

GUIDE FOR MASTER'S DEGREE PROGRAMME STUDENTS 2007–2008

Welcome to Turku!

Congratulations as you have been admitted to a Master's Degree Programme in Turku School of Economics (TSE)! In this booklet, we have gathered information to make your settling in Turku as pleasant as possible. Please read this carefully and follow the instructions. Please get also familiar with the Study Guide. You should buy one as soon as you arrive.

If you have any further questions or specific needs, please do not hesitate to contact us, we are happy to give you personal advice. The contact information can be found from the last page.

Finland

Suomi – Finland (<http://virtual.finland.fi>) is the seventh largest country in Europe (338,100 km²), and it is also the most sparsely populated country in Europe (population 5.3 million). In terms of its media latitude, Finland is the northernmost country in the world. The climate in Finland, however, is milder than in many other areas on the same latitude.

Two-thirds of the country is covered by forest. The archipelago to the southwest of the country is one of the world's most beautiful marine areas. One of the best things about Finland is the unspoiled natural countryside still relatively untouched and clean. The vast forests and numerous lakes make Finland an attractive destination for nature lovers.

Finland has been constantly under the influence of the East and the West. This is due to the geographical location of the country. From the 13th century till 1809 Finland was part of the Kingdom of Sweden. Then Finland became part of Imperial Russia, and it was given an autonomous status of Grand Duchy. This period lasted just over a century. On December 6th, 1917, Finland declared itself independent. Since then Finland has been a parliamentary republic. Finland became a member of the European Union on January 1, 1995. Finland has two official languages: Finnish and Swedish. Most people, especially younger generations, can speak English at least to some extent.

Finland has a good reputation in higher education and a high standard of facilities for students. There are 20 universities in Finland: ten multi-faculty universities, three universities of technology, three schools of economics, and four art academies. All universities in Finland carry out research and confer doctorates.

BEFORE LEAVING YOUR HOME COUNTRY

Confirmation of Enrollment

You should confirm your enrolment with the confirmation form. The form is sent to you by mail. It should be filled in and returned to the Office for Academic Affairs of the Turku School of Economics by **3.8.2007 at 16.15 (Finnish time) at the latest**. You will lose your right to enroll if the form is not returned by this deadline.

Insurance

Student Health Care does not provide emergency or hospital services. You therefore have to have an insurance that covers such cases. If you are a citizen of an EU country your national health care insurance is valid in Finland. As a citizen of EU you are entitled to have medicine in lower price and for that purpose you should also take with you the international card for health care or form E 128. Contact your local health authority for an E-111 form.

If you come from **outside the EU**, according to Finnish law, you have to have health insurance that covers health (including medication), emergency and hospital services. You have to have this insurance when arriving to Finland. Except for health insurance we strongly advise you to arrange a traveler's insurance and insurance for personal possessions against theft, loss or breakage prior to arrival.

Entry visa

Citizens of European Union do not need a visa to enter Finland. When you stay in Finland more than three months you need to apply for a residence permit from the local police.

Citizens of other countries must apply for an entry visa or a residence permit according to the instructions you get from the nearest Finnish embassy or consulate in your home country. The list of Finnish missions abroad is on the web at <http://www.formin.fi/english> → diplomatic missions. Further information is available from the Finnish Directorate of Immigration www.uvi.fi.

The residence permit

Citizens of EU-countries, Liechtenstein and Switzerland staying in Finland for more than three months will need to register their right to reside in Finland. This permit can be obtained from the Turku police station (www.poliisi/turku). This permit costs 40 € and the following documents are required: a valid passport, the letter of acceptance or certificate of registration issued by the Turku School of Economics, proof of the funds or scholarship to cover the expenses in Finland, and two passport photographs.

Students from outside of the European Union and EEA countries must have a residence permit as the Master's Degree Programmes last more than three months. The residence permit is issued by a Finnish embassy or consulate, and must be applied before the arrival in Finland. Please note that applying for a permit might take a long time so we highly recommend you to make the application as soon as possible to ensure that you can start your studies as planned.

Accommodation

Each student is responsible for taking care of their own accommodation. The easiest way to do that is to apply for a flat from Student Village. Large number of Finnish students will also apply for their accommodation, so we strongly recommend you to apply for a flat as soon as possible.

