



HANKEN

# WELCOME TO HANKEN

MASTER'S AND DOCTORAL DEGREE STUDENTS



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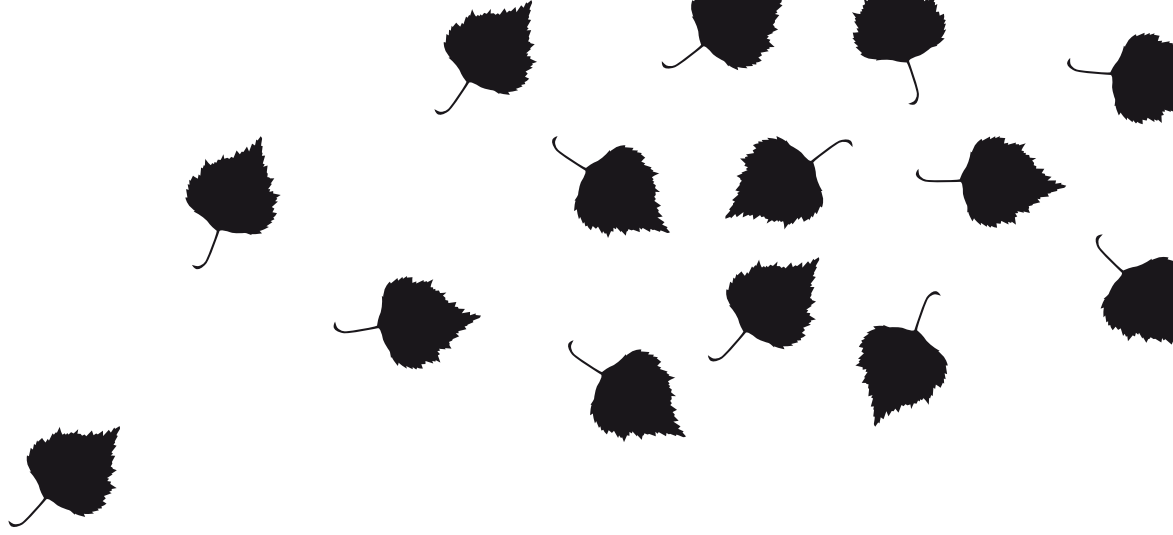
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# WELCOME TO HANKEN

This guide aims to answer general questions on academic and practical matters that newly admitted degree students may have before beginning their studies at Hanken and in the initial stages of their studies.

**Please read this guide carefully!** Follow the instructions given and consult the websites listed at the end of the guide. If you have any further questions, do not hesitate to contact us. **The information in this guide is intended for international and Finnish students who have been admitted to either an English-language master's degree programme or to doctoral studies at Hanken.**

The information in this guide will also be available on our website at [hanken.fi/masters](http://hanken.fi/masters) or [hanken.fi/doctoralstudies](http://hanken.fi/doctoralstudies). The websites will be updated during the summer if there are some changes or if there is some new information available. Please also visit the website of your programme or department at Hanken for more information about your studies.

## SOME FACTS ABOUT HANKEN

Hanken School of Economics was founded in 1909. It is one of the most long-standing business schools in the Nordic countries. It is an institution of university standing, educating one-fifth of the business graduates in Finland. The university is at the academic forefront of relationship marketing and services management, finance, management and organisation as well as intellectual property law. Hanken offers a number of Master's degree programmes, as well as a

large number of courses on the doctoral level, with instruction completely in English. At the bachelor-level, the most important language of tuition is Swedish, but many courses are also taught in English.

Students can complete any of the following academic degrees in economics: Bachelor, Master, Licentiate or Doctor. Hanken also offers continuing education for professionals, for example an Executive MBA-programme, and it is the only university in Finland to offer the certifying European financial analyst programme CEFA.

Each year, about 350 new students enrol for their Master of Science education and in average 25 new students for doctoral studies. The total number of students on the two campuses – Helsinki and Vaasa – is 2,500, of which some 200 are studying for the doctoral degree.

Hanken has obtained the prestigious EQUIS-accreditation since year 2000, which guarantees that Hanken meets the highest requirements for quality of education, internationalisation and interaction with the corporate sector.

It is essential for students and researchers of business and economics to have a broad interface with business life and economic decision-making in general. Hanken ensures this in several ways. Research is made in close co-operation with international or multinational corporations. There are regular guest lectures at the university, and company presentations are frequent. Many companies use Hanken's recruitment services and customised executive courses.

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main entrance

# ACCEPTING YOUR PLACE OF STUDY

## MASTER'S DEGREE STUDENTS

### CONFIRMATION AND ENROLMENT

In order to ensure your right to study at Hanken, you must confirm that you wish to accept the place of study offered to you at Hanken AND you must enrol as a degree student at Hanken according to our instructions below. Please note that if you fail to do one or the other of the above, you will lose your right to study at Hanken irrevocably.

### CONFIRMATION

It is vital that you complete and return the enclosed Confirmation form to confirm your intention to study at Hanken no later than 4 August 2009. The confirmation form must reach Hanken's Office of Study Affairs in Helsinki on 4 August 2009 at 4.15 p.m. local time, at the latest, in order to be considered. If you fail to return the confirmation form before the deadline, you will lose your right to study at Hanken.

Please note that you must also return the confirmation form if you decide not to accept the place of study offered to you at Hanken.

Students who have been conditionally admitted must also submit officially certified copies of their degree certificate, final transcript and diploma supplement (if available) together with the confirmation form no later than 4 August 2009. All copies must be officially certified by a notary public or an authorised university official at the issuing university.

In Finland, there is a one-place-per-student provision. According to this provision, a student may accept only one place of study in a degree programme leading to a higher education degree during any one academic year. The purpose of the provision is to ensure admission to higher education institutions for as many students as possible. Higher education degrees are Bachelor's degrees and Master's degrees awarded by universities as well as polytechnic degrees, also postgraduate polytechnic degrees, awarded by polytechnics. This means that if you have applied to more than one Finnish higher education institution you can only accept one place. More information about the provision can be obtained from the National Board of Education at [www.oph.fi/english](http://www.oph.fi/english).

## ENROLMENT

In addition to submitting the Confirmation form, you must also enrol as a degree student at Hanken in order to ensure your right to study at Hanken. Please follow the instructions below in order to complete your enrolment at Hanken. The instructions are divided according to whether or not you are resident in Finland during this summer. If you fail to enrol according to our instructions, you will lose the right to study at Hanken.

### ENROLMENT CHECKLIST FOR STUDENTS RESIDENT IN FINLAND

The following documents must be submitted to the Office of Study Affairs by 4 August 2009 – all of these documents should be submitted at the same time, not separately:

- » Confirmation form (duly filled-out)
- » Receipt of the payment of the Student Union membership fee (see instructions on separate information sheet)
- » Registration form (duly filled out)
- » 2 passport sized photos for our records (please write your name on the back of the photos).

### ENROLMENT CHECKLIST FOR STUDENTS NOT RESIDENT IN FINLAND

The following documents must be submitted by 4 August 2009 – all of these documents should be submitted at the same time, not separately:

- » Confirmation form (duly filled-out)
- » 2 passport sized photos for our records (please write your name on the back of the photos).

