This program is offered by International Academic Programs (IAP) at the University of Wisconsin-Madison in conjunction with Aalto University. This IAP Program Handbook supplements handbook(s) or materials you receive from Aalto as well as the IAP Study Abroad Handbook and provides you with the most up-to-date information and advice available at the time of printing. Changes may occur before your departure or while you are abroad.

Questions about your program abroad (housing options, facilities abroad, etc.) as well as questions relating to your relationship with your host university or academics (e.g. course credit and equivalents, registration deadlines, etc.) should be directed to International Academic Programs at UW-Madison.

This program handbook contains the following information:

- Contact Information .......................................................... 1
- Program Dates Spring 2015 .................................................. 2
- Preparation before Leaving .................................................. 2
- Travel and Arrival Information ............................................. 4
- The Academic Program ...................................................... 5
- Living Abroad .................................................................... 7
- Student Testimonials .......................................................... 8

Contact Information
On-Site Program Information
Kaisa Pulliainen (kaisa.pulliainen@aalto.fi)
Aalto University
School of Chemical Technology
P.O. Box 16100 (Kemistintie 1)
00076 AALTO Finland
P. +358 50 511 2079
fax: +358 9 462373

UW-Madison Information
International Academic Programs (IAP)
University of Wisconsin-Madison
106 Red Gym, 716 Langdon Street
Madison, WI 53706
Tel: 608-265-6329 Fax: 608-262-6998
Web: www.studyabroad.wisc.edu

For Program Academics & Logistics: Erica Haas-Gallo
IAP Study Abroad Advisor
haasgallo@studyabroad.wisc.edu

For Applications and Course Equivalents: Kristin Calkins
IAP Enrollment Specialist Advisor
kcalkins@studyabroad.wisc.edu

Emergency Contact Information
In case of an emergency, call the main IAP number (608) 265-6329 between 8:00 a.m.-4:30 p.m. Monday-Friday; after-hours or on weekends call the IAP staff on call at (608) 516-9440.
Embassy Registration
All program participants who are U.S. citizens must register at the U.S. Embassy through the State Department before departure as this will help in case of a lost passport or other mishap. You can register on-line at https://travelregistration.state.gov. If you are not a U.S. citizen, register at your home country’s embassy or consulate.

Embassy of the United States of America
Itäinen Puistotie 14 B
00140 Helsinki
Finland
Telephone: +358-9-616-250
Web: http://finland.usembassy.gov

US Embassy’s American Resource Center at the Kaisa House
P.O.Box 53 (Fabianinkatu 30)
00014 University of Helsinki
Finland
Telephone: +358-9-191 24048
E-mail: arc@usembassy.fi

Program Dates Spring 2015
Orientation: Date to be confirmed, usually the week prior period III
School of Electrical Engineering, School of Engineering and School of Art, Design
Teaching & Exam period III: January 5 – February 21
Teaching & Exam period IV: February 23 – April 11
Teaching & Exam period V: April 13 – May 30

School of Science
Teaching & Exam period III: January 5 – February 14
Teaching & Exam period IV: February 23 – April 4
Teaching & Exam period V: April 13 – May 23

School of Chemical Technology Dates not yet released

School of Business
Teaching & Exam period III: January 5 – February 20
Teaching & Exam period IV: February 23 – April 10
Teaching & Exam period V: April 13 – May 29

Please see information from the host University for more specifics on program dates, such as orientation dates, etc. Do not book your flights until dates have been confirmed.

Preparation before Leaving
Refer to the Pre-Departure Checklist on pages four and five of the IAP Study Abroad Handbook for essential information.
Immigration Documents

Passport
A passport is needed to travel to Finland and to obtain your student permit. Apply immediately for a passport if you do not already have one. Passport information and application forms can be found on the U.S. State Department website (http://travel.state.gov/passport). If you already have your passport, make sure it will be valid for at least 6 months beyond the length of your stay abroad.

Finland Student Permit
If you are studying in Finland as an exchange student for a period of more than three months, you will need a Residence Permit. Students should obtain a Residence Permit before departure from the US. Due to new requirements of Biometrics (fingerprinting), students must apply in person at the Consulate General or Embassy (honorary consulates cannot complete the permit process). The location you will visit depends on your jurisdiction. For residents of Wisconsin, this is New York. More information about this process and the required supplementary materials can be found here: http://www.migri.fi/studying_in_finland

You apply for a student Residence Permit after you receive your letter of admission from Aalto. This letter will be available at IAP. Once you have this letter, begin the electronic permit process. Once the electronic component is completed, you are then able to make your in-person appointment. You will have to submit additional materials to support your application, including letter of acceptance from Aalto, passport (you will not be able to travel internationally while the permit is being secured), photo, financial documentation, certificate of a health insurance (provided by IAP). Depending on the time of year, you may have to wait several weeks for an appointment time. Please make copies of all documents you will submit in the event items are misplaced.

