Welcome to the Aalto University School of Business, Mikkeli Campus!

This orientation package contains everything you need to know and to take care of prior to arriving in Mikkeli and starting your studies. Please read the letter and all the other materials carefully! Also, there is a lot of important information on our Into webpage for new degree students: https://into.aalto.fi/display/enbscba/Information+for+New+Degree+Students.

ENROLMENT FOR THE ACADEMIC YEAR 2017-2018

By Finnish law, the students have to enroll as attending or non-attending to the University each year or they will lose the study place. Primarily, please enroll electronically through the OILI-service. A link to the OILI-service has been activated in the Applicant’s Online Service after they have accepted the study place. If you for some reason cannot enroll electronically, please contact us: bscba-mikkeli@aalto.fi. If you have not enrolled yet, please do so as soon as possible, but no later than August 15, 2017 to ensure that you do not miss any orientation sessions or tutor groups.

NOTE. You can enroll as non-attending for the academic year 2017-2018 only on the following legal grounds: completion of military service or civilian service, maternity leave, paternity leave or parental leave or if you are unable to begin your studies due to illness or disability. Please note that military service performed in other countries than Finland is not an acceptable reason for non-attendance. If your non-attendance for permissible reasons is scheduled between 1 August 2017 and 31 July 2018, you can enroll as a non-attending student for the whole academic year.

ORIENTATION WEEK

Orientation week will take place from August 28 – September 3, 2017, with the opening ceremonies being held on August 29, 2017. Please notice that participation in the orientation week is mandatory during August 28 – September 1, 2017. In addition, there is a weekend program during September 2 – 3, 2017 organized by student organization Probba. Part of the o-week program is required for the Orientation to University Studies course (1 cr). In case you cannot arrive in Mikkeli on time for the orientation week, please contact us asap by email to negotiate about the issue: bscba-mikkeli@aalto.fi. The first business course will begin on Monday, September 4, 2017 with mandatory attendance. You will be assigned to either of the two groups, BScBA17A or BScBA17B, during the orientation week.

The orientation week starts on Monday, August 28, 2017 at 9.00 am in the School of Business Mikkeli Campus lobby (Lönnrotinkatu 5) with registration. Please bring with you to the registration:

1) an ID with a picture to proof your identification
2) 1 passport sized photo (with your whole name written on the back)
3) a receipt of the paid invoice of the mandatory Student Union AYY fee*
4) the original diploma and a transcript from your upper secondary school (e.g. an original Finnish M atriculation Examination Certificate or a foreign diploma).
5) a pen and a calculator – those you need during the week

*If you have paid the AYY payment through the OILI-service OR have already delivered us the original receipt of the AYY payment, you do not need to bring a receipt with you to the orientation week.
Students in this program will need to have and be proficient in the use of a calculator. For the early courses (Business Mathematics with Excel Applications and Introduction to Statistics), a simple calculator with basic functions (add, subtract, multiply, divide, square root, accumulate) will suffice. For more advanced courses, especially in Principles of Finance, students will need a more advanced calculator with financial functions (NPV and IRR). Calculators such as the TI-84 or equivalent are recommended for those purposes. If you used a calculator in previous courses or in high school, it is acceptable as a minimum for the early courses at Mikkeli. During the course in Business Mathematics with Excel Applications, you will have an opportunity to verify if your calculator is also adequate for advanced courses.

If you want to have an unused copy of the textbook (please also see a separate letter from students for info on used books) for your first course, Global Business Environment, be prepared to pay approximately 43.50 euros of it. The book has been ordered for you by our library. You will get instructions for the payment in your registration package, which you will receive on Monday, 28 August.

The book is:
Hill, C.W.L. – Hult, T.M.
Global Business Today
McGraw-Hill 2015, 9th intl. ed
ISBN: 9789814738255

If you have not yet ordered the student card, please do it as soon as possible. The student card serves as an evidence of your student status and enables you to access different types of discounts of your own student group all around Finland (e.g. train and bus discounts). What’s more, the student card provider, Frank, enables you to benefit from their own national and global discounts. Please find the instructions on how to order the student card from the attachment and from here: https://www.frank.fi/en/studentcard/.

ABOUT THE MIKKELI BScBA PROGRAM

It is important that you clearly understand the nature of the Bachelor’s Program in International Business (also called the BScBA Program) offered in the city of Mikkeli. The academic structure of the program is very different from other university programs in Finland. Most courses are taught in the form of intensive three-week modules that run through the entire year, also during the summer. The academic year is comprised of fifteen modules. For each module, classes are scheduled for three hours a day, five days a week (Mon-Fri), for a total of 45 contact hours, which includes examinations. All students are expected to attend courses on a full-time basis year-round, so basically the attendance is mandatory to all classes with some flexibility. There are normally four short breaks during the academic year.

