

Exchange studies and requirements for students admitted to the Bachelor in Business Programme

Students who have been admitted to the bachelor’s programme have a semester abroad in their programme in the form of studies or an internship. Within the bachelor’s programme in English, the semester abroad can be replaced by a Finnish Business and Society module on certain grounds.

The mandatory semester abroad is a single period of study or internship abroad of at least three months. The period of study abroad must take place after the student has obtained the right to study for the bachelor's degree.

Students admitted to the Bachelor in Business programme can complete their mandatory stay abroad by studying one semester (30 ECTS or equivalent) at one of our selected (mostly European) partner universities. The courses completed and the credits gained will be fully recognized at Hanken and transferred towards the bachelor's degree.

Students must fulfil certain requirements to be eligible to apply for exchange studies. Please note that the requirements in this document apply only to students admitted to the bachelor’s programme in English. There are [separate requirements](#) for students admitted to the bachelor’s programme in Swedish.

Shortly about the terms ”Eligibility” and “Ranking”

Students applying for exchange must be **eligible** for exchange studies. If a student is not eligible, they apply again when the requirements are met.

The **ranking** takes place after the student has been found to be eligible, i.e. fulfils the requirements. The students have listed in advance which universities they prefer. A study success index is calculated for each student and the students are ranked based on the index. The higher the ranking, the better the possibility of getting an exchange place at a preferred university.

Time of the exchange semester and when to apply

Depending on the selected major subject, the exchange semester takes place (decided by the Education Council 12.12.2023) either in the spring semester during the second year of study (4th semester) or in autumn semester during the 3rd year of study (5th semester). Students are to choose one of Hanken’s partner universities for their exchange semester.

Students **have to apply for exchange** according to the table below. The deadline for the application is announced on the web.

Application for Exchange Semester	
Study year 1 in June	Study year 2 in January
Management and Entrepreneurship Marketing	Accounting Economics Finance

Time of the exchange semester:

Time of Exchange Semester	
Study year 2 spring semester	Study year 3 autumn semester
Management and Entrepreneurship Marketing	Accounting Economics Finance

A student with a **faster study pace than the norm** can apply for an exchange place earlier than what the Education Council has decided, regardless of the major either in January or June, provided that the exchange semester has been integrated into the student's study plan and the normal timing of application and exchange would be likely to postpone graduation at Hanken.

In such cases, by the application deadline, the student must have completed at least 90 credits (=1.5 years of study). In addition, all other eligibility requirements for exchange studies must also be met.

A. Eligibility/Application requirements

A.1 Completed mandatory courses

To be eligible to apply for exchange studies, students must complete 5 out of 8 of the mandatory basic studies, 1 out of 2 of the mandatory navigator courses, as well as the mandatory orientation course by the application deadline.

Completed 5 out of 8 of the first-year mandatory basic studies (44 credits):

- 1143 Business Analytics and Programming (6 credits)
- 1145 Introduction to Accounting (6 credits)
- 1146 Introduction to Economic Analysis (6 credits)
- 1149 Management and Entrepreneurship (6 credits)
- 1150 Mathematics for Economics and Business (2 credits)
- 1151 Principles of Finance (6 credits)
- 1152 Principles of Marketing (6 credits)
- 1153 Statistical Analysis for Economics and Business (6 credits)

Completed 1 out of 2 of the first-year mandatory Navigator Path (4 credits):

- 0003 Navigator 1 (2 credits)
- 0004 Navigator 2 (2 credits)

Completed the mandatory orientation course is the following:

- 0002 Orientation course – Bachelor in Business (2 credits)

If an exam is taken or an assignment is submitted in these courses by the application deadline, but the result has not been published yet, the result will still be considered when assessing the eligibility. However, the grade will not be considered in the ranking. The student is responsible for notifying the international coordinator by e-mail ([outgoing.mobility\(at\)hanken.fi](mailto:outgoing.mobility@hanken.fi)) which course it applies to by the application deadline. It is also the student's responsibility to notify the international coordinator of the result as soon as it is available.

A 2. Sufficient language skills

Hanken's partner universities offer courses with English as the language of teaching for exchange students.

Please see section C for details on language requirements. Always also check the information under each partner university in Hanken's Mobility Online Portal.

A 3. A bachelor's degree is needed for exchange a second time

Students who have been on exchange at bachelor's level and intend to apply for exchange a second time can do so within the framework of master's studies. Note that exchanges at master's level require a bachelor's degree. It is, however, not a given that one is assigned an exchange place a second time. More information on application requirements for master's students is found in a separate document on Hanken's webpages.

B. Allocation of exchange places to eligible students

After students have been considered eligible, they will be ranked with the aim to allocate the exchange places in a transparent and fair way. The ranking is based on grades (GPA), study pace (credits) and Student Union activity. Courses that are completed before 31 December (for exchange the following autumn semester) or before 31 May (for exchange the following spring semester), will be considered in the ranking. The courses do not need to be registered in the study records by these dates.¹ It is enough that the courses are completed before 31 December or 31 May for the grade to be considered in the ranking. Courses that are completed after 31 December or 31 May will, however, not be considered in the ranking. Along with the ranking, it is determined whether the student meets the partner university's profile and other requirements that a university/exchange program sets for the university that the student prefers.

