



29.7.2021

GUIDE – HOW TO APPLY FOR A FUNDED DOCTORAL CANDIDATE POSITION AND / OR A RIGHT TO PURSUE A DOCTORAL DEGREE IN DOCTORAL PROGRAMME IN TECHNOLOGY (DPT)

Application ID number 11600

Dear DPT applicant,

Read carefully both these instructions and the application call (see: <https://www.utu.fi/en/research/utugs/dpt/admission>)

Pay attention especially to the instructions concerning the attachments (read carefully pages 6-9).

- *Supervision plan* signed by supervisors, a research director and the applicant is a mandatory attachment if you are applying for a study right in the Faculty of Technology.
- *Company / organization (other than University of Turku) commitment* to employee's post-graduate studies is required from applicants who will do the doctoral training part-time on the side of another job and who are employed by a company / organization.
- *Supervisor's statement* is a mandatory document: **do not attach** the statement to the electronic application. Instead, **ask your supervisor to email** the statement to tech-doc@utu.fi (subject line should contain "DPT Supervisor Statement") at the latest on 17th of September 2021.
- Please go through the application with your supervisor. It is possible to print the application as a pdf. Notice that it is possible to edit the application until 17th of September 2021.

This guide will help you to successfully fill in and submit your electronic application in Turku University's Saimi system. **The electronic form has to be submitted by 17th of September, 2021 (23:59) (local time in Finland).** The link to the form is at the top of the advertisement (blue box labeled "Fill in the form").

"Fill in the form"- link opens "the Welcome to University of Turku Graduate School call for applications and follow-up system". The page has more information and instructions on the Saimi system and the application form.

Please notice! **The system has automatic log off after 180 minutes.** Please submit your application before this time limit. Before filling the electronic form, prepare the mandatory attachments. 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 page 10 for more information.)

After clicking "I approve", choose whether you want to fill in a new application for the first time or if you have previously filled in a form and want to use the information you have provided as a basis for this form.

The form includes following tabs:

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



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The data fields marked with a star* are mandatory.

We encourage all applicants to fill in the English version of the application:

<https://www.utu.fi/en/research/utugs/how-to-apply/call-for-applications>. The application can also be filled out in Finnish, but due to the nature of the evaluation process, we encourage also the Finnish speaking applicants to use the English version. In addition, this guide is written so that it follows the terminology of the English version.

NOTE: The DPT applicants that are applying for a right to pursue a doctoral degree at the University of Turku and would like **to have Information System Science as their major subject**, have to apply for a right to pursue a doctoral degree **in Turku School of Economics (TSE)**. **All the other DPT applicants** that are applying for a right to pursue a doctoral degree at the University of Turku, **have to apply for** a right to pursue a doctoral degree **in the Faculty of Technology**. If the applicant is applying for a right to pursue a doctoral degree in TSE, the applicant has to check the specified selection criteria for postgraduate studies in TSE: <https://www.utu.fi/en/university/turku-school-of-economics/research/doctoral-training/applying>. In addition, some of the fields and attachments in the application form are especially instructed for the applicants applying for a right to pursue a doctoral degree in TSE.

Basic information:

Fill in your personal details. All the emails from the recruitment system and the University are sent to the email address you provide here. If you already have a UTU student number, fill in that too. Otherwise leave that field blank.

I'm applying for:* Please choose what you apply for. If you already have a right to pursue a doctoral degree at the University of Turku in the Doctoral Programme in Molecular Life Sciences (DPMLS), or in the Doctoral Programme in Mathematics and Computer Sciences (MATTI) in the major subject of computer science, information and communication technology, mechanical engineering, phonetics or information systems science, or in the Doctoral Programme in Physical and Chemical Sciences (PCS) materials engineering as major subject, then you should only apply for a funded position. Otherwise, you can apply for a study right only, or a study right and a funded position. **Please specify carefully, what you apply for.

Information of the Planned Degree:

Planned degree:* Choose "Doctor of Philosophy", "Doctor of Science (Technology)" or "Doctor of Science (Economics and Business Administration)" **according to your subject (see below).

**Faculty:* Choose "Faculty of Technology" or "Turku School of Economics" according to your subject.

**Major subject:* Give the name of the major subject of your doctoral studies, see the list below.

In the Faculty of Technology you may choose Biochemistry (PhD), Molecular Biotechnology and Diagnostics (PhD), Food Chemistry (PhD), Molecular Plant Biology (PhD), Computer Science (PhD), Biotechnology (D.Sc. Tech.), Food Development (D.Sc. Tech.), Sustainable Bioenergy (D.Sc. Tech.), Information and Communication Technology (D.Sc. Tech.), Materials Engineering (D.Sc. Tech.), Mechanical Engineering (D.Sc. Tech.), or Phonetics (PhD).

