

Study Practicalities for Master Students

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Studies and Admissions
Autumn 2021

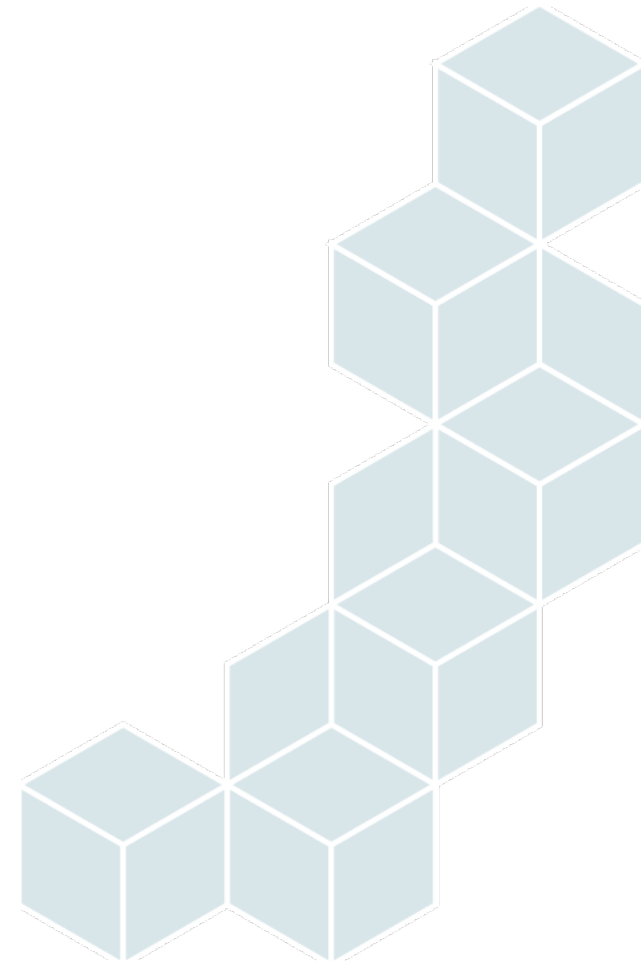
Part One:

1 Degree structure

- Major Subject & Programme Specific Studies
- Maturity Test
- Language and Elective Studies
- Learning Goals for Recommended Language Courses
- In What Order Should I Take My Courses?
- Limited Study Time
- Credit Transfer: General Information

2 Courses and Schedules

- Structure of the Academic Year
- Teaching Mostly Online
- Annual Registration & Course Registration
- Course Information Tools
- WebOodi
- Schema
- Moodle





Master of Science Degree Structure



Master's Degree Structure 1/2



**120 credits
(cr/ECTS)
consists of:**

Major subject
and
programme
specific
studies
(min. 90 cr)

Language
studies
(min. 5 cr)

Elective
studies
(~25 cr)



