

# Outgoing exchange

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# Outgoing Exchange - Topics

- Facts and Figures
- Exchange possibilities
- IRO staff for outgoing mobility
- Before exchange
- During exchange
- After exchange

# Facts & Figures



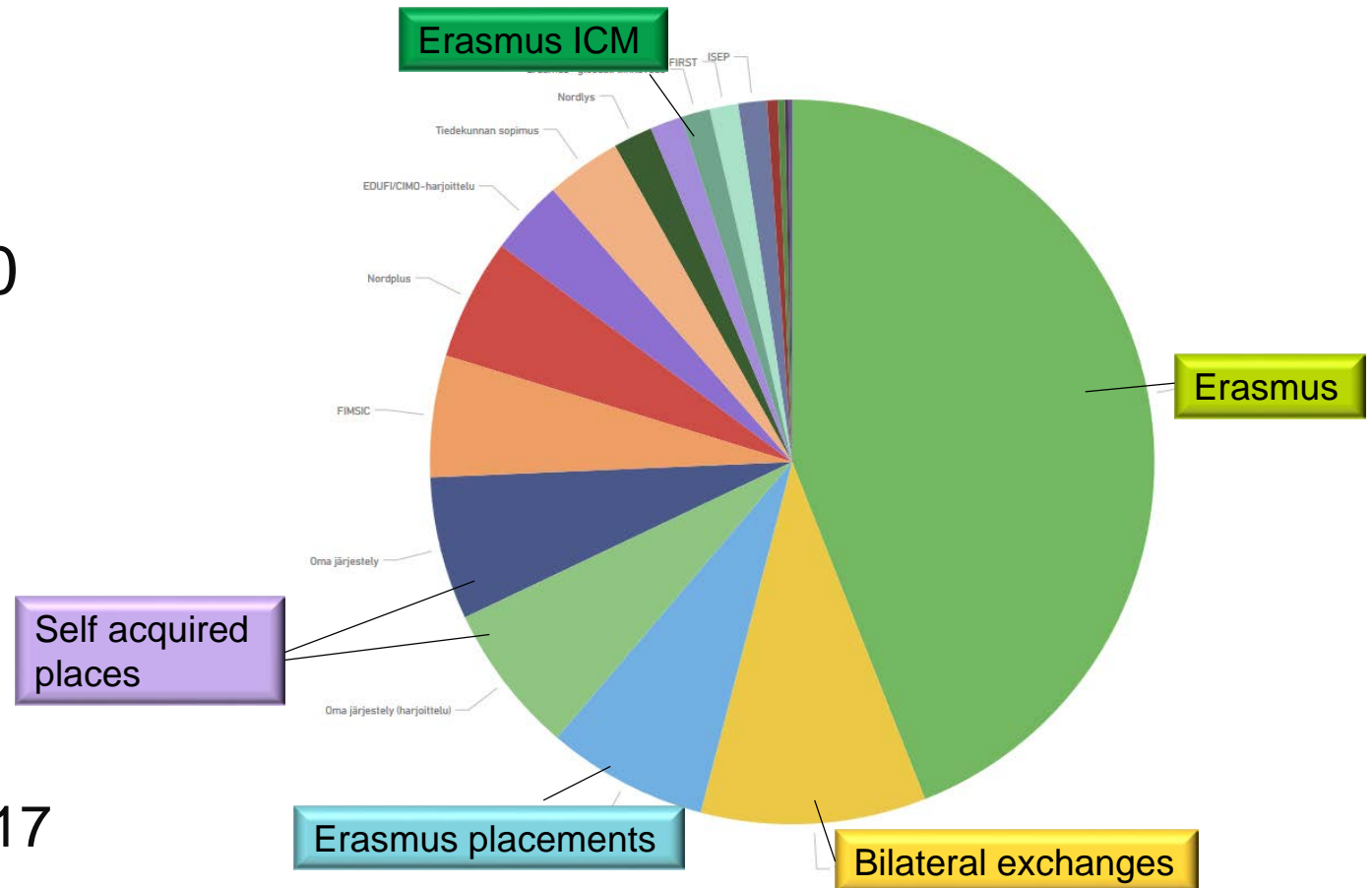
# Exchange – Facts and Figures

## In 2018:

- 1 week – 3 months: 97
- 3 months and more: 530

1. Netherlands (58)
2. UK (47)
3. Spain (47)
4. Germany (44)
5. Sweden (37)

- TSE: 210
- Faculty of Humanities: 117





# Staff for Outgoing Student Mobility

- International Office Outgoing Staff
  - International Officers (3):
    - Tarja Virta**
    - Ilina Hakanpää**
    - Elina Mannonen**
    - Annukka Väre (leave of absence)
    - Heli Rahko (leave of absence)
  - International Advisors (1+2):
    - Suvi Hurttila**
    - Virpi Leppänen (both outgoing and incoming)
    - Liisa Anttalainen (both outgoing and incoming)
- International Internship Coordinator  
@ Career Services
- Departmental Coordinators (academic counselling)





# Exchange possibilities



# Exchange Possibilities

- Erasmus+
- Erasmus+ ICM
- Coimbra Group SEN
- Nordplus
- bilateral agreements (outside Europe)
- FIRST+
- ISEP
- UArctic - north2north
- self acquired study places



# Outgoing Application Procedure

- Call for applications
- Online application for the exchange place and grant
- Selection and nomination
- Application to the host university
- Documents to complete the application
- Grant decision
- Grant payment



# Before Exchange – Call for Applications

- "International Week" (when application period begins)
- Small group meetings
- Study Abroad guide
- Intranet pages and news
- Mailing lists – faculties, Student Union
- Advising via email and in Student Centre Disco
- Videos on Youtube
- Facebook, Snapchat/Instagram

# Before Exchange – Applying

- SoleMove online portal – system for international mobility
- Max. 5 destinations
- Motivation letter and preliminary study plan (template)



# Before Exchange – Selection criteria

- Selection made by IRO
- Based on student's
  - Study performance
    - Pace and GPA
  - Study plan and Motivation letter
  - Language skills



→ Information to the selected students and nomination to host university



# Before Exchange

## – Application to the host university

- Students apply to the host university
