



HANKEN



# Orientation Course, 28 August 2008

*Sandra Eriksson*  
*Office of Study Affairs*

# Orientation Course 2009



- » 28 August
- » Attendance requested all day
- » General information about Hanken and studying at Hanken, degree structure, course and exam registration, course schedules, etc.

# Registration / "Matriculation"



- » Registration / "matriculation" 15.00-16.00 in two groups

Please bring the following documents:

All students:

- » Degree diploma(s) and academic transcript(s) of records in original
- » Passport or other official ID

Students not resident in Finland in the summer must also bring:

- » Receipt of the payment of the Student Union fee (EUR 97.57)
- » Registration form (duly filled-out)

# Registration / "Immatriculation"



- » At registration,
  - » you sign your matriculation card
  - » you submit any missing documents and show the above-mentioned documents
  - » you receive your matriculation (student) number
  - » you receive your user ID for Hanken's computer network (the same user ID is needed for course and exam registration). Remember to change the initial password the first time you log in!
  - » you receive a certificate of enrolment

# Registration at TKK (REIF students)



- » Students at the Master's Degree programme in Real Estate Investment and Finance (REIF) take part of their courses at Helsinki University of Technology (TKK).
- » REIF-students must also go to the Office of Study Affairs at TKK to register. You will get a student number at TKK and will be able to sign up for courses and exams.
- » TKK is located in Otaniemi, Espoo, a short bus ride away from Helsinki.

# Register Office - Maistraatti

All foreign students must go to the Register Office (maistraatti) to register that they reside in Helsinki.

## Helsingin Maistraatti (Register Office)

- » Albertinkatu 25 A (at the corner of Albertinkatu and Bulevardi)
- » office "Ulkomaalaisten rekisteröinti", 1st floor (for inquires, phone nr. 695 44 333)
- » to get a "Väliaikainen kotipaikkakuntatodistus", which is a certificate stating the city and address where you are intermediately registered.
- » Bring with you to the Register Office:
  - » Passport
  - » Your address in Helsinki
  - » Certificate of enrolment
  - » Valid residence permit

# *Personal Identity Number*



- » Personal identity number
  - » You can also apply for a personal identity number (also called social security number) at the Register Office
  
  - » Please inform the ServicePoint at Hanken when you have obtained the personal identity number

# *EU citizens' right of residence*

All EU citizens must go to the Local Police Office in the city they live in to register their right of residence within 3 months of arrival in Finland.

Helsinki Police Department, Immigration Services

Address: Viljatie 2 B

Phone: 09- 189 3220 (Mon-Fri 9.00-11.00)

- » Bring with you to the Police Office:
  - » Passport
  - » 2 passport size photographs
  - » Certificate of enrolment
  - » An account of your financial situation

# *Electronic Transportation Card*

To get the Electronic Transportation Card for the Helsinki metropolitan area,

- » you have to go to Helsingin Maistraatti in order to get a "Väliaikainen kotipaikkakuntatodistus" (if you do not live in Helsinki permanently)
- » Opening hours  
Mon–Fri 8.00–16.15. Saturday closed.

# Electronic Transportation Card

- » Go to the HKL office where they sell the cards (at the Railway station for example) with
  - » the Certificate you got from the “Maistraatti”
  - » one passport size photo
- Buy an electronic card (9 €)

Ask for advice, whether to load it with period (ex months) or value (certain amount of euros). Ask for their information leaflet in English

For more information on the Transportation card, please check in advance on

[www.ytv.fi](http://www.ytv.fi)

# Electronic Transportation Card



- » Student discount on local transportation in the Helsinki metropolitan area
  - » You are entitled to student discount if you are permanently resident in the Helsinki region and you study full-time (at least 25 hours/week)
  - » If you are over 30, you need to show proof that you receive student aid from KELA
  - » You fill out an YTV-form and bring it to the ServicePoint in order to get a signature and Hanken's stamp
  - » You bring the form to YTV when you buy your electronic transportation card

# Student Financial Aid

- » Student aid for foreign students
  - » You must live in Finland on a permanent basis for a purpose other than studying in order to be entitled to apply for student financial aid from KELA
  