**1 credit ~
27 hours of
work**



**Degree:
Master of
Science
(Economics
and
Business
Admini-
stration) /
MSc**

*Ekonomie
magister-
examen /
Kauppa-
tieteiden
maisterin
tutkinto*



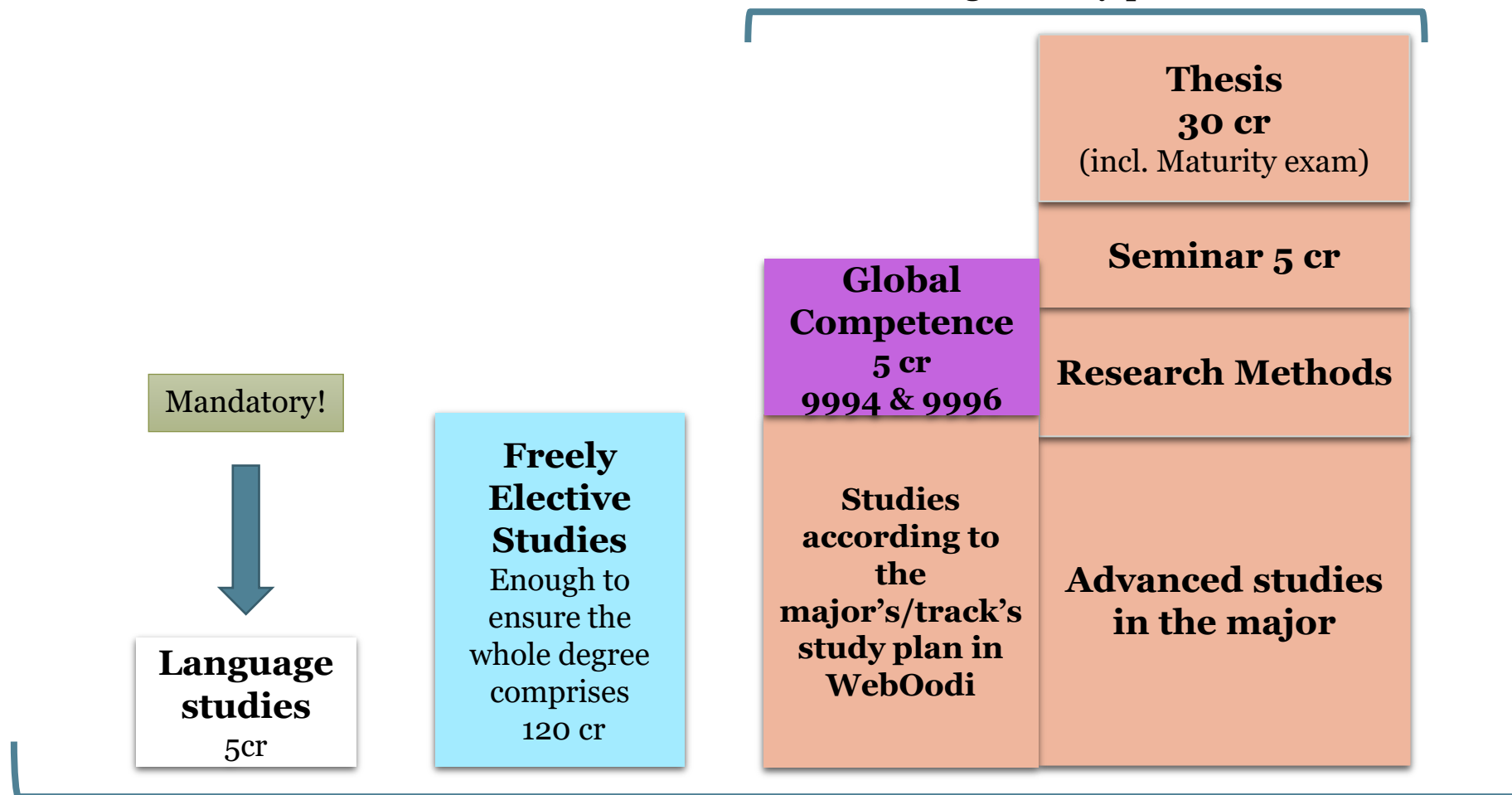
**2 year
programme**





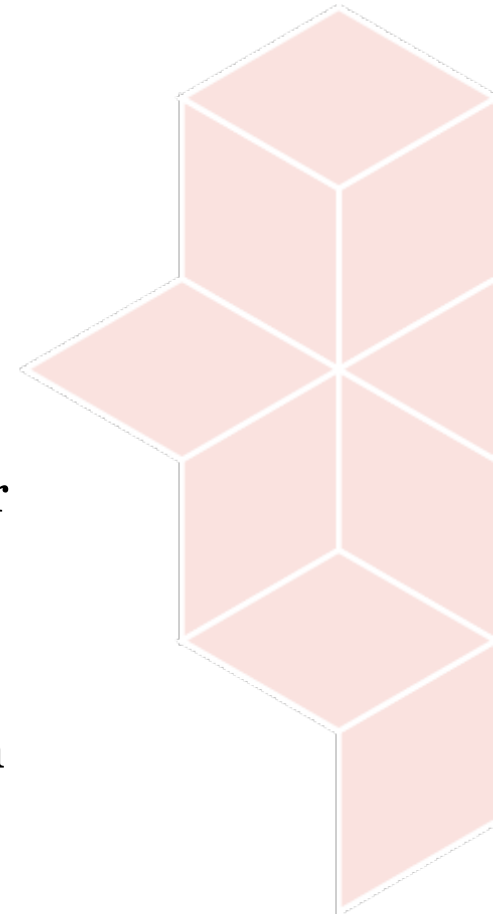
Master's Degree Structure 2/2

At least **90 credits Advanced studies in the major** and track specific studies according to study plan in WebOodi



