

Student Exchange for the International UEF Degree Students

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This guide is an abridged version of the guide *Vaihto-opiskelu ja harjoittelu ulkomailla* (in Finnish).

Updated in February 2018.

1 How to plan your exchange and apply

How to Begin

Students who are registered at University of Eastern Finland (UEF) as degree students can apply for exchange programmes. Bachelor's level students must have completed at least one year at UEF before the start of an exchange period. Studies completed during the exchange must be transferrable to the student's degree at UEF. Before applying, all students should have an approval from their departmental or programme coordinator.

Start preparing for your exchange in good time so that you will have enough time to take care of the application process and practical matters. Check which exchange programmes and destinations are available for your department and field of study. When you start planning your exchange, consider the following aspects: the type of exchange (study or internship), possible destinations, the timing and the length of the exchange, as well as the funding of the exchange.

There are plenty of exchange programmes to choose from. Destinations and the number of exchange places may vary annually. Please note that all the host universities will not be available every year. Please contact UEF International Mobility Services (international@uef.fi) for more information.

<http://www.uef.fi/en/studies/student-exchange-for-uef-degree-students>

Duration

The duration of a student exchange is one or two semesters. The minimum duration of the exchange is three months and the maximum twelve months. The exact duration of the exchange depends on the academic calendar of the host university. No degree should be awarded by the host university. The student must follow the regulations and schedules of the host university. Students are expected to take part in orientation and other similar events and finish the courses and exams listed in the Learning Agreement.

Application process

Before starting the application process, make sure you have discussed your plans with the departmental or programme coordinator. The application process consists of two parts: firstly, you apply for a place in an exchange programme at University of Eastern Finland. Secondly, if your internal application at UEF is approved, you will follow the application process of the host university. The final acceptance is always given by the host university. In the UEF application, you can apply for two destinations but the final application can be sent to only one destination.

The applications are submitted through the online application system SoleMOVE: <https://saas.solenovo.fi/solemove/>. You need to attach two documents to your application on SoleMOVE: a Transcript of Academic Records and a Letter of Motivation.

The Transcript of Academic Records can be ordered directly from WebOodi. In the second stage of the application process you will need an official Transcript of Academic Records which you can get from the Student Services.

The Letter of Motivation is a free-form letter where you express your motivation for study abroad in a particular country or university. Describe also your studies and your future career plans. You can

write the motivation letter either in English or in the language of instruction at the host university. The recommended length is one A4 sheet.

If you apply for two destinations that are from different exchange programmes, you must submit two separate applications in SoleMOVE. You may use the same Letter of Motivation for both applications. Please indicate which of the two is your first priority and which is your second priority.

Once you are nominated as an exchange student by UEF, you will fill in the application of the host university according to their instructions and deadlines. After receiving the application, the host university will make the final decision on your acceptance. When you have received the acceptance from the host university, you can start organising the practical matters such as travel arrangements, visa/residence permit, etc.

Application periods

First Calls

1-15 November	Bilateral Exchange (first call for applications), ISEP, north2north
1-15 February	Erasmus+, Nordlys, FIRST+, bilateral exchange (second call for applications)

Second Calls

If there are still available exchange places within an exchange programme after the first call, a second call will be announced. Possible second calls for applications will take place in 1-31 May.

Study plan

Studies completed during the exchange must be transferrable to the student's degree at UEF. For this purpose, you need to prepare a Learning Agreement (a study plan). A Learning Agreement is an obligatory part of the application process. The Learning Agreement has to be approved by the department, and it is signed by the international coordinator of the department. The information on studies offered by the host university can usually be found on their websites. It is likely you need to make changes to the Learning Agreement after having started the studies at the host university. These changes have to be accepted by your department as well.

Selection criteria

UEF International Mobility Services coordinate the following student exchange programmes: Erasmus+, Nordlys, FIRST+, ISEP, north2north, and bilateral exchanges. The applicants must meet the following basic criteria in order to be eligible:

- the applicant is enrolled as a degree student at UEF
- the applicant has completed a minimum of one year of university studies prior to the exchange period
- the minimum duration of the exchange is three months and maximum twelve months, and no degree will be awarded by the host university

- the studies completed abroad will be included in the student's degree at UEF
- the applicant will be a full-time student during the exchange

In case there are more applications than available exchange places, the applicants will be ranked. The main emphasis is on the Letter of Motivation (and possible interview), but the following criteria may also be considered:

- student's proceeding with studies
- phase of studies
- grades
- language competence
- prior study abroad periods
- academic reference
- other supporting criteria

Language tests and certificates

All students applying for the student exchange must have at least a basic command of the language of instruction at the host university. Most exchange programmes do not require a language test. However, when applying to certain countries, language tests are usually required. Also, the language requirements of partner universities vary and they can be checked at their websites.

