

Guidebook for Admissions in:

## **MASTER'S DEGREE PROGRAMME IN TOURISM, CULTURE AND INTERNATIONAL MANAGEMENT**



*TourCIM programme is based on the assumption that the socio-cultural dimension is essential in fully understanding and implementing responsible tourism - It's contemporary, innovative management.*

### **APPLICATION DATES AND TIMELINES**

Study period	01.08.2019 – 31.07.2021
<b>Application period</b>	<b>December 3<sup>rd</sup> 2018 – January 31<sup>st</sup>, 2019</b>
Student selection results	date to be confirmed
Accepting the study place	date to be confirmed
Student intake	max. 10 students
Degree	Master of Social Science (M.Soc.Sc.)
Major	Tourism research
Credits	120 ECTS

### **ELIGIBILITY**

Eligible applicants for the programme must have:

- a bachelor's or master's degree in tourism, hospitality or business studies OR
- a bachelor's or master's degree from another field of study containing a minimum of 60 ECTS in tourism, hospitality or business studies.
- a good command of the English language for academic purposes (*see language requirements*)

### **LANGUAGE REQUIREMENTS**

Applicants must have academic-level proficiency in English. Language proficiency is to be verified by one of the following:

- **IELTS Academic** (International English Language Testing System) with a score of 6.5 or higher

- **TOEFL iBT** (Test of English as a Foreign Language, Internet Based Test) with a score of 85 or higher
- **TOEFL PBT** (Test of English as a Foreign Language, Paper Based Test) with a score of 563 or higher
- **Cambridge ESOL's CPE** (Certificate of Proficiency in English) at pass level A, B or C
- **Cambridge ESOL's CAE** (Certificate in Advanced English) at pass level A, B or C
- National Certificate of English Language Proficiency by the Finnish National Board of education, test taken in 2012 or after (Skill level 4 as an average value)
- **PTE** (Pearson Test of English Academic) with a score of 58 or higher
- Bachelor's or master's degree in English in one of the EU or EEA Countries, or in Australia, Canada, New Zealand or the USA.
- English language studies included in bachelor's or master's degree conducted in Nordic country (Denmark, Finland, Iceland, Norway and Sweden)
- English language as part of an IB degree (A1 language minimum grade 2, A2 language minimum grade 5), EB degree (LI language minimum grade 4 or LII language minimum grade 7)
- Upper secondary education in English in one of the Nordic Countries (Denmark, Finland, Iceland, Norway or Sweden), Great Britain, Ireland, the USA, Canada, Australia or New Zealand

### Criteria for documentation

- Please note that international language tests are valid for two years and the test result must be valid throughout the application period (IELTS, TOEF iBT and PBT, CPE, CAE and PTE Academic)
- When completing the **TOEFL** Registration Form, please fill in University of Lapland's Institution Code 8264 in the Score Report Recipient field. University of Lapland does not use a specific department code, you can select 99: department not listed
- For **IELTS** language tests, copies of the original certificate are also accepted. The score will be cross-checked with the data-base of the organiser of the test.
- For National Certificate of Language Proficiency and Civil Service Language Proficiency Tests, copies of the original certificate are also accepted. Authenticity of the documents will be cross-checked with the organiser of the test.
- For the **CAE** and **CPE** language tests, copies of the original certificate are also accepted. Authenticity of the documents will be cross-checked with the organiser of the test.
- For the **PTE** (Pearson Test of English Academic), scores will be verified via the online score report website.
- The Faculty of Social Sciences may, under special circumstances, approve some other way of demonstrating language proficiency than those listed above.



## APPLICATION PROCESS

Applicants who meet the eligibility criteria may apply for the Master's Degree Programme in Tourism, Culture and International Management. The electronic application form on the Studyinfo portal ([www.studyinfo.fi](http://www.studyinfo.fi)) is only open during the application period. Direct link to TourCIM programme page in Studyinfo: <https://studyinfo.fi/app/#!/korkeakoulu/1.2.246.562.17.63211702467>

Make sure you have all the required documents ready before you start your application as you need to upload them also electronically. Make sure that they are attested and certified as required by the University of Lapland. The application period opens on **December 3rd 2018 and closes on January 31st 2019 at 15:00 (GMT +2)**.