The following documents must be submitted upon arrival in Finland (however no later than 15 September 2009):

- » A receipt of the payment of the Student Union membership fee (see instructions on separate information sheet)
- » Registration form (duly filled out)

### LIMITED RIGHT TO STUDY

The right to study for a university degree in Finland is limited. For students who have been admitted to a Master's degree programme at Hanken, the estimated time to complete

the studies within the programme and to graduate is two years. According to the University Act in Finland, students have an additional two years to complete the MSc degree. The right to study for the MSc degree is thereby restricted to a total of four years.

However, the students can be registered as absent during an additional four semesters. Furthermore, students are also allowed to be absent because of military service, maternity leave or childcare leave, without it affecting the time they have to complete their studies. For such absences, official certificates must be presented to the university.

This signifies that you have four years time to complete your degree, i.e. four years (or 8 semesters) when you are registered as present. In addition to this you can be registered as absent during four semesters for any reason. For additional absences that are not counted within the limited right to study, please see above.

## POSTPONEMENT OF STUDIES

It is possible to postpone the commencement of your studies. However, please note that **we strongly recommend that you begin your studies in September 2009.**

In order to postpone the commencement of your studies with one year, you must submit the registration form by 15 September 2009 at the latest. On the registration form you mark that you will be absent during the academic year 2009–2010. **Please note that if you postpone your studies, you must be absent for the whole academic year, i.e. you cannot begin your studies at Hanken in January 2010. Please also note that even if you postpone the commencement of your studies with one year, you must still submit the Confirmation form by 4 August 2009 in order to ensure your right to study at Hanken.**

A student who postpones his or her studies will receive a letter with information about how to register as present for the following academic year in the summer 2010.

## REGISTRATION FORM

The information on the registration form will be registered in Hanken's study register (Oodi). Information about enrolment will also be entered into the national applicant and enrolment register (HAREK). For more information about the register, please visit [www.oph.fi](http://www.oph.fi) or contact the Office of Study Affairs.

## STUDENT FINANCIAL AID

Finnish students can apply for student financial aid during their studies at Hanken. International students are eligible for state support (student financial aid) if their residence in Finland has been granted for other purposes than studies and can be considered permanent. For more information, please go to [www.kela.fi/in/internet/english.nsf](http://www.kela.fi/in/internet/english.nsf).

**Hanken does not have scholarships available and does not run any financial support schemes for foreign master's degree students.**

## DOCTORAL DEGREE STUDENTS

### CONFIRMATION

It is vital that you complete and return the enclosed **Confirmation form** to confirm your intention to study at Hanken. The confirmation form must reach the Doctoral Studies Coordinator in Helsinki at the latest on the date stated in the form in order to be considered. **If you fail to return the confirmation form before the deadline, you will lose your right to study at Hanken.**

Please note that you must also return the confirmation form if you decide **not to accept** the place of study offered to you at Hanken.

### FUNDING

As a doctoral student you have the possibility to apply for funding from a variety of sources. You can apply for funding for full-time doctoral studies, but also for attending doctoral courses abroad, presentations on scientific conferences abroad, data collection, stays at a foreign university (mobility), or other purposes according to the study-/research plan.

The Centre for Research and International Affairs at Hanken gives advice to Hanken's doctoral students on funding doctoral studies, grants and scholarships.

### REGISTRATION

All students at Hanken must register before **15 September** every year at Hanken's Office of Study Affairs. If a student has not registered by 15 September he/she is dropped from the student register. The deadline for registration for the spring term is **15 January**. Please see more information regarding the registration procedures in chapter Arrival and Registration.

# LEAVING FOR FINLAND

## IMMIGRATION REQUIREMENTS

### RESIDENCE PERMIT

Please see the information provided by the Finnish Immigration Service at [www.migri.fi](http://www.migri.fi) for detailed information about immigration requirements. The Finnish Immigration Service is the government authority responsible for issuing residence permits in Finland. You can also contact the Finnish diplomatic mission closest to you for more information. You can find contact information at <http://formin.finland.fi>.

Please note that the fact that you have been admitted to Hanken does not automatically mean that your application for a residence permit in Finland will be approved. The two processes are completely separate and handled by different authorities.

### NATIONALS OF THE NORDIC COUNTRIES

If you are a citizen of Sweden, Norway, Denmark or Iceland, you do not need a residence permit to study in Finland. Citizens of the Nordic countries may reside, work and study in Finland without any limitations.

Nationals of the Nordic countries who intend to reside in Finland for more than six months need to obtain an “Internordiskt flyttningsbevis/flyttebevis/flytteattest” from their home country. For more information, please see:

Sweden: Riksskatteverket [www.skatteverket.se](http://www.skatteverket.se)

Norway: Boningskommunens folkeregister (Oslo: [www.likningskontoret.oslo.no](http://www.likningskontoret.oslo.no))

Denmark: Det Centrale Personregister (CPR-kontoret) [www.cpr.dk](http://www.cpr.dk)

Iceland: Hagstofa Íslands [www.hagstofa.is](http://www.hagstofa.is)

More information on mobility between the Nordic countries can also be obtained from the Hallå Norden website: [www.hallonorden.org](http://www.hallonorden.org).

### NATIONALS OF THE EU OR EEA COUNTRIES

All students except nationals of the Nordic countries need to register their right of residence if the period of study in Finland exceeds three months. The right to reside in Finland is valid until further notice.

The Local Police office charges a fee of EUR 40 for processing the applications. Please see [www.migri.fi](http://www.migri.fi) and [www.poliisi.fi](http://www.poliisi.fi) for details. The following documents will be required for your application:

- » A completed application form (can be collected from the local police station)
- » A valid passport
- » The acceptance letter issued by Hanken
- » An account of your financial situation
- » Proof of valid health insurance
- » 2 passport sized photographs

If you are a citizen of an EU/EAA member country you can register your right of residence after you have arrived in Finland. The application is to be submitted to the local police station. The addresses of the police stations in Helsinki and Vaasa are:

Helsingin kihlakunnan poliisilaitos  
(Helsinki Police Department, Immigration Services)  
Address: Viljatie 2 B  
Phone: + 358 718773220  
(Mon-Fri 9:00 – 11:00)

Vaasan kihlakunnan poliisilaitos  
(Vaasa Police Department)  
Address: Korsholmanpuistikko 45  
Phone: + 358 (0)62100411  
Office hours: Mon-Fri 08:00-16:15

### STUDENTS OF OTHER NATIONALITIES

Students from countries that are not EU/EAA member countries, who wish to stay in Finland for more than 3 months, must be in possession of a residence permit or a combined entry visa and residence permit already when **entering the country**. The application for the permit should be submitted to the Finnish diplomatic mission in the student's country of origin. However, if the student lives in another country than his or her home country, the application should be submitted to the Finnish diplomatic mission in the student's country of residence. The fee is approximately EUR 100. **The application for a residence permit for the purpose of studies must be submitted immediately when you have received the letter of admission to Hanken**, as it can take several months for the application to be processed by the authorities. To obtain a residence permit for Finland, the applicant must fulfil the following conditions:



- » The applicant must be at least 18 years of age.
- » The applicant must have received the acceptance letter issued by Hanken.
- » The applicant must prove that s/he has sufficient funds to cover the expenses for the study period in Finland. (This is normally done by showing proof of having at least EUR 6,000; through a bank statement, a certificate of a scholarship or similar proof of resources.)
- » The applicant must prove that s/he has a sufficient insurance to cover all medical expenses during the stay in Finland. See page 11 for more information about the insurance.

