Become thoroughly familiar with their field of research and its social significance, and gain knowledge and skills needed to apply scientific research methods independently and critically, and to produce new scientific knowledge within their field of research;
- 2) Become familiar with the development, basic problems and research methods of their field of research; and
- 3) Gain such knowledge of the general scientific theory of their own field of research and other related disciplines that enables the candidates to follow developments in them.

## LUOVA doctoral programme

---

The Finnish School in Wildlife Biology, Conservation and Management - Finnish acronym LUOVA - belongs to the Finnish doctoral programme system funded by the Ministry of Education and Culture and Academy of Finland. LUOVA was established in 1995 and was among the first doctoral programmes in the current system in Finland. LUOVA's home institution is the Department of Biosciences, section of Ecology and Evolutionary Biology, at the University of Helsinki. Other member institutions include the Departments of Environmental Sciences, Forest Sciences, and Agricultural Sciences, Finnish Museum of Natural History and Lammi Biological Station as well as several

In addition, chapter 5, section 22 of the government decree stipulates that, in order to be awarded a doctorate, the student must:

- 1) Complete the required postgraduate studies;
- 2) Demonstrate independent and critical thinking in the chosen field of research; and
- 3) Write a doctoral dissertation and defend it in public.

A series of scientific publications or manuscripts dealing with the same set of problems, deemed sufficient by the university, and accompanied by a summary of the findings, or some other work which meets corresponding scientific criteria may also be accepted as a doctoral dissertation. The publications may include co-authored papers if the author's independent contribution to them can be demonstrated.

Moreover, according to the policy decision of the University Senate (8.6.2006), the primary postgraduate degree at the University of Helsinki is the doctoral degree. Doctoral studies include the dissertation and related research, seminars and other degree studies, and should be planned so that the degree can be completed in four years of full-time study. The university follows postgraduate students' progress through the student register and students who have not completed their degree in seven years will receive faculty-specific instructions on how to update the postgraduate study plan and to register for the following academic year.

governmental research institutes within LUOVA's field of research.

LUOVA trains postgraduate students in the fields of conservation, management and sustainable use of natural populations to become professionals in research, education, and administration. The doctoral programme offers to its members support at different stages of their postgraduate studies, including travel grants on competitive basis to attend courses abroad and to collaborate on research leading to a chapter in the PhD thesis.

LUOVA has around 60 student members, of whom 25% have been foreign students in recent years, as well as more than 50 supervisors. Some students hold a 4-year full-time PhD position funded by the Ministry of Education and Culture, the rest are matching funds students with their own funding or supported by their supervisor. All students regardless of their funding source have equal rights and responsibilities in the doctoral programme.

### LUOVA's management

All LUOVA's member institutions have at least one representative in the doctoral programme's board which is in charge of the strategic planning of the doctoral programme. Furthermore, the board promotes collaboration between LUOVA and its member and partner institutions, reviews annual budgets and action plans written by the coordinator, and selects new students for the 4-year postgraduate

positions funded by the Ministry of Education and Culture and matching funds positions as well as accepts new supervisors to the programme. When necessary, the board may also participate in solving problems the student members may have encountered (see below for further information).

LUOVA's coordinator plans and implements the doctoral programme's activities, keeps contact with LUOVA's national and international partners, manages finances, follows students' progress, helps students and their supervisors on various administrative issues related to postgraduate studies as well as is responsible of communications within the doctoral programme. Students, supervisors and applicants are encouraged to contact the coordinator on any issues related to the doctoral programme or its activities. When necessary, the coordinator will take the matter to the director and/or board of LUOVA.

## LUOVA's code of practice

---

This code of practice describes the minimum requirements set for all LUOVA students and supervisors affiliated to the doctoral programme. The aim is to establish good practice that enables completion of the doctoral degree within four years of full-time study.

All LUOVA students must be admitted the right to complete a doctoral degree either by the Faculty of Biological and Environmental Sciences or Agriculture and Forestry and must receive high-quality supervision, mentoring, guidance and good advice throughout their doctoral studies. These faculties require supervisors to hold a doctorate. Furthermore, at least one of them must have the qualifications of a docent or equivalent academic qualifications.