The Student Village foundation (in Finnish Turun ylioppilaskyläsäätiö, TYS) provides many alternatives for your housing. Students can choose from three housing alternatives:

Dorm style or shared flats: an ideal choice for international students who want to experience a true Finnish university atmosphere. 2-3 students live together in a furnished suite, have their own bedrooms, and share a common kitchen, toilet and shower.

Studio housing: for a slightly higher rent students can choose studio flats. Rooms include a private bedroom, toilet and shower. Common kitchens are located on each floor along with lockers for storing cooking utensils. Demand is high for studio flats, so applicants may be put on a waiting list.

A dormitory studio is a room with an Internet connection and a cooking unit in a renovated shared flat.

Family housing: family flats generally consist of 2-4 rooms, a kitchen or kitchenette and a bathroom. Families with or without children are eligible. Playground and day-care facilities are usually located nearby.

Students must supply their own curtains, bedding, pillows, towels, carpets, lamps, kitchen utensils, and cleaning items.

Application process

It is possible to apply three months before the need for accommodation, but you should in any case submit your application to TYS not less than six weeks prior to the date you wish to move in.

Turku School of Economics will send directly to TYS the names of new Master's Degree Programme students, so students do not need to send certificates of their admission.

Rental agreement

The rent varies according to the location, age, size and facilities. The rent includes electricity, water and heat (220 volt current for electrical appliances). The rent must be paid by the 6th day of every month.

The security deposit for studio and dorm style housing is 250 € and 400 € for family housing. The security deposit must be paid in advance using the invoice included in the acceptance letter. This will be sent to you by e-mail. The security deposit is returned to the bank account given by the tenant at the end of the tenancy when the tenant has returned the keys of the apartment, left the apartment in good condition and paid his/her rents and other payments. The security deposit cannot be used as the final month's rent. **Flats are always rented out for a full calendar month regardless of the moving-in date.** Flats are not available to the tenants until the first business day of every month after 12 pm.

Further information is available from www.tys.fi. There is also information for degree students and electronic application form.

Please note that the Orientation week starts on Tuesday August 28th and when you apply for a flat, you will have it either from 1st of August or 3rd of September. If the flat is free, then it might be possible to get the key before. We encourage you to rent your flat from the beginning of August to make the easiest arrangements. This will also increase the likelihood of receiving a flat. Thus, this might be also the cheapest way as the prices of hotel rooms are from 66€ onwards per night.

Traveling and arrival to Turku

You can reach Turku by air, sea, road and rail. You can easily reach Turku via Helsinki or Stockholm.

The easiest way to arrive to **Turku is by flight**. There are many international flights which arrive directly to Turku Airport (finavia.fi/airport_turku). The airport is 8 kilometres from the city centre, which can be reached by taxi (approximately €20) or by local bus number 1 (€2.50). Busses from the airport (lentoasema) to the Market Square (kauppatori) run from 5.20 - 00.50 Monday - Friday, 5.20 - 23.15 on Saturdays and 7.10 - 00.50 on Sundays.

If you come **by air to Helsinki-Vantaa the easiest way to come to Turku is to take a bus**. Turku is situated 160 km west from Helsinki. In case you arrive at Helsinki airport. The busses leave every one hour during the day to Turku from Platform 14, right in front of the international terminal. There are also busses during the night time. You might need to change busses after about 20 minutes from departure, as the bus from airport is only a link service to the normal express busses. Normally, there is only a few minutes wait and there are no other busses than those that are going to Turku. The driver will take care that you and your luggage are on the right bus. The payment happens in the second bus. The trip from Helsinki takes about 2,5 hours, and costs approximately 25€. Be aware that the bus driver or the cashier in a bus does

not necessarily speak English. To see the timetables of busses go to: www.matkahuolto.info/index.jsp?lang=en.

If you wish to take a train from Helsinki, you need to go to the main railway station in the center of Helsinki. There are busses from the airport to the city center. Be aware that the tickets for the trains should be purchased already at the train station, not at the train. The tickets from Helsinki to Turku cost 25-30€ and takes about two hours depending on which kind of train you take. To see the train timetables please go to: www.vr.fi.

There is a ferry from Stockholm to Turku leaving Stockholm twice a day. The morning departure will arrive in Turku the same evening and the evening departure will arrive in Turku the next morning. The journey across the gulf takes about 10 hours. To get more information about the timetables and prices visit www.vikingline.fi or www.siljaline.fi.