In Turku School of Economics you may choose only "Information System Science (PhD or D.Sc. Econ. & Bus. Adm.)".



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

Supervisors:* Give the name and other details of the principal supervisor of the planned doctoral thesis. To fill in the information of other supervisor(s), tick in "More", and fill in their details. **Applicants for the Faculty of Technology, please check your supervisors from the Supervision plan before filling the form. In the Faculty of Technology, new doctoral candidates have to agree on the supervision arrangements (research director, at least two qualified supervisors) with the department in question before submitting the application (Supervision plan form). According to the Rector's decision each doctoral candidate must have **at least two supervisors**. One supervisor acts as the main supervisor. A supervisor must have completed a doctoral degree, and at least one of a doctoral candidate's supervisors must be a professor (professor, associate professor or assistant professor) or an adjunct professor. In the Faculty of Technology, one of the doctoral candidate's supervisors has to be employed by the University of Turku or be docent (adjunct professor) of the University of Turku.

Research director/Mentor/Professor in charge of major subject: If you are applying for a study right in the Faculty of Technology, give the name and other details of the research director of the planned thesis. Research director must have a professorship at the department that is in charge of the major subject of your doctoral studies. **Applicants for the Faculty of Technology, please check your research director from the Supervision plan before filling the form.**

Advisory committee: Give the name and other details of the members or your advisory committee, if you plan to have one. Two external members in addition to the Doctoral Candidate and supervisors make up the Advisory committee group. The external members should hold doctoral degree and come outside of doctoral candidate's own research group. It is recommended that one of the members comes outside of University of Turku. **Applicants for the Faculty of Technology, please check your advisory committee members from the Supervision plan before filling the form.**

**I already have a study right at the University of Turku (please specify in which Department/Faculty/Doctoral Programme):* Please, specify if you already have a study right.

**Do you apply for the doctoral study right also from another faculty/doctoral programme (please, specify from which)?*

I apply for the InFLAMES Doctoral Module (possible in the fields of immunology, immunology-based drug development and/or diagnostics) (Yes/No): For more information, see: <https://www.utu.fi/en/yliopisto/tutkimus/inflames/inflames-tohtorimoduuli>.

Action plan:

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

Current phase of the doctoral research: With max 1000 characters, explain the current status of your work. If you have not yet started, tell that.

Publication plan for your doctoral thesis and already published articles:* If your thesis format is compilation dissertation, list here the articles intended for your thesis, the already published ones (mark clearly which are already published**) 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:* Pick either monograph or compilation dissertation (articles)



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The above mentioned information in a format: Author(s), Title, journal, year and other publication information: Write here the articles intended for your thesis in the requested format. Mark clearly which of the publications are already published or accepted to be published.

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:* specify if you have already conducted some studies which could be included in the doctoral degree.

**Time plan:* Give the estimated time of completing the doctoral degree.

**Mode of attendance full-time?* Choose "Yes" if you will work on the doctoral project full-time and "No" if you will work on it part-time (e.g. on the side of another job). (If you will work part-time, please read instructions for attachment "Company / organization (other than University of Turku) commitment to employee's post-graduate studies".)

**Financing plan:* With less than 1000 characters, explain how you are planning to finance the doctoral studies. In the four slots below, break down the above-mentioned financing plan to year-by-year slots.

**Have you already been granted funding for doctoral studies?* Choose yes/no.

Earlier granted funding for doctoral studies? Please give details if you have some confirmed funding for the planned 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.

Next two questions concerns 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) - This question concerns only those who apply for the funded doctoral candidate position. Add the beginning and end dates of the applied funded position. A funded position starts at the beginning of next year at the earliest and can be granted to a maximum of four years. You can add time periods by clicking 'More'.

In case I will not be selected for the funding position, I will cancel my application for the doctoral studies in this doctoral programme" (Yes/No) – This question is related to Funded position and Application for Doctoral Studies. If you already have a study right or you are only applying for one, please answer **No**.

**Starting date (semester/year) of your post-graduate studies (planned if you have not yet started):* Please, specify the date.

Name the publications of your list of publications that could be included to your doctoral thesis?* If you don't have yet publications to be included in your doctoral thesis, please answer **None.

What kind of work experience related to your major subject do you have?

**I am applying for funded doctoral training position for the following time period (mm.yyyy – mm.yyyy). (If you do not apply for funded position, please write "Not applying for funded position".)*

**I am applying for the Finland Fellowship funding (only for non-EU/non-EEA citizens – More information, please see the call for applications) (Yes/No):* For more information, see <https://www.utu.fi/fi/en/research/utugs/finlandfellowship>.