One of the keys to a successful PhD project is a good working relationship between the postgraduate student and the supervisor or supervisors. At the onset of the PhD candidate's doctoral studies, the supervisor and the student must together set the objectives and a timetable for the dissertation and agree on the practical implementation of supervision so that each party is aware of their responsibilities, expectations of each other and the principles of collaboration. It is also appropriate to agree on the authorship of research papers as early as is practicable. In order to build mutual trust, both the student and the supervisor should seek to understand

each others' concerns and treat each other with respect.

### Responsibilities of a postgraduate student

LUOVA expects that each student:

- Commits to independent, critical and long-term work;
- Promotes academic integrity and honesty, and understands the principles of good practice and ethics of science;
- Takes responsibility for his/her learning and progress in studies, and keeps the supervisor and thesis advisory committee well informed on the progress;
- Gives serious consideration to the supervisor's advice and feedback;
- Alerts the supervisor, thesis advisory committee and/or doctoral programme at an early stage of any difficulties or lack of progress;
- Contributes to LUOVA's community by e.g. attending courses, other students' research seminars, providing feedback and generally being supportive of other students; and
- Informs the doctoral programme of changes in his/her membership, including shifting from full-time to part-time studentship, maternity or paternity leave or long-time sickness leave, or termination of doctoral studies.

## Responsibilities of a supervisor

A supervisor affiliated to the doctoral programme should:

- Commit to guide, encourage and motivate the student in his/her research and doctoral studies throughout the entire duration of the PhD project;
- Teach the student the principles of academic integrity and good practice of science as well as research ethics;
- Spur the student to take initiative and develop critical thinking, and promote him/her to grow into an independent researcher;
- Follow the progress of the student regularly, provide prompt feedback and take necessary measures if the student encounters problems and/or the work is not proceeding as expected;
- Encourage the student to present his/her work at seminars and conferences, and support the student's integration into the academic community;
- Have enough time for all students under his/her supervision and treat each of them equally;
- Inform the student of the university policies and regulations;
- Guide the student in such research-related practices as writing a research plan and various applications, publishing, applying for funding, etc.;
- Clearly inform the student if he/she is expected to work on projects that will not contribute to the student's doctoral degree;
- Ensure that the doctoral dissertation is the student's own work and verify its quality;
- Discuss the potential dissertation pre-examiners and defence opponent with the student, though the professor of the student's major subject will make the official proposal concerning the pre-examiners and the opponent to the faculty; and
- Assist the student with career development, and advice and help him/her to find employment after graduation.

## Responsibilities of the doctoral programme

LUOVA will offer its students all possible support to complete their doctoral studies in four years. This

includes providing high standard training in the form of courses and seminars, and opportunities for internationalisation by funding student travel. Students and supervisors may contact the doctoral programme coordinator for advice on various administrative matters.

LUOVA will look after the best interest of its students and treat all members fairly and equally keeping this code of practice as its guideline. Additionally LUOVA is committed to the personnel policy of the University of Helsinki and to the code of practice set by the Ministry of Education and Culture (Appendix 1).

## Problem situations

If a problem arises – may it be a regrettable conflict between the student and the supervisor, or some other issue – it is best identified while it is still small and manageable. If the student and the supervisor are unable to resolve the problem they should contact the thesis advisory committee for counsel. The committee may also independently bring forth a problem if they suspect the student is encountering difficulties. A report describing the problem and the committee's recommendation should be delivered to the doctoral programme coordinator as soon as possible.

If the thesis advisory committee fails to resolve the problem, the coordinator will take the matter to the head of the doctoral programme. Additionally, the board of LUOVA may help to resolve the problem. In case of a conflict between the student and his/her supervisor the board will meet separately with the student and the supervisor in order to help and resolve the conflict.

If LUOVA's arbitration fails, the student and/or the supervisor must contact the professor in charge of the major subject, the faculty office or the vice-dean in charge of research according to the faculty's general instructions for postgraduate study. As stated in the instructions, a supervisory relationship can be terminated in writing on the initiative of either the student or the supervisor. If a postgraduate student has been assigned several supervisors, supervisory changes can be agreed upon within the existing arrangements or by appointing a new supervisor.

### Applying for the right to complete a postgraduate degree

Postgraduate degrees are awarded by faculties, not by doctoral programmes. Thus before applying for LUOVA's matching funds membership either the Faculty of Biological and Environmental Sciences or Agriculture and Forestry must grant the student with the right to pursue a postdoctoral degree. To apply, each postgraduate applicant must together with the supervisor draw up a postgraduate study plan and submit it to the faculty. The application procedure varies somewhat from faculty to faculty, hence the applicant must familiarize himself/herself with the specific instructions and requirements of the faculty he/she is applying to. In general, the study plan includes a research plan, a tentative plan for studies, information about supervision, and names of the thesis advisory committee members. In addition, foreign applicants must demonstrate communication-level proficiency in Finnish, Swedish, or English.

