

**1. PERSONAL DATA**

Family name/surname (also previous)		First name(s); please underline the name in daily use	
Current address (street)			
Current address (postal code, city, country)			
Telephone numbers: home	work	mobile phone	
E-mail address			
Personal identity number (if you do not have a Finnish identity number, please write your date of birth)		Student number (if existent)	
Mother tongue		Citizenship if other than Finnish	

**2. INFORMATION ON THE APPLIED RIGHT TO STUDY FOR POSTGRADUATE DEGREE**

Major subject
Research topic (title for thesis/dissertation)
Supervisor
Proposed year of graduation

**3. THE DEGREE(S) ON THE BASIS OF WHICH THE RIGHT TO TAKE A POSTGRADUATE DEGREE IS APPLIED FOR**

1. Name of degree	Year of graduation	University
Title of thesis		
Major subject	Grade	
Supervisor of thesis	Extent of thesis (number of pages)	
Extent of previous law studies (if other than a Finnish Master of Laws degree)		
2. Name of degree	Year of graduation	University
Title of thesis		
Major subject	Grade	
Supervisor of thesis	Extent of thesis (number of pages)	
Extent of previous law studies (if other than a Finnish Master of Laws degree)		

**4. RIGHTS TO STUDY FOR POSTGRADUATE DEGREES PREVIOUSLY GRANTED OR APPLIED FOR**

Have you applied previously for the right to take a postgraduate degree at the Faculty of Law? <input type="checkbox"/> Yes, in the year _____ <input type="checkbox"/> No
Previously granted rights to take a postgraduate degree Degree:  University and Faculty:  Date:

**5. INFORMATION ON THE GRADUATE SCHOOL PROGRAMME AND GRANTS**

Have you been accepted to a graduate school programme <input type="checkbox"/> Yes <input type="checkbox"/> No
To what graduate school programme have you been accepted?
Have you received a grant for postgraduate studies <input type="checkbox"/> Yes <input type="checkbox"/> No Please give the name of the awarding organization and the year when the grant was awarded.

**6. PROOF OF LANGUAGE PROFICIENCY**

TOEFL language test: score and year of taking the test
CPE or CAE language test: level and year of taking the test
IELTS language test: score and year of taking the test
Other language test: name of test and year of taking the test

**7. APPLICANT'S SIGNATURE**

I hereby declare that all information provided on this application form and on the attached documents is correct.  Date and signature ____/____ 201__ _____
---

**8. STATEMENT BY PROPOSED SUPERVISOR**

I have acquainted myself with the enclosed study and research plans of _____ and _____ <input type="checkbox"/> I support the application for the right to take the Doctor of Laws degree <input type="checkbox"/> the Licentiate degree <input type="checkbox"/> I agree to be appointed as supervisor in accordance with the study and research plans <input type="checkbox"/> I do not support the application, for the following reasons:  Date and signature ____/____ 201__ _____
---

PLEASE OBSERVE that the proposed supervisor will send a written statement on applicants for the postgraduate degree to the postgraduate studies co-ordinator.

**9. STATEMENT OF HEAD TEACHER IN THE PROPOSED MAJOR SUBJECT IN CASES THERE IS AS YET NO PROPOSAL FOR THE APPOINTMENT OF A SUPERVISOR**

I have acquainted myself with the enclosed study and research plans of \_\_\_\_\_ and \_\_\_\_\_

- I support the application for the right to take a postgraduate degree
- I support the confirmation of the major subject \_\_\_\_\_
- I do not support the confirmation of the major subject, for the following reasons: \_\_\_\_\_

Date and signature \_\_\_\_/\_\_\_\_ 201\_\_ \_\_\_\_\_

**10. ATTACHMENTS**

The following documents have to be attached to the application (please see detailed instructions):

- Copies on degree certificates
- Transcripts on university studies
- Study plan
- Research plan
- Proof of language proficiency (if mother tongue is other than Finnish or Swedish)
- Description of foreign degree

In addition the applicant may support his/her application with the following documents:

