



HANKEN

Welcome to Hanken 2020

A welcome guide for Master's and
Doctoral degree students



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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.

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.

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 Master's degree specialisations, 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.

Each year, about 350 new students enrol in bachelor's or master's programmes and on average 25 new students in the doctoral programme. The total number of students on the two study locations – Helsinki and Vaasa – is 2,100, of which some 120 are studying for the doctoral degree.

Hanken has been internationally accredited by EQUIS since 2000 and by AACSB since 2015. Hanken's MBA programme was accredited by the International Association of MBAs (AMBA) in 2008. This means that Hanken is one of the exclusive 1% of business schools in the world that have obtained all three international accreditations.

Hanken ranks 5th in the global U-Multirank university ranking on research and research linkage and outperforms over 1 300 other universities from the US and Europe. Hanken is also ranked by the Financial Times among the 95 best Master's programmes world wide.

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.



The information in this guide is intended for international and Finnish students who have been admitted to either the English-language MASTER'S DEGREE PROGRAMME or to the PHD PROGRAMME at Hanken.

PLEASE READ THIS GUIDE CAREFULLY!

This guide will also be available on our website at <https://www.hanken.fi/en/students/study-practicalities/new-student>. Please also visit the website of your specialisation or department at Hanken for more information about your studies.

Accepting Your Offer of Admission

MASTER'S DEGREE STUDENTS

In order to ensure your right to study at Hanken, you must confirm that you wish to accept the offer of admission at Hanken and enrol as present for the academic year 2020-2021 at Hanken according to the instructions below. Please note that if you fail to do so, you will lose your right to study at Hanken irrevocably.

CONFIRMATION AND ENROLEMENT

It is vital that you complete and submit the electronic acceptance form to confirm your intention to study at Hanken by the deadline mentioned in your personal admission letter.

Please note that a student can be given the right to study for only one degree on the same level at Hanken.

If your admission offer is FINAL (check your personal Welcome Package), you also need to submit a receipt of the paid Student Union membership fee and thereby enrol as present for the academic year 2020-2021 (see more about the student union membership fee on page 13).

You find the electronic acceptance form in the Hanken application portal apply.hanken.fi and the payment details for the Student Union fee in your personal Welcome Package you received via e-mail. If you fail to return the acceptance form and receipt of paid Student Union fee before the deadline, you will lose your right to study at Hanken.

If your admission offer is CONDITIONAL due to not having completed their previous degree before submitting their application "OR if you are required to pay tuition fees (or if both of these requirements apply to you), you must also submit the electronic acceptance form in order to accept the offer of admission by the deadline mentioned in the personal admission letter. However, the Student Union membership fee should only be paid after you have fulfilled the requirements set for your conditional admission and have received a confirmation from the Hanken Admissions Services that the requirements are fulfilled. Check your personal Welcome Package for more information on how to fulfil the requirements

MEET & GREET EVENT IN HELSINKI

Hanken organises an informal Meet & Greet event for newly admitted master's students. For students admitted to a Master's degree programme located in Helsinki, a Meet & Greet event is organised. You will be able to meet professors and other staff, current master's students and other newly admitted students. This event is especially useful if you have been admitted to several universities and find it difficult to choose which one to attend. For those of you living abroad, Hanken offers the possibility to talk to current students via online sessions.

POSTPONEMENT OF STUDIES

In accordance with the Universities Act, you can only postpone the commencement of your studies by registering as absent for one of the following reasons:

- » Finnish military service or civil service
- » Maternity/Paternity or Parental leave, or
- » In case of own illness or disability which makes it impossible to commence the studies

No other reasons for postponing the commencement of your studies are accepted. In order to postpone the commencement of your studies with one year, you must submit the electronic confirmation form by the date mentioned in your personal Welcome Package. On the acceptance form you mark that you will be absent during the academic year 2020-2021. For such absences, an official certificate of the statutory reason for absence must be presented to the university. Please note that you should NOT pay the Student Union membership fee if you register as absent for the whole academic year. If you register as present for only the autumn term, you should pay half of the Student Union membership fee. Please also note that even if you postpone the commencement of your studies, you must still submit the acceptance form by the deadline mentioned in your personal Welcome Package, in order to ensure your right to study at Hanken. Please note that we strongly recommend that you begin your studies in August 2020, since we cannot guarantee that we offer the same specialisation options in the future as we do now.

