

## Application process for incoming exchange students

### 1. Completing the application in Mobility-Online

#### How do I register and log into Mobility-Online?

Once your nomination has been accepted, you receive an email with the title “You have been nominated to study at Tampere University! Please register now to the application portal” that includes a personal link for your use. Please **register to the application system Mobility-Online through that link**. After entering your date of birth, you are asked to create a login name and a password.

After successful registration, you can log into Mobility-Online. In addition, you receive an email with the title “Complete your exchange application to Tampere University”. Please **save this email**, as it includes a link for future access to Mobility-Online.

#### How does the application workflow work?

After registering, you should **follow the necessary steps in the application workflow carefully and complete the rest of the application in Mobility-Online by the application deadline**.

You can access each step through the links that are under the title “Direct access via following link”. Please note that the steps need to be completed in order. Once you have completed the first step, a link to the next step will appear.

After completing a step, the box under the title “Done” will be ticked. If you would need to modify a step after completing it, just reopen the step in question through the link under the title “Direct access via following link”.

## How do I complete the application?

Application workflow <span style="float: right;">?</span>				
Last name		Study field	Architecture	
First name		Host country	Finland	
Date of birth		Receiving institution	TAMPERE17 - Tampere University	
Country of the home institution	Belgium	Home institution	LOUVAIN01 - UNIVERSITÉ CATHOLIQUE D...	

  

Necessary steps	Done	Done on	Done by	Direct access via following link	2 / 12
Confirmation e-mail online application	<input checked="" type="checkbox"/>	06.09.2022	Automatically generated		
Online registration	<input checked="" type="checkbox"/>	06.09.2022			
▶ Online application completed	<input type="checkbox"/>			<a href="#">Complete the online application</a>	
Personal master data completed	<input type="checkbox"/>				
Motivation letter uploaded	<input type="checkbox"/>				
Proof of knowledge of English uploaded	<input type="checkbox"/>				
Portfolio uploaded	<input type="checkbox"/>				
Transcript of records in English uploaded	<input type="checkbox"/>				
Preliminary study plan completed	<input type="checkbox"/>				
Please note this is a preliminary study plan which does not automatically guarantee acceptance to any courses, as you will be able to register for courses only at the beginning of the semester once your exchange study period starts. We recommend you to choose courses for approximately 30 ECTS which is the full workload for one semester.					
Application submitted	<input type="checkbox"/>				
Your application documents are currently waiting for approval by the International Mobility Services of Tampere University.					
Application accepted	<input type="checkbox"/>				
Letter of Acceptance	<input type="checkbox"/>				

### The steps in the application workflow are as follows:

#### a. Online application:

- Open the step by clicking the link “Complete the online application”, press “Click to update” and fill in the required information (e.g. your personal details and information about your studies).
- Once you have filled in the required information in each part, press “Save”.

#### b. Personal master data:

- Open the step by clicking the link “Complete personal master data”, press “Click to update” and fill in the required personal details.
- Please include the country code with the “+” at the beginning of your personal phone number (e.g. +358 for Finnish phone numbers). Do not add any special characters to your phone number beside a plus (+) and numbers. The correct format of a phone number is +123456789.
- Once you have filled in the required information in each part, press “Update personal details”.

**c. Motivation letter (max. 1 page):**

- Open the step by clicking the link “Upload motivation letter (pdf)” and select your motivation letter from your computer.
- In the letter you should tell us why and what you wish to study at Tampere University. Write about your knowledge in the subjects you have taken in your previous studies with reference to the studies you are applying for. Describe your objectives for studying at Tampere University and your goals after your study period in Tampere. Provide any further information that you feel may be relevant to your application.
- The language of the motivation letter is English. However, if you apply to the study module of Finnish Language and Culture (Suomen kieli ja kulttuuri), please write your motivation letter in Finnish. If you apply to the Degree Programme in Languages, Specialization in Scandinavian Languages, please write your motivation letter in Swedish.
- Once you have uploaded the document to Mobility-Online, press “Save”.

**d. Proof of knowledge of English:**

- Open the step by clicking the link “Upload proof of knowledge of English” and select the document proving your English knowledge from your computer. The document should follow [the language requirements of Tampere University](#).
- If you are not required to submit the document according to the language requirements, you can skip this step.
- Once you have uploaded the document to Mobility-Online, press “Save”.

**e. Portfolio (only for architecture students):**

- Architecture students on Hervanta campus need to attach a portfolio (.pdf). The portfolio should give a clear and concise summary of your skills. Your portfolio should start with the most recent project and make sure to include projects in a variety of scales, preferably from urban planning or design to architectural details. Building design projects should have clear plans and sections in addition to perspectives or other visualisations. The portfolio layout should be legible on most common computer screens.
- Open the step by clicking the link “Upload portfolio (pdf)” and select your portfolio from your computer. Press “Save” once you have selected the document.

