



# APPLICATION FORM FOR FLEXIBLE STUDY RIGHTS

Each form can be used to apply for study rights in courses organised by only one faculty/department in one institution.

## 1. PERSONAL DATA ON APPLICANT (for student to fill in)

NB! Fields marked with an asterisk (\*) are mandatory.

<b>Date of birth</b>	Date of birth (day xx, month xx, year xxxx)* _____ . _____ . _____	Final part of personal identification number * (required for Finnish students)
<b>Surname and given names</b>	Surname *	First names * (underline the commonly used name)
<b>Address</b>	Street address *	
	Postal code *	City/municipality *
<b>Phone number</b>	Mobile phone	Home phone
<b>E-mail</b>		
<b>Sex *</b>	<input type="checkbox"/> Male <input type="checkbox"/> Female	
<b>Domicile *</b>	Domicile *	
<b>Nationality *</b>	<input type="checkbox"/> Finnish <input type="checkbox"/> Other, which: _____	
<b>Native language *</b>	<input type="checkbox"/> Finnish <input type="checkbox"/> Swedish <input type="checkbox"/> English <input type="checkbox"/> Other, which: _____	
<b>Language/languages of study (if others besides native language)</b>		

## 2. EDUCATIONAL BACKGROUND OF APPLICANT (for student to fill in)

<b>Home institution *</b>		
<b>Student id number *</b>		
<b>Faculty/Department and Study programme/Major subject</b>	Faculty/Department *	Study programme/Major subject (or equivalent) *
<b>Degree into which the courses applied for are intended to be included</b>	Degree *	
	Start date of degree studies *	Estimated date of completion of degree studies *
<b>Completed studies</b>	Number of study credits completed by the time of application (study weeks/ECTS) *	Number of study credits completed in major subject (or corresponding) by the time of application (study weeks/ECTS) *
<b>Earlier JOO studies</b>	Have you been granted JOO study rights before *	
	<input type="checkbox"/> No <input type="checkbox"/> Yes	
	Start and end periods and target institutions of earlier JOO studies	
<b>Additional information related to educational background</b>		



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## 3. JOO STUDIES APPLIED FOR (for student to fill in)

NB! Fields marked with an asterisk (\*) are mandatory.

<b>Target institution /unit *</b>				
<b>Faculty/Department *</b>				
<b>JOO studies applied for *</b>	<input type="checkbox"/> <b>Study programme</b> Subject _____ Study programme _____ and extent (credits) _____ Specify in the table below the study modules/courses, their extent in credits awarded, and time of completion.			
	<input type="checkbox"/> <b>Courses / study modules</b> Indicate in the table below the courses applied for, their extent in credits awarded, and time of completion.			
<b>Study modules/courses included in study programme</b>  <b>or</b>  <b>Separate study modules/courses</b>	Name of study module *	Study module code	Extent of study module (study weeks/ECTS)*	Term/semester in which you plan to complete the studies *
	1			
	2			
	3			
	4			
	5			
	6			
	7			
	8			
	9			
	10			
	11			
	12			
<b>The studies applied for will be included in degree studies for *</b>	<input type="checkbox"/> Major subject <input type="checkbox"/> Optional studies <input type="checkbox"/> Minor subject <input type="checkbox"/> Elective or other studies			
<b>Grounds for applying for these study rights *</b>				
<b>Signature of the applicant</b>	Date and place *		Signature and clarification of signature *	



# APPLICATION FORM

## FOR FLEXIBLE STUDY RIGHTS

### 5. DECISION BY THE TARGET INSTITUTION ON GRANTING STUDY RIGHTS (to be filled in by the receiving institution)

<b>Decision</b>	<input type="checkbox"/> Study rights are granted for the period _____	
	<input type="checkbox"/> Study rights are granted with the following modifications:	
	<input type="checkbox"/> Study rights are not granted	
<b>Grounds for declining the application or parts of it</b>		
<b>Signature of the decision maker(s) /processing official</b>	Date, signature and clarification of signature	
<b>Stamp of the target institution</b>	Stamp of the target institution	
<b>Processing official</b>	Name	Position
	Phone number	E-mail

# APPLICATION FORM

## FOR FLEXIBLE STUDY RIGHTS

### INSTRUCTIONS FOR STUDENTS FILLING IN THE FORM

#### 1. PERSONAL DATA ON APPLICANT

**Date of birth and personal identification number:**

- Date of birth (required information): Enter your date of birth by day, month and year (e.g., 05.04.1970)
- Final part of personal identification number (e.g., -198V)

**Address:** (required information)

Enter the address at which you can be reached during the term/semester. The decision concerning your study rights will be sent to this address.

**Phone number:**

Enter the phone number at which you can best be reached between 8 am and 4 pm.

**E-mail:**

If read your e-mail regularly, enter the e-mail address at which you are best reached in issues pertaining to you studies (e.g., a request for additional information for you application).

#### 2. EDUCATIONAL BACKGROUND OF APPLICANT

**Home institution:** (required information)

Institution in which you are enrolled as a Bachelor's, Master's or post-graduate degree student.

