

## Applying to the University of Turku

The application period for the international degree programmes of the University of Turku is 3 January to 17 January 2024 (the first joint application period).

The application is done online in the Studyinfo portal ([www.studyinfo.fi](http://www.studyinfo.fi)). A link to the application form will be available on the website of each programme both at [utu.fi](http://utu.fi) and at [studyinfo.fi](http://studyinfo.fi) during the application period. In the joint application you may apply to maximum six (6) programmes, three (3) of which can be offered by the University of Turku. You may only apply with one application in the joint application. If you apply with several applications, only the one you have submitted last will be considered.

You may be admitted to several programmes you have applied to. However, you may only accept one study place leading to a higher education degree in Finland during one academic term (1.8.-31.12. or 1.1.-31.7.) Documentation about your language skills, educational background as well as other possible programme specific enclosures have to be uploaded on the online application form in specified slots as scans of the relevant documents. The deadline for all enclosures is 24 January at 15.00 (Finnish time).

The application period expires on 17 January 2024 at 15.00 (Finnish time) after which new applications cannot be made. Enclosures can be added to or removed from any application for one week after the application period, i.e. until 24.1.2024 at 15.00 (Finnish time). Make sure you submit your application in time so that you can be confident that the application has been submitted correctly. You will receive a confirmation message to the e-mail you gave on the application form. This is the only way to be sure that your application has been submitted and received by the university. You are responsible for ensuring that the application has been properly submitted and has arrived on time.

### Eligibility to Master's Degree Programmes

You are eligible to the Master's Degree Programmes if you have or are going to graduate by 12 August 2024 with a degree that fulfills the following requirements:

- a nationally recognized first cycle degree – normally a Bachelor's degree – from a nationally accredited institution of higher education,
- the degree corresponds to at least 180 ECTS (European credits) or to three years of full-time study,
- the degree gives eligibility to master level studies in the country it was issued,
- an applicant with a higher degree than the ones mentioned will also be considered eligible.

In addition to the degree requirement you must also fulfill the language requirements of the University to be eligible. Please also note that in order to be admitted you may also need to fulfill programme specific requirements e.g. field of previous degree, minimum grade or grade of thesis.

If you have not graduated by the end of the application period the possible admission will be conditional until you have presented the University with a finished degree certificate and transcript of records at the latest by 12 August 2024 at 15.00 (Finnish time). If you do not provide the required documentation by the deadline you will lose your study place.

### Restriction on study rights

You can only have one valid study right at a time for a lower (bachelor) or higher (master) university degree within the same major subject or degree programme. You can also only have one valid study right at a time for a scientific or professional postgraduate degree of the same level at the University of Turku.

If your study right has expired or been moved to the passive register, you cannot apply for a new, similar study right. Instead, you must then apply for an extension to your study time or a reactivation of your study right.

You will not be granted a new, similar study right to pursue a degree or course of study that you are already pursuing, or have already completed, within the same field or a corresponding subject, unless stated otherwise in the admission criteria of the faculty.

## Application documents

The attached documents must be scans of the original documents issued by the educational institute in question. Scans of copies or certified copies will not be accepted unless the copy is certified by a Finnish Notary Public, or the copy corresponds to one of the University's country-specific requirements for degree document verification.

The University of Turku requires the original documents (in the original language) AND an English, Finnish or Swedish translation of the documents.

All documents must be attached in the original language in which they were issued. If the official documents have been issued originally in two languages (e.g. in English and in the national language) submitting only the English language version is acceptable. In case the documents are not in Finnish, Swedish or English they must be translated. The translations must be made by an official translator or by the awarding education institution.

## Proof of language skills

All applicants must prove their language skills according to the manners defined in the Rectors decision 15 August 2019.

[https://www.utu.fi/sites/default/files/public%3A//media/file/Rectors\\_decision\\_language2019.pdf](https://www.utu.fi/sites/default/files/public%3A//media/file/Rectors_decision_language2019.pdf)

Applicants of the international degree programmes of the University must have excellent English language skills and a certificate that proves those skills. Language skills can be indicated by taking one of the internationally recognized English language tests listed or with a previous degree if it fulfills the criteria mentioned in the detailed requirements. If an applicant cannot prove their language skills according to the ways accepted by the University, they will not be eligible to be admitted.

