

Instructions for applying for funded doctoral candidate positions and the right to pursue a doctoral degree in Doctoral Programme in Biology, Geography, and Geology (BGG)

Dear BGG applicant,

This guide will help you to successfully fill in and submit your electronic application in Turku University's Saimi-system. Applying for the right to pursue a doctoral degree and/or funded doctoral candidate position is done by filling in an application (form) and attaching the required documents to the application in the electronic Saimi system. **The electronic form has to be submitted by September 17, 2021 (23:59:59).** The link to the form is at the top of the advertisement (blue box labeled "Fill in the form").

Please, fill in the English version of the application (ID 11743). This guide follows the terminology of the English version.

Click the name of the advertisement to open it and next the **Fill in the form** tab at the top of the advertisement. The following page, **Welcome to University of Turku Graduate School call for applications and follow-up system**, contains more information and instructions on the Saimi system and how to fill the form.

Please notice! **The system has automatic log off after 180 minutes.** Please submit your application before this time limit. You can still adjust and fill in your application until the end of application period. You will receive an email to the address you have provided when the form is saved in the system. At the same time you will receive a username and password, which you can use to access the system if you need to continue filling or editing your application. See more detailed instructions at the end of these guidelines.

Start by clicking I approve.

Choose whether you want to *fill in new application or a follow-up form* for the first time or *if you have previously filled in a form and want to use that information as a basis now*. **If you have filled in the form earlier, you have to log in with the username and password the SAIMI system has sent you by email before.** More information on this subject is provided at the end of this guide.

The Form includes following tabs:

- Basic information
- Information of the Planned Degree
- Action plan
- Studies and follow-up
- Attachments

The data fields marked with an asterisk* are mandatory. In addition to these, some of the questions and attachment are mandatory and are marked with asterisk* below. Please see instructions below.

Fill in your personal details and contact information in the **Basic information** tab. Double check your e-mail address, as all communication from the recruitment system and the University are sent to the e-mail address you provide here. If you already have the UTU student number, fill that in too. Otherwise leave it blank. Select from pull-down menu whether you are applying for a study right, funded doctoral candidate position or both.

On the **Information of the Planned Degree** tab, fill in the information about the degree you are applying to or to which you already have the right to pursue a degree. Add information on your doctoral thesis, such as the *Topic, Supervisors, Research director/Mentor/Professor in charge of major subject and Advisory committee*.

**Planned degree:* choose "Doctor of Philosophy"

**Faculty:* choose "Faculty of Science"

Major subject:* write one of these: "Biology" or "Environmental Science" or "Geography" or "Geology" or "Physical geography" or "Human geography" or "Geoinformatics" or "Economic geography" or "Geology and mineralogy" or "Quaternary geology". **Please, choose the same planned degree and major subject than what you have marked in the Supervision plan form.

**Topic of the planned doctoral thesis:* Write here the preliminary title of your doctoral thesis.

Supervisors:* Give first the name and other details of the main supervisor of the planned doctoral thesis. The main supervisor should be a docent and affiliated with the University of Turku. Then, tick in "More" to fill other supervisors details. **Your supervisors must be the same than in the Supervision plan form.

Research director/Mentor/Professor in charge of major subject:* Give the name and other details of the research director of the planned thesis. Research director has to be one of the professors in the department in question. **Your research director must be the same than in the Supervision plan form.

Advisory committee:* A doctoral candidate is recommended to have an advisory group to provide further support. An advisory committee should have at least two members. **Your advisory committee members must be the same than in the Supervision plan form.

**I already have a study right for a doctoral degree:* Answer yes or no. If yes, specify University, Faculty, Doctoral Programme and the Starting date (semester/year)

In this application call, in addition to BGG, I also apply for a right to study in another faculty / doctoral programme in the University of Turku (specify): Answer yes or no. If yes, specify the faculty, and the doctoral programme.

The **Action plan** tab contains questions of your planned schedule and funding for the degree.

**Abstract of the research plan:* Write here abstract of max 1000 characters





Current phase of the doctoral research: With less than 1000 characters, explain the current status of your work. If you have not yet started, say so.

