

Doctoral Programme in Clinical Research (DPCR) 2022

INSTRUCTIONS FOR APPLYING

Right to study for a doctoral degree / Application form ID 12700

NB! In addition to these instructions, please read and follow the instructions of the faculty you are applying to.

The application for the right to study for a doctoral degree is done by filling in an electronic form in the Saimi system and attaching the required documents to it. The form has to be filled and submitted by the due date defined in the advertisement (at 23:59:59 local time in Finland). Choose the advertisement **ID 12700 – DPCR** on [the Graduate School call for applications www-page](#) and click the *Fill in the form* tab to open the form.

The following page, Welcome to University of Turku Graduate School call for applications and follow-up system, contains information and instructions about the Saimi system, and fill in the form. First, you must accept the information mentioned in the privacy policy (*I approve*). Second, choose whether you want to fill in a new application form, or use a previously filled one (*I have previously applied for a job, let me use my old application also for this job*) as a template in which case you have to log in with the username and password provided by the Saimi system earlier (additional information on this 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 a star (*) are mandatory. *Due to the technical characteristics of the software, all mandatory questions have not been marked with the star (*), but this guide contains more detailed instructions for filling.*

An uncompleted form can be submitted, but all questions marked with the star (*) must be filled first. It is possible to revise the form until the call closes.

Fill in your personal details and contact information on the **Basic information** tab.

Add your personal email address. Double check your e-mail address, since all emails from the Saimi system and the University are sent to that address during the application process.

Fill in the *UTU Student number*, if you already have a student number at the University of Turku.

On the **Information of the Planned Degree** tab, give information about the doctoral degree you are applying to and the thesis research and motivation.

Choose *the planned degree* according to your basic degree and the faculty you are applying to. The degrees at the Faculty of Medicine are Doctor of Medical Science, Doctor of Odontology, Doctor of Philosophy. The degree at the Faculty of Science is Doctor of Philosophy. The degrees at the Faculty of Technology are Doctor of Philosophy and Doctor of Science (Technology). The degrees at the Faculty of Social Sciences are Doctor

of Philosophy and Doctor of Psychology. The degrees at the Turku School of Economics are Doctor of Science in Economics and Business Administration, Doctor of Philosophy and Doctor of Social Sciences.

As a *faculty* choose 'Faculty of Medicine', 'Faculty of Science', 'Faculty of Technology', 'Faculty of Social Sciences' or 'Turku School of Economics'.

Fill in the *Major subject*. [Subjects in doctoral training in the Faculty of Medicine](#) For other faculties, look for correct major subject from the faculty web page. This information is mandatory (*).

Add information about your doctoral thesis, such as the *Topic*, *Supervisor(s)*, *Research director/ Mentor / Professor in charge of major subject and members of the Advisory committee*. The advisory committee is called a follow-up committee in the Faculty of Medicine. [Subjects in doctoral training and heads of subject in the Faculty of Medicine](#). This information is mandatory (*). (For other faculties, the follow-up committee is not mandatory).

Faculty of Medicine: One of the supervisors should have the competence of at least adjunct professor or equivalent. A person who has not completed a doctoral degree, can not act as a supervisor. The information concerning the supervisors is mandatory (*). You can add fields for names with button *More*. **NB: You need to attach a supervisor's justified application for the approval of a supervisor, when proposing only one supervisor for doctoral training (Only in Faculty of Medicine. In other Faculties 2 supervisors are required).**

The follow-up committee consists of the doctoral thesis supervisor(s) and one to three other researchers who have a doctoral degree and who are familiar with the topic at hand. One of them must come from outside the doctoral candidate's own research group. The supervisor and the doctoral candidate together call a follow-up committee. The information concerning the follow-up committee is mandatory (*) in the Faculty of Medicine. You can add fields for names with button *More*.

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

Abstract of the research plan This information is mandatory (*)

Current phase of the doctoral research This information is mandatory (*) even though the right to study for a doctoral degree has not been granted yet.

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. A monograph is an extensive and continuous work that does not include separate articles. It is possible to carry out a monograph only in certain faculties (see the instructions of the faculty). (*)

The above mentioned information in a format: Author(s), Title, journal, year and other publication information

Other scientific articles - List your scientific articles not planned to be included in your thesis.

Amount of the studies (ECTS) you have 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. (*)

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

Mode of attendance full time? (Yes/No) Please choose the option that best describes your situation. You can specify your answer in the section *Specify here your plans for financing the doctoral studies?* Please remember to add the supervisor's comment on the funding as an attachment, if the thesis work is your full-time job.