Please note that it is important that you submit your application for a residence permit as soon as possible and that you make sure to enclose all of the required documents at once. Check with the embassy or consulate before you submit your application. If your application is not complete, the process will take a lot longer and you might not obtain your residence permit on time for the start of the studies at Hanken.

#### APPLICANTS ALREADY RESIDENT IN FINLAND

The local police station will provide the necessary information for renewal of the residence permit (see address above). The police should be contacted in good time before the residence permit expires. The following documents will be required:

- » A valid passport
- » The acceptance letter issued by Hanken
- » Evidence that the applicant's finances will cover all expenses in Finland or a statement of financial support (grant, loan, family support).

## WORK PERMIT

International students who are citizens of the Nordic, the EU or the EEA countries are allowed to work without restrictions in Finland and they do not need a work permit.

Other international students are allowed to work without a work permit within certain limits. A work permit is not needed for part-time work (25 hours a week on average) during the semesters. In order to be able to work more than this during the semesters, a work permit is required. The work

permit is subject to a charge and the application should be submitted to the local police station (see address above). When applying for the work permit, a certificate of employment from the (prospective) employer must be presented. When applying for the first residence permit, a promised employment or a signed contract of employment cannot reduce the required amount of available funds. **The rate of unemployment is quite high in Finland and students should therefore not rely on finding a job while studying.**

Please see the websites of the Finnish Immigration Service [www.migri.fi](http://www.migri.fi) and the Employment Office [www.mol.fi/mol/en/index.jsp](http://www.mol.fi/mol/en/index.jsp) for more information regarding the right to work in Finland.

## HOUSING IN HELSINKI AND VAASA

**All degree students at Hanken are responsible for arranging their accommodation themselves.** Unfortunately Hanken cannot provide any assistance in this matter.

Students in Helsinki can often get student housing through HOAS, the Foundation for Student Housing in the Helsinki Region. More information as well as an application form can be found at [www.hoas.fi](http://www.hoas.fi) However, please note that there is a very high demand for student housing in Helsinki and unfortunately all students are not granted accommodation through HOAS. The decision regarding student housing is given quite near the beginning of the semester, which means that you might not get the decision until some days before leaving for Finland or even when you have already arrived in Finland. Therefore, we strongly recommend that you find out about vacancies at hostels in Helsinki before leaving your home country and if necessary book a room for some nights. Contact information for a few youth hostels in the city centre of Helsinki can be found below.

#### HOSTELS IN HELSINKI

- » Hostel Erottajanpuisto: [www.erottajanpuisto.com](http://www.erottajanpuisto.com)
- » Stadion Hostel: [www.stadionhostel.com](http://www.stadionhostel.com)
- » Eurohostel: [www.eurohostel.fi](http://www.eurohostel.fi)
- » Hostel Satakuntatalo: [www.sodexo.fi/satakunta](http://www.sodexo.fi/satakunta)
- » Hostel Suomenlinna: [www.hostelsclub.com/hostel-en-6144.html](http://www.hostelsclub.com/hostel-en-6144.html)
- » Hostel Mekka: [www.hostelz.com/hostel/28630-Hostel-Mekka](http://www.hostelz.com/hostel/28630-Hostel-Mekka)

If you are granted accommodation through HOAS, please accept the offer even if it does not meet all of your wishes. Once you have settled in, it is a lot easier to find an apartment on the free market through advertisements in newspapers and on the Internet if you wish to move.

In Vaasa, the students can usually get student housing through The Student Housing Foundation in Vaasa, VOAS. More information as well as an application form can be found at [www.voas.fi](http://www.voas.fi). For information about housing in Vaasa through the private market, you can visit the following websites [www.bostadsbladet.com](http://www.bostadsbladet.com) (information in Swedish) or [www.asuntolehti.com](http://www.asuntolehti.com) (information in Finnish).

We strongly recommend that you apply for an apartment immediately upon receiving your letter of acceptance from Hanken since it might be very difficult to get an apartment on short notice.

## HOSTELS IN VAASA

- » Hostel Vaasa: [www.hostelvaasa.com](http://www.hostelvaasa.com)
- » Kenraali Wasa Hostel: [www.kenraaliwasahostel.com](http://www.kenraaliwasahostel.com)
- » A site where you can find more information about accommodation in the city of Vaasa [matkailu.vaasa.fi](http://matkailu.vaasa.fi)

## OTHER USEFUL INFORMATION SOURCES FOR FINDING ACCOMMODATION IN FINLAND:

- » CIMO (Centre for International Mobility) [www.cimo.fi](http://www.cimo.fi)
- » VVO Private agency offering housing for rent/sale. Finland-wide search available [www.vvo.fi/uuteenkotiin/vuokraasunnot/asuntohaku/](http://www.vvo.fi/uuteenkotiin/vuokraasunnot/asuntohaku/)
- » SATO private agency offering housing for rent/sale. Finland-wide search available [www.sato.fi/fi/etsitko\\_kotia/01\\_vuokra-asunnot/index.jsp](http://www.sato.fi/fi/etsitko_kotia/01_vuokra-asunnot/index.jsp)
- » Oikotie, offering housing for rent/sale. Finland-wide search available [www.oikotie.fi/vuokra-asunnot](http://www.oikotie.fi/vuokra-asunnot)
- » Craigslist, marketplace for apartments and other things in Finland [helsinki.craigslist.fi](http://helsinki.craigslist.fi)
- » Site with useful information for expatriates in Finland, accommodation information also included: [www.expat-finland.com/moving\\_to\\_finland/housing.html](http://www.expat-finland.com/moving_to_finland/housing.html)

## FURNITURE

- » IKEA in Espoo and Vantaa (Helsinki region) [www.ikea.com/fi](http://www.ikea.com/fi)
- » Kodinykkönen, Helsinki, [www.kodin1.com](http://www.kodin1.com)
- » Kierrätyskeskus in Helsinki (several locations), [www.pskierke.fi](http://www.pskierke.fi)
- » Flea market Valtteri in Helsinki, [www.kirpputori.com/valtteri](http://www.kirpputori.com/valtteri)
- » Kierrätyskeskus in Vaasa, [www.jupiter.fi](http://www.jupiter.fi)
- » Masku, [www.masku.com](http://www.masku.com)
- » Askö, [www.asko.fi](http://www.asko.fi)

## » INSURANCE

All registered master's degree students must be members of the Student Union. Student Union membership is optional for doctoral degree students. Master's degree members of the Student Union are entitled to use the services of the Finnish Student Health Service. Unfortunately doctoral students are not covered by this service. The Finnish Student Health Service does not, however, provide emergency or hospital services. **All students arriving in Finland must therefore make sure that they are fully covered at least in case of illness or accident during their travel to and from Finland and during their entire stay here.**

If you are a national of an EU or EEA country, your national health care insurance is valid in Finland. To prove this, you must bring a "European health insurance card" issued in your home country (this card replaces the previous E-111 form). If you come from a country where this card is not yet available, bring an E-128 (or E-111) form from your local health authority to Finland instead. However, the students should also contact their local health authority and insurance agency in order to make sure that they are fully covered in case of illness or accident.

In order to avoid the costs, which in case of intensive care or difficult operations can be very high, students coming from outside the EEA-countries must have their own medical insurance.

A person who comes to Finland to study is normally considered to be living in Finland for a limited period of time only and does not meet the requirement of permanent residence. This means that they are not entitled to the Social Insurance Institution (Folkpensionsanstalten FPA / Kansaneläkelaitos KELA) benefits.