A student who postpones his or her studies will receive a e-mail with information about how to register as present for the following academic year in the summer 2021.



REGISTRATION OF PERSONAL DATA

Information entered in the application form by the applicant will be registered in Hanken's study register (Oodi). Information about enrolment will also be entered into the national applicant and enrolment register (Studyinfo). For more information about the register, please visit www.oph.fi/english or contact the Office of Studies and Admissions.

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

ONE OFFER OF ADMISSION PER TERM

According to this national provision, a student may accept only one offer of admission leading to a higher education degree in Finland during one academic term (the academic terms are 1 August-31 December OR 1 January-31 July). This rule applies to all higher education including Bachelor's, Master's, Licentiate and Doctoral programmes.

Hence, if you have already accepted an offer of admission from another University or University of Applied Sciences in Finland which studies start between 1 August and 31 December 2020, you cannot accept your offer of admission from Hanken. If you accept your offer of admission to Hanken, you cannot accept another offer of admission in Finland which studies start during the above mentioned time period.

Hanken signs employment contract with all new doctoral students. The employment contract will be for 12 months with an option of further 12 months, provided there has been good study progress.

DOCTORAL DEGREE STUDENTS

CONFIRMATION AND ENROLMENT

In order to ensure your right to study at Hanken, you must confirm that you wish to accept the offer of admission offered to you at Hanken AND you must enrol as a degree student at Hanken according to the 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.

THE PROVISION OF ONE STUDY PLACE PER TERM

According to this national provision, a student may accept only one study place leading to a higher education degree in Finland during one academic term (the academic terms are 1 August-31 December OR 1 January-31 July). This rule applies to all higher education including Bachelor's, Master's, Licentiate and Doctoral programmes. Hence, if you have already accepted an offer of admission at another University in Finland which studies start between 1 August and 31 December 2018, you cannot accept your offer of admission from Hanken. If you accept your admission offer at Hanken, you cannot accept another offer of admission in Finland which studies start during the above mentioned time period.

INITIAL ENROLMENT

To ensure your right to study at Hanken you need to enrol as present in addition to returning the acceptance form. You have received a registration form for newly admitted doctoral students and a set of notification of admission documents with your admission letter. In order to enrol for doctoral studies, please submit the acceptance form and one of the notification documents as instructed in the admission letter. If you fail to enrol according to our instructions, you will lose the right to study at Hanken.

The information on the registration form will be registered in Hanken's study register (Oodi).

POSTPONEMENT OF STUDIES

In accordance with the Universities Act, you can only postpone the commencement of your studies by registering as absent for one of the following reasons:

- » Finnish military service or civil service
- » Maternity/Paternity or Parental leave, or
- » In case of own illness or disability which makes it impossible to commence the studies

No other reasons for postponing the commencement of your studies are accepted. In order to postpone the commencement of your studies with one year, you must submit the registration form by the

date mentioned above. On the registration form you mark that you will be absent during the academic year 2018–2019. For such absences, official certificates must be presented to the university without delay. Please also note that even if you postpone the commencement of your studies, you must still submit the confirmation form by 21 June 2018 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 2020.

FUNDING

Hanken signs employment contract with all new doctoral students. The employment contract will be for 12 months with an option of further 12 months, provided there has been good study progress.

After this period has expired, 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, data collection, stays at a foreign university, or other purposes according to the study-/research plan. Scholarship Liaison Officer and Research Liaison Officer at Hanken gives advice to Hanken's doctoral students on funding doctoral studies, grants, and scholarships.





Leaving for Finland

IMMIGRATION REQUIREMENTS

RESIDENCE PERMIT

Please see the information leaflet on the [web pages](#) for new students provided by the Finnish Immigration Service and their web page 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 embassy closest to you for more information. You can find contact information at <http://formin.finland.fi/en>.

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.

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. 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. Please, remember that the studies are very demanding and are the full-time studies so it might be challenging to combine studies and work.

Please see the websites of the Finnish Immigration Service www.migri.fi.

Hankens offers rental student apartments in Arabianranta, Majstranden in Helsinki, to our students. The apartments offered are studio and shared apartments.

migri.fi and the Employment Office <https://www.te-palvelut.fi/te/en/> 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.

HOW TO FIND AN APARTMENT?