In the ISEP programme, students who are not native speakers of English and who will apply for the United States are expected to include a TOEFL test result in the application (second stage of application). Other language certification requirements must be checked on the ISEP website: <http://www.isepstudyabroad.org> . More information about the TOEFL test and the prices: <http://www.ets.org/toefl>

Students who have taken language courses at UEF Language Centre may ask for a language certificate from the Language Centre. More information: <http://www.uef.fi/en/web/kielikeskus/uef-kielikeskus/todistukset>.

Funding

Students studying abroad via the exchange programmes of UEF do not have to pay any tuition fees for the host university (except in the ISEP Direct programme). Mobility grants/scholarships are included in all the student exchange programmes coordinated by UEF. In addition to the mobility grant, you will need some extra funding to cover all the expenses during your student exchange.

2 Exchange programmes

Nordplus and Nordlys: Scandinavian and Baltic countries

Nordplus

Nordplus is an exchange programme financed by the Nordic Council of Ministers. Nordplus includes eight countries and three autonomous regions in the Baltic and Nordic area. More information: http://www.cimo.fi/programmes/nordplus_and_other_nordic_programmes

For whom:	Degree students excluding postgraduate students. Students whose study programme/department/school is a member of a subject-specific Nordplus network.
When:	The student must have at least one year of higher education level studies before the beginning of the exchange.
Where:	Universities participating in a subject-specific Nordplus network.
Duration:	1 to 12 months.
Application period:	Contact the Nordplus coordinator in your department/school or UEF International Mobility Services.
Scholarship:	Nordplus scholarships are max. €200 per month and a travel scholarship, but the sums may vary with the network.
Note:	The studies completed abroad must be credited to the student's degree at UEF.

The Nordplus programme is based on departmental/subject-level network agreements. The following study programmes or departments/schools are involved in subject-specific Nordplus networks:

- Medicine
- Law
- Pharmacy
- Finnish Language and Cultural Research
- Swedish Language
- Geography
- Forestry
- Applied Physics and Environmental Science

For more information about the networks and study destinations, contact your departmental coordinator or UEF International Mobility Services.

Nordlys

Nordlys is a network within the Nordplus programme that includes most universities in the Nordic countries. The Nordlys network is meant for students whose study programme/department/school is

not participating in a subject-specific Nordplus network, or who want to study a minor subject during the exchange.

- For whom:** Degree students excluding postgraduate students.
- When:** The student must have at least one year of higher education level studies before the beginning of the exchange.
- Where:** Göteborgs universitet, Sweden
Karlstads universitet, Sweden
Linköpings universitet, Sweden
Linnéuniversitetet, Sweden
Luleå tekniska universitet, Sweden
Lunds universitet, Sweden
Mittuniversitetet, Sweden
Stockholms universitet, Sweden
Umeå universitet, Sweden
Uppsala universitet, Sweden
Örebro universitet, Sweden
Norges teknisk-naturvitenskaplige universitet NTNU, Norway
Universitetet i Agder, Norway
Universitetet i Bergen, Norway
Universitetet i Oslo, Norway
Universitetet i Stavanger, Norway
Universitetet i Tromsø, Norway
Aalborg Universitet, Denmark
Aarhus Universitet, Denmark
Københavns Universitet, Denmark
Roskilde Universitet, Denmark
Syddansk Universitet (Odense), Denmark
Háskóli Islands (Reykjavik), Iceland
Háskólinn í Reykjavik, Iceland
Háskólinn á Akureyri, Iceland
Fróðskaparsetur Føroya, the Faroe Islands
Ilisimatusarfik, Greenland
- Duration:** 1 or 2 semesters (3 to 12 months).
- Application period:** The annual first call for applications is 1-15 February.
- Scholarship:** The students who are selected for Nordlys exchange are awarded a scholarship of 290 euros per month. The scholarship consists of funding from Nordplus programme (max. 200 euros per month) and UEF student mobility funding (90 euros per month or more). Additional grants may be awarded.
- Note:** The studies completed abroad must be credited to the student's degree at UEF.
- More information:** <http://www.nordlys.info/>

Erasmus

Erasmus is an EU-funded programme and the largest exchange programme for higher education in Europe. The Erasmus student exchange and training programme covers all EU countries as well as Iceland, Liechtenstein, Macedonia, Norway, and Turkey.

