

General Organisation of Programme activities

C1. General Organisation

Please describe the structure at your institution for the implementation and organisation of European and international mobility (division of tasks, operational and communication methods). (max. 1000 characters)

Please provide the direct web link with the contact details of the international office (or equivalent) in your institution dealing with the implementation and organisation of European and international mobility:

HAAGA-HELIA has an International Services Office that is responsible for the management and implementation of European and international mobility of students, academic and administrative staff. International Services develops and maintains partner university cooperation, including partnership agreements, informs and advises students and staff about mobility opportunities, offers services for incoming and outgoing students and staff, and administers mobility grants. International Services monitors the quality of mobility activities. Altogether eight (8) persons work full-time in the International Services. Front-desk services are available on every campus. The International Services' contact details are available at <http://www.haaga-helia.fi/en/about-haaga-helia/int/contact>

C2. Fundamental Principles

By applying for the Erasmus Charter for Higher Education my institution will:

Respect in full the principles of non-discrimination set out in the Programme and ensure equal access and opportunities to mobile participants from all backgrounds.

Ensure full recognition for satisfactorily completed activities of study mobility and, where possible, traineeships in terms of credits awarded (ECTS or compatible system.). Ensure the inclusion of satisfactorily completed study and/or traineeship mobility activities in the final record of student achievements (Diploma Supplement or equivalent).

Please explain the academic credit system and the methodology used to allocate credits to the different course units followed by your students abroad. (max. 1000 characters)

In addition, please provide the direct web link where the methodology is explained:

HAAGA-HELIA implements the ECTS, and the students' work load in the courses is indicated by using ECTS credits. Students participating in mobility (studies and traineeships) complete the Learning Agreement form with the help of the exchange study councillor prior to the mobility period. All courses which student successfully completes during the student exchange or traineeship and are agreed upon in the Learning Agreement are fully recognised as part of students' curriculum at HAAGA-HELIA, and the credits and grades achieved are indicated in students' study record. Students are encouraged to complete 30 ECTS per semester (60 per academic year) while abroad. HAAGA-HELIA issues every graduate a Diploma Supplement that is based on the template developed by the European Commission. HAAGA-HELIA was awarded a Diploma Supplement Label in 2010.

Weblink:

<http://www.haaga-helia.fi/en/about-haaga-helia/quality/process%20descriptions/alphabetic-index-1>

Charge no fees, in the case of credit mobility, to incoming mobile students for tuition, registration, examinations or access to laboratory and library facilities.

C3. When Participating in Mobility Activities - Before mobility

Publish and regularly update the course catalogue on the website of the Institution well in advance of the mobility periods, so as to be transparent to all parties and allow mobile students to make well-informed choices about the courses they will follow.

Provide guidance to incoming mobile participants in finding accommodation.



Please explain if all courses taught at your institution are described in the Course Catalogue and in which languages. (max. 500 characters)

In addition, please provide the direct web link to your Course Catalogue:

The incoming students are given information about the course offer well in advance before the beginning of every semester. Detailed course descriptions are available on the website, including info about the language of tuition and the prerequisites of the course.

The course catalogue is available at

<http://www.haaga-helia.fi/en/students-guide>

The timetables for each semester are available at

<http://www.haaga-helia.fi/en/education-and-application/bachelor-degree-programmes/timetables>

Carry out mobility only within the framework of prior agreements between institutions. These agreements establish the respective roles and responsibilities of the different parties, as well as their commitment to shared quality criteria in the selection, preparation, reception and integration of mobile participants.



Please describe the institutional procedure for the approval and monitoring of inter-institutional agreements for study and teaching mobility and/or learning agreements in case of traineeships (work placements). (max. 1000 characters)

HAAGA-HELIA undertakes mobility with partners with whom it has signed an inter-institutional agreement that is based on a comprehensive understanding of both parties. The agreements follow the template recommended by the European Commission, and include details about the mobility activities planned. The quality of mobility activities is evaluated on a regular basis through e-mail and phone contacts of the coordinators nominated to be responsible for each partnership. Visits to and from partner universities regularly take place.

HAAGA-HELIA has an institutional level set of quality criteria for mobility activities: partnerships and agreements are monitored on the basis of these criteria and the criteria is also used when new partnerships are considered.

Attention is paid to the quality of traineeships, and traineeship agreements include details that indicate the commitment and responsibilities of the sending university, student and the organisation offering the traineeship.

Ensure that outgoing mobile participants are well prepared for the mobility, including having attained the necessary level of linguistic proficiency.



Please describe your institution's language policy for preparing participants for mobility, e.g.: course providers within or outside the HEI. (max. 750 characters)

If possible, please provide the direct web link for your language policy:

HAAGA-HELIA offers a great variety of language courses. All students are informed about the language course offer, and encouraged to prepare themselves for mobility by taking part in language courses. When selected for student exchange or sent abroad for a traineeship, students are expected to have sufficient language skills to be able to study or work in the language used in the host university or company. Language teachers participate in this evaluation, and Common European Framework of Reference for Languages is used.