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Studies and follow up:

Previous degree (the one that gives qualification to pursue doctoral studies)

**Name of the previous degree in the original language (the one that gives qualification to pursue doctoral studies):* write here the name of the degree in the original language.

**Name of the degree in English (the one that gives qualification to pursue doctoral studies):* write here the name of the previous degree in English.

**Institution awarding the previous degree:* write here the name of the institution awarding the previous degree.

**Country:* write here the name of 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 DPT Programme.

Major subject of the previous degree: write the 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 the degree is completed elsewhere than in Finland.

Grade of the 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. **Give also grading scale if degree is completed elsewhere than in Finland.** This question is not marked as mandatory, but all DPT 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. This may or may not be the same as the degree qualifying you for doctoral studies in DPT.

**Country where you completed your secondary education:* choose here the name of the country of the institution 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 (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



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**I agree to receive the decision related to my application by email*

**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*

(Only applicants for the Information Systems Science) The topic of my doctoral thesis and its connection to the research profile of TSE, <https://www.utu.fi/en/university/turku-school-of-economics/research> TSE will evaluate the suitability of the research topic in relation to the research profile and expertise of the major subject and its faculty

Other merits (e.g. grants, prizes, being a referee etc.) that the applicant wishes to present, in order to indicate the eligibility and merits for the applied position

**I understand that my research plan can be checked in accordance with the University of Turku quality assurance system using the Turnitin OriginalityCheck service when I apply for a right to study and/or a fixed-term doctoral candidate position*

**I give the University of Turku permission to evaluate the authenticity of my education documents by contacting my previous educational institution.*

Attachments:

Most attachments are attached electronically, but the Supervisor's statement must be sent by the supervisor. See further instructions below.

Application documents must be in pdf-format

a) Application for the right to study for a doctoral degree in the Faculty of Technology of the University of Turku

In addition to the electronic application form, documents 1-7 and possibly documents 9-11, 13 must be submitted

b) Application for the right to study for a doctoral degree at the Turku School of Economics of the University of Turku (Information Systems Science as field of research)

In addition to the electronic application form, documents 1-4 and 6-7 and possibly documents 9-10, 13 must be submitted

c) Application for a fixed term doctoral candidate position

In addition to the electronic application form, documents 1-4 and 6-8 must be submitted

1) Curriculum vitae:

Please see the instructions of TENK for writing a CV: <http://www.tenk.fi/en/template-researchers-curriculum-vitae>. Attach as a pdf (titled Surname_cv).

2) List of publications:

Please see the instructions in the website: <https://www.utu.fi/en/university/faculty-of-technology/doctoral-training/how-to-apply> (Application documents). Attach as a pdf (titled Surname_publications).



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3) Research plan:

In the Faculty of Technology, **the maximum length of the research plan in all is 5 pages** (Times New Roman 12pt or equivalent; line spacing 1). Research plan should contain:

- Name of the applicant
- Planned title of the doctoral dissertation
- Description of research topic and scientific goals
- Research methods, experimental design and research environment
- Applicants own role and specialization in the study
- Timetable of research
- Current state of doctoral thesis and postgraduate studies.
- List of references

For applicants in Information Systems Science the maximum length of research plan is 10 pages, and cover and list of references. See more information from the selection criteria for postgraduate studies at TSE: <https://www.utu.fi/en/university/turku-school-of-economics/research/doctoral-training/applying>

By attaching the research plan to the application form the applicant gives permission for checking the research plan with Turnitin Originality Check (system for electrical plagiarism detection).

Attach as a pdf (titled Surname_researchplan).

4) Copies of the degree certificates and the transcripts of study records:

Merge into a single pdf (titled Surname_certificates) the following documents: 1) Scanned original degree certificates 2) Scanned original transcripts of study records 3) Scanned other original educational documents which may be of relevance in the student selection 4) If the original degree certificates and other educational documents are not written in English, Finnish or Swedish, official translations 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) If the degree that gives eligibility for the study right for a doctoral degree is not completed by the deadline of application time, an up-to-date transcript of study records must be attached to the application.

At the Faculty of Technology, the degree which grants the applicant the eligibility for the study right for a doctoral degree must be completed within the application period, or after the application deadline on the condition that the applicant graduates and submits a scanned degree certificate and a transcript of study records to the University of Turku email tech-doc@utu.fi by 16 November 2021.

When applying for Information Systems Science at the **Turku School of Economics**, the degree that gives eligibility for the study right for a doctoral degree must be completed at the latest on 17 September 2021.



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5) Applicants applying for a study right from the Faculty of Technology: Supervision plan signed by supervisors, a research director and the applicant

In the Faculty of Technology a supervision plan is a mandatory attachment of the application. Form for that in: Please find the supervision plan form in the website:

<https://www.utu.fi/en/research/utugs/dpt/admission>. Sign the form by yourself and collect signatures of your research director and supervisors into it. Attach to the application as a pdf (titled Surname_supervisionplan).