**Publication plan for your doctoral thesis and already published articles:* List the articles intended for your thesis, the already published ones as well as the planned articles and the planned publishing schedule of those. Write 'monograph' if your thesis format is not a compilation dissertation.

**The thesis format is:* Choose either compilation dissertation (articles) or monograph based on the format of your thesis. Most BGG dissertations are compilations.

The above mentioned information in a format: Author(s), Title, journal, year and other publication information. Please, fill the details if needed.

Other scientific articles: Number of published journal papers, submitted manuscripts and / or patents NOT part of your doctoral thesis. Specify if needed.

**Amount of the studies (ECTS) you've already completed for the doctoral degree:* If you have already completed postgraduate studies, enter the ECTS. Mark 'zero', if you have not completed any postgraduate studies yet. Do not list completed courses, only the total amount of study credits completed for a doctoral degree.

**Time plan:* Choose the estimated year of completing the doctoral degree (semester/year).

Mode of attendance full-time?: Please choose the option that best describes your situation. You can specify or clarify your answer in the section *Specify here how you are planning to finance your doctoral studies*.

**Financing plan:* Generally describe in the open field how you plan to fund your studies. Next, present the main source of funding for your four-year plan (grant, employment, or grant and employment). You can specify and clarify your choice of funding in the section *Source of funding*.

**Have you already been granted research funding for doctoral studies? and Earlier granted funding for doctoral studies:* Mark only the funding granted to your personal dissertation research (the minimum of one month in length). Travelling grants etc. should not be added to the table.

Questions concerning only those who apply for the funded doctoral candidate positions:

I am applying for funded doctoral training position for the following time period (mm.yyyy – mm.yyyy): Add the beginning and end dates of the applied funded position. Funded doctoral training positions in BGG begin on 1st of January 2022, at the earliest. Maximum time period for the funded positions is four years. If you apply funding for the four year period, select 1/2022 – 12/2025.

In case I will not be selected for the funding position, I will cancel my application for the doctoral studies in this doctoral program:* This question is related to Funded position and Application for right to study doctoral degree. If you already have a study right or you are only applying for one, please choose **No.





I will apply Finland Fellowship funding for the year 2022. I am not a citizen of an EU/EEA country and I have been granted a right to study for a doctoral degree at the University of Turku in the spring 2021 application round or I will apply a right to study in the autumn 2021 application round. Please, answer Yes or No. To find more information of the fellowship, please click the following link:

<https://www.utu.fi/fi/en/research/utugs/finlandfellowship>

Studies and follow up tab gathers information on your previous degree that makes you eligible for the doctoral studies (an applicable higher university degree, an applicable higher polytechnic degree or an applicable education completed abroad, which in the awarding country gives eligibility for doctoral studies).

**Name of the previous degree in the original language (the one that gives qualification to pursue doctoral studies)*

**Name of the degree in English (the one that gives qualification to pursue doctoral studies)*

**Institution awarding the previous degree*

**Country:* write the country of the institution awarding the previous degree.

**Contact information of the institution awarding the previous degree (www-page, email):* Give the official internet address and the official email address of the institution where you completed the previous degree.

**Date of completing the previous degree (or estimated graduation date):* Give the date of the completion of the previous degree that gives qualification to pursue doctoral studies at BGG. If you haven't graduated yet, give the estimated date of graduation. Attention: If applicant does not graduate and deliver the certificate to faculty at the latest in the 16 November 2021, the right to study will be cancelled.

Major subject of the previous degree

**Grade of the final thesis of the previous degree:* give the grade of the thesis of your previous degree as it is stated in your diploma. Give also grading scale if degree is completed elsewhere than in Finland.

Grade of major studies in previous degree: give the grade of the major studies of your previous degree as it is stated in your transcript of study records or diploma. Give also grading scale if degree is completed elsewhere than in Finland. This question is not marked as mandatory, but all BGG applicants should answer it.

**Highest completed degree (if other than the one that gives qualification to pursue doctoral studies):* write here the title of your highest degree. For example: MSc in Biology. This may or may not be the same as the degree qualifying for doctoral studies at BGG.

