

# REGISTRATION FORM AND STUDY PLAN for Doctoral Students

Registration for the academic year  
20 - 20



**This form is to be handed in to the ServicePoint in Helsinki /the Office of Study Affairs in Vaasa\*)**  
The completed form is to be handed in no later than the 15<sup>th</sup> of September. If the form is not handed in on time you will be dropped from the student register.

## ANNUAL REGISTRATION

Please hand in this form and enclosures for the annual registration. Both you and your supervisor are to have signed the form before handing it in. Your degree supervisor must have approved the study plan before you hand it in. Please register as present also if you are spending the year abroad.

**Please note that this registration form is NOT used for first enrolment of newly admitted doctoral students (separate form available on the web)**

## Instructions

Students who wish to register as present are to fill-in this form preliminary before the meeting with the supervisor. The meeting is held with the degree supervisor and when possible also with the thesis supervisor.

Students who wish to register as absent do not need to have their study plan approved.

\*)Hanken School of Economics,  
ServicePoint, P.O.Box 479, 00101 HELSINKI (Phone: +358-9-431 331) or  
Office of Study Affairs, P.O.Box 287, 65101 VAASA (Phone: +358-6-3533 700)

## Personal details and contact information

Last name (including prior names)		First name		Date of birth	
Address		Postal code & city		Matriculation number (the Office of Study Affairs fills-in for new students)	
Permanent address (if other than above)		Postal code & city		Place of residence	Place of birth
Sex <input type="checkbox"/> 1 Male <input type="checkbox"/> 2 Female	Nationality <input type="checkbox"/> 1 Finnish <input type="checkbox"/> 2 Other, which:		Mothertongue <input type="checkbox"/> 1 Finnish <input type="checkbox"/> 2 Swedish <input type="checkbox"/> 3 other, what:		
Phone (home)		Mobile		E-mail	

## Right to study at Hanken

Major	Degree supervisor
-------	-------------------

## Registration<sup>1</sup>

Campus <input type="checkbox"/> 1 Helsinki <input type="checkbox"/> 2 Vaasa	Autumn semester <input type="checkbox"/> 1 Present <input type="checkbox"/> 2 Absent	Spring semester <input type="checkbox"/> 1 Present <input type="checkbox"/> 2 Absent
--	---	---

## Planned studies/visits abroad during the academic year

University	Country	Period
------------	---------	--------

## Ongoing or completed studies/visits abroad during the academic year

University	Country	Period
------------	---------	--------

# STUDY PLAN FOR REGISTERING AS ABSENT

## Reason for absence


## Resumption of studies

I will resume my studies (date):

--

## Thesis

Title of project: \_\_\_\_\_

Thesis supervisor (if appointed): \_\_\_\_\_

Separate research proposal  is enclosed  is not enclosed

--

## Studies in the major and related subjects

Completed and by the degree supervisor approved credits within the major and related subjects:

\_\_\_\_\_ cr

Remains to be completed:

\_\_\_\_\_ cr

The remaining courses will be completed (semester):

\_\_\_\_\_

--

## Studies in theory of science and methodology

Completed and by the degree supervisor approved credit units/credits in theory of science and methodology:

\_\_\_\_\_ cr

Remains to be completed:

\_\_\_\_\_ cr

The remaining courses will be completed (semester):

\_\_\_\_\_

--

## Signature

Place	Date	Signature and clarification of name
	/ 20	_____

# STUDY PLAN FOR REGISTERING AS PRESENT

## Full time/ Part time studies

<input type="checkbox"/> I am going to study full time <input type="checkbox"/> I am <b>not</b> going to study full time	Reason for not studying full-time:
---	------------------------------------

## Funding for doctoral studies

I have funding for doctoral studies

full time     part time    for the period \_\_\_\_\_ - \_\_\_\_\_    source: \_\_\_\_\_  
 full time     part time    for the period \_\_\_\_\_ - \_\_\_\_\_    source: \_\_\_\_\_  
 full time     part time    for the period \_\_\_\_\_ - \_\_\_\_\_    source: \_\_\_\_\_  
 I have not yet been granted funding but have applied or are going to apply for funding for the current academic year  
 I have not applied and am not going to apply for funding for the current academic year

## Thesis

Title of project: \_\_\_\_\_

Thesis supervisor (if appointed): \_\_\_\_\_

Separate research proposal     is enclosed     is not enclosed

## GOALS ATTAINED DURING THE PAST YEAR

### Completed courses

Completed and by the degree supervisor approved credits within the major and related subjects: \_\_\_\_\_ cr

Completed and by the degree supervisor approved credits in theory of science and methodology: \_\_\_\_\_ cr

### Description of goals met during the previous academic year


## GOALS SET FOR THE ACADEMIC YEAR IN QUESTION

### Courses in major and supporting subjects

Planned courses for the academic year (use separate sheet if needed):

Course:	Credits
Remains to be completed: _____ cr	

**Courses in theory of science and methodology**

Planned courses for the academic year (use separate sheet if needed):

Course:	Credits
Remains to be completed: _____ cr	

**Approval of planned course work (to be filled in by the degree supervisor)**Courses in major and supporting subjects  are approved  are not approvedCourses in theory of science  are approved  are not approved**Approval of research proposal (to be filled in by the degree supervisor)** is approved  is not approved  no research proposal needs to be handed in**Goals for the academic year**

Period 1.8-31.12:


Period 1.1-31.7:


**Estimated year of graduation** doctor's degree in 20 \_\_\_\_\_  licentiate degree in 20 \_\_\_\_\_**Plan for the cooperation with the supervisor/s for the academic year**


**Student's signature**

Place	Date / 20	Signature and clarification of signature _____
-------	--------------	---

**Supervisor's signature**

Place	Date / 20	Signature and clarification of signature _____
-------	--------------	---