- » Student aid for Finnish students and foreign students who fulfil the requirements (see above)
  - » You can apply for student financial aid for your studies (you might have received a pre-filled application form). Students enrolled in a 2-year MSc programme at Hanken can obtain student financial aid for a maximum of 28 months.
  - » You must achieve at least 4,8 credits per month that you receive student financial aid.
  - » For more information, please visit [www.kela.fi](http://www.kela.fi) and [www.hanken.fi](http://www.hanken.fi) – Studies – Student Services – Study Affairs – Student Financial Aid

# Student cards

- » All students registered as present are entitled to a student card (also called Lyyra card)
- » You can order your card online at [www.lyyra.fi](http://www.lyyra.fi).
- » When the card is ready you can pick it up at the office of the student union (NOT at the university).
- » You can use the certificate of enrolment that you will receive today as proof of student status until you get your card.
- » Each year (or semester if you pay the student union fee per semester) you will get a new sticker on your card to indicate that you are registered as present. Stickers are available at the Service Point.

# *Limited time of the right to study*

The time of the right to study is limited for all students who have been admitted for university studies in 2005 or after. Students who have been admitted to Hanken before 2005 are not concerned by this new Finnish legislation, which came into force 1.8.2005.

## Limitations:

- » 4 years to complete a Master's degree (the nominal 2 years + an additional 2 years)
- » In addition, a student can be absent for up to 4 semesters
- » A student can also be registered as absent for military service, maternity leave or child care leave, without it affecting the time they have to complete their studies.

# *Degree Structure 2005*

We currently follow the Degree Regulations of 2005

The degree system follows the lines of the European Bologna process and is based on two main cycles:

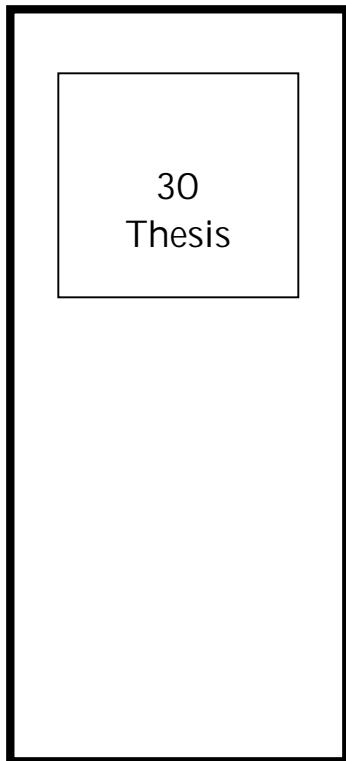
- » BSc 180 credits (ECTS), 3 years
- » MSc 120 credits (ECTS), 2 years
  
- » A new credit system based on the ECTS system has been introduced at all universities in Finland
  - » credit = "study point" (studiepoäng / opintopiste)
  - » one year of full-time study equals 60 credits (ECTS)

# Degree Structure 2005

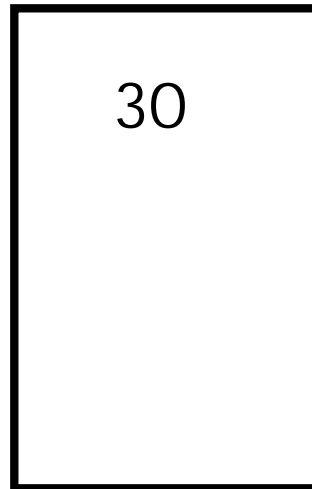
- » The MSc degree comprises 120 credits (study points), of which at least 80 are within economic sciences
- » The MSc degree is composed of advanced level courses (60 credits), additional programme specific courses (30 credits), language studies (6 credits), and elective courses
- » You will obtain the degree of Master of Science (Economics and Business Administration)  
*Ekonomie magisterexamen / Kauppatieteiden maisterin tutkinto* upon completion of the programme

