

## INFORMATION SHEET 2017-2018

### EXCHANGE PROGRAMME

Postal address:	P.O.Box 479, 00101 Helsinki 00101 Helsinki Finland
Visiting & courier address:	Arkadiankatu 22, 00100 Helsinki, Finland
Website	<a href="http://www.hanken.fi">http://www.hanken.fi</a>
ERASMUS ID code:	SF HELSINKO3
Information for exchange students	<a href="http://www.hanken.fi/en/studies/international-opportunities/incoming-exchange-students">http://www.hanken.fi/en/studies/international-opportunities/incoming-exchange-students</a>

### Hanken at a glance:

- One of the oldest business schools in the Nordic countries, founded in Helsinki in 1909
- Triple accredited (AACSB, AMBA and EQUIS)
- Operating in Finland in two cities, in the capital city Helsinki in the south and in the city of Vaasa at the west coast
- The programme portfolio covers the whole range from BSc to PhD and Executive Education, including an Executive MBA programme
- The languages of instruction are Swedish and English; 45 % of the courses on BSc level and 65 % of the courses on MSc level are given in English
- An internationally oriented business school with 1242 BSc students, 942 MSc students and 108 PhD students, a core faculty of 116, 129 partner universities worldwide, and approximately 160 incoming exchange students each year
- A research-oriented business school strong in Economics, Finance, Management and Organisation, and Marketing
- A business school with strong and diverse corporate connections

### Contact information:

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## Academic calendar 2017-2018

<b>Autumn semester 2017</b> (end of August – end of December)	23.8–19.12.2017 (Helsinki, incl. orientation & exam week) 31.8–19.12.2017 (Vaasa, incl. orientation & exam week)
Arrival with pickup:  <i>Note! In Vaasa VOAS student accommodation only available from 1.9. Thus all students need to book alternative accommodation until that date!</i>  Mandatory Orientation Course:  <i>Note! Includes enough time for students to sort out necessary practical matters. No face-to-face guidance re. practicalities/courses before the orientation days!</i>  Teaching periods 1 and 2: a period is 7 weeks followed by an exam week  Exam weeks for periods 1 and 2: Exam dates (inkl. retakes) for periods 1 and 2:	21–22.8.2017 (Helsinki) and 29–30.8.2017 (Vaasa)  23–25.8.2017 (Helsinki) and 31.8–1.9.2017 (Vaasa)  28.8–8.12.2017 (Helsinki). In Vaasa exchange students start after the orientation day, i.e. 4.9.-8.12.2017  14 & 16–21.10 and 9 & 11–16 & 18-19.12.2017 <a href="https://hanken-weboodi.it.helsinki.fi/hanken/">https://hanken-weboodi.it.helsinki.fi/hanken/</a>
<b>Spring semester 2018 (Helsinki only)</b> (mid-January – mid-May)	17.1–22.5.2018 (including orientation and exam week)
Arrival with pickup: Mandatory Orientation Course:  <i>Note! Includes enough time for students to sort out necessary practical matters. No face-to-face guidance re. practicalities/courses before the orientation days!</i>  Teaching periods 3 and 4: period 4 is 8 weeks due to Easter holiday week Exam weeks periods 3 and 4:  Easter holiday; first and last day included: Exam dates (inkl. retakes) for periods 3 and 4:	15–16.1.2018 (Helsinki) 17-19.1.2018 (Helsinki)  22.1–11.5.2018  10 & 12–17.3 and 12 & 14–19 & 21-22.5.2018  29.3–3.4.2018 <a href="https://hanken-weboodi.it.helsinki.fi/hanken/">https://hanken-weboodi.it.helsinki.fi/hanken/</a>

## Nomination process:

Partners receive an e-mail from Hanken when nomination opens (September for the Spring term and January for the Autumn term). All nominations are made into our online platform Mobility Online using your own personal credentials to login. For assistance, please contact [incoming.mobility@hanken.fi](mailto:incoming.mobility@hanken.fi).

## Application process:

Deadlines	Nomination deadline for partners	Application deadline for students
Autumn semester	15 April	01 May
Spring semester	08 October	15 October

All nominations are made in the online platform Mobility Online. Nominations for the Vaasa Campus can be made for the AUTUMN semester only.

The application is made in the digital platform Mobility Online.

**Application documents to be submitted online:** (deadlines 01 May, 15 October)

- CV (Resumé)
- Brief Motivation Letter
- Transcript(s) of Records (stamped by the university of bachelor's and/or master's studies).
- Photo (pass port size, max 500x500 pixels)
- Certificate of English language proficiency corresponding to **B2-C1** level (in the Common European Framework of Reference for Languages, CEFR standard). **Status of the proficiency must be given already in the nomination information.**

### Accepted international language tests in English are:

TOEFL, minimum 87 iBT (internet based test), minimum 567 PBT (paper based test)  
IELTS, band 6.5  
Cambridge English: Advanced (CAE)  
Cambridge English: First (FCE)

Erasmus+ students, i.e. students from partner universities in the EU/EEA (and Switzerland) area, are not required to take an international language test if the home university can certify that the nominated student's English language proficiency meets at least CEFR international standard B2 level.

Students exempted from proving English proficiency by any of the above mentioned certificates:

- Students from English speaking countries and Nordic countries
- Students who are undertaking a bachelor's or a master's degree taught entirely in English.

**The Acceptance letters** are sent in April/May to students coming for the autumn semester and full year and in October/November to students coming for the spring semester. Acceptance letters are sent by e-mail only.

## Studies:

The courses for the following academic year, the Autumn semester (period 1 & 2) and the Spring semester (period 3 & 4), are published in the spring each year.

