Welcome to the Aalto University School of Business!

You have chosen to enrich your academic curriculum and to gain new experiences by spending a term or a year in our international exchange program. We are sure that you will have challenging as well as exciting opportunities during your time at the Aalto University School of Business and in Helsinki.

This handbook is aimed at exchange students studying in the BSc. or MSc. programmes at the School of Business. The purpose of this guide is to provide you with practical information that you will need before your arrival and during your stay in Helsinki. It also provides you with addresses for some websites that you might find useful for finding more information. For detailed information regarding studies and courses at the School of Business, please refer to the online course catalogue. We wish you the best of luck with your studies here, and hope that your stay in Helsinki will be a very pleasant one!

*International Student Services*
Why come to Finland & Aalto University?

10 reasons for choosing Finland

1. You want to enjoy clean and beautiful nature with thousands of lakes and forests.
2. You want to try some new activities like winter swimming, ice fishing, ice skating, skiing.
3. You love that things are well organized and you can survive on English everywhere.
4. You are fascinated of Finnish things such as sauna, Moomies, Angry Birds, Santa Claus.
5. You want to taste some Finnish delights such as Salmiakki, rye bread, cloudberry, reindeer, bear etc.
6. You are interested in Finnish design such as Marimekko, Iittala, Alvar Aalto etc.
7. You want to experience four seasons, Northern lights & Midnight sun.
8. You want to meet really friendly, the most honest and the least corrupted people in the world!
9. You are bored of crowded places and want to enjoy the silence.
10. You want to travel easily all over the Europe.

Thoughts of our previous exchange students

* During my exchange in Finland I was able to enjoy the friendliness of Finnish people and amazing cold winter that would not have been possible back home.
* Welcoming and comfortable environment in university, friendliness and availability of Finnish people, and lovely Finnish nature.
* Highly professional professors, very capable fellow students, great university facilities!
* It’s a great experience, you get to know and make friends easily from many different places as well as to work with them in teams and learn from different cultures, religions or values.
* The Business School was innovative with practical approach, it had excellent service and amazing people.
* I love the personal relation the teachers still have to students at Aalto!
* The student life organized by KY was great. It was well planned and fairly priced!
* The tutors did an unbelievable job. Their commitment and dedication to the exchange students was great to see. I will definitely encourage my school to develop a similar hands-on program.
* The student association makes it much easier to get adapted here and to get to know each other. International Student Services also provided all the help needed either with academic matters or with other personal issues.
Finland - the hidden perl of the North

Finland is a Nordic country often described as a land of fascinating contrasts. For example, the darkness of winter is every year balanced by Midnight Sun of summer. There are four distinct seasons and even during a rather short exchange semester the nature changes its uniform completely.

Finland is also known as the home of sauna and Santa Claus. Companies such as Nokia and Rovio (Angry Birds) originated from the country. In addition to urban and modern infrastructure, there are large rural areas and plenty of untouched nature in Finland.

Finnish people are often said to be a bit quiet and reserved. However, many of our exchange students have said that they were surprised by the friendliness, hospitality and honesty of the Finns. Practically almost everyone in Finland speaks English and we definitely encourage you to get to know local people in addition to other exchange students.

Due to the geographical location on the great circle route between the continents, Finland also offers the shortest and fastest flight connections between Europe and Asia.

Finland is land of interesting contrasts, untouched nature and thousands of lakes. Here urban and rural are balanced into something unique. Welcome to discover it yourself!

P.S. There are no polar bears in sight.

Facts about Finland:
- Capital: Helsinki
- Area: 338 000 km² (10% water, 70% forests)
- Population: 5.5 million
- Populat. density: 17 people / km²
- Offic. languages: Finnish and Swedish
- Religions: Lutheranism (79%), Eastern Orthodoxy (1%)
- Independence: 6 December 1917
- Time zone: GMT + 2 hrs
Helsinki

Helsinki is nowadays a major urban center and the northernmost capital of the European Union. According to most quality of life indicators, Finland and Helsinki are amongst the best places in the world to live. It is a green city – both in terms of its natural public spaces as well as our attitude toward the environment.

