

Requirements and selection process for exchange studies at Master's level

The requirements apply to students who have admitted to a Master's degree programme as well as to students at Master's level in the integrated Bachelor's and Master's programme.

Students who have a bachelor's degree from either a University or a University of Applied Sciences and have been **admitted directly to the Master's degree programme** have to meet the following requirements by the application deadline, in order to be eligible to apply for exchange studies on master's degree level at one of Hanken's partner universities:

- At least 25 credits per semester completed at Hanken (completed¹ before 31 December or 31 May, the credits do not have to be registered in the study records by these dates)
- fulfil the study time requirement (read more under *study time*)
- sufficient language skills (read more under *language requirements*)

Students **admitted to the integrated Bachelor's and Master's programme** who go on exchange at Master's level must meet the following criteria by the application deadline:

- have completed at least 25 ECTS credits in the previous semester², as well as an average of at least 25 ECTS credits per semester at Hanken (completed¹ before 31 December or 31 May, meaning that the credits do not yet need to be registered in the student records)
- have completed the Bachelor's degree, or complete the Bachelor's degree by the next graduation date following the publication of the exchange result
- fulfil the study time requirements (read more under *study time*)
- sufficient language skills (read more under *language requirements*)

Study time

Exchange studies should be included in the degree at Hanken and shall not prolong the study time. Master's students can be granted an exchange place if the exchange studies fit within the semesters stated below:

Students admitted directly to the Master's degree programme:

- Students enrolled before 1.8.2024:
 - can be allocated an exchange place if the exchange studies fit within the study time of **four semesters**. However, not all partner universities are open for exchange studies on master's degree level since the length of the semester will prolong the study time.
- Students enrolled starting 1.8.2024:
 - can be allocated an exchange place if the exchange studies fit within the study time of **three semesters**.

¹ Courses are considered completed when the student has written the last exam or submitted the last assignment. Completed courses will be registered in the study records usually within 2-4 weeks. It is therefore important that the student has written an exam or submitted an assignment before 31 December or 31 May. The date of registration in the study records has no significance.

² The previous semester refers to studies completed in the semester before the application deadline, i.e. studies completed between 1 August and the application deadline in January (autumn semester) and between 1 January and the application deadline in June (spring semester). For a student who has been absent in the semester before the application deadline, the semester before the absence is taken into account when it comes to the requirement to have completed at least 25 credits in the previous semester.

Students admitted to the integrated Bachelor's and Master's programme:

- Students that have completed the bachelor's degree by 31.7.2024:
 - o can be allocated an exchange place if the exchange studies fit within the study time of **ten semesters**. However, not all partner universities are open for exchange studies on master's degree level since the length of the semester will prolong the study time.
- Students that have completed the bachelor's degree after 31.7.2024
 - o can be allocated an exchange place if the exchange studies fit within the study time of **nine semesters**.

Eligibility

All the courses that are completed before the application deadline will be considered in the required 25 credits.

If an exam is written or an assignment is submitted by the application deadline, but the result has not been published yet, the result will still be considered when assessing the eligibility. However, the grade will not be considered in the ranking. The student is responsible for notifying the international coordinator by e-mail ([outgoing.mobility\(at\)hanken.fi](mailto:outgoing.mobility@hanken.fi)) the latest by the application deadline, which course it applies to. It is also the student's responsibility to notify the international coordinator of the result as soon as it is available. Please do not contact the examiner before the result is published in the study records.

Ranking

After students have been considered eligible, they will be ranked with the aim to allocate the exchange places in a transparent and fair way. The ranking is based on grades (GPA), study pace (credits) and Student Union activity.

Courses that are completed before 31 December (for exchange the following autumn semester) or before 31 May (for exchange the following spring semester), will be considered in the ranking.

The courses do not need to be registered in the study records by these dates. It is enough that the courses are completed before 31 December or 31 May for the grade to be considered in the ranking. Courses that are completed after 31 December or 31 May will, however, not be considered in the ranking.

Along with the ranking, it is determined whether the student meets the partner university's profile and other requirements that a university/exchange program sets for the university that the student prefers.

Students are ranked according to the study success index: grades (GPA), study pace (credits) and Student Union activity.

- Grades (GPA) weigh 60 % and study pace (credits) 40 %
- The study pace is capped so that the maximum deviation is 10 %
- Time-consuming and responsible Student Union activities give extra points in the ranking. Activity that gives points must have started before the end of the application period. A certificate of Student Union activities must be attached to the exchange application. The activity is converted into credits according to the list below so that only one activity is considered and only the "heaviest" is counted:

Position(s) of Trust that give 8 credits

- o President of the Executive Board (SHS)

Position(s) of Trust that give 6 credits

- Member of the Executive Board (SHS)
- President of the Executive Board (SSHV)
- Treasurer (SSHV)

Position(s) of Trust that give 4 credits

- President of:
 - Annual Ball Committee, Casa Nostra, Exchange Committee, Freshers Committee, Gekko, Information Committee, International Helsinki Days, Masters' Committee, Program Committee, Sports Committee
- Member of the Executive Board (SSHV)
- Treasurer of Casa Nostra

International tutoring activities give 2 credits

- Exchange Committee
- Freshers Committee
- Gekko
- Masters' Committee
- Study tutor (SSHV)

Determining whether the eligible student meets the partner university's profile and other requirements set by a university

In agreements with partner universities and in exchange agreements such as Erasmus, there may be special requirements that a student must meet in order to study at a university. The requirements may apply, for example, to completed language tests, minimum GPA and the type and scope of studies completed at Hanken. The student is responsible for checking the requirements of each partner university they want to apply to well in advance. The requirements can be checked in Hanken's Mobility-Online Portal under each respective university.

Through the ranking, each student has been assigned an exchange place. It is then determined whether the student meets or does not meet the requirements of the university/exchange agreement. If a student does not meet the requirements, they are assigned an exchange place via the ranking where the conditions are met. In addition to the partner university's stated requirements for e.g. completed language tests, minimum GPA or type and scope of studies completed at Hanken, our previous experiences with the partner university (such as the degree of difficulty of the studies) are also taken into account when allocating the exchange places.

Language requirements

A few partner universities might require an internationally recognised language test in English (TOEFL, IELTS). If an internationally recognised language test (TOEFL, IELTS) is required, then this is indicated in Hanken's Mobility-Online portal. The student is responsible for checking the required test scores of each respective partner university. TOEFL and IELTS tests are valid for two years. The student is responsible for checking the requirements of each partner university they want to apply to well in advance.

The language test must be completed by Hanken's exchange application deadline and be attached in the application. If a test has been completed by the application deadline, but the result has not yet been published, the result is taken into account when assessing eligibility. The student is responsible for notifying the international coordinator by e-mail (outgoing.mobility@hanken.fi) which test this applies to by the application deadline. It is also the student's responsibility to inform the international coordinator of the result as soon as it is available.

Students will be studying in English at the partner university. Depending on the partner university, it can also be possible for exchange students to study in the language of the host country (other than English). Please note that

- students will not be able to combine courses in an English-speaking track with courses in another language in another track/programme (most often it is possible to follow only one study track)
- students must fulfil the language requirements of the partner university in case there is a possibility to also choose courses in other languages than English. Please check language requirements for studies in other languages than English in the Exchange Fact Sheet of the partner university found in Hanken's Mobility-Online Portal