UNIVERSITY OF TURKU

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 Exact Sciences (EXACTUS)

Application ID number 13645

Dear EXACTUS applicant,

This guide will help you with your electronic application in Turku University's Saimi system. **The electronic form has to be submitted by 16 September 2022 (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.

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.

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 Exact Sciences (EXACTUS), 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 EXACTUS, 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" (PhD).

Faculty: Choose "Faculty of Science".

Major subject: Write the major subject of your doctoral thesis: **applied mathematics, astronomy, chemistry, materials science, mathematics, physics, statistics or theoretical physics**.

Topic of the planned doctoral thesis: Write the preliminary title of the planned doctoral thesis or, if not yet known, your topic of interest (max 300 characters).

Supervisors: **If already known**, give the name and other details of the principal supervisor of your planned doctoral thesis. To fill in the details of other supervisors, click on "More +", and fill in their details. Status or title refers to the title of the supervisor (Professor/Associate professor/Assistant professor/Adjunct Professor/Doctor). ***If not yet known*** when applying for a right to study, fill in "Not known".

Research director/Mentor/Professor in charge of major subject:
If already known, give the name and details of the research director of the planned thesis. Please see the call for applications for more details. **If not yet known**, leave this section blank.

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.

I already have a study right for a doctoral degree (yes/no, if yes, please specify in which Department/Faculty/Doctoral Programme)
If you are currently undertaking your doctoral studies at EXACTUS or another programme at the University of Turku, or at another university, etc., please specify here what that programme is.

I am also applying for the doctoral study right and/or funded position from another doctoral programme/faculty (if yes, please specify from which doctoral programme or faculty)?

3. Action plan:

Abstract of the research plan: Write an abstract of your research plan (max 1000 characters).

If you do not yet have a study right to pursue a doctoral degree, then please specify your wishes about what your research topic could be. Also, please describe what kind of studies you have completed in your master's degree, and therefore in a sense what kind of research you could be able to carry on. You will also add a "Motivation letter" - attachment to the application where you can explain these topics in more detail (see Attachments section and application call).

Current phase of the doctoral research: Describe here, within a few words, the current state of your doctoral research (max 1000 characters). What is the situation of the publications that will be a part of your thesis? How many are published or submitted? How many do you still need to complete? Give a realistic

timetable to complete your doctoral degree. **If you have not yet started**, say so.

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 thesis format is: choose compilation dissertation (articles), or monograph.

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.

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 on it part-time (e.g., alongside another job).

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").

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.

If you are **applying for a funded position**, please specify what funding period you are applying for (max. 48 months), and for what time period you are applying for the UTUGS funding months (max. 24 months). For example, if you have not started your doctoral degree and you are applying for a funding period of 48 months (starting from 1 January 2023), with 24 months of UTUGS funding for the first two years, you could input:

Funding period: 1/2023 – 12/2026

2023: employment, UTUGS funding 12 months
2024: employment, UTUGS funding 12 months
2025: grant and/or employment, source of grant/employment: …
2026: grant and/or employment, source of grant/employment: …

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 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.

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 2023). 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 2023, select 1/2023 – 12/2026.

> **Please note!** As EXACTUS uses a matching funding model, here you are entering your entire funding period (max. 48 months). Please specify the years you are applying for the max. 24 months of UTUGS funding in the previous *Financing plan* section.

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 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 a funding period (max 48 months) for the following time period (mm.yyyy – mm.yyyy), of which UTUGS funding (max. 24 months) will be the following time period (mm.yyyy – mm.yyyy). (This question is repeated due to the funding model used in the programme. If you are not applying for a funded position, write "I am not applying for a funded position.)*
Please specify here both your funding period (max. 48 months) and for which time period(s) you are applying for a UTUGS funding (max. 24 months).

For example, if you have not started your doctoral degree and you are applying for a funding period of 48 months starting from 1 January 2023, with 24 months of UTUGS funding for the first two years, you could write:

Funding period: 1/2023 – 12/2026

UTUGS funding period: 1/2023 – 12/2024

If you are **not applying for a funded position**, write "I am not applying for a funded position".

Work experience related to your major subject (specify employer, year(s) and duration):
Specify if you have relevant work experience you would like to include in your application.

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.
Describe here the merits that may indicate your eligibility for the applied 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]
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?" in the following link: https://www.utu.fi/en/university/faculty-of-science/doctoral-training/how-to-apply).

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

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

*Institution awarding the previous degree

*Country

*Contact information of the institution awarding the previous degree (www-page, email)

*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!** 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 sci-docstudies@utu.fi by 16 November 2022.

*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 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 EXACTUS 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.

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:
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.

*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

*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: Yes / No

Starting Date of the Master's studies and duration of studies (years and months)*

Name of the Bachelor's degree, university and country, where the degree was completed

Starting date of Bachelor's studies, date of the Bachelor's Degree and duration of studies (years, months)

Major subject in Bachelor's degree and its grade

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

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.

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".

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:*

Instructions in English and in Finnish. If you currently have no publications, please upload a PDF that states this. Please note that theses (e.g. Bachelor's thesis and Master's thesis, etc.) should be listed in the list of publications.

Attach as a pdf (titled "Surname_Publications").

5.3. Research plan (in English):

If an applicant **already has a right to study** at the Doctoral Programme in Exact Sciences, then they have to attach a research plan to their application. Those applicants who **apply for a study right**, will write a research plan in the second application phase together with their supervisor.

The maximum total length of the research plan is 3 pages (including references). The research plan should contain:

- Name of the applicant
- Planned title of the doctoral dissertation
- Research topic in the context of the field
- Scientific motivation and goals
- Methods and environment of the research
- Applicants own role and specialization in the study
- Timetable of research
- Current state of doctoral thesis and postgraduate studies.

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).

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:

1) Scanned original **degree certificates** (in the same language as the degree was completed in),

2) Scanned original **transcripts of study records** (in the same language as the degree was completed in),

3) Scanned **other original educational documents** which may be of relevance in the student selection,

4) 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.

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.

Please note, that the degree that 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 sci-docstudies@utu.fi by 16 November 2022.

5.5. Motivation letter *(this may be mandatory for you)*

Motivation letter is **one page long** freeform document, which should include the reasons for applying for doctoral studies in the Doctoral Programme in Exact Sciences: you can describe your own research wishes and what kind of studies you have done in your Master's degree, and therefore, in a sense what kind of research you could carry on.

Attach as a pdf (titled "Surname_MotivationLetter").

5.6. Verification of language proficiency *(this may be mandatory for you)*

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 their 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").

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 (16 September 2022). 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 or the right to pursue a degree, please contact EXACTUS coordinator Eevi Savola (eevi.savola@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 3 March 2023. 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.