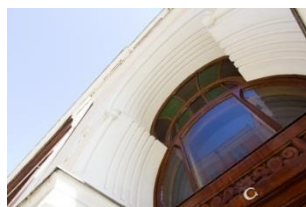


## INFORMATION SHEET Spring 2014

### Field of Technology

<b>Name of institution</b>	Helsinki Metropolia University of Applied Sciences
<b>Erasmus code</b>	SF HELSINK41
<b>Erasmus extended university charter code</b>	242663-IC-1-2008-1-FI-ERASMUS-EUCX-1
<b>President</b>	Ms Riitta Konkola
<b>Website</b>	<a href="http://www.metropolia.fi/en">www.metropolia.fi/en</a>
<b>Facebook</b>	<a href="http://www.facebook.com/MetropoliaInternationalRelations">www.facebook.com/MetropoliaInternationalRelations</a>
<b>List of partner institutions</b>	<a href="http://www.metropolia.fi/en/about-us/international-metropolia/partner-institutions/">www.metropolia.fi/en/about-us/international-metropolia/partner-institutions/</a>



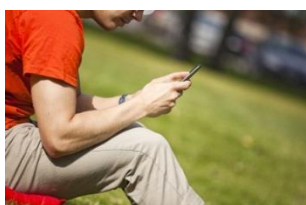
### GENERAL INFORMATION FOR INCOMING EXCHANGE STUDENTS

#### APPLICATION

<b>Application information</b>	<a href="http://www.metropolia.fi/exchange">www.metropolia.fi/exchange</a>
<b>Application periods</b>	<b>Autumn semester and academic year: 15 March – 1 May</b> <b>Spring semester: 15 September – 1 November</b>
<b>Required application documents</b>	<p>All students must be nominated by the international coordinator of the home institution.</p> <p><b>Application documents for all students</b> applying to the Field of Technology:</p> <ul style="list-style-type: none"> <li>• Online application: <a href="http://www.metropolia.fi/exchange">http://www.metropolia.fi/exchange</a></li> <li>• Transcript of Records in English (study transcript)</li> <li>• Learning Agreement</li> </ul> <p><b>Additional requirements for students applying for a project:</b></p> <ul style="list-style-type: none"> <li>• Curriculum Vitae (CV)</li> <li>• Proposed project topics</li> </ul> <p><b>These documents should be uploaded to the Mobility-Online application system.</b></p> <p>See <a href="#">Metropolia's Study Guide</a> for specific requirements.          All students are expected to be able to follow and take part in tuition in English.</p>
<b>Spring semester</b>	January 7 - May 23, 2014
<b>Orientation for incoming exchange students</b>	January 3 - 8, 2014

## ACCOMMODATION

<b>Information on accommodation</b>	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 <a href="#">Metropolia's Study Guide</a> and <a href="http://www.hoas.fi">www.hoas.fi</a>
<b>Application periods for student housing</b>	The application periods for exchange student housing for the spring semester: <ul style="list-style-type: none"> <li>• <b>1 October - 5 November</b></li> </ul> <p>NB! 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.</p>



## ARRIVAL INFORMATION

<b>Immigration</b>	See more about immigration in <a href="#">Metropolia's Study Guide</a> . The most up-to-date information is available at the <a href="#">Finnish Immigration Service</a> website.
<b>Time and place of arrival</b>	All students are expected to arrive before the orientation for incoming exchange students. The closest international airport is the Helsinki airport.
<b>Pick-up service deadline</b>	An exchange student 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 takes the exchange student to the apartment. In order to get the free service, the <a href="#">Electronic Arrival Form</a> should be filled in at the latest <b>two weeks prior</b> to arrival in Finland.
<b>Cost of living</b>	See more about the cost of living in <a href="#">Metropolia's Study Guide</a> .



## SERVICES FOR EXCHANGE STUDENTS

<b>Student tutoring</b>	<p><a href="#">The Student Union Metka</a> 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 an exchange student wants a student tutor, s/he needs to fill in the <a href="#">Electronic Arrival Form</a> two weeks prior to the arrival at the latest.</p>
<b>Language courses</b>	<p>Possibility to take part in Finnish courses (3 ECTS). Several <a href="#">Finnish for Exchange Students courses</a> are organised on different campuses at the beginning of each semester. The courses are free of charge.</p>
<b>Extracurricular activities</b>	<p>Trips, excursions and events are organised regularly by the <a href="#">local ESN section</a>. For further information, see <a href="#">ESN Metropolia on Facebook</a>.</p>

## INTERNATIONAL COORDINATORS, FIELD OF TECHNOLOGY

### TECHNOLOGY AND TRANSPORT

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Degree Programmes (Bachelor's): Automotive Engineering, Civil Engineering, [Civil Engineering: Sustainable Building Engineering \(tuition in English\)](#), [Electronics \(tuition in English\)](#), Construction Management, Electrical Engineering, Health Informatics, Industrial Management, Information Technology, Laboratory Sciences, Mechanical Engineering

Degree Programmes (Master's): [Industrial Management \(tuition in English\)](#), Construction and Real Estate Management

### TECHNOLOGY AND TRANSPORT

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Media Engineering (tuition in English), Information Technology (tuition in English), Building Services Engineering, Construction Site Management, Industrial Management, Information Technology, Land Surveying Technology, Media Technology

Degree Programmes (Master's): [Information Technology \(tuition in English\)](#); [Business Informatics \(tuition in English\)](#); Building Services Engineering; Land Surveying Technology

### TECHNOLOGY AND TRANSPORT

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Tel: +358 (0)40 480 6914

Degree Programmes (Bachelor's): Automation Engineering, Biotechnology and Food Engineering, Chemical Engineering, [Environmental Engineering \(tuition in English\)](#), Materials Engineering and Surface Treatment Technology

Degree Programmes (Master's): Automation Engineering