6) Motivation letter:

Motivation letter is one page long freeform document, which includes the reasons for performing a doctoral degree in the Doctoral Programme in Technology, and also your career plans after graduation (e.g. with regards to academic career / in Finland or elsewhere). Attach as a pdf titled Surname_motivationletter.

7) Transcript of study records of completed post-graduate studies

Attach as a pdf titled Surname_postgradstudies.

8) Verification of language proficiency

The University of Turku follows the Rector's decision (15 Aug 2019) on the means of verifying one's language proficiency. If the applicant is required to prove their language proficiency with a language test, a scanned certificate of a completed language test must be attached to the application. See language requirements on the website of the university's graduate school:

<https://www.utu.fi/en/research/utugs/how-to-apply/language> Attach as a pdf titled Surname_language.

9) Company / organization (other than University of Turku) commitment to employee's post-graduate studies

This attachment is **required from applicants who will do the doctoral training part-time** on the side of another job **and who are employed by a company / organization**. A freeform document, in which a company / organization (representative of a company / organization, e.g. superior) express of being aware of the applicant's post-graduate studies and shows support (e.g. level or type of support, possible resources) for applicant's studies while the applicant works at the same time at the company / organization. The commitment should express also the impact of the thesis work for the company / organization. Attach as a pdf titled Surname_companycommitment.

10) Research director's statement (Faculty of Technology)

1. If the success of the applicant in her/his prior studies has not been sufficient, a statement of research director is needed as attachment of the application. The statement must take a stand on how the applicant has supplemented her/his knowledge and skills to achieve the required level: by studies, work experience and/or publications related to the field of doctoral thesis research.
2. If the applicant does not hold a previous degree in the field of research (s)he is applying for, a statement of research director is needed as attachment of the application: what is the suitability of the previous degree for the applied research field. The statement must take a stand on possible bridge studies, and the justification may take applicant's work experience and knowledge in relation



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to planned doctoral thesis work into account. There can be maximum 30 ECTS of bridge studies. Bridge studies cannot be included in postgraduate studies of 40 ECTS.

The research director is the same person, who is suggested to be the research director in applicant's doctoral thesis work. The research director's statement must be based on the application and its attachments, and it must be signed by the research director. Attach as a pdf titled Surname_researchdirectorstatement.

11) Other documents

For example information about grants, prizes and recommendation letters that the applicant wishes to present, in order to indicate the eligibility and merits for the applied position. Please, merge the documents in to a single pdf titled Surname_otherdocuments.

12) Reasons for changing over to a Doctoral Programme in Technology

If the applicant has a right to study for a doctoral degree at another university or in another doctoral programme at the University of Turku, the applicant must provide reasons for changing over to a Doctoral Programme in Technology of the University of Turku. If any materials collected during the previous dissertation process are planned to be used in the dissertation, the applicant must submit a free-form account showing that s/he has the right to use the materials. A person may hold only one doctoral degree study right at the University of Turku at a time.

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

13) *Supervisor's statement:

Letter written by the supervisor(s) including 1) name of the applicant and supervisor, 2) assessment of the applicant, 3) announcing supervisor's commitment to complete the thesis project, 4) length of supervisor's position at the University of Turku, 5) time plan for the thesis project, 6) plan for financing the thesis project (existing funding and funding to be applied for), 7) publication plan (must be **clearly** specified, which publications will be included in the thesis, what is applicant's contribution in every publication and if the article is already accepted to be published), 8) how does the applicant's previous studies or research merits support the application (e.g. if the previous degree is from different field), 9) estimated date of the public defense of the doctoral thesis (first/second half of year 20xx). **DO NOT attach this statement to this electronic application.** Instead, ask **your supervisor to email the statement to tech-doc@utu.fi** (subject line should contain "DPT Supervisor Statement") **at the latest on 17th of September 2021.**



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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.

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.

With the username and the password you can access the system if you need to edit the form before the period expires (September 17, 2021). 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**.

The documents must arrive during the office hours, otherwise the applications will not be processed. The application documents will not be returned to the applicants.

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 application process, please contact coordinator Nina Lehtimäki (nina.lehtimaki (@) utu.fi).

The applicants who have completed their prior degree in a country other than Finland and who are granted a study right in this call, need to deliver either the original degree certificates or certified copies of the original degree certificates and their official translations to the University of Turku as instructed in the admission notification by 4 March 2022. If the admitted applicant does not deliver the required certificates (*in paper form*) by the deadline set in the admission notification, s/he forfeits the study right. Instructions on delivering certificates and country-specific requirements are available here: <https://www.utu.fi/en/study-at-utu/accepted-students/original-documents>.