### Applying for LUOVA membership - students

Some LUOVA students hold a 4-year full-time PhD position funded by the Ministry of Education and Culture, the rest are matching funds students with their own funding or funding from the supervisor. PhD positions funded by the Ministry of Education and Culture are advertised every second year and students will be selected through a separate open call.

Matching funds positions may be applied at any time with an electronic application form available at [www.helsinki.fi/luova/application](http://www.helsinki.fi/luova/application). The board of LUOVA reviews these applications four times a year few weeks after the Faculty of Biological and Environmental Sciences has handled the applications submitted to it. You are welcome to apply for LUOVA membership if:

- 1) You begin to work on a doctoral thesis related to any of the fields covered by LUOVA and are not a member of any other doctoral programme;
- 2) You are enrolled as a PhD student at one of the following departments:
  - Department of Biosciences
  - Department of Environmental Sciences
  - Department of Forest Sciences
  - Department of Agricultural Sciences; and
- 3) Your supervisor is one of LUOVA's supervisors.

For further information on how to apply and a list of affiliated supervisors, please consult LUOVA's website at [www.helsinki.fi/luova](http://www.helsinki.fi/luova).

### Applying for LUOVA membership - supervisors

Supervisors wishing to become affiliated to LUOVA must hold a docentship and/or a status of a principal investigator at the university, and their work must represent LUOVA's fields of research (conservation, management and sustainable use of natural populations). Information on how to apply for the affiliation is available at [http://www.helsinki.fi/luova/supervisor\\_info/index.html](http://www.helsinki.fi/luova/supervisor_info/index.html).

### Doctoral studies

To be awarded with a doctoral degree each PhD candidate must complete studies in the major and minor subjects amounting to at least 60 ECTS (European Credit Transfer System), write a doctoral dissertation, and defend it in public. For specific requirements students must refer to their faculty's instructions. In general, the formal training must support the student's research work, provide knowledge and skills necessary for scholarly work and other demanding expert tasks, and may include seminars, a book examination, a literature review, postgraduate courses, conference presentations and posters, as well as teaching and student supervision. LUOVA expects its students to participate in the training offered by the doctoral programme, and encourages them to attend postgraduate courses abroad and present their work at international conferences. All students must complete the licentiate examination and literature review (the latter only in Ecology and Evolutionary Biology and few other majors at the Faculty of Biological and Environmental Sciences) within the two first years of their PhD studies.

The doctoral studies required by the faculty should be completed before the appointment of the dissertation pre-examiners.

### Annual meetings with the thesis advisory committee

All LUOVA students must together with their supervisor assemble a personal thesis advisory committee. In the Faculty of Biological and

Environmental Science, the committee members must be named in the postgraduate study plan before submitting it to the professor in charge of the major subject for approval. The committee must have at least two specialist members from a relevant field of research and two of them must hold the qualifications of a docent or equivalent knowledge. To ensure objectivity, all of them must be independent of the student and the supervisor at the time of appointment. It should be noted that at the Faculty of Biological and Environmental Sciences, only one of the two dissertation pre-examiners can be a member of the thesis advisory committee. Usually none of the dissertation pre-examiners has been a member of the advisory committee.

There are no limitations as to where the committee members come from but it should be noted that neither LUOVA nor the Faculty of Biological and Environmental Sciences can offer financial support for their travel expenses. Many LUOVA students may find at least one suitable member for their thesis advisory committee from one of the governmental research institutes. It is also advisable that at least one of the committee members is well familiar with the faculty's requirements for a PhD degree to make sure that the student completes the obligatory studies early on in the course of his/her doctoral studies.

The committee's task is to annually monitor the student's progress and to support his/her graduation within four years of full-time study. To accomplish this, the committee should:

- Discuss the student's research plan with him/her to ensure the plan is clear, feasible and relevant;
- Give the student constructive feedback on the progress of his/her postgraduate studies and research;
- Issue recommendations on studies supporting the student's research work;
- Take up problems and/or issues that need to be addressed; and
- Aid the student plan his/her career.