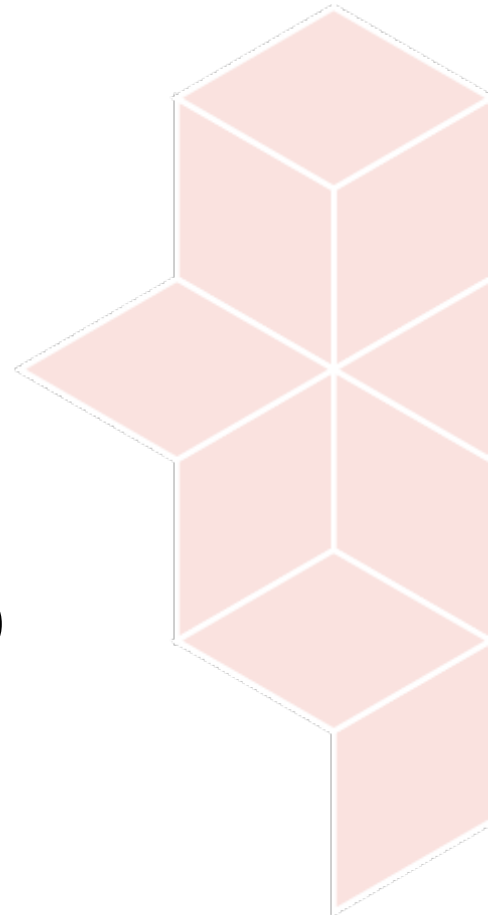
Major Subject and Programme Specific Studies

- The courses included in your programme are shown in the study plan in WebOodi
 - Specific study plans for each track in each programme
 - Shows the 90 credits major subject/programme/track specific courses
 - Mandatory courses
 - Elective studies
- The other parts of your degree (languages and freely electives) are not shown in the study plans in WebOodi
 - Choose your language courses according to your situation/interests and our recommendations
 - Choose your freely electives according to your interests
 - New study tool Sisu implemented during the Autumn 2021 to help you plan your whole degree



Maturity Test

- Written maturity test required when submitting your thesis
 - Proves that
 - you have written your thesis
 - you have a broad knowledge of the subject
- **Have you gone to school in Finland?** (grade 1-9 and/or upper secondary)
- **If yes:**
 - Mandatory by Law to prove language skills in Swedish & Finnish
 - Maturity test can be used as proof of language skills in Swedish (or Finnish) and/or a language course
 - Your situation is assessed during the registration session



Language and Elective Studies

- A minimum of 5 cr of language studies is required
 - You are free to choose any language and at any (university) level
 - Many programmes recommend Academic Writing
- Elective courses to attain a total of 120 cr within degree
 - Can be in any subject and on any level of university studies as long as you meet the pre-requisites of the course
- An internship 5-10 cr can be included in your major subject



Learning Goals for Recommended Language Courses

How to write a thesis, the general rules & regulations, help with "academically correct language" and provide you with:

- a good ability to find, assess and handle scientific knowledge within the field of business and economics,
- qualifications for acting as an expert, in both a national and international context, in his or her field and in a way that develops the field,
- good communication and language skills for both academic and business purposes.





In What Order Should I Take My Courses?

- In order to graduate in two years we recommend that you complete:

During year 1:

- All required courses in your major/track (except for the seminar and the thesis)
→ ~55 credits of major studies during
- Language studies (minimum 5 cr)
- Electives (25 credits) can be completed throughout the degree

During year 2:

- Seminar course 5 cr and the Thesis 30 cr (preferably start during Autumn semester)
- Electives (25 credits) can be completed throughout the degree





Limited Study Time

The time of the study right is **limited** by law for all master's degree students

You can be:

- enrolled as present for 4 years/8 semesters
 - the nominal 2 years + an additional 2 years
- absent for up to 1 year/2 semesters
- registered as absent for military service, maternity/paternity leave or parental leave without it affecting the study time

