

Dear Partner,

With this message I would like to inform you about our application procedure for students who wish to spend an exchange study period at Tampere University of Technology during the academic year 2012-2013.

Please send your nominations to interoff@tut.fi and advise your nominated students to submit the application via the online form at: https://www.tut.fi/ethaku/hakijan_sivu.pl?hakuld=1256&language=eng

PLEASE NOTE:

- The application period for submitting online applications is 15 March-15 May (the main registration day for autumn semester and whole academic year exchanges is 20 August). Please advise students to apply in good time. We will not accept applications after the given deadline.
- The application period for submitting online applications for spring semester exchanges runs from 15 August to 15 October.
- Please check our academic calendar on our web pages at www.tut.fi/en > Studies > Academic Calendar 2012-2013 and respect the dates when granting the scholarships to your students. Autumn semester exchanges end at the end of December (4 months) and the whole academic year exchanges at the end of May (9 months).
- Students need to attach a softcopy of their photo and transcript of records to their online application. Students of architecture are also required to attach a portfolio (PDF) to their online application.
- The application form must be completed in one go, it cannot be saved and completed later on.
- Students will be informed of their admittance by email within two weeks after the deadline.

The acceptance letter as well as the prefilled enrolment form, student card application form and the study plan/learning agreement will be delivered by email to the student and the coordinator at the student's home university. For students coming outside EU, the original acceptance letter will be posted to the home university's address.

- The link to the course catalogue 2012-2013 (courses in English) is also available on our web pages by the middle of March at <http://www.tut.fi/en> > Studies > Courses. Students are advised to prepare a flexible study plan, as they have to sign up for courses at TUT upon arrival and access to courses (especially language courses) cannot be guaranteed due to the limited number of places available.
- Accommodation is mainly organized by the Tampere Student Housing Foundation (TOAS), which maintains and rents out student accommodation. Students are responsible for making their own housing arrangements. Students are advised to apply for a flat straight away after receiving the acceptance letter. Please note that TOAS makes only fixed-term tenancy agreements (from August to December and from January to May) and agreements cannot be terminated in the middle of the semester. For more information about TOAS: <http://www.toas.fi> > In English.
- For students who are planning to complete a master's thesis at TUT: please note that preparing a master's thesis is always a special arrangement, as it is not part of the international curriculum. Thesis placements are connected to research projects that are already in progress and therefore they cannot usually be made available based on the interests of an individual student. The International Office cannot help students find a thesis placement. If a student has found a supervisor and a topic for the thesis, s/he should inform the International Office by email as soon as possible. Please send emails to interoff@tut.fi.