STUDENT GUIDE
for Erasmus Mundus Master’s Programme
in Systems Biology – euSYSBIO
Table of contents

General information
The euSYSBIO programme ............................................ 3
Practical information ................................................... 4

KTH Royal Institute of Technology
Country and city ......................................................... 6
University ................................................................. 7
Academic information .................................................. 8
Student life ............................................................... 10
Visa and travel .......................................................... 11

Aalto University School of Science
Country and city .......................................................... 13
University ................................................................. 14
Academic information .................................................. 16
Student life ............................................................... 18
Residence permit and travel ......................................... 21
Banking information .................................................... 22
Practical information ................................................... 23

Instituto Superior Tecnico (IST)
Country and city .......................................................... 26
University ................................................................. 28
Academic information .................................................. 30
Student life ............................................................... 31
Visa and travel .......................................................... 32
Practical information ................................................... 32
General information

The euSYSBIO programme

The Erasmus Mundus Programme Systems Biology (euSYSBIO) is a joint initiative by three European universities:

- Aalto University (Helsinki, Finland)
- Instituto Superior Tecnico (Lisbon, Portugal)
- KTH Royal Institute of Technology (Stockholm, Sweden)

The programme is funded with scholarships from the European Commission.

A two-year Master’s programme, euSYSBIO offers a mobility track where students spend one academic year at two of the partner universities (home and host university).

The aim of euSYSBIO programme is to train professionals to cope with the expected future demands of a systems biology specialist. Due to the rapid progress within the field, learning to use the current tools and methods for handling data in bioinformatics applications is not enough.

New measurement techniques are being developed, giving rise to new forms of data, with ever increasing quantities. The current new technique is high-throughput sequencing.

The euSYSBIO programme gives the students a solid background in methodological sciences and hands-on experience in measurement modern measurement technologies, thus providing the students the means for handling large quantities of data and using the information to make valid biological hypotheses, and then to test them.

Student mobility

Erasmus Mundus students carry out their studies in two European countries, both different from the country where the student was awarded his or her previous degree. The interest expressed by the student is taken into consideration when deciding the allocation of the home and host university. It must be noted, however, that students may not be able to study the 2nd year at the university of his or her first choice, due to Erasmus Mundus programme regulations and the euSYSBIO programme policy of equal distribution among the partner universities.
Practical information

KTH, the coordinating university for the euSYSBIO programme, is responsible for practical issues described below, independent of the study location of each student.

Health insurance

KTH arranges insurance for all Erasmus Mundus participants. The insurance includes all worldwide travel required for the participation in the Erasmus Mundus programme.

The coverage includes:

- Costs for essential medical and dental care
- Cover in the event of death
- Accidental injury resulting in medical disability
- Third party liability cover
- Theft and loss of identification documents and travel tickets
- Visits by relatives in emergency cases
- Disruption cover

Please note that the insurance does not cover loss or damage of personal items. The insurance is valid in the 27 European Union countries, the EEA/EFTA countries, the countries that are candidates for membership of the European Union as well as countries of the Third Country Partners/associated members identified by the Consortium as study destinations. The insurance applies without deductibles.

The insurance is valid from the date the student travels directly to the first study destination. An insurance card is given to the student after arrival at the first study destination. Terms and conditions are found at the Erasmus Mundus Program website.

KTH will send each student an official Insurance document, which is needed when applying for a student visa/residence permit.

Scholarship distribution

The study allowance is transferred to a European bank account in the scholarship holder’s name. Students from outside the EU/EEA/EFTA must open a bank account at their first destination.

If possible, an internet-banking option is preferred. The study allowance will continuously be transferred to this account throughout the scholarship period. When arriving at new destinations, the student may choose to open a new bank account in this country.
The first allowance is transferred shortly after arrival provided that the student has opened a European bank account. Students are strongly advised to bring enough funds for the first 3 weeks as it may take some time to open a bank account.

A form for banking details is available at the website of the Erasmus Mundus programme and shall be sent to the Communication and International Relations Office at KTH.

For Category A scholarship holders; the distribution of scholarship for travel and installation costs is done in 4 instalments.

Travel

Students are advised to book their tickets well in advance. Please check information about arrival days for the specific university before booking your flight/train/ferry. Please also check if you need a transfer visa to any country, due to the course of your flight.

Category A scholarship holders can contact KTH if they need assistance with the travel arrangement to the first destination. When entering the first EU country, please ensure that your passport is duly stamped and dated.

Airlines normally allow check-in baggage up to 20 or 30 kg and a cabin piece up to 5 kg. Please check this carefully with your airline as excess baggage will be costly. It is recommended that heavy items and items such as winter clothes, extra linen and towels are sent by a cargo service. Please remember to schedule delivery of the package to the university or your accommodation after your own arrival.
KTH Royal Institute of Technology

Country & city

Sweden

Sweden, officially the Kingdom of, is a Nordic country on the Scandinavian Peninsula in Northern Europe. Sweden has land borders with Norway to the west and Finland to the northeast, and is connected to Denmark by the Öresund Bridge in the south.

Sweden is the third largest country in the European Union in terms of area with a population of over 9.2 million. Sweden has a low population density of 21 people per km (53 per square mile), but with a considerably higher density in the southern half of the country. About 85% of the population live in urban areas, and it is expected that these numbers will gradually rise as a part of the on-going urbanization of the country.

Stockholm

Stockholm is the capital of Sweden with approximately 1.9 million inhabitants. It is the largest university city in the Nordic countries with over 80 000 students, 5 000 of them international. It is located between the lake Mälaren and the Baltic Sea in the middle of the country.

Furthermore, Stockholm is the center of Sweden’s political, cultural and business world and the financial centre of Scandinavia. Many multinational companies are found here, along with the headquarters of a whole range of Swedish organizations, authorities and cultural institutions.
Stockholm provides an international milieu where you can meet people from all over the world. Like other large cities of the world, Stockholm is especially open to outside influences. The city has a broad ethnic spectrum and trends within fashion, culture, art and music quickly take root.

You can easily access a throbbing big city and at the same time enjoy Stockholm’s closeness to nature. The city, one of the cleanest in Europe, is made up of water, green areas and built-up areas in three equal parts. Parks and green areas are nestled among both the cityscapes and the heavily built-up suburbs.