# MSc degree at Hanken – 120 credits (ECTS)

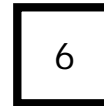
Major subject 60



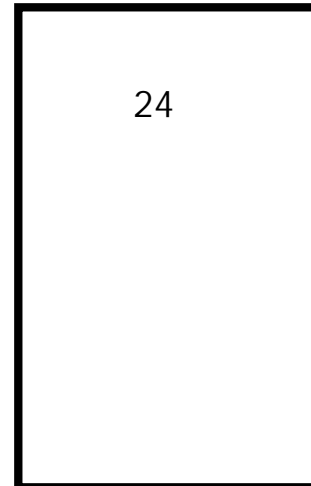
Programme specific courses



Language studies



Elective courses up to the total  
number of 120 credits



# Academic Calendar



## Autumn semester 2009

28 August	Orientation Course in Helsinki
31 Aug. – 16 Oct. 17–24 October	Teaching period 1 Exam week for teaching period 1
26 Oct. – 11 Dec. 12-19 December	Teaching period 2 Exam week for teaching period 2
2–16 January	Additional exam period for teaching periods 1 and 2

# Academic Calendar

## Spring semester 2010

18 Jan – 5 March	Teaching period 3
6–13 March	Exam week for teaching period 3
15 March	Teaching period 4 begins
1-7 April	Easter holiday
7 May	Teaching period 4 ends
7–15 May	Exam week for teaching period 4
17 May – 12 June	Additional exam period for teaching periods 3 and 4
31 July and 16-28 Aug.	Additional exam period for teaching periods 1–4

## HANKEN

- » Current information on the first page
- » Role-based website: Information for students
- » Master students (information about the studies in all different phases)
- » Services (Library, Career Services etc)
- » Tools: quick access to most of the relevant pages, such as WebOodi (for course and exam registration, updating contact information, course feedback, etc.), Webmail, Nelli portal etc.

# Course information

- » Information about courses and exams can be found on the website:  
Tools – Courses and study plans

On the course homepage you can often find course materials, the detailed course schedule, important messages from the instructor, etc.

Sometimes exam results are also published on the course homepage, usually behind a password. You get this password from the lecturer.

- » Contact information
  - » The student is responsible for making sure that his/her contact information is up-to-date at all times (address, e-mail address, phone number). Starting from the autumn term 2009 it will only be possible to use the email address provided by Hanken in WebOodi.
  
- » Course and exam registration
  - » You must be enrolled as PRESENT in order to register for courses and exams
  
- » Unofficial transcript of records
  - » You can get an unofficial transcript of records from WebOodi to your email

# WebOodi – Course registration



## » Course registration

- » You must register for ALL courses you intend to take (before the course starts)
- » Remember to remove your registration if you do not wish to take the course after all
- » Some courses take only a limited number of students, generally based on the order of registration to the course.

# WebOodi – Exam registration



- » Exam registration
  - » You must register for ALL exams at least seven days before the exam
  - » You register for exams through WebOodi
  - » If there is a problem with the exam registration in WebOodi, please contact the ServicePoint (431 33 219) or send an email to [studieinfo@hanken.fi](mailto:studieinfo@hanken.fi). Note that you must contact the ServicePoint at least 7 days before the exam!
  - » Remember to remove the exam registration if you decide not to take that particular exam (at least 7 days before the exam)

# WebOodi – Exam registration



- » If you for some reason forget to register for an exam on time, it is possible to be put on a waiting list
- » In order to get on the waiting list, you must go to the ServicePoint (or call 09-43133219) and give your name, student number and the name of the exam
- » Only the student him- or herself or the instructor of the course can put a student on the waiting list
- » Sending an email, a fax or asking a friend to sign you up on the waiting list is NOT accepted
- » The waiting list is 'open' until the exam begins, i.e. you can get on the waiting list until right before the exam starts

# WebOodi – Exam registration

- » Students on the waiting list are allowed to take the exam if there are students who have registered for the same exam who do not show up
- » If there are more students on the waiting list than there are students who do not show up for the exam, only the students who are at the top of the waiting list are allowed to take the exam

**NOTE!** The only way to make sure that you can take an exam is by registering for the exam on time!

# Conduct at the examinations

Exams generally start at 9.00 – be on time!