In addition to health insurance, we strongly advise students to arrange their travel insurance and insurance for personal possessions against theft, loss or breakage already in their home country before leaving for Finland.

### INSURANCE FOR NON EU/EEA-CITIZENS

Any student who submits a residence permit application on or after 1.9.2007 must attach details of their comprehensive health insurance cover to their application. Comprehensive insurance cover means insurance, which includes the types of treatment, and costs that are covered by municipal health care services and the health insurance system.

A valid health insurance is a precondition for obtaining a residence permit.

- » For studies of less than two years in duration, a student must have private insurance, which primarily covers the costs of medical treatment up to 100,000 euros (cost level in 2007).
- » Where the duration of the studies is two years or more, a student will usually have a home municipality in Finland and is therefore entitled to municipal health care services. In such cases, it is sufficient for the insurance to primarily cover the cost of medicines (in practice the cover extends to doctor's fees and costs of treatment and examination), up to 30,000 euros (cost level in 2007).

For more information, please visit:

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

## HEALTH CARE

The Finnish Student Health Service (YTHS) provides health care for master's degree students enrolled at the universities in Finland. Unfortunately doctoral students are not covered by this service. A health care fee is included in the Student Union's membership fee for master's degree students. By paying the fee, master's degree students are eligible for student health service. This service covers regular medical consultations, appointments with specialists, physiotherapy, psychotherapy, x-ray and laboratory testing as well as general and specialised dental care. The Finnish Student Health Service is open during office hours. For more information, please visit their website at [www.fshs.fi](http://www.fshs.fi).

If you fall ill during the weekend or during evenings and need medical attention, you can turn to the municipal services of the health care centres maintained in their own districts of residence. Students from EU-countries need to obtain a European health insurance card or an E-128 (or E-111) form from a health insurance service in their home country before departure. Nationals of other countries must arrange their health insurance privately before departure.



# ARRIVAL AND REGISTRATION

## MASTER'S DEGREE STUDENTS

### ARRIVAL AND ORIENTATION (HELSINKI)

Since it is important that the new degree students settle in, find their way around and get acquainted with the study system at Hanken, all new master's degree students are required to participate in the [Orientation Day organised in Helsinki on the 28th August 2009](#). Some of the programmes also arrange their own introduction sessions at the beginning of September. [Attendance at the Orientation Day is compulsory for all new degree students within Hanken's Master's degree programmes in Helsinki](#). The international students are requested to ensure that they make their travel arrangements so that they arrive in time for the Orientation Day. A detailed programme and schedule for the orientation will be available at [hanken.fi/masters](http://hanken.fi/masters) in late August 2009. Please reserve the whole day for the orientation (approximately 9 am – 4 pm).

The primary aim of the orientation is to introduce the new environment, the university and study related matters that the student needs to know in order to study successfully at Hanken. [The information is aimed at both the international students and the Finnish students admitted to Hanken's Master's degree programmes in Helsinki](#).

### ARRIVAL AND ORIENTATION (VAASA)

All students should have arrived in Vaasa by mid-September. There will be an introduction for international students in Vaasa, organised by the universities and polytechnics in Vaasa. More information about this orientation, including the exact dates, will be available at the homepages of the Vaasa Consortium of Higher Education at [www.uwasa.fi/english/partners/consortium/](http://www.uwasa.fi/english/partners/consortium/) or from Kristina Wallin ([kristina.wallin@hanken.fi](mailto:kristina.wallin@hanken.fi)) at Hanken in Vaasa.

### REGISTRATION AT THE UNIVERSITY

In addition to confirming that you will accept the study place offered to you and enrolling at Hanken according to our instructions, all new degree students at Hanken must register, in person, at the Office of Study Affairs either in Helsinki or Vaasa.

In Helsinki, the registration takes place during the Orientation Day and in Vaasa the students are requested to register at the Office of Study Affairs by 15 September at the latest.

At registration, you are required to produce the following evidence of your qualifications for inspection:

- » University certificate(s) and academic transcript(s) of records in original
- » Passport or other proof of identity
- » Receipt of the payment of the student union membership fee (applicable to all students not resident in Finland during the summer; see the chapter on accepting your place of study for details)

Please note that the university will withdraw the offer of admission if it is discovered that a student does not possess the required qualifications for the programme he or she has been admitted to, or if the university receives proof against the authenticity of the submitted documents.

At registration, you should also give your current contact information (e.g. your address and phone number in Finland). Please note that you must inform the Office of Study Affairs if you obtain a Finnish personal identification number.

A certificate of enrolment will be issued to registered students during the registration. Students who have registered with the university will receive a matriculation number (student number). Registered students will have to use their matriculation number for course registration, registration for examinations and whenever they request the university to issue a transcript of their study record.

### STUDENT ID-CARDS

All degree students at Finnish universities are members of the Student Union at the university in question. The membership fee is **EUR 97,57** for the academic year 2009–2010. Instructions for the payment of the fee are enclosed on a separate information sheet.

The national student card, also called the Lyyra student card, entitles the Master's degree student to use the Student Health Service, to discounts on meals in the student cafeterias, long-distance bus and train fares and also on ferries and flights, at the theatre and other cultural events and can be used as a university library card, membership card for university sports services and a payment card in certain locations. You can find more information about the Student Union at Hanken at [www.shsweb.fi/en](http://www.shsweb.fi/en) and about the Lyyra student card at [portaali.lyyra.fi](http://portaali.lyyra.fi).

## DOCTORAL DEGREE STUDENTS

### ARRIVAL AND ORIENTATION

New doctoral students from both Helsinki and Vaasa are required to participate in the **Information Day/s** organised at the Hanken campus in the beginning of the semester. Attendance is compulsory for all new doctoral students. A detailed programme and schedule will be available at [hanken.fi/doctoralstudies](https://hanken.fi/doctoralstudies). New doctoral students will also be informed about exact dates and practicalities in conjunction with their admission letter. The primary aim of these days is to introduce Hanken, the structure of doctoral studies, funding possibilities as well as study related matters that the doctoral student needs to know in order to study successfully at Hanken.

### REGISTRATION

In addition to confirming that you will accept the study place offered to you all doctoral students must register at the Office of Study Affairs. All doctoral students are to register at Hanken before 15 September each year. If a student has not registered by **15 September** he/she is dropped from the student register. Students wishing to get supervision, sit in an exam or attend a course or apply to graduate after 1 August, which is the official starting date of the new semester, **must register as present** before that. The spring semester starts on the 1 January. Students wishing to get supervision, attend courses or graduate after that date are to register as present for the spring semester. The deadline for registration for the spring term is 15 January. Students who register as absent have neither the right to take part in courses and examinations nor the right to supervision.

### REGISTERING AS PRESENT

All doctoral students who wish to register as present shall before the yearly registration have a development discussion together with their degree supervisor/s. The student is responsible for making an appointment with the supervisor/s well in advance. Please note that students wishing to register as present have to fill in the annual study plan prior to the meeting with the degree supervisor (and thesis supervisor/s). The development discussion is carried out with the degree supervisor and when possible also

with the thesis supervisor/s. The participation by the thesis supervisor/s is especially relevant when the main emphasis is on the thesis project. It is therefore desirable that both the degree and thesis supervisor/s take part in the discussion when possible. Please note that the annual study plan must also be signed by your degree supervisor.