In comparison with the determination of eligibility when additions are allowed after the application period (see point A1 above), *no additions* (neither courses or exams completed after 31.12 or 31.5) are taken into account when the comparison between the students is made. The ranking must be fair. Fairness is achieved when a common cut-off point is established for everyone, i.e. a precise point in time for the comparison of the study success of all applicants. Thus, the additions allowed for determining eligibility (see point A1 above) are also not taken into account when the ranking is made. If the additions were to be taken into account, the common cut-off point would not be the same for everyone, making it unfair. The ranking is therefore based exclusively on all courses that are fully completed before 31.12 or 31.5. Moreover, the criteria for the determination of eligibility are non-negotiable and strictly applied.

B 1. Ranking according to the study success index

Eligible students are ranked according to the study success index: grades (GPA), study pace (credits) and Student Union activity.

- Grades (GPA) weigh 60 % and study pace (credits) 40 %
- The study pace is capped so that the maximum deviation is 10 %
- Time-consuming and responsible Student Union activities give extra points in the ranking. Activity that gives points must have started before the end of the application period. A certificate of Student Union activities must be attached to the exchange application. The activity is converted into credits according to the list below so that only one activity is considered and only the "heaviest" is counted:

Position(s) of Trust that give 8 credits

- o President of the Executive Board (SHS)

Position(s) of Trust that give 6 credits

- o Member of the Executive Board (SHS)
- o President of the Executive Board (SSHV)
- o Treasurer (SSHV)

¹ The difference between the date of completion and the date of entry is that the date of completion is the date when the student has completed the last exam or submitted the last assignment, whilst the date of entry is when the course grade is entered into the study records (usually around 2-4 weeks after the date of completion). It is therefore important that the students have taken the exam or submitted the assignment before 31.12 or 31.5. The date of entry in the study records has no significance.

Position(s) of Trust that give 4 credits

- President of:
 - Annual Ball Committee, Casa Nostra, Exchange Committee, Freshers Committee, Gekko, Information Committee, International Helsinki Days, Masters' Committee, Program Committee, Sports Committee
- Member of the Executive Board (SSHV)
- Treasurer of Casa Nostra

International tutoring activities give 2 credits

- Exchange Committee
- Freshers Committee
- Gekko
- Masters' Committee

B 2. Determining whether the eligible student meets the partner university's profile and other requirements set by a university

In agreements with partner universities and in exchange agreements such as Erasmus, there may be special requirements that a student must meet in order to study at a university. The requirements may apply, for example, to completed language tests, minimum GPA and the type and scope of studies completed at Hanken. The student is responsible for checking the requirements of each partner university they want to apply to well in advance. The requirements can be checked in Hanken's Mobility-Online Portal under each respective university.

Through the ranking, each student has been assigned an exchange place. It is then determined whether the student meets or does not meet the requirements of the university/exchange agreement. If a student does not meet the requirements, they are assigned an exchange place via the ranking where the conditions are met.

In addition to the partner university's stated requirements for e.g. completed language tests, minimum GPA or type and scope of studies completed at Hanken, our previous experiences with the partner university (such as the degree of difficulty of the studies) are also taken into account when allocating the exchange places.

C. Language requirements

C 1. Language skills in English

Hanken's partner universities offer courses with English as the language of teaching for exchange students. The English requirement for exchange studies on bachelor's level at most universities is at least CEFR B2 (Common European Framework of Reference). Hanken Bachelor in Business students have fulfilled Hanken's admission requirement in English, and they are thus eligible to study in English at one of Hanken's partner universities.

A few partner universities might require an internationally recognised language test in English (TOEFL, IELTS). If an internationally recognised language test (TOEFL, IELTS) is required, then this is indicated in Hanken's Mobility-Online portal. The student is responsible for checking the required test scores of each respective partner university. TOEFL and IELTS tests are valid for two years.

The student is responsible for checking the requirements of each partner university they want to apply to well in advance. The language test must be completed by Hanken's exchange application deadline and be attached in the application.

If a test has been completed by the application deadline, but the result has not yet been published, the result is taken into account when assessing eligibility. The student is responsible for notifying the international coordinator by e-mail (outgoing.mobility@hanken.fi) which test this applies to by the application deadline. It is also the student's responsibility to inform the international coordinator of the result as soon as it is available.

C 2. Language skills in other languages

Students will be studying in English at the partner university. Depending on the partner university, it can also be possible for exchange students to study in the language of the host country (other than English). Please note that

- students will not be able to combine courses in an English-speaking track with courses in another language in another track/programme (most often it is possible to follow only one study track)
- students must fulfil the language requirements of the partner university in case there is a possibility to also choose courses in other languages than English. Please check language requirements for studies in other languages than English in the Exchange Fact Sheet of the partner university found in Hanken's Mobility-Online Portal