Helsinki has excellent connections to Stockholm (Sweden), St. Petersburg (Russia) and Tallin (Estonia). Furthermore, it only takes a few hours by plane to visit many other European cities such as London, Paris and Madrid.

The Helsinki metropolitan area, also known as Greater Helsinki, includes the city of Helsinki, Espoo, Vantaa, and Kauniainen. It is a home to about a million people. There are many green areas, commercial districts and offices in Greater Helsinki, including the headquarters of Nokia and Rovio.

Helsinki is a dynamic hub for international business and 70% of foreign companies operating in Finland are located in Helsinki. This is one of the reasons why Helsinki has gained importance from political, educational, financial, and cultural point of view.

Facts about Helsinki:

- Capital: since 1812 (found in 1550)
- Area: 715.49 km²
- Population: 614,074
- Populat. density: 2,814 people / km²
- Native languages: Finnish (84%), Swedish (6%), other (10%)
- Warmest month: July, mean temperature 17.7°C
- Coldest month: January, mean temperature −6.8°C
- Symbol plant: Maple
- Symbol animal: Squirrel

More Information on Helsinki:

The official website of Helsinki
www.helsinki.fi

Map of Helsinki with a search function for street addresses:
www.kartta.hel.fi

Useful information on Helsinki
www.discoverhelsinki.com

City of Helsinki
www.hel.fi

Information on sports activities in Helsinki
www.hel.fi/liv

Information and brochures:
Helsinki City Tourist Information
Visiting address: Pohjoisesplanadi 19. Tel. +358 (0)9 3101 3300
E-mail: tourist.info@hel.fi
Web: http://www.visithelsinki.fi/en
Aalto University
School of Business

Established in 2010, Aalto University is a new university with centuries of experience. It has been created by a merger of Helsinki School of Economics, Helsinki University of Technology and University of Art and Design Helsinki. Aalto University School of Business is the leading business school and largest of its kind in Finland. Based on both high-quality scientific research and intensive company relations, we provide our students with an education that combines extensive theoretical studies and experience of real business life. Case studies, business projects and visiting faculty from all over the world enrich the curriculum. The School of Business is situated at the Töölö campus, right in the center of the city.

Teaching and research are conducted in seven departments:

- Department of Accounting
- Department of Economics
- Department of Finance
- Department of Information and Service Economy
- Department of Management Studies
- Department of Marketing

Internationalization is a high priority, and over the years we have developed an extensive exchange network of about 150 partner universities around the globe. We welcome almost 300 visiting students yearly from our partner universities.

The former Helsinki School of Economics was the first business school in the Nordic countries to be awarded the “triple crown” accreditation – AACSB, AMBA, and EQUIS – which only less than 60 other universities in the world have achieved. The School of Business is a member of CEMS, the Global Alliance in Management Education, a dynamic organization of 26 leading universities around the world, which was ranked the world’s second best master’s program in International Management by the Financial Times in 2011. Since 2001, the School of Business has also been a member of the global Partnership in International Management (PIM).

We offer several programmes from which a student will graduate with a Bachelor of Science or Master of Science degree in Economics and Business Administration.

Number of Students and Permanent Staff:

<table>
<thead>
<tr>
<th>Category</th>
<th>Number</th>
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<tbody>
<tr>
<td>BSc/Msc Students</td>
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<tr>
<td>BScBA Students</td>
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</tr>
<tr>
<td>(Mikkeli Campus)</td>
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<td>MBA Students</td>
<td>100</td>
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<td>Doctoral Students</td>
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<td>Open University Students</td>
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<tr>
<td>Teaching and Research</td>
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<tr>
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<td>250</td>
</tr>
<tr>
<td>Other Personnel</td>
<td>250</td>
</tr>
</tbody>
</table>
Studying at the School of Business

Degrees at the School of Business

Aalto University School of Business follows a two-phase degree structure that is in line with the Bologna structure, adopted already by most universities across Europe. This includes also using ECTS credits where the full workload for one term is 30 ECTS credits.

The Bachelor of Science in Economics and Business Administration programme is a three-year degree (180 ECTS credits in total) and the Master of Science in Economics and Business Administration a two-year degree (120 ECTS credits in total).

