### ACTIVITY | START | END | FORM
--- | --- | --- | ---
*Online Application (Autumn semester) | March 15 | May 1 | Electronic application form
*Online Application (Spring semester) | September 15 | November 1 | Housing
Apply for housing (Autumn semester) | April 1 | May 5 | 
Apply for housing (Spring semester) | October 1 | November 5 | 
Period of study (Autumn Semester) | August | December | 
Period of study (Spring semester) | January | May |

*IA & CR Division nominates applicants by email to the coordinator before applying

### CONTACT PERSON

**Ms Riitta Konkola (President)**

Ms Anna-Liisa Auramo (coordinator) | anna-liisa.auramo@metropolia.fi | Sustainable Building Engineering, Electroic
Ms. Tiina Piipponen (coordinator) | tiina.piipponen@metropolia.fi | Information Technology
Ms Irina Tikka (coordinator) | irina.tikka@metropolia.fi | Environmental Engineering

### ONLINE APPLICATION FORM

Online application / click --->| Electronic application form
Online application Guideline / click --->| Step-by-step instructions for applying to Metropolia

### REQUIRED DOCUMENTS

1. Official Transcript of Records
2. Learning Agreement / download | Learning Agreement to be signed by Chief of IA & CR Division of SIIT
3. Photo (500x500 pixels)
4. Motivation letter included in the application form (max. 1,000 characters incl. spaces)

*English proficiency is based on self-assessment, no specific certificates of language skill is required

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

### APPLY FOR HOUSING

Apply online / click --->| Housing

### ACADEMIC CALENDAR

<table>
<thead>
<tr>
<th>Semester</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Autumn semester</td>
<td>August-December</td>
</tr>
<tr>
<td>Spring semester</td>
<td>January-May</td>
</tr>
</tbody>
</table>

More detail / click --->| Academic Calendar
### AVAILABLE COURSES CONDUCTED IN ENGLISH

<table>
<thead>
<tr>
<th>Available courses</th>
</tr>
</thead>
</table>

### CREDIT

30 ECTS credits are allocated to the workload of one semester.

### ADDITIONAL INFORMATION

Please find pages below

IA & CR Division, SIIT
updated 9 October 2015
**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](http://www.metropolia.fi/en)

**Facebook**

**List of 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:**
Automotive and Transport Engineering, Automation Technology, Biotechnology and Food Engineering, Building Services Engineering, Chemical Engineering, Civil Engineering, Construction Site Management, Electrical Engineering, Health Informatics, Industrial Management, Information Technology, Laboratory Sciences, Land Surveying Technology, Materials Technology and Surface Engineering, Mechanical Engineering, Media Technology
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, Laboratory Sciences, Mechanical Engineering

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

+Kaisa Meghjee, on leave

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

Degree Programmes (Master’s): Information Technology (tuition in English); Business Informatics (tuition in English); Building Services Engineering; Land Surveying Technology

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

+Elina Värtö, on leave

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irina.tikka@metropolia.fi

All international office staff

See Metropolia’s Study Guide

Responsible persons for Erasmus+ learning agreements

See below section Studies available for exchange students

ACADEMIC CALENDAR / FIELD OF TECHNOLOGY

Autumn semester

August 19 - December 18, 2015

Orientation for incoming exchange students / autumn

August 19 - 21, 2015

Spring semester

January 7 - 27 May, 2016

Orientation for incoming exchange students / spring

January 7-8, 2016

Time and place of arrival

All students are expected to arrive before the orientation for incoming exchange students. The closest international airport is the Helsinki airport.
# APPLICATION PROCESS / FIELD OF TECHNOLOGY

<table>
<thead>
<tr>
<th>Application information</th>
<th><a href="http://www.metropolia.fi/exchange">www.metropolia.fi/exchange</a></th>
</tr>
</thead>
</table>
| 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: [www.metropolia.fi/exchange](http://www.metropolia.fi/exchange) (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](https://www.ces.org.uk/site_resources/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. |
STUDIES AVAILABLE FOR EXCHANGE STUDENTS

| Degree Programmes in English | Bachelor’s degree programmes in English:  
| Electronic, 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 for International Semesters per 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 in April 2015.

| Summer School 2015 | The Degree Programme in Information and Communication Technology organises a Summer  
School in August 2015, for the 15th 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 2015, at the  
latest, at the Summer School website.
## 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](http://www.hoas.fi). |
| Application periods for 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! The available rooms are offered on first-come, first-served basis, in the order the applications arrive. Submit your application as early as possible during the HOAS application period. 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](http://www.hoas.fi). The most up-to-date information is available at the [Finnish Immigration Service](http://www.hoas.fi) 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](http://www.hoas.fi) 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](http://www.hoas.fi). |

## 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](http://www.hoas.fi) two weeks prior to your arrival at the latest. |
| Language courses | Possibility to take part in Finnish courses (3 ECTS). Several [Finnish for Exchange Students courses](http://www.hoas.fi) are organised on different campuses at the beginning of each semester. The courses are free of charge. |
| Extracurricular activities | Trips, excursions and events are organised regularly by the [local ESN section](http://www.hoas.fi). For further information, see [ESN Metropolia on Facebook](http://www.hoas.fi). |