## Late arrival

- » Students arriving late for an exam are allowed to sit the exam only if they have a valid reason for their delay, such as traffic congestion
- » Students arriving later than 15 minutes after the start of the examination may be denied entrance to the exam room (unless *force majeure* that can be proven)
- » Mobile phones must be switched off or left at home during the exams

# *Conduct at the examinations*



## Early departures

Students will not be allowed to leave the exam room during the first hour of any examination.

## Identification

Students taking part in an exam must be able to show proof of their identity. Please remember to bring your Student ID-card (or a certificate of enrolment and an ID-card) with you to the exam, or you will have to show it in the Office of Study Affairs later.

# *Conduct at the examinations*

## Examination, material and accessories

Briefcases, bags, books and notes must be left at a prescribed place in the examination room. Students may only bring into the room pens and other accessories that the examiner has allowed.

The only paper to be used is the writing paper with Hanken's logo. This will be distributed in the examination room. All papers must have the name of the student, the year of enrolment, the date of the examination, the name of the course and the subject. This also applies to students who do not complete the exam. Students must hand in ALL papers before they leave the exam room.

# *Academic dishonesty*

Hanken's Action Plan against Academic Dishonesty:

<http://www.hanken.fi/student/en/fusk>

Cheating and plagiarism is strictly forbidden!

As of 1 January 2010 all master's theses at Hanken will be subject to plagiarism control!

Already during the autumn written work of any kind can be subject to plagiarism control without the student being informed.

More information will be given to students during the autumn.

# *Transcript of records*

- » Official transcript of records
  - » can be obtained from the ServicePoint (Mon-Fri 10-15)
  
- » Unofficial transcript of records
  - » in WebOodi you can order an unofficial transcript to be sent to your email address
  - » note that the unofficial transcript will be sent to the email address you have in WebOodi

# Opening hours

- » ServicePoint (general student services)
  - » Monday – Friday 10-15
  
- » InfoBITen (help with computer problems, information search)
  - » Monday – Friday 10-15
  
- » Office of Study Affairs (individual counselling)
  - » Monday and Thursday 13-16
  - » Wednesday 9-12

# Language studies

- » All students within a MSc programme at Hanken must take a minimum of 6 credits of language studies
  - » You can freely choose which language and at what level
  - » We offer beginner's classes in Swedish and Finnish
    - » Swedish as a Foreign Language I and II
    - » Elementary Finnish (in the spring semester)
  - » We also offer courses in English (limited number of places per course), e.g.
    - » Advanced Writing
    - » Academic Writing
  - » You cannot transfer language studies from your previous degree

- » JOO-studies
  - » JOO "joustava opinto-oikeus" = flexible right to study
  - » national agreement between all universities in Finland
  - » more information at [www.joopas.fi](http://www.joopas.fi) and Hanken's website at [www.hanken.fi](http://www.hanken.fi) - Studies – JOO-studies
  
- » Two different systems of deadlines for JOO-applications:
  - » applications accepted at any time, however no later than 1,5 months before the course begins
  - » deadline for autumn semester in April, for spring semester in October
  - » check the deadlines at [www.joopas.fi](http://www.joopas.fi)
  
- » JOO-application
  - » fill out an application form on [www.joopas.fi](http://www.joopas.fi)

- » Submit the JOO-application via [www.joopas.fi](http://www.joopas.fi)
  - » the application will be considered and if it is approved by Hanken, we will send it to the university in question
  - » without Hanken's approval you cannot apply for JOO-studies at another university
  - » you can follow the approval process of your application online
- » Approval for JOO-studies
  - » the same/similar course is not offered at Hanken and the course can be included in your degree (fits into the 120 credits of your degree)
  - » you have a valid motivation for wanting to include the course in your degree (the course is relevant for your studies)
  - » a recommendation from the programme to take the course in question
- » Ava Engström, Office of Study Affairs

# Transfer of credits

- » When you have completed your course/s at another university in Finland through the JOO-agreement or abroad as an exchange student / free mover, you must apply for transfer of credits
  - » fill out a form for transfer of credits and enclose an official transcript of records from the university in question
  - » bring the form to the professor for his/her signature
  - » submit the signed form together with the official transcript of records to the ServicePoint