Erasmus Study

- For whom:** All degree students.
- When:** The student must have at least one year of higher education level studies before the beginning of the exchange.
- Where:** Hundreds of destinations all over Europe, but they are department-specific, i.e. you may apply for the host universities that have an agreement with your department/school. A list of the host universities by faculty/department/school is available here:
<http://www.uef.fi/fi/opiskelu/erasmus-hakukohteet>
- Duration:** One or two semesters (3 to 12 months).
- Application period:** The annual call for application is February 1-15. The second call opens in May.
- Scholarships:** Erasmus scholarship is approx. €270-330 per month. The exact amount depends on the duration of the exchange and on the destination country. Students with disabilities or underage children can apply for additional funding.
- Note:** The exchange agreements are made between academic departments at the partner universities. Erasmus student exchange is based on departmental agreements, so students should only apply for exchange places in their field of study. Most universities accept only students from the departments mentioned in the agreement.
The same student may participate in Erasmus mobility periods totalling up to 12 months maximum per each cycle of study (Bachelor, Master, Doctoral) independently of the number and type of mobility activities.

Erasmus Training

The Erasmus training enables students to complete a traineeship in another European country. The training has to be recognized by the home department. Host organisations for interships can be enterprises, training or research centres and other organisations. EU organisation or organisations coordinating EU programmes cannot host the Erasmus trainees.

- For whom:** All degree students.
- When:** From the first academic year onward.

Where:	Students are responsible for finding a suitable internship themselves.
Duration:	2 to 12 months.
Application period:	Continuous.
Scholarship:	Erasmus scholarship is approx. €420-480 per month depending on the destination country. The scholarships are granted for four (4) months only, but the actual training period can be longer. Students with disabilities or underage children can apply for additional funding.
Note:	The student cannot accept a training scholarship from the home university or from EDUFI together with the Erasmus scholarship for the same internship. The same student may participate in Erasmus mobility periods totalling up to 12 months maximum per each cycle of study (Bachelor, Master, Doctoral) independently of the number and type of mobility activities.

FIRST

FIRST+ – the Finnish-Russian Student Exchange Programme

For whom: All degree students excluding postgraduate students. Students whose major is Russian Language have to study something else at the host university during the FIRST exchange.

Where:

St Petersburg
 Herzen State Pedagogical University of Russia
 St. Petersburg Orthodox Theological Academy and Seminary
 St. Petersburg State Chemical Pharmaceutical Academy (SPCPA)
 St. Petersburg State Forest Technical University
 ITMO University
 St. Petersburg State University of Economics (UNECON)
 St. Petersburg State University
 Peter the Great St. Petersburg State Polytechnic University

Moscow

Bauman Moscow State Technical University, Mytischy Branch
 Moscow State Linguistic University
 Moscow State University of Education
 Russian State University for the Humanities

Other areas in Russia

Petrozavodsk State University
 Northern (Arctic) Federal University NARFU (in Arkhangelsk)
 Tver State University
 Syktyvkar Forest Institute

Duration: 1 or 2 semesters.

Application period:	1-15 February.
Scholarship:	The scholarship depends on the area; from €560 to €650 per month. The scholarship is granted for 4 months maximum (even if the duration of the exchange is longer). The students will be notified later if an additional scholarship can be granted.
Note:	The language of instruction in Russian universities is often Russian. Courses in English are available in some universities, but this must be checked before the exchange.

Students may also study Russian during the FIRST+ exchange if the studies completed during the exchange are fully credited to the student's degree at UEF.

ISEP

ISEP – International Student Exchange Programme

ISEP is a network of over 300 colleges and universities in the United States and around the world. The programme is available for all degree students excluding postgraduate students.

The outgoing student pays an ISEP fee to their home university. This fee covers the cost of housing and meals at the host university. Students are expected to pay for the travel costs, the obligatory ISEP health insurance, and extracurricular activities by themselves.