Staff can also participate in the language courses offered at HAAGA-HELIA, and when necessary HAAGA-HELIA can offer funding for participation in courses outside HAAGA-HELIA.

Language policy web link not available.

Ensure that student and staff mobility for education or training purposes is based on a learning agreement for students and a mobility agreement for staff validated in advance between the home and host institutions or enterprises and the mobile participants.



Provide assistance related to obtaining visas, when required, for incoming and outgoing mobile participants.

Provide assistance related to obtaining insurance, when required, for incoming and outgoing mobile participants.

C4. When Participating in Mobility Activities - During Mobility

Ensure equal academic treatment and services for home students and staff and incoming mobile participants.

Integrate incoming mobile participants into the Institution's everyday life.

Have in place appropriate mentoring and support arrangements for mobile participants.

Please describe mentoring and support arrangements for incoming mobile participants and outgoing students for study and traineeships. (max. 750 characters)

HAAGA-HELIA offers incoming mobile students pick-up service, accommodation, an extensive orientation programme at the beginning of every semester, counselling service in academic and practical issues, personal tutors and social and cultural activities. HAAGA-HELIA Exchange Student Guide is available on-line. Incoming teachers and staff are provided with arrival service, assistance in accommodation arrangements, and assistance in academic and practical issues. Outgoing students have their personal advisor who advises both on academic and practical arrangements related to exchange or traineeship. Outgoing students handbook is available on-line, and outgoing students' orientation is organised every semester.

Provide appropriate linguistic support to incoming mobile participants.

Please describe your institution's language support for incoming students and staff with a minimum of 2-month mobility period. (max. 500 characters)

If possible, please provide the direct web link for your language policy:

HAAGA-HELIA encourages all incoming students and staff to learn the local language, Finnish and/or Swedish, and about the local culture. HAAGA-HELIA offers several credited Finnish and Swedish language and culture courses for incoming students and staff every semester. Since incoming exchange students mainly follow courses in English, also academic English courses are available. Incoming students and staff can also take courses of any other languages offered at HAAGA-HELIA.

C5. When Participating in Mobility Activities - After Mobility

Accept all activities indicated in the learning agreement as counting towards the degree, provided these have been satisfactorily completed by the mobile students.

Provide incoming mobile participants and their home institutions with transcripts containing a full, accurate and timely record of their achievements at the end of their mobility period.

Regarding the above two Charter principles, please describe the mechanisms your institution has in place to recognise mobility achievements for study and traineeships in enterprises. (max. 750 characters)

In addition, please provide the direct web link for this recognition procedure:

As soon as the student has received the transcript of record from the host institution or certificate from the traineeship, the credits earned and agreed upon in the learning /traineeship agreement are transferred into student's study record HAAGA-HELIA without delay.

The traineeships are part of the studies at HAAGA-HELIA and once the student has reported from the traineeship period as agreed, credits will be added into study record.

Incoming mobile participants are given a transcript of record in English including complete information about the studies they have completed: course title, number of ECTS credits, grade (with explanation of grading scale). The transcript duly signed and stamped is provided to student without delay.

Support the reintegration of mobile participants and give them the opportunity, upon return, to build on their experiences for the benefit of the Institution and their peers.

Ensure that staff are given recognition for their teaching and training activities undertaken during the mobility period, based on a mobility agreement.

Please describe your institution's measures to support, to promote and to recognise staff mobility. (max. 750 characters)

Info sessions about mobility opportunities are organised every semester and info is also given in newsletters and on the internal website. Staff mobility is included in the institutions' knowledge strategy. Staff mobility is discussed in the performance reviews that every employee has annually with the supervisor. Time resource is allocated for the participation in teaching and training mobility, exchanges are part of the workload. Experiences gained in mobility periods are shared in departmental and group meetings, in staff magazine and on the internal website, and the reports of the mobility participants are available on the internal website.

C6. When Participating in European and International Cooperation Projects

Ensure that cooperation leads to sustainable and balanced outcomes for all partners.

Provide relevant support to staff and students participating in these activities.

Please describe your institutional measures to support, promote and recognise the participation of your own institution's staff and students in European and international cooperation projects under the Programme. (max. 750 characters)

Staff and students of all study programmes and functions are encouraged to participate in European and international cooperation projects. Information about opportunities for participation is shared in info sessions, on the internal websites and newsletters. Experiences and results of the cooperation are disseminated both within HAAGA-HELIA and to a wider community.

HAAGA-HELIA allocates resources for cooperation, e.g. administrative and financial management expertise and back-up for project management and also uses its own funding for project cooperation. The support is provided by International Services and Project Services Team

Student participation in the projects is included in the curriculum and recognised as part of studies

Exploit the results of the projects in a way that will maximise their impact on individuals and participating institutions and encourage peer learning with the wider academic community.

C7. For the Purposes of Visibility

Display the Charter and the related Erasmus Policy Statement prominently on the Institution's website.

Promote consistently activities supported by the Programme, along with their results.

