

Examination of the master's thesis (30 cr) at the Faculty of Pharmacy in E-thesis, process description

Roles: Student, supervisor(s), coordinating professor for the study track, two examiners, official (Viikki Student Services), Faculty Council

Timetable: The examiners are entered in the system within a week of the student submitting their work in the system. Assessment is carried out in the E-thesis system within a month of sending the examiners a request to assess the thesis. The grade proposal by the examiners must be approved in the electronic system no less than two weeks before the Faculty Council meeting. Because of this, taking into account the processing and examination times, the student must submit the thesis in the electronic system usually no later than seven weeks before the Faculty Council meeting.

Instructions: Thesis work is described in the Instructions for Students: <https://guide.student.helsinki.fi/en/article/thesis-and-maturity-test-masters-and-licentiates-programmes>

Process description for the examination of a completed master's thesis (30 cr)

1. The student agrees with their supervisor and coordinating professor the date on which the thesis is ready to be submitted. This is important because no changes can be made to the thesis after it has been stored in the system. Once the submission has been agreed upon:
The student stores their thesis in a PDF file in the [E-thesis system \(https://ethesis.helsinki.fi/en\)](https://ethesis.helsinki.fi/en) to initiate the examination process. On the thesis submission form, the student enters the names of the coordinating professor and thesis supervisor(s).
The student may enter an embargo period in the "Other notes" field, if necessary. This means that the online publication of the thesis will be delayed until the specified embargo date. An embargo period may be needed, for example, if a peer-reviewed article or a patent application is being prepared based on the research results, and the thesis must not be published during these processes. The need for an embargo period should be discussed with the supervisor or coordinating professor before storing the thesis. During the embargo period, the thesis cannot be read even on the library terminals which provide access to master's theses. During this time, the library terminals provide access only to the abstract for the thesis in question. The embargo period may be, for example, six months, one year, two years or until a separately specified date. The coordinating professor may request adding an embargo period for the thesis also at a later stage of the examination process by notifying the official via email.
2. Once the student has stored the thesis in E-thesis, it is automatically sent to the plagiarism detection system (Urkund), and the student will receive a link to the automatically generated Urkund report.
The official receives a notification of a submitted thesis from the system and asks the coordinating professor via email to appoint two examiners for the thesis. At the same time, the official sends the thesis, stored in the system as a PDF file, a link to the Urkund report and a notice of the embargo period, if any, for the information of the coordinating professor. If no embargo period is set for the thesis, it will be made publicly available when the examination process has concluded.
3. The coordinating professor for the study track sends information about the two appointed examiners (and their email contact details) to the official at viikki-student@helsinki.fi.
As a rule, the examiners must have completed a doctoral degree or have an equivalent qualification. In exceptional cases, the coordinating professor for the study track may, for justified reasons, appoint as the second examiner a person with at least a master's degree. One of the examiners may be the thesis supervisor. The disqualification of thesis examiners is governed by Sections 27 and 28 of the Administrative Procedure Act (434/2003).
4. The official enters information on the examiners into the system, which then automatically sends them a message to initiate the examination (an external examiner will receive a message inviting them to use the system).
The message includes a link to the E-thesis system and the thesis to be examined. The link to instructions for carrying out the examination can be found on the page where the examiners write their reports.
5. Assessment by the examiners
The thesis examiners write their assessment reports on the form in the E-thesis system. In conjunction with the assessment, examiners also review the Urkund report, which can be opened directly from the link in E-thesis. The thesis grade (on a scale of 0 to 5) is based on a weighted average of the areas of assessment in the assessment matrix. Each examiner may store their own proposal for grading the areas of assessment and edit their proposal during the process. The examiners will agree on the weighting in accordance with the range of variation determined in the assessment matrix.