### REGISTERING AS ABSENT

If you wish to register as absent you have to fill in the registration form and the study plan for registering as absent.

Registration is done through handing in the signed registration form and annual study plan together with a possible research plan to ServicePunkten in Helsinki (ground floor) or in Vaasa at the Office of Study Affairs. The information on the registration form will be registered in Hanken's study register (Oodi). A certificate of enrolment will be issued to registered students during the registration. Students who have registered will receive a matriculation number for course registration, registration for examinations and whenever they request the university to issue a transcript of their study record.

### STUDENT ID CARDS

As a doctoral student you may join the Student Union at Hanken. The membership fee is stated on their website [www.shsweb.fi/en](https://www.shsweb.fi/en). The national student card, also called the Lyyra student card, entitles the student to discounts at the theatre and other cultural events and can be used as a university library card, membership card for university sports services, and a payment card in certain locations. More information about Hanken's Student Union can be found at [www.shsweb.fi/en](https://www.shsweb.fi/en) and about the Lyyra student card at [www.lyyra.fi/eng](https://www.lyyra.fi/eng).

# ACADEMIC INFORMATION

On 1 August 2005, the university degree structure in Finland changed. The new degree structure includes a three-year Bachelor's degree and a two-year Master's degree. The reform is part of the Bologna process, aiming at a harmonisation of the degree structures in Europe.

Students who begin their studies at Hanken in September 2009 will study according to the Government Decree on University Degrees that came into force on 1 August 2005.

The Master's degree programmes at Hanken are two-year programmes that consist of 120 ECTS credits. 90 credits are programme specific, including a Master's thesis of 30 credits. The remaining 30 credits of the programme consist of elective courses that the students can choose amongst Hanken's versatile curriculum. However, these 30 credits include 6 credits of language studies. For details about the different programmes, please go to [hanken.fi/masters](http://hanken.fi/masters).

Doctoral studies consist of doctoral courses comprising 60 credit points (44 credit points in the major and related subjects, and 16 credit points in general methodology, doctoral courses in the theory of science, or equivalent courses of a methodological character) and a thesis (the licentiate thesis is worth 90 credit points and the doctoral thesis 180 credit points). A full-time student should be able to complete his or her Licentiate degree in two and a half years, whereas a Doctoral degree will take four years. For more information about the structure and regulations of doctoral studies, please go to [hanken.fi/doctoralstudies](http://hanken.fi/doctoralstudies).

Hanken's doctoral students can participate in doctoral courses arranged by Finnish and international researcher schools and by Hanken's other collaboration partners and networks. As the Degree Supervisor approves the annual study plan, he or she approves the courses (also external ones) that are to be included in the student's degree, and verifies the expected year of graduation in the study plan.

The Research Liaison Officer at the Centre for Research and International Affairs works with Hanken's research database CRIS (CRIS includes information about current research activities at Hanken) and can help students with matters related to the database. Secretaries at the different departments can also help with database queries. Please go to [www.hanken.fi/public/en/forskning](http://www.hanken.fi/public/en/forskning) for more information.

## ACADEMIC CALENDAR

The semesters at Hanken run from the beginning of September until December and from January until May according to the academic calendar. The two semesters are divided into four separate teaching periods of approximately seven weeks each. After each teaching period, there will be an exam week. At the end of each semester as well as in the summer there will be an additional exam period. Most courses will cover one teaching period, but some courses might cover a whole semester. There will be an exam schedule in connection with the Study Handbook for the academic year 2009–2010.

## ASSESSMENT AND GRADING

Courses are generally assessed either by a written examination at the end of the course or by essays and papers handed in during and/or after the course. The examination dates for each course can be found in the Student Handbook, which can also be found at [hanken.fi](http://hanken.fi). If a student fails an examination, there will be two more chances to retake it.

Assessment is based on work in class, individual and group work and exams. The grading scale is a numerical scale from 50–100 %, where 49 % and below is Fail. The numeric grading scale corresponds to the verbal scale of Excellent, Very Good, Good, Satisfactory and Sufficient.

## CHEATING

Please note that **cheating is strictly forbidden** at all universities. Students are not allowed to bring any books, papers or other reading material to the examinations – unless the teacher has specifically allowed it before the examination. It is also forbidden to talk to other students or to copy someone else's answers when writing the examination. **Plagiarism is also strictly forbidden**. Plagiarism means that the work of someone else is presented as one's own. This includes copying from books, from the Internet as well as from other written and spoken media. For information about Hanken's plan of action regarding cheating, please visit [www.hanken.fi/student/regler?setlanguage=en](http://www.hanken.fi/student/regler?setlanguage=en)



## ACADEMIC CALENDAR 2009–2010

### AUTUMN SEMESTER 2009

4 August  
Deadline for submitting the Confirmation Form

28 August  
Orientation Day for master's degree students in Helsinki

31 Aug. – 16 Oct.  
Teaching period 1

17–24 October  
Exam week for teaching period 1

26 Oct. – 11 Dec.  
Teaching period 2

12–19 December  
Exam week for teaching period 2

2–16 January  
Additional exam period for teaching periods 1 and 2

### 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

# FACILITIES AND SERVICES

Some of the information in this chapter concerns Helsinki only, but corresponding arrangements are of course provided at the Hanken Vaasa Campus. You may contact Britt-Mari Siironen ([britt-mari.siironen@hanken.fi](mailto:britt-mari.siironen@hanken.fi)) at Hanken's campus in Vaasa for more information

## USER-ID

All students at Hanken get a user-ID for access to the computers at Hanken and to Hanken's local network. Master's degree students will receive their user-ID and password during the Orientation Course in Helsinki / upon arrival in September in Vaasa. The user-ID and password will also be needed for course and exam registrations, which are done through WebOodi. The students are also responsible for keeping their contact information in WebOodi up-to-date at all times. Please note that you must inform the Office of Study Affairs if you obtain a Finnish identification number / social security number.

## E-MAIL

You will get an e-mail address at Hanken during the Orientation Day or shortly after arrival at Hanken. We recommend that you use the e-mail address provided to you by Hanken while you are a student here. However, if you still prefer to use another e-mail address, you are expected to see to it that you change your e-mail address in WebOodi.

All doctoral students are strongly recommended to subscribe to the doctoral students' e-mailing list [forskstd@hanken.fi](mailto:forskstd@hanken.fi), by sending an e-mail to [doctoral.studies@hanken.fi](mailto:doctoral.studies@hanken.fi). The doctoral studies coordinator will subscribe you to the list. Through the e-mailing list doctoral students receive information about interesting seminars and courses, funding possibilities etc.

## COMPUTER LABS

Hanken provides students with a number of rooms where you have access to a computer at a first come first served basis. The doors to the computer labs in Helsinki are open during daytime (8 am – 8 pm) and in Vaasa 7.45 am – 4.15 pm, and there is also a possibility to get a key to some of the rooms. A deposit fee of EUR 20 is charged. The students are trusted to keep these labs in due order and to follow the regulations set up. Useful links: [www.hanken.fi/public/en/iservice](http://www.hanken.fi/public/en/iservice) and [www.shsweb.fi](http://www.shsweb.fi).

## LIBRARY

Information on Hanken's library facilities and services is provided during the Orientation Day and through the Internet at [www.hanken.fi/student/en/biblioteket](http://www.hanken.fi/student/en/biblioteket).

