Memorandum

16.12.2019

These clarifications on doctoral funding model are applicable from September 2019 onwards. If you have received a decision contrary to these rules before the date of the document, that ruling still stands.

FAQ on School of Business doctoral program funding

Q: What is the School’s funding promise to the doctoral students
A: The School guarantees the funding for first two years of doctoral studies, with certain conditions: 1) the studies must be done full-time on campus; 2) you progress satisfactorily in your studies; 3) you don’t have other competing funding sources.

For the third and fourth year the School does not guarantee funding. The School does offer a limited number of funded positions for the third and fourth year that are awarded competitively. We have seen that all doctoral students that study full time and progress satisfactorily in their studies have been able to secure sufficient funding.

Q: What is the structure of the funding for the first two years
A: The funding for the first two years consists of two parts. Firstly, a 50% fixed term work contract (in two one year terms). For the first year the salary is 50% of 2430€ per month = 1 215€ per month. For the second year the salary is 50% of 2630€ per month = 1 315€. Normal income tax and other payroll taxes are deducted from this salary. Secondly, you must apply for a grant from a foundation for the remainder. After the mandatory pension insurance payment the grant will give net income of approximately 10 000 € per year. For the first year we will instruct you on the foundation from which to apply, and guarantee a positive decision. For the second year you need to apply to at least four foundations for the grant. Should all of them turn you down the School offers a back-up arrangement that ensures the funding for the second year.

Q: What is the structure of the School funding for the third and fourth year
A: For the third and fourth year the School will offer a limited number of 50% (1415€) contracts (academic year 2019-2020).

Q: What is the doctoral student’s responsibility in the funding system, in addition to progressing in the studies?
A: In the first two years, the School can not take responsibility of the foundation funding on behalf of the student for taxation reasons, beyond ensuring its availability. Therefore it is the responsibility of the student to apply for the funding with a reasonable application and manage its use. For the second year, we mandate each student to apply for funds from at least four foundations (excluding the one that funded the first year and the School of Business support foundation, as the latter acts as a funder of last resort.
In the third year and onwards the student is responsible for finding their own funding for the studies. The School offers some funded positions, but they are just one alternative among many, with no guarantee for successful funding.

Q: What are the criteria for awarding School funded employment contracts for third and fourth year.
A: The application and the supervisor’s statement must demonstrate satisfactory progress in the studies and the dissertations. Other criteria that will be considered include study credits, GPA,
publications published or in the pipeline, studies abroad, integration to research groups and involvement in teaching. Other factors like transferred credits from other doctoral programs and possibilities to receive other funding will also be considered. Department heads will be required to rank the applications from each department.

**Q: If I received a School funded employment contract for my third year, is continuation to fourth year automatic.**

A: No, you need to reapply for the fourth year funding. Those who have received the School funding for the third year are in preferential position compared to those who have not in deciding the recipients of fourth year funding, but also the other criteria will be considered and it is fully possible that the funding will not continue to year four.

**Q: What if my doctoral studies extend to fifth year or beyond?**

A: The School expects you to be able to finish your dissertation in the four years that the funding program covers. Therefore the School does not offer funding beyond those four years. Of course things may happen and the work may extend further. In those cases you must seek funding from foundations or from research projects in the departments.

**Q: Can I combine the School funding with other funding sources.**

A: Generally no, the funding model is meant for full time studies, and therefore it is exclusive. For the first two years the choice is on/off – either you take the funding or not (one exception is that you could replace the foundation component with some other funding source such as a corporation that offers net income of no more than 10 000€ per year). For the third and fourth year, it is possible to continue the structure from years one and two and take the 50% work contract for a portion of the time if you have foundation or other funding of no more than 12 000€/year (gross), if you still continue to study full time.

**Q: What if my research fits into a externally funded research project in my department and I could have by salary funded from there?**

A: In these kind of situations, if the research project is really synergistic with your dissertation, the department may fund you by paying a salary from the research project, either fully or partially. The salary from the project must be at least the same as it would be for the school funded positions (2430€ per month for first year, 2630€ per month for the second year and 2830€ per month thereafter).

**Q: Can I postpone the doctoral studies and the funding because of [parental leave/military service/long term sick leave]**

A: If you have begun the work contract, the salary payment will follow normal policies in these cases. For the foundation grant part you should not take it over that time, but rather postpone it to a later time when you are again working full-time on your studies. These legally protected leaves are not counted in the guaranteed two year funding or the maximum four year funding, so you do not forgo funding because of them. However, in case of parental leave that was known or planned at the time of applying to the doctoral program and that would result in delaying the start of doctoral studies by one year or more the maximum time limits will not be extended.

**Q: Can I postpone the funding because of [not studying full-time/funding from employer or other sources/working for a department research project/having received full scholarship from a foundation/etc]**

A: You can and in most cases must decline the funding for a period because of these other reasons. For the employment contract part that means delay in starting the contract or an unpaid
leave, and for the foundation grant part you must postpone using the grant. Not using the fund-
ing for these kind of not legally protected reasons does not extend the two year funding guaran-
tee or the four your maximum funding period. So effectively you forgo part of the funding packet
for these kind of reasons

Q: I started full time studies half a year later. Can I get my third year work contract to be
from January to December instead of September to August.
A: No, the School funded employment contracts and funding decisions are for academic year. If
you for example due to parental leave have taken the autumn of your second study year off, the
second funding year will still end in August and for the funding from September onwards you
must apply as part of the third and fourth year call for funding. However, in this case where the
delay is because of legally protected reasons, funding for the first half of the third year will be
guaranteed. The salary levels of 2430€ for first year, 2630€ for second year and 2830€ for third
year are calculated based on active studies. So in this case the first half of the third academic
year the salary level will be 2630€ and it will raise to 2830€ only at January.

Q: I have a other funding until December of my third year, so can I apply for School
funded position only from January onwards.
A: You can do that, but please note that as this situation allows you more time to seek other
funding sources, you will be in disadvantage against other candidates. If accepted, you will re-
ceive funding only for the second half of the third year, and for the fourth year you need to apply
separately in the next year’s funding call.

Q: Is it fair that some doctoral students get a work contract for third and fourth year with
full benefits such as occupational health service, while others that must rely on grant
funding get significantly less benefits?
A: In those areas that are controlled by the School the treatment of salaried and grant-funded
doctoral students is as equal as possible. However, the School is bound by the laws and regula-
tions and can not offer certain benefits to others than employees. And due to budgetary con-
straints it is not possible to offer salaried contract to every students.

Q: My visa / temporary residence permit requires proof of funding. Can I get a commit-
ment on funding for several years / Can you make an exemption to some of these rules to
guarantee I get extension to the permit?
A: The doctoral studies funding model includes annual checkpoints on progress, and therefore
the School can not commit to long term funding. The annual funding structure should allow you
to apply and get annual extensions to the residency permit. If you are in this kind of situation, we
recommend sticking to the annual rhythm, as exceptions may lead to situations that you only
have confirmed funding for half year at the moment you need to re-apply for the permit.