

Doctoral programme of Turku School of Economics Autumn 2022

INSTRUCTIONS FOR APPLYING FOR THE RIGHT TO PURSUE A DEGREE IN THE DOCTORAL PROGRAMME OF TURKU SCHOOL OF ECONOMICS

NB! Application form ID number 13748

Dear applicant,

the detailed instructions described here will help you to successfully fill in and submit your electronic application in the Saimi system used at the University of Turku. Please read the instructions carefully and fill in your application accordingly.

Applying for a right to pursue a doctoral degree is done by filling in an application form and attaching the required documents to the application in the Saimi system.

NB! The application form has to be submitted by the end of the application period: 16 September, 2022, no later than 23:59:59 (time in Finland). Submitting the application in the system after the deadline is not possible.

During the application period, the application forms can be found here:

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

Start by clicking **I approve**. Then 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. NB! Due to technical characteristics of the software all the required mandatory questions have not been marked with the star (*) on the form. Read these instructions for detailed information on filling in the form.

Fill in your personal details carefully. An uncompleted form can be submitted, but all the questions marked with the star* must be filled. It is possible to revise the form until the application period closes.

Basic information

Fill in your personal details and contact information. Fill in **your personal email address**, as all the emails from the SAIMI system and the University are sent to the email address you provide here.

Leave the *UTU Student number* field blank if you now only applying for the study right and doesn't yet have a student number at the University of Turku.

I am applying for?* Choose here whether you are applying 1) ONLY for a funded doctoral researcher position (only for those who already hold a doctoral study right at UTU), 2) ONLY for a right to study (choose this if you only wish to get a study right and don't want to apply for a funded position) or 3) both study right and the funded doctoral researcher position

Information on the Planned Degree

Fill in the information on the degree you are applying to or the degree for which you already have the right to pursue at TSE. In addition, add information on your dissertation research.

NB! With this form (form ID 13748) you can apply for the right to study for a doctoral degree only from the Doctoral Programme of Turku School of Economics (TSE). If you want to have Health Economics as your major, please fill in the application form of the Doctoral Programme in Clinical Research (application form ID 13721).

***Planned Degree:** At Turku School of Economics it is possible to complete the degrees of Doctor of Science in Economics and Business Administration, Doctor of Social Sciences and Doctor of Philosophy. Choose the planned degree according to your background degree. Applicants who have completed a degree in the field of business science can apply for the Doctor of Science in Economic and Business Administration (all majors). Others may apply either to Doctor of Social Sciences with Economics as a major (with a degree in the field of social sciences or in another relevant field) or Doctor of Philosophy (all majors).

***Faculty:** Turku School of Economics

***Major subject:** You must apply for the right to pursue doctoral studies for a major subject (12 options) at TSE:

- Accounting and Finance
- Management and Organisation
- Marketing
- International Business
- Operations & Supply Chain Management
- Entrepreneurship
- Economics
- Business Law
- Economic Geography
- Quantitative Methods in Management
- Information Systems Science
- Futures Studies
- (Health Economics cannot be chosen as a major in the Doctoral Programme of Turku School of Economics. Please apply for a study right from the Doctoral Programme in Clinical Research, and choose Turku School of Economics as the Faculty)

→ [get to know our Units at TSE](#)

***Topic of the planned doctoral thesis**

If you already hold a study right of a doctoral degree at TSE, give information on your supervisors (name and major subject). Only concerns those who already have a doctoral study right at TSE.

If you are applying for a right to study at TSE Pori Unit, please give that information here (major subject at Pori Unit). Major subjects at Pori Unit are Management and Organization (Pori), Marketing (Pori) or Accounting & Finance (Pori). All these majors can be chosen from either Turku or Pori. These are two different campuses.

Year and month of admission to doctoral studies at TSE. (answer if you already hold a study right at TSE)

*** An overall estimate of the completion rate of my doctoral thesis at the moment (choose one) A) 10 % or less, B) ca. 25 %, C) ca. 50 %, D) ca. 75 % or E) 90 % or more.***

Have you studied for the doctoral degree full-time, part-time (specify percentage (%) of working hours spent on studies) or on your own time alongside your full-time job and specify period/s for each one* Answer NA if you haven't started your doctoral degree yet.

