

FAQ's on the University of Helsinki Grant for International Students 2009

To whom is the International Student Grant intended?

Only **international** (i.e. foreign) students **enrolled and registered for attendance** at the University of Helsinki can apply for the Grant.

How much is the Grant?

The Grant is approximately **2500 euros** for **undergraduate and graduate students** and approximately **3000 euros** for **postgraduate students (Licentiate and PhD students)**. Several Grants are awarded in the two categories.

What are the criteria for awarding the grants?

- The student has to have been registered as attending for at least one academic year before applying for the grant and he/she has to be registered as attending when applying for the grant as well.
- The total amount of credits compared to the study time should show normal progress in the studies, i.e. the average amount of credits earned/academic year should be 60 credits (transferred credits are not taken into account). This criterion is not applied to postgraduate (PhD) students as the studies are of a level that credits cannot be earned evenly during the study time.
- When rating undergraduate/graduate students points are given in the following areas: the mean value of all grades, the numeric mean value of the reference and the total number of credits earned compared to the study time.
- The student cannot be eligible for Finnish Student Financial Aid.
- The grant will not be granted to a student who is paid other grants and/or a salary through the University of Helsinki that come to a sum total of more than 4000 euro/year during the year when he/she applies for the grant (1.1.–31.12.).
- The grant is awarded only once to the same person. If a student has received a grant as an undergraduate/graduate student, then he/she can receive the grant also once as a postgraduate (PhD) studies.
- Undergraduate/graduate students have to present a reference form completed by a teacher/researcher at the University of Helsinki. Postgraduate students have to present two reference forms. One should be completed by the thesis supervisor; the other reference can be completed by someone outside of the university as well.
- The grant can be granted only to applicants who have submitted all the required documents on time.

If I have some other funding can I still apply for the grant?

The grant will not be granted to a student who is paid other grants and/or a salary through the University of Helsinki that come to a sum total of more than 4000 euro/year during the year when he/she applies for the grant (1.1.–31.12.). Students qualified for **Student Financial Aid (*opintotuki*) through KELA are not qualified** to apply for the Grant. All applicants are run a **check-up on possible funding** to guarantee a fair processing of the applications.

I have some credits from my previous university. Are they accepted?

Credits (transferred credits) you have earned at some other institutions **before** enrolling at the University of Helsinki are **not considered**. However, credits earned at some other universities **while** studying at the University of Helsinki are **acceptable**, if they are included in your degree at the University of Helsinki.

Do I need an official transcript?

No, the **unofficial e-mailed** version (WebOodi version) you can print yourself is acceptable.

I have a Bachelor's degree. Am I applying as a postgraduate student?

Only those who have a **Master's degree** and are studying for a higher degree are considered postgraduate applicants (i.e. Licentiate or PhD applicants) in the application process.

I'm a postgraduate working on my Licentiate/PhD. Anything special I need?

Postgraduate students need to submit **two references**: one by the thesis supervisor, another from some other relevant person, who may also be working outside the University. A **CV may also be included**, if the professor's reference does not indicate your publications, articles, posters, etc. A **research summary or outline by the student is not required**: information on research topic, the present stage of the research work, the importance of the research, the student's progress, etc. should be indicated in the reference.

Is there a form for the reference and what should the reference be like?

There are forms available for all types of applicants. However, the reference should also include a short (one sheet is sufficient) written reference on a separate sheet of paper. The written reference **should not include a lot of technical aspects** of the research; instead, it should **focus on the student's skills as a researcher, the importance of the research in relation to similar work on the field, the student's progress in the project, etc.** Information on possible publications, articles or other works should also be included.

The references may also be sent by e-mail. In this case the sender information must refer directly to the person (the professor or some other relevant member of teaching staff) giving the reference: the e-mail address should be in the format firstname.lastname@helsinki.fi or, for example, indentifier@mappi.helsinki.fi.

What are the main criteria in awarding Grants for postgraduate students?

In the postgraduate category the **main focus is on the references**. Credits are not of utmost importance as some postgraduate students collect their postgraduate credits only at the end of their research work.

My professor is travelling and the reference may come late. What can I do?

If the student's application is in time, the **reference(s) from abroad may arrive late**, but it should be noted that the secretary of the Grants Committee begins to process the applications immediately after the closing date. The processing period is about **one week**. References arriving after the processing period will be taken the Committee meeting as they are (i.e. not summarised).

When is the closing date?

The closing date for applications is **Friday, September 25, 2009, 15.45 (3.45 p.m.)**.

Is it OK to bring my application on September 28?

No, since **late applications cannot be considered**.

When and where can I get the forms and where should they be returned?

Printed forms are available at the Student affairs offices (contact information, see www.helsinki.fi/neuvonta/english/index.htm), from **September 7, 2009**. On the same day, **downloadable forms**, in pdf-format, are also posted on **Alma** (the Intranet of the University of Helsinki) > Students > Support for studies > Grants and scholarships.

Return the application and the enclosure(s) to Registry and Records Management, P.O. Box 33 (Yliopistonkatu 4), 00014 University of Helsinki. Opening hours: Mon - Fri 10 am – 3:45 pm. Also applications sent by mail must be at the Registry and Records Management by the close date and time.

Can I e-mail my application and the requested documents?

Because the Grant application should be signed, preferably, your application should be handed in or sent in regular mail. However, if you are **travelling abroad** (outside Finland), an e-mailed application is acceptable: E-mail address is HY-kirjaamo@helsinki.fi.

What is the Grants Committee?

To evaluate the progress of studies for students a panel of experts is convened. Grants committee is an *ad hoc* committee consisting of **three members of the university's teaching staff and a representative of the Student Union**.

When will I know the result?

Results are available in **middle October**. All applicants will be notified by e-mail. The grantees are also noted at the Rector's reception for international students and scholars in October.