Finding suitable accommodation in the capital region can be challenging. However, Hanken reserves a number of rooms and studio apartments for Master's level students. We recommend applying for the housing as soon as you have accepted the offer of admission.

It is recommended to apply for an apartment simultaneously through various channels, as long as you remember to cancel the unnecessary applications after finding an apartment. When you are offered an apartment, do not wait for another offer if the apartment responds to your expectations at least to some extent.

Your possibilities to find an apartment are improved if you are willing to live outside the centre and campus areas. Remember that it is easy to travel around the Helsinki region: the public transport system in Helsinki is ranked among the best in Europe! You can check the transport connections from your apartment to the centre or campus areas at the Helsinki Region Transport Journey Planner <https://www.hsl.fi/en>

HOAS – THE FOUNDATION FOR STUDENT HOUSING IN THE HELSINKI REGION

HOAS has approx. 9000 apartments and approx. 18,000 residents. Because of the low rental level at HOAS, it is a popular option among students. Not all students are able to get housing through HOAS. For students arriving to the region, HOAS offers rooms in shared apartments and family apartments in the capital region. For university students already living in HOAS apartments there are also studios.

The rent for a room in a shared apartment is approx. €200–400/month, a studio approx. €300–600/month and a family apartment approx. €450–1200/month. Kindly note that there is a limited number of the cheapest rooms. The rent includes broadband internet connection, electricity and water. HOAS is a safe and easy option. It is advisable to apply for an apartment as soon as you receive your admission offer.

HANKEN STUDENT HOUSING

Hankens offers rental student apartments in Arabianranta, Majstranden in Helsinki, to our students. The apartments offered are studio and shared apartments. A quota of the apartments are reserved for international students. You find more information concerning the apartments and how to apply for the apartments at the [housing pages for new students](#).

VOAS – THE FOUNDATION FOR STUDENT HOUSING IN THE VAASA REGION

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.

FORENOM – FURNISHED FLATS FOR INTERNATIONAL STUDENTS

Forenom offers furnished flats both for short and long term needs. Shared flats are suitable for 2-4 persons, the rent is approx. €600-800/month/student. The rent includes furniture, electricity, water and Wi-Fi. Pillows, blankets (without bedlinen) and kitchen utensils are included. In order to apply for a Forenom apartment, you need to have 1-3 flat mates. At Forenom, you will have a joint tenancy: you and your flat mates will share the responsibility of paying the rent for the whole apartment. More information on Forenom apartments www.forenom.fi.

FURNITURE

- » IKEA. A chain store where you can buy furniture, lamps and accessories for the home. www.ikea.com/fi
- » Masku. A chain store where you can buy furniture, lamps and accessories for the home. www.masku.com
- » Asko. A chain store where you can buy furniture, lamps and accessories for the home. www.asko.fi
- » Helsinki Metropolitan Area Reuse Centre (Kierrätyskeskus). A store for second hand furniture and accessories for the home. www.kierratyskeskus.fi

OTHER USEFUL INFORMATION SOURCES FOR FINDING ACCOMMODATION IN FINLAND:

- » VVO, private agency offering housing for rent/sale. www.vvo.fi/en
- » SATO, private agency offering housing for rent/sale. www.sato.fi

- » Oikotie, website offering housing for rent/sale. <https://asunnot.oikotie.fi/vuokrattavat-asunnot>
- » Craigslist, marketplace for apartments and other things in Finland: <http://helsinki.craigslist.fi/>

FACEBOOK GROUPS:

- » Flatmate & apartment Finder. Helsinki/Vantaa/Espoo <https://www.facebook.com/groups/helsinki.vantaa.espool/?fref=ts>
- » Roommate and Flat Finder, Helsinki, Finland www.facebook.com/groups/roommateshelsinki/?fref=ts
- » Vuokra-asunnot Helsinki (in Finnish mostly) www.facebook.com/groups/235368102105/?fref=ts
- » Site with useful information for expatriates in Finland, accommodation information also included: www.expats-finland.com/housing



All students arriving in Finland must make sure that they are fully covered in case of illness or accident during their travel to and from Finland and during their entire stay here.

INSURANCE

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. 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 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:

- » Where the duration of the studies is two years or more, a student will 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 costs up to 40,000 euros.

