

INFORMATION SHEET Spring 2013 & Academic calendar 2013-2014

EXCHANGE PROGRAMME

Postal address:	P.O.Box 479, 00101 Helsinki 00101 Helsinki Finland
Visiting address:	Arkadiankatu 22, 00100 Helsinki
Website	http://www.hanken.fi
ERASMUS ID code:	SF HELSINKO3

Hanken at a glance

Hanken in figures

- Founded in Helsinki 1909
- One of the oldest business schools in the Nordic countries
- Campus in Vaasa since 1980
- Research and teaching in Swedish and English in five different departments
- Number of students enrolled for BSc and MSc degrees: 2183
- Number of doctoral students: 164
- 230 members of staff, including 120 members of faculty
- Number of partner universities worldwide: approx. 100

Areas of strength:

- Finance and Statistics, Management and Organisation, Intellectual Property Law, Service and Relationship Marketing

BSc, MSc and PhD degrees in:

- Accounting
- Commercial law
- Economics
- Entrepreneurship, Management and Organisation
- Finance
- Informations Systems Science
- Management and Organisation
- Marketing
- Statistics
- Supply Chain Management and Corporate Geography

Master's degree programmes in English: please see:<http://www.hanken.fi/public/en/mageng>

Accreditations: EQUIS and AMBA

Language of instruction: Swedish and English. 40% of the courses on BSc level and approx. 60 % on MSc level given in English

Exchange Programme

Information for exchange students: <http://www.hanken.fi/student/en/inkommandeexchange>

Please read the information carefully.

Contacts at the Centre for Research and International Affairs

Address	Arkadiankatu 22, 00100 Helsinki P.O.Box 479, 00101 Helsinki 00101 Helsinki Finland Fax: + 358 9 43133409
Director of the Centre for Research and International Affairs	Research Director, Ms Maj-Britt Hedvall, Dr Tel: + 358 (0)50 5643 776 E-mail: maj-britt.hedvall@hanken.fi
Exchange Programme	
Incoming students	International Programme Co-ordinator Ms Margareta Granholm. B.Sc.(Econ.) Tel: + 358 (0)40 3521 209 E-mail: incoming.mobility@hanken.fi margareta.granholm@hanken.fi
Outgoing students	International Programme Co-ordinator Ms Jonna Mäenpää M.Sc.(Econ.) as of 26 Jan 2012 Tel: + 358 (0)40 3521 391 E-mail: outgoing.mobility@hanken.fi (Ms Johanna Liljequist on maternity leave)
Erasmus Assistant	Ms Jannica Welling Tel: + 358 (0)40 3521218 E-Mail: incoming.mobility@hanken.fi outgoing.mobility@hanken.fi
International Assistant	Ms Katharina Ökvist Tel: + 358 (0)40 3521 312 E-Mail: incoming.mobility@hanken.fi outgoing.mobility@hanken.fi
Agreements; management of existing agreements, new agreements, balances	Exchange Programme and Partnerships Manager Ms Johanna Julin Lilius M.Soc.Sc. Tel: + 358 (0)40 3521 239 E-mail: johanna.lilius@hanken.fi

Academic calendar for exchange students: <http://www.hanken.fi/student/en/exchangeathanken>

Academic calendar 2013-2014

Autumn semester 2013 (end of August – end of December)	28.8–21.12 (including Orientation and exam week)
Arrival with pickup: Mandatory Orientation Course: Teaching terms 1 & 2: each 7 weeks + 1 exam week Exam weeks terms 1 and 2: Retake exams for terms 1 and 2:	26–27.8.2013 28–30.8.2013 2.9–13.12.2013 19 & 21–26.10 and 14 & 16–21.12.2013 Calendar t.b.a on the web (pdf-file [pdf] 23k)
Spring semester 2014 (mid-January – end May)	15.1–17.5 (including Orientation and exam week)
Arrival with pickup: Mandatory Orientation Course: Teaching terms 3 & 4: each 7 weeks+1 exam week Exam weeks for terms 3 and 4: Easter holiday: Retake exams for terms 3 and 4:	13–14.1.2014 15–17.1.2014 20.1–9.5.2014 9 & 11–15.3 and 11 & 13-18.5.2014 27.3 – 2.4.2014 (first day and last day included) Calendar t.b.a on the web (pdf-file [pdf] 23k)