A note about fees:
First you will need to create a case number and pay a fee online with a credit card to the Finnish Immigration Service. The fee is 300 Euros. Print a copy of your receipt of payment to take with the rest of your application materials the Consulate. There may be a second fee is required by the New York Consulate for the processing of your permit. This will be noted in the online application and when you make your appointment.
If you have questions about this process, please contact the Finnish Consulate in New York at the following:
Consulate General of Finland
866 United Nations Plaza, Suite 250
New York
N.Y. 10017
U.S.A
Tel. +1-212-750 4400
Fax: +1-212-750 4418
E-mail: consulate.nyc@formin.fi
Website: www.finland.org

As regulations change frequently, it is recommended that you consult the immigration website to verify the application process and materials as soon as you have received your Letter of Admission from Aalto University: http://www.migri.fi
Handling Money Abroad
Finland uses the euro. Euro notes come in five, 10, 20, 100, 200 and 500 denominations and coins in five, 10, 20, 50 cents and €1 and €2. Euro coins from other countries are legal tender, but 1 and 2 cent coins are not used.

Some prefer to bring some money with you in cash for incidental purchases as well as for bus and train fares. You may choose to use the ATM when arriving at the airport. If you use a currency exchange, you will generally receive large bills when exchanging money, but be sure to ask for small bills at the airport so you can pay for transportation to your accommodations without needing change.

Banks
While it is possible for international students to open a bank account in Finland, this may take a week or two to arrange after your arrival. If you are staying in Finland for less than one year, you may have to pay fees to open the account. If you are only here for a short period of time, you may wish to use your account back home if at all possible.

ATM/Debit Cards
Cash machines are available throughout Finland. Bring a U.S. ATM card with an international 4 digit pin number to access your account overseas. Check with your bank several weeks prior to departure to make sure you will be able to access your funds from abroad with an ATM card. Your PIN cannot be emailed or disclosed by phone.

Credit Cards
While well-known international credit cards are widely accepted in Finland, they may be inconvenient to use for everyday shopping. Visa and Master Card are the most commonly accepted credit cards.

Packing
Pack light! Remember that if you forget anything, you can probably buy it in Finland. Leave room in your suitcase for souvenirs and avoid over packing heavy or bulky clothing. The average high temperature in February is 25°F; May is 57°F.

Electronics
For all electronic devices you are bringing from the U.S. to Finland, remember that you will need an adaptor and a convertor. Adaptors and convertors can be purchased in the U.S. or Finland.

Travel and Arrival Information
You housing assignment will be given through email and will include the arrival day. Arriving in Finland during daytime hours on a weekday may ease your securing housing keys. All students are expected to be at orientation. The date will be sent by Aalto.
The Academic Program

The Exchange Program
This is an academic exchange program, so there will be no Resident Director. Your primary contact will be the exchange coordinator, noted in the contact section of this handbook. Please note that at least 2/3 of the courses selected must be from one field of study. The preliminary Study Plan/Learning Agreement will be accepted and checked only by the department that will be your home department in the School you have applied. Please note that exchange students will not be able to participate in Architecture or Economics courses.

Registration
You will receive additional registration information from the University upon acceptance.

Equivalents and Course Equivalent Request (CER)
Each course you take abroad must be assigned a UW-Madison equivalent course in order for your grades and credits to be recorded on your UW-Madison transcript. In order to establish UW-Madison course equivalents for your study abroad courses, you will submit a Course Equivalent Requests through your My Study Abroad account. Detailed information on the UW course equivalent process that you will use through your My Study Abroad account is available in the IAP Study Abroad Handbook.

Credits Conversions
In Finland, an academic year consists of 60 ECTS credits. ECTS (European Credits Transfer System) credits are a numerical value (between 1 and 60) allocated to course units to describe the student workload required to complete them. They reflect the quantity of work each course unit requires in relation to the total quality of work necessary to complete a full year of academic study at Aalto, that is, lectures, practical work, seminars, tutorials, field work, private study (in the library or at home) and examinations or other assessment activities. ECTS is thus based on a full student workload and not limited to contact hours only.

1 full academic year = 60 ECTS credit
1 semester = 30 ECTS credit

Please be very careful when selecting courses. Some courses are offered that carry fewer than the 5 ECTS (equivalent to 3 UW credits). Courses must be worth at least 2.5 ECTS to be approved at UW. Courses under 2.5 ECTS should be combined with other courses of similar content to create a UW course equivalent. The combined courses should be at least 5 ECTS to provide meaningful credit.

For example: Systematic Botany (2 ECTS) and Practical course with Field Exercise in Systematic Botany (3 ECTS) = UW’s Botany 400 (3 UW credits).

It is possible to have courses approved as 2 UW credits instead of 3 UW credits. However, if you are taking courses to apply to major, certificate or college requirements, the ECTS must be equivalent to the UW courses credits. For example, Botany 130 is 5 credits at UW. If this course is needed for your major, certificate, or college requirement, you need to combine Aalto courses to equal at least 9 ECTS. If you have any questions on course credit, please contact your IAP Study Abroad Advisor.