- Home university IRO available to help if needed

**DEADLINE**

# Before Exchange

## – Pre-departure orientation

- General information about the grants, procedures and paper work
  - State study grants
  - Exchange as an intercultural learning experience
  - Health and safety
  - Meeting within country groups
- + students who have been on exchange before

# Before Exchange

## - Documents to complete the application

- Learning Agreement accepted by the departmental / ECTS contact person and signed by IRO
  - Two faculties currently pilot the new online Learning Agreement
- Provide account information and exact dates of the study period (SoleMove > SoleGrant)
- Erasmus language assessment (OLS)



# Before Exchange

## - Grant Decision and Payment

- Decision by IRO
  - Cover Letter (& Erasmus Charter for Higher Education)
  - Certificate of the Grant from SoleGrant
- Exchanges into the student register
- Salary office (Certia) pays the grants according to the grant decision / payment decision
- Erasmus grants payed in two parts:
  - Before or in the beginning of the exchange
  - One month grant after the exchange



# During Exchange

- Changes to the previous ECTS Learning Agreement
- Changes to the exchange period
  - Student's application by e-mail
  - New Learning Agreement
  - Statement by host university
    - New decision (length)
    - Repayment of the grant



After  
exchange



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# After Exchange

- Feedback in SoleMove
- Letter of Confirmation signed by the host university
- Transcript of Records
- Erasmus students also need to complete:
  - EU Survey
  - Erasmus+ language assessment (OLS) (2nd part)
  - The last page of Erasmus Learning Agreement
- Erasmus grant payment (2nd part)

# After Exchange – Recognition

- All UTU students have to have their exchange studies transferred to the UTU register
- Decided preliminary by the **ECTS departmental and/or faculty coordinator** with LA and after exchange with Transcript of Records
- **Substitute** courses in Major or Minor studies
- **Recognised** as part of Major, Minor or Elective studies
  
- International Office has possibility to monitor credits recognised from study abroad.



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**THANK YOU!**

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