FACT SHEET 2015-2016

Name of institution: Helsinki Metropolia University of Applied Sciences
Metropolia Ammattikorkeakoulu

Erasmus code: SF HELSINK41

Erasmus University Charter Number: 242663-EPP-1-2014-1-FI-EPPKA3-ECHE

PIC: 997340033

President: Ms Riitta Konkola

Website: www.metropolia.fi/en

Facebook: www.facebook.com/HelsinkiMetropoliaInternationalExchange

List of partner institutions: www.metropolia.fi/en/about-us/international-metropolia/partner-institutions/

FIELD OF TECHNOLOGY: STUDIES AND APPLICATION PROCESS

DEGREE PROGRAMMES IN THE FIELD OF TECHNOLOGY

Bachelor’s degree programmes in English:
- Electronics, Environmental Engineering, Information Technology (incl. Media Engineering), Sustainable Building Engineering

Bachelor’s degree programmes in Finnish:

CONTACT INFORMATION / FIELD OF TECHNOLOGY

Degree Programmes (Bachelor’s): Automotive Engineering, Civil Engineering, Sustainable Building Engineering (tuition in English), Electronics (tuition in English), Construction Management, Electrical Engineering, Health Informatics, Industrial Management, Information Technology, Mechanical Engineering

Degree Programmes (Master’s): Industrial Management (tuition in English), Construction and Real Estate Management

+Kaisa Meghjee, on leave

Ms Irina Tikka
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### Degree Programmes (Bachelor’s):
- Automation Engineering, Biotechnology and Food Engineering, Chemical Engineering, Laboratory Sciences, Environmental Engineering (tuition in English), Materials Engineering and Surface Treatment Technology

### Degree Programmes (Master’s):
- Automation Engineering

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**Ms Elina Värtö**
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### Degree Programmes (Bachelor’s):
- Information Technology (tuition in English; incl. Media Engineering), Building Services Engineering, Construction Site Management, Industrial Management, Information Technology, Land Surveying Technology, Media Technology

### Industrial Management International Semesters

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**All international office staff**  
See [Metropolia’s Study Guide](#)

**Responsible persons for Erasmus+ learning agreements**  
See below section *Studies available for exchange students*

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### ACADEMIC CALENDAR / FIELD OF TECHNOLOGY

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<th>Semester</th>
<th>Dates</th>
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<tr>
<td><strong>Autumn semester</strong></td>
<td>August 19 - December 18, 2015</td>
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<tr>
<td>Orientation for incoming exchange students / autumn</td>
<td>August 19 - 21, 2015</td>
</tr>
<tr>
<td><strong>Spring semester</strong></td>
<td>January 7 - 27 May, 2016</td>
</tr>
<tr>
<td>Orientation for incoming exchange students / spring</td>
<td>January 7-8, 2016</td>
</tr>
<tr>
<td><strong>Time and place of arrival</strong></td>
<td>All students are expected to arrive before the orientation for incoming exchange students. The closest international airport is the Helsinki airport.</td>
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### APPLICATION PROCESS / FIELD OF TECHNOLOGY

**Application information**  

**Application periods**  
- Autumn semester and academic year: 15 March – 1 May  
- Spring semester: 15 September – 1 November

**Required application documents**  
All students must be nominated by the international coordinator of the home institution.  
**Application documents for all applicants:**  
- [Online application](#) (including motivation letter, max. 1,000 characters incl. spaces)  
- Transcript of Records in English (study transcript)  
- Learning Agreement  
- Passport sized photo
Additionally in case of project application, following documents are required:
- CV in English
- proposal for the project topic/theme

These documents should be uploaded to the online application system by given deadline. No originals are required.

NB: All students are expected to be able to follow and take part in tuition in English. In order to successfully complete studies at Metropolia, level B2 in English on the CEFR scale is highly recommended for all applicants. Please note that this evaluation is based on self-assessment; we do not require certificates of language skills.