UW credit hours will be determined by this Credit Conversion Scale:
<table>
<thead>
<tr>
<th>ECTS Credits</th>
<th>UW Madison Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>2,5</td>
<td>2</td>
</tr>
<tr>
<td>3 or 3,5</td>
<td>2</td>
</tr>
<tr>
<td>4 or 4,5</td>
<td>2</td>
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<tr>
<td>5 or 5,5</td>
<td>3</td>
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<td>6 or 6,5</td>
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<td>7 or 7,5</td>
<td>4</td>
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<td>8</td>
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<td>12</td>
<td>6</td>
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<tr>
<td>12,5</td>
<td>7</td>
</tr>
<tr>
<td>15</td>
<td>8</td>
</tr>
</tbody>
</table>

**Limits and Load**
UW-Madison students are required to be enrolled full-time when studying in Finland. Students are required to take the equivalent of 12 to 16 UW-Madison credits each semester, with 18 UW credits as the maximum. Please refer to the credit limit and credit conversion scale when selecting courses.

**Pass/Fail/Drop/Audit**
Please refer to the IAP Study Abroad Handbook for academic policies. If you are combining two courses to equal one UW equivalent, you should declare pass/fail for all foreign courses combined.

**Grades and Grade Conversions**
Students must receive a grade in each course they enroll in for credit. Below is the ECTS grading scale.

**Aalto Grading Scale**

<table>
<thead>
<tr>
<th>Aalto (grade on transcript)</th>
<th>Aalto Descriptor</th>
<th>UW Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Excellent</td>
<td>A</td>
</tr>
<tr>
<td>4</td>
<td>Very Good</td>
<td>AB</td>
</tr>
<tr>
<td>3</td>
<td>Good</td>
<td>B</td>
</tr>
<tr>
<td>2</td>
<td>Very satisfactory</td>
<td>C</td>
</tr>
<tr>
<td>1</td>
<td>Satisfactory</td>
<td>D</td>
</tr>
<tr>
<td>0</td>
<td>Failed</td>
<td>F</td>
</tr>
</tbody>
</table>

Upon completion of your program, please request Aalto to send an official university transcript to IAP.
Living Abroad

Housing
You will arrange your own housing with the assistance of Aalto University. Aalto University does not itself own any student dormitories. Main student housing providers for Aalto’s students are the Foundation for Student Housing in the Helsinki region, HOAS (www.hoas.fi) and Aalto University Student Union, AYY (www.ayy.fi). The apartments are located in Espoo and Helsinki, all with public transportation connections to the university campuses. Aalto University has negotiated a certain number of furnished rooms in shared apartments for its exchange students from HOAS and AYY. Due to the limited number of these rooms Aalto University, HOAS or AYY unfortunately cannot guarantee housing for all exchange students. The earlier you apply the better chance of getting housing you have. If you do not receive housing through HOAS or AYY, you may find accommodations through the private housing market.

Emergency Number in Finland
Dial 112  Emergency operators speak Finnish, Swedish and English.

Communication
When making calls, keep in mind time zone differences (www.timeanddate.com/worldclock). To make an international call to the United States, dial the access code for the country from which you are calling plus the United States country code (always “1”) followed by the appropriate U.S. area code and local number. To call internationally from the United States, dial “011”, the country code, city access code (if necessary) and the phone number. Some of above steps can vary if you are using a calling card.

Skype allows users to make live video and voice calls over the internet. Skype users can also add money to their account and can then use the service to call land lines and cell phones internationally at very low rates.

ADDITIONAL RELEVANT INFORMATION/WEBSITES OF INTEREST
U.S. State Department Students Abroad site:
http://www.studentsabroad.state.gov/

UW-Madison International Academic Programs
http://www.studyabroad.wisc.edu

U.S. State Department:
http://travel.state.gov

Center for Disease Control
http://www.cdc.gov/travel/

Current exchange rates
http://www.oanda.com

Lonely Planet
http://www.lonelyplanet.com
Student Testimonials

The testimonials below are from past participants; they reflect various students’ experiences and are included to provide different perspectives. IAP does not endorse any specific view expressed in this section.

“One of the things I valued the most is being one of the only American students here. It was really eye opening to meet so many other Europeans and people from all over the world. It really allowed me to take a step back and analyze the differences between our cultures and think hard about what is going on in the US right now. Another great thing was that it allowed me to become much more independent. The set up allows you more time to yourself to think and really get to know yourself which is what, I believe, this experience is all about. I also really enjoyed seeing parts of Europe that aren’t typical.”

“Going out to eat is expensive and the food isn’t that great- cook at home and eat on campus and you can cut down on costs - Vapiano - only place worth going to eat ~12 Euros/meal w/o drinks – German chain Lidl is the cheapest place for groceries, and if you go to stores farther from the city center they are usually even cheaper and have better deals - sometimes it’s a pain, but you can save a decent amount of money spending a little more time on the bus.”