**Country where you completed your secondary education:* Give the country where you have completed your secondary education (high school, gymnasium or equivalent).



Other information of your studies / courses: here you may mention additional relevant information about your previous degree studies.

**According to the faculty's requirements I need to verify my language skills with language tests:* See language requirements on the webpage of the university's graduate school:

<https://www.utu.fi/en/research/utugs/how-to-apply/language>

**I have verified my language skills as follows:* Add here for example the name of the test and date

I have asked the test organizer to send my test result directly to University of Turku: Tick if answer is Yes.

**I agree to receive the decision related to my application by email:* Tick Yes or No

**If I will be proposed to the funded position or selected to the waiting list, I agree that my name can be published at the University of Turku web pages:* The names of applicants proposed to the funded position will be published at doctoral programme's web site, but you have right to say no.

If your postgraduate studies for BGG have already started, give the starting date (semester/year)

Possible additional information to the application

**I give the University of Turku permission to evaluate the authenticity of my education documents by contacting my previous educational institution:* Tick Yes or No

Attachments tab: Please add the attachments that are required in the advertisement. You can add only one attachment in each section. **The attachments should be in PDF format. Most attachments are attached electronically, but some of them have to be delivered to the doctoral programme coordinator Sari Järvi (sari.jarvi@utu.fi). See further instructions on the next page of this document.**

1. **CV: template* https://www.tenk.fi/sites/tenk.fi/files/CV_english_270613.pdf. Attach as a pdf titled Surname_CV.

2. *List of publications:* [see guidelines for list of publication](#). Attach as a pdf titled Surname_publications. If you do not have publications, you do not need to attach anything. However, you can list a publication plan if you have planned publications.

3. **Research plan:* the research plan must include your name and preliminary title of your doctoral thesis. The research plan should describe the research objectives, methods and required infrastructure or other resources, as well as the current status and planned timetable of the research. Research plan including references must not exceed four A4 pages (Times New Roman 12pt or equivalent). **Keep in mind that not all of the reviewers are experts in your field of research.** Attach as a pdf titled Surname_research plan.

4. *Copies of degree certificates/diplomas:* **This attachment is required from applicants who are ap-**

plying for the right to pursue a doctoral degree. Merge into a single pdf (titled Surname_certificates) the following documents:

- Scanned original degree certificates (in the same language as the degree was completed in)
- Scanned original transcripts of study records (in the same language as the degree was completed in)
- Scanned other original educational documents, which may be of relevance in the student selection.
- If the original degree certificates, transcript of study records and other educational documents are not written in English, Finnish or Swedish, official translations of the documents to one of these languages must also be submitted. An official translation here refers to a translation of the educational documents issued by the awarding institution or a translation made by an authorized translator. A transcript in English can be replaced by a Diploma Supplement awarded by a European educational institution if it contains the information about completed courses and other study attainments.

5. **Motivation letter:* A free-form letter written by the applicant describing career plan and motivation to participate in the Doctoral Programme (one A4-page, Times New Roman 12pt or equivalent). Attach as a pdf titled Surname_motivation letter.

6. *Supervision plan:* **This attachment is required from applicants who are applying for the right to pursue a doctoral degree.** On the BGG website, you can find a Supervision plan form. Please fill it and sign it and collect signatures of your supervisor(s) and research director. **Please note that it is obligatory to have at least two supervisors.** Responsibilities of both supervisor and research director are listed in the form. For a Doctor of Philosophy degree the student must complete 2021-2022 BGG curriculum defined studies for 40 credits (ECTS). Fill in the study plan, note that two credits (ECTS) scientific ethics is obligatory as well as at least 2 ECTS from postgraduate studies in research topic, at least 5 ECTS from book exam or literature review, at least 2 ECTS from BGG doctoral training days or seminars, at least 2 ECTS from Scientific conferences and at least 2 ECTS from transferable skills. See the curriculum for Doctoral Degree Studies in BGG: <https://opas.peppi.utu.fi/en/programme/16932?period=2021-2022> and courses on transferable skill in <https://opas.peppi.utu.fi/en/programme/17220?period=2021-2022>. Master's level courses can be included in postgraduate studies <https://opas.peppi.utu.fi/en/masters-degree-programmes/22230?period=2021-2022>.