The application process consists of two parts: firstly, you apply for the ISEP exchange programme at the University of Eastern Finland. If your internal application at UEF is approved, you will then follow the application process of the ISEP programme. Before you start the application process, familiarise yourself with the ISEP website: www.isepstudyabroad.org

Students applying for the United States must include the TOEFL test result in the application. For other countries, please check the requirements by university on the ISEP website. In the ISEP application, the student picks 5-10 optional host universities and the ISEP Central Office offers the student a placement in one of the universities. If the student cannot be placed in any of the listed host universities, ISEP will contact the student to offer another host university that still has places left. The placement by ISEP is not yet final; after the preliminary placement, the host university reviews the application and gives the final acceptance.

ISEP Exchange

For whom:	Bachelor's and Master's level degree students.
Where:	Over 300 programmes all over the world (most in the USA).
Duration:	1 semester.
Application period:	1-15 November.
Funding:	Students are required to pay the ISEP fee which is €2700 for one semester in 2018-2019. UEF will grant a scholarship for the outgoing ISEP students. In 2018-2019, the scholarship is €1500 for countries outside Europe and €1000 for European countries.

Note: TOEFL test is required at least for studies at the USA. Check the language requirements and courses offered for ISEP students by university on the ISEP website. The studies completed abroad must be fully credited to the student's degree at UEF. As part of the ISEP exchange, students can complete an internship. The internship must be an obligatory or optional part of the student's degree. Students are responsible for finding the internship placement for themselves.

More information: www.isepstudyabroad.org

ISEP Direct

Some universities participate also/only in the ISEP Direct Programme. In this programme, the students are required to pay the tuition fee of the host university. UEF will not charge the ISEP fee from the ISEP Direct students. If you are interested in applying for only one university and if the chance of placement at the university in question is very limited to most competitive with ISEP Exchange, it is recommended for the student to apply for the host university via ISEP Direct. The universities participating in ISEP Direct are listed on the website www.isepstudyabroad.org.

north2north

north2north is a student mobility programme of University of the Arctic which is a cooperative network of universities, colleges, and other organisations committed to higher education and research in the North. north2north promotes student mobility in North America, Nordic Countries, and Russia. A unique feature of north2north is that the exchange studies must concentrate on northern or arctic issues.

For whom: Bachelor's and Master's degree students.

Duration: 1 or 2 semesters.

Scholarships: north2north will grant a scholarship. The amount of the scholarship is decided annually.

Application period: 1-15 November

More information: www.uarctic.org

Bilateral exchange

UEF has bilateral exchange agreements with several partner universities, mainly outside Europe. The exchange destinations vary annually. Please check the current call for applications for the current information.

For whom: Bachelor's and Master's degree students, in some cases also Doctoral students.

Where: The list of available host universities varies annually, but UEF has university-level bilateral agreements with several partners, including the following universities:

University of Wollongong, Australia
University of New Brunswick, Canada
Universidad Austral de Chile, Chile
Fudan University, China
Hong Kong Baptist University, China
Nanjing University, China
Northeast Forestry University, China
The Shanghai University of Traditional Chinese Medicine, China
University of Nottingham, Ningbo, China
L'université de Caen Normandie, France
Chiba University, Japan
Doshisha University, Japan
Hokkaido University, Japan
Kansai Gaidai University, Japan
Prefectural University of Hiroshima, Japan
Ryukoku University, Japan
Ajou University, Korea
Keimyung University, Korea
Sungkyunkwan University, Korea
Yonsei University, Korea
Universidad Autonoma de Ciudad Juarez, Mexico
Universidad de Guadalajara, Mexico
Al Akhawayn University, Morocco
University of Namibia, Namibia
Northern (Arctic) Federal University, Arkhangelsk, Russia
Petrozavodsk State University, Russia
St. Petersburg State University, Russia
Mae Fah Luang University, Thailand
Ohio Northern University, USA

The agreements with the following host universities are faculty- or subject-specific:

Faculty of Health Sciences

Universität Zürich, Switzerland (only for students of Clinical Medicine)

Faculty of Social Sciences and Business Studies

Meiji University, Japan (only for Business students)

Oberlin University, Japan (only for Business students)

Université de Fribourg, Switzerland (only for Law students)

Faculty of Science and Forestry

Queensland University of Technology, Australia

University of Sao Paulo, Luiz de Quieroz College of Agriculture, Brazil
(only for students of Forestry)

