ARCADA UNIVERSITY OF APPLIED SCIENCES







Studying at Arcada

International Business

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Study Counsellor International Student Advisor



Information about the degree

Name of degree: Bachelor of Business Administration

• **Scope**: 210 ECTS (1 cr ≈ 27 hours)

• **Duration**: 3,5 years

• Expected study pace: Full-time

• one period: 15 cr

• one semester: 30 cr

• one academic year: 60 cr

Academic Year 2024-2025

The academic year starts officially on August 1st 2024 and ends on July 31st 2025.

Period 1: 1.8–27.10.2024

Period 2: 28.10–31.12.2024

Period 3: 1.1–16.3.2025

Period 4: 17.3-31.7.2025

During the time 21.12.2024–6.1.2025 there are no tuition arranged at Arcada.



Study Plan = Curriculum

It is very important to familiarise yourself with the curriculum in order to get an overview of the degree that you are about to complete.



Where do I find my study plan?

- In the study guide **START** start.arcada.fi
 - Study Plan
 - Structure of the studies
 - Course offerings
 - List of courses IB

In the student information system SISU – sisu.arcada.fi

- The study plan has to be created
 - "Structure of studies"





Structure of studies

General education studies: 15 cr

• **Proffessional studies**: 135 cr

Foundation studies:

Advanced studies:

• Practical training: 30 cr

• **Development studies**: 30 cr

• Research studies: 30 cr

Thesis and Research Methods: 15 cr + 15 cr

Recommended structure of degree programme

YEAR 4

Thesis 15 cr

15 cr

YEAR 3

Support module 30 cr

Development studies 15 cr Reasearch Methods 10 cr Professional Communication 5 cr Practical training 2, 15 cr 75 cr

YEAR 2

Specialisation module 30 cr Development studies 15 cr Practical training 1, 15 cr 60 cr

YEAR 1

Education in a Digital and Sustainable Nordic Society 15 cr Corporate Activities 30 cr Professional Communication 10 cr Thesis and Reasearch Methods 5 cr

60 cr



Studying at an UAS

- At a university of applied sciences, the focus lies on providing education and conducting research that ties into professional working life.
- Teaching within higher education is based on science but involves a practical orientation.
 A wide range of teaching and learning methods are utilised and the amount of contact teaching/hours is less than within the general upper secondary or vocational upper secondary education. Student-centered learning is also an essential part of studies.
- The schedule varies depending on the courses you are completing. The year of study, the specialisation module chosen, the support module chosen, and the development studies also play an essential part in how your schedule looks like.
 - A day without lectures does not mean a day off. These days the focus should lie on individual work/self-studies (reading, completing assignments, writing reports etc.).
- Practical training is a compulsory part of studies. The placements are to be found by the students themselves.



Independent studies

- Independent learning is instrumental to student success within higher education.
- Students are expected to take responsibility for their learning and for their studies in general.
- Arcada offers help along the way. There are several support services available → <u>Study support</u>.

Fee-paying students

It is important to be aware of the scholarship requirements in the beginning of your studies.



Summary - studying at an UAS

- A wide range of teaching and learning methods are utilised.
- The amount of contact teaching is less than within upper secondary education.
- Students are expected to take responsibility for their learning.
- 30 cr of compulsory practical training is included.
 - Students are responsible for finding the placement themselves.

Descriptions of courses

- Teacher
- Competences, learning outcomes, content of the course
- Recommended or required reading
- Study activities
- Assessment methods and requirements
- Course specific questions?
 - Contact the teacher





Assessment and examinations

- Assessment requirements and forms of examination are stated in the description of the course.
- Example of examination methods
 - exams
 - essays
 - assignments
 - reports
 - demonstrations or presentations
 - group work
- An approved study attainment is assessed with the grades:
 - excellent (5), very good (4), good (3), satisfactory (2), sufficient (1)
 - in specific cases, with the grade "passed".



Mandatory presence?

The introduction lecture for a course is sometimes compulsory. If you are not able to be present during that lecture, please inform the teacher about the matter in advance (only valid reasons are accepted). The absence may be compensated with an e.g. obligatory pre-assignment. Moreover, you are not entitled to extra support due to your absence. If you do not participate in the following lectures or submit the prospective pre-assignment the teacher has the right to cancel your enrollment.

It is always recommended to participate in the introduction lecture even though it is not compulsory. During this lecture you will receive important information about the course (setup, grading etc.).