Hanken's library in Vaasa, Tritonia, is located in Brändö – a bit outside of the city centre – in a new library of science, which is common for all universities in Vaasa. Here it is possible to borrow or copy course material. However, the cheapest way to copy material is at copy shops around the city. Some material is also sold at the Student Union's Stationary Shop (IB). If you want to buy your books, there are two bookshops in the centre where you can buy them or order them. More information is available at [www.tritonia.fi](http://www.tritonia.fi).

You may also use the services of other university libraries in Helsinki. For this you need your student ID card.

## PHOTOCOPIED COURSE MATERIAL – IB BOOKSTORE

On the basement floor at Hanken in Helsinki and on the ground floor at Hanken in Vaasa, you have the Student Union's photocopying centre, IB Bokhandel/ IB Bookstore. IB Bookstore is the place where you can buy some study supplies, papers and pens, etc. in addition to teachers' handouts and compendia and photocopying credits. Often the original copy of handouts is placed in IB Bookstore for students to make their own copies. Photocopying credits can be bought here at a "student price" of EUR 0.06/copy as well as printing credits for a price of EUR 0.02/ sheet. Please notice that you have to pay yourself for the photocopying of all course-related written papers and assignments you have to hand in during the semester.

IB - opening hours in Helsinki:  
Monday–Friday 10.00 – 16.00

IB - opening hours in Vaasa:  
Monday 14.00-14.30  
Tuesday – Thursday 9.45-10.15, 14.00-14.30  
Friday 9.45-10.15

The fax machine of the Student Union in Helsinki in the Casa building is at your disposal. There is a small charge for a fax message.

## LOCKERS

Students (2-3 per locker) share the space to keep coats and books/bags. The IB administers the service. The cost for the key is EUR 10 as a rent for a semester/year + a mandatory deposit of EUR 20.00 to be paid at the start of the semester. The deposit is reimbursed when you return the key. The lockers in Vaasa are located on third floor and can be used by the students for free.

## STUDENT MEALS

You can have your daily lunch for a reasonable price in the Café Amica on the ground floor of the main building in Helsinki. (The staff may request to see your student identification.)

Opening hours Monday-Friday 08.00 – 16.30

Warm meals are served 11.00 – 15.00

The Student Union card entitles master's degree students to student priced meals (EUR 2-3). Staff prices apply to doctoral students (EUR 5).

In Vaasa you can have your daily lunch at Café Hermes which is situated on the ground floor in the Hanken building. Café Hermes' opening hours are 9.00-15.30 on Mondays to Thursdays and 9.00-15.00 on Fridays.

## SPORTS SERVICES

University Sports Services, or Yliopistoliikunta in Finnish, offer different kinds of aerobics classes, badminton, climbing, pilates, swimming, squash etc. with student-friendly prices. The University Sports Services also have gyms in Kaisaniemi, Meilahti and Kumpula.

Sats, Elixia, and Motivus are the biggest sports centers in Helsinki and all of them are located in the city centre. They do not have special prices for students.

For more information, please visit:

[yliopistoliikunta.helsinki.fi](http://yliopistoliikunta.helsinki.fi)

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

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

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



# LIVING IN FINLAND

## FACTS ABOUT FINLAND

For general facts and useful information on staying as a visitor in Finland we advise you to start by visiting the web address [finland.cimo.fi](http://finland.cimo.fi). Finland (Suomi in Finnish) is the seventh largest country in Europe in terms of area, and the most sparsely populated with 16 inhabitants per square km. The total land area is 338,000 square km of which forests cover 70 per cent. There are 188,000 lakes and about as many islands along the coastline. About 65 per cent of the five million people live in towns. Finland is one of the wealthiest countries in the world. Before World War II Finland was predominantly an agricultural country with exports only from the wood-processing industry. Today Finland is a complex market economy with growth rates in, for example, the service sector and certain high tech fields. Finland is a parliamentary democracy and a member of the European Union since 1995.

## FACTS ABOUT HELSINKI

Information about our capital Helsinki is available at [www.helsinki.fi](http://www.helsinki.fi). Some historical dates from a Welcome to Helsinki brochure (Helsinki City Tourist Office):

- » Helsinki was founded in 1550 by the Swedish King Gustav Vasa.
- » In 1748 the building of the Suomenlinna Fortress began. This drew more people to the city and gave it a more cosmopolitan air.
- » As a result of the war of 1808-1809, Sweden was forced to cede Finland to Russia.
- » In 1812, Tsar Alexander I declared Helsinki the capital of autonomous Finland.
- » In 1917 the city was to become the capital of the independent Republic of Finland.
- » "Today Helsinki is a city of half a million inhabitants and is in the process of becoming increasingly international. Cultural influences from both east and west have moulded the life of the city, which has nevertheless preserved an outlook on life that is inherently Finnish".

## FACTS ABOUT VAASA

Information about Vaasa is available at [www.vaasa.fi](http://www.vaasa.fi).

- » Founded in 1606
- » Population 57 000 (72 % Finnish speaking, 27 % Swedish speaking)
- » "The sunniest city in Finland"
- » Close to beautiful nature
- » Vaasa is a student city with about 11 000 students

## BUDGETING

Finland, together with most countries in the European Union, introduced the euro (EUR, €) as national currency at the beginning of 2002.

1 USD = 0.77 EUR (May 8, 2009)

1 EUR = 1.31 USD (May 8, 2009)

Students do not have to pay any tuition fees at Hanken. Before leaving the home country the student should, however, make sure that s/he has enough funds for the stay through grants, scholarships or private funds. The university does not offer any financial aid to international master's degree students and students should not rely on finding a job while in Finland.

Sufficient funds naturally vary with individual spending habits. A reasonable sum to cover costs for housing and living (Helsinki) would be EUR 750-1020, if the rent is EUR 330-600 per month. Students will have to pay a deposit for all types of accommodation upon arrival. This money is refunded when you leave. Take into account the deposit for accommodation and the first month's rent when you set up your budget. At semester start Master's degree students also pay the Student Union membership fee of EUR 97.57 for the academic year 2009-2010. Remember to reserve enough cash for expenses you will have during the first weeks! The monthly costs (Helsinki) could be broken down roughly as:

- » Rent EUR 330-600
- » Food EUR 260
- » Transport EUR 40
- » Personal/incidental EUR 130



## SELECTED MEAN PRICES (EUR)

	Unit	EUR
Milk	1 L	0.9 €
Butter	1/2 Kg	2.49 €
Cheese, Matured	1 Kg	10.35 €
Eggs	1 Kg	2.99 €
Potatoes	1 Kg	0.79 €
Wheat Flour	2 Kg	1.24 €
Toast	1 Kg	3.53 €
Beef, ground	1 Kg	6.7 €
Round of beef	1 Kg	8.26 €
Sausage	1 Kg	4.08 €
Frozen coalfish	400 g	2.28 €
Coffee, packaged	1/2 Kg	2.78 €
Caster sugar	1 Kg	1.03 €
Oranges	1 Kg	1.3 €
Hotel room	24 h	112.79 €

Source: Statistics Finland, Price statistics



## BANKING

The easiest way to transfer money from abroad is to open a bank account in Finland, which allows direct money transfer from foreign accounts. Finnish banks cash bank-to-bank cheques and travellers' cheques at very low costs.