You have to register as present or absent by **August 31st each year!**

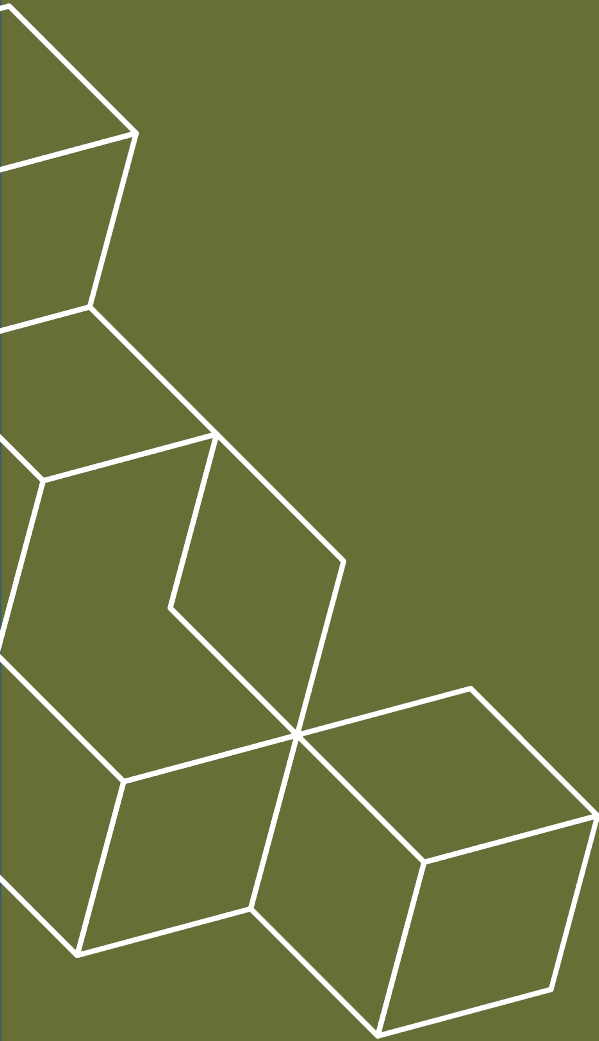


Credit Transfer: General Information

- Courses completed at another university in Finland or abroad or language courses completed at a Polytechnic/University of Applied Sciences can be included in your degree
- **Fill out a form** and apply for the transfer
- A maximum of 60 cr can be transferred
- Credits included in the degree on the basis of which you were admitted to Hanken **cannot** be transferred to the degree

Read more under Study Practicalities → [Transferring Credits](#)

Courses and Schedules





Structure of the Academic Year 1/2

Two Semesters

- Autumn Semester 1.8-31.12.2021
- Spring Semester 1.1-31.7.2022

Four Teaching Periods + Two Summer Periods

- P1 & P2 during the Autumn
- P3 & P4 during the Spring vårterminen
- Summer Periods: S1 in August, S2 i May-June after P4

Teaching Period

- 7 weeks of teaching Monday-Friday
- Normally an exam week at the end of periods (Saturday + Monday-Saturday)



Structure of the Academic Year 2/2

Autumn Semester 2021

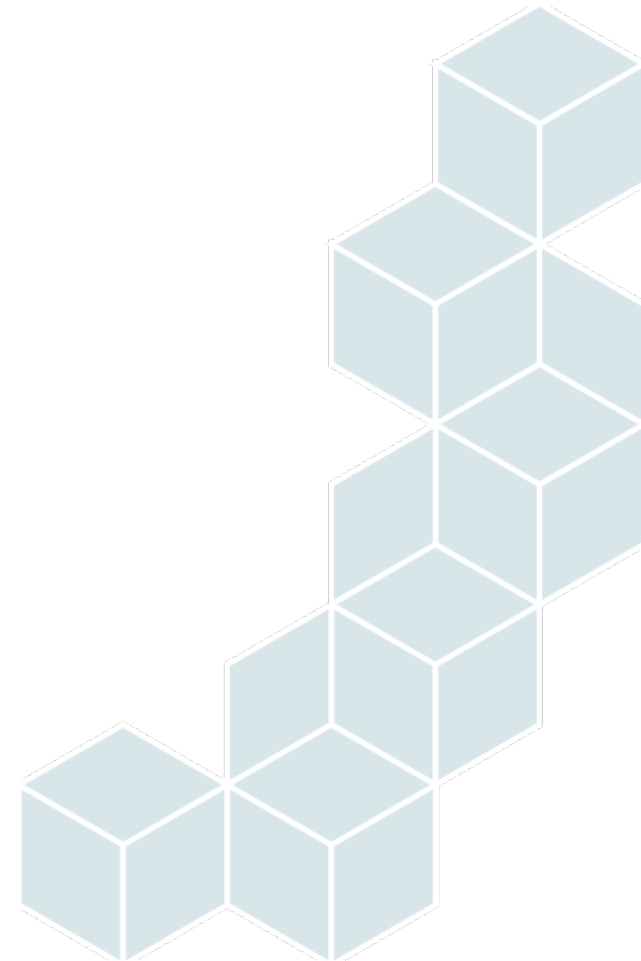
1-29.8.2021	Summer Period S1
30.8.-15.10.2021	Teaching Period 1
16 & 18-23.10.2021	Exam Week for Period 1
25.10-10.12.2021	Teaching Period 2
11 & 13-18.12.2021	Exam Week for Period 2
(Independence Day Monday 6.12, no teaching)	