<https://www.utu.fi/en/study-at-utu/language-requirements-for-masters-degree-programmes>

The University does not make any exceptions to the rules stated above and in the links provided. The University has to follow the rules in order to:

- treat all applicants equally
- be able to verify the authenticity of submitted language certificates
- ensure adequate language skills for successful studies of all students
- let our teachers concentrate in teaching the subject instead of language
- give high level education for all students (instead of the teacher concentrating in lingual problems of some students)
- ensure adequate language skills to integrate with the society in Finland

If the degree you use to prove your language skills is different from the one used as a basis for eligibility for the programme, the degree must be earned by the time of application and documentation submitted by the deadline for all enclosures on 24 January at 15.00 (Finnish time). Online studies or studies

completed on offshore campuses outside the accepted countries/area cannot be used to indicate language skills, even if the degree-awarding institution is located in one of the accepted countries. At least half of the degree must be completed in English and the language of instruction of the degree must be clearly indicated in the degree certificate and transcript of record or diploma supplement or an official statement from the university issuing the degree. If the language of instruction is not clearly stated, the applicant must provide alternative proof of language skills.

You must provide the language test results or other proof of language skills by the time specified, no late supplementations will be accepted. It is not possible to be admitted conditionally and prove language skills after admission. You must attach a scan of the test result to the application for verification purposes.

The test result must be attached to the application form and be available for online verification at the latest by the end of the supplementation period.

You must reach the minimum required test results to be considered eligible to the University of Turku. No exceptions will be made.

## **Definitions on the required enclosures**

### **Degree certificate**

A degree certificate is a document issued by an educational institution to a student who has successfully completed all studies included in the degree. The student has graduated. The degree certificate must include the name of the institution awarding the degree, the date of issue, the name of the person to whom the degree certificate has been issued and which title/degree the person has been awarded.

The University of Turku requires the original degree certificate AND an English, Finnish or Swedish translation (or an English-language Diploma Supplement concerning graduates from European universities) of the degree certificate.

It is not enough to state that you have graduated from a specific institution, you must scan the degree certificate and transcript of records in the same way as is required from all applicants.

If you have not graduated by the end of the application period, you must attach a recent transcript of records. The transcript of records must have been issued in the years 2023-2024. The admission decisions will be made based on the completed studies and therefore including the most recent transcript is advisable.

More information on the requirements here:

<https://www.utu.fi/en/study-at-utu/how-when-to-apply>

### **Transcript of records**

The official transcript of records should include the following information:

- full titles of the units that the student has completed for the degree
- completion times of study units (or at the very least the overall study time at the institution)
- grades obtained
- credits awarded
- information on the grading scale used at the institution at the time of study
- If you have not yet graduated: The transcript of records must include the name of the degree that will be awarded to you when you graduate (Bachelor of, Master of, etc.).

The transcript must cover the full length of studies. If the degree includes course units that the student has completed at another institution and the transferred credits are not indicated in detail on the transcript of records, a separate transcript of records regarding the transferred credits must be submitted.

The University of Turku requires original transcript of study records AND an English, Finnish or Swedish translation (or an English-language Diploma Supplement concerning graduates from European universities) of the transcript of records.

### **How and when to provide the enclosures?**

All enclosures must be attached to the application form in electronic format. If you are required to attach a document there will be a slot for it in the application form. You can attach the documents at the time you submit your application or after, but they must all be submitted by 24.1.2024 by 15.00 (Finnish time). You are required to provide all documents. If the documents have not been attached by the deadline you will not be eligible and cannot be admitted to the University.

### **Attachment types**

You can attach documents in the following formats: txt, jpeg, png, gif, rtf, pdf, doc, xlsx. Use of pdf is highly recommended as well as loading one document in one file rather than each page separately. It is up to the applicant to ensure that the format used can be opened by representatives of the University.

The scanned documents must be clear and legible and you must scan each page of the document, including the reverse sides of the documents if they contain any text, stamps, signatures or other information. All documents must be scanned in color.