Nearest airport: Arlanda International Airport (Stockholm)

**University**

KTH is the largest and highest ranked technical university in Sweden. Since 1827 the university has been distinguished by a tradition of pioneering research, engineering genius and cutting edge science.

KTH accounts for one third of Sweden’s technical research and engineering education capacity at University level.

The Education and Research covers a broad spectrum from natural sciences to all branches of engineering, as well as architecture, industrial engineering and management, urban planning, work science and environmental engineering.

Many international students choose KTH to continue their education. The university has extensive international research and educational exchange programmes with universities and colleges, mainly in Europe, Australia and the U.S., but also increasingly in Asia. KTH participates in several Erasmus Mundus Master Courses and Joint Doctoral programmes as well as in various EU research programs and university networks.

**Address**

KTH, Kungliga Tekniska högskolan,
KTH Royal Institute of Technology

Address: Valhallavägen 79,
100 44 Stockholm, Sweden

[www.kth.se](http://www.kth.se)

Main university switchboard: +46 8 790 6000
Emergency number: +46 8 790 7700 (operates 24 hours a day)
Campus information

Campus KTH

Visiting Address: Drottning Kristinas väg 4, Stockholm (KTH Info Center)
Metro station: T= Tekniska högskolan (red line)

Campus Map: www.kth.se/polopoly_fs/1.8221!vv-a4-en.pdf

Albanova

Visiting Address: Metro station: T = Tekniska högskolan (red line)
Bus 44 towards Ruddammen

Director euSYSBIO Master programme: Prof. Erik Aurell
School of Computer Science and Communications
E-mail: eaurell@csc.kth.se
Tel: + 46 (8) 790 6984
Visiting Address: Roslagstullsbacken 35, Albanova,

Erasmus Mundus Program Officer

KTH Communication and International Relations
Name: Karin Knutsson
E-mail: kkntssn@kth.se
Tel: + 46 (8) 790 6814
Visiting Address: Brinellvägen 8, Metro station: T=Tekniska högskolan (red line)

Academic information

Academic calendar and semester dates

The academic year is 40 weeks long and divided into two semesters, each consisting of two study periods. Each study period comprises seven weeks of scheduled tuition, such as lectures and laboratory work, followed by one week of examinations.

Period of instruction:

• Period 1 and 2 = autumn semester
• Period 3 and 4 = spring semester

Autumn semester: End of August to end of December
Spring semester: Early/mid-January to end of May

Specific dates for each term can be found on the KTH website for international students.
Course contents

Course descriptions can be found in the course and programme directory:
www.kth.se/student/kurser/?l=en_UK

Course levels

First cycle = year 1 3 (Bachelor level)
Second cycle = year 4 5 (Master level)
Third cycle = PhD level

Credit and grading system

KTH uses a system of credits where one week of full time study (40 hours including lectures, individual studies, etc.) is equivalent to 1,5 credits. One academic year (40 weeks) equals 60 credits. Swedish credits may be compared to European ECTS credits, in which 60 ECTS credits correspond to the workload of one full-time academic year, normally 1500-1800 hours. The grading scale ranges from A (excellent) to F/FX (fail).

A=excellent
B=very good
C=good
D=satisfactory
E=sufficient
F/FX=fail

Information for students with special needs

KTH has a policy stating the measures necessary for facilitating studies for students with disabilities. Disabled students at KTH are offered the opportunity to adapt to the requirements, while being given support specifically for their disability. The supportive measures that KTH offers disabled students are based on the needs of each individual student, adapted to the disabilities of each student and formed in cooperation with the student.

Support measures

In order to gain access to the necessary support measures, students must have a documented diagnosis concerning a long-term disability. This diagnosis may be issued by a doctor or some other authorized person. These are examples of support measures:

- Course literature transferred to audio books
- Individual study plan
- Longer writing periods for exams
- Help with note-taking
Contact the coordinator

Students should contact the coordinator for disabled students at KTH for more information concerning support measures or if there is anything else that could be up for discussion. The coordinator issues a document concerning the support that is needed. The student and the coordinator agree on how to inform teachers, counsellors and other personnel concerned.

Coordinator:
Monica Barsch (Ms.)
Visiting Address: Campus KTH, Drottning Kristinas väg 6
Phone: +46 8 790 70 98
E-mail: funka@kth.se

Read more:
www.sweden.gov.se/sbd/3926/a/118187
www.kth.se/student/studentliv/funktionsnedsattning?l=en_UK

Student life

Useful information can be found on the KTH Student Web: www.kth.se/student?l=en_UK as well as the KTH web site for Master students under the heading “For admitted students”

Accommodation

Erasmus Mundus students are guaranteed housing if the housing application deadline is met. Information about the housing application procedure is sent to students who are coming to KTH. Please submit a completed online application form by the specified deadline. KTH cannot guarantee housing for students who fail to meet the application deadline.

Location

The rooms are located in the main campus as well as in the suburbs of Stockholm and can only be rented for full calendar months. The student is personally responsible for paying the rent, which must be paid in advance. The first payment slip, however, will be given to the student upon arrival.

Rental agreements can be signed for up to two academic years if required (the shortest contract is 3 months). Students studying at Campus Kista will as far as possible be given a room in Kista and students studying at Campus KTH will as far as possible be given a room close to KTH Campus.

Furnishing

The room is let with a basic set of furniture including a mattress on the bed (please note that no kitchen utensils are provided, like pots, pans, cutlery or porcelain. Pillows, blankets and other textiles are not included either). The students must supply their own bed linen and towels.
It is recommended to report any damage or other problems noticed at the beginning of the contract period immediately to KTH Accommodation. The tenant is responsible for any damage to the room or furniture beyond normal wear and tear.

**Student rights and responsibilities**

For information about laws and regulations, ethics policy, student counselling service, student health care and disciplinary measures, please see: [www.kth.se/student/studentratt?l=en_UK](http://www.kth.se/student/studentratt?l=en_UK)

**Visa and travel**

**If KTH is your first destination**

Students from outside the EU/EEA/EFTA must apply for a residence permit for studies directly after receiving the admission and, where applicable, scholarship letter. All nationals can register the application on-line at [www.migrationsverket.se](http://www.migrationsverket.se). Please check if you need to visit a Swedish embassy for an interview and leave your biometric data. For some citizens, the biometric data can be delivered after arrival in Sweden.