Spring Semester 2022

17.1-4.3.2022	Teaching Period 3
5 & 7-12.3.2022	Exam Week for Period 3
14.3-6.5.2022	Teaching Period 4
14-20.4.2022	Easter Vacation
7 & 9-14.5.2022	Exam Week for Period 4
16.5-31.7.2022	Summer Period S2

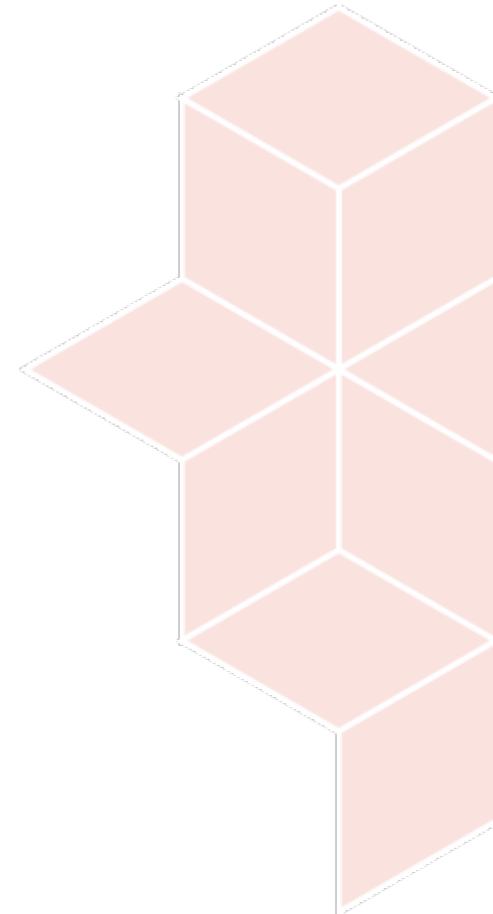
Teaching Mostly Online

- Teaching mostly online in Teams, in class lectures are possible
- You cannot come to Hanken if you are in quarantine or if you have even slight symptoms
- It is always possible to follow lectures / courses online
- Exams might require you to come to Hanken but should you have symptoms on an exam day, you can leave out from the e-exam and reschedule another e-exam



Annual Registration & Course Registration

- You must be enrolled as **PRESENT** to register for courses and exams and to graduate
- Annual registration in WebOodi during the summer 2021, deadline 31 August 2021.
- Registration for Autumn Semester Courses → WebOodi
 - Starts August 1st, **ends August 29th**
- Registration for Spring Semester Courses → Sisu
 - Starts December 1st
- NB! Some courses only accept a limited number of participants.
 - In WebOodi, students are generally admitted based on the order of registration
→ register to your courses as soon as possible!
 - Major subject and track specific courses give priority to their students