### **Checking original documents**

The admitted applicant will have to provide their educational documents (degree certificate and transcript of study records) to the University of Turku. The deadline for providing the documents is 31 May 2024 (if the applicant has not graduated by the time of the application, the deadline is 12 August 2024). The University will cancel your admission if you do not provide the documents for verification in the way specified in the country specific instructions, the admission decision has been based on fraudulent documents or the information on your documents is not the same as you provided during the application period. If your admission is cancelled the information will also be given to the Finnish Immigration Service for further action regarding possible residence permits.

If you are admitted and have proven your eligibility with a degree from higher education (bachelor's, master's or a doctoral degree) you have to submit the paper documents according to the following country specific requirements:

<https://www.utu.fi/en/study-at-utu/accepted-students/original-documents>

If you have applied with the following academic documents you do not have to submit the documents for verification as they have been verified electronically during the application process:

- Degree from a Finnish university or Finnish university of applied sciences

University of Turku accepts documents submitted electronically through certain international transcript services. The transcript must always be verifiable from the service.

The University of Turku also accepts electronic educational documents that are electronically signed or can be verified using an electronic verification service on the awarding institution's website. The entire document

must be verifiable and the signature authenticated. If the document is verified using a specific service it must show the exact same content as the document you submitted.

<https://www.utu.fi/en/study-at-utu/accepted-students/original-documents/electronic-transcripts>

If your documents have been received by the University of Turku in electronic format and verified they will be treated as originals and you do not need to provide a paper version of the documents.

## **Admission and registering with the University**

You can be offered more than one study place, but you may accept only one study place leading to a higher education degree in Finland during one academic term (1.8.-31.12. or 1.1.-31.7.).

This means that as you may have applied to several programmes within the joint application and to several outside the joint application you may receive several offers. Make sure you do not accept a study place unless you are sure that it is the one you prefer the most of all your applications.

You will receive a notification of admission by e-mail by 2 April 2024 if you applied to the University of Turku during the joint application. The documents sent to you by e-mail are the official admission letters (admission offer). If you are awarded a University of Turku Scholarship or a Finland Scholarship you will also receive a Scholarship Offer on the same day. If you need a hard copy of the letter with original stamps and signatures, you must request one separately. Note that such letters will be sent via regular mail and therefore may not reach you or it may take several weeks for the letter to arrive. For immigration purposes the officials of Finnish Immigration Service accept the electronic documents sent by the University to you.

### **Rectification of result**

If you have questions concerning the decision or you do not understand why you were not admitted please contact the programme coordinator first for detailed information. Contact information can be found from your Admission Offer, Notification of Result or from the website of the programme.

Should you still disagree with the decision you may apply for a rectification of the decision within fourteen (14) days of the publication of the student admission results. The appeal should contain the following information:

- your personal and contact details
- the degree programme and track concerned
- the reasons why you request for rectification
- possible enclosures

The request for rectification must be submitted using the electronic form of the University of Turku, given at the website of the university, within the fourteen days of the rectification period. Late appeals will not be considered.

<https://www.utu.fi/en/study-at-utu/generalinformation-on-admission>

## **Accepting a study place**

Remember to accept your study place according to the instructions by the deadline given or you will lose your study place. The final date to accept your study place at the University of Turku is 11 July 2024. Note that the deadline for accepting a study place may be different from the general deadline if you have been offered a scholarship. In such cases the deadlines will be given in your scholarship offer.

You can accept your study place:

- in the My Studyinfo service by using the link in the e-mail you received from Studyinfo after admission.
- If you are unable to accept the study place online, contact the University of Turku Admission Services.

### **Binding acceptance of study place**

Binding acceptance of study place means that once you have accepted a study place you cannot change your mind later and cancel the acceptance to accept another place in a Finnish university or university of applied sciences during the same term. You must make sure that you accept a study place only if you do not wish to wait for a possible later offer. Please note that universities may have different deadlines for publishing the results as well as the deadline for accepting the offer of a study place. All admission decisions will be published at the latest 4 June 2024.

### **Registering with the university and student union membership**

In addition to accepting your study place you must also register with the University annually either as an attending or non-attending student. After you have accepted your study place and you have fulfilled the possible condition of your admission you can register with the University.

The registration period for studies for the academic year 2024-2025 ends 2 September 2024. It is recommended to take care of the registration as soon as possible. Make sure you read the instructions sent to you and register accordingly.