Contact your local bank in order to find out if you can open a bank account in Helsinki or Vaasa through them before your departure. If you cannot open a bank account before departure, the best way to bring your money is in travellers' cheques. You should also bring some cash, since you will need money during your first days for travel, household utensils and deposit fees (e.g. keys). It is rather easy to open a bank account once you are in Finland. All you have to do is show your passport and the acceptance letter issued by Hanken.

## CLIMATE

Finland has four distinct seasons. In Helsinki, in the southern part of Finland, the seasons are milder compared to the northern parts of the country. During the autumn (September–November), the temperature is usually around 5–10°C and it is a good idea to bring an umbrella or a raincoat as well as a winter coat, since you will most likely get the opportunity to use it. The amount of hours of daylight will decrease. The winter lasts from November until March and there is generally snow from December until March. The temperature is usually below zero and around -5°C, but it can also be colder, even -20°C (it is quite unusual that the temperature drops below -20° in Helsinki). Although it is very cold outside, houses in Finland have double or even triple glazing and central heating so you rarely feel cold inside. Also keep in mind that the amount of hours with daylight is low in winter, as this can sometimes be a bit difficult to adapt to.

As the spring season begins (March–May) the days will get longer and warmer. The temperature is around 5–10°C. The summer lasts from June until August. In the end of June the sun will be up almost around the clock. The temperature can rise up to 25°C (even higher in July–August). Considering the vast changes that most likely will occur in the weather during your stay in Finland, we recommend that you bring warm and windproof outdoor clothing as well as some lighter clothing for the warmer seasons.



## PUBLIC TRANSPORT IN HELSINKI

Public transportation is good in Helsinki and the greater Helsinki region. Visiting students being temporary residents in the capital region are entitled to a personal Travel Card. The fee for the Travel Card is EUR 9. Temporary residency is proved with a residency certificate received from the local Register Office (Magistraten / Maistraatti) upon arrival in Helsinki. Master's degree students will get more information about this during the Orientation Day, but if you need to buy the Travel Card already before the orientation, then please visit [www.matkakortti.net](http://www.matkakortti.net). On this website you will also find information about the fees and other relevant issues.

“Reittiopas” or Journey Planner in English at [www.ytv.fi/eng](http://www.ytv.fi/eng) gives you advice on how to find the best route from one place to another by public transport in the Helsinki region. You just fill in the starting point and the end destination and the Journey Planner will find the perfect route for you.

## PUBLIC TRANSPORT IN VAASA

Hanken is located in the centre of Vaasa, which means that you will seldom need to use public transportation. However, if you need it there is a good local bus transport system. Information and timetables are available from the bus station, from the local bus traffic office in the Rewell Center or directly from the bus.

## FINNISH IDENTIFICATION NUMBER

A foreigner residing temporarily in Finland can receive a personal identification number (also known as Finnish social security number) if he or she needs one, for example in order to work. The requirement is that the person has to have a residence permit at least for the period of one year. For more information, please visit [www.maistraatti.fi/en](http://www.maistraatti.fi/en).

# USEFUL WWW-SITES

Here is a list of useful sites on the Internet concerning living and studying in Helsinki/Vaasa and Finland. Please visit these web-sites for more detailed information.

## STUDYING AND LIVING IN FINLAND

[hanken.fi](http://hanken.fi)

Hanken School of Economics

[hanken.fi/masters](http://hanken.fi/masters)

Information for students within the English-language Master's programmes at Hanken

[hanken.fi/doctoralstudies](http://hanken.fi/doctoralstudies)

Information for doctoral students at Hanken

[hanken.fi/international](http://hanken.fi/international)

Information for international students coming to Hanken

[www.cimo.fi](http://www.cimo.fi) > In English > Publications

- Living in Finland. A brief guide for international students and trainees.

- Higher Education in Finland

- International Master's and Doctor's Programmes in Finland 2009–2010

- Why Finland?

## HOUSING IN HELSINKI

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

Foundation for Student Housing in the Helsinki Region, HOAS

[www.vvo.fi/uuteenkotiin/vuokraasunnot/asuntohaku/](http://www.vvo.fi/uuteenkotiin/vuokraasunnot/asuntohaku/)  
VVO Private agency offering housing for rent/sale. Finland-wide search available

[www.sato.fi/fi/etsitko\\_kotia/01\\_vuokra-asunnot/index.jsp](http://www.sato.fi/fi/etsitko_kotia/01_vuokra-asunnot/index.jsp)

SATO private agency offering housing for rent/sale. Finland-wide search available

[www.oikotie.fi/s/apartments/forsale?mainNavi=apartments&subNavi=apartments\\_forsale](http://www.oikotie.fi/s/apartments/forsale?mainNavi=apartments&subNavi=apartments_forsale)

Oikotie, offering housing for rent/sale. Finland-wide search available

[helsinki.craigslist.fi/](http://helsinki.craigslist.fi/)

Craigslist, marketplace for apartments and other things in Finland

[www.expatsfinland.com/moving\\_to\\_finland/housing.html](http://www.expatsfinland.com/moving_to_finland/housing.html) - students

Site with useful information for expatriates in Finland, accommodation information also included

## HOUSING IN VAASA

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

The Student Housing Foundation in Vaasa, VOAS

[www.bostadsbladet.com](http://www.bostadsbladet.com)

Paper with advertisements about houses and accommodation in Vaasa (in Swedish)

[www.asuntolehti.com](http://www.asuntolehti.com)

Paper with advertisements about houses and accommodation in Vaasa (in Finnish)

## HOSTELS HELSINKI

[www.erottajanpuisto.com](http://www.erottajanpuisto.com)

Hostel Erottajanpuisto

[www.stadionhostel.com](http://www.stadionhostel.com)

