

<b>NAME OF THE INSTITUTION</b>	<b>HELSINKI METROPOLIA UNIVERSITY OF APPLIED SCIENCES</b>
Erasmus code:	SF HELSINK41
Erasmus extended university charter code:	242663-IC-1-2008-1-FI-ERASMUS-EUCX-1
President	Ms Riitta Konkola
Web-site	www.metropolia.fi

<b>INTERNATIONAL RELATIONS</b>	
Address: Bulevardi 31, 00180 Helsinki	Ms Arja Hannukainen, Head of International Relations email: <a href="mailto:arja.hannukainen@metropolia.fi">arja.hannukainen@metropolia.fi</a> Tel: +358-20-7835034
	Ms Päivi Hellén, Institutional Erasmus Coordinator email: <a href="mailto:paivi.hellen@metropolia.fi">paivi.hellen@metropolia.fi</a> Tel: +358-20-7835038
	Ms Anneli Luoto, Advisor email: <a href="mailto:anneli.luoto@metropolia.fi">anneli.luoto@metropolia.fi</a> Tel: +358 (0)20 7835040
	Ms Jenni Leinonen, Assistant (responsible for student housing) email: <a href="mailto:jenni.leinonen@metropolia.fi">jenni.leinonen@metropolia.fi</a> Tel: +358-20-7835042
<b>BUSINESS AND ADMINISTRATION</b> International Office at Vantaa Campus Address: Leiritie 1, 01600 Vantaa	Ms Eija Tamminen, International Coordinator (outgoing and incoming students) email: <a href="mailto:eija.tamminen@metropolia.fi">eija.tamminen@metropolia.fi</a> Tel: +358 (0)20 7835044 Fax: +358 (0)20 7835048
<b>CULTURE</b> International Office at Helsinki Campus Address: Hämeentie 161, 00560 Helsinki	Ms Laura Mähönen, International Coordinator (outgoing and incoming students) email: <a href="mailto:laura.mahonen@metropolia.fi">laura.mahonen@metropolia.fi</a> Tel: +358 (0)20 7835045
<b>CULTURE</b> International Office at Vantaa Campus Address: Lummetie 2, 01300 Vantaa	Ms Elina Värtö, International Coordinator (outgoing and incoming students) email: <a href="mailto:elina.varto@metropolia.fi">elina.varto@metropolia.fi</a> Tel: +358 (20) 783 5157
<b>HEALTH CARE AND SOCIAL SERVICES</b> <i>Health Care and Nursing</i> International Office at Helsinki Campus Address: Tukholmankatu 10, 00290 Helsinki	Ms Aija Ahokas, International Coordinator (outgoing and incoming students) email: <a href="mailto:aija.ahokas@metropolia.fi">aija.ahokas@metropolia.fi</a> Tel: +358 (0)20 7835035
<b>HEALTH CARE AND SOCIAL SERVICES</b> <i>Social Welfare and Human Functioning</i> International Office at Helsinki Campus Address: Vanha vierotie 23, 00350 Helsinki	Ms Lea Moua, International Coordinator (outgoing and incoming students) email: <a href="mailto:lea.moua@metropolia.fi">lea.moua@metropolia.fi</a> Tel: +358 (0)20 7835041
<b>TECHNOLOGY, COMMUNICATION AND TRANSPORT</b> International Office at Helsinki Campus Address: Bulevardi 31, 00180 Helsinki	Ms Kaisa Meghjee, International Coordinator (outgoing and incoming students) email: <a href="mailto:kaisa.meghjee@metropolia.fi">kaisa.meghjee@metropolia.fi</a> Tel: +358 (0)20 7836775
<b>TECHNOLOGY, COMMUNICATION AND TRANSPORT</b> International Office at Leppävaara Campus (Espoo) Address: Vanha maantie 6, 02650 Espoo	Ms Tiina Piipponen, International Coordinator (outgoing and incoming students) email: <a href="mailto:tiina.piipponen@metropolia.fi">tiina.piipponen@metropolia.fi</a> Tel: +358 (0)20 783 5043 Fax: +358 (0)20 783 5047
<b>TECHNOLOGY, COMMUNICATION AND TRANSPORT</b> International Office at Myyrmäki Campus (Vantaa) Address: Leiritie 1, 01600 Vantaa	Ms Elina Värtö, International Coordinator (outgoing and incoming students) email: <a href="mailto:elina.varto@metropolia.fi">elina.varto@metropolia.fi</a> Tel: +358 (20) 783 5157

**GENERAL INFORMATION FOR ALL INCOMING EXCHANGE STUDENTS**

**APPLICATION**

Application information at <http://www.metropolia.fi>

→ In English → Exchange Programmes → Student Exchange

International Coordinator from the sending institution should confirm selected students in the student exchange.

→ Online application at <http://exchange.edu.metropolia.fi>

→ Please send your Transcript of Records (study transcript) and Learning Agreement to Metropolia International Office (*please check the correct address, depending on your study field at Metropolia*)

Web site for Incoming Students: <http://www.metropolia.fi> In English → Exchange Programmes → Student Exchange

**TUTORING**

Student tutors will meet exchange students on their arrival based on the online arrival form that the students have filled before the deadline in August.. Student tutors help exchange students at the beginning of the semester and throughout the semester. More information at <http://www.metkaweb.fi/index.php?lang=en>.

