



UTU-GreDiT

**Solutions for Green and
Digital Transition**

MSCA Horizon 2022 UTU-GreDiT

Guide: How to fill the electronic application



**Co-funded by
the European Union**

How to fill the electronic application

The University of Turku uses the electronic application system TalentAdore. The electronic form and attachments have to be submitted **by 22 January 2024 at 15:00 (local time in Finland)** via the electronic application system. The link to the application form can be found from UTU-GreDiT website (<https://sites.utu.fi/utugredit/>). **Please carefully read the information on the website, the guide for applicants and prepare all the attachments prior to starting the electronic application.** The application should be written in English.

To avoid any potential technical problems in your application submission, please submit the application well in advance. You can modify your application after submission until the application period ends. Questions with a star/asterisk (*) are mandatory.

After reading through the open call text, click on the **“Apply for this position”** box at the bottom of the page to start your application.

The application form includes the following sections:

- Basic information
- Education (highest degree)
- Education (other degree)
- More information on courses and education
- Language skills
- Most relevant work experiences related to applied position
- Additional information
- Attachment
- Questions specific to UTU-GreDiT

1. Basic information

In this section, you will fill in some basic information about yourself.

- Please note: **“Country”** refers to your current country of residence.



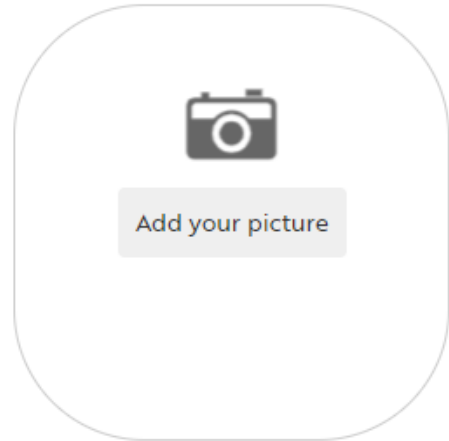
Basic Information

First name *

Last name *

Email *

Phone *



Nationality (Asked for reporting purposes) *

Dual nationality (if any)

Country *

Date of birth *

Gender (Asked for reporting purposes) *



2. Education (highest degree)

In this next section, you will write information about your highest degree that you have completed.

- **Degree:** select from the drop-down list the highest degree you have completed. If your degree type is not in the list, then select “Other degree” and write the name of the degree in the next section.
- **Educational institution where degree was obtained:** Please write here the institute’s name *and country* where you completed your highest degree.
- **Year of graduation:** Write your graduation year in the format YYYY

Education (highest degree)



Degree*

Choose

This field is required

If you select other degree then please write the name of the degree

Educational institution where degree was obtained*

Year of graduation*





3. Education (other degree)

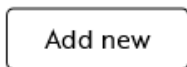
Here you can include information about **any other degrees** that you have. You can add another degree by clicking on the “Add new” button.

If you have not yet completed the degree, you can state the approximate percentage of completion of the degree.

Education (other degree)



Degree
<input type="text" value="Choose"/>
If you select other degree then please write the name of the degree
<input type="text"/>
Educational institution where degree was obtained
<input type="text"/>
Year of graduation
<input type="text"/>
Share completed
<input type="text" value="Choose"/>



4. More information on courses and education:

In this section, you can briefly describe courses that you have completed previously, which are relevant to the chosen UTU-GreDiT PhD project.

- For **Research field**, please state your **research field of your previous studies**, e.g. the research field of your Bachelor's and Master's and briefly describe e.g. how they relate to the chosen UTU-GreDiT PhD project you are applying for.

More information on courses and education

⊖

Course	<input style="width: 100%; height: 30px;" type="text"/>
Organiser	<input style="width: 100%; height: 30px;" type="text"/>
Duration	<input style="width: 100%; height: 30px;" type="text"/>
Year taken	<input style="width: 100%; height: 30px;" type="text"/>

Add new

Research field ^{*}

5. Language skills:

In this section you can outline your skills in different languages.