The Finnish Immigration Services recommends that you acquire a Health Insurance from a large international Insurance company since such insurances are processed without delay at the Finnish Immigration Services and are a safe option. The following insurance providers for example offer international health insurances for students:

- » the French company Assurances Courtages et Services (ACS) (www.acs-ami.com)

- » AON Students Insurance, whose parent company is the US company AON Corporation (www.students-insurance.eu)
- » the Swiss insurance company Swisscare – ESI Finland plan (www.swisscare-student.com)
- » the Marsh Belgium company's Marsh Student Insurance Program (www.sipinsurance.eu).

For more information about the required insurance for the residence permit, please visit: www.migri.fi.



Arrival and Registration

MASTER'S DEGREE STUDENTS

ARRIVAL AND ORIENTATION (HELSINKI)

The international students are requested to ensure that they make their travel arrangements so that they arrive in time for the orientation days. EU/EEA nationals are recommended to arrive in time to handle the EU registration at the Finnish Immigration Services before the Orientation Days start (see page 9). The Orientation Days take place during 26-28 of August 2020. A detailed programme and schedule for the orientation will be available at <https://www.hanken.fi/en/students/study-practicalities/new-student/orientation-days> in June 2020.

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.

ARRIVAL AND ORIENTATION (VAASA)

All students should have arrived in Vaasa by the end of August. There will be an introduction for domestic and international Master's degree students on the 28 of August.

REGISTRATION AT THE UNIVERSITY

In addition to confirming that you will accept the offer of admission and enrolling at Hanken according to our instructions, all new degree students at Hanken must register, in person, at the Office of Studies and Admissions either in Helsinki or Vaasa.

In Helsinki, the registration takes place during the Orientation days and in Vaasa the students are requested to register at the Office of Studies and Admissions by 31 August at the latest.

REGISTRATION CHECK-LIST

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

- » Degree certificate(s) in original
- » Academic transcript(s) of records in original
- » Passport or other proof of identity

At registration students must hand in their original degree certificates and transcripts of records for inspection. 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 specialisation 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 us at studyinfo@hanken.fi when you obtain a Finnish personal identity code.

A certificate of enrolment will be issued to students during the registration.

STUDENT UNION MEMBERSHIP FEE AND STUDENT CARDS

All master's degree students at Finnish universities are members of the Student Union at the university in question. You can find more information about the Student Union at Hanken at www.shs.fi. The membership fee is approx. EUR 125 for the entire academic year. Instructions for the payment are found in your personal Hanken Welcome Package which you received via e-mail.

The national student card, also called the Frank 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 membership card for university sports services and a payment card in certain locations. When you have enrolled as present by paying the Student Union fee, you are entitled to order a student card. You need to order the card through the Frank website yourself. In order to be able to order the card you need a student number at Hanken. The student number will be sent to you by e-mail by the Hanken Admissions Office during the summer. Students have to use their student number for course registration, registration for examinations and whenever they request the university to issue a transcript of records. Note that you also need to attach a digital photo of yourself when you order the card.

DOCTORAL DEGREE STUDENTS

ARRIVAL AND REGISTRATION

A detailed programme and schedule will be available, and newly admitted doctoral students are also informed about exact dates and practicalities in the admission letter and by email. The primary aim of the seminar is to introduce Hanken, the structure of the doctoral programme, funding possibilities, annual study plans, as well as other study related matters that the student needs to know in order to study successfully at Hanken.

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

- » University degree diploma(s) and academic transcript(s) of records in original
- » Passport or other proof of identity

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

When you have enrolled you may request a certificate of enrolment from the Office of Studies and Admissions. Students who have enrolled with the university will receive a matriculation number (student number). Enrolled students 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.

Please note that you should keep your personal data up to date in the register. Always remember to update contact information (e.g. your address and phone number in Finland) and also remember to inform the Office of Studies and Admissions when you obtain a Finnish personal identity code.

STUDENT CARDS

As a doctoral student you may join the Student Union at Hanken. The membership fee is approx. EUR 100 for the entire academic year. Please note that membership of the Student Union and the Frank card for doctoral students does **not** entitle you to the same discounts and benefits as for master's students (for example transportation or health care services). As a member of the Student Union you may order the national student card, also called the Frank student card, which entitles the PhD 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.