Bachelor's and Master's degrees at the University of Turku are considered as undergraduate degrees. Student Union membership is compulsory for all undergraduate students who will register as attending students (Universities Act 558/2009, 46§). The student union membership fee is approximately 50 euros. In addition all degree students are required to pay a fee for student health care. You do not have to pay the healthcare fee if you have social security coverage from another EU/EEA country or from Switzerland or the United Kingdom.

<https://www.utu.fi/en/study-at-utu/accepted-students/residence-permit>

#### **Registering as a non-attending student**

According to the Universities Act/Polytechnics Act, a first-year student may register as absent (non-attending) for the academic year for special legislative reasons only: Finnish military service <sup>1</sup>, maternity, paternity or parental leave, or the student cannot begin studies due to being incapacitated by personal illness or injury.

<https://www.utu.fi/en/study-at-utu/registration/new-master>

### **Tuition fees and scholarships**

Tuition fees will be charged from citizens of a country outside the European Union (EU) and the European Economic Area (EEA) or Switzerland. Admitted students will get instructions on how to pay the tuition fee in

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<sup>1</sup> Service under the Conscription Act (1438/2007), Non-Military Service Act (1446/2007), or Act on Women's Voluntary Military Service (194/1995).

their admission offer. The tuition fee can be paid in one or two instalments. If you are liable to pay tuition fees, you cannot register as an attending student until you have paid the fee.

The University of Turku offers scholarships for degree students who are subject to the tuition fee. The scholarships are awarded based on academic merit.

Scholarship offers or possible reserve list notifications will be sent at the same time as the admission offers (4 April 2024).

<https://www.utu.fi/en/study-at-utu/scholarships-and-tuition-fees>

## Education Consultants

The University of Turku only works with verified Education Consultants or Agencies all of which are listed on the website of the University. All applicants are advised to check the credentials of the agency before considering using them to assist in the admission process. All applicants applying to the University are treated equally and the use of consultants does not ensure admission or exceptions to the admission requirements.

<https://www.utu.fi/en/international-admission-representatives>

## Refugees

If the applicant is a refugee, has status comparable to a refugee or is an asylum seeker, and he or she cannot thus verify his or her previous degree with relevant documentation, the higher education institution may invite the applicant to take an entrance exam or similar.

The applicant must have a decision by the authorities concerning his or her status (decision on asylum or residence permit on the basis of protection). The applicant must submit a copy of the relevant decision by the end of the application period to the admission services.

## Restrictions on student admission

Admission to medicine, dentistry, art education, logopaedics, psychology, pharmacy, social work and teacher education requires that the applicants' state of health and ability to function allow them to complete practical tasks and training related to studies.

Studies in these fields have requirements concerning safety of underage children, patient and client safety, or traffic safety. Thus the student's study right can be cancelled if

- the student has during the course of his/her studies repeatedly or seriously put at risk another person's health or safety and thus proved to be unsuitable to work in study-related duties or practical training, or
- during the application process the student has failed to inform about a prior cancellation of study right on health, functioning ability or safety grounds.

Applicants have to provide information on the study right cancellation decision on the higher education institution's request.

You can find further information at:





<https://studyinfo.fi/wp2/en/higher-education/how-to-apply-for-bachelors-and-masters/restrictions-on-student-admission/>

## **Transfer of data and registers**

The data you give in the application form is added to the student admission register of the Finnish National Agency for Education and to the admission database of the University of Turku.

- The University of Turku stores all application enclosures and data in a secure manner.
- Enclosures sent over regular email are not transmitted in an encrypted format and may be compromised. University of Turku is not responsible for the encryption of the transmission of regular emails. Sending enclosures by regular email is done at your own risk and responsibility.
- The data can be used for the student admission process and the follow-up and evaluation of the educational system.
- If you are admitted and accept the study place your data is transferred also to the study register of the University of Turku.
- You have a right to check your data in the registers. Please contact the University of Turku or, if you have applied to more than one Finnish university, the Finnish National Agency for Education.

## **Study register of the University of Turku (Peppi)**

Your personal data and study records will be transferred at the time of enrollment from Studyinfo to the study register of the University of Turku (Peppi). You have the right to check any personal details in the register.

<https://www.utu.fi/en/privacy/notice>