University of Helsinki Instructions regarding the host university

Information on flexible studies offered

Finnish universities have concluded an agreement on the JOO flexible study right scheme, which allows undergraduate and postgraduate students to include studies from other Finnish universities in their degree. Students must be registered as attending students at their home university to be able to apply for the scheme and to complete studies at another university.

The purpose of the scheme is to provide a wider range of studies, increase the options available to students and support their progress. The scheme enables students to incorporate into their degree suitable studies offered by other universities and to benefit from the expertise and specialist fields of those universities.

Applications for the JOO scheme must be submitted through the JOOPAS system. At the University of Helsinki, International Exchange Services decides on the applications. Students receive information about the decision from the JOOPAS system approximately one month from the closing date for applications. Studies within the JOO scheme are free of charge to students.

It is not possible to apply JOO study right to the following studies:

- Intermediate studies in Geography
- The Master's Programme in Urban Studies and Planning
- Studies for teacher qualifications
- Advanced studies in Educational sciences
- Advanced studies in Home economics
- Basic and intermediate studies in Psychology
- ExpREES - Russian and Eastern European study programme
- Language Centre’s English and Swedish courses
- Language Centre’s exemption examinations in English and Swedish

Application periods for flexible studies

Bachelor and master level students can submit their application twice a year during fixed application periods:

- for studies in the following academic year (autumn and spring): 130 April (by 15.45 local time)
- for studies in the following term (spring): 131 October (by 15.45 local time)

If the closing date for applications does not fall on a weekday, the application period will close on the next weekday. Applications submitted after the closing date cannot be considered.

NB!
Applicants must check their home university’s timetable for supporting statements and must take into account the time required for handling the application at the home university (both electronic and paper applications). Applications must arrive from the home university to the University of Helsinki by the closing date for applications. Similarly, applications submitted by post must arrive by the closing date for applications.

Doctoral students can submit their application year-round. Processing time for the applications is four weeks.

Course selection

The University of Helsinki has no separate course catalogues for JOO students. More information about courses available on following websites:
Course selection and Optional studies.

NB! If you apply flexible study right on courses offered by two separate faculties at the University of Helsinki, please submit two separate applications. For example courses offered by the Faculty of Arts and Language Center can not be combined on one application.

Admission criteria

The JOO study right can be granted only for studies available at the University of Helsinki and supported by the home university.

Decisions on granting the JOO study right are based on the following criteria:
• The student does not hold the right to complete a degree at the University of Helsinki.
• The JOO study right can be granted for the completion of modules or courses to be incorporated into a degree at another university.
• The home university must support the planned studies and the schedule for their completion.
• The amount/content of the applicant’s previous studies, the applicant’s academic performance and the reasons given by the applicant for needing the right to study will all be taken into account. **N.B. If your home university did not require transcript of records in their JOO application, University of Helsinki will send a request to add that as an attachment via JOOPAS system.**
• The teaching resources of the degree programme applied for will be considered in relation to the number of students applying for a fixed-term right to study.

**N.B!** Being granted the JOO study right does not guarantee access to a course (e.g., if the course uses a preliminary examination, competence test, priority order or participant quota in which participants are selected on a first-come, first-served basis). For the JOO right to be granted, the student must have sufficient knowledge and skills to complete the course. If the course has no separate quota, the decision whether to grant the right to study will depend, for example, on whether the university’s facility and equipment resources allow the acceptance of JOO students and whether the course can accommodate the students.

Studies at the University of Helsinki’s Open University are not included in the scope of the JOO scheme.

**Duration of the flexible study right**

The JOO study right is always granted for a fixed term (up to two years), and the student can complete only the studies for which the right was granted. If the student’s home university supports an application for a term shorter than two years, the home university’s decision will be followed. The JOO study right will expire if the student graduates from the home university.

**Delivery address for applications supported by the home university**

Applications must be submitted through the electronic JOOPAS system if the student’s home university uses the electronic system. The universities using the paper application form can be found here: **In English Flexible Study Rights**

Electronic applications will be handled by the applicant’s home university and automatically sent to the University of Helsinki if the application, or parts of it, are supported.

**Delivery of a paper application form to the University of Helsinki:**

A paper application form supported by the home university as well as an official transcript of studies must be scanned and submitted to the University of Helsinki’s International Exchange Services by email: jo@helsinki.fi.

The subject heading must be **JOO-hakemus** (“JOO application”) + the name of the faculty offering the prospective studies.

**Starting your flexible studies**

Applicants for JOO studies at the University of Helsinki will receive information about the decision on the right to study approximately one month from the closing date for applications. Students will receive an email message from the JOOPAS system once the decision has been made. They can view the decision by logging into the system with their own username. If the right to study is granted, students will get an email and instructions for embarking on the JOO studies (e.g., course registration and user accounts). The student should read these instructions carefully.

**Credit transfer**

The recognition of studies (credit transfer) takes place according to the home university’s instructions. Students can request an official transcript of the JOO studies completed at the University of Helsinki by contacting **Student Services**.

Students are responsible for submitting information on completed JOO studies to their home university’s student register.

**Contact details**

Contact details and opening hours of **International Exchange Services**.