

# ***Terms and conditions of the Exchange Semester and Scholarship***

Check the box to accept the conditions for your exchange and save the document so you can get back to it during your exchange.

In addition to the exchange semester abroad, the Hanken Exchange Programme consists of:

- a) a mandatory practical information session
- b) a written report and supporting documents

I understand that participation in the exchange requires participation in both parts, and I will follow the instructions and deadlines of Hanken and my host university.

The scholarship will be paid in July for exchange studies during the autumn semester and in December for exchange studies during the spring semester. If I cancel my exchange, I will pay back the scholarship to Hanken immediately.

## **Before the exchange, I shall**

- Carefully read and follow the instructions under 'Before the Exchange' on Hanken's website including the checklist.
- Hand in a *Learning Agreement* in the beginning of the exchange semester in accordance with the instructions given by Hanken and my host university in order to have my course selection approved by Hanken. If there are changes to my course selection, I shall hand in a *Changed Learning Agreement*, which shall also be approved by all parties.
- Research the host country well in advance, follow the advice and instructions given, including the country-specific travel information on entry requirements, travel insurance, risk level, security and safety, local laws and customs, health situation etc.
- Read the current [travel information](#) for your host country published by the Finnish Ministry for Foreign Affairs and how you can [prepare for a crisis abroad](#). If I am not a Finnish citizen or a permanent resident of Finland, I will read the information provided by the Ministry for Foreign Affairs of my nationality.
- Give the Finnish Ministry for Foreign Affairs my contact details by submitting a notification of travel so that I can be contacted in case of an emergency in the host country. If I am not a Finnish citizen or a permanent resident of Finland, I shall make an equivalent notification to the authorities of my nationality.

## **During the exchange, I shall**

- Complete a full-time academic workload at the host university (30 ECTS or the equivalent for a semester), stay at the host university for the full semester and complete all exams before returning. Exams at the host university cannot be written at Hanken. If I fail to achieve full workload, I may be required to return part of or all my scholarship, subject to the decision of Hanken.

- Contact outgoing.mobility(at)hanken.fi to sort out any problems related to my course selection or the completion of the exchange studies.
- If the exchange period is mandatory in my degree, I shall achieve at least 50% of full workload and stay a minimum of 3 months at the host university in order to have fulfilled the degree regulation.
- Be a good representative and ambassador of Hanken which also includes promotion of Hanken at exchange fairs.
- Not jeopardise Hanken's relationships with its partner universities.
- Notice that as an exchange student I am subject to the same policies, rules, regulations, codes of behaviour and other obligations as the students of my host university.
- Show respect for the culture, customs, traditions and laws of my host country.

**After the exchange, I shall**

- Write an exchange report in Hanken's Mobility-Online upon my return and hand in required supporting documents for the transfer of the credits.