**Student number/ID:** (required information)

Enter the student number/ID used in your home institution.

**Faculty/Department and Study programme/Major subject**

- Faculty/department (required information): enter the faculty or department, in which you are enrolled as a degree student.
- Study programme/major subject (or equivalent) (required information): Enter the study programme or major subject of your degree.

**Degree into which the courses applied for are intended to be included:**

- Degree into which you plan to include the JOO studies applied for (required information)
- Level of degree (required information)

**Indicate the degree level for which you are studying:**

- **Bachelor's degree:** e.g., BA, BSc, BBA (HuK, HK, LuK, KK, KTK, LitK, MMK, Muk, PsK, TaK, TK, TtK, VTK, YTK), BSc in Pharmacy (farmaseutti), Bachelor of Law (oikeusnotaari)
- **Master's degree:** e.g., MA, MSc, MBA (FM, ETM, HM, KM, KTM, LitM, MuM, Muk, PsM, MMM, TM, TaM, OTM, VTM, YTM), Master of Laws (oikeustieteen kandidaatti) Licentiate in Medicine, MSc in Pharmacy, Architect, Officer's degree, MSc (Technology)
- **Post-graduate degree:** Licentiate (e.g., FL, HL, KL, KTL, LitL, MML, MuL, OTL, PsL, TL, TtL, YTL) and Doctoral degrees (e.g., FT, HT, KT, KTT, LitT, MuT, OTT, PsT, TaT, TtT, VTT, YTT), Specialist's degrees in medicine

**Start date of degree studies:** (required information)

Enter the year in which your enrolment was accepted for the degree studies in which you plan to include the flexible study rights studies applied for.

**Estimated date of completion of degree studies:** (required information)

Indicate the year in which you will obtain your degree according to your study plan.

**Completed studies:**

- Number of degree study credits completed by the time of application (required information): indicate the number of study weeks or ECTS that are recorded in your study transcript.
- Number of major degree study credits completed by the time of application (required information): indicate the number of study weeks or ECTS completed in your major subject, study programme or equivalent that are recorded in your study transcript.

**Earlier JOO studies:**

- Completion dates and target institutions of earlier flexible (JOO) studies that have been granted to you (required information if flexible JOO studies have been granted): indicate the completion date as the academic year or date of completion and the name of the target institution. If the study rights are still valid, indicate the granted / completed studies (study weeks/ECTS).

#### 3. JOO STUDY RIGHTS APPLIED FOR

**Target institution/unit:** (required information)

Target institution: institution providing the courses for which you are applying.

When relevant, indicate also the unit providing the courses in the target institution, e.g., the Pori University Unit of the Turku School of Economics and Business Administration, The Vaasa Unit of the Swedish School of Economics and Business Administration, The Rauma Unit of Department of Teacher Education in Turku, the Savonlinna Unit of the University of Joensuu.

**Faculty/Department:** (required information)

The faculty/department providing the courses for which you are applying. The information can be found in the study guide of the target institution.

**The JOO studies applied for:** (required information)

- If you are applying for enrolment in a study programme, indicate the subject and the name of the module and its extent in credits awarded. Specify in the table below the study modules/courses in the study programme, their extent in credits awarded, and the time when you intend to complete them.
- If you are applying for enrolment in individual study modules/courses. Specify in the table the courses applied for, their extent in credits awarded, and the time when you intend to complete them.

**Grounds for applying for study rights:** (required information)

Write down your grounds for applying for these study rights, e.g., on the basis of your study plan. If you are applying for an extension period for study rights already granted, explain why your studies have not proceeded according to plan.

**Remember to sign your application!**

# APPLICATION FORM

## FOR FLEXIBLE STUDY RIGHTS

### INSTRUCTIONS FOR PROCESSING OFFICIALS

#### 4. STATEMENT ON ENDORSEMENT FROM HOME INSTITUTION (to be filled in by sending institution)

**Statement:**

The statement must always mention the period for which study right is endorsed.

If the application for study right or parts of it are not endorsed, the reasons for doing so must be given in the statement.

NB! Strike out the empty lines from point 3 of the application form filled in by the student (study modules/courses, name, code, extent and term/semester).

**Study transcript:**

The processing official at the home institution must ensure that the target institution will receive an accurate and official study transcript (check the accuracy and authenticity of the study transcript attached by the student or attach an accurate and official study transcript).

**Signature of the decision maker/ processing official:**

Depending on the procedure in the institution either the signature of the decision maker or the processing official.

**Processing official:**

Contact information of the processing official at the home institution.

#### 5. DECISION BY THE TARGET INSTITUTION ON GRANTING STUDY RIGHTS (to be filled in by the receiving institution)

**Decision:**

The decision must always mention the period for which the study right is granted. The period may not exceed the period given in the home institution's endorsement. If the study right is not granted or is modified, the reasons for doing so must be given in the decision.

**Signature of the decision maker/ processing official:**

Depending on the procedure in the institution either the signature of the decision maker or the processing official.

**Processing official:**

Contact information of the processing official at the target institution.