ORIENTATION DAYS

- » Orientation days in Helsinki for master's students are organised on the 28 - 30 August 2019. Attendance at the orientation day is compulsory for all new degree students within Hanken's Master's degree programmes in Helsinki
- » The orientation day in Vaasa for master's students are organised on the 28 August 2019 by the universities and polytechnics in Vaasa.
- » New doctoral students from both Helsinki and Vaasa are required to participate in the Introductory seminar organised in Helsinki in the beginning of the first semester. Attendance is compulsory for all new doctoral students.

USEFUL LINKS

Orientation days' programme: <https://www.hanken.fi/en/students/study-practicalities/new-student/orientation-days>

Orientation days' practicalities in Vaasa:
marika.finne@hanken.fi

Student Union: www.shs.fi

Student card: www.myfrank.fi/en and [https://www.hanken.fi/en / studies/study-practicalities/new-student/student-card](https://www.hanken.fi/en/studies/study-practicalities/new-student/student-card)



Academic Information

The Master's degree programme at Hanken is a two-year programme that consist of 120 ECTS credits. At least 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 5 credits of language studies. For details about the study plans go to the study handbooks at hanken-weboodi.it.helsinki.fi/hanken/.

Doctoral studies consist of doctoral courses comprising 60 credits (44 credits in the major and related subjects, and 16 credits 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 credits and the doctoral thesis 180 credits). 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.

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.

LIMITED RIGHT TO STUDY FOR MSc STUDENTS

The right to study for a university degree in Finland is limited for bachelor's and master's students. For students who have been admitted to the 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 Universities Act, 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.

Students are allowed to be absent because of Finnish military service/civil service, maternity/paternity leave or parental leave, without it affecting the time they have to complete their studies. In addition, students are allowed to be absent because of illness. For such absences, an official certificate of the statutory reason for absence must be presented to the university. Students can be registered as absent during an additional two semesters without one of the above mentioned reasons, however, not during the first year of enrolment.

This means 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 two

semesters for any reason.

ACADEMIC CALENDAR

The semesters at Hanken run from August until December and from January until July 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 is an exam week. Most courses cover one teaching period, but some courses might cover a whole semester.

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 Hanken's Study Handbook at hanken-weboodi.it.helsinki.fi/hanken/. If a student fails an examination, there will be one more chance to retake it.

Assessment is based on work in class, individual and group work and exams. The grading scale is a numerical scale from 0–100 %, where 50 % is required to pass. 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 against academic dishonesty, please visit <https://www.hanken.fi/en/students/study-practicalities/rules-and-regulations/action-plan-against-academic-dishonesty>

Some of the information in this chapter concerns Helsinki only, but corresponding arrangements are of course provided at Hanken's Campus in Vaasa.



ACADEMIC CALENDAR 2020–2021

AUTUMN SEMESTER 2020

26–28 August

Orientation days for master's degree students in Helsinki

28 August

Orientation day for master's degree students in Vaasa

September

Introductory seminar for doctoral students (2 full days)

31 August – 16 October

Teaching period 1

17 & 19 – 24 October

Exam week for teaching period 1

26 October – 11 December

Teaching period 2

12 & 14–19 December

Exam week for teaching period 2

SPRING SEMESTER 2021

18 January – 5 March

Teaching period 3

6 & 8–13 March

Exam week for teaching period 3

15 March – 7 May

Teaching period 4

8 & 10–12 & 14–15 & 17–18 May

Exam week for teaching period 4

Facilities and Services

USER-ID

All students at Hanken get a user-ID for access to the computers at Hanken and to Hanken's local network. 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 us at studyinfo@hanken.fi when you obtain a Finnish identity code/ social security number. You will receive your user ID during the Orientation Days. If you have a Finnish identity code AND Finnish online banking codes, you can collect your user-ID electronically during August. You will receive more info concerning this in the summer**

EMAIL

You will get an email address at Hanken during the Orientation day / Introductory seminar or shortly after arrival at Hanken. Hanken will use this email address in all contacts with the students.

All doctoral students are members of the emailing list forskarstuderter@hanken.fi. Through the emailing list doctoral students receive information about interesting seminars and courses, funding possibilities etc. Additionally there is a Facebook group where information about seminars and other events may be distributed.

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.

LIBRARY

Information on Hanken's library facilities and services is provided during the Orientation day/ Introductory seminar and through the Internet at <https://www.hanken.fi/en/library>. You may also use the services of other university libraries in Helsinki. For this you need a separate library card.