It is very important that you inform the International Office international@tse.fi and your tutor the time and place of your arrival.

Orientation

An orientation week for all new students will be organized between 28. – 31 of August. It is of paramount interest for you to participate to Orientation week because the most essential information on studying at TSE will be given then. Additionally, you will have specific information about your Master's Degree Programme. The programme of the orientation week will be later available in the web page of each Master's programme. During the orientation week you will be given a Survival Guide to provide you with practical information about studies, housing, and other issues about living in Turku. **You need to register to at the Office for Academic Affairs during the orientation week to get your student number.** You need your student number for many different activities, including registering to courses and exams. **Additionally, in order to take courses in the autumn term you need to register to them during the orientation week.**

Student Tutors

The International Office of the TSE operates a system of student tutors. This service is especially directed at exchange students but you can benefit from this system as well by informing the international office (international@tse.fi) that you would like to have a student tutor **by August 3rd**.

It is highly recommended to use this service. Your student tutor will send you an e-mail in August and please reply him/her right away. There is also provided tutors also for those students who have already studied in Finland.

Your student tutor will meet you upon your arrival in Turku. So **remember to inform us in good time about your arrival** (date, time and place). The tutor will take you to your apartment and assist you with practical matters concerning the accommodation.

However, if there is nobody to meet you, you should first go to the Student Village housing office, address: Inspehtorinkatu 4. The office is open Mon, Tue, Wed and Fri from 9.00 to 14.45 and on Thu from 9.00 to 17.45. Perhaps the easiest way to reach the Housing office is by a taxi, but you can also take a bus (50, 51, 53 or 54) from marketplace to direction “Ylioppilaskylä”. After having settled in your room, please contact the International Office at TSE.

SETTLING IN AND LIVING IN TURKU

The town

Turku is located on the south-western coast of Finland. The history of Turku dates far beyond the 13th century when it was the first city in Finland to be granted city rights. Turku was the capital of Finland until the Great Fire of 1827 when Helsinki became the capital city. Finland is a bilingual country; the official languages are Finnish (it is obligatory to study Finnish in Master's degree programmes) and Swedish. This is clearly noticeable in Turku (in Swedish Åbo) where the only Swedish-speaking University in Finland (Åbo Akademi University) is situated.

Today Turku has about 175,000 inhabitants. The city has a large student population; there are three universities (the University of Turku, Åbo Akademi University and Turku School of Economics) and four polytechnics operating in the city. Turku is also a center of cultural life with its theatres and events focusing on music, literature, arts and architecture. Particularly in summer, Turku is a host of many festivals and events.

There are several possibilities to enjoy the cultural offerings in the town. There are four cinemas in Turku. Films are shown in their original language with Finnish and Swedish subtitles. Students can buy tickets for classical and contemporary music concerts e.g. at the concert hall, Turku Castle, the Sigyn Hall, the Academy House and the churches of Turku at a reduced price. Most theatre plays are only in Finnish. With your student card you can get also reductions on tickets for museums.

Turku has a typical sea climate, which means that in autumn and spring it rains quite often. Winters are usually relatively mild with little snow, although it might get cold and windy at times, the temperature usually below 0 °C. In the coldest winter days (in December-February) the temperature may fall under -20 °C. In summer, temperatures vary between +15 and +25 °C.

Expenses

You need approx. 550–750 € / month for basic expenses in Finland. For rent one should allow 170 – 350 € and for food and transportation 220 – 400 €. Naturally this amount will depend on personal consumption habits. To give some examples of likely expenditures: a lunch at the student cafeteria (subsidized by the state) costs 2.20 € or the soup lunch 1 €; a city bus ticket costs 2,50 € per ride (with a student discounted bus card 1,40 €) and a monthly bus card for students is 28 € with unlimited use.

There are a number of cafeterias within the universities that serve snacks and lunches. These are not open in the evenings, and therefore you will have to prepare it yourself, if you want to have a (warm) meal in the evening. Pots, pans, plates, glasses and cutlery are available (to a limited extent) second hand by the student union, and you might also find these things in the shared kitchens. The student tutors will give you first aid for shopping. There are a lot of restaurants in Turku. You can have a reasonable meal for 6.50 – 12.00 €.