Applications for a residence permit can under no circumstances be submitted after entering Sweden. Please note that it may take up to 3 months to issue the visa.

EU students must apply for a residence permit within three months of their arrival in Sweden.

See the KTH handbook for Master students for further information.

**If KTH is your second or third destination**

Students from outside the EU/EEA/EFTA must complete the on-line application for a residence permit for studies at [www.migrationsverket.se](http://www.migrationsverket.se) at least 3 months before the course starts at KTH. Please note that even though a Schengen visa allows travel to Sweden, it is not eligible for studies.

Applications for a residence permit can under no circumstances be submitted after entering Sweden!

EU students must apply for a residence permit within three months of their arrival in Sweden.

See the KTH handbook for Master students for further information.

**Arrival to KTH**

Arrival day for all Erasmus Mundus students studying their first or second year at KTH is in mid August. Please check the KTH website for detailed information. The Arlanda train reaches Stockholm Central Station in 20 minutes. There is also a coach service to central Stockholm, which takes approximately 40 minutes. From the Central Station you take the metro to the stop Tekniska Högskolan(on the red line).
Taxis are also available at Arlanda Airport. Ask for a fixed price, which should not be more than 600 SEK. For more detailed information about transport upon arrival, please see the KTH website for Erasmus Mundus students entitled “For admitted students”.

KTH Campus
Aalto University School of Science

Country & city

Finland

Finland is the seventh largest country in Europe with over 5.2 million inhabitants. It is the northernmost country in the world after Iceland. The neighbouring countries are Sweden, Norway, Estonia, and Russia. Finland is a member state of the European Union and traditionally co-operates closely with other Nordic countries.

The majority of Finns speak Finnish as their mother tongue, but some six per cent speak Swedish. A third language, Saami, spoken by a very small minority on northernmost Lapland, has as an official status along with Finnish and Swedish. As a visitor you do not need to speak and understand any of these languages, since most Finns, at least young people, speak English and often also many other foreign languages.

The economy of Finland is based on private ownership and free enterprise. The traditional main manufacturing areas are forest industry, metal industry, chemicals and construction. Certain high-tech fields, such as computers and communications equipment, have grown spectacularly and are now the leading industries. Finland is the world leader in the development of mobile phones and their networks. Finland’s main trading partners are Germany, Sweden, Great Britain, the United States, and Russia.

Useful websites

- CIMO (Centre for International Mobility): www.studyinfinland.fi
- Statistics Finland: www.stat.fi/index_en.html
- This is Finland by the Ministry for Foreign Affairs: finland.fi/public/

Otaniemi, Espoo

The city of Espoo, where Aalto University School of Science is located, lies on the southern coast of Finland next to Helsinki, the capital of Finland. Together with Helsinki and Vantaa, Espoo forms the metropolitan area where nearly one fifth of Finland’s population lives. School of
Science is based in Otaniemi, 10 km from the centre of Helsinki, on a campus designed by Alvar Aalto. Otaniemi has the highest concentration of high technology in the Nordic countries. A unique combination of education, study and business is densely packed into this small area. Otaniemi has twice been chosen as one of the most innovative areas in Europe, and it has also been awarded the EU Award of Excellence. Several head offices of some of Finland’s largest companies, for example Nokia, can be found near Otaniemi.

The Teekkarikylä, Student Village, home to over 2 000 students of technology, is also located in Otaniemi. There are over one hundred student organizations on campus which provide a range of opportunities to take part in pastimes of various kinds from sports to music.

More information about Otaniemi: www.aalto.fi/en/about/campuses
Information about Espoo: www.espoo.fi/en-us
Information about Helsinki: www.helsinki.fi/eng

Transport to Helsinki

Aalto University School of Science can be reached by bus from the centre of Helsinki in 15 minutes.

University

A University of excellence in education and research

The School of Science has its roots in the oldest university of technology in Finland and a pioneer in the field of technology in the country, Helsinki University of Technology TKK. School of Science is one of the four technical schools of Aalto University and its fields of education and research cover several areas of technology that are of importance to the Finnish economy.

In the School of Science we aim to equip our students with a firm foundation of knowledge needed in various fields of technology to enable their continuous professional development and ensure that they meet the requirements of an increasingly international operating environment. Our commitment has not gone unnoticed: we have been designated as a Centre of Excellence in University Education, and we are involved also in several National Centres of Excellence in Research. Nominated by the Academy of Finland, the Centres of Excellence carry out research on topics ranging from nanotechnology and radio technology to bioadaptive materials and brain activity.

Along with motivated students and high quality personnel, active cooperation with businesses is one of the key success factors of the School of Science.
An international university

The Otaniemi Campus has 1,200 foreign students, while every year about 300 students of School of Science pursue studies in foreign universities as part of their Master of Science studies.

The introduction of the two-cycle system to university degrees furthers the international comparability and compatibility of Finnish degrees and contributes to the internationalization of our students at an early stage. Studying abroad and engaging in international research projects is further facilitated by our extensive international networks.

Contact information

School of Science, Computer Science building
Postal Address: PO Box 15400, FI-00076 AALTO
Visiting Address: Konemiehentie 2, FI-02150 Espoo, Finland
Telephone: +358 9 47001 (switchboard)

Study Coordinator

Name: Ms Päivi Koivunen
E-mail: paivi.koivunen@aalto.fi
Tel: +358 50 590 2456
Visiting Address: Konemiehentie 2, room C211

Department of information and computer science

Computer Science building
Postal Address: PO Box 15400, FI-00076 AALTO
Visiting Address: Konemiehentie 2, FI-02150 Espoo, Finland
Telephone: +358 9 47001 (switchboard)
ics.tkk.fi/en/

Professor

Name: Mr Juho Rousu
E-mail: juho.rousu@aalto.fi
Tel: +358 50 415 1702
Visiting Address: Konemiehentie 2, room A334

Academic Coordinator

Name: Ms Kirsti Laurila
E-mail: kirsti.laurila@aalto.fi
Visiting Address: Konemiehentie 2, room B129
Academic information

Enrolment

Please note that these instructions apply to students who have foreign educational background. Please note that if you wish to attend lectures and examinations, you must enroll as attending.