Academic Calendar

The academic year at Aalto University consists of two terms, which run from September until December (some exams may take place in early January), and from January until May. The courses normally last either one period (usually 7 weeks) or one term (14 weeks). Courses may also be in the form of intensive courses or literature courses where students study literature independently without any lectures.

Before Your Arrival

The School of Business accepts exchange students only from its official partner universities. After you have been accepted to the exchange programme by your home university, and nominated by your coordinator to our university, you will receive a link to the Online Application form for Incoming Exchange students. In addition the you need to provide the following supporting documents:

- Official transcript
- Curriculum Vitae
- Photo (passport size)

For more information, please visit: https://into.aalto.fi/x/iZt5

Please note that also other study programmes at the School of Business offer a number of courses taught in English.

Courses Available to Exchange Students

Aalto University School of Business has 13 degree programmes taught entirely in English:

The Bachelor of Science programmes taught in English:
- International Business (Mikkeli campus)

The Master of Science programmes taught in English:
- Accounting
- Corporate Communication
- Creative Sustainability
- Economics
- Entrepreneurship
- Finance
- Information and Service Management
- International Design Business Management (IDBM)
- Management and International Business
- Marketing

Prior to your arrival, we will ask for your Travel plan and Preliminary Course Selection (Learning Agreement) with a list of the courses you would like to study at the School of Business and also your travel plan.

After processing your application, we will send you a letter of acceptance. If you have applied for housing through us from AAY or HOAS, you will be contacted with further instructions on the respective application procedures.

Please note: Unfortunately exchange students in the BSc. and MSc. Programmes do not have access to courses in the MBA Programme. These courses are available only to exchange students who have been accepted to the MBA programme.
Study Guide for Exchange Students

Please refer to the online course catalog for detailed information regarding the academic calendar, Aalto University facilities, the grading system, and detailed information on individual courses. You can find it on our web page https://into.aalto.fi/display/enmasterbiz/Study+Guides.

Language Test Requirements

TOEFL or IELTS are not required for attending our regular BSc. and MSc. courses but exchange students must have sufficient oral and written skills in English in order to be able to fulfill the course assignments. We expect that the home institution verifies students’ proficiency prior to nominating them to Aalto. The level we expect student to have is equivalent to IELTS 6.5 (total) or TOEFL 92 (total).

Orientation

Orientation for exchange students will be organized before the start of each term. During the Orientation you will also meet your tutorgroup. It is very important to participate in the Orientation, so please make your travel plans accordingly. Before your arrival, we will send you a travel plan form in which we ask detailed information on your arrival. This is extremely important so that your tutor will know when to meet you at the airport. We ask you to arrive between 8am and 10pm (8–22). Should you arrive after 10pm, unfortunately you will need to arrange accommodation for yourself for the first night and find your way there on your own. Please see the Practical Information section for more details on accommodation in Helsinki and on instructions on how to get to the centre of Helsinki from the airport.

Course on Finnish Language and Culture

Why not learn some Finnish during your time in Finland? Aalto University Language Centre organizes a course on Finnish Language and Culture aimed at our exchange students.

Transcripts

You will get a transcript of the courses you have successfully completed at the Aalto University School of Business. The document will be sent to your home university or to your home address about 1–2 months after your departure, provided that you have returned your key card (which you will have received during orientation) and that you have paid the rent for the whole period of your stay. Please remember to fill in a Transcript Request form before leaving the School of Business to indicate the courses you have completed.

Student Services at the School of Business

Accommodation

Please be informed that the housing situation in Helsinki area is difficult, especially during the fall term. We will ask for your housing preferences on the Online Application form. If you do not need us to arrange accommodation for you, please tick the box “I will make my own arrangements”. As there is limited student housing available we cannot guarantee housing for everyone.

Please note that rental agreements arranged through the International Student Services will be for full terms and for entire months each term (1st Sept.–31st Dec. or 1st Jan.–31st May). The apartments available are rented from the Student Housing Foundation of the Helsinki Region (HOAS) or from AYY Student Union. For more information, please visit our website: https://into.aalto.fi/display/enmasterbiz/Housing

HOAS: www.hoas.fi
AYY: www.ayy.fi

If a student brings members of his/her family to Helsinki, their accommodation needs to be arranged by the student him/herself.