Course Information Tools

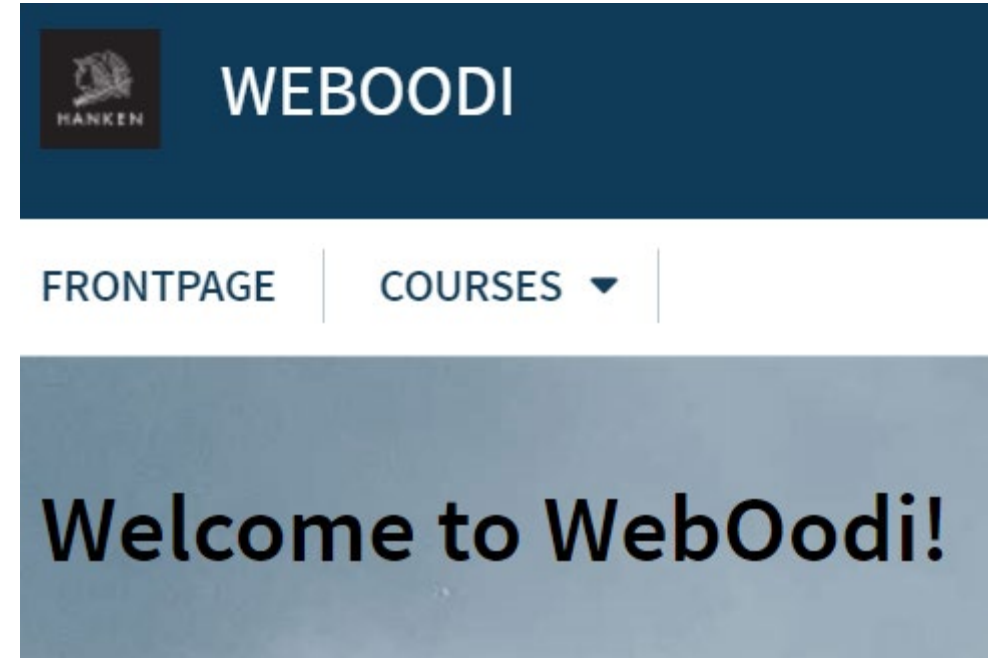
- » WebOodi
- » *“What courses do I need to complete in order to graduate? When is that course offered?”*
- » Schema
- » Teaching schedules
- » Moodle
- » Tool during the course





WebOodi – The Study Register

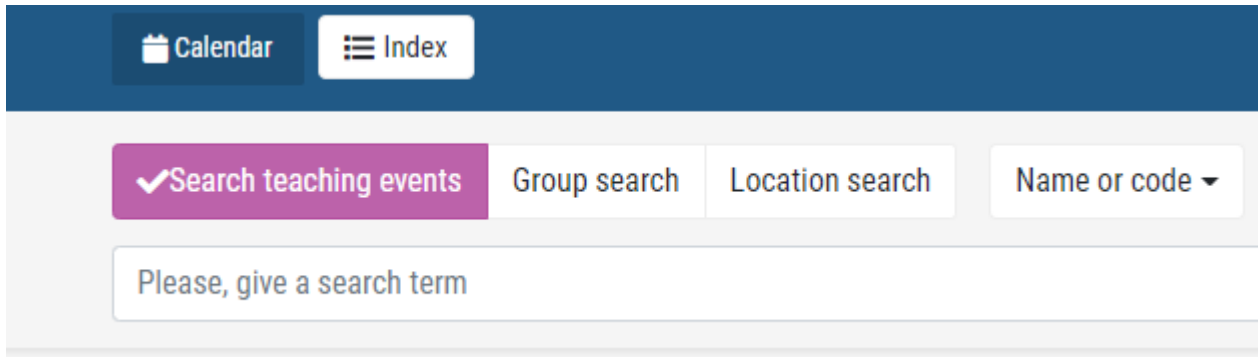
- Study plans for the major subjects/ tracks
- Course descriptions
 - Pre-requisites
 - Learning outcomes
- Course registration
- Teaching periods for the courses
- Your contact information
- Your completed studies
 - Unofficial Transcript of Records
- Used only during the Autumn 2021, replaced by Sisu





Schema – The Schedule Maker

- » Teaching schedules (date, time, location)
- » Can be synchronised with your Outlook calendar
- » Instructions for Schema available on [Hanken's webpage](#)



The screenshot shows the Schema web application interface. At the top, there is a dark blue header bar with two buttons: 'Calendar' (with a calendar icon) and 'Index' (with a list icon). Below the header, there is a search section with a purple button labeled '✓ Search teaching events'. To the right of this button are three input fields: 'Group search', 'Location search', and 'Name or code' (with a dropdown arrow). Below these fields is a large white search bar with the placeholder text 'Please, give a search term'.



Moodle – Learning Platform

- » Detailed course information
- » Communication platform for the participants during the course
- » Platform for submitting course work
- » NB! During the corona pandemic, there can be (sudden) changes to the teaching schedule, examination etc that are communicated to the students through the courses' Moodle pages – make sure that you follow them!
- » You get the course key from the teacher after you have enrolled in WebOodi

