

INFORMATION SHEET 2017-2018

EXCHANGE PROGRAMME

Postal address:	P.O.Box 479, 00101 Helsinki 00101 Helsinki Finland
Visiting & courier address:	Arkadiankatu 22, 00100 Helsinki
Website	http://www.hanken.fi
ERASMUS ID code:	SF HELSINK03

Hanken at a glance

Hanken in figures

- Founded in Helsinki 1909
- One of the oldest business schools in the Nordic countries
- Campus also in the city of Vaasa since 1980
- Research and teaching in Swedish and English in five departments
- Number of students enrolled for BSc and MSc degrees - 2295
- Number of doctoral students - 138
- Academic staff - 125
- Number of partner universities worldwide - 112

Areas of strength:

- Economics, Finance, Management and Organisation, Marketing

BSc, MSc and PhD degrees in:

- Accounting
- Commercial law
- Economics
- Entrepreneurship, Management and Organisation
- Finance
- Management and Organisation
- Marketing
- Supply Chain Management and Social Responsibility (degree at MSc level only)

Master's degree programmes in English: please see:

www.hanken.fi/masters

Accreditations: EQUIS, AACSB 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/en/studies/international-opportunities/incoming-exchange-students>

Please read the information carefully.

Contacts at the Centre for Research and International Affairs/Exchange Programme

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Academic calendar – exchange students:

<http://www.hanken.fi/en/studies/international-opportunities/incoming-exchange-students>

Academic calendar 2017-2018

Autumn semester 2017 (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>	21–22.8.2017 (Helsinki) and 29–30.8.2017 (Vaasa)
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>	23–25.8.2017 (Helsinki) and 31.8–1.9.2017 (Vaasa)
Teaching periods 1 and 2: a period is 7 weeks followed by an exam week	28.8–8.12.2017 (Helsinki). In Vaasa exchange students start after the orientation day, i.e. 4.9.-8.12.2017
Exam weeks for periods 1 and 2: Exam dates (inkl. retakes) for periods 1 and 2:	14 & 16–21.10 and 9 & 11–16 & 18-19.12.2017 https://hanken-weboodi.it.helsinki.fi/hanken/

Spring semester 2018 (Helsinki only) (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 https://hanken-weboodi.it.helsinki.fi/hanken/

Application process:
<http://www.hanken.fi/en/studies/international-opportunities/incoming-exchange-students/arrival-hanken/application-process>

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

Please note! Nominations for the Vaasa Campus can be made for the AUTUMN semester only.

Students apply online. Hanken announces the opening of the online application to colleagues at partner universities. All application documents must be submitted online, no documents should be sent by air mail.

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.**

A good command of English is an essential study tool at Hanken, where small group work, oral presentations, written assignments, term papers and written exams are part of the teaching and learning.

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.

In case you have doubts about the English proficiency requirements and how this applies to you, please contact your home university International Office to check what has been agreed upon with Hanken.

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

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

Information on how to find the “Courses open for exchange students”:

<https://www.hanken.fi/en/studies/international-opportunities/incoming-exchange-students/arrival-hanken/course-plan>

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.

All the **courses open for exchange students** are listed in a **separate handbook** one for **campus Helsinki** and one for **campus Vaasa**. Exchange students shall *not* search for courses by *subject* or in any other handbook. 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

The deadline for course registration is found on the course home page.

Academic information:

<http://www.hanken.fi/en/studies/international-opportunities/incoming-exchange-students/studying-hanken>

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.

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

Course Counselling: The International programme co-ordinator for incoming exchange students in Helsinki will reply to questions on courses and academic matters. Adjustments to course plans can be made during the Orientation Course if places are available and other conditions allow. No face-to-face course counselling is offered before the Orientation Course!

Accommodation

<http://www.hanken.fi/en/studies/international-opportunities/incoming-exchange-students/arrival-hanken/accommodation>

STUDENT HOUSING:

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, particularly not in the autumn semester when the majority of students arrive. About a third of the number of Hanken's exchange students in the autumn semester will receive HOAS accommodation. The rest of our exchange students must find accommodation in the private sector. Hanken will assist the students with contacts, but cannot guarantee that everybody has permanent accommodation upon arrival.

Although everybody will not obtain a room via HOAS, we still urge students to apply. In case HOAS will have a room to offer, only those who have submitted an electronic application will be able to receive an offer.

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 -> HOAS Exchange Student application <https://services.hoas.fi/www/wwwforms.nsf/sp?open&=&cid=exchangefrm>

In order to secure a *possible* housing offer from HOAS the student must have submitted the electronic application. Within Hanken's quota we give overseas students priority for HOAS housing. Additionally, places are allocated on first come first serve basis.

Vaasa Campus:

Exchange students going to Hanken Vaasa campus shall submit the electronic "Housing Application" form at 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.

PRIVATE SECTOR:

Hanken accommodation at <http://accommodation.hanken.fi/>, a portal where persons who want to rent out apartments or rooms to Hanken's exchange students can place offers.

Hanken's outgoing exchange student's room or apartment:

Hanken has joined HousingAnywhere, <https://www.housinganywhere.com/>, a platform for student-to-student housing where outgoing exchange students can offer their apartments or rooms for rent to incoming students in a safe way.

Other websites in the private sector:

- VUOKRAOVI http://www.vuokraovi.com/vuokraovi/main/main.action?locale=en&theme=theme_en&
- On Facebook you can find sites for housing search, which are not owned by any official agencies but worthwhile to check, e.g. 'Apartments for students in the Helsinki region' <https://www.facebook.com/groups/112489548797522/?fref=ts>
- Omena hotels offer quality budget accommodation at two hotels (Lönnrotinkatu and Yrjönkatu) within walking distance to Hanken. <http://www.omenahotels.com/>

Residence permit:

<http://www.hanken.fi/en/studies/international-opportunities/incoming-exchange-students/arrival-hanken/recidence-permit>

Find information on immigration and application for a **student residence permit** at the Finnish Immigration Service, http://www.migri.fi/studying_in_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. 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://forin.finland.fi/public/default.aspx?nodeid=15203>.

Health and other insurance:

<http://www.hanken.fi/en/studies/international-opportunities/incoming-exchange-students/arrival-hanken/insurance-and-health>

Exchange students at Hanken benefit from the Student Health Service (YTHS/FSHS <http://www.yths.fi/en>) 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.

Arrival and pick up service:

<http://www.hanken.fi/en/studies/international-opportunities/incoming-exchange-students/upon-arrival/arrival-and-pickup>

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. Exchange students shall upload in the Mobility Online application their Arrival data a month ahead of arrival. Pickup is guaranteed if the student requests for it online and arrive during the fixed pickup days. 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.

Request for upload of 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 exchange students at Hanken to the same student benefits and reduced prices that are granted national students. Membership also includes access to student health care. The mandatory membership fee (2016-2017) is EUR 60 for one semester and EUR 120 for the full academic year. Students, also exchange students, shall order the student card, by which membership is proven.

Find more about the membership, card, fees and the procedure at

<http://www.hanken.fi/en/studies/international-opportunities/incoming-exchange-students/arrival-hanken/student-union>

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 (Russia), Tallinn (Estonia), 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://finland.cimo.fi/>

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

This is Finland: 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 both EQUIS, AACSB and AMBA.