



## **Drug Research Doctoral Programme (DRDP) 2022**

### **INSTRUCTIONS FOR APPLYING THE RIGHT TO PURSUE DOCTORAL DEGREE AND/OR FOR FIXED-TERM DOCTORAL RESEARCHER POSITIONS IN DRUG RESEARCH DOCTORAL PROGRAMME**

#### **NB! Application form no 13809**

Applying for doctoral training is done by filling in an application (form) and attaching the required documents to the application in the electronic **Saimi** system.

**The form has to be submitted by the due date defined in the advertisement (23:59:59).**

Click the **Fill on the form** link which opens the **Welcome to University of Turku Graduate School call for applications and follow-up system**.

**Welcome to University of Turku Graduate School call for applications and follow-up system** page has more information and instructions on the Saimi system and how to apply for the form.

Start filling in the form by clicking **I approve**.

After clicking I approve, choose whether you want to fill in a new application or a follow-up form for the first time or if you have previously filled in a form and want to use the information I 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

**The data fields marked with a star\* are mandatory.**

Fill in your personal details carefully and add your personal email address, as all the emails from the recruitment system and the University are sent to this address.

**If you have filled in the form earlier, you have to use the information you have already given by logging in to the system with the username and password you received with an email.** More information on the subject at the end of this instruction.

## **Basic information**

Fill in your personal email address, as all the emails from the SAIMI system and the University are sent to this address.

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

## **Information of the Planned Degree**

Fill in the information about the degree you are applying to or the one to which you have the right to pursue a degree.



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).

As a *faculty* choose 'Faculty of Medicine', 'Faculty of Science' or 'Faculty of Technology'.

In addition, add information about your dissertation research, such as the Supervisors, Research director/ Mentor/Professor in charge of major subject and members of the Follow-up committee. \*This information is mandatory in the Faculty of Medicine. *The advisory committee is called the follow-up committee in the Faculty of Medicine.*

[Subjects in doctoral training and heads of subject in the Faculty of Medicine](#)

Fill in your *Major subject* only if the faculty requires a major subject in doctoral degrees (see the instructions of the faculty). Choose the planned degree according to your basic degree. Fill in the Major subject: [Subjects in doctoral training in the Faculty of Medicine](#)

\*This information is mandatory.

In *The thesis format is **compilation dissertation (integrated article format)** and the thesis format is monograph* sections you have to describe the format of your dissertation. **A monograph** is an extensive and continuous work of writing on the research topic that **does not include separate articles**.

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.

**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 applications are processed and decisions made case by case basis.**

The follow-up committee consists of the doctoral thesis supervisors 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 researcher's own research group. The supervisor and the doctoral researcher together call a follow-up committee. \*The information concerning the follow-up committee is mandatory.

## Action Plan

Write here the *Abstract of the research plan*

You can leave the *Current phase of the doctoral research* section empty if you are applying for the right to pursue a degree. If you already have the right to pursue a degree, fill in the section.

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 abovementioned 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). (\*)

With the Mode of attendance full time? (Yes/No) question, please choose the option that best describes your situation. You can specify or justify your answer in the Specify here how you are planning to finance your doctoral studies? section.

If you are applying for iPhD you should choose No.

In Financing plan, generally describe in the open field how you plan to fund your studies. Next, include the main source of funding for your four-year plan (grant, employment, or grant and employment). In the source of funding field, you can specify and justify your choice 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)

At the "I am applying for funded doctoral training position for the following time period (mm.yyyy- mm.yyyy)"

For a question 'A clarification on why I am applying for a shorter funded period than 6 months / year' a justification is required from applicants applying for a part-time position or a short funding period (e.g. applicants in clinical specialization training). This information is mandatory (\*) for those applying for a shorter funded period than 6 months / year.

*I am applying for the Finland Fellowship funding.* Those applicants who are not citizens of an EU/EEA country and who have been granted a right to study for a doctoral degree at the University of Turku in the spring 2022 application round or who are granted a right to study in the autumn 2022 application round may apply for the Finland Fellowship funding for the year 2023. For more information, see [www.utu.fi/en/research/utugs/finlandfellowship](http://www.utu.fi/en/research/utugs/finlandfellowship).

*I apply for the InFLAMES doctoral module.* Applicants of immunology, immunology-based drug development and/or diagnostics whose research group is affiliated with the InFLAMES Flagship can apply for the doctoral module.

**Please notice that DRDP appropriates only 6 months per year, the other 6 months comes from supervisor or grants.**



## Studies and follow up

Include information about your previous degree that makes you eligible for the doctoral training (higher university degree, postgraduate polytechnic degree, or a corresponding degree from abroad, which allows the person to apply for the similar level of degree studies in that country). In "School, where you have completed this degree or where you are currently studying at" inform also the country where the school is.