Turku has a rich pub culture with about 200 pubs. Half a liter of beer costs approximately 4 € in a pub.

Please note the following expenses in the beginning of your stay: security deposit for housing (250€), Student Union membership fee and the student ID (101€) and residence permit (40€). Possible other fees: a second hand bike (around 60€) and a prepaid mobile phone card (10-20 €).

Note that there is no tuition fee and that's why Turku School of Economics provides neither support nor scholarships for students to cover studying and living expenses.

Banking

There are many banks near TSE and it is easy to open an account once you have arrived in Turku. Opening a bank account is arranged by student union during the orientation week and it is strongly recommended. Finland has a very modern system of internet banking and you will be asked to pay your different invoices most often via internet. If you open a Finnish bank account you will also have right to use internet banking and Visa Electron card free of charge.

Credit and cash cards are widely accepted and they can be used in self-service cash and payment machines, which are available densely. Please note that during the first days of your stay you will need some cash before the account is opened.

Transportation

The bus connections within the city are very good. Distances are fairly short so you can also walk to many places, and the town is ideal for cycling. Second hand bicycles can be bought for example from "Ekotori" near the Student Village.

E-mail and internet

You will get a tse.fi e-mail account during orientation week and also access to Internet and computers at TSE. The computers at TSE are available during weekdays from 8am until 7pm. One can also get an electronic key card to the school in order to have 24 hour/7 days a week access to the computer labs. The key card has a 35€ fee, of which 30€ is a deposit and thus returned back.

You can also have an internet access to the apartment of student village foundation, In some apartments the open wireless net SPARKNET is working and you can use it free of charge with your TSE e-mail address. If SPARKNET does not work in your apartment you can open an internet connection. The opening of the access costs 60€ but using internet has no other fees. That can be applied in the computer center of the Turku University in "Educarium" building.

Sports

You can practice almost any sport in Turku. In the Student Village there is a gym with a swimming pool and aerobics. The Student Union has its own sports club that offers an opportunity to practice several sports. In addition, the students of TSE can participate in university sports with paying a fee of 25 € / semester. There are available dozens of different disciplines from dance to karate to ice hockey and volleyball. For more information please visit <http://www.utu.fi/en/studying/students/services/sports/services/index.html>.

What to bring

Your room at the Student Village is not equipped with bed linen or towels. Bring them with you, or be prepared to buy them after having arrived in Turku.

Be also aware that the electricity plug outlet type is the “standard European” plug with two different round pins, and you will need an adapter, if your appliances plug has a different shape. The electricity voltage is 230 v and Frequency 50 Hz.

In Finland we have four seasons. Summer is warm, approx. 20 degree and often sunny, but already at the end of September the weather gets rainy, windy and rather cold. Snow rains usually at the end of December and until the end of February it can be minus 15 degree. Spring starts in a middle of April, and temperature is about 10 in spring time. In conclusion the weather changes a lot, so bring warm clothes, gloves or mittens, woollen scarves and caps and proper shoes, an umbrella or a raincoat.

Notification of Move

When moving you must notify the local register office and Finland Post of your change of address. A notification of move (muuttoilmoitus) must be submitted within a week after arrival in Finland. Notification must be given every time you move within the country and also when moving abroad from Finland. When moving to or from Finland, notification must be given in writing (forms are available in local register and post offices).

Working

Students are permitted to do a limited amount of paid work under a residence permit issued for studies if the work is practical training included in the studies or final project work. Part-time employment is possible if the working time comes to an average of 25 hours per week at most. There are no limitations on working hours in full-time employment during holidays, specifically the summer and Christmas holidays. Please note that even though many companies operate in English, in practice it is very difficult to find a work without knowing the basics of Finnish language.

Registration

Foreigners who stay in Finland for at least one year must submit personal identity data (e.g. name, date of birth, nationality, family relationships, address) to the Population Information System for registration.

Registration takes place in a local register office (Maistraatti). You need to bring with you to the register office your passport, valid residence permit and other official documents (for example, certificate of marriage, birth certificates of children) and you need to fill in and sign the form “The Registration Information on a Foreigner”. Reliable proof should be submitted in support of the information to be registered. The submission of false information is a punishable offence under the Finnish Penal Code. At the same time you may submit an official notification of move at the register office.

