



How to Apply Guide: Instructions for applying for a funded doctoral researcher position and the right to study a doctoral degree in the Doctoral Programme in Technology (DPT)

Application ID number 15000

Dear DPT applicant,

Please, read carefully both these instructions and the call for applications (see:

<https://www.utu.fi/en/research/utugs/dpt/admission>)

Please fill in the application carefully. This guide contains additional guidance on only some of the questions.

Pay attention especially to the instructions concerning the **attachments** (read carefully pages 7-11).

- *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.
- *Supervisor's statement* is a mandatory document: **do not attach** the statement to the electronic application. **Make sure that your supervisor emails** the statement to tech-doc@utu.fi at the latest on 15 September 2023. The supervisor must use the template found here: <https://www.utu.fi/en/research/utugs/dpt/admission>. The template includes instructions.
- *A statement of continuous commitment by a company/organization (outside UTU) to an employee's doctoral degree* is important for applicants who will do the doctoral training part-time on the side of another job and who are employed by a company / organization.
- 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 15 September 2023.

If you are applying for a **funded position**, please read carefully instructions from pages 5-6.

This guide will help you with your electronic application in Turku University's Saimi system. **The electronic form has to be submitted by 15 September 2023 (23:59) (local time in Finland)**. The link to the form is at the top of the advertisement (blue box labelled "Fill in the form").

Please note! The system has an **automatic log off time after 180 minutes**. Therefore, before starting the application, (1) read the call for applications, (2) prepare all the mandatory attachments and (3) submit your application before this time limit (to be able to submit, the mandatory attachments are required to be attached). You can still adjust and fill in your application until the end of application period. When you save the form in the system, you will receive an email to the address you provided. 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 in or editing your application. Please see the more detailed instructions at the end of this document.



The “Fill in the form” link at the bottom of the page opens the “Welcome to University of Turku Graduate School call for applications and follow-up system”. The page has more information and instructions about the Saimi system and how to apply using the form.

After clicking “I approve”, choose whether you want to fill in a new application for the first time, or whether you want to use a previously filled form as a basis for the new application. If you want to use a previous form, you will need to use the username and password you received in your email when using the system previously. Use the “Have you lost your password?” option to retrieve a forgotten password.

The application form includes the following sections:

- Basic information (1/5)
- Information of the Planned Degree (2/5)
- Action plan (3/5)
- Studies and follow-up (4/5)
- Attachments (5/5)

The fields marked with an asterisk (*) are mandatory. Please fill in all relevant sections, even if they are not marked as mandatory.

It is recommended 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.

1. Basic information:

Fill in your personal details and contact information. All the emails from the recruitment system and the University are sent to the email address you provide here. If you already have an UTU student number, fill in this here, or otherwise, leave this blank.



**I'm applying for:* Please select what you apply for carefully and refer to the call for applications for further information.

If you already have a right to pursue a doctoral degree at the University of Turku in the Doctoral Programme in Technology (DPT), then you do not need to apply for a right to study again and you should apply only for a “**funded doctoral candidate position**”.

If you do not have a right to study at DPT, you need to apply for either “**a right to study**”, or a “**funded doctoral candidate position and a right to study**”.

2. Information of the Planned Degree:

This section focuses on the doctoral degree you are applying a right to study for, or, if you already have a right to study in the doctoral programme, what this doctoral degree is.

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), Food Chemistry (PhD), Molecular Biotechnology and Diagnostics (PhD), Molecular Plant Biology (PhD), Phonetics (PhD), Computer Science (PhD), Industrial Engineering and Management (PhD), Biotechnology (D.Sc. Tech.), Food Development (D.Sc. Tech.), Sustainable Biotechnological Processes (D.Sc. Tech.), Information and Communication Technology (D.Sc. Tech.), Materials Engineering (D.Sc. Tech.), Mechanical Engineering (D.Sc. Tech.), or Industrial Engineering and Management (D.Sc. Tech.).

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

**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 researchers have to agree on the supervision arrangements (research



director, at least two qualified supervisor) with the department in question before submitting the application (Supervision plan form). According to the Rector's decision each doctoral researcher must have **at least two supervisors**. One supervisor act as the main supervisor. A supervisor must have completed a doctoral degree, and at least one of a doctoral researcher'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 researcher'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:

If you have agreed with your supervisors and the research director that you will have an advisory committee (follow-up group), name the members of the committee here. Two external members in addition to the doctoral researcher and supervisors make up the Advisory committee group. The external members should hold a doctoral degree and come from outside of the doctoral researcher'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 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>.

