

APPLICATION FORM INSTRUCTIONS - doctoral study right applications

Choose **the doctoral programme, the faculty and target qualification** you are applying for.

Fill in **the personal data** of the applicant.

Prepare the following data and the required attachments well beforehand of the application deadline.

1. Educational information

- **Information concerning your Master's degree (or equivalent)**
- **Scanned ATTACHMENTS: A copy of your previous degree certificate (Master's degree or equivalent) and a copy of a detailed transcript of studies included in the degree.**
- **The title, grade and abstract of your Master's thesis or equivalent** (max 1500 characters, including spaces).
- **Information concerning your Bachelor's degree (or equivalent) - NOT COMPULSORY**
- **Other educational background:** Upper secondary school of studies (high school or equivalent) and country of it

2. Language skills. The University of Helsinki demands an indication of academic level language skills of all applicants. Please acquaint yourself with the options for verifying your language skills in either [Finnish](#), [Swedish](#) or [English](#) in good time before applying.

- **Scanned ATTACHMENTS: Language proficiency test if applicable**

3. The research proposal is the most important part of your application. In the electronic application form, the research proposal is divided into the fields listed below. Prepare your research proposal right from the start to fit the different fields and their maximum lengths, so you won't need to start re-editing the proposal when filling in the application form.

The following fields related to the research plan are included in the electronic application form (the number in parentheses indicates the maximum number of characters per field, spaces included):

- **Preliminary title of the doctoral thesis**
- **Field of research**
- **Specification or additional information on the field of research**
- **Language of the dissertation**
- **Other language skills needed for completing the doctoral dissertation**
- **Brief summary of the research plan (2000)**
- **Research plan contains mathematical special characters: (Yes/no)**
- **Motivation for conducting doctoral research (2000)**

Describe your motivation for conducting doctoral research in general and for this topic in particular. Also explain why you have chosen the doctoral programme you are applying for.

- **Rationale for the research project (2000)**
How is the project linked to previous research? What are the most significant theoretical and methodological premises of the project?
- **Objectives of the research and scientific impact of research results (2000)**
What are the objectives of the project and their theoretical and methodological underpinnings? Shortly present the hypotheses and the research questions. Describe the expected research result and their anticipated novelty value in terms of the research field and the current scientific discussion on the research topic. You may also shortly outline the reach, potential applications and utilization value of the research beyond the scientific community.
- **Research methods (2000)**
Outline the research methods, described so as to explain how they will contribute to answering the research questions/confirming the hypotheses, or how they will support the chosen approach.
- **Research material to be used and its significance for the research project (1500)**
- **Preliminary plan on the collection, usage and storage of the research material. (1500)**
Briefly describe how you plan to collect the research material and use it. Are there any ethical, data protection or copyright issues related to data storage that need to be taken into account? Is it possible to make the data available for the use of other researchers? We do not expect you to master topics related e.g. to open access or to the legal and ethical issues related to data management (e.g. data protection, copyright issues) when you apply. It's enough that you have given the topic thought and recognised the preliminary data management questions that might arise related to your research data.
- **Ethical issues (1000)**
Are there ethical issues (e.g. ethical governance procedures, informed consent, and anonymity of subjects) that need to be taken into account when conducting the research? Does conducting the research require a research permit or a permit from the ethical board and/or the Animal Experiment Board? We do not expect you to be an expert of research ethical questions when you apply. The important thing is that you have considered the possibility of ethical issues related to your research topic and, if there are such issues, given preliminary thought on how to approach them.
- **Does the research project require animal testing? (Yes/no)**
- **The most important research literature references for the research plan (2500)**
- **Form of the dissertation (an article-based dissertation or a monograph)**
- **Publication plan (including a preliminary outline of the monograph) (1000)**
The preliminary outline of a monograph or, in case an article-based dissertation is planned, a preliminary publication plan for the articles.
- **Preliminary timetable and funding plan of your research (2000)**
- **Grants and/or funded doctoral candidate positions applied / received thus far. (500)**
- **I am planning to research: full-time / part-time**
- **Estimated year of graduation**

4. Supervision arrangements:

- **Main supervisor** (name, academic title, e-mail address, affiliation)
- **Potential other supervisors** (name, academic title, e-mail address, affiliation)
- **Responsible professor** (name, academic title, e-mail address, affiliation)
- **Thesis committee members**

5. Previously acquired knowledge supporting the dissertation project (the number in parentheses indicates the maximum number of characters per field, spaces included):

- **Previously acquired research knowledge**
Previous experience in research work, other scientific work and/or scientific merits, including possible academic awards and other academic acknowledgements.
- **Possible publications and conference presentations** (1500)
- **International experience and other work experience relevant to your doctoral research** (1500)
- **Possible career breaks** (1500)
Here you have the option to list reasons that may have caused delay in your studies (for example: possible family leaves, military or civilian service).

6. A study plan. Before drawing up your own preliminary study plan, please acquaint yourself with the doctoral programme's degree requirements available further down this page. In the study plan, the important thing is that you have given thought on what kind of studies would best support your thesis work and drawn up a preliminary timetable for completing these studies.

The following fields related to the study plan are included in the electronic application form (the number in parentheses indicates the maximum number of characters per field, spaces included):

- **Preliminary study plan: Discipline-specific studies, 30 ECTS** (1500)
- **Preliminary study plan: General competence studies, 10 ECTS** (1500)
- **Possible completed doctoral studies so far (in ECTS)**

MAILED DOCUMENTS

N.B. Applicants who have *not* completed their previous degree in the University of Helsinki **must also send officially certified copies of the documents mentioned in points 1. and 2. by post.** For more information on the means of having the documents officially certified, please see [here](#).

Submitting the application

The applications, along with the required additional documents, must be submitted by the end of the application period. Applications are submitted using an electronic application form, which closes at 3 PM (Helsinki time) on the last day of the round of applications. **Those applicants who are required to send certified copies of the additional documents by post must make sure that these documents arrive by the end of the application period.**

Applications and additional documents sent by email are not accepted. Incomplete applications are not considered.

The certified copies of additional documents must be delivered to the Admissions Services of the University of Helsinki. For instructions on how to submit your documents, please see [here](#). For further information, please contact [admissions\[at\]helsinki.fi](mailto:admissions[at]helsinki.fi)