INSTRUCTIONS FOR APPLYING THE RIGHT TO PURSUE DOCTORAL DEGREE AND/OR FOR FIXED-TERM DOCTORAL CANDIDATE POSITION IN TURKU DOCTORAL PROGRAMME OF MOLECULAR MEDICINE

NB! Application form no 7800

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.

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

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.

On the Information of the Planned Degree tab, fill in the information about the degree you are applying to or the one to which you have the right to pursue a degree.
In addition, add information about your dissertation research, such as the Supervisor, 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.

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.

Include information about your planned schedule and funding for the degree in the **Action Plan** tab.

The Abstract of the research plan *This information is mandatory.

You can leave the Summary of the doctoral dissertation research and its current phase 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. *This information is mandatory even though the right to study for a doctoral degree has not been granted yet.

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.

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.

In the Have you already been granted research funding? section, please mark only the funding (minimum of one month in length) which has been granted to your personal dissertation research. Travelling grants etc. are not added to the table. If your answer is ‘Yes’, specify the funds according to the source.

In the **Studies and follow up** tab, 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.

In the Attachments tab, 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.

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

The application should include the following:

1. **Motivation letter** (Max 1 page) explain why do you wish to perform doctoral studies in this doctoral programme

2. **CV** of the applicant (it is mandatory to use this attached CV model)

3. **Research plan** (max 3 pages, Arial, font 12). 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. **The postgraduate study plan** - Use this template. Mark to the plan the studies you have already taken.

*If you are applying for the right to study for a doctoral degree, attach also:

5. **Supervision plan** – the Faculty’s form (Fill in electronically, print and sign together with the supervisor/-s and the head of subject)

   See: Subjects in doctoral training and heads of doctoral subject (pdf)

6. **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.

7. **An application for approval of a third supervisor** containing an explanation, when proposing three supervisors

   - Needed only when proposing three supervisors

8. 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

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**
If you have any question about the UTUGS Saimi -system, please contact 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.