University of Alberta, Faculty of Agricultural Life and Environmental Sciences, Canada (only for students of Forestry, Environmental Science, Biology)

University of British Columbia, Faculty of Forestry, Canada (only for students of Forestry)

Toyohashi University of Technology, Japan

Utsunomiya University, Japan (only Master's level: Physics, Optics)

- Duration:** 1 or 2 semesters.
- Scholarships:** UEF will grant a scholarship. The amount of the scholarship is decided annually. In 2018-2019, the scholarship is €1500 for one semester or €2000 for the full academic year for Russia and countries outside Europe, and €1000 for one semester or €1500 for the full academic year for countries in Europe.
- Application period:** The annual first call for applications is 1-15 November, and this application period includes the available host universities outside Europe. A second call for applications is 1-15 February, and this application period includes the available host universities in Russia and in Europe, and the host universities outside Europe that still have places after the first call. A third call for applications including all the host universities that still have places left may be held 1-31 May.
- Note:** The agreements with the host universities may be university-level, or restricted on a faculty-level or subject-level. Not all host universities are available for applications every year. The available host universities are listed in the call for applications that is published approx. a week before the beginning of the application period.

Other exchange programmes

Nordic Centre at Fudan University, Shanghai, China

The partner universities of Nordic Centre at Fudan are Fudan University along with 25 Nordic universities. The Nordic Centre organises summer courses which are open annually for applications for the degree students of UEF.

For whom: Students of Social Sciences, Business and Economics, and other Bachelor's and Master's degree students who can include the course to their degree.

Where: Two different courses:

- *Chinese Politics and Society* (5 ECTS), in June—July
- *Business and Innovation in China* (5 ECTS) in July—August

Duration: Three weeks.

Application period:	In the spring term, the specific dates are announced annually.
Funding:	The course fee is RMB 800 (approx. €100), and students are expected to pay for the travel costs and housing themselves. UEF will grant a scholarship for the accepted students.
More information:	http://www.nordiccentre.net/summer-courses

Nordic Centre in India

The Nordic Centre in India (NCI) is a consortium of universities and research institutions in Scandinavian countries. NCI facilitates and supports a range of study and research activities in India and in the Nordic countries. NCI arranges summer courses and training programmes for students from the Nordic member universities.

The courses are available in a 7.5 ECTS variant and a 10 ECTS variant. The course structure remains the same with the exception of additional coursework for those students opting for the 10 ECTS variant.

For whom: Students of Social Sciences, Environmental Sciences and Health Sciences and other Bachelor's and Master's degree students who can include the course to their degree.

Where: Two different courses in two different locations:

- *Contemporary India* in Hyderabad in June—July
- *Approaching the Environment in India* in Bangalore in July—August

Duration: 4 weeks

Application period: Usually in January. The specific dates are announced annually.

Funding: The course fee (approx. €1000-€1200) includes room, board, and teaching. Travel costs are paid by the student. UEF will grant a scholarship for the accepted students.

More information: <http://www.nordiccentreindia.com/summer-programmes/>

3 Internships abroad

University of Eastern Finland offers scholarships for internships abroad within the Erasmus+ Programme. For more information on the Erasmus Training, see page 7. Some departments also offer scholarships for internships abroad. Contact your department for more information.

4 Independently abroad

You also have a possibility to apply for student exchange as a freemover, outside exchange programs. As a freemover, you take care of the application process and the practical matters regarding the exchange independently. The application processes, deadlines, and tuition fees vary with country/university/study field. Start the process by contacting the host university in good time, ideally a year before the planned beginning of the exchange. You may also contact your department to inquire about their international contacts.

5 Rights and obligations

Students have a right to:

- Be exempt from tuition, examination, or other equivalent fees if the exchange is coordinated by the exchange programmes or agreements of UEF.
- Fill in a Learning Agreement together with the international coordinator of the home department.
- Have the studies completed abroad credited to the degree at UEF as agreed upon in advance.
- Receive a Transcript of Academic Records from the host university.

Students are obliged to:

- Prepare a Learning Agreement before departure and have it approved by the departmental coordinator.
- Complete the full period of exchange including exams and follow the rules and regulations of the host university.
- Discuss the changes in the Learning Agreement with the departmental coordinator immediately when the changes occur.
- Keep the signed Learning Agreement with them.
- Inform International Mobility Services immediately if the exchange is to be cancelled or interrupted.
- Discuss the credit transfer with the departmental coordinator after the exchange. The exchange studies are not credited automatically to the degree at UEF.
- Upload the required documents and reports to SoleMOVE after the exchange.