Enrolment steps

1. Pay the Student Union (AYY) membership fee. The fee can be paid at the Student Union office (AYY Sihteeristö), which is located at the campus area, on Otakaari 11. Payment can be made in cash or with a Finnish bank card. Remember to take the acceptance letter with you. You can also pay the fee in the bank, payee account number and instruction can be found at http://ayy.fi/en/students/membership-and-fees/payment-instructions/

   For the academic year 2012-2013 the fee was 95 euros, but the fee may change. Updated information on the fee can be found at http://ayy.fi/en/students/membership-and-fees/payment-instructions/

2. Enroll at the Student Services of the School of Science. Please bring with you:
   - Receipt of the paid Student Union membership fee
   - Passport or internationally recognized identification card for EU-state citizens
   - Letter of acceptance
   - Original degree certificate and the translation of it as well as the original transcript of records and the translation of it

During the enrolment the new students need to fill the registration form (personal information). In addition they are given their personal student number, computer account and certificate of attendance. The certificate of attendance is needed e.g. in Maistraatti office, possibly in the bank etc. It's not possible to get the certificate of attendance prior to enrolment.

The Student Services desk is located in Computer Science building, Konemiehentie 2, room A225. Further information on Student Services of the school can be found at https://into.aalto.fi/display/enmastersci/Contact+information.

Student card

Members of AYY are entitled to apply for student card, which gives you many discounts and other benefits. Application and instruction can be found at http://ayy.fi/en/students/membership-and-fees/studentcard-application/.
Taking courses

Teaching is provided during four periods (two in autumn and two in spring term) and examinations are held both in the beginning and in the end of each period. Please see the exact periods at www.tkk.fi/en/studies/academic_year_and_enrolment/

The courses usually last two periods (i.e. one term) but some courses may last three or four periods. There are also some intensive courses lasting only one period. The departments decide the examination dates and also organise the examinations. The most common form of a course is lecture, but there may also be problem-solving exercises (laskuharjoitus or “laskarit”), individual or group design work (suunnitteluharjoitus or harjoitustyö) or laboratory work (laboratorioharjoitus or “labrat”). The students may need to sign up for these separately. During the first lecture, the teacher will go through the course schedule, give information on required exercises and course material and other relevant information concerning the course. If you arrive too late in the term to join the course in the normal way, you should not just turn up at the lesson, but first get in touch with the teacher concerned by going to his/her office hour.

Information on courses

All courses and all information concerning courses can be found in the Noppa portal noppa.aalto.fi and WebOodi system, oodi.aalto.fi/Oodi/e/.

Registering for courses and exams

Students have to register for the courses prior to their beginning. Registration begins usually two weeks before the course begins. Practices may vary, though, so it is necessary to search information on course registration in advance in Noppa. For some courses it may be necessary to register in person too. It is therefore important that you attend the first lecture and sign up on the list of participants.

For the exams the students have to register one week prior to the exam at the latest. Registration period for exams begins as a rule one month before the exam.

Registration for the exam is mandatory and students who fail to register during the registration period cannot attend the examination.

Course and exam registration is done in WebOodi oodi.aalto.fi/e/.

To be able to register for courses and exams you need to log in, and for that you need a computer account and a password, which you will get after enrolment at the university.

WebOodi

WebOodi is the registration system for courses and exams. In WebOodi a student can also browse information on courses, order course handouts and order an unofficial study transcript.
Study portal Noppa

Noppa is a webportal for everyday course work and communication. For students it provides personalized information about courses they are taking. For teachers it is a tool for publishing e.g. course schedules, lecture materials as well as course news.

Noppa portal and more information about it can be found at noppa.aalto.fi see Help > How to get started?

Note also that in Noppa portal the course websites are in one language only. If the course website is in English, it is most likely the course is also lectured in English. If a course’s website is in Finnish there might still be a page in English with information on how to take that course in English by special arrangements.

Academic calendar and semester dates

The academic year begins 1 August and ends 31 July (the autumn term 1.8.-31.12. and the spring term 1.1.-31.7.). Teaching is provided during four periods (two in autumn and two in spring term) and examinations are held both in the beginning and in the end of each period.

Credits and grading

Credits system

According the new degree structure, studies are allotted credits according to the amount of work required; the average number of hours demanded by one academic year of studies, 1 600 hours, is equivalent to 60 credits.

The Bachelor’s degree consists of 180 credits (ECTS) and the the Master’s degree is 120 credits (ECTS).

Grading scale

The grading scale is from 0 (fail) to 5 (the highest grade). The final grade of the course can be based either on the final examination only or on a combination of the final examination and course work. The grade requirements are explained at the beginning of the course.

Student life

Accommodation for euSYSBIO students

Aalto University has reserved a certain number of furnished rooms in shared apartments for its exchange students and Erasmus Mundus/double degree students from the Foundation for Student Housing in the Helsinki region, HOAS. (www.hoas.fi)
**Type of housing**

All furnished exchange student apartments are provided by HOAS. Apartments are located in cities of Espoo and in Helsinki, all with public transportation connections to the Aalto University’s Otaniemi campus. Placing is done at random. Room types are room in a shared apartment, shared studio apartment and shared room in a shared apartment. All rooms/apartments are furnished with basic furniture such as bed with mattress, table and chairs. Note that pillows, blankets, bed linen, towels and dishes are considered personal items and they are not provided by HOAS.

**Rent and Deposit payment and other costs**

Rental level is approximately 390-400 euros/month for a room in a shared apartment. The rent includes heating, electricity, internet and water.

Deposit payment of 500€ is required to be paid when accepting the housing offer.

**Housing application**


HOAS application period begins in 1\textsuperscript{st} April for the next autumn term or for the whole academic year, and in 1\textsuperscript{st} October for the spring term. Please fill in the application form before end of May (for the next autumn term or for the whole academic year) or before end of October (for the spring term).

If you fill up the application after these deadlines we cannot guarantee you furnished exchange student rooms.

If you are not sure whether you will continue your studies with us after the autumn term, it is advisable to apply for housing only for autumn term, and to re-apply in case you need housing for the spring term too.

After filling up the exchange student housing application you should receive housing offer and other additional information from HOAS via email within a month. Note that you will receive only one housing offer!

