Application form completion instructions

Instructions regarding the requested information.

Postgraduate degree

The degree for which the study right is being applied for. Students accepted in the Doctoral Programme of CEE complete the degree of D. Sc. in technology as a rule. In order to gain support for the post-graduate study application, the candidate should have a master's degree in engineering and sufficient basic knowledge of the field of research specified in the application. In special cases, the degree of PhD or LicSc can be targeted. Post-graduate studies aiming at the degree of PhD can be accepted for a candidate whose master's degree is in a field other than engineering. If the application is targeted at PhD or LicSc, this must be explained using a separate appendix.

Information on the applicant's master's degree

Basic details about the degree qualifying the applicant for post-graduate studies.

Information on the postgraduate degree

The fields of study covered by the doctoral programme and the respective major subjects are listed on the doctoral programme application page. The supervisor of the post-graduate degree must represent the selected field of study.

The targeted time of completing the doctor's degree for full-time students is four years. If the post-graduate degree is conducted on a part-time basis, a time corresponding to four years' full-time studies shall be reserved for degree completion (in the study and research plans); however, the maximum degree completion time is eight years. A separate explanation for part-time studying is provided on the application form. Both full- and part-time students must report the progress of their studies to the doctoral programme and confirm compliance with the plan.

The Professor or Docent supporting the post-graduate study application is also the supervisor of the degree and responsible for the degree completion as a whole. In addition to the supervisor, it is possible to appoint one or several additional dissertation instructors. The additional instructor can be a university professor, docent or post-doc researcher from within or outside TUT. A post-doc researcher suggested as an additional instructor must provide the Faculty with his/her résumé and list of publications. Additional instructors can be accepted in conjunction with processing the post-graduate study application or at a later stage during post-graduate studies. The use of additional instructors is not mandatory. The supervisor and instructor(s) of post-graduate degree will be indicated on the doctor's certificate.

Prerequisite knowledge requirements

The faculty considers supplementary prerequisites for post-graduate studies, if the applicant has a master's degree in a discipline not directly applicable to the Faculty of Computing and Electrical Engineering, if the applicant is aiming at the degree of PhD, or if the applicant has a master's degree from a university of applied sciences or a corresponding degree from a foreign educational institute. The supplementary studies will not be included in the post-graduate degree.

Required appendices to the application

Documents required from applicants who have completed an eligible master's degree at TUT or another Finnish university:

1. Research topic description form
2. Copy of the MSc degree certificate and its appendices
3. Motivation letter
4. Supporting statement form from the post-graduate studies’ supervisor
5. Preliminary study plan
6. Preliminary financing plan for postgraduate degree
7. Statement of special reasons for aiming at the degree of PhD or LicSc (if applicable)
8. Any other material complementing the application

Documents required from applicants who have completed an eligible master's degree abroad:

1. Research topic description form
2. Certified copies of the bachelor's and master's degree certificates and the transcripts with official translations into English (if the original documents are in a language other than Finnish or English)
3. Curriculum Vitae
4. Statement of special reasons for aiming at the degree of PhD or LicSc (if applicable)
3. A Diploma Supplement (DS) as approved by the EU Commission for degrees completed in European universities (when applicable)
4. Motivation letter
5. Supporting statement form from the post-graduate studies’ supervisor
10. Any other material complementing the application
11. Official certificate of sufficient language skills in Finnish or English
12. Passport copy

In addition, non-Finnish citizens must submit the following:

More information about the appendices required for the CEE Faculty's doctoral programme application:

**Research topic description form**

A separate research plan does not usually need to be attached to the application; all that is needed is the research topic description form that can be completed in Finnish or English. The form must contain all the requested details and it must be signed by the supervisor of post-graduate degree. The actual research plan will be written as an assignment on the orientation course.

**Motivation letter**

The motivation letter is a free-form document that offers further reasoning to support the post-graduate study application, such as knowledge and work experience (education, scientific work) relevant to the post-graduate studies, the reasons and goals of applying for doctoral studies, hopes and expectations regarding the degree and studies, and plans for the time after completing the degree.

**Supporting statement form from the supervisor of post-graduate degree**

The supervisor completes the supporting statement form addressing such factors as the applicant's eligibility for doctoral studies and the research topic's suitability for the discipline, as well as the sufficiency of supervisory resources. Based on this overall estimation, the supervisor grants or declines support to the postgraduate application.

**Preliminary study plan**

The study plan includes preliminary information about studies that are to be completed and their completion times. The target completion time for a doctoral degree in the University is four years, and studies are scheduled according to this. Part-time students' studies (and research) are planned in such a manner that the total time spent on them is equivalent to four years of full-time studying. The major subject is chosen from the list of major subjects confirmed by the Faculty, depending on the field of research.

Studies in the doctoral programme of computing and electrical engineering can include courses, seminars on varying topics, literature, as well as e.g. summer schools and post-graduate studies completed in other universities. These studies do not need to be specified in the post-graduate study application but the application only needs to describe the study plan as a whole with the following information:

- study blocks of the degree, i.e. major subject and general scientific studies. Primary topic of the theoretical studies included in the major subject, with regard to the field and topic of research
- studies not included in the degree (if any); e.g. required supplementary studies based on the supervisor's suggestion, or any elective additional studies
- primary method of completing the studies (courses, seminars, literature, other)
- scope of subjects in credits (major subject min. 25 cr. and general scientific studies min. 5 cr., however, the total scope must be at least 40 cr.)
- the planned time of completing the subjects/study blocks

**Preliminary plan for financing post-graduate studies**

The financing of post-graduate studies and the related financing plan must be addressed with the intended supervisor before submitting the study right application. The financing plan indicates confirmed and planned sources of financing for the duration of the studies. In addition, the plan must account for all other expected costs directly related to the research work. If the postgraduate degree is completed as an employee of TUT, no separate financing plan is required; instead, the supervisor shall specify the financing details on the supporting statement form.

v1/2017