6 Practical information before departure

Mobility grant

Before the departure, the student is required to return a mobility grant agreement and a copy of the letter of acceptance from the host university to International Mobility Services. The scholarship cannot be paid before these documents are submitted. The scholarship will be paid to the student's bank account one month before the beginning of the exchange at the earliest. Please note that the money transfer will take approx. one month after the student has submitted the documents to International Mobility Services.

Registering as a full-time student

All students must register as a present student at UEF and pay the Student Union membership fee for the full exchange period. This enables the studies completed during the exchange to be registered to the correct semester. In order to receive the scholarship, the student must be registered as a present student.

Residence permits and visas

If your exchange takes place in a country outside the EU (or in an EU country and you do not hold a citizenship in an EU country), it is likely that you need to apply for a residence permit or a visa. Even if the student already has a residence permit for Finland, a new permit is usually required when studying in another country, even inside the EU. The application process may take long, so please make sure to apply as early as possible. For the latest information, please contact the embassy/consulate of the host country.

Citizens of the EU countries do not need visas for other EU countries, but if the student is staying in another country for more than three months, the student must register as instructed by the local authorities. For more information, please contact the host university.

Insurance & Health Care

UEF does not offer any insurance policy for outgoing exchange students. Make sure that your insurance is valid and covers the exchange period. The insurance should cover travelling, holidays, free time and also working, if you are planning to do a training period abroad.

Visit the Finnish Student Health Service FSHS (www.yths.fi/en) before your departure to take care of the matters concerning your personal health, including vaccinations.

Accommodation abroad

Housing arrangements vary greatly between countries and universities. If you are going abroad via an exchange programme, the host university will often provide housing information. You usually get housing information after having received a letter of acceptance from the host university. Study the material carefully and follow the instructions. Sometimes you have to send accommodation application together with the actual exchange application. Start searching for accommodation as soon as possible because student apartments may become fully booked.

If the host university does not offer student accommodation, you can ask the international office, the fellow students who have spent an exchange period in the same university or students who are doing their exchange at UEF for more information. There is also a possibility to search for the apartment on the spot. Consider booking a few nights in a hostel at the beginning of the stay.

Financial matters

Get an international credit card (for example Visa or MasterCard) before the departure. If you are thinking of opening a bank account in the host country, ask the international office of the host university for more information. In some countries it is not possible for a foreigner to open a bank account at all, or opening and closing the account can be very expensive.

Language of instruction

The language of instruction is usually the local language. Many universities offer courses in English but there are differences between countries, universities and departments. Find out in advance if the university where you are planning to study offers courses in English.

If the exchange programme or the host university organizes language courses, it is recommended to participate. Some universities may collect participation fees. Study the language of the host country

already before departure. The Language Centre of UEF offers courses in different languages. More information: <http://www.uef.fi/en/kielikeskus/>

Adapting to a new culture

Adapting to a new culture is a process with different phases. Your mood might change from euphoria to misery, and from being fascinated by all the new things to being homesick. Each person adapts to a new environment and culture in their own way. Living abroad is a journey to another culture but also to yourself and your culture. Often you become aware of your values and attitudes only after you encounter values that differ from yours. To make the most of your experience abroad it is very important to be open-minded and appreciate the differences between cultures. The adaptation process is a learning experience. Interact and find friends to share your experiences because many other exchange students are going through the same feelings.

Pre-departure orientation

International Mobility Services organizes pre-departure orientations during the spring and autumn semesters. They include information on practical matters, financing, study plan, adapting to the new culture, etc. The orientations are held in Finnish. For information in English, please contact International Mobility Services.

7 Practical information after exchange

Credit transfer

It is essential to make a study plan (Learning Agreement) and discuss with the international coordinator of your home department how to include your exchange studies in your degree before the departure. By doing this you ensure that your credits can be transferred to your degree after the exchange. It is important to keep all the study materials, e.g. course descriptions, essays, exams, homework, list of course literature, and bring them with you to UEF. Before returning home make sure that you will receive a Transcript of Records of the courses you have passed. Some universities give the Transcript of Records at the end of the exchange but in most cases the transcript is posted to you or to UEF later on. Remember to deliver the transcript to your department. For the credit transfer please contact the coordinator at your department. The transfer will not take place automatically.