Spring semester 2013 (mid-January – end May)	16.1–18.5 (including Orientation and exam week)
Arrival with pickup:	14–15.1.2013
Mandatory Orientation Course:	16–18.1.2013
Teaching terms 3 & 4: each 7 weeks+1 exam week	21.1–10.5.2013
Exam weeks for terms 3 and 4:	9 & 11–15.3 and 11 & 13-18.5.2013
Easter holiday:	28.3 – 3.4.2013 (first day and last day included)
Retake exams for terms 3 and 4:	See calendar on the web (pdf-file [pdf] 23k)

Application process: <http://www.hanken.fi/student/en/registrationpreparation>

Deadlines	Nomination deadline for partners	Application deadline for students
Autumn semester	15 April	1 May
Spring semester	8 October	22 October

The application is done online. The opening of the online application will be announced on the above web page and colleagues at partner universities are informed by an e-mail from us. All application documents must be uploaded in the online system. Please note that no paper documents should be sent by mail.

Application documents: (deadlines 1 May, 22 October)

- CV (Resumé)
- Brief Motivation Letter
- Transcript(s) of Records, of both BSc and MSc studies if applicable (official and stamped)
- Photo
- English language proficiency certificate
Status of the proficiency must be given already in the nomination.

The accepted language proficiency tests in English:

TOEFL: 560 (paper based test), 83 (internet based test)

IELTS: 6.0

Cambridge Certificate of Proficiency of English CPE: Grade C

Common European Framework of Reference for Languages CEF* B2.2

* Hanken reserves the right to accept only CEF certificates issued by persons authorized to issue certificates in English.

A confirmation of receipt of the nomination is sent to students and partners.

The admittance letters are sent to student in May to students coming for autumn semester and by mid-November to students coming for spring semester.

Accommodation: <http://www.hanken.fi/student/en/registrationpreparation>

Student housing:

Hanken has no campus accommodation at our disposal. Student accommodation is available via the foundations for student housing in the Helsinki region and in the city of Vaasa. Students are requested to submit an online application directly to the respective housing office. Please read the information for incoming exchange students on the web carefully.

In Helsinki the student housing is not sufficient and many students will have to find accommodation in the private market. Hanken will assist these students but cannot guarantee accommodation.

Helsinki Campus:

Find information on the Foundation for Student Housing in the Helsinki area (HOAS) at www.hoas.fi -> Exchange Students. Students coming for the autumn semester or full year studies can start to apply in April and students coming for the spring semester can start to apply in October. Applications are filed at HOAS and remain pending until Hanken confirms the accepted students to HOAS. Students should submit the application as soon as possible to secure a room offer. Hanken's quota of rooms with HOAS are offered to students with priority for overseas students and on a first come, first served basis.

Vaasa Campus:

Students coming to the Vaasa Campus find the information on the Vaasa Student Residence Foundation (VOAS) at www.voas.fi. Rooms are available primarily on a first come, first served basis.

Outgoing students' rooms or apartments:

Hanken encourages our outgoing exchange students to let their accommodation while they are on exchange themselves. Find *Hanken Accommodation* on the Student portal <http://accommodation.hanken.fi/> Hanken has joined *HousingAnywhere*, another platform where outgoing students can place their housing offers in a secure way targeted to incoming students looking for accommodation. More to follow later on our web page about this option, in the meantime, see <https://www.housinganywhere.com/>.

Other options in the private market are:

Lyyra Rentals – Housing Portal for Students: Lyyra service is free of charge and only requires a registration to the service. Further information at <https://www.lyyra.fi/asunnot/>

Forenom – Furnished flats for international students: More information on Forenom apartments at www.forenom.fi

Please note that you may have to search for flat mates yourself.