LUOVA expects all its students to arrange the first meeting with the thesis advisory committee within four months after being granted the doctoral programme membership. The subsequent meetings must take place annually. The format of the meetings is flexible, and on mutual agreement the meetings may take place more often than once a year. The student must send the committee members a report

of his/her progress and an up-dated research plan at least one week prior to the scheduled meeting. The written reports as well as the student's future plans should be discussed in the meeting.

While writing the progress report the student should follow the instructions on LUOVA's website ([www.helsinki.fi/luova/student\\_info/advisory\\_committee.html](http://www.helsinki.fi/luova/student_info/advisory_committee.html)) as closely as possible. After the meeting, the report must be up-dated to include the date and place of the meeting, who were present, and a short delineation of what was discussed. The up-dated report must be immediately sent to the doctoral programme coordinator. The absolute deadline for each year is December 15<sup>th</sup>.

Reports submitted to LUOVA in due time are a prerequisite for obtaining LUOVA's travel grants. Students failing to comply with the thesis advisory committee programme can be expelled from the doctoral programme.

The approval process of a dissertation and graduation

The format of dissertations and procedures how faculties handle them vary and the student should become acquainted with the instructions in his/her faculty. Dissertations are commonly discussed at three faculty council meetings. In the first meeting, the council appoints the pre-examiners of the dissertation, and in the second meeting grants the student with the permission to defend the thesis in public and appoints the defence opponent and custodian. In the third meeting taking place after the public examination the thesis is approved and graded. While planning the examination schedule the student should take into account the dates of the faculty council meetings and furthermore, after the permission to defend has been granted allow at least 10 days (minimally five days under special circumstances) before the defence for the public display of the dissertation.

After the student has completed the doctoral studies and the dissertation has been approved and graded he/she will not receive the doctoral diploma automatically but must request it from the faculty. The diploma will usually be available in a few weeks after requesting for it. In summertime diplomas may not be issued at all or the waiting time may be significantly longer.

## Authors

---

Dr. Anni Tonteri, Coordinator of LUOVA

Research professor Ilkka Hanski, Director of LUOVA 1.1.1995-31.12.2011

## References

---

Application procedure for postgraduate applicants:

- [http://www.helsinki.fi/admissions/postgraduate\\_applicants.htm](http://www.helsinki.fi/admissions/postgraduate_applicants.htm)
- [http://www.helsinki.fi/bio/faculty/admissions/phd\\_studies/index.html](http://www.helsinki.fi/bio/faculty/admissions/phd_studies/index.html)
- [http://www.mm.helsinki.fi/english/studies/applying/postgraduate\\_applicants.html](http://www.mm.helsinki.fi/english/studies/applying/postgraduate_applicants.html)

Thesis advisory committee:

- [http://www.helsinki.fi/bio/faculty/research/phd\\_studies/advisory\\_committee.html](http://www.helsinki.fi/bio/faculty/research/phd_studies/advisory_committee.html)
- [http://www.helsinki.fi/luova/student\\_info/advisory\\_committee.html](http://www.helsinki.fi/luova/student_info/advisory_committee.html)

The Universities Act 558/2009:

- <http://www.finlex.fi/fi/laki/kaannokset/2009/en20090558.pdf>

Government Decree on University Degrees 794/2004:

- <http://www.finlex.fi/fi/laki/kaannokset/2004/en20040794.pdf>

Policies on doctoral degree at the University of Helsinki:

- <http://www.helsinki.fi/tutkinonuudistus/materiaalit/Policies%20concerning%20doctoral%20degrees%20-%20engl.pdf>

Student register monitoring of postgraduate students:

- [http://www.helsinki.fi/jatko-opiskelijaksi/opintojen\\_seuranta.shtml](http://www.helsinki.fi/jatko-opiskelijaksi/opintojen_seuranta.shtml)

Finnish doctoral programmes:

- <http://www.aka.fi/en-gb/A/Science-in-society/The-research-career/Graduate-schools/>

VGSB code of conduct:

- [http://www.biocenter.helsinki.fi/viikkigs/code\\_conduct.pdf](http://www.biocenter.helsinki.fi/viikkigs/code_conduct.pdf)

General instructions for postgraduate study in the Faculties of Biological and Environmental Sciences and Agriculture and Forestry:

- [http://www.helsinki.fi/bio/faculty/materials/postgraduate\\_studies/general\\_postgraduate\\_instructions\\_0108\\_2008.pdf](http://www.helsinki.fi/bio/faculty/materials/postgraduate_studies/general_postgraduate_instructions_0108_2008.pdf)
- <http://www.mm.helsinki.fi/english/studies/postgraduate/guidelines.html>

Academic integrity at the Massachusetts Institute of Technology: a handbook for students:

- <http://web.mit.edu/academicintegrity/handbook/handbook.pdf>

University College Dublin - Code of practice for supervisors and doctoral students:

- [http://www.ucd.ie/registry/academicsecretariat/con\\_sd.pdf](http://www.ucd.ie/registry/academicsecretariat/con_sd.pdf)

Dissertation and graduation schedule:

- [http://www.helsinki.fi/bio/faculty/research/phd\\_studies/schedule.html](http://www.helsinki.fi/bio/faculty/research/phd_studies/schedule.html)
- [http://www.helsinki.fi/bio/faculty/research/phd\\_studies/format.html](http://www.helsinki.fi/bio/faculty/research/phd_studies/format.html)
- [http://www.helsinki.fi/bio/faculty/research/phd\\_studies/graduation.html](http://www.helsinki.fi/bio/faculty/research/phd_studies/graduation.html)
- <http://www.mm.helsinki.fi/english/studies/postgraduate/guidelines.html#doctoraldegree>

## Appendix 1.

Date of decision  
29.08.2008

Universities  
Graduate schools

Registration number  
10/504/2008

Subject:  
Updated graduate school practices (6/504/2007, 22.3.2007)

By this letter the Ministry of Education updates its recommendations to graduate schools in universities which have Ministry-funded positions in doctoral education.

1. A graduate school is a structure internal to a university, common to two or several universities or common to universities and external partners, within which researcher training is organised into planned, efficient, guided and temporally controlled system. A graduate school has a Board responsible for its operation in conformity with the university's human resources, other policy and agreements in effect. The ultimate responsibility for the graduate school rests with the university and, in the case of a multiple-party graduate school, with the coordinating university. The Ministry of Education funding for a graduate school is allocated to the university, which pays the graduate student salary. Funds allocated from the sub-item for university operational costs cannot be transferred to another organisation. It is possible to write a doctoral thesis outside a university, but the setting must support the growth of the doctoral candidate into a research professional as a member of a research community. Irrespective of where he/she is writing the dissertation, the graduate school students should be able to attend organised doctoral modules, such as lectures, seminars and practicums.

A graduate school student may belong only to one graduate school at a given time and defend his/her dissertation in one university, which alone will report the doctoral dissertation as part of its performance.

### 2. Four-year doctoral training in the employ of a university

Since 1995 the Ministry of Education has allocated operational funds generally for four years towards full-time training of a graduate school student. This funding is allocated to the university within which the graduate school operates or, in regard of a networked graduate school, to the coordinating university. The employment contract between the student and the university must be concluded for a four year period even when the graduate school funds from the sub-item for university operational funds have been allocated to the university or a period shorter or longer than four years. A funding commitment shorter than four years is possible in cases in which the student has done research for the dissertation with other funding and enrolls in a graduate school in the middle of the dissertation process. As a rule, the four-year period should not be extended.

As from 2010 the operational costs appropriation for graduate school salaries will be determined as part of the performance agreement procedure between the Ministry of Education and the university based on a decision made by the Academy of Finland Board concerning openings in graduate schools, without a separate Ministry of Education decision on graduate schools. The term of graduate school openings funded on the basis of the decision made in 2006 will end in 2011. The Ministry of Education sent a letter regarding the financing of these graduate schools in early 2008 (OPM/1/525/2008). For a four-year period of full-time studies to be possible, the appropriation for operational costs should, as a rule, be used during the year for which it is allocated.

The university is responsible for seeing to it that the salary paid to the graduate school student conforms to the university salary scheme. Tasks not relating to the dissertation research which are assigned to the student as a member of the university personnel may not endanger full-time dissertation research. Notifications submitted by a graduate school student concerning secondary occupations and permits concerning them can and must be scrutinised by the university in a same responsible way as those submitted by other personnel.

The Ministry of Education allocates funds for salary increments according to the total salary costs of each university, which will then take care of the salary adjustments in all the personnel groups. The salary raises will no longer be allocated separately to the graduate schools.