7. *Transcript of Postgraduate Study Records:* **If you already have the right to pursue a doctoral degree at the BGG doctoral programme,** attach a transcript of postgraduate study records showing the studies to be included in the doctoral degree. In case you have conducted post-graduate studies less than 30 credits, attach also the transcript of study records showing the studies included in the previous degree (MSc or equivalent).

8. *Verification of language proficiency.* Please attach here the language test result of yours, if needed.

IMPORTANT: The following documents are not attached to your electronic application, but have to be delivered separately.

A) **supervisor's statement-* This should include at least 1) assessment of the applicant, 2) assessment of the feasibility (both scientific and financial) of the research project, 3) declaration of the commitment of the supervisor towards the completion of the thesis, 4) statement on whether the supervisor is foreseen to be employed at the University of Turku until the thesis is completed, and 5) estimate of

when the doctoral defense will take place (autumn/spring of year 20xx). **DO NOT attach this statement to this electronic application. Instead, ask your supervisor to email the statement to the doctoral programme coordinator Sari Järvi (sari.jarvi@utu.fi) before the end of the application period on September 17, 2021.** The email should be titled BGG_Surname_supervisor statement.

B) If you do not yet have the right to pursue a doctoral degree at the University of Turku, ask for an evaluation letter from a person who knows you (e.g., MSc thesis supervisor). This letter should assess the capability of the applicant to carry out high-quality research and to successfully pursue doctoral studies. If this person is the same as your main supervisor, then a single letter is enough. **DO NOT attach this evaluation to this electronic application, but instead ask the person to email the evaluation to the doctoral programme coordinator Sari Järvi (sari.jarvi@utu.fi) before the end of the application period on September 17, 2021.** The email should be titled BGG_Surname_evaluation.

When you have filled in all the required information on the form, click Preview. The system shows a preview of the information saved on the application form. The application can also be printed by clicking **Print**.

When the application is complete, check the information and click **Submit**. You will receive an email to the address you have given, confirming the submission after the form has been saved to the system.

You will receive a username and password to your email address. You can use those to access the system in order to edit the form before the period expires or to use the form as a template when filling in a new form. If you forget your password, you can get a new one by clicking the link *Have you lost your password?* and by providing the email address where the new password should be sent. The email address has to be the same you gave in the system in the first time.

You can use a form you have already submitted as a template. Choose the template you want to use on the list of submitted forms and click **I approve**.

When filling a new form by using the previous form as a template, please note that a new form may require, for example, attachments that were not requested in the advertisement for the previous form. The required information and the attachments should always be checked carefully before submitting a form.

You can sign on the form either by clicking the **Fill in the form** link in the advertisement or by the link sent to your email. The system will notify what position you have applied for or which forms you have previously filled in.

You can edit your form by clicking **Edit**. When you have edited your form, **submit** the form again.

You can log out from the system by clicking **Log out**.

Further information

If you have any technical questions about the UTUGS Saimi -system, please contact UTUGS-Saimi@utu.fi. If you have any questions about the call for applications or the right to pursue a degree, please contact coordinator Sari Järvi (sari.jarvi@utu.fi).



***IMPORTANT:** If the previous degree which gives you the eligibility to apply for the study right has been completed outside Finland, then **the original degree certificate and study transcript related to it or their official copies have to be delivered to the University of Turku by 4 March 2022.** If the admitted applicants do not submit the original degree documents (**in paper form**) as instructed in the call for applications in time indicated, they shall forfeit the study place. Instructions on delivering certificates and country-specific requirements are available here: <https://www.utu.fi/en/study-at-utu/accepted-students/original-documents> **This considers only applicants who are applying for the right to pursue a doctoral degree at the University of Turku.**

Further details: BGG Coordinator Sari Järvi, sari.jarvi@utu.fi. University main building, 0 floor, mobile: +358 50 358 4596.