Printed textbooks are found in the Vaasa City Library (situated next to Hanken). E-resources are found in the Hanna search portal. You may also use the services of other libraries in Vaasa. For this you need a separate library card. Further information on Hanken's library services in Vaasa is provided during the Orientation day/ Introductory seminar and through the Internet at <https://www.hanken.fi/en/>

library .

PHOTOCOPIED COURSE MATERIAL – IB BOOKSTORE

On the basement floor at Hanken in Helsinki and on the ground floor at Hanken in Vaasa, you find the Student Union's photocopying centre 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.

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–Thursday 10.00 – 16.30
Friday 10.00-13.00

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

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.



Café Fazer&Co opening hours:

Monday-Friday 08.00 – 16.30

Warm meals are served 11.00 – 15.00

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

Monday-Friday 8.00-14.30

Warm meals are served 11.00-14.00

The Student Union card entitles master's degree students to student priced meals (EUR 2-4). Staff prices apply to doctoral students (EUR 5).

SPORTS SERVICES

Unisport offers different kinds of aerobics and dance classes, badminton, climbing, pilates, yoga, squash etc. with student-friendly prices. Unisport operates at six campuses in the Helsinki region: the City Center, Kumpula, Meilahti, Otaniemi, Töölö and Viikki.

Sats, Fressi, Elixia and Motivus are the biggest private gyms in Finland and all of them are located in the city centre. For more information, please visit: www.unisport.fi, www.sats.fi, www.motivus.fi, www.fressi.fi & www.elixia.fi



Living in Finland

FACTS ABOUT FINLAND

For general facts and useful information about studying and living in Finland, we advise you to start by visiting the web address study-infinland.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.hel.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.

- » 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, use the currency euro (EUR,€).

Before leaving the home country the student should make sure that s/he has enough funds for the stay through grants, scholarships or private funds. 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 400-800 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 approx. EUR 120 for the entire academic year. 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 400–800
- » Food EUR 250
- » Transport EUR 32
- » Personal/incidental EUR 150

BANKING

We recommend that you open a bank account in Finland as soon as possible after your arrival since it will ease your everyday life. In Finland most people mainly use their bank card to do their purchases since the possibility to pay with bank card/credit card is almost always available in all shops, restaurants etc. The best way is to bring your credit card and some cash, since you will need money during your first days for public transport, deposit fees etc. (e.g. keys).

The account types offered for daily banking do not usually differ from each other significantly, either in terms of their features or service charges. The Master's Committee (see below) will help you with the process of opening a bank account in the beginning of the term. You will need at least a passport, visa or residence permit, your Finnish personal identity code and the certificate of enrollment you receive when you register at Hanken during the Orientation Day. Remember to bring your Finnish address with you as well. Note that the required documentation can vary slightly between banks. Read more about banking in Finland at <http://www.expat-finland.com/>



[finance/banking.html](https://www.hsl.fi/en/finance/banking.html).

THE STUDENT UNION AND MASTERS' COMMITTEE

Each University in Finland has its own Student Union which looks after the interests of the students at the university in question, e.g. by representing the Hanken students in decision-making bodies at the University and on a national level. The Student Union is not part of the University but an independent organisation. According to the Finnish Universities Act, all Bachelor's and Master's degree students need to be members of the Student Union at their home University.

The Student Union at Hanken School of Economics is also known for offering varied leisure time activities for students, visit www.shs.fi for more information. The Student Union and its sub-associations organises all kinds of events, from company and career events to dinners and social gatherings. The Masters' Committee is the sub-association which brings together all Master's degree students, both international and Finnish students. You can come in contact with current students already at this stage by joining the Master's Committee's Facebook group <https://www.facebook.com/groups/232967240141205/>.

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 occasionally 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 5. Temporary residency is proved with a residency certificate received from the Local Register Office (Magistraten / Maistraatti) upon arrival in Helsinki. Students will get more information about this during the Orientation day/ Introductory seminar, but if you need to buy the Travel Card already before the orientation, then please visit www.hsl.fi/en.

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.