Some of Aalto University’s Facilities

Starting from Fall 2015 our Bachelor Students will move to Otaniemi Campus. Master studies will remain at the Töölö campus. The distance between the campuses is 9 kilometers and public busses run regularly. Metro connection to Otaniemi will start running in the Fall of 2016. Both
AYY - Aalto University Student Union

Aalto University Student Union, AYY in short, and Aalto-yliopiston ylioppilaskunta in Finnish, is the official student organisation of Aalto University. Every Bachelor’s and Master’s degree student enrolled in Aalto University is a member of the Student Union. For exchange students, it is not mandatory to be a member of the Student Union, but highly recommended in order to take advantage of all the member benefits.

The purpose of AYY is to represent the students, look after their interests, and support the community of 15,000 students. AYY provides its members with a variety of services such as healthcare and discounts on transport. The Student Union is financed by membership fees, investments and profits from student housing.

Here are just some of the benefits that are available to members of the Student Union:

- Healthcare services
- Student card - discounts on meals, transport, theatres, museums, stores...
- Bike and van rental
- Kitchen equipment kits
- Party premises to rent
- Fun: cultural events, parties and activities

AYY was formed in the beginning of 2010 through a merger between Student Unions in Helsinki School of Economics, University of Art and Design Helsinki and Helsinki University of Technology.

More information on AYY can be found at www.ayy.fi/en/

KY - The Association of Economics Students in Helsinki

KY helps foreign students in many ways with settling in and by providing tutors to help with everyday matters especially at the beginning of your stay. During terms, KY and the School of Business offer and organize a broad variety of academic, cultural and other extracurricular activities, which will enrich your educational experience and help you make new friends and professional contacts. One of the most popular events has been a trip to Lapland organized by KY!

KY has several clubs where you can practice a favourite hobby. For more information, please contact KY’s International Subcommittee, KY-Sub (sub@kyweb.fi), or your tutor.

More information on KY can be found at www.kyweb.fi/en
Practical Information

Immigration information
Citizens of EU countries do not need a visa to enter Finland. If you come from outside the EU you will need a residence permit. Information about applying for the residence permit can be found from Finnish Immigration Service website: www.migri.fi/studying_in_finland. Please check also the location of your nearest Finnish Embassy http://formin.finland.fi/english/ as you will need to finish the residence permit application there.

International Student Services will send all exchange students an official letter of acceptance, which you will need when applying for a residence permit in your home country and also after your arrival with the authorities in Helsinki (the latter also applies for EU citizens).

Arriving in Helsinki
KY and International Student Services will arrange a tutor to pick you up from the airport, train station, or from the harbour provided that you arrive between 8 am and 10 pm.

Helsinki-Vantaa airport is located in Vantaa, about 20 kilometres from the centre of Helsinki. The bus journey from the airport to the centre of Helsinki takes about 30–35 minutes. The Finnair bus runs more frequently and takes a bit less time than the local bus number 615. The Finnair bus costs 6.30 euros and the bus number 615 or 615T 5 euros (May 2015). The final stop for both buses is the Central Railway Station located in the centre of Helsinki.

Weather
Although Finland is the second northernmost country in the world after Iceland, the weather is not as cold as one might think, mainly because of the warming effect of the Gulf Stream. The climate in Finland is exciting!

We have four seasons and each season has its own special features: Infinite colours of numerous trees in the autumn. Snow and freezing temperatures in the winter. Fabulous spring when nature awakes after the darkness and cold. Never-ending days and magnificent dawns in the summer. If you are lucky, temperatures might reach 30 °C in the summer! In Utsjoki (in the very north of Finland) the longest summer day lasts for over two months: the sun does not set at all between mid-May and mid-July. Well worth experiencing!

Tips for the Winter
In southern Finland, the snow usually arrives in December-January. Warm winter clothing such as a coat, good winter boots, gloves, a woolen hat, which covers the ears, will be useful. Though there are many mild winter days, even milder temperatures may feel very cold when it is windy.