Check START for more detailed instructions

<u>Examinations</u> (general)

Rules and regulations (IB)

<u>Degree Statutes</u> (all of Arcada)

start.arcada.fi



Application for accreditation or validation

- Students may apply for accreditation or validation of:
 - Studies carried out at another Higher Education Institution
 - Relevant work experience
 - Knowledge gained informally through work experience
- Only competences that are relevant to the degree can be accredited.
- Read through the information about accreditation on start.arcada.fi
 "My studies Accreditation of Study Attainments or Validation of Competences"
- You apply by filling in the application form online
- Always contact your study counsellor by email if you are planning to apply for accreditation of courses completed at another university or UAS



When to contact your Study Counsellor

- If you have study related questions that include planning of studies at Arcada
 - If you want to study in a faster pace and need an individual study plan
 - 3 years instead of 3,5 years
 - If you have fallen behind in your studies and need an individual study plan
 - Questions related to accreditation of previously gained degrees at a university level



Contact information

Camilla Genberg, MAEd.
Study Counsellor
International Business
+358 (0)294 282 672
camilla.genberg@arcada.fi



International Student Advisor

I provide advice and guidance for newcomers in Finland.





Contact information

Laurits Møller

International Student Advisor

+358 (0)294 282 560

laurits.moller@arcada.fi

Room C244 in the Library

Support for international students



Support in studies

Planning of studies

Study Counsellor

Counselling and support

Psychologist and Study Social Worker

Support for international students

International Student Advisor

Student Affairs & Sisu support

Study Coordinators

<u>Career planning – Career Centre Arabia</u>

Career Counsellors





Student Affairs

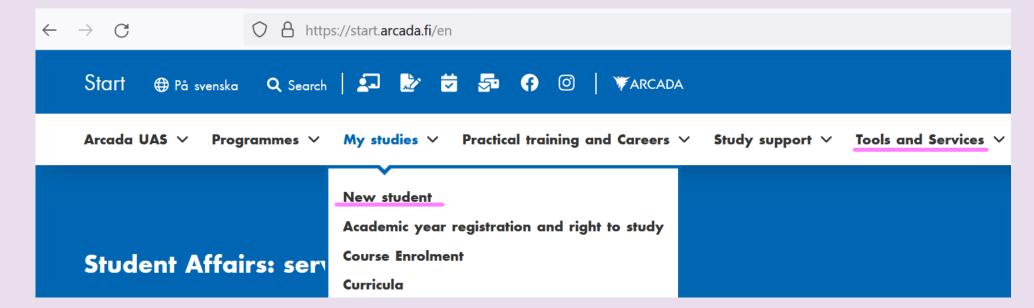
- Tuition fees
- Scholarship
- Registration for the academic year
- Filling in different forms

studentaffairs@arcada.fi



Your Study Guide – <u>START</u>

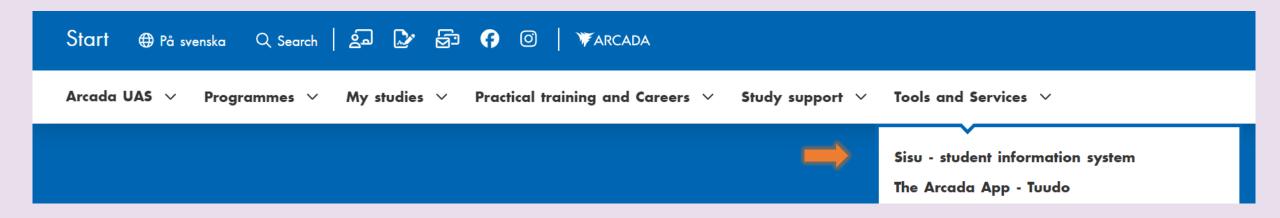
- The link: https://start.arcada.fi/en
- The navigation is done through the different topics in the menu bars
- "New Student" → useful information in the beginning of your studies
- "Tools and Services" → links to the online programmes/platforms