3. Action plan:

**Publication plan for your doctoral thesis and already published articles:*

List **all the articles intended to be included in your doctoral thesis**. For all the articles you listed, (1) state which ones are already published, and which are planned, and (2) for the planned articles, include the planned publishing schedule of them. Write 'monograph' if your thesis format is not a compilation dissertation.

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



Other scientific articles: If you have previous scientific articles that are **not planned** to be included in your doctoral thesis, list them here.

**Amount of the studies (ECTS) you've already completed for the doctoral degree:*

If you have already completed postgraduate studies that are part of your doctoral degree, enter the number of credits here. Write 'zero', if you have not completed any postgraduate studies yet. Studies integrated in other degrees e.g. previous Master's degrees cannot be included in a doctoral degree.

**Time plan:* Choose the estimated year of completing the doctoral degree (semester/year). The estimated duration of doctoral studies working full-time is four years.

Mode of attendance full-time?:* Choose "Yes" if you will work full-time and "No" if you will work only part-time (e.g., alongside another job). **Important: funded position can be granted only for full-time doctoral research. If you will work part-time, please read instructions for attachment "A statement of continuous commitment by a company/organization (outside UTU) to an employee's doctoral degree".

**Financing plan:*

First, **describe generally** on how you plan to fund your doctoral studies in the open text box ("Specify here your plans for financing the doctoral studies").

Details of funding are agreed with the supervisor and described in the supervisor's statement. Make sure to discuss your funding plan with the supervisor.

Second, for **each planned year of your doctoral studies**, outline what the form and source of funding will be (grant, employment, or grant and employment). You can specify and clarify your choice of funding in the section *Source of funding*. Click on "More +" to add another year.

**Have you already been granted research funding? (Yes/No):*

Choose "Yes" if you have been granted earlier **research funding**. Research funding is any funding granted to you for your **personal dissertation research**, with minimum length of one month. This does not include funding such as travel grants, etc.

Earlier granted funding for doctoral studies:

If you filled "yes" in the previous question, specify here what the earlier funding granted to your personal dissertation research was. Travelling grants etc. should **not** be added to the table. Describe in the "Source" field whether it was an employment contract or a grant (as well as the employer/funder).



The next few questions concern only those who apply for a funded doctoral researcher position:

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 funding period of the applied funded position. At the earliest, a funded position can start at the beginning of next year (1 January 2024). Funded positions can be granted up to a maximum of four years (48 months). **For example, if you are wanting to apply for a four-year funding period starting from 1 January 2024, select 1/2024 – 12/2027.**

In case I will not be selected for the funding position, I will cancel my application for the doctoral training in this doctoral programme” (Yes/No)

If you are **applying for both a study right and a funded position**, please answer this question (“Yes” if you want to automatically cancel your study right application if you are not selected for a funded position, “No” if you would still like to apply for the right to study). If you already have a study right or you are only applying for one, please choose “No”.

**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:*

To find more information of the fellowship, please read the information in the following link:

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

4. Studies and follow up:

The first few questions focus on your previous degree (i.e. the degree that gives the qualification to pursue doctoral studies). For more information, please see “Who can apply?”

- Faculty of Technology, in the following link: <https://www.utu.fi/en/university/faculty-of-technology/doctoral-training/how-to-apply>
- Turku School of Economics (Information Systems Science), in the following link: <https://www.utu.fi/en/university/turku-school-of-economics/research/doctoral-training/applying>

**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. If you have not yet graduated, give the estimated date of graduation. **Please note:** 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 2023. 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 15 September 2023.

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 outside of 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 or diploma. **Give also grading scale if degree is completed outside of 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, for example, MSc in ... or PhD in... This degree can be the same as the degree that gives the qualification to pursue doctoral studies if this is your highest completed degree.

**According to the faculty's requirements I need to verify my language skills with language tests:*
Please check the language requirements on the webpage of the university's graduate school to see if you are required to include a proof of language test: <https://www.utu.fi/en/research/utugs/how-to-apply/language>.