**ACCOMMODATION**

Accommodation	Helsinki Metropolia University of Applied Sciences does not have a campus as such. Most of our exchange students live in apartments owned by the Foundation for Student Housing in the Helsinki Region (HOAS).
How to apply	HOAS web site <a href="http://www.hoas.fi">http://www.hoas.fi</a> gives further information and the application form. First choose the language English and select Exchange Students. Please make sure you fill in the correct application (Exchange Students).
Rooms	HOAS has three different types of accommodation options. The exchange students can choose from; <ul style="list-style-type: none"> <li>• a room in a shared apartment,</li> <li>• a studio apartment (one room, kitchen and a bathroom) and</li> <li>• a shared studio apartment (one room, kitchen and a bathroom).</li> </ul> <p>All rooms/apartments are furnished with basic furniture such as bed with mattress, table, chairs etc. and have free internet connection but you must bring your own computer (with an ethernet network card and RJ45 -data cable). Bring your own pillow, blanket, bed linen, towels and dishes.</p>
Rent and deposit	<ul style="list-style-type: none"> <li>• The rent for a furnished room is about 400€/month,</li> <li>• for studio apartment between 500- 550€/month and</li> <li>• shared studio apartment the rent for each tenant about 250- 300€/month. Please note that you can only apply for a shared studio apartment with a fellow student. HOAS will not offer shared studio apartment to students who have not applied for the shared apartment together.</li> </ul> <p>The rent for 2011/2012 for each room type will be confirmed in August 2011 on HOAS website <a href="http://www.hoas.fi">http://www.hoas.fi</a></p> <p>Deposit for each accommodation type is about 500€/person. The rent includes heating, electricity and water.</p>

**ARRIVAL INFORMATION**

Arrival Information deadlines  
Online Arrival Form should be filled at the latest two weeks prior to arrival in Finland at <http://eaf.edu.metropolia.fi> Login and password are both **metropolia**

**TECHNOLOGY, COMMUNICATION AND TRANSPORT**

**ACADEMIC CALENDAR 2011-2012**

The academic year is divided into two semesters

**AUTUMN SEMESTER: 23 August - 30 December**

Application period for exchange students	15 March - 1 May 2011
--	-----------------------

Arrival dates	15 – 21 August 2011
---------------	---------------------

Orientation Days for new incoming exchange students	22 - 26 August 2011
---	---------------------

Period 1	22 August - 21 October • classes begin: 29 August
----------	--

Period 2	24 October - 30 December
----------	--------------------------

**SPRING SEMESTER: 2 January - 25 May**

Application period for exchange students	15 September - 1 November 2011
--	--------------------------------

Orientation Days for new incoming exchange students	4 – 5 January (Preliminary information)
---	---

Period 3	2 January - 9 March • classes begin: 9 January 2012
----------	--

Period 4	12 March - 25 May
----------	-------------------

*Participation in the Orientation Days is compulsory for incoming exchange students.*

**STUDIES**

Courses offered in English

Bachelor's Degree Programmes conducted in English:

- Civil Engineering: Sustainable Building Engineering (Helsinki unit): NEW! Stars in autumn 2011, only 1st year courses available in academic year 2011-2012
- Environmental Engineering (Myrmyäki unit, Vantaa)
- Electronics Engineering (Helsinki unit): Degree programmes started in autumn 2010, only 1st and 2nd year courses available in academic year 2011-2012
- Information Technology (Leppävaara unit, Espoo)
- Media Engineering (Leppävaara unit, Espoo)

International Semesters and Modules conducted in English:

- Industrial Management International Semester (Helsinki unit)
- Technology Business Module (Leppävaara unit, Espoo)

Industrial Management International Semesters (30 ECTS credits each semester) consist of a project and courses related to the project, so students should choose all the courses included in the international semester. Students who take part in the industrial management international semesters should have a B2 level of proficiency in English in European standards. An official English test is not required from the students of our partner universities.

Master's Programmes conducted in English (subject to availability of places):

- Metropolia and FHTW Berlin jointly run the international Master's Programme ConREM - Construction and Real Estate Management from October 2011 till February 2012. (Helsinki unit)
- Industrial Management Master's Programme – only autumn semester courses (Helsinki unit)

Additionally we offer opportunities to do special projects and/or Final Year Projects (Bachelor's Thesis) in the degree programmes of the Field of Technology.

Field of Technology offers Summer School every August. The students of our partner institutions are welcome to take courses from the Summer School free of charge. More information about the Summer School 2011 can be found in our website <http://www.metropolia.fi/koulutusohjelmat/avoin-amk/opintotarjonta/kesaopinnot/information-technology/>. All tuition in the Summer School is in English.

## INFORMATION 2011-2012

Course registrations	<p>After the application period has ended and your application has been approved, you will receive an information package including personal login to Metropolia intranet. With this login you should register to all courses before arriving to Finland.</p> <p>Instructions will be included in the information package.</p>
----------------------	--