Because English is the language of instruction, it is essential that all participants are prepared to understand rapid, idiomatic English as spoken in lectures and group discussions. Students are also expected to be able to read English with ease and to express their thoughts clearly in spoken and written English. As part of the degree studies, all students will study one semester abroad.

You will graduate as a Bachelor of Science in Economics and Business Administration (BScBA) and you will have an automatic study right for a Master’s degree at the Aalto Helsinki Campus after you have finished your studies in the BScBA Program. More information on the Master’s programs will be provided during the orientation week.

You can find more information on our program from our website: http://studies.aalto.fi/mikkeli, from open student intranet Into: http://into.aalto.fi/mikkeli (see Information for New Degree Students) and from Facebook: http://www.facebook.com/BScBA_Mikkeli. The Facebook group for new students can be found from https://www.facebook.com/groups/1923358631270547/. Please note that Mikkeli Campus
has somewhat different procedures and practices than the other programs of Aalto University, and therefore, some information is different for the students in Mikkeli.

PERSONAL STUDY PLAN AND COURSE REGISTRATIONS
Every student will do a personal study plan and register for courses in co-operation with the Manager of Academic Operations. This process will be started during the orientation week.

To receive the BScBA degree, a student must be matriculated and satisfactorily completed 180 credits. You can find details of the degree structure, degree requirements and courses the student has to finish for the degree from Into (see https://into.aalto.fi/display/enbscba/Degree+Structure+2013). Note: All students who start their studies in 2017 (BScBA17-) will follow Degree Regulations 2013 and the Aalto University School of Business regulations in their studies.

You might also be able to transfer some credits from university or polytechnic level studies you have completed before starting your studies in Mikkeli. The credit transfer request with necessary attachments (see below) must be given to the Manager of Academic Operations when you arrive in Mikkeli or at the latest by the end of September 2017. In order to apply for transfer credits from previously completed courses, you need to have with you:

1) the original official transcript of records (suoritusote in Finnish) showing the credits, credit system and grades, and
2) the course descriptions of the courses in question.

AFYE
The purpose of the Aalto First Year Experience (AFYE) is to offer new Aalto University students the best possible experience as a first-year student at our university. You can find more information at http://into.aalto.fi/display/enafye/Homepage.

Content of this information package:
- Orientation week schedule
- Instructions for ordering the student card
- Letter from your tutors, the students who are there for you (student organization Probba)
- Application for a BABA orientation week pass (Probba)
- Orientation week payment (Probba)
- Orientation week parties (Probba)
- Copy of the Aalto Mikkeli student magazine the Bulletin (Probba, sent by mail)
- Map of Mikkeli, to help you find your way (sent by mail)

See you in Mikkeli on Monday, 28th of August!

Best regards,
BScBA Staff
You can find information on Aalto University, School of Business, Finland, and study related data at the following web sites:

- www.biz.aalto.fi/mikkeli
- http://into.aalto.fi/mikkeli
- http://studies.aalto.fi/mikkeli
- http://www.facebook.com/BScBAMikkeli
- https://www.facebook.com/groups/1923358631270547/
  Link to the Facebook group for new students
- http://probb.org/
- https://www.facebook.com/pg/probbary/about/?ref=page_internal
  Probbba, the student organization of the BScBA students
  Information on Aalto University
  Aalto University Student Union (AYY)
- http://kyweb.fi/
  Association of Economics Students in Helsinki
- http://www.kela.fi/opintotuki
  Information on Financial Aid for Finnish Citizens
- www.visitfinland.com
  Official website of the Finnish Tourist Board
- http://finland.fi
  A valuable showcase for almost anything you want to know about Finland
- www.mikkeli.fi
  City of Mikkeli (information mostly in Finnish)
- https://www.visitmikkeli.fi/
  The official travel site of Mikkeli
  Information on Mikkeli
- http://www.studyinfinland.fi/
  Discover Finland studying, practical training, youth exchange, useful links and more.
- http://minedu.fi/etusivu
  Finnish Ministry of Education: information on university studies and degrees in Finland
- www.migri.fi
  Finnish Immigration Services
- www.formin.fi
  Finnish Ministry for Foreign Affairs: Finnish Missions Abroad, Information for Foreign nationals entering Finland
- www.moas.fi
  Mikkeli Student Housing Ltd.