Submit an electronic application form through Studyinfo portal, upload all the required documents and send them to the University of Lapland by mail by the given deadline. It is in your best interest to submit your application documents as soon as possible. It is acceptable to send documents already before submitting the electronic application. E-mail attachments will not be accepted. University of Lapland does not process the application documents that have arrived after the deadline.

## APPLICATION DOCUMENTS

### 1. Degree certificate(s)

- An officially certified copy of the applicant's bachelor's or master's degree certificate in the original language.
- Applicants graduating after the deadline (during the academic year 2018-2019) must enclose their official transcripts of records and the expected date of graduation to the application.

### 2. Translation of degree certificate(s)

- An official English, Swedish or Finnish translation of the degree certificate OR an officially certified copy of the Diploma Supplement in English (pertains to graduates of universities within the EU)

### 3. Transcript of records

- An officially certified copy of the transcript of records of the applicant's bachelor's degree in the original language.

### 4. Translation of transcript of records

- An official English, Swedish or Finnish translation of the transcript of records of the bachelor's degree

### 5. Proof of language proficiency (see language requirements above)

### 6. A copy of your passport's ID page

7. **Letter of motivation** (find instructions below)

8. **A Curriculum Vitae (CV)**

9. Copy of your residence permit card to Finland if you are not EU/EEA/Switzerland citizen and you are applying for the exemption from tuition fees based on your residence permit

*You may also enclose:*

- A Recommendation Letter from former teacher or instructor.
- A summary or an abstract of the final thesis (written assignment or research project) in the previous degree

University of Lapland does not accept regular photocopies of educational documents. All educational documents must either be officially certified (attested) by the awarding institution, or legalised. See detailed instructions on document attestation through the following link: <https://www.ulapland.fi/EN/Admissions/Masters-Studies/Application-documents>

For some countries there **are country-specific document requirements that must be followed first and foremost before any other requirements for document attestation**. Please check if there are any country-specific requirements for your degree-awarding country at <https://www.ulapland.fi/EN/Admissions/Masters-Studies/Country-specific-requirements> and then follow the instructions.

In addition, officially certified copies issued by a Finnish Notary Public are accepted. Please note that officially certified copies issued by notaries public in other countries are not accepted without legislation. Regular copies of certified copies will not be accepted.

If your educational documents are issued in a language other than English, Finnish or Swedish, official translations of them to one of these languages are required. Officially certified copies of the original documents must also be submitted. An official translation must be one of the following:

1. issued by the awarding institution
2. an officially certified copy of a translation issued by the awarding institution
3. translated by an official translator
4. an officially certified copy of a translation made by an official translator

Each page of an official translation must bear the translator's stamp and/or signature. Official translations must be exact translations of the original documents. Translations done by the applicant him- or herself are not accepted.

The authenticity of all documents will be examined and the submission of forged documents will lead to automatic rejection of the applicant. The required enclosures should be sent to:

**University of Lapland**  
**Applicant and Student Services**  
**PO Box 122**  
**FI-96101 Rovaniemi**  
**FINLAND**

Documents need to arrive to the University before the end of the application period 31<sup>st</sup> of January 2019. Please note that the documents will not be returned to the applicant.

With questions concerning the studies, the admission requirements and the application process, please contact [admission\(at\)ulapland.fi](mailto:admission@ulapland.fi).

## **STUDENT SELECTION**

Student intake for the TourCIM master's degree programme is max. ten (10) students. Applications will be evaluated based on the application form and the required enclosures.

Applicants are given points for their previous degree and motivation letter. The maximum score is 20 points. Students with highest points are selected. Academically most qualified (success/grades in previous degree) will be selected. If two or more applicants have the same lowest accepted score, all with the same lowest accepted score will be selected.