Foreigners who reside in Finland temporarily (like a student) may receive a Finnish personal identity code (henkilötunnus) if he/she needs one, for example, for work. More information is available at the local register offices, and at www.maistraatti.fi, or at Population Register Centre at www.vaestorekisterikeskus.fi.

STUDING AT TSE

Please note that the following chapters are only to give you a short overlook at studying in TSE. **More information about the courses and studying will be in the Study Guide.**

Selecting courses

As you have been admitted to a Master's Degree Programme, the structure of your studies has been decided beforehand. You should make an appointment with your programme's coordinator (in the case of GIM-programme with Education Coordinator) during the orientation week to talk about your studies and the structure. Even if the main structure is decided beforehand, you still have to decide e.g. which courses you will take and when to take those courses (personal study plan). In case that you have supplementary studies, those have to be decided as well. These study plans will be officially approved by the vice rector.

The course descriptions will be available in Study Guide and in an internet based system called "WebOodi". After you have received your student number and a password, you can and have to register to the courses. The course registration dates are available from the academic calendar below.

Exams

The exams will be held mainly during the "exam weeks". The exact times and dates for each exam can be found from the internet e.g. from www.tse.fi/english/studies/exchange under the link "studying" and in the Study Guide. The exams last usually four hours.

Please also note that you need to register for the exams one week before exam takes place. That is done through WebOodi.

ACADEMIC CALENDAR 2007-2008

Timetables for the academic year 2007-2008

The 58th academic year of Turku School of Economics:
Opening of the Academic year:

1ST of August 2007 – 31st of July 2008
3rd of September

Orientation week for degree students 28.-31.8.2007		
Lectures:		
	I period	II period
Autumn Term	3.9. – 12.10.2007	22.10. – 5.12.2007
Spring Term	7.1. – 15.2.2008	3.3. – 25.4.2008
Christmas holiday 21.12.2007–6.1.2008, Easter holiday 20. – 26.3.2008		

Examinations:	
Autumn term	27. – 31.8.2007 15. – 19.10.2007 7. – 20.12.2007
Spring Term	18.2. – 29.2.2008 28.4. – 23.5.2008

Course registration:	
1st period of Autumn Term (AT I)	20. – 30.8.
2 nd period of Autumn Term (AT II)	24.9. – 14.10.2007
1st period of Spring Term (ST I)	10.12. – 30.12.2007
2 nd period of Spring Term (ST II)	11.2. – 24.2.2008
Registration for Bachelor's and Master's Thesis Seminars	
For Spring Term 2008	24.9. – 14.10.2007
For Autumn Term 2008	11. – 24.2.2008

Checklist for Degree Students

Before Arrival

- Apply for a visa or residence permit
- Send the enrollment form to the Office for Academic Affairs
- Apply for accommodation
- Get health insurance (and insurance for travel and personal possessions)
- Inform International Office that you want a Student Tutor
- Confirm the time (date & hour) and place (bus / train station, airport, ferry terminal) of your arrival at international@tse.fi and to your tutor
- Check the address of your apartment
- Check that you have paid the housing deposit fee
- Take with you your original University degree certificate(s) and original University degree transcript of records
- Check your tutor's name and phone number
- Complete the virtual orientation on Turku at www.iuta.org → virtual orientation

During orientation week

- Open a bank account
- Pay the Student Union fee and get your student ID (there is no tuition fee, but membership of the Student Union is obligatory according to Finnish law)
- Register at the Office for Academic Affairs. Please take your original University degree certificate and original University degree transcript of records and be prepared to leave them to the Office for Academic Affairs. You also need to show your passport to prove your identity.
- Register for I period courses and check the exam dates.
- Pay the electronic key deposit, if necessary
- Sign the rental agreement right away when arriving to your flat at the office of the Student Village Foundation
- Get on-line, check if SPARKNET works in your apartment, if not apply to the direct internet connection
- Make the notification of move
- Buy a bus card for local transportation if necessary
- Buy a pre-paid connection to your mobile if necessary

How to contact us?

If you have any questions, please do not hesitate to contact us at. Please note that July/August is typical vacation time in Finland.

In **general, tutor and registration matters** contact International Office e-mail international@tse.fi (closed 16.–27.7.2007)

In **specific programme related matters**, contact Master's Degree Programme staff

Global Information Technology Management <http://www.tse.fi/tjt/gitm/>

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