The ECTS system (European Credit Transfer System) is often used in the credit transfer. According to ECTS a full time student should complete 60 ECTS credits per academic year. One Finnish academic credit is equal to one ECTS credit. Not all the universities use the ECTS system.

Reporting

All exchange students or trainees must report and return the following documents to the SoleMOVE after the exchange:

- Letter of Confirmation
- Transcript of Records
- Final signed Learning Agreement (+ Changes to Learning Agreement)
- Exchange Feedback

And also:

- Erasmus Report (the web link will be sent to Erasmus exchange students)

Further exchange possibilities

You have the possibility to study abroad more than once during your studies at UEF. In some programmes the participation is limited. For more information contact International Mobility Services.

8 To do list

Application process

- Find out the available exchange destinations for your department.
- Choose the country, language and university you would like to study in.
- Discuss the plans with your departmental/programme coordinator to ensure that the exchange studies can be included in your degree at the University of Eastern Finland. Without approval from the department/programme the exchange cannot take place.
- Plan the finances.
- Fill in the online application form in SoleMOVE. Notice the deadlines!
- After you have been nominated as an exchange student by UEF, fill in an application for the host university. Follow the instructions given by International Mobility Services. The host university always makes the final decision.
- International Mobility Services will help and give you advice, but you are responsible for completing the process yourself.

Before departure

- It is obligatory to register as a full time student at UEF and pay the Student Union fee.
- Return the required documents to International Mobility Services: the mobility grant agreement and the acceptance letter from the host university.
- Prepare a Learning Agreement (a study plan).
- Make sure that your passport is valid for the duration of the exchange at least. In some countries the passport needs to be valid for a certain period of time after leaving the country.
- Take care of the residence permits and visas.
- Make sure that you have a place to stay. Find out if your host university offers student accommodation or if you have to arrange accommodation yourself.
- Find out the exact date when you have to be present at your host university. Some universities organize orientations for exchange students which you are expected to participate in. Find out also the final date of the semester including the exam period.
- Make a travel plan and compare different possibilities to reach your destination.
- Make sure that your insurance covers the whole time you are studying and travelling abroad.
- Travel open-minded. Exchange studies will give you new ideas, life experience and language skills.

- Do not forget to take the contact details of your home university with you.
- Let your department know immediately if you have to make changes to your study plan.
- Keep in touch with your friends back home and also International Mobility Services while you are away.
- Take some promotional material of UEF and Finland in general with you to the host university.

After the exchange

- Make sure that you have the course descriptions and transcript of your studies with you.
- Bring some material from the host university with you: brochures, guides, leaflets, etc.
- Contact your department for the credit transfer.
- Reporting on the exchange is obligatory. Follow the instructions of International Mobility Services.
- Don't forget to keep in touch with your new friends abroad.

9 More information

University of Eastern Finland, International Mobility Services

<http://www.uef.fi/en/studies/student-exchange-for-uef-degree-students>

Centre for International Mobility CIMO

<http://www.cimo.fi/frontpage>

Information on studies in the Scandinavian countries

<http://www.norden.org/en>

ISEP

www.isepstudyabroad.org

EACEA, Education, Audiovisual and Culture Executive Agency

http://eacea.ec.europa.eu/education/eurydice/index_en.php

TOEFL (Test of English as a Foreign Language)

<http://www.ets.org/toefl/>

IELTS (English language test)

<http://www.ielts.org/>

Fulbright Centre

<http://www.fulbright.fi/en>

British Council

<http://www.britishcouncil.org/>

Goethe Institut

<http://www.goethe.de/enindex.htm>

DAAD, Deutscher Akademischer Austausch Dienst

<https://www.daad.org/>

10 Contacts

Departmental coordinators:

<http://www.uef.fi/en/studies/student-exchange-for-uef-degree-students>

International Mobility Services

international(a)uef.fi

- **Joensuu Campus**
Street address: Yliopistokatu 2, Aurora, entrance A, ground floor
Postal address: University of Eastern Finland, International Mobility Services, Joensuu Campus, P. O. Box 111, FI-80101 Joensuu, Finland
- **Kuopio Campus**
Street address: Yliopistonranta 1 C, Canthia, Oppari, second floor
Postal address: University of Eastern Finland, International Mobility Services, Kuopio Campus, P. O. Box 1627, FI-70211 Kuopio, Finland

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