- List of publications
- CV
- Statement on theses
- Personal statement on the applicant's ability to take a postgraduate degree
- Only for applicants whose previous degree(s) were in some other field of study than law: Applicant's explanation on the reasons for wishing to take a postgraduate law degree
- Copy of letter of acceptance to a graduate school programme
- Grants received

**11. POST ADDRESS FOR APPLICATION FORM AND ADDITIONAL INFORMATION**

The application form must be sent/delivered by the application deadline to the following address: Faculty of Law, Postgraduate Studies Co-ordinator, P.O. Box 4 (Yliopistonkatu 3, 3rd floor), FIN-00014 University of Helsinki.

Additional information: Postgraduate Studies Co-ordinator (office hours Tue & Thu 9.00–11.30 or by appointment, room P 371), tel. +358-9-191 24367, e-mail oik-jatkokoulutus@helsinki.fi

NB! You can subscribe to the postgraduate students e-mail list at the Faculty of Law by sending an e-mail to the address majordomo@helsinki.fi with the following content: subscribe oik-jatko-opiskelijat my.name@helsinki.fi (or other e-mail address).

**12. DECISION (to be filled in by Faculty)**

\_\_\_\_\_ has been granted the right to take the \_\_\_\_\_ degree from \_\_\_\_/\_\_\_\_ 201\_\_ onwards.  
Date and presenting official's signature \_\_\_\_/\_\_\_\_ 201\_\_ \_\_\_\_\_

## INSTRUCTIONS

The right to take the Doctor of Laws degree can be granted on application to an applicant holding the Master of Laws degree or the Licentiate of Laws degree, provided that the applicant is considered to have sufficient ability to take the degree and he/she presents an acceptable study and dissertation plan. A prerequisite for granting the right to take a postgraduate degree is that the Faculty can appoint a supervisor who supports the application and consents to act as supervisor. For cogent reasons, the right to take the Doctor of Laws degree can also be granted to an applicant holding a Master's degree in some other field of study than law when he/she is considered to possess adequate competence to pursue postgraduate studies in law. The right to take the degree is applied for by using the attached application form. The yearly deadlines for leaving the applications are January 31st and September 30th.

An applicant holding a foreign law degree comparable to the Finnish Master of Laws degree may on application be granted the right to take the Doctor of Laws degree. In addition to the study and research plan, the applicant has to provide a clarification on his/her foreign degree and that the degree gives the applicant sufficient ability to pursue postgraduate law studies. The applicant also has to provide proof of his/her language proficiency so that his/her language proficiency may be considered sufficient for participation in postgraduate studies at the faculty. An applicant holding his/her Masters degree from another faculty than the Faculty of Law of the University of Helsinki must in the application give reasons to why he/she wishes to take the Doctor of Laws degree at the faculty.

When assessing the eligibility of an applicant holding the Master of Laws degree to take the Doctor of Laws degree, consideration is given among other things to the applicant's academic success in his/her degree studies, especially the merits and grade of the thesis, the quality of the research plan and possible publications, possible research experience and previous granted research funding. Assessment of applicants holding the Licentiate of Laws degree can be based on the merits and grade of the Licentiate thesis.

When considering an applicant's competence to take the doctoral degree in the Faculty of Law, in case when applicant is holding a Master's degree in some other field of study than law, in addition to aforementioned things attention is paid among other things to applicant's previous jurisprudential studies and their level as well as applicant's success in those studies, practical experience in tasks which necessitate jurisprudential knowledge, connection between applicant's previous studies, research or other activities to the research carried out at the faculty, applicant's previous studies, especially his/her thesis' theme, method, merits and grade, and scientific publications. In addition, those specific facts which favour completion of degree especially in the Faculty of Law will be considered, such as for example connection of the intended doctoral dissertation to research carried out at the faculty.