**f. Academic transcript:**

- Open the step by clicking the link “Upload academic transcript (pdf)” and select your transcript from your computer.
- The document should be an official transcript of records in English issued by your home university. It must be either electronically certified or signed and stamped by a university official

and cover the full length of your studies. If you have completed your bachelor's degree and you are applying for master's level studies, please upload the transcript of your bachelor's degree, too.

- Once you have uploaded the document to Mobility-Online, press "Save".

**g. Preliminary study plan:**

- A few important things to keep in mind before you start creating your preliminary study plan in Mobility-Online:
  - We recommend you choose courses for approximately **30 ECTS credits** per semester, as that is the full workload for one semester.
  - The autumn semester consists of **periods I and II**, and the spring semester consists of **periods III and IV**. Make sure to choose courses that are organised in the periods during which you will be studying at Tampere University.
  - Always check the **course prerequisites** in the curriculum. You are not required to have passed the exact prerequisite courses, but you must have equivalent knowledge from previous studies.
  - You are expected to select most of the courses from one **hosting faculty, study field and campus**. Courses in architecture, theatre arts and medicine are intended only for major students.
  - **Thesis and project work** always require a special arrangement. Master's thesis (30 ECTS credits) process takes at least 7-12 months and is not usually possible to complete in one semester. Students who want to complete their thesis during the exchange will only be admitted as exchange students if they have a designated supervisor for their thesis at the time applying. You must inform us about your supervisor (name and faculty) in the application. Unfortunately, completing a bachelor's thesis is not usually possible.
  - Please note this is a preliminary study plan which does not automatically guarantee acceptance to any courses, as you will be able to register for courses only at the beginning of the semester when your exchange study period starts. Thus, it is important **try to make the study plan as flexible as possible**.
  - Please see our webpage [Preliminary study plan for exchange students](#) for more instructions.
- Open the step by clicking the link "Create preliminary study plan", press "Click to update" and complete the required course information for each course you would like to take at Tampere University with the help of [the curriculum](#). We advise you to choose at least the filters "Language of instruction: English" and "Target group: Exchange students" in the curriculum when looking for suitable courses.

- Once you have listed all the course information, tick the box “Submit the list of courses” and press “Save”.

Course 1

Course code: ARK.AD.420  
Course name: Architectural Design VI  
ETCS: 10

There are still **179** characters available

Course 2

Course code: ARK.RH.410  
Course name: Management of Built Heritage  
ETCS: 10

There are still **174** characters available

#### h. Submit the application:

- Once you have completed all the steps listed above, you are ready to submit the application. Open the step by clicking the link “Submit application” > Press “Click to update” (1) > Tick the box “Submit application” (2) > Press “Save” (3). Any separate document is not submitted by the applicant at this stage.

Applications incoming	Display	Applications incoming	Update
Other information		Other information	
Submit application <input type="checkbox"/>		Submit application <input checked="" type="checkbox"/> ②	
Cancel Click to update ①		Cancel Save ③	After clicking submit application, remember to save!

- Please note that **it is extremely important that you remember to submit your application (including all the required application documents) before the deadline**, because only those applications that have been successfully completed and submitted within the application period will be checked by Tampere University.
- You have now successfully submitted your application, and the “Application submitted” box appears as ticked in the application workflow. An email with the title “Your exchange application to Tampere University has been received!” will be sent to you. Next your application will be checked by the International Mobility Services of Tampere University.

## 2. After submitting your application

### I was asked to modify my study plan. What should I do?

If you are requested to modify your study plan, you will receive an email with the title “Please modify your preliminary study plan” and/or “Comments on your preliminary study plan”. In this case, please see the following details:

- Log in to Mobility-Online and open your preliminary study plan in the application workflow through the link “Create preliminary study plan”. Press “Click to update”, make the required changes with the help of the comments you have received by email and press “Save”.
- Once you have modified the study plan, return to the application workflow, open the link “Enter confirmation” to confirm that you changed your study plan > Press “Click to update” > Tick the box “I confirm that I have changed the study plan” > Press “Save”. The “Confirm that you changed your study plan” box now appears as ticked in the workflow, and the International Mobility Services will recheck your application.

If you do not receive any separate emails regarding your study plan, it means that you are not asked to modify it and this part of the application process does not concern you.

### When and how will I receive further information about acceptance?

**A separate email regarding the acceptance or rejection of the application will be sent to all applicants by email approximately a month after the application period has ended.** In addition, the step “Application accepted” will appear as ticked in the application workflow in Mobility-Online if the application has been accepted. Successful applicants will be able to download and print the letter of acceptance from the final step in the application workflow.

## 3. Further information

Remember to double-check your junk email folder if the emails from Mobility-Online do not appear in your inbox.

More information about exchange studies at Tampere University is available on our website [Information for incoming exchange students](#).

Should you have any questions, feel free to contact us at [mobility.tau@tuni.fi](mailto:mobility.tau@tuni.fi).