

<b>NAME OF THE INSTITUTION</b>	<b>HELSINKI METROPOLIA UNIVERSITY OF APPLIED SCIENCES</b>
Erasmus code:	SF HELSINK41
Erasmus extended university charter code:	242663-IC-1-2008-1-FI-ERASMUS-EUCX-1
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Web-site	<a href="http://www.metropolia.fi">www.metropolia.fi</a>

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**GENERAL INFORMATION FOR ALL INCOMING EXCHANGE AND DOUBLE DEGREE STUDENTS**

**APPLICATION**

International Coordinator from the sending institution should confirm selected students in the student exchange or the double degree programme to the respective International Coordinator in Metropolia.

Application information at <http://www.metropolia.fi> → Exchange Programmes → Student Exchange

→ Online application at <http://exchange.edu.metropolia.fi>

→ Attachments required for the application: Transcript of Records (study transcript) and Learning Agreement to Metropolia International Office (please check the right address, depending on your study field at Metropolia)

→ Application period for Semester 1, March 15 - May 1

→ Application period for Semester 2, September 15 - November 1

**TUTORING, PICK-UP SERVICE AND EXTRA-CURRICULAR ACTIVITIES**

METKA is the Student Union of Helsinki Metropolia University of Applied Sciences consists of Metropolia students. METKA organises tutoring, various free time activities, from sports classes to massive student parties. Check Metka International group in Facebook.

Exchange students will be appointed student tutors based on the information given in an electronic arrival form <http://eaf.edu.metropolia.fi>. The form should be filled at the latest three weeks prior to arrival in Finland. Pick-up service from the airport/harbor/Helsinki train station will be organized during the official arrival week. The arrival week is always the week before the orientation.

Login and password for the arrival form are both: metropolia

ESN-METKA helps students to get the most out of the study period organizing events, excursion, parties, etc. More information, please check ESN-METKA group in Facebook.

**ACCOMMODATION**

Accommodation

Helsinki Metropolitan area is a fun place to live in, but finding suitable accommodation in the capital region can be challenging. However, there are some options that are suitable for the exchange students' needs. Helsinki Metropolia University of Applied Sciences does not have a campus as such. Most of our exchange students live in apartments owned by the Helsinki housing foundation HOAS and some in Forenom.

After the application period has ended for Metropolia (1 May or 1 November), International Office will send a list of all incoming students who are eligible for student housing at HOAS.

**Please apply for student housing immediately after you have applied to Metropolia, as the housing will be given "first come, first served" bases.**

[www.hoas.fi](http://www.hoas.fi) → please select first Metropolia → Business and Administration/Leiritie/Vantaa

More information about the housing and how to apply at: <http://opinto-opas.metropolia.fi/en/accommodation-exchange-students>.

**METROPOLIA BUSINESS SCHOOL**

**ACADEMIC CALENDAR**

*It is highly recommended students to participate the orientation. **Students must be present in first two lectures of a course you've chosen.***

<b>The academic year is divided into two semesters</b>	Semester 1, Autumn 2011: August 29, 2011 – December 16, 2011 Semester 2, Spring 2012: January 16, 2012 - May 11, 2012
<b>Arrival dates:</b>	Semester 1, Autumn 2011 August 16 – 23, 2011 Semester 2, Spring 2012 January 3 – 10, 2012
<b>Orientation:</b>	Semester 1, Autumn 2011 August 24 - 26, 2011 Semester 2, Spring 2012 January 11 – 13, 2012
<b>Metropolia Business School events</b> <i>(for degree students and dd/exchange students)</i>	International Days in October and in April Metropolia Business School Gala evening November <b>(dark suite dress code)</b>
<b>STUDIES</b>	
<b>Bachelor's Degree Programmes conducted in English</b>  <ul style="list-style-type: none"> <li>• Degree Programme in European Business Administration (EBA)</li> <li>• Degree Programme in European Management (EM)</li> <li>• Degree Programme in International Business and Logistics (IBL)</li> </ul>	Exchange students may choose courses from all of the degree programmes. However, the first year courses are not offered to exchange students because the groups are very large.  Exchange students may choose <ul style="list-style-type: none"> <li>• 2. year courses from the EM syllabus.</li> <li>• 2. and 4. year courses from the EBA syllabus</li> <li>• 2. and 3. year courses from the IBL syllabus.</li> </ul> Double degree students will follow the programme agreed with double degree partner university.
<b>Bachelor's Degree conducted in Finnish</b> <ul style="list-style-type: none"> <li>• Economics and Business Administrations</li> </ul>	Exchange students may choose courses from elective courses offered in English <ul style="list-style-type: none"> <li>• The list of courses available in April 2011</li> </ul>
Special Courses for Exchange students	<ul style="list-style-type: none"> <li>• Survival Finnish for Foreigners (3 credits)</li> <li>• Finnish Culture and History ( 3 credits)</li> <li>• Communication for International Management (3 credits)</li> <li>• English Conversation (3 credits)</li> </ul>
Course lists and descriptions	The course list and course descriptions for 2011/2012 available in April at Study Guide: <a href="http://opinto-opas.metropolia.fi/en/general-information-for-students/practical-information-for-mobile-students/studying-at-metropolia/courses/">http://opinto-opas.metropolia.fi/en/general-information-for-students/practical-information-for-mobile-students/studying-at-metropolia/courses/</a> and at <a href="http://www.metropolia.fi/en/degree-programmes/business-school/">http://www.metropolia.fi/en/degree-programmes/business-school/</a> → non degree studies → Exchange studies
Course registrations	<ul style="list-style-type: none"> <li>• Schedules available month before semester begins.</li> <li>• Course registration online before arriving to Finland → changes possible to do during the orientation</li> <li>• Students will receive Metropolia login for the course registration together with an information package after the application period has ended (in June or in December).</li> </ul> Learning Agreement will be finalized (changes to the original Learning Agreement) in the beginning of semester.