**Tenancy agreement**

Exchange student room tenancy agreements are made for a fixed period of time and for full terms, e.g. September-December, January-May or September-May. A fixed-term agreement cannot, as a rule, be terminated in the middle of the tenancy period. Only for compelling reasons (e.g. you interrupt your studies and return to your home country) it is possible to terminate the agreement, but even then the notice time is one full calendar month. You are responsible for paying the rent until the official termination of the agreement.
(It is good to know that euSYSBIO students are eligible to apply student housing also on their own through “regular student housing queues” of HOAS and also AYY (AYY is Aalto University Student Union, www.ayy.fi ). Note that aside from above mentioned quota of exchange student rooms, which Aalto University has reserved for exchange students and Erasmus Mundus/double degree students, the regular student housing rooms and apartments of HOAS and AYY are not furnished and it is not guaranteed that you will get the rooms on time due to rather long queues. If you choose to apply accommodation through the regular student housing queues as well, it is advisable that you accept the first offer you receive, especially during early autumn term. It might be that you will not get another offer. Please remember also to cancel all the other possible applications once you have received and accepted housing offer. More info on AYY student housing and HOAS for degree students www.ayy.fi and www.hoas.fi .)

Student card and its benefits

Within a couple of weeks after first enrolment, undergraduate (bachelor and master level) students may pick up the official student card at the Student Union office (AYY Sihteeristö). The Finnish student card (opiskelijakortti) qualifies you for:

- Subsidised lunch at university cafeterias
- Travel discounts on long-distance trains and busses
- Health care services of the Finnish
- Student Health Care Services (Ylioppilaiden terveydenhuoltosäätiö YTHS)
- Various discounts on school supplies, theatres, museums, hairdressers and some stores

With the student card, you get certain student discounts which are unavailable with the ISIC card or with a foreign student identification card. The bank receipt, which is used for your enrolment, is an important document to save. It can be used as proof that you are a member of the Student Union until you get the official student card. When using the bank receipt as a proof that you are a student, you may need to show your passport or equivalent identification card. Please note that you can use the receipt as a temporary student card only for purposes at the university. Other authorities only accept the official Finnish Student Card or their own student cards (e.g. Finnish Railways VR). You can also join the student guild Tietokilta. The fee for the student guild can be paid at the time of enrolment via net bank or directly to the guild in question.

More information at: www.tietokilta.fi/in-english/

Every autumn, your student card is validated with a new sticker after you have paid your Student Union membership fee. The card is invalid without a valid sticker. New sticker can be collected from mid of August onwards from the Student Union Office. Students who have lost their student card, may apply for a new one from the Student Union Office. The price for a new card is 6 euros.
Residence permit and travel

Citizens of the Nordic countries are not required a visa or residence permit. EU citizens and citizens of Liechtenstein and Switzerland do not need a residence permit but they must register their right to reside in Finland if their stay lasts longer than three months. The registration is done at the police department of the applicant’s place of residence in Finland. Take with you to the police department:

- Letter of acceptance or certificate of attendance at Aalto University, School of Science (from the Student Services of SCI, room A225 in CSE building)
- Passport or ID-card
- 47 euro (2012)

Information for non-EU/EEA citizens

Citizens coming from a country outside the EU/EEA (European Economic Area) and intending to stay in Finland for more than three months have to obtain a residence permit. The application should be submitted to a Finnish embassy abroad prior to students’ arrival in Finland. The application must be accompanied by the following attachments: letter of approval from the educational institution, an account of your income in Finland and an account of sufficient health insurance coverage. Further information on how to apply for a residence permit and on the information you are required to submit is available on the website of the Finnish Immigration Service at www.migri.fi

You should submit the residence permit application as soon as you have received confirmation of your place of study. The average processing time for students’ residence permits at the Finnish Immigration Service is one month. The Finnish Immigration Service cannot guarantee that it will be able to decide on your residence permit before the commencement of your studies, if your application was submitted late or if the application is incomplete.

Residence permit applications

Several thousand residence permit applications are submitted during the summer months (June-August). The Finnish Immigration Service decides on residence permit applications in the order in which they arrive. All students’ residence permit applications are processed and decided on as urgent without separate request. Owing to the large number of applications, the Finnish Immigration Service will not consider individual requests for urgent processing. Therefore, it is inadvisable, for example, to purchase plane tickets in advance; as the Finnish Immigration Service cannot guarantee that a decision will have been made prior to your flight to Finland. As the processing of applications is congested, the Finnish Immigration Service will not be able to reply to enquiries regarding the urgency or status of applications.

If you have an urgent question regarding your residence permit application, please contact the Immigration Unit or the customer service of the Finnish Immigration Service.
Service by telephone: Customer Service, Mon - Fri between 9 a.m. and 3 p.m. gmt +2, tel: +358 71 873 3400. Immigration Unit, Tue-Thu between 10 a.m. and 11 a.m. gmt +2, tel: +358 71 873 3720

The decision of the Finnish Immigration Service on your residence permit application will be communicated to you by the Finnish mission to which you submitted the application. Please remember that a complete application (including all required attachments) submitted in good time will improve your chances of receiving a decision before the commencement of your studies in Finland.

Travel

Airlines normally allow check-in baggage up to 20 kg and a cabin piece up to 5 kg. Access baggage is paid by the participant. If several students are going to the same destination when leaving Aalto, it is recommended to use a cargo shipper and share the cost.

Arrival to Finland and Aalto

Most international visitors arrive at Helsinki-Vantaa International Airport, which is located in Vantaa, neighbouring city of Helsinki and Espoo. In case you are coming from the airport by yourself, the most convenient way is to take a shuttle from the airport. You can choose between two companies, Yellow Line and Airport Taxi. You can also take the bus to the centre of Helsinki (either Finnair bus or regional bus number 615) and take another bus from Helsinki centre to Otaniemi. Bus numbers 102 and 103 from Kamppi station in the centre of Helsinki go to Otaniemi. Also bus numbers 194 and 195 from Eliel Square (next to the railway station) go to Otaniemi as well.

With Otaniemi being a campus for approximately 15 000 students and staff, the transportation connections are relatively good. The buses 102, 103, 194 and 195 go to Otaniemi from the Helsinki city centre. Regional buses 502, 503, 505, 510, 512A and 550 pass Otaniemi on their journey to Vantaa and other parts of Helsinki. The Espoo buses 2, 4, 10, 11, and 15 also go via Otaniemi and ensure the connections to Espoo.

Orientation for new students

Orientation Days for all international students will be held in early September, before lectures begin.

