

Overview and timeline of the process

The process takes 5-6 weeks until defence. Printing itself takes approx. 2 weeks (4 working days for draft, 5 for printing + 1 working day for delivery in Helsinki). Additionally, the thesis needs to be on public display before the defence.

- Contact the editor minimum of 5-6 weeks before the defence informing the editor of the (planned) date of your defence.
- The editor will provide you with further instructions and e.g., ISBN and ISSN numbers for publishing the thesis (*1-2 working days*)
- The candidate makes edits to the thesis and sends the required materials (the thesis, publications, and their possible supplementary materials) to the editor (*1-2 working days*)
- The editor confirms that the formatting is correct for publishing in the report series. Possible edits are requested from the candidate (*1-2 working days + additional days if edits needed*)
- When the thesis has been finalised, the editor compiles the files and sends the thesis and covers to the candidate for the last inspection. The editor confirms the order details for printing (*1-2 working days*)
- If there are no objections from the candidate, the work will be sent to Unigrafia for printing (*1-2 working days*)
- Unigrafia will send the pdf draft (or printed version if needed) for inspection. (*2-4 working days*). Remember to book extra days for the process if you require a printed draft
- Both the editor and candidate will go through the draft, and if they find no issues that have appeared during the process, the thesis will go into print (*1-2 working days*)
 - The draft should be read carefully for any remaining typos, and cleared as soon as possible, as the printing cannot be started before the draft is cleared.
- The thesis is printed (*5 working days*).
- After printing the books will be delivered to the editor or the candidate (*1-2 days*)
- A copy of the thesis is put on public display and the candidate is responsible for distributing the other printed copies (*5-10 working days depending on the university*). Unigrafia may distribute e.g., the public display copy and the National Library copies, but please refer to the instructions of your university.

Note:

- During the summer and Christmas holidays, the process may take longer. Please account for this in your plans and consult the editor.
- Express delivery can be requested from Unigrafia with extra cost. Instead of 2 weeks, printing can be done in *5 working days*. However, Unigrafia may not be able to deliver the distributable copies in time, in which case it is the candidate's responsibility.

Costs

- Unigrafia's prices can be seen at <https://unigrafia.fi/en/dissertation-order-university-of-helsinki/>

Note:

- Prices have been subsidised by the University of Helsinki publishing grant and the price calculator estimates the costs not covered by the grant. The cost for candidates outside the University of Helsinki is higher as they are not eligible for the grant.
- For further information about covering the costs for printing, please refer to your own university's instructions

The content of the thesis

- Thesis templates and previously published theses can be found on the FAAR website. Additionally, you should read your own university's or faculty's instructions for specific requirements.