Action Plan

Give information on your planned schedule and funding for the degree.

***Abstract of the research plan ***

***Current phase of the doctoral research**

***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** - 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.

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

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.

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

***Mode of attendance full time? (Yes/No)** - 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). You can

specify or justify your answer in the Specify here how you are planning to finance your doctoral studies? -field.

***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? (Yes/No)** Please mark only the funding which has been granted for **your personal dissertation research/completing the doctoral degree**, for example employment in a doctoral candidate position, grants for full-time studying and also salary from a project, if as part of the project you have completed doctoral studies/conducted research for your doctoral thesis (give % of the amount). Travelling grants etc. are not added to the table. **If your answer is 'Yes', specify the funds according to the source in *Earlier granted funding for doctoral studies*.**

I am applying for funded doctoral training position for the following time period (mm.yyyy – mm.yyyy). The position of a Doctoral Researcher is set to begin on 1 January 2023 at the earliest and for the duration of a maximum of four years (up to 31 December 2026).

In case I will not be selected for the funding position, I will cancel my application for the doctoral studies in this doctoral program. In case you will not be selected for the funding position, you can cancel your application for the doctoral studies in this doctoral program if you don't wish to have a study right without funding (Note! 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)

***The topic of my doctoral thesis and its connection to the research profile of TSE:** TSE will evaluate the suitability of the research topic in relation to the research profile and expertise of the major subject and its faculty ([information on the research profile of TSE](#)).

***Do you already hold a doctoral degree or do have a study right of doctoral degree in some other university?** – section, please state whether or not you already have a completed doctoral degree/study right to a doctoral degree elsewhere.

If you have a doctoral degree or a study right of doctoral degree in some other university, please specify where:

Give the name of the University where you hold the doctoral degree or the study right of doctoral degree.

***In this call for applications are you applying a right to study also from another faculty/doctoral programme at University of Turku? Please, specify.**

***If you are applying for a right to study, please indicate how do you meet the requirement of 60 ECTS of previous studies in the major you are applying to? NB! The previous studies must be university-level** -- Please describe here (course by course from your Bachelor's and Master's degrees' transcript of records where the required 60 ECTS come from.

Give 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). The degree must be completed by 16 September, 2022.

* **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.

* **I agree to receive the decision related to my application by email** – If you choose – 'Yes' the results of the selection will be sent to the email address you have provided on this form at the end of November, 2022.

Information on a completed Bachelor's degree (degree, major, year of completion, university, country) if in a relevant field to the application for a right to study: Give the required information on your Bachelor's degree, if you are applying for the study right of a doctoral degree at TSE and you are demonstrating e.g. the amount of previous studies in the major subject you are applying to TSE also with studies included in the Bachelor's degree. In that case, add also a scanned copy of the official/officially certified degree certificate as a part of an attachment 'Copies of degree certificates/diplomas' and a scanned copy of the official transcript of records of the degree as a part of an attachment 'Transcript(s) of Records'.

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

I am applying for the Finland Fellowship funding (only for non-EU/non-EEA citizens – More information, please see the call for applications) This concerns only non-EU/non-EEA citizens, see more information here: <https://www.utu.fi/fi/en/research/utugs/finlandfellowship>

Attachments

Please, add the attachments that are required in the call for applications. You can add only one attachment in each section. When necessary attach several files together before attaching them to the application form. The attachments should be in PDF format.

You may remove an attachment from the form 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 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 on the form, 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 application period expires.

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**.

If you have previously applied for a position through the Saimi system at the University of Turku, you may use the information you provided in your previous application as a template. When applying for a new position by using the previous application as a template, please note that the new application might require, for example, attachments that were not requested in the advertisement for the previous position. **The required information and the attachments should always be checked carefully before submitting the application.**

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**.

If you have already submitted your form it is possible to update it by entering your username and password here.

Username	<input type="text" value="testatei1"/>
Password	<input type="password" value="••••••••"/>
	<input type="button" value="Login"/>

[Have you lost your password?](#)

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 applying, please contact the Coordinator for the Doctoral Programme of TSE: Jenni Heervä, tsedoctoralprogramme@utu.fi, +358 29 450 3890.