Choose yes or no in the According to the faculty's requirements, I need to verify my language skills with language tests section (see the instructions of the faculty on verifying language skills). If you replied "yes", write the name and date of the language test in the next section. If you have completed your degree abroad and you are exempted from the language test according to [the Faculty's instructions](#), 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.

## Attachments

Please add the attachments that were requested in the advertisement (please see the detailed instructions of the Faculty / doctoral programme). You can only add one attachment in each section. The permissible file types are listed in the information section on each attachment, see the image on the next page.

**NB! Attach the documents in PDF format**

The DRDP application should include the following:

***If you are applying for the right to pursue study for a doctoral degree you should attach all documents***

### ***At Faculty of Medicine***

***If you already have the right to study for a doctoral degree you should attach only first three (1-3) attachments***

1. **Motivation letter** (why do you wish to perform doctoral studies in this doctoral programme)
2. **CV** of the applicant (it is mandatory to use attached [CV model](#))
3. **Structured research plan** approved by the supervisor (max 5 pages).

The plan should consist of: abstract, background, aims and hypotheses, significance, how will the plan be carried out in practice, research environment, timetable and funding plan.

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).

### **4. Supervision and study plan**



the **Faculty of Medicine** form: [Supervision and study plan](#) - fill in electronically, print, sign together with the supervisor/-s and the head of subject and scan as an attachment (a mandatory attachment in the Faculty of Medicine).

See: [Subjects in doctoral training and heads of doctoral subject](#)

5. **A university degree certificate**, if applicant has attained the higher university degree somewhere else than in the University of Turku and in addition, a transcript of studies if the degree has been completed outside Finland.

- If needed - please see [the instructions: Degree giving the eligibility](#)

Those applicants who have been granted the right to study and who have completed their studies at a University abroad have to submit officially certified copies of the degree certificates, other educational documents and the official translations of the documents to the University of Turku according to the instructions given in the admission notification. If the admitted applicant does not submit the degree documents in time as indicated in the admission notification, they shall forfeit the study place.

6. If applicant has to pass **a language test**, the copy of the language test result must be attached to the application

- If needed - please see [the instructions: Language proficiency](#)

### ***At Faculty of Science and Faculty of Technology***

1. **Motivation letter** (why do you wish to perform doctoral studies in this doctoral programme)
2. **CV** of the applicant (it is mandatory to use attached [CV model](#))
3. **Structured research plan** approved by the supervisor (max 5 pages).  
The plan should consist of: abstract, background, aims and hypotheses, significance, how will the plan be carried out in practice, research environment, timetable and funding plan.

The research plans attached to the application may be checked with the Turnitin OriginalityCheck plagiarism detection software in accordance with the University of Turku quality assurance system.

4. **Supervision plan – Post graduate study plan**

Use this [Supervision plan](#) at Faculty of Science and

this [Supervision plan](#) at Faculty of Technology

The applicants to the iPhD track add to **Supervision plan** to the place for “**Other things agreed**” that they apply to iPhD track.

5. **A university degree certificate**



If applicant has attained their higher university degree somewhere else than at the University of Turku, and a transcript of studies if the degree has been completed outside Finland.

- If needed - please see [the instructions: Degree giving the eligibility](#)

Those applicants who have been granted the right to study and who have completed their studies at a University abroad have to submit officially certified copies of their degree certificates, other educational documents and the official translations of the documents to the University of Turku according to the instructions given in the admission notification. If the admitted applicant does not submit the degree documents in time as indicated in the admission notification, they shall forfeit the study place.

## 6. If an applicant has to pass a language test, a copy of the language test result must be attached to the application

If needed - please see [the instructions: Language proficiency](#)

You can remove an attachment by clicking the **Delete** button.

When you have filled in all the required information in the tabs of the form, click **Preview**.

The system shows a preview of the information saved in the application form. The application can also be printed by clicking **Print**.

When the application is completed, check the information and click **Submit**. You will receive an email to the address you have provided when the form is saved in the system.

You will receive a username and password to your email address, which you can use to access the system if you need to edit the form before the period expires or use the form as a template when filling in a new form.

If you forget your password, you can get a new one by clicking the **Have you lost your password?** link and by providing the email address where the new password will be sent. The address has to be the same one which you provided in the system for the first time. You can use an application which you have already submitted as a template for a new application. Choose an application template which you want to use in the application list and click **I approve**.

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 in to 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 changed your form, send the form again.  
You can log out from the system by clicking **Log out**.

## Further information



**UNIVERSITY  
OF TURKU**

If you have any question about the UTUGS Saimi -system,  
please contact [UTUGS-Saimi@utu.fi](mailto:UTUGS-Saimi@utu.fi)

If you have any questions about the advertisement, call for application or follow-up system,  
contact the person or email address provided in the advertisement.