Banking information

The currency used in Finland is the Euro, which is the common currency in most of the European Union countries. You can open a bank account easily by presenting your passport or other valid identification. Many banks will also like to see a proof that you study in Finland so
you might have to present your certificate of attendance or your admission letter. However, this is normally not compulsory document when opening a bank account.

All banks operate throughout Finland; the largest ones are Nordea, Danske Bank and Osuuspankki. All banks have an office close to Otaniemi, in Tapiola. After opening a bank account you can get a bank card which enables you to use ATM:s (Automatic Teller Machine) for withdrawals, balance checking and payments. You can also ask the bank about using the Internet for payments.

When paying bills the easiest and cheapest way is to use ATM:s or internet bank. If you do not use machines, you can make transfers at the bank office. However, please note that so called processing fee can be as high as EUR 8, so you may want to use ATM:s at least for money transfers inside Finland, like paying your rent. Money can be changed at any bank in Finland although it is wise to change large amounts at a time to avoid service charges. All banks operate throughout Finland.

When you open a bank account, you will be given a bankcard which will work in virtually every ATM in Finland. You can usually check your balance and withdraw money free of service charges. If you want to save, change your currency at Forex free of charge. You can find Forex offices for example in Tapiola and in Helsinki Main Railway Station (Rautatieasema).

All major international credit cards (visa, American Express, Diners) are accepted and used widely in Finland.

Practical information

Estimated cost of living

In Finland, a minimum of EUR 900-1 000 per month should be reserved for living costs. This includes the housing costs, transportation, food and personal welfare. The students are also required to pay the Student Union fee of approximately EUR 95 (2012) each academic year.

Public transport

Public transport is a convenient and well-functioning way of getting around the Helsinki area. There are four different modes of transportation: buses, local trains, trams and metro. Trams and metro operate only in Helsinki. Helsinki and its neighbouring cities Vantaa, Espoo and Kauniainen comprise two travel zones: the internal zone within the respective city boundaries, and the regional zone between them. There are different tickets and fares for travel within the four cities and within the region.

Travel card

The travel card enables you to travel on any means of public transportation in any zone in the Helsinki metropolitan region. You may load your travel card with the travel period (time) of your
choice from 14 - 366 consecutive days, but it is also possible to load your travel card with cash (value) ranging from EUR 5 to 200. If you load your personal travel card with a period of 30 days it will cost around EUR 44 (internal) or EUR 89 (regional) without the student discount. There are two different kinds of travel cards: Multi-User Travel Card may be bought by anybody irrespective of their place of residence. This card may be used not only by the purchaser, but also by other users. This alternative is more expensive than the personal travel card. The multi-user travel card can be bought, for example, in the “R-kiosks” around the city.

Personal Travel Card is meant for adults, children and students residing longer time in Helsinki, Espoo, Vantaa or Kauniainen. Personal travel card can only be bought from service points (see below) and person should have required documents with him/her. Note that degree students should register in the Local Registration Office (Maistraatti) first and only afterwards buy a personal travel card. At the Maistraatti decision about the home municipality is made. If degree students have a permanent home municipality in the metropolitan area, they are also entitled to buy the student discount prized travel card. Students over 30 years old and postgraduate students are not entitled for the discount, even if they would have been admitted the home municipality in the metropolitan area.

Where to buy the travel card?

Travel card can be bought, for example, at Helsinki City Transport Service located in Rautatietentori (Central Railway station) metro station and in Itäeskus shopping centre. In Espoo, you can visit the Citizen’s Office (Yhteispalvelupiste) in Tapiola Cultural Centre, Iso Omena shopping centre (in Matinkylä,) Sello shopping centre (in Leppävaara) or Lippulaiva shopping centre (in Espoonlahti).

Timetables and fares

See the website of HSL (Helsingin seudun liikenne, Helsinki Region Transport) www.hsl.fi for more detailed information about the fares and timetables. There you can find also the Journey Planner that you can use to find the route and suitable buses. Timetables and route maps are available free of charge from the HSL Service points.

Postal services

Stamps can be purchased at post offices, ”R-kiosks” and stamp machines; some of which you will find outside post offices. Stamps are also available at some shops, e.g. bookshops. The nearest post office is located in Otaniemi shopping centre, but if you require some special services, such as Poste Restante, ask for advice from the nearest post office or visit the Helsinki Main Post Office; address Mannerheimintie 11 A, 00100 Helsinki. For more information see the website of Finland Post.

Phone services

Most of the students in Finland have mobile phones because they are relatively cheap to use. The providers are e.g. Sonera, dna and Saunalahti. Compare prices and types of contracts, ask
your friends and check local newspapers for sales before buying. Some operators (dna, Sonera, Kolumbus etc.) offer also prepaid subscriptions. To get started, buy prepaid package (for example at R-kiosk which normally costs around 20 euros and includes varying amount of airtime. When the airtime is coming to an end, the user service will usually notify you of this. Please notice also that using the mobile phone for international calls in Finland can become very expensive. The charge per minute can be several euros. Calls are normally billed on a monthly basis.

**How to make a local call**

A local call can be made within the region having the same area code, the exception being that from Helsinki (09) you can also dial the area of Uusimaa (019) for the price of a local call.

**How to make an international phone call**

The prefixes are 99500 (Cubio), 990 (Sonera) or 991 (Saunalahti). When making the international phone call from Finland dial the international prefix + country code + area code (remember to leave out the first zero) + number you want to call to. When making the international phone call to Finland dial the international prefix + code for Finland 358 + code for the city (remember to leave out the first zero, e.g. when calling to Helsinki the code is 9) + number you want to call to.
Instituto Superior Técnico (IST Tecnico Lisboa)

Country and city

Portugal

Portugal, a country with a rich history of seafaring and discovery, looks out from the Iberian Peninsula onto the Atlantic Ocean. Portugal’s history has had a lasting impact on the culture of the country: Moorish and Oriental influences in architecture and the arts are prominent. In the 15th century, Portugal maritime explorers led by Vasco da Gama discovered new territories, leading to the accumulation of an overseas empire. At home, the University of Coimbra, established in 1290, is one of the oldest in Europe.

Portugal has always been well represented in the arts. Some of the famous poets include Lu De Cams and Fernando Pessoa. No less creative are the talents of international footballer Cristiano Ronaldo and Mourinho.

