

ARCADA

FACT SHEET 2020/21

updated on April 2020

GENERAL INFORMATION	
Name of institution	**ARCADA UNIVERSITY OF APPLIED SCIENCES**
Office address	Jan-Magnus Janssonin aukio 1 00560 Helsinki, Finland
Erasmus identification code	SF HELSINK39
Website	www.arcada.fi http://www.arcada.fi/en/exchange-studies (information page on exchange studies at Arcada)
Head of institution	**Mrs. Mona Forsskåhl** Rector
Staff working with mobility & contact details	**Mrs. Kátia Torres Airava**, Head of Student and Staff Mobility: Partner Agreements, Incoming student exchange +358 (0) 207 699 468 **Ms. Christa Holm**, Specialist, international affairs: Outgoing student exchange, Staff exchange +358 (0)207 699 670 **Mrs. Annika Keskinen**, International Coordinator: Outgoing student exchange, ERASMUS-coordinator, +358 (0)207 699 673 e-mail: international@arcada.fi

APPLICATION	
Online application system	All applications have to be submitted via the online application system MoveOn. After receiving the nominations by the home university, we will send the nominated students a link to the online application form.
Autumn semester 2020 Spring semester 2021	Nomination deadline 10 April 2020 (Extended to April 24th) Application deadline: 27 April 2020 (Extended to May 11th) Nomination deadline: 10 October 2020 Application deadline: 25 October 2020
Application documents (to be uploaded through our online application)	• Preliminary Learning Agreement Note that this is a preliminary learning agreement and you will most likely have to make changes to it. (please fill it out electronically; it should be signed by the student and sending institution). • Transcript of records in English • A certificate of your English skills • A photo (electronic, jpg) • A copy of valid identity document (ID card or passport) **You do not have to send us any hard copies!** More information will be posted on our website and will also be sent directly to the nominated students.
Information for the students - Acceptance e-mail - Information letter	An acceptance e-mail will be sent to the students 4-5 weeks *after* the application deadline. The letter includes information regarding housing, courses and the arrival. In mid-June / mid-December we send an information letter to the student, with a welcome letter, maps and other useful documents such as an official letter of invitation.
GENERAL REQUIREMENTS FOR ADMISSION	
Language proficiency	**A certificate of your English skills** Exchange students are expected to have a good command of spoken and written English in order to be able to follow the lectures and complete the course assignments, oral presentations and exams. Students selected to study at Arcada should have language skills at a minimum level of B1 according to CEFR in understanding, speaking and writing. We do not arrange any examination in English for exchange students, so it is therefore the responsibility of the partner university to send students who have sufficient knowledge in English.
Health insurance	Exchange students coming to Arcada should obtain all necessary insurances (e.g. health, medical expenses, luggage, home insurance)

	prior their arrival to Finland. Students from EU countries should additionally acquire a European Health Insurance Card before arriving in Finland. It is also recommended to have liability insurance.
EDUCATIONAL INFORMATION	
Academic calendar	**Autumn semester 2020:** Period 1: 1.8-25.10.2020 (The Introduction Days for exchange students will be held on 21, 24 and 25.8.2020) Period 2: 26.10-31.12.2020* **Spring semester 2021:** Period 3: 1.1.2021-21.3.2021 (Introduction session for exchange students will be held on 7th of January 2020) Period 4: 22.3-31.7.2021 (the tuition ends however already at the end of May 2020). ***No tuition between 21.12.2020 and 6.1.2021.**
Exam sessions	Examination requirements and forms of examination are stated in the course description of every course.
Course/exam registration	Upon arrival at Arcada, the student will get a login and password in order to be able to access computers and the Study Administration System, ASTA and to enrol for courses online. These can unfortunately not be handed out by e-mail beforehand.
Course information and descriptions, specify website	https://start.arcada.fi/en/exchange/course-selection **Please click on the course to see what language it's taught in. Remember to choose courses from the right semester. Also remember to carefully go through the prerequisites.** Choosing courses from different programmes and different years of study is not recommended since overlapping in timetables may occur. Lists of courses may be updated a few weeks prior to the beginning of each semester.
Language(s) of instruction	English or Swedish
Full study load for one semester (ECTS)	In one term you should strive to obtain 30 ECTS credits and in one year 60 ECTS credits.
Grading system	• Excellent (5) • Good (4-3) • Satisfactory (2-1)

PRACTICAL INFORMATION FOR INCOMING STUDENTS	
Housing information	The International Coordinator will pre-book a room for the students in a shared flat and give the students the necessary information regarding the student accommodation in the welcome e-mail. The students do not need to take any action regarding accommodation before that! Please note that the students can only apply for a room in the student housing after the International Coordinator has pre-booked a room for them. **The students should reply to the offer regarding housing in order to confirm it.** The student will have to pay a deposit in advance to the housing agency. Rents in Helsinki are rather high. A room in a student housing costs around 470-580 euro/month including heating, warm water and Internet connection. The student will share the apartment with other international students.
Estimated cost of living	The cost of living in Finland, on average, is comparable to the rest of Europe. For basic expenses such as food, rent and transportation (without the costs of partying and making trips) a student will need EUR 900 - 1300/month. Be prepared to have more expenses at the beginning of your stay - for the deposit and basic equipment for your apartment, copying etc.
Intensive language courses	Please note that it's possible to study Swedish and Finnish at Arcada. If the students wish to study Swedish or Finnish before their arrival, they can have a closer look through the link below. http://www.infopankki.fi/en/living-in-finland/finnish-and-swedish It is also possible to choose Swedish or Finnish in OLS. (for Erasmus students only) https://erasmusplusols.eu/
Tutor system	Our international tutors (students) can help the exchange students with their arrival and adaptation to the new environment.
Guide for international incoming students	Practical information about studying in Helsinki: • http://www.studyinfinland.fi Practical information about Helsinki and Finland: • http://www.infopankki.fi/en/frontpage • http://finland.fi/
Transcript of records	The transcript of records will be sent to the sending institution latest in February for stays during the autumn semester and latest in August for stays during the spring semester. Students will get instructions on how to order their transcript at the end of their exchange