### Application deadlines

Applications for the right to take the postgraduate degree are sent or delivered to the Faculty's Postgraduate Studies Co-ordinator by January 31st or September 30th. For especially cogent reasons, further clarification can be presented within one month's time after the deadline. The applications are pre-assessed in the Faculty's Research and Doctoral Studies Committee. The Faculty Council makes the decision of granting the right to study for the Doctor of Laws degree and appoints the supervisor for the doctoral student. Student's major subject and research topic are confirmed at the same time. An extract of the decision is sent to the applicant's address.

### Entry 2:

Faculty of Law's professor (if he/she has completed his/her doctoral degree) or an adjunct professor (docent) of the Faculty of Law can be appointed as postgraduate student's supervisor. Two supervisors can be appointed when necessary. The other supervisor can also be outside the Faculty.

The Faculty of Law has approved recommendations for the principles of good supervision for the faculty's doctoral programme. Both the applicant and the teacher consenting to act as supervisor should

acquaint themselves with these recommendations already when applying for right to study. Purpose of these recommendations is to support doctoral students and their supervisors in construction of good supervision practices. Faculty's recommendations for principles of postgraduate supervision are available at the Faculty's web pages.

Entry 6:

Proof of language proficiency is required, if the mother tongue of the applicant is other than Finnish or Swedish (or if the applicant has not completed his/her secondary and university education in Finland). Language proficiency can be proved in the following ways: a university degree (minimum three years) completed in the United Kingdom, Ireland, the United States, Canada, Australia, South Africa or New Zealand; a TOEFL score of 580 (PBT)/92 points (iBT), an IELTS score of minimum 6.5 (academic test), Cambridge CPE or CAE A/B/C; or a national certificate of language proficiency demonstrating excellent command of Finnish or Swedish. Accordingly also in other situations where an applicant is conducting research work in a language different from his/her mother tongue, it is advisable to submit proof of language proficiency. The Faculty does not accept copies of language test score reports; the report has to be delivered directly by the testing organization.

Additional information on language tests:

TOEFL: [www.fulbright.fi](http://www.fulbright.fi), [www.toefl.org](http://www.toefl.org)

CPE: [www.finnbrit.fi](http://www.finnbrit.fi), [www.cambridgeesol.org](http://www.cambridgeesol.org)

IELTS: [www.britishcouncil.fi](http://www.britishcouncil.fi), [www.britishcouncil.org](http://www.britishcouncil.org)

Entry 8:

The applicant has to discuss with the proposed supervisor about his/her postgraduate studies before handing in the application and present to the teacher the preliminary study and research plans which the applicant completes on the grounds of the negotiation when necessary, and the other application documents. The teacher notes on the application form whether he/she supports the acceptance of the study and research plans and whether he/she consents to act as supervisor. Thereafter the applicant delivers the application by the deadline to the Postgraduate Studies Co-ordinator to the address mentioned on the application form. The supervisor will submit a separate written statement to the Faculty office where he/she gives his/her opinion on the sufficiency of the applicant's abilities, the acceptability, feasibility and expediency of the study and research plans.

Entry 10:

When applying, copies of degree certificates and transcripts are sufficient. If the applicant is granted the right to take a postgraduate degree, he/she has to present the original certificates and transcripts (or copies legalised by the institution that has issued the original document or by a notary public or equivalent) at the Faculty office to Ms Leena Isotalo (Yliopistonkatu 3, 3rd floor, room P 357).

The research plan for the doctoral dissertation must include introduction of the research topic, research questions and main method(s), its relatedness to previous research, clarification of essential research materials and a preliminary outline of the dissertation. The research plan for the doctoral dissertation is expected to be from 10 to 15 pages.

Doctoral student needs to familiarize oneself with the guidelines for good scientific practice (The National Advisory Board on Research Ethics (TENK): <http://www.tenk.fi/index.htm>).

In the study plan the applicant presents the content and timetable of the postgraduate studies and the dissertation as well as any funding obtained. The study plan will be assessed on especially how realistic and appropriate the plan is. With regard to the timetable, particular attention should be paid to the fact that a full-time postgraduate student should aim to complete the doctoral dissertation in about four years and to that the required study units must be completed and registered before a dissertation can be submitted for preliminary examination.