Each region of Portugal has its traditional dishes made with various kinds of meat and seafood. In particular, the country is well known for its one hundred ways of cooking cod. Portugal has a mild weather, winters are never too cold and summers are always moderately hot. Lightweight clothing is suitable from June to September. A topcoat and umbrella are advisable for autumn and winter. Even during winter time, sunny days are common. Portugal is the most western country in Continental Europe. It is bounded by Spain on the north and east and by the Atlantic Ocean on the south and west.

Lisbon

Lisbon is the capital (since 1256) and the largest city of Portugal. It is located in the west of the country, at the point where the Rio Tejo (Tagus River) flows into the Atlantic Ocean coast.

Lisbon is itself a much older city, inhabited by the Roman Empire in the first century. Old legend tells that Lisbon was founded by the Greek hero Odysseus (Ulisses) on one the farthest reaches of his travels. Romans believe this and named Lisbon after the hero (Olissipo). The city was also occupied by Phoenicians and Greeks before the Romans. The heart of the city is the Baixa (Downtown). It is organized in a grid system and a network of squares built after the 1755 earthquake, which levelled a big part of the medieval town.

The Castle of St Jorge and the Lisbon Cathedral (Sé de Lisboa, the oldest church in the city) are located on one of the seven hills of Lisbon (another reference the Romans made with the seven hills of the ancient Rome), to the east of the Baixa. West of Baixa, the Chiado district bursts with shops, cafés and theatres, and next to it is the Bairro Alto, one of the most traditional quarters of Lisbon.
Today, the Bairro Alto is the heart of Lisbon youth and the Portuguese capital nightlife (Lisbon is a city that takes its nightlife very seriously!). It functions as a residential, shopping and entertainment district.

There are a lot of other great monuments, like Praça do Comércio (still commonly known as Terreiro do Paço), Rossio Square, Jerónimos Monastery (construction started in 1501 and took 70 years to complete), Belem Tower (Torre de Belém) and Padrão dos Descobrimentos. The monument to Christ the King (Cristo Rei) stands on the left side of the river, in Almada, overlooking the entire city of Lisbon with his open arms.
University

Instituto Superior Técnico (IST), founded in 1911, and nowadays known as Tecnico Lisboa is the largest and most reputed school of engineering, science and technology in Portugal. Tecnico Lisboa’s mission is to contribute to the development of society by providing top quality higher education in the areas of Engineering, Science, Technology and Architecture, at undergraduate and post-graduate levels, as well as developing Research, Development and Innovation (RD&I) activities to allow it to provide teaching in line with the highest international standards. Its mission is therefore expressed in the three functions which characterise the concept of a modern university: to create knowledge, to train skilled professionals and to transfer and apply knowledge.

Técnico is organized in several research centres addressing cutting edge problems in science and technology. Tecnico is recognised as a top school of Engineering, Architecture, Science & Technology, in Portugal and worldwide and is involved in some of the most prestigious RD&I and technology transfer institutions in Portugal, with remarkable impact internationally at many scientific and technological domains. The IST, or Tecnico is home to about 10,000 students including 1,200 at the PhD level, and over 1,000 faculty members and researchers.

A diploma from Tecnico changes your future:

- 42% of IST students get a job even before concluding their course.
- Of the remaining students, 90% get a job 6 months after concluding their course.

Tecnico Lisboa
Instituto Superior Técnico (IST)
Address: Av. Rovisco Pais, 1049-001, Lisbon, Portugal
www.ist.utl.pt

Main university switchboard: +351 1 841 7000

Research

Tecnico’s faculty members and researchers are involved in some of the most prestigious R&D and technology transfer institutions in Portugal, such as IPFN (Nuclear Fusion), ISR (Robotics), IT (Telecommunications), INESC-ID (Systems Engineering and Computers), IBB (Biotechnology), laeta (Energy, Transports and Aeronautics), IN (Nanotechnologies). Participation in these institutes is an important mechanism for establishing links with the business and scientific worlds.

Campus

Alameda Campus

Visiting Address: Av. Rovisco Pais, 1049-001 Lisboa, Portugal
Metro stations: Alameda (red and green line) and Saldanha (yellow line)
Built under the direction of Duarte Pacheco, the Alameda campus was concluded in 1937 by Porfoio Pardal Monteiro, who designs for the first time, a university campus in Portugal. Located in one of the most central parts of Lisbon, the Alameda Campus benefits from a transport network that facilitates mobility to all the areas of the city. In its vicinity, there are many shopping, leisure, culture, entertaining and sports areas.

**Taguspark campus**

Visiting Address: Av. Prof. Dr. Anibal Cavaco Silva, 2744-016 Porto Salvo. The expansion of Instituto Superior Técnico to the Taguspark science park allowed for the construction of a modern campus which offers excellent conditions for teaching, research and development. The surrounding area is crowded with technology-based companies, with some of which IST collaborates, thus creating important opportunities for students. IST students can therefore create a comprehensive contact network, inside and outside of IST, which is of great importance for their professional future. Overlooking the sea, this modern campus, located in the council of Oeiras, is linked to the Alameda campus through its own transport system.

**Student support**

**Erasmus Mundus contact**

Contact Person: Ana Pipio, e-mail: mundus@ist.utl.pt

**Mobility office**

Office Hours: Monday to Friday from 10:30 to 12:00 and from 14:00 to 16:00. Closed Mondays, Wednesday and Friday afternoons. Location: Main Building, ground floor, room 0.14 (Alameda Campus). Office coordinator: Silvia Santos

Erasmus Mundus contact person: Graca Pereira (gracapereira@ist.utl.pt), nmci.ist.utl.pt

**International programmes**

Tecnico is an active member of important international networks and programmes aimed at mobility in MSc, PhD programmes, internships or research projects and participates in many sectors of national and international life, with particular emphasis in Europe and the Portuguese-speaking countries. On the European level, Tecnico is an active member of several university networks, in Engineering, Science, technology and Architecture, such as the cluster, cesaer, magalhães and TIME networks.