Please note! This section is to give an overview of your language skills in general. You will need to include a proof of English language certificate in the attachments section (see below).

Language skills

Finnish *

English *

Other language and skill level

Other language and skill level

6. Relevant work experience

In this section, you can list *up to three* of the most relevant work experiences you have that relate to the chosen UTU-GreDiT PhD project. You can add more sections by clicking on the “Add new” button.

Please include max. three most relevant work experience related to this position.



Position *

Employer *

Start date *

End date

Add new

7. Additional information:

In this section, you can include other relevant information to your application.

- **Your strengths for this position:** here you can briefly describe your strengths in relation to the chosen UTU-GreDiT PhD project.
- **Do you have experience of management (staff) responsibility?** Here you can state whether you have previously had management responsibility, e.g. have you supervised a Master's student or do you have other merits related to management. Please briefly describe the type of management responsibility in the "Further information" section.
- **Do you have experience of financial responsibility?** Here you can outline if you have received a personal research grant or other kind of research funding. If you choose yes, you will then input the approximate scope of this in euros (estimated) in the next section. Please specify the type of research funding in the "Further information" section.
- You can include your **ORCID-id number** and any other relevant **further information** if wanted, however these are not mandatory.
- **Where did your find out about the job?** Please choose where you found out about the position. If you saw the position from different sources, then please pick the one you found to be the most relevant in you applying for it.



Additional information

Your strengths for this position *

Do you have experience of management (staff) responsibility? *

Do you have experience of financial responsibility? *

ORCID-id (Please, make sure that your profile is updated and public)

Referees

Further information

Where did your find out about the job? *



8. Attachments:

In this section, you will add all the required attachments as PDFs.

Important! You will need to attach all attachments required by UTU-GreDiT even though the system does not state they are mandatory. Add the additional attachments in the “other attachments” section.

The mandatory attachments are:

- 1) A motivation (cover) letter
- 2) Curriculum Vitae
- 3) List of publications
- 4) Degree certificates and study transcripts
- 5) Certificate of the language proficiency
- 6) Research plan
- 7) Ethics self-assessment form

The optional attachments are:

- 8) Reference letters
- 9) For those applying with their own PhD project: Signed letter of commitment from new partner(s) beyond the partners provided by UTU-GreDiT.



Attachments ?

CV*

Select

Cover letter

Select

List of publications

Select

Research plan

Select

Copies of degree certificates / diplomas

Select

Other attachments



Attachment

Select

Add new



9. Questions specific to UTU-GreDiT:

In this section, you will include information about which UTU-GreDiT PhD project you are applying for and other relevant information.

- In the “select the PhD research project you are applying for”, choose one of the listed projects. **You can only apply for one project.** See the full PhD projects, research group descriptions and links to their websites at: <https://sites.utu.fi/utugredit/research-projects/>.
- Include more specific information about your **Master’s degree**: its total grade, grading scale, your Master’s thesis grade and grading scale and what research field your Master’s degree was in.
- Confirm whether or not you have **completed a doctoral degree**, or **successfully defended a doctoral thesis** (Please note! An eligible applicant to UTU-GreDiT must not already have completed a doctoral degree at the deadline of the application call. Applicants who have successfully defended their doctoral thesis but who have not yet formally been awarded the doctoral degree are not eligible to apply).

Questions specific to UTU-GreDiT

Select the PhD research project you are applying for*

You can apply only for one project. See the full PhD project and research group descriptions at: <https://sites.utu.fi/utugredit/research-projects/>

What is the total grade and grading scale of your Master's degree? *

The total grade of the Master’s degree must be at least on the level good (i.e. the weighted average grade of all courses and a Master’s thesis must be at least 60 % of the maximum grade).

