

## ***Applying for Erasmus Student Exchange Abroad in spring 2014***

### **Who can apply?**

The Erasmus exchange positions of the department are mainly for the degree students majoring in Computer Science. Degree students from the other departments of the faculty may also apply but only for the positions that would otherwise be left unused.

General requirements: at least one year of university studies and 60 credits.

Only one Erasmus exchange period is possible per person (ever).

### **Where can I apply?**

The department has an exchange agreement with 25 European universities. The listing of the partner universities is at the address <http://www.cs.helsinki.fi/node/75290> and you can find them also from the application portal <https://kvl.it.helsinki.fi/mobility/MobilitySearchServlet?sprache=en&identifier=helsinki01>

In the portal, select the correct faculty, department and unit (Faculty of Science, Dept. Computer Science, Computer Science), the exchange program (Erasmus SMS), field of study (Informatics/Computer Science), and the academic year (2013/2014). You will then be presented with a listing of the universities.

The number of students and the amount of study months are limited in the agreements. You can this time apply only for the spring semester of 2014 only (number of unused months in the agreement permitting). The shortest period for an exchange is 3 months.

Check the schedule of the spring or summer term of the host university from the international students' web pages of the host university. Check also the dead-line for the Erasmus applications to the host university from the same pages (see "how do I apply" below).

### **When can I apply?**

The application period for the department's Erasmus positions is **16.9. - 30.9. 2013**. The receiving universities have then their own dead-lines for the final applications. You will find that information from the web pages of the receiving universities (look for Student Exchange/Erasmus or international relations).

### **How do I apply?**

The application process has *two phases*. First, you must *apply to be nominated by the department* using the application portal and the Mobility Online service:

<https://kvl.it.helsinki.fi/mobility/MobilitySearchServlet?sprache=en&identifier=helsinki01>

The instructions for making your application with the service are here

<https://flamma.helsinki.fi/content/res/pri/HY278769>

(In Flamma: [Directory and services](#) » [Students](#) » [Exchange opportunities and traineeships abroad](#) » [Application information](#))

**The application with all the annexes must be printed on paper from Mobility Online, signed by the applicant, and delivered to the department's coordinator (Antti-Pekka Tuovinen) by the application dead-line.**

When the department has made the selection of the candidates and nominated the Erasmus exchange students for 2013/2014, each of the nominated applicants must themselves then submit a *second application* to the receiving university. The receiving university will have its own system and procedures and dead-line for submitting the applications. They may also require some additional information (like language skill certificates etc.). Note that the nominated student is responsible her/himself for submitting the second application to the receiving university.

## **What information is needed for the application to the department?**

Fill in the electronic form in Mobility Online according to the instructions. Tip: use a text processing tool to write the study plan and the motivational letter and copy+paste the text onto the form.

Information on the form: personal details, academic achievements, the universities you apply to, the time of the planned exchange period.

Study plan:

- find out what courses the university that you are interested in provides for exchange students
- write in the study plan the names and the amount of credits of the courses that you would like to take
- if applicable, mention which courses at UH the proposed courses would replace
- calculate the total number of credit units you intend to take and want to include in your degree at UH

Motivational letter; in English, about 200-500 words

Transcript of academic record: print from WebOodi, if you have a transcript from previous studies (e.g. BSc from some other university) include that, too.

Print out and sign the application form and bring the form, the study plan, motivation letter, and the (unofficial) transcript, to the department's exchange coordinator Antti-Pekka Tuovinen (C229).

## **What are the selection criteria for the department's nominations?**

- Academic achievements
- Language proficiency
- Study plan
- Fit with the studies (phase of studies, other reasons)

## **More information**

Departmental coordinator: Antti-Pekka Tuovinen (C229, making an appointment recommended)  
Department web pages: <http://www.cs.helsinki.fi/en/studies/international-student-exchange-and->

[traineeships](#)

International pages of the university: [https://flamma.helsinki.fi/portal/home/sisalto?\\_nfpb=true&\\_pageLabel=pp\\_list&placeId=HY034234](https://flamma.helsinki.fi/portal/home/sisalto?_nfpb=true&_pageLabel=pp_list&placeId=HY034234)