If you need accommodation in Helsinki for the first few nights, the following addresses might prove helpful:

- www.eurohostel.fi
- www.hostelacademica.fi
- www.sokoshotels.fi
- www.omenahotels.com

The School of Business Töölö campus is located in downtown Helsinki. Busses to Otaniemi campus in Espoo leave frequently from the Kamppi busstation.
Free Time Activities

In addition to the activities already mentioned, there are several exotic things you can try while you are in Finland! In the summer, you can experience the Finnish tradition of spending time at a summer cottage on a lakeshore or seashore, in the woods or isolated on a small island. The cottages are typically in a beautiful natural setting by a lake. Activities at the cottage include a sauna with a refreshing dip in the lake, grilling fresh fish, hiking in the woods etc.

In the winter, you can mix and match your own selection of holiday and leisure activities from a choice of snowmobile, reindeer and dogsled safaris, skiing, wilderness trekking, snowboarding, ice fishing, skating and horse riding. Or you can experience an icebreaker, ice swimming and a stay at an icehotel! Visit the Finnish Tourist Board office for a number of popular winter destinations that offer package holidays and tours. The extra long skiing season in northern Finland starts in October and lasts until Mid-May.

The Helsinki metropolitan area has the widest range of cultural activities in Finland. If you are interested in music, arts or restaurants please see the following websites for more information:

Post and Telephone

You can buy stamps at post offices and R-kiosks. The Helsinki Main Post Office is located at Elielinaukio 2 F, 00100 Helsinki www.posti.fi

There are no landline phones available in the student apartments arranged by the School of Business, but all of the apartments have an Internet connection (you will need to bring your own laptop to connect).

In Finland, most people use mobile phones instead of landlines. For more information on mobile phone services (Elisa also provides landline services), check the following:

Currency and Banks

The currency in Finland is the euro (€). You can change cash, checks or withdraw money in banks for example Nordea (www.nordea.fi), Osuuspankki (www.op.fi) or Danske Bank (www.danskebank.fi). You can also change money at Forex at the Central Railway Station.

The most common and cheapest way to pay bills in Finland is to use Internet banking. Please note that if you pay bills from your account in your home country to a Finnish account, both the sending and receiving bank may charge you for the transaction. Please make sure the transaction is free of charge to the receiver of the payment when paying your rent for example.

You can ask your tutor for help in case you are interested in opening a Finnish bank account.
Transportation and Travelling in and from Finland

Helsinki has an efficient network of buses, trams, local trains and metro. You will receive on the Orientation Day from International Student Services a signed Travel card application for foreign exchange students, which allows you to get discounts on Helsinki public transport when you buy a ticket for at least 2 weeks. Single tickets can be bought on buses, trams and at entrances of metro stations. Unfortunately, there are no discounts for single tickets.

With signed travel card application you will also get a discount (up to 50%) when travelling in Finland by coach or by train.

Some of the most popular tourist sites in Finland include the Suomenlinna fortress, Linnanmäki amusement park and Temppeliaukio Church in Helsinki, Santa Park in Rovaniemi, Heureka Science Centre in Vantaa, the Moomin World in Naantali, and Sirkkänniemi Tourist Centre (Amusement Park, Näsinneula Observation Tower, Dolphinarium and Art Exhibition) in Tampere.

Take the opportunity to visit some fascinating places outside mainland Finland, for example a cruise to Tallinn (Estonia) or Stockholm (Sweden). How about a train trip to St. Petersburg (Russia) or a boat trip to Åland (in Finnish Ahvenanmaa), an archipelago which consists of more than 6,500 islands and skerries? Just don’t forget to check if you need a visa.

Information on timetables, routes, tickets and prices
www.hsl.fi (Helsinki capital area)
www.vr.fi (trains)
www.matkahuolto.fi (coaches)

Ships and ferries from Helsinki
www.vikingline.fi
www.tallinksilja.com

Information on traveling by plane
www.finnair.fi
www.blue1.com
www.norwegian.com
www.ryanair.com
www.lufthansa.fi

Travel agencies for young people and students
www.kilroytravels.com
www.ebookers.fi

Things to remember before you leave Helsinki!