What is the grade and grading scale of your Master's thesis? *

What is the research field of your Master's degree? *

I confirm I have not completed a doctoral degree (or successfully defended a doctoral thesis).*

- Yes
 No

An eligible researcher must not already be in possession of a doctoral degree at the deadline of the application call. Researchers who have successfully defended their doctoral thesis but who have not yet formally been awarded the doctoral degree are not eligible to apply.





- **“I confirm that I have not resided or carried out my main activity in Finland for more than 12 months during the last 36 months.”** Choose yes if you meet this eligibility criteria, i.e. you have not resided/carried out main activity in Finland for more than 12 months in the past 36 months immediately before the deadline of the application call (22 January 2024). Please note! Compulsory national service, short stays such as holidays, and time spent as part of a procedure for obtaining refugee status under the Geneva Convention are not taken into account. We will check that the requirement is fulfilled from selected candidates.
- Input **how many months** you have resided or carried out your main activity in Finland during the last 36 months (immediately before the deadline of the application call so 22 January 2024), e.g. 4 months.

I confirm that I have not resided or carried out my main activity in Finland for more than 12 months during the last 36 months (immediately before the deadline of the application call).*

Yes

No

An applicant must not have resided or carried out their main activity (work, studies, etc.) in Finland for more than 12 months in 36 months immediately before the deadline of the application call. Compulsory national service, short stays such as holidays, and time spent as part of a procedure for obtaining refugee status under the Geneva Convention are not taken into account. We will check that the requirement is fulfilled from selected candidates.

How many months have you resided or carried out your main activity in Finland during the last 36 months (immediately before the deadline of the application call)?*



- In the “**How do you demonstrate your English skills?**” section, choose the option that is applicable to you. Please see the English language requirements at: <https://www.utu.fi/en/research/utugs/how-to-apply/language>. **Please note! Remember to add the certificate to the attachments.**

How do you demonstrate your English skills? *

- Language test (add the certificate in the attachments)
- I have a Bachelor’s degree (or higher) completed in English in Australia, Canada, New Zealand, the UK, the USA, Switzerland or in an EU/EEA country. (Add the certificate in the attachments. Make sure that the language of the degree is mentioned in the certificate, usually this is done in the Diploma supplement.)
- Secondary education completed in English in Australia, Canada, the United Kingdom, Ireland, New Zealand, or the United States (add the certificate in the attachments)
- Bachelor's degree (or higher) or an equivalent degree completed in a university or university of applied sciences in Finland (add the certificate in the attachments)
- Secondary education completed in Finland (add the certificate in the attachments)

Please see the English language requirements at: <https://www.utu.fi/en/research/utugs/how-to-apply/language>. Remember to add the certificate to the attachments.

- The next part of the application is a **checklist**, where you can state that you have included all the required documents in the attachments.

Please check that you have added all the required attachments. *

- Curriculum vitae (CV) (mandatory)
- Motivation letter (Cover letter) (mandatory)
- List of publications (mandatory)
- Research plan (mandatory)
- Degree certificates and study transcripts. Scanned original Master’s degree certificate and transcript of study records in the language the degree was completed in (mandatory)
- Official translation of the degree certificate and study transcript. If the original degree certificates or transcripts of study records are not written in English, Finnish, or Swedish, official translations to one of these languages must also be submitted. An official translation refers to a translation of the educational documents issued by the awarding institution, or a translation made by an authorised translator (if needed)
- Certificate of the language proficiency (language test certificate or certificate of the previous degree) (mandatory)
- Ethics self-assessment form (mandatory)
- Reference letters (if any)

If the applicant has not submitted all the required documents, they will be asked to complement their application. They have seven days to deliver all required documents. If an applicant does not complete the mandatory attachments, the application will not be considered in the evaluation.





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10. Submitting the application

Once you have filled in all the required parts of the application, submit the application.

11. Contact information:

For questions about UTU-GreDiT: utu-gredit@utu.fi

<https://sites.utu.fi/utugredit/>



University of Turku
FI-20014 University of Turku



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