### **1. Degree (5 / 10 points)**

If an applicant has more than one completed degree, the one that gives the highest score is selected:

- bachelor's or master's degree in the field of tourism, hospitality or business studies = 10 points
- bachelor's or master's degree from another field of study containing a minimum of 60 ECTS in tourism, hospitality or business studies = 5 points

### **2. Motivation letter (0–10 points)**

A letter of motivation should answer to the following questions:

- Who you are? What is your educational and professional background? You can also tell about your hobbies, organizational activities, exchange experiences, etc.
- Consider your long-term vision – imagine yourself in 10 – 15 years' time – where would you like to be living, working, what level of workload, would you be in command, how much recognition would you like for you work, how important will be a high salary be?

- Considering the wide range of industries and sectors related to tourism, which is the most interesting and inspiring for you?
- Considering your long-term vision and area of interest, why do you think that the University of Lapland and the TourCIM master's degree programme are interesting and suitable for you? How do you think that the TourCIM master's degree programme will help you achieve your vision?
- How can your earlier studies and professional experiences support your TourCIM studies?
- What are your main challenges of studying in the TourCIM master's degree programme?

The motivation letter is written in English and it should be no longer than two pages A4 in length.

## **SELECTION RESULTS**

The date of the admission results will be published later (before the beginning the application period). All applicants will be informed of their acceptance/rejection by email. The deadline for accepting your study place will also be published later (before the beginning the application period).

Those selected students that are graduating during the academic year 2018–2019 (after the application period) must deliver their official degree certificate to the University of Lapland upon enrollment in July. The exact date will be confirmed with the student selection results. Otherwise the applicant will lose her/his study place.



Students selected for the programme will commence their studies in August 2019.

## **TUITION FEES & SCHOLARSHIPS**

Finnish universities have introduced tuition fees. The fees are applicable to master's degree students from outside the EU or EEA countries. The fee in the University of Lapland is 8 000 euros per academic year. The fee is equal for all Master-level programmes.

Students required to pay tuition fees may apply for a scholarship. Scholarships are awarded based on academic merit.

All students subject to tuition fees and starting their studies in autumn 2019 will be granted a scholarship of 4 800 euros. In addition, one-fourth of the students admitted will receive a scholarship covering 100 % of the tuition, and one-fourth a scholarship covering 80 % of the tuition. Scholarships can be applied for on the application for a study place.

## **Number of students      Scholarships**

1/4 of accepted students    8 000 euros

1/4 of accepted students    6 400 euros

2/4 of accepted students    4 800 euros

The tuition fee waivers are awarded for the duration of the normative time for completing the degree (2 academic years for a Master's degree) on the condition that the student progresses in their studies according to the normative schedule.

In order to retain the waiver, the student must complete at least 55 credits in an academic year. The credits must be for courses included in the degree requirements. If the student completes less than 55 credits in an academic year, they will lose their scholarship entirely.

The scholarship system will also serve as an incentive. It is possible to earn a 100 % waiver by completing at least 60 credits of courses included in the degree requirements in an academic year. Amounts can be subject to annual change.

## **ACCEPTING THE STUDY PLACE**

Students admitted to the programme must accept or decline their study place in Studyinfo Portal. The decision to accept or decline your study place in Studyinfo is binding and you cannot change your selection. Admitted students who fail to notify the University whether they wish to accept their place or fail to submit the required documents by the due date will have waived their right to study. You can only accept **one** study place leading to a higher education degree in Finland in education that begins in the same academic term.

## **RECTIFICATION REQUEST PROCEDURE**

An applicant who does not agree with the admission decision of the University of Lapland may submit a rectification request within fourteen (14) days of the publication of the results. In the rectification request the applicant is to state which decision should be rectified, which passage of the decision should be rectified, how the decision should be rectified, and on what grounds the decision should be rectified in the proposed way.

Direct your rectification request to the Dean of the faculty in question and deliver it to the following address: Lapin yliopiston kirjaamo / University of Lapland Registry Office, Yliopistonkatu 8, P.O. Box 122, FI-96101 Rovaniemi FINLAND or send it as an encrypted email to <https://securemail.ulapland.fi/>, in which case the recipient is to be kirjaamo(at)ulapland.fi or send it directly via email to kirjaamo(at)ulapland.fi. You may lodge an appeal against the rectification request decision to the administrative court. The outcome of the admission process shall not turn against the interests of the person requesting rectification thereto or anyone already admitted to the university.