### 3. Maternity and parent leave and child-care leave

Maternity and parent leave and child-care leave prolong the duration of the graduate school by the duration of the leave. In its operation, a graduate school must budget for prolonged graduate school periods owing to these reasons. In committing to a graduate school, the university must budget for the cost of maternity and parent leave and child-care leave in the same way as regarding other personnel. The graduate school student has the right to training of the duration agreed upon even though the graduate school closes down during these leaves.

### 4. Centralised access to data on graduate schools in universities

Universities must have centralised access to data on the graduate schools operating within them and on graduate schools in which a department or some organisational unit of the university is a partner. A graduate school must be able to keep record of the number of its students and the sources of financing, and of the number of other students attending the graduate school. Systematic collection of data makes it possible to monitor and evaluate the graduate school system and to participate more effectively in international cooperation in researcher training.

Networked graduate schools do not necessarily have openings for all partners in all application rounds, but this must not endanger cooperation between the parties. The university on its part must take care that the graduate school directors, coordinators and executive groups are familiar with the decision-making procedures and know how to apply the university's human resources policy and the guidelines, statutes and agreements in effect. The graduate school students must also be familiarised with the decision-making and responsibility structures, as well as with the guidelines governing the graduate school.

The networked graduate schools must draw up procedural guidelines for situations in which the partner organisations operate in a different way and which are not directly governed by the guidelines, statutes and agreements. Similarly, operational guidelines must also be drawn up for the eventuality of disputes.

### 5. Future of the graduate school system

The graduate school system is being developed as part of a four-step researcher career system<sup>1</sup> according to the action programme for researcher training and research career paths<sup>2</sup>. The graduate school phase is the first step and it is recommended that the doctoral candidate be called *nuorempi tutkija / yngre forskare* (early-stage researcher).

The decision on graduate school openings was transferred from the Ministry of Education to the Academy of Finland as from 1 January 2008, after which the Academy is solely responsible for researcher career paths. The Ministry of Education is still responsible for the policy lines governing researcher training and still steers both the universities and the Academy of Finland by target outcomes and performance. The

application to graduate schools takes place every other year, the next application round being in 2010. In the 2008 application round, financing was increased with a view to increasing the openings. The aim is to include a larger proportion of doctoral students in more planned education whether in graduate schools or outside them.

The Academy of Finland is intensifying the monitoring of graduate schools and contributes to the development of the system. Apart from scientific quality, the monitoring covers the quality of graduate school operations and processes.

#### 6. Graduate school coordinators

For the 2008 graduate school application, the Ministry of Education instructed the Academy of Finland to issue a decision on a maximum of 20 graduate school coordinator posts. The number of coordinator posts financed by Ministry of Education will be gradually reduced as the networking becomes an established part of university operation with the structural development of the higher education institutions.

#### 7. Contact persons at the Ministry of Education

For further information about researcher education, turn to Counsellor of Education Erja Heikkinen (erja.heikkinen@minedu.fi , tel. +358 9 160 77029) and Senior Advisor Eeva Kaunismaa (eeva.kaunismaa@minedu.fi, tel. +358 9 160 76960). For more information about matters relating to university personnel and salary systems turn to Counsellor of Education Juhani Dammert (juhani.dammert@minedu.fi, tel. +358 9 160 77489).

Director General

Sakari Karjalainen

Counsellor of Education

Erja Heikkinen

For information:  
Academy of Finland

---

<sup>1</sup> Neliportainen tutkijanura. OPM 2008:15. (Four-stage research career system.)

<sup>2</sup> Toimenpideohjelma tutkijakoulutuksen ja tutkijanuran kehittämiseksi 2007-2011. OPM 2007:7. (Action programme for the development of researcher training and research career paths.)

## Contact information

Finnish School in Wildlife Biology, Conservation and Management  
P.O. Box 65 (Viikinkaari 1)  
00014 University of Helsinki  
Finland

Director Professor Lotta Sundström  
Email: [liselotte.sundstrom@helsinki.fi](mailto:liselotte.sundstrom@helsinki.fi)  
Phone: +358-9-19157695

Coordinator Dr. Anni Tonteri  
Email: [luova-info@helsinki.fi](mailto:luova-info@helsinki.fi)  
Phone: +358-9-19157743

[www.helsinki.fi/luova](http://www.helsinki.fi/luova)



Finnish School in Wildlife Biology, Conservation and Management  
luonnonvaraisten eliöiden kestävän käytön ja suojelun tutkijakoulu