INSTRUCTIONS FOR APPLYING, Finnish Doctoral Programme in Oral Sciences (FINDOS-Turku)

Application form ID 11521

In addition to these instructions, please read and follow the instructions of the Faculty of Medicine.

The application is made by filling in an electronic application 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). Choose the advertisement **ID 11521** – FINDOS-Turku Doctoral Programme on the Graduate School call for applications www-page and click the **Fill in the form** tab to open the form.

The **Welcome to University of Turku Graduate School call for applications and follow-up system** page contains information and instructions about the Saimi system, and fill in the form. You must first accept the information mentioned in the privacy policy (**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. If you use a previous application as a template you have to log in with the username and password provided by the Saimi system then (additional information on this at the end of this guide).

The application 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. Not all mandatory fields have been marked with a star (*) due to the technical characteristics of the software. This guide contains detailed instructions on completing the form.

An uncompleted form can be submitted, but all the 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 in 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* only if you already have a student number at the University of Turku.

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

Choose *the planned degree* according to your basic degree.

As a *faculty* choose 'Faculty of Medicine.

Fill in the *Major subject* if you apply for a right to study for a doctoral degree in the Faculty of Medicine: **Subjects in doctoral training in the Faculty of Medicine**. 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**. **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.**

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, cannot act as a supervisor. The information concerning the supervisors is mandatory (*). You can add fields for names with button *More*. **NB! When only one supervisor for doctoral training is proposed, the supervisor's justified plea for approval of only one supervisor must be attached to the application.**

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.

The *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 - C*hoose 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'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) question, please choose the option that best describes your situation. You can specify or justify your answer in the section *Specify here your plans for financing the doctoral studies?*

Financing plan - Generally describe in the open field how you plan to fund your studies in 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.

*I am applying for funded doctoral training position for the following time period (**mm.yyyy – mm.yyyy**)* - This question concerns only those who apply for the funded doctoral candidate positions. Add the beginning and end dates of the applied funded position. A funded position starts at the beginning of next year at the earliest and can be granted to a maximum of four years.

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) – 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 that, please answer **No**.

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.**

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 don't 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 University's language requirements, 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 tab - add the required attachments listed in the advertisement (please see the doctoral programme's application instructions). You can add only one attachment in each section.

NB! Attach the documents in PDF format.

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 these 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 the new password should 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

Login with the previously received username and password. Choose the template you want to use on the list of submitted forms. The required information and the attachments should always be checked carefully before submitting a form as the requirements may have changed since previous calls.

Further information

If you have any questions about technical issues of the UTUGS 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.