



Terms and conditions of the Scholarship

Please accept the Conditions of Participation in the Hanken Exchange Programme. Check the box to accept the conditions for your exchange and print out the document so you can get back to it during your exchange.

In addition to the exchange semester the Hanken Exchange Programme consists of a mandatory practical information session, an intercultural workshop, a written report and supporting documents. I understand that participation in the programme requires participation in all parts of the programme.

Before the exchange

- The scholarship will be paid latest by 1 August for exchange studies during autumn semester and latest by 1 December for exchange studies during spring semester.
- I shall complete a full-time academic workload at the host university (usually this means 30 ECTS or the equivalent), stay at the host university for the full semester and complete all the exams before returning. Please note that the exams at the host university cannot be written at Hanken.
- If I fail to achieve full workload, I may be required to return part of or all my scholarship, subject to the decision of Hanken.
- If I cancel my exchange, I will pay back the scholarship to Hanken immediately.
- If the exchange period is mandatory in my degree, I shall achieve at least 50% of full workload and stay a minimum of 3 months at the host university in order to have fulfilled the degree regulation.
- I shall hand in a Learning Agreement in the beginning of the exchange semester in order to have my course selection approved by Hanken. If there are changes to my course selection, I shall hand in a Changed Learning Agreement, which shall also be approved by Hanken. If I encounter problems related to my course selection or the completion of the exchange studies, I shall contact the international coordinator ([outgoing.mobility\(at\)hanken.fi](mailto:outgoing.mobility@hanken.fi)) to sort them out.
- I shall read the information on how to prepare for a crisis abroad on the [Ministry for Foreign Affairs' web page](#).
- I will give the Ministry for Foreign Affairs my contact details by [submitting a travel notification](#). In case of an emergency or a crisis the Ministry for Foreign Affairs/Finnish Mission will know of my presence in the crisis area and may supply me with the help that I possibly need.

During the exchange

- I shall follow the instructions and deadlines of Hanken and my host university.
- As an exchange student I am subject to the same policies, rules, regulations, codes of behaviour and other obligations (e.g. paying for my accommodation) as the students of the host university.

- Being a representative and ambassador of Hanken is an important part of the programme. This also includes promotion of Hanken e.g. at exchange fairs.

After the exchange

- Upon my return, I shall write an exchange report in Mobility Online and hand in required supporting documents for the transfer of the credits.