(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

5. Attachments:

Please add the **attachments that are mandatory for you, referring to the call for applications carefully.** Please note that mandatory attachments depend on whether you are applying for a right to study and/or a funded position, and on whether you are applying for a right to study at the Faculty of Technology or at the Turku School of Economics (Information Systems Science as field of research).

You can add only one attachment in each section. Please attach the attachments as PDFs. Give each of the attachments the title in the form of "Surname_AttachmentName". **All the attachments must be attached to the electronic form EXCEPT Supervisor's statement (5.6), which must be submitted directly to tech-doc@utu.fi by supervisor.**



5.1. Curriculum vitae (CV):

Please see the instructions from Finnish National Board on Research Integrity (TENK) for writing a CV: <https://www.tenk.fi/en/template-researchers-curriculum-vitae>. Attach as a pdf (titled "Surname_CV").

5.2. List of publications:

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

5.3. Dissertation research plan (in English):

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
- Placement of the dissertation research in a possible wider research context of the group
- 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: <https://www.utu.fi/en/university/turku-school-of-economics/research/doctoral-training/applying>

Attach as a pdf ("Surname_ResearchPlan").

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). The use of artificial intelligence (AI) to assist in the preparation of the research plan in a wider role than checking grammar or generating short expressions should be clearly indicated in the research plan.

5.4. Copies of the degree certificates/diplomas:

Please check the Call for Applications for detailed information about which documents you need to provide. Please note that there are multiple documents you need to provide.



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 and/or transcript of study records 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.

In the Faculty of Technology, 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.

Those applicants who have been granted a right to study and who have completed their prior degree abroad have to submit either the original degree certificates or certified copies of the degree certificates and other educational documents and the official translations of the documents to the University of Turku at the latest in 4 March 2024. If the admitted applicant does not deliver the required certificates by the deadline set in the admission notification, they forfeit the study right. [Link to the instructions on delivering certificates and country-specific requirements.](#)

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

In the Faculty of Technology, a supervision plan is a mandatory attachment of the application. 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 as a pdf (titled "Surname_Supervisionplan").

5.6. Supervisor's statement

The supervisor must use the template found here:

<https://www.utu.fi/en/research/utugs/dpt/admission>. The template includes instructions.



IMPORTANT: This document is not attached to your electronic application, but have to be delivered separately. *Supervisor must submit the statement directly to tech-doc@utu.fi (subject line should contain "DPT Supervisor Statement") by 15 September 2023.*

5.7. Motivation letter

Motivation letter is maximum 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").

5.8. Transcript of study records of completed post-graduate studies

5.9. 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. See language requirements on the webpage of the university's graduate school: <https://www.utu.fi/en/research/utugs/how-to-apply/language>.

IMPORTANT! This attachment is not marked mandatory, however please check if it is mandatory for you to submit a language test. If you are required to prove your language proficiency with a language test, a scanned certificate of a completed language test **must** be attached to the application. Attach as a pdf (titled "Surname_LanguageProficiency").

5.10. Copy of a valid passport

Attach a copy of your valid passport or official identification card with photo and information on citizenship. If you have a Finnish personal identity code and you have entered it on the application form, you do not need to attach a copy of your passport.

5.11. A statement of continuous commitment by a company/organization (outside UTU) to an employee's doctoral degree

A freeform document, in which a company / organization (representative of a company / organization, e.g. superior) express of being aware of the applicant's doctoral education and shows support (e.g. level or type of support, possible resources) for applicant's doctoral degree completion 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. The absence of a statement will be interpreted as a lack of commitment by the company/organization to support the applicant's doctoral degree completion.

5.12. Research director's statement (Faculty of Technology)

1. If the success of the applicant in their 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 their 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 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.

6. Submitting the application:

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 email address you have given, which confirms that 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 submission period expires (15 September 2023). You can sign in to edit your application 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 application documents will not be returned to the applicants. **The applicant must deliver all required attachments by the end of the application period. Late applications will not be processed.**

7. 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, please contact DPT coordinator Nina Lehtimäki (nina.lehtimaki (@) utu.fi).

Please note! Those applicants who have been granted a right to study and who have completed their prior degree *abroad* have to submit either the original degree certificates or certified copies of the degree certificates and other educational documents and the official translations of the documents to the University of Turku at the latest on 4 March 2024. If the admitted applicant does not deliver the required certificates by the deadline set in the admission notification, they forfeit 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>.