Useful WWW-sites

STUDYING AND LIVING IN FINLAND

www.studyinfinland.fi

General information about studying and living in Finland.

www.infopankki.fi

Information about living in Finland in 15 different languages.

hanken.fi

Hanken School of Economics

www.hanken.fi/masters

Information for master's degree students at Hanken

hanken.fi/doctoralstudies

Information for doctoral students at Hanken

www.oph.fi/english

National Board of Education

www.minedu.fi

Ministry of Education and Culture

HOUSING

www.hoas.fi

Foundation for Student Housing in the Helsinki Region, HOAS

www.voas.fi

The Student Housing Foundation in Vaasa, VOAS

www.forenom.fi

Furnished apartments

www.vvo.fi/en/

VVO Private agency offering housing for rent/sale.

www.sato.fi/

SATO private agency offering housing for rent/sale.

asunnot.oikotie.fi/vuokrapalvelu (in Finnish only)

Oikotie, offering housing for rent/sale.

www.vuokraovi.com

Vuokraovi, offering housing for rent

helsinki.craigslist.fi/

Craigslist, marketplace for apartments and other things in Finland

www.expat-finland.com/housing

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

www.bostadsbladet.com

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

HOSTELS

www.eurohostel.eu

Eurohostel

<http://hostel-erottajanpuisto.hotels-helsinki-fi.com/en/>

Hostel Erottajanpuisto Helsinki

www.cheapsleep.fi

CheapSleep Hostel Helsinki

www.sweetdreamguesthouse.fi

SweetDream Guesthouse

www.hostelhelsinki.fi

Hostel Suomenlinna Helsinki

www.hostelacademica.fi

Hostel Academica Helsinki (close to Hanken)

www.visitvaasa.fi/en

A site where you can find more information about accommodation in the city of Vaasa

SOCIAL ISSUES

www.fshs.fi

The Finnish Student Health Services

www.kela.fi/english

The Finnish Social Security Institution (KELA / FPA)

IMMIGRATION AND RESIDENCE

www.migri.fi > Studying

Finnish Immigration Service, entry visas, residence and work permits

www.formin.finland.fi

Finnish embassies abroad

www.poliisi.fi/

> Licenses > Permits and Licenses for Foreigners

www.norden.org

Information on mobility between the Nordic countries

www.maistraatti.fi/en

Local Register Offices, residency certificates, identification number

www.te-services.fi

Ministry of Labour

STUDENT ORGANISATIONS

www.shs.fi/en/

The Student Union at Hanken

<https://www.shs.fi/studentikaren/karverksamhet/kommitter/?lang=en>

Master's Committee, the student association for all Master's level students at Hanken

www.syl.fi/en

The National Union of Finnish Students (SYL/FSF)

www.myfrank.fi/en

Frank student card

GENERAL INFORMATION

www.finland.fi

The official internet portal of Finland

www.visitfinland.com

Visit Finland - The Official Travel and Tourism portal

<https://www.hel.fi/helsinki/en>

City of Helsinki

www.vaasa.fi

General Information on Vaasa

en.ilmatieteenlaitos.fi

Finnish Meteorological Institute

www.expats-finland.com

Information for expats in Finland

www.helsinkitimes.fi/

The Newspaper Helsinki Times

www.6d.fi

Monthly newspaper Six Degrees

integration.luckan.fi

Bridge Integration services in the capital region

MAIN BANKS

www.aktia.com

Aktia Savings Bank

www.alandsbanken.fi

Bank of Åland

www.citigroup.com/citi/global/fin

Citibank International

www.danskebank.fi

Danske Bank

www.nordea.fi

Nordea Bank Finland

www.op.fi

OP-Pohjola Group

<http://seb.fi/en>

Skandinaviska Enskilda Banken

www.handelsbanken.fi

Svenska Handelsbanken

www.tapiola.fi

Tapiola Bank

CONTACT INFORMATION

STUDENT SERVICE POINT, HELSINKI

Visiting address: Arkadiagatan 22, ground floor

Office hours:

Monday-Thursday 10-13

OFFICE OF STUDY AFFAIRS, VAASA

Visiting address: Handelsplanaden 2

Office hours:

Mondays–Fridays 9-14

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.

Hanken Admissions Services, Helsinki

Email: masters@hanken.fi

Phone: +358 40 35 21 438

Marika Finne, Study Affairs Secretary

Office of Studies and Admissions

Email: marika.finne@hanken.fi

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Malin Stenström, Doctoral Studies Coordinator

Office of Studies and Admissions

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WWW.HANKEN.FI/MASTERS

WWW.HANKEN.FI/DOCTORALSTUDIES