• return your key card, all library cards and books
• return the keys of your student apartment
• make sure you have paid all your bills (e.g. rent and telephone)
• make sure your room is clean and tidy before you leave
• leave the Transcript Request Form at the International Student Services Office
List of Our Partner Universities

Argentina
• Universidad Torcuato di Tella

Australia
• Monash University
• Queensland University of Technology
• University of Adelaide
• University of Queensland
• University of Sydney
• RMIT University
• University of Technology, Sydney
• University of Western Australia, Perth

Austria
• Vienna University of Economics and Business
• University of Economics and Business Administration

Belgium
• Louvain School of Management
• Université libre de Bruxelles (ULB), Solvay Brussels School of Economics & Management
• University of Antwerp

Brazil
• FGV-EAESP, Fundação Getúlio Vargas, Escola de Administração de Empresas de São Paulo

Canada
• HEC Montréal
• Queen’s University
• Simon Fraser University
• Université de Laval
• Université du Québec à Montréal
• University of British Columbia, Sauder School of Business
• University of Calgary, Haskayne School of Business
• University of Victoria
• University of Western Ontario, Richard Ivey School of Business

Chile
• Pontificia Universidad Católica de Chile
• Universidad Adolfo Ibáñez
• Universidad de Chile

China
• City University of Hong Kong
• Fudan University, School of Management
• Hong Kong University of Science and Technology, School of Business and Management
• Peking University
• Renmin University, School of Business
• Shanghai Jiao Tong University
• Tongji University.
• Tsinghua University, School of Economics and Management

Czech Republic
• University of Economics Prague

Denmark
• Aarhus School of Business, University of Aarhus
• Copenhagen Business School

France
• ESCP Europe
• ESSEC Business School
• Grenoble Ecole de Management
• HEC Paris
• NEOMA Business School
• EMLyon Business School
• Toulouse Business School, Groupe ESC Toulouse

Germany
• Goethe University Frankfurt
• Humboldt-Universität zu Berlin
• Leipzig Graduate School of Management
• Technische Universität München, TUM School of Management

India
• Indian Institute of Management Ahmedabad IIMA
• Indian Institute of Management Bangalore IIMB
• Indian Institute of Management Calcutta IIMC

Indonesia
• BINUS University
• Institut Teknologi Bandung, School of Business and Management

Ireland
• University College Dublin, Michael Smurfit Graduate Business School

Israel
• Tel Aviv University, Leon Recanati Graduate School of Business Administration

Italy
• LUISS Guido Carli University
• Università Commerciale Luigi Bocconi

Japan
• Doshisha University
• Hitotsubashi University
• International University of Japan
• Keio University
• Nagoya University of Commerce & Business
• Sophia University

Mexico
• Instituto Tecnológico Autónomo de México, ITAM

Netherlands
• Rotterdam School of Management, Erasmus University
• Tilburg University.

New Zealand
• Auckland University of Technology
• University of Canterbury
• University of Otago, School of Business

Norway
• BI Norwegian Business School
• NHH, Norwegian School of Economics

Peru
• Universidad del Pacífico

Poland
• Warsaw School of Economics

Portugal
• Nova School of Business and Economics

Russia
• Lomonosov Moskow State University
• National University of Science and Technology Moscow
• National University of Science and Technology
• National University of Science and Technology Moscow
• National University of Science and Technology

Singapore
• Nanyang Technological University
• Nanyang Business School

Switzerland
• ESCI Madrid

Taiwan
• National Chengchi University

Thailand
• Chulalongkorn University

Turkey
• Koç University, School of Business

UK
• Aston University, Aston Business School
• Hull University Business School

USA
• Duke University, Fuqua School of Business
• Florida Atlantic University
• University of Florida
• University of North Carolina at Chapel Hill, Kenan Flagler School of Business
• University of San Diego
• University of Southern California, Marshall School of Business

Venueza
• IESA, Instituto de Estudios Superiores de Administración

Aalto University Executive Education
• Please see http://www.aaltoee.fi/en

Aalto University School of Business, Mikkeli Partner Universities
• Please see http://business.aalto.fi/en/studies/mikkeli

Aalto University School of Business, Mikkeli Partner Universities
• Please see http://business.aalto.fi/en/studies/mikkeli
Welcome to experience what Aalto & Finland can offer You!

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