Stadion Hostel

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

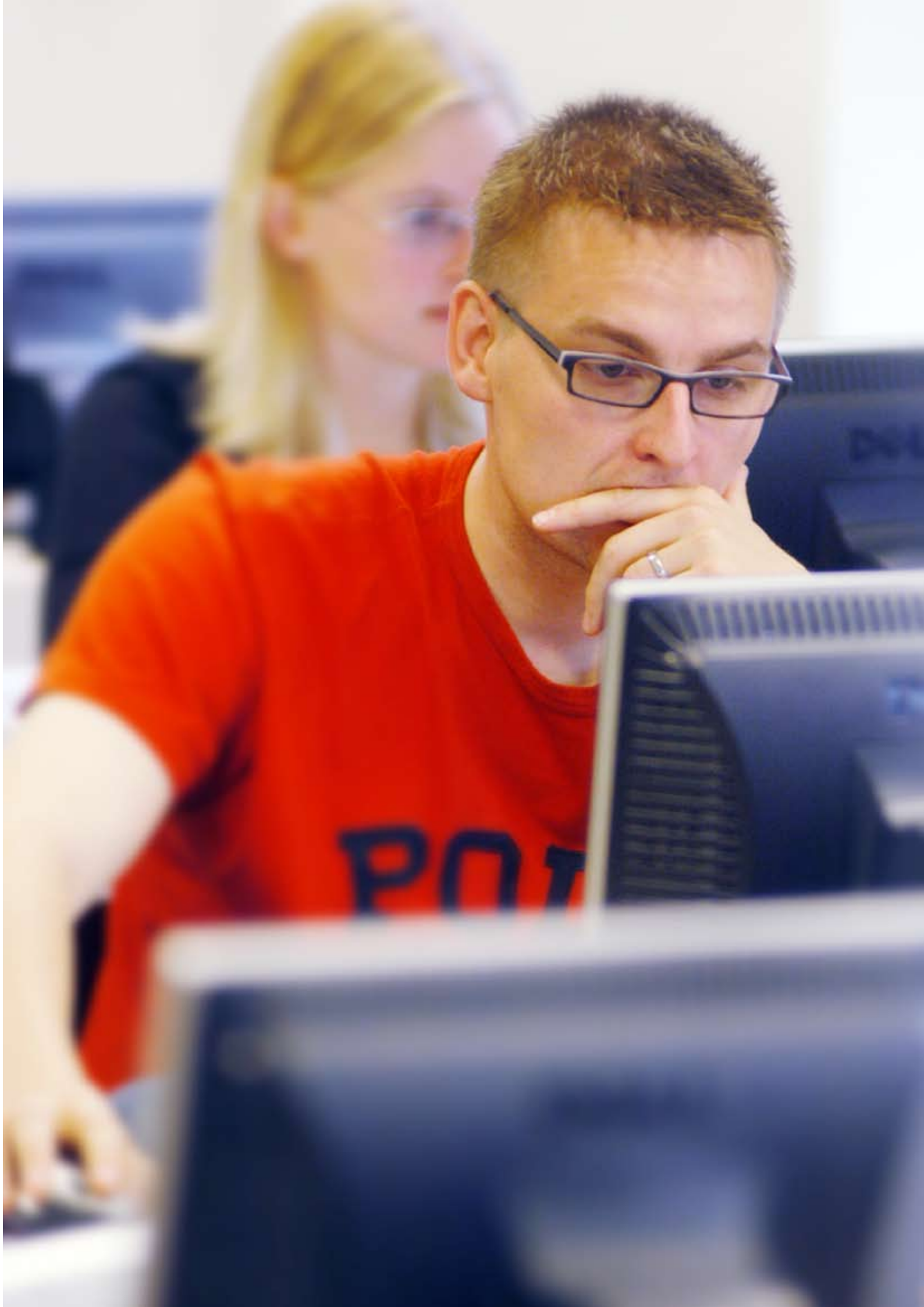
Eurohostel

[www.sodexo.fi/satakunta](http://www.sodexo.fi/satakunta)

Hostel Satakuntatalo

[www.hostelsclub.com/hostel-en-6144.html](http://www.hostelsclub.com/hostel-en-6144.html)

Hostel Suomenlinna



[www.hostelz.com/hostel/28630-Hostel-Mekka](http://www.hostelz.com/hostel/28630-Hostel-Mekka)  
Hostel Mekka

#### HOSTELS IN VAASA

[www.hostelvaasa.com](http://www.hostelvaasa.com)  
Hostel Vaasa

[www.kenraaliwasahostel.com](http://www.kenraaliwasahostel.com)  
Kenraali Wasa Hostel

[matkailu.vaasa.fi](http://matkailu.vaasa.fi)  
A site where you can find more information about accommodation in the city of Vaasa

#### SOCIAL ISSUES

[www.fshs.fi](http://www.fshs.fi)  
The Finnish Student Health Services

[www.kela.fi/english](http://www.kela.fi/english)  
The Finnish Social Security Institution (KELA / FPA)

[www.syl.fi/english/](http://www.syl.fi/english/)  
[www.skr.fi/english/grants.html](http://www.skr.fi/english/grants.html)  
Grants for Foreigners

#### FINNISH STATE REGULATIONS

[www.migri.fi](http://www.migri.fi) > Students  
Finnish Immigration Service, entry visas, residence and work permits

[formin.finland.fi/english](http://formin.finland.fi/english)  
Finnish diplomatic missions abroad

[www.poliisi.fi/poliisi/home.nsf/pages/index\\_eng](http://www.poliisi.fi/poliisi/home.nsf/pages/index_eng) >  
Licenses > Permits and Licenses for Foreigners

#### RESIDENCE IN FINLAND

[www.maistraatti.fi/en](http://www.maistraatti.fi/en)  
Local Register Offices, residency certificates, identification number

[www.mol.fi/mol/en/index.jsp](http://www.mol.fi/mol/en/index.jsp)  
Ministry of Labour

[www.oph.fi/english](http://www.oph.fi/english)  
National Board of Education

#### NATIONALS OF NORDIC COUNTRIES

[www.skatteverket.se](http://www.skatteverket.se)  
Sweden: Riksskatteverket

[www.skatteetaten.no](http://www.skatteetaten.no)  
Norway: Boningskommunens folkeregister (e.g. in Oslo)

[www.cpr.dk](http://www.cpr.dk)  
Denmark: Det Centrale Personregister (CPR-kontoret)

[www.hagstofa.is](http://www.hagstofa.is)  
Iceland: Hagstofa Íslands

[www.hallonorden.org](http://www.hallonorden.org)  
Information on mobility between the Nordic countries

#### FINNISH CULTURE

[www.kulttuuri.net/english](http://www.kulttuuri.net/english)  
Gateway to Finnish Culture on the Net

[www.luckan.fi/english.html](http://www.luckan.fi/english.html)  
Finno-Swedish information centre (most information in Swedish)

## STUDENT ORGANISATIONS

[www.shsweb.fi/en](http://www.shsweb.fi/en)

The Student Union at Hanken

[www.syl.helsinki.fi/english](http://www.syl.helsinki.fi/english)

The National Union of Finnish Students (SYL/FSF)

[portaali.lyyra.fi](http://portaali.lyyra.fi)

Lyyra student card

## GENERAL INFORMATION

[virtual.finland.fi](http://virtual.finland.fi)

Virtual Finland

[www.travel.fi/int](http://www.travel.fi/int)

Travel in Finland

[www.finland-tourism.com](http://www.finland-tourism.com)

The Finnish Tourist Board

[www.helsinki.fi/en/index.shtml](http://www.helsinki.fi/en/index.shtml)

City of Helsinki

[kompassi.lasipalatsi.fi/?\\_lang\\_id=EN](http://kompassi.lasipalatsi.fi/?_lang_id=EN)

Helsinki City Youth Department, Youth Information Centre  
Kompassi

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

General Information on Vaasa

[www.fmi.fi/en/index.html](http://www.fmi.fi/en/index.html)

Weather in Finland

[www.hs.fi/english](http://www.hs.fi/english)

The newspaper Helsingin Sanomat's English-language international edition

[www.expat-finland.com](http://www.expat-finland.com)

Expats in Finland

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

The Newspaper Helsinki Times

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

Monthly newspaper Six Degrees

## MAIN BANKS

[www.aktia.com](http://www.aktia.com)

Aktia Savings Bank

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

Bank of Åland

[www.citigroup.com/citi/global/fin.htm](http://www.citigroup.com/citi/global/fin.htm)

Citibank International

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

Sampo Bank

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

Nordea Bank Finland

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

OP-Pohjola Group

[www.seb.se](http://www.seb.se)

Skandinaviska Enskilda Banken

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

Svenska Handelsbanken

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

Tapiola Bank

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If you have any questions regarding the commencement of your studies, your arrival or registration at Hanken, please do not hesitate to contact the Office of Study Affairs in Helsinki or Vaasa or the Doctoral Studies Coordinator in Helsinki. However please read this guide carefully and visit the relevant Internet sites given before you contact us.

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