Financing plan - Generally describe how you plan to fund your studies on the open text box. 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*. This information is mandatory (*)

Have you already been granted research funding? (Yes/No) 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.** If your answer is 'Yes', specify the funds according to the source. **NB! Please list the funding periods in chronological order.**

The **Studies and follow up** tab gathers information on your previous degree that makes you eligible for the doctoral training (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).

If you do not have the grade of the final thesis, write 'I don't have the information'.

If your basic degree (the one that gives qualification to pursue doctoral studies) is not completed yet, clarify the state of your studies in a question 'Other information of your studies / courses'.

According to the faculty's requirements, I need to verify my language skills with language tests - Choose Yes or No (see the instructions of the faculty on verifying language skills). If your reply is Yes, notify the name and date of the language test and information on sending the test results. If you have completed your degree abroad and you are exempted from the language test according to [the Language requirements for admission](#), specify the criteria. Also add the certificate showing the reasons for exempt as a part of an attachment 'Copies of degree certificates/diplomas'. This information is mandatory (*) when applying for a right to study for a doctoral degree.

The **Attachments tab** - Please add the attachments that are required [according to the advertisement](#). You can add only one attachment in each section.

Specification of the required attachments (NB! Attach the documents in PDF format):

1. CV = Curriculum vitae of the applicant and the list of publications of the applicant (if any). This attachment is mandatory (*).
2. Research plan ([see the instructions](#)). This attachment is mandatory (*).
3. Copies of degree certificates/diplomas = Degree certificates and transcripts of study records of the basic degree (the one that gives qualification to pursue doctoral studies) and certificates indicating the language skills when applying the right to study for a doctoral degree in the Faculty of Medicine. *This attachment is conditional (*) - please see the instructions of the Faculty of Medicine about:*
 - [Degree giving the eligibility](#)
 - [Language proficiency](#)
4. Postgraduate study plan ([the form and instructions](#)) NB! Fill in also the estimated amount of credits (ECTS) after each suggested course or other study module. Mark in brackets after each course or training you have already completed: (*passed*). This attachment is mandatory (*) when applying for other faculties but not for Turku School of Economics.
5. [Supervision plan](#). Fill in, print, get required signatures and scan as an attachment. This attachment is mandatory (*).
6. Curriculum vitae from one supervisor (max 2 pages) and the list of publications 2019-2021. This attachment is mandatory (*).



7. Copy of the language test result. This attachment is conditional (*) depending on the applicant's situation - [see the Language requirements for admission](#). Applicants who have received their previous diploma from Finland do not need to attach this.
8. Letter of support for the collaboration provided by the representative of the research organisation / principal investigator, *if* the data is mainly collected outside the University of Turku or TYKS Expert Responsibility Area. / Supervisor's comment on the funding, *if* the thesis work is a full-time job for the applicant (not required when applying for the Turku School of Economics).
9. Letter of motivation. Only when applying for the Turku School of Economics.
10. A justified application for the approval of a supervisor, when proposing only one supervisor. (Only at the Faculty of Medicine)

If applying for the right to study for a doctoral degree at the [Faculty of Social Sciences](#), [Faculty of Science](#), [Faculty of Technology](#) or [Turku School of Economics](#) the required attachments may vary from the above-mentioned. Please check and follow the detailed instructions on the [www-pages of the faculty in question](#).

You can remove an attachment by clicking the [Delete](#) button.

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 (choose Print) or edited (choose Edit).

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. The email contains a username for the Saimi system and a link to create a password. You can use those to access your application before the period expires or when you want to use the form as a template for new form.

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

If you forget your password, you can get a new one by clicking the link Have you lost your password? Then insert the email address where you want the new password to be sent.

Using a previous application as a template for a new one

You can use a form you have previously submitted (e.g. application for the right to study for a doctoral degree) as a template for a new application or progress report.

- ☐ I'm a new applicant and I'd like to fill in the application form
- ☒ I have previously applied for a job, let me use my old application also for this job

Then you will need the previously received username and password. Choose the template you want to use on the list of submitted forms/applications. The required information and the attachments should always be checked carefully before submitting a form since the requirements may have changed since the last call.

Further information



**UNIVERSITY
OF TURKU**

Faculty of Medicine

If you have any questions about the technical issues of the Saimi -system, please contact UTUGS-Saimi@utu.fi

If you have any questions about the call for applications, the right to pursue a degree or follow-up system, contact the person or email address provided in the advertisement.