**The course selection** is found at:

<https://hanken-weboodi.it.helsinki.fi/hanken/etusivu.html?Kieli=6>

Click:

- Courses – Study handbooks
- either [Courses for incoming exchange students, Helsinki, 2017-18](#) or [Courses for incoming exchange students, Vaasa, 2017-18](#) depending on your campus (Helsinki/Vaasa)
- Courses
- Semester

- Level; please note that **Intermediate** level means BSc-level, **Advanced** level means MSc-level. Courses at upper BSc-level (third year) may also suit MSc-level students.
- Click the course **code**, not the course name for detailed course information

Online (official) registration of courses **will open in WebOodi:**

Autumn semester	1 August
Spring semester	1 December

**Workload:** Full-time workload for a semester is *approximately* 30 ECTS credits, i.e. 4-5 courses of 6 or 8 ECTS credits each, some courses may carry less than 6 ECTS credits.

**Course Counselling:** The International programme coordinator for incoming exchange students in Helsinki will reply to questions on courses and academic matters.

### Accommodation:

Hanken has no campus accommodation. Student accommodation is available from the Foundations for student housing in the Helsinki region, HOAS and in the city of Vaasa, VOAS. Students are requested to submit the online application directly to the respective housing office.

Please note that in Helsinki the student accommodation is scarce, and the number of rooms/beds available for Hanken Exchange will not meet the demand. Some students must find accommodation in the private sector (check web pages for more info). Within Hanken's quota we give overseas students priority for HOAS housing. Additionally, places are allocated on first come first serve basis.

#### Helsinki Campus:

Exchange students going to Hanken Helsinki campus for the Autumn semester or full year shall apply for a HOAS room **as of 1 April**. Students coming for the Spring semester shall apply **as of 1 October**. All students who are interested in a room from HOAS shall apply immediately when the application opens on 1 April/1 October at [www.hoas.fi](http://www.hoas.fi) -> HOAS Exchange Student application <https://services.hoas.fi/www/wwwforms.nsf/sp?open&=&cid=exchangefrm>

#### Vaasa Campus:

Exchange students going to Hanken Vaasa campus shall submit the electronic "Housing Application" form at [www.voas.fi](http://www.voas.fi). In Vaasa there is no quota of rooms reserved for exchange students. Students coming for the Autumn semester shall submit the application **after 1 May** to avoid that the housing application expires before it is their turn to be placed. The student housing situation is not as pressed in Vaasa as in Helsinki and exchange students have almost always been accommodated in VOAS rooms.

### Residence permit:

Find information on immigration and application for a **student residence permit** at the Finnish Immigration Service, [http://www.migri.fi/studying\\_in\\_finland](http://www.migri.fi/studying_in_finland). If you are a citizen of an EU member state, Iceland, Liechtenstein, Norway or Switzerland, you are not required to have a residence permit for Finland.

Students from **non-EU/EEA countries** (Switzerland excluded) must attach a health insurance certificate to the application for residence permit. The comprehensive private health insurance must cover medical expenses to the amount of 100,000 euros if the studies in Finland last less than two years.

### Health care:

Exchange students at Hanken benefit from the Student Health Service (YTHS/FSHS <http://www.yths.fi/en>). Consultation, general treatment and vaccinations are free at the YTHS, specialist appointment and dental treatment is inexpensive. Membership of the Student Union is a prerequisite for enrolment at a university in Finland and includes a health care fee.

The Student Health Service does not offer emergency and hospital services. Hanken carries no responsibility for students in case of illness or accident. Exchange students have to ensure they are sufficiently insured during travels to and from Finland and during the entire stay. Insurances must be bought in the home country before take-off to Finland.

## Arrival and pick-up service:

Arrival dates with pick-up service are during two days before the Orientation courses in Helsinki and in Vaasa (see Academic calendar). A group of Hanken students act as tutors and support group for exchange students at both campuses. A tutor will meet the student at the airport (railway station, harbour), will provide the key (HOAS/VOAS student housing) and take the student to the apartment.

## Student Union membership:

Membership in the Student Union of a higher education institution is mandatory in Finland. The fee is 60 eur per semester. Exchange students pay the fee before arrival. Members benefit great discounts on meals, transportation, health care, sports etc.

## The estimated cost of living:

The *monthly* costs in Helsinki can be broken down *roughly* as:

- Rent: Approx. EUR 400-500 (HOAS student housing), on private market shared apartments 400-700
- Food: Approx. EUR 250 (whereof the subsidized Hanken lunch is EUR 60)
- Local transport: approximately EUR 25
- Personal/incidental, study material: EUR 200

For exchange students doing all the "regular" tours during their semester at the Helsinki campus, i.e. Lapland, St. Petersburg, Tallinn, Stockholm the average budget per month can amount to EUR 1400-1500.

The *monthly* costs in Vaasa can be broken down *roughly* as:

- Rent: EUR 230-350 in student rooms, higher on private market
- Food: EUR 250 (whereof the subsidized Hanken lunch is 60)
- Personal/incidental, study material, local transportation: EUR 220

For Vaasa students doing tours as described above the average monthly budget could amount to EUR 1200.

## Useful links:

Study in Finland: <http://www.studyinfinland.fi/>

This is Finland: [www.finland.fi](http://www.finland.fi)

The city of Helsinki: <http://www.visithelsinki.fi/en>

The city of Vaasa: <http://www.vaasa.fi/>

## Welcome to Hanken School of Economics!

You will meet:

- a hundred years of experience in business and management education
- an intimate environment where academic excellence, innovative teaching methods and corporate input meet
- supervision and individual service. At Hanken both academic and administrative staff takes the time to give you personal guidance
- a platform for building both professional and personal networks that last a lifetime and enjoy your exchange semester at an institution internationally accredited by EQUIS, AACSB and AMBA.