An examiner who has not acted as a supervisor for the thesis in question may leave item 7 ("Working during the thesis process") blank or complete it after a report from the thesis supervisor on the student's performance during the thesis work. This means that the examiner may communicate with the thesis supervisor during the process. The examiners do not need to be unanimous about their grading of the areas of assessment. In the assessment summary, the student can see a numeric scoring of the areas of assessment by both of the examiners. The examiners must unanimously agree on the final overall grade.

In addition to numeric scoring, the examiners write the information about weighting the areas of assessment in the field for the grounds of assessment on the assessment form (otherwise the weighting will not be visible to the student in the summary). If necessary, the examiners can include an extra written assessment on the form (e.g., in the case that the examiners' scoring of the areas of assessment differ from each other, they should justify these differing views to the student).

As the examiners carry out the assessment in E-thesis, the system will automatically send them messages about the progress of the examination process and its subsequent stages. However, the coordinating professor for the study track will not see the examiners' assessments in the system. If necessary, the examiners and the coordinating professor may separately communicate on the assessment before concluding the process in the E-thesis system.

Once both examiners have approved in the system an assessment that is unanimous on the final grade, the thesis will move on to the approval stage (item 6).

(If the examiners cannot reach an agreement on a proposal for the final grade, they must contact the official and the coordinating professor. If necessary, the official suspends the grading process in the system, and the coordinating professor makes a proposal on the thesis grade to the Faculty Council, providing grounds for the proposal. Information on the proposed grade will be sent to the student at least two weeks before the Faculty Council meeting. The official archives the thesis into the digital repository separately after the process, if necessary.)

6. When the examiners have approved (unanimously for the final grade) the grading, the official sends the grade proposal for the information of the coordinating professor. If the coordinating professor considers the grade proposal to differ significantly from the study track's general assessment policy, they must at this point immediately contact the official and negotiate the grade with the examiners. If the coordinating professor does not intervene in the examination, the official changes the status of the thesis in the system (usually the next working day) so that it moves onward in the examination process, at the latest approximately one week before the Faculty Council meeting, which will decide on the approval and grade of the thesis in question.
The system automatically sends the student a message with an attached grade proposal and instructions for suspending the grading process in case they wish to do so. In the grading summary, the student can read the examiners' information, numeric scoring for each area of assessment from both examiners, information entered in the assessment form field on the grounds of assessment (such as information about the weighting of the areas of assessment) and the proposal for the final grade.
7. The official adds the grade proposals for theses in the approval stage to the agenda for the Faculty Council meeting, and the Faculty Council decides on the grades (provided that the student does not suspend the grading process).
8. Before the final grading in the Faculty Council, the student may, in writing, request the suspension of the grading process by emailing the education planning officer and Viikki Student Services (viikki-student@helsinki.fi) no later than one day before the Faculty Council meeting. This suspends the grading process. Relaunching of the grading process requires that the thesis be submitted as a new work to be assessed by expert examiners.
9. After the Faculty Council meeting, the presenting official sends information about approved theses to Viikki Student Services at viikki-register@helsinki.fi, and a student advisor enters the thesis grade in the Student Register.
10. After the Faculty Council meeting, the official changes the thesis status in the E-thesis system. The system automatically sends the student a message about the approval of the thesis and the awarded grade. In the same message, the student is asked to give permission to publish the thesis online. The message also includes a link to appeal the decision on the grade.
(A student dissatisfied with the Faculty Council's grading decision may appeal to the Academic Appeals Board in accordance with Section 56 of the Regulations on Degrees and the Protection of Students' Rights. The student may lodge an appeal with the Academic Appeals Board.)

11. The student logs into the E-thesis system to give permission to publish the thesis online. Students are recommended to give unrestricted permission to publish online so that the thesis can be found openly online. The author of the thesis may also refuse to allow the electronic publication of their thesis or set an embargo period for publication (see item 1). The coordinating professor may also request the official to add an embargo period for the thesis. Once permission to publish has been given, the thesis is transferred via E-thesis to permanent storage in [Helda, the Digital Repository of the University of Helsinki](#).

This concludes the examination, approval, archiving and publication process of the master's thesis.