<table>
<thead>
<tr>
<th>STUDIES AVAILABLE FOR EXCHANGE STUDENTS</th>
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<td>Lists of available courses</td>
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| **Degree Programmes in English** | Bachelor’s degree programmes in English:  
  Electronics, Environmental Engineering, Information Technology (incl. Media Engineering)  
  Sustainable Building Engineering |
| Exchange Student Intake: | Due to organisational changes, the Degree Programme in Environmental Engineering and Degree Programme in Sustainable Building Engineering can take only very limited number of exchange students for each semester during the academic year 2015-2016 and the course list available will be limited. |
| | However, please note that our Degree Programmes in Information Technology and Electronics do not have similar limitations |
| **International Semesters in English** | Industrial Management International Semesters:  
  - Industrial Management International Semester: Global ICT (Autumn and Spring semesters of the 3rd year)  
  - NEW! Industrial Management International Semester: Supply Chain Management (Autumn semester of the 3rd year)  
  The Degree Programme in Industrial Management can take max. 10 incoming exchange students per International Semester. |
| **Study opportunities for exchange students in Degree Programmes in Finnish** | Following Finnish-taught degree programmes offer study opportunities in English for incoming exchange students in academic year 2015-2016:  
  - Biotechnology and Food Engineering: Innovation Project (10 ECTS, only in autumn)  
  - Chemical Engineering: Innovation Project (10 ECTS, only in autumn)  
  - Health Informatics: Innovation Project (10 ECTS, only in autumn)  
  - Laboratory Sciences: selection of courses (see separate course list); Innovation Project (10 ECTS, only in autumn); Bachelor’s Thesis (15 ECTS, subject to availability); Master’s Thesis (30 ECTS, subject to availability)  
  - Materials Technology and Surface Engineering: Innovation Project (10 ECTS, only in autumn)  
  - Automotive Engineering: Innovation Project (10 ECTS)  
  - Mechanical Engineering: Innovation Project (10 ECTS) |
| **Lists of available courses for each semester** | Please note that incoming exchange students are advised to primarily choose courses from the field of technology degree programmes where tuition is organised in English. Project opportunities may not be available in the degree programmes due to organisational development and curricula changes. |
To avoid the risk of time-table clashes the incoming exchange students are recommended to take courses mainly from one degree programme. Students can also choose some courses from other field of technology degree programmes, provided that the study background of the student meets the prerequisites of the course and that there are places left.

For course lists and detailed information, see Metropolia’s Study Guide. The course lists will be updated during autumn semester.

Summer School 2016

The Degree Programme in Information and Communication Technology organises a Summer School in August 2016, for the 16th time. Please note that there are courses available also for students studying other subjects. There are no tuition fees for the courses for students of Metropolia’s partner universities. All Summer School courses are taught in English.

More information about the courses in the Summer School can be found by May 2016, at the latest, at the Summer School website.

GENERAL INFORMATION FOR INCOMING EXCHANGE STUDENTS

APPLICATION

Application information  
http://opinto-opas.metropolia.fi/en/general-information-for-students/international-opportunities/incoming-exchange-students/

Application periods  
Autumn semester and academic year: 15 March – 1 May  
Spring semester: 15 September – 1 November

Required application documents  
All students must be nominated by the international coordinator of the home institution.

Two-part online application

Supporting documents to be uploaded to the online application system by the application deadline. No originals are required.

- Transcript of Records in English (study transcript)
- Learning Agreement
- Passport sized photo
- Field specific requirements

NB: All students are expected to be able to follow and take part in tuition in English. In order to successfully complete studies at Metropolia, level B2 in English on the CEFR scale is highly recommended for all applicants. Please note that this evaluation is based on self-assessment; we do not require certificates of language skills.
## ACCOMMODATION

| Information on accommodation | Metropolia cooperates with the Foundation for Student Housing in the Helsinki Region (HOAS). Metropolia has reserved a limited quota of furnished HOAS rooms. More information about accommodation in Metropolia’s Study Guide and www.hoas.fi. |
| Application periods for exchange student housing | The application periods for exchange student housing at HOAS are:  
- 1 April - 5 May for students applying for the autumn semester/full academic year  
- 1 October - 5 November for students applying for the spring semester.  
NB! Submit your application as early as possible during the HOAS application period. The available rooms are offered on first-come, first-served basis, in the order the applications arrive. Due to the limited number of exchange student rooms, please note that applying by the deadline does not guarantee housing at HOAS. |

## ARRIVAL INFORMATION

| Immigration | See information about immigration in Metropolia’s Study Guide. The most up-to-date information is available at the Finnish Immigration Service website. Metropolia will also send immigration information to accepted exchange students. |
| Pick-up service | Exchange students can apply for a pick-up service. The service includes the help of a student tutor who will bring the keys of the HOAS room to the airport and take the exchange student to the apartment. In order to get the free service, fill in the Electronic Arrival Form approximately one month prior to arrival in Finland at the latest. |
| Cost of living | See more about the cost of living in Metropolia’s Study Guide. |

## SERVICES FOR EXCHANGE STUDENTS

| Student tutoring | The Student Union Metka organises student tutoring for incoming exchange students. Student tutors will meet the exchange students on their arrival and help them at the beginning of the semester and throughout their stay. If you want a student tutor, fill in the Electronic Arrival Form one month prior to arrival in Finland at the latest. |
| Language courses | Possibility to take part in several Finnish for Exchange Students courses (3 ECTS) organised on different campuses. The courses are free of charge. |
| Extracurricular activities | Trips, excursions and events are organised regularly by the local ESN section. For further information, see ESN Metropolia on Facebook. |