SISU - Arcada's student information system

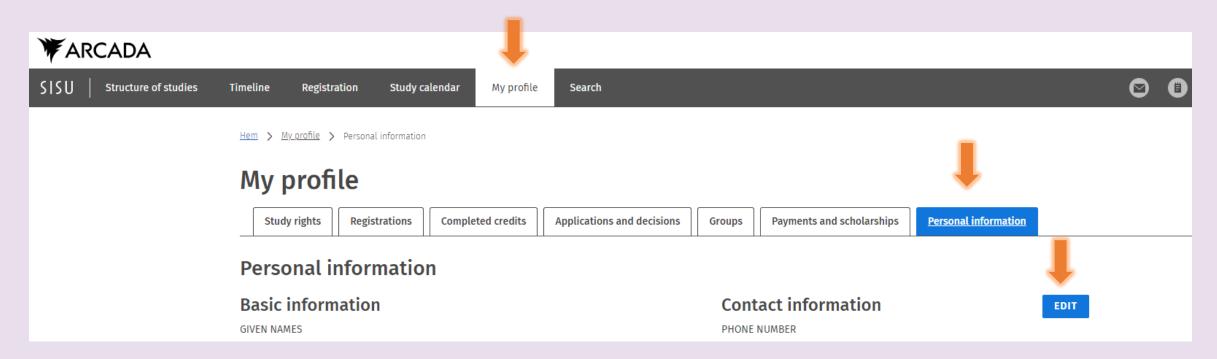
Log in to SISU through Start or go to sisu.arcada.fi





Contact information

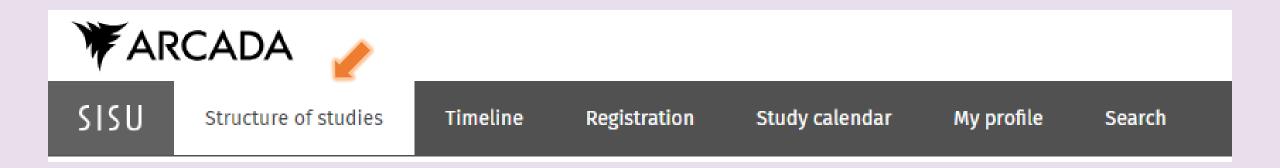
Go to My profile - Personal information - Edit