**International students**

IST has over two hundred agreements with different international universities under the scope of the Erasmus Programme, hosts IAESTE Portugal (International Association for the Exchange of Students for Technical Experience), and is strongly involved in BEST (Board of European Students of Technology). Tecnico is home to a large population of international students involved in more than 20 joint MSc (Double Diploma) programmes, in cooperation with some
largest international schools and participates in the joint PhD Programmes with MIT, CMU, UT Austin and EPFL. There are over 1000 incoming and outgoing students annually. Lectures in the Master and Ph.D. Courses are given in English in classes with International students.

**Portuguese language course**

There is an Intensive Portuguese Course for Foreign Students at Tecnico that takes place at the beginning of each semester for interested students. At the end students will receive a certificate.

**Academic information**

**Registration**

After arrival in Lisbon the student must go to the Mobility Office to register. The student will be asked to sign the Official Registration Form and should bring:

- Identity card or Passport
- 2 passport photos
- Official transcript of the candidate
- university records
- Learning Agreement (if/when available)

After filling all the necessary documents, you will get the student card. With this card, and a password obtained in the Computer and Network Services (CIIST), the students can access the Fenix database which contains useful academic information.

This card is also needed to benefit from the facilities at Tecnico. The Central Library, on request, will issue a Library card. Contacting your Scientific Coordinator You will meet your scientific coordinator and confirm your study plan. The student will be informed by the International Office how to contact him. Any modifications to the original plan must be submitted to the scientific coordinator and to the Mobility Office.

**Academic calendar and semester dates**

The academic year is divided into 2 semesters of 14 weeks. Each semester comprises lectures and laboratory work, followed by approximately 5 weeks of examinations.

1st semester: September - January
2nd semester: February - June

Details concerning the start and end of each term can be found at the IST website for international students: [www.ist.utl.pt/en/students/](http://www.ist.utl.pt/en/students/)
ECTS Credit and grading system

A full-time student is expected to have 60 credits in one academic year and 30 credits in one semester. The ECTS credit system is based on study workload, which includes contact hours and the number of hours dedicated to completing papers, internships, projects, study and evaluation (preparing for examinations). Typically, one ECTS represents 28 hours of study (including class attendance).

The IST grading system is based on a mark between 10 (minimum to pass) and 20 (maximum). This grading system corresponds to the European grading scale A-B-C-D-E and to 10%-25%-30%-25%-10% of the successful students.

Student life

Life at IST is not limited to the vibrant educational and scientific component. A pleasant academic environment has an important effect on the overall educational performance. Incoming mobility students can benefit from the different facilities, including Cultural, entertaining and sporting activities offered. Facilities also include canteens and cafeterias, a book shop, several banks, a kindergarten and medical services. Useful information is found at www.ist.utl.pt/en/students/living/

Accommodation

Choosing where you live while studying in Lisbon will greatly influence your experience as a foreign exchange student. The Mobility Office may provide you with some rooming suggestions to assure that you find the most adequate accommodation for your housing needs.

In general there are student accommodation shortages in Lisbon. In September finding a room in Lisbon can be a very overwhelming experience because the number of incoming exchange students is very large. You should start looking into housing as soon as you have been accepted in the programme. The Mobility and International Cooperation Office has selected for your convenience a database of apartments from which you may rent a room. This is your best option because it offers the opportunity for you to meet and live with other foreign students who will also be attending the same programme, at Instituto Superior Técnico. The rooms proposed are within walking distance from the University and have an all-inclusive nature (utilities: gas, electricity, water, internet and cleaning) so that you know exactly how much your monthly rent will be, with no unpleasant surprises.

If you decide to book your room upon arrival, we recommend you stay in Youth Hostels for your first days, something temporary while you look around. The Lisbon Youth Hostel (reservas@movijovem.pt) is quite close to IST and offers excellent lodging conditions. Students with the Card euro<26 benefit from a discount of 15%. This card is issued by the home country of the student.
If IST is the first or second destination

The information related with accommodation mentioned above, is applicable in any circumstance. The Mobility Office is available to help you find a room. Ideally, students should attempt to find a room before arriving in Lisbon.

Visa and travel

Entry and residence regulations

Foreign students wishing to enter and stay in Portugal must go to a Portuguese Consulate/Embassy in their own country and apply for an entry visa. In doing so, they must indicate the purpose of their stay and their address (when available) in Portugal, as well as a copy of the Formal Acceptance Letter from Instituto Superior Técnico. More information can be obtained from Portuguese Embassies and Consulates (www.mne.gov.pt/mne/pt/infocidadao/pestrangeiro/embaisadas/) or from the Ministry of Internal Affairs (Serviço de Estrangeiros e Fronteiras, Ministério da Administração Interna - www.sef.pt).

Arrival to IST

When you choose your date of arrival in Lisbon, you should make sure that it is not a Saturday, Sunday or public holiday since it will not be possible to contact any member of the University staff if you should require any assistance.

Practical information

Health and welfare

The Medical and Social Support Unit (namp) of the Instituto Superior Técnico is geared towards promoting the physical and psychological welfare of its members. These services include clinical medicine, dentist, gynaecology, mental health and vaccinations and are available on presentation of a current student card and payment of a small fee.

Banking information

All students have to have an account in a European Bank, in order to have their monthly scholarships and instalment costs transferred. The coordinator, KTH is responsible for all the transfers. If IST is your first destination, we suggest you arrange for a bank account as soon as you arrive. The Mobility Office will assist you with this process.

Estimated cost of living

Living expenses vary according to personal lifestyle and choice of housing. On average, 750 € per month is required to face the basic expenses:
- Accommodation €300
- Meals €200
- Transportation €50
- Leisure €100
- Others €100

**Food and meals**

There are several canteen facilities for students located at the main Universities where lunch or dinner is served for about €2.20 (updated every year) per meal. Other meals can be obtained in the various snack bars available where full meals should not cost more than €5.00. Dining out will cost at least €15.00.

**Local transportation**

Getting around in Portugal is an easy and interesting undertaking. There are numerous possibilities from planes and trains to buses, bicycles, trams, taxis and the metro in Lisbon. Lisbon Metro stations are recognised by large M signs. Service runs daily from 6:30am to 1am. The closest metro stations to Tecnico are Alameda and Saldanha. It is interesting to get off in almost every metro station and enjoy the Art-deco design, amazing panels of tiles, sculptures, and paintings turned into real masterpieces. The Carris bus is among the cheapest in Europe. Compared to many European capitals, taxis in Lisbon tend to be inexpensive and are a popular means of transportation.