Instructions for applying for the doctoral study right in the electronic system

You can apply for the doctoral study right at the University of Tampere by submitting your application and its enclosures in the electronic applying system.

University of Tampere uses this electronic system also for its recruitments, which means that some of the announcements you’ll receive from the system will include word recruitment system or recruiting. This does not affect your application or applying for the doctoral study right.

*Please submit your application well in advance.* You must observe the deadline for applications.

If you have internet connection problems at the time of the application deadline, you can submit your application by e-mail sent to registry@uta.fi

Link to the electronic application form can be found at the end of the announcement:

<table>
<thead>
<tr>
<th>Applying starts: 2013-10-11 08:00</th>
<th>Applying ends: 2013-11-29 15:45</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apply for this position</td>
<td></td>
</tr>
</tbody>
</table>

*Please fill in your personal details carefully.* Please give your personal e-mail address and make sure that you have spelled it correctly. The system and later the University of Tampere will send you e-mail to the address you have given.

The system saves the draft of your application automatically at five-minute intervals. You will get the following announcement on the application form:

<table>
<thead>
<tr>
<th>Draft saved and send to your email address. Draft updated: 2013-10-08 15:15</th>
</tr>
</thead>
</table>

“Save draft” button will also appear on the application form and you can save your application between intervals by clicking it.

The e-mail message:

A draft of your application has been saved. The draft will be removed after 7 days or after you have sent your application.

If you did not finish sending your application, you can continue filling your application from (if the link does not work, copy it to your browser’s address bar):

https://uta.rekrytointi.com/paikat/?o=A_LDA&f=mvn2rbvnuio4wgkgw40884ow8kkgko4ae=a2F0aS5udXJtaW5lbkB1dGEuZmk=3D

You can continue working on your application through the link you have been sent.

**NB:** The enclosures are not saved at the same time as the draft application. Please add the enclosures at the time you submit your complete application.
FILLING AND SUBMITTING YOUR APPLICATION

At first, please choose the right school and degree you’re applying for from the drop down list and fill in the major subject or discipline of your doctoral degree and title of the research plan and information about your current or previous doctoral study right.

After filling in your applicant information, please choose from the drop down list the highest degree that you have completed and give information on all your relevant education.

by using the 'Add an entry' button

Please check the information you have saved by choosing 'Preview'.

After the preview, you can either submit your application or continue working on the draft. Please remember to add the relevant enclosures to your application before you send it.

Please remember to send your application after proofreading and correcting it.

Remember to send your application after you have checked it for spelling and other mistakes.

Modify  Send

When you have submitted your application you get the following announcement

USER ACCOUNT AND PASSWORD

After you have submitted your application, you will be sent two e-mails in the e-mail address you have given; one stating that your application has been received and another that will include your user account and password. You can use them to access the electronic recruitment system to update your application until the deadline of the application. Messages will be sent to you in a few minutes from the address University of Tampere recruitment utarekry@uta.fi:

Confirmation e-mail: Dear Applicant,

Thank you for your application, it has been saved in our system.

University of Tampere, recruitment
E-mail about your username and password:

You can get the username and password needed to change your information by clicking the link below:
https://uta.rekrytointi.com/paikat/?o=A_APW&key=99fcd85212d47b830dpodspdpdpd178bae2c9c690d1

NB: If you have applied for a doctoral study right or an open position via this electronic application system before, you won't receive a new password. You can access the system by using your old password. If your password is missing, please see instructions below.

UPDATING AND DELETING YOUR APPLICATION

You can update your application or remove it within the period of application. You can also print your application by signing in the recruitment system through the link you have been sent by e-mail or through the link in the vacancy announcement:

MISSING PASSWORD

When necessary, you will be sent a new password and instructions on activating it in your e-mail though the link in the vacancy announcement:

You can get the username and password needed to change your information by clicking the link below:
https://uta.rekrytointi.com/paikat/?o=A_APW&key=9749bd933493dc5579f1029c39f8f886

USING APPLICATION YOU HAVE SUBMITTED PREVIOUSLY AS THE BASIS FOR APPLYING FOR A NEW APPLICATION

You can use an application you have submitted previously as the basis for applying for a new application.

Please start saving your application by first signing in the electronic recruitment system with the user account you have received. After that you get the option of using one of your earlier applications as the basis for a new one. Use the 'Upload' button to retrieve the information which will then appear on the new application form. Please note that the upload function replaces all information you may already have written on your new application.

PROBLEMS USING THE RECRUITMENT SYSTEM

If you have any problems using the electronic recruitment system, please contact:
utarekry@uta.fi
Registry Office, tel. +358 (0)50 318 6607 or +358 (0)50 318 6689
The Registry Office is open daily at 8:00-15:45 (Finnish time)