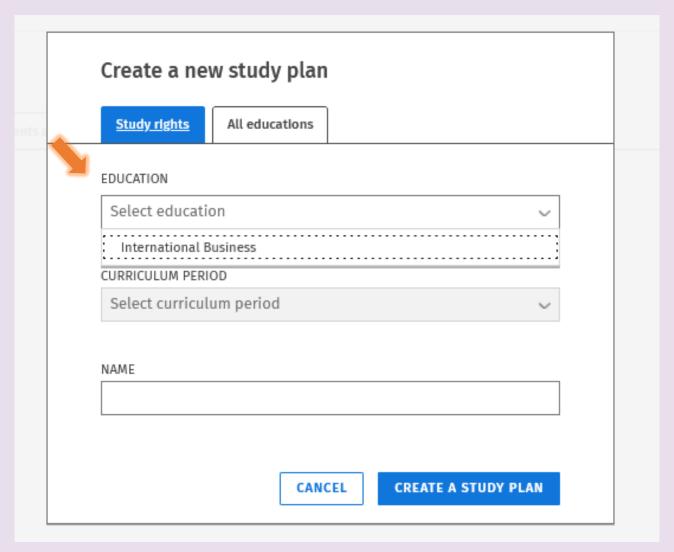
Create your Study Plan

Go to Structure of studies



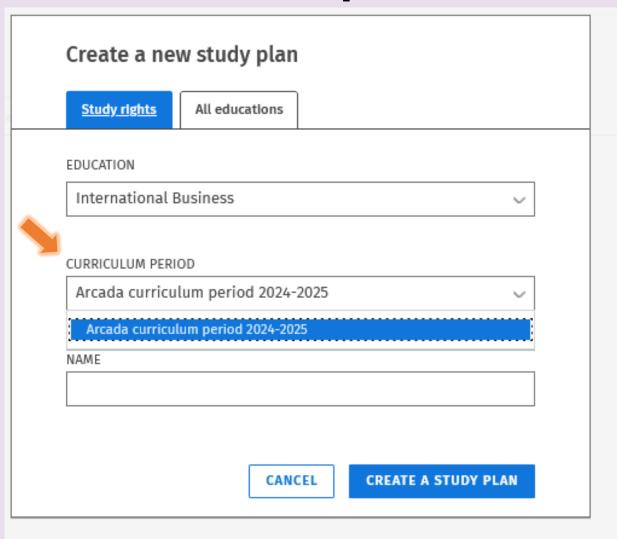


EDUCATIONInternational Business



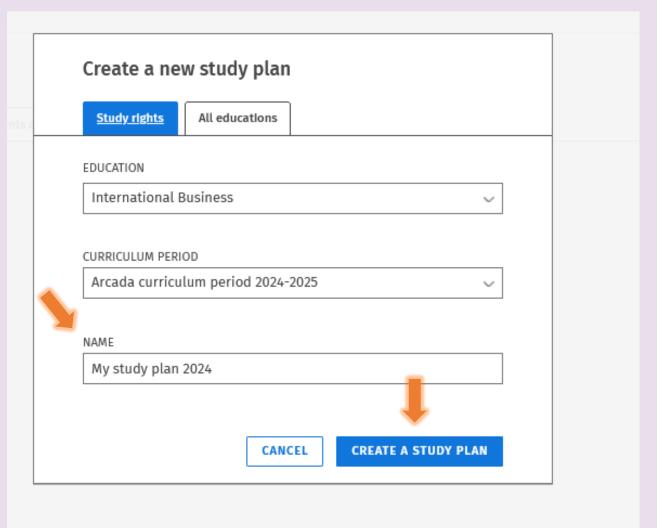


CURRICULUM PERIOD Arcada curriculum period 2024-2025



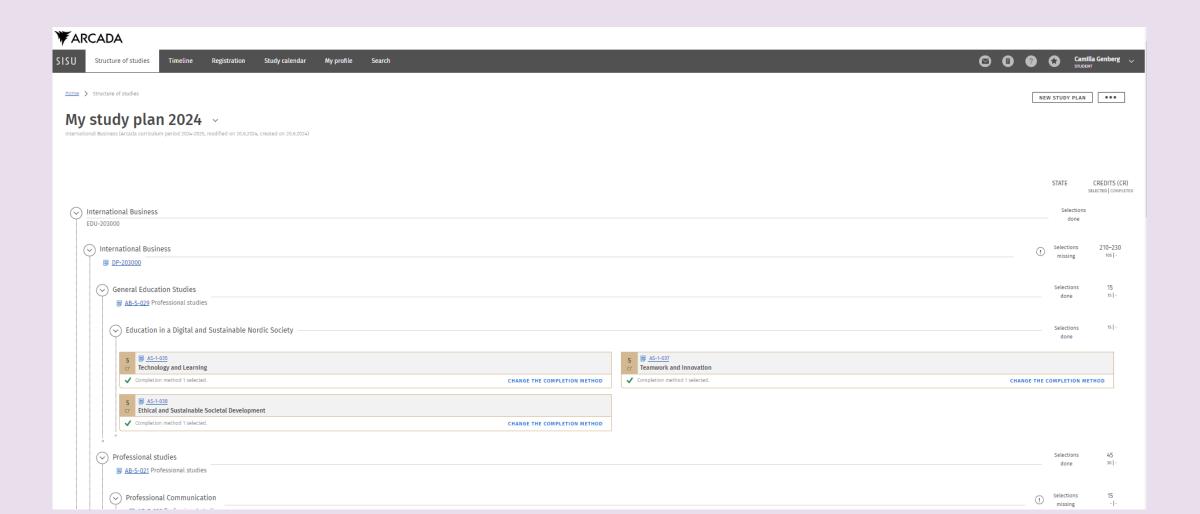


NAME "My study plan 2024"





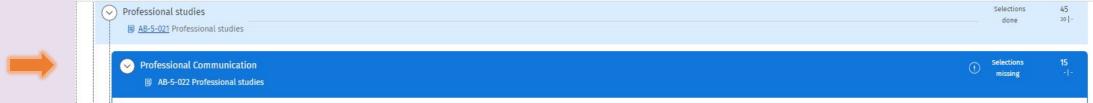
Now you have created your study plan

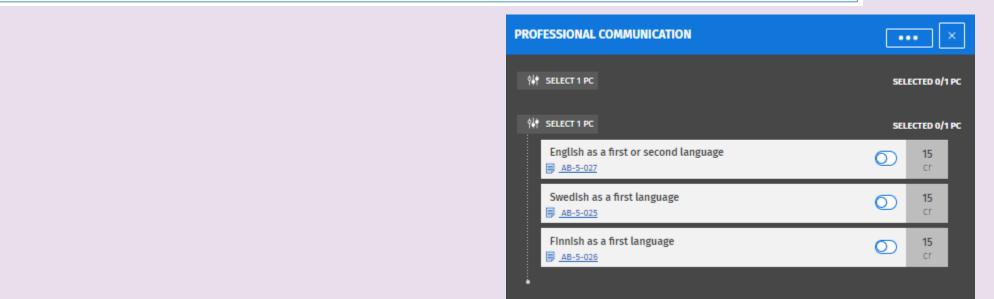




Language studies

 Please choose the correct study module under "Professional Communication"







Registration to courses

- The registration can be done in two different ways.
- Instructions also found on Start
 - Registration through your study plan
 - Registration through timeline and timing template

 Registration is today done for all first year courses offered in fall semester (6 courses).



Courses during first year – 60 cr



Fall 2024 (30 cr)

Spring 2025 (30 cr)

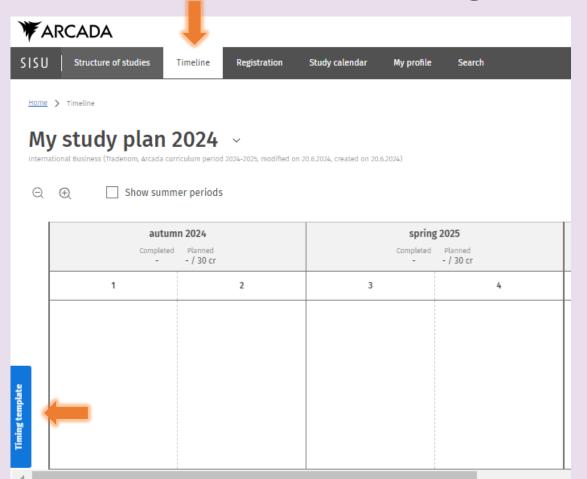
AS-1-035	Technology and Learning (5 cr)
AB-1-016	Introduction to Business Administration (5 cr)
AB-1-017	Business Mathematics and Statistics (5 cr)
AS-1-037	Teamwork an Innovation (5 cr)
AB-1-018	Introduction to Marketing (5 cr)
AB-1-019	Introduction to the Tourism and Experience Industry (5 cr)

AS-1-038	Ethical and Sustainable Societal Development (5 cr)
AB-1-020	Introduction to Logistics (5 cr)
SP-1-004	Swedish for Beginners 1 (5 cr)
SP-1-044	Swedish for Beginners 2 (5 cr)
AB-1-021	Introduction to Financial Management (5 cr)
AB-2-085	Introduction to Research Methodology (5 cr)



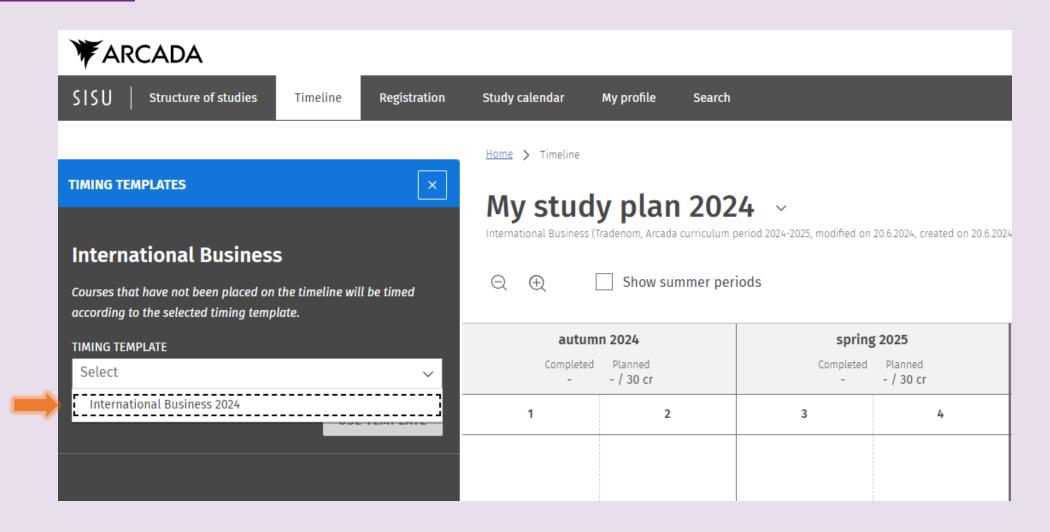
How to see when your courses are running in Sisu?

Go to Timeline and choose Timing template





Choose "International Business 2024"





Registration via Study Plan

- The registration is done separately for all six courses.
- Go to "Structure of studies"
- Start by selecting one course = click on the blue course code
 - > AS-1-035 Technology and Learning





Select "Completion methods"

Technology and Learning (5 cr)

AS-1-035 | Course

Course version (i)

2024-2025 (Arcada)

(Placed in the p... \vee

Placed to: Education in a Digital and Sustainable Nordic Society

Status: Not completed Grade: Not graded

Information sheet

Completion methods

Equivalences and substitutions

Information sheet



Basic information

Languages of learning: English

