

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	August 1 <sup>st</sup> , 2021 – July 31 <sup>st</sup> , 2023
<b>Application period</b>	<b>January 7<sup>th</sup>, 2021 – January 22<sup>nd</sup>, 2021</b>
Student selection results	June 4 <sup>th</sup> , 2021, at the latest
Accepting the study place	by July 16 <sup>th</sup> , 2021
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 92 or higher
- **C1 Advanced** with a score C
- **C2 Proficiency** with a score Level C1
- **PTE** (Pearson Test of English Academic) with a score of 62 or higher
- **A 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. Document needed: Copy of transcript of records of Bachelor's (or higher) degree in original language from an EU/EEA country, the USA, Canada, Australia or New Zealand indicating that the language of instruction for the degree was English. If the original document is not issued in English, Finnish or Swedish, translation into one of these languages is required.
- **English language studies** included in Bachelor's or Master's degree conducted **in Nordic country** (Denmark, Finland, Iceland, Norway and Sweden). Document needed: Copy of transcript of records of the Bachelor's (or higher) degree from a Nordic university in original language AND copy of your bachelor's (or higher) degree certificate/diploma from a Nordic institution of higher education.
- **Exchange studies** at higher education level (at least 20 ECTS) in English in one of the Nordic Countries (Denmark, Finland, Iceland, Norway, or Sweden), the Great Britain, Ireland, the USA, Canada, Australia or New Zealand. Document needed officially certified copies of the transcript of records from your exchange studies in the above mentioned countries.
- The Faculty of Social Sciences may, under special circumstances, approve some other way of demonstrating language proficiency than those listed above.

### 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, C1 Advanced C2 Proficiency 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 the **C1 Advanced** and **C2 Proficiency** 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/1.2.246.562.17.73115626621>

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 **January 7<sup>th</sup> 2021 and closes on January 20<sup>th</sup> 2021 at 15:00 (GMT +2)**.

Submit an electronic application form through Studyinfo portal by January 20<sup>th</sup> 2021 at 15:00 (GMT +2). Upload all the required documents by January 27<sup>th</sup> 2021 15:00 (GMT +2). It is in your best interest to submit your application documents as soon as possible. E-mail attachments will not be accepted. University of Lapland does not process any 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 application deadline (during the academic year 2020-2021) 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. 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

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.

Collect the required documents. Information concerning the documents is available on the programme specific admission application requirements, and also on your online application. There are certain requirements for the documents uploaded in electronic format:

- We accept scanned copies of the original degree certificates and transcripts as well as the translations when they are required. Scanned copies must meet the application documents requirements.
- We do not accept scans of photocopies unless they have been certified by the awarding institution.

- Please scan the original documents with care, always scan in color and remember to scan all pages. If your scan is blurred, discoloured or the file is flawed it will not be accepted. The use of PDF -format is encouraged, as this ensures that the files can be opened in all operating systems.

The authenticity of all documents will be examined and the submission of forged documents will lead to automatic rejection of the applicant.

If application documents are mailed in by a third party, e.g. your university officials, the admissions office will forward the documents to the programme coordinator for evaluation. These documents can be mailed to University of Lapland:

The required enclosures should be sent to:

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

It is always the applicant's responsibility to make sure that the application documents meet the requirements and reach the University of Lapland by the deadline. University of Lapland does not process any application documents that have arrived after the deadline.

With questions concerning

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

### **VERIFICATION OF ORIGINAL DOCUMENTS (AUGUST 2021 INTAKE)**

We require that all admitted applicants submit their original degree certificates and transcripts of records for verification upon arrival to the University of Lapland.

In order for you to have the necessary attestation or legalization done in time, we ask you to check the [country specific requirements](#) concerning the verification of original educational documents. If the country your degree was given is not on the list, we require you to bring us the original documents for verification. Please prepare to submit your documents to the university upon your arrival. If it is not possible to bring the documents in person, the documents can be sent to the University of Lapland, address mentioned earlier.

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.

## **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 25. Students with highest points are selected. If two or more applicants have the same lowest accepted score, all with the same lowest accepted score will be selected. Academically most qualified (success/grades in previous degree) will be selected.

Students graduating during the academic year 2020–2021 (after the application period) must enclose their official transcript of records and the expected date of graduation to the application. The proof of graduation must be delivered to the University of Lapland by July 31<sup>st</sup>, 2021. The official degree certificate must be delivered to the University of Lapland by August 2021. Otherwise the applicant will lose her/his study place.

### **1. Degree and Academic performance (5-15 points)**

An applicant's degree and previous studies (scope, content, academic performance) will be evaluated. If an applicant has more than one completed degree, the one that gives the highest score is selected. Students graduating during the academic year 2020–2021 (after the application period) must enclose their official transcript of records and the expected date of graduation to the application. The official degree certificate must be delivered to the University of Lapland upon enrollment. The exact date will be confirmed with the student selection results. Otherwise the applicant will lose her/his study place.

Points are given as follows:

- 1) Bachelor's or Master's degree in the field of tourism, hospitality or business studies and academic performance  
(10-15 points)
- 2) Bachelor's or Master's degree from another field of study containing a minimum of 60 ECTS in tourism, hospitality or business studies and academic performance  
(5-10 points)

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

A letter of motivation should answer to these questions:

#### **PART 1**

- Who you are? What is your educational and professional background? You can also tell about your hobbies, organizational activities, exchange experiences, etc.

- How can your earlier studies and professional experiences support your TourCIM studies?

(0-3 points)

## PART 2

- 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 your work, how important will a high salary be?
- Considering the wide range of industries and sectors related to tourism, which is the most interesting and inspiring for you?

(0-3 points)

## PART 3

- 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?
- What are your main challenges of studying in the TourCIM master's degree programme?

(0-4 points)

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

## SELECTION RESULTS

The admission results will be published by June 4<sup>th</sup>, 2021 at the latest. Information about the results and the beginning of the programme will be announced to all applicants by email.

Those selected students that are graduating during the academic year 2020–2021 (after the application period) must deliver the proof of graduation to the University of Lapland by email to [opinto@ulapland.fi](mailto:opinto@ulapland.fi) by July 31<sup>st</sup>, 2021. Otherwise the applicant will lose her/his study place.

Students selected for the programme will commence their studies in August 2021.

## 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 2021 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.

<b>Number of students</b>	<b>Scholarships</b>
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. From the Academic year 2019-2020 onwards, it is possible to earn a 100 % waiver for the second year of studies by completing at least 60 credits of courses included in the degree requirements in an academic year. Details for the second year scholarships will be communicated to the students during their first 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 by July 16<sup>th</sup>, 2021. 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.