Residence permit: <http://www.hanken.fi/student/en/registrationpreparation>

Find information on immigration and application for a **student residence permit** at the Finnish Immigration Service, <http://www.migri.fi>. Students from **non-EU/EEA countries** must append a health insurance certificate to the application for residence permit. The comprehensive private health insurance must cover medical expenses in the amount of 100,000 euros if the studies in Finland last less than two years. See http://www.migri.fi/services/faq/residence_permits/students.

Finnish Diplomatic missions abroad are found at the website of the Ministry for Foreign Affairs, <http://formin.finland.fi/public/default.aspx?nodeid=15203>.

Health and other insurance: <http://www.hanken.fi/student/en/registrationpreparation>

Exchange students at Hanken benefit from the Student Health Service (YTHS) by the membership to the Hanken Student Union and the possession of the Student ID-card. 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.

Course offers: <http://www.hanken.fi/student/en/registrationpreparation>

Exchange students course offer: <http://www.hanken.fi/student/en/StudyHandbook>

Note that all the courses open for exchange students are listed under the category **Exchange Studies - Courses offered in English (ES-CE)** at the end of the the web page **Courses and study plans**. Note that courses are listed separately for the campuses Helsinki and Vaasa. Click the course name (link) for course information. For choosing courses: <http://www.hanken.fi/student/en/registrationpreparation>

Language courses for exchange students: Swedish and Finnish as a foreign language.

Academic information: <http://www.hanken.fi/student/en/exchangeathanken>

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 of 4 ECTS credits.

Level: *Basic/Intermediate* level means BSc-level, *Advanced* level means MSc-level. Courses at upper BSc-level (year 3) may also suit MSc-level students.

Course Counselling: The International programme coordinator for incoming exchange students (margareta.granholm@hanken.fi) in Helsinki will reply to questions on courses and academic prior to arrival. During the Orientation Course adjustments to course plans can be made.

Online registration (in WebOodi) of planned courses opens:

Autumn semester	1 August
Spring semester	1 December

Arrival and pick up service: <http://www.hanken.fi/student/en/uponarrival>

Arrival dates with pick-up service are Monday-Tuesday before the Orientation course (see calendar). A group of Hanken student act as tutors (buddies) and support group for exchange students at both campuses. Exchange students should upload their Arrival data a month ahead of arrival. The pickup during the scheduled arrival dates is guaranteed if the student requests for it online (arrival information). A tutor will meet at the airport, provide the key and take the student to the apartment.

Deadline for uploading the Arrival information online

Autumn semester	by 1 August (students coming to Hanken in August)
Spring semester	by 15 December (students coming to Hanken in January)

Estimated cost of living

Mandatory fee:

The Student Union membership entitles also exchange students at Hanken to the same student benefits and reduced prices that are granted national students. The membership fee 2013-2014 is EUR 53,50 for one semester and EUR 107 for the full academic year 2013-2014.

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

- Rent: Approx. EUR 400 (HOAS student housing), on private market shared apartments 400-700
- Food: EUR 250 (whereof the subsidized Hanken lunch is EUR 50)
- Local transport: approximately EUR 20
- 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 (Russia), Tallinn (Estonia), Stockholm the average budget per month can amount to EUR 1400.

The monthly costs in Vaasa could be broken down roughly as:

- Rent: EUR 200-350 in student rooms (2012), higher on private market
- Food: EUR 250 (whereof the subsidized Hanken lunch is 50)
- Personal/incidental, study material, local transportation: EUR 220

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

Useful links:

Study in Finland: <http://finland.cimo.fi/>

Living in Finland: http://www.studyinfinland.fi/living_in_finland

This is Finland: <http://finland.fi/Public/default.aspx>

The city of Helsinki: <http://www.hel.fi/hki/helsinki/en/Information+on+Helsinki>

The city of Vaasa: http://matkailu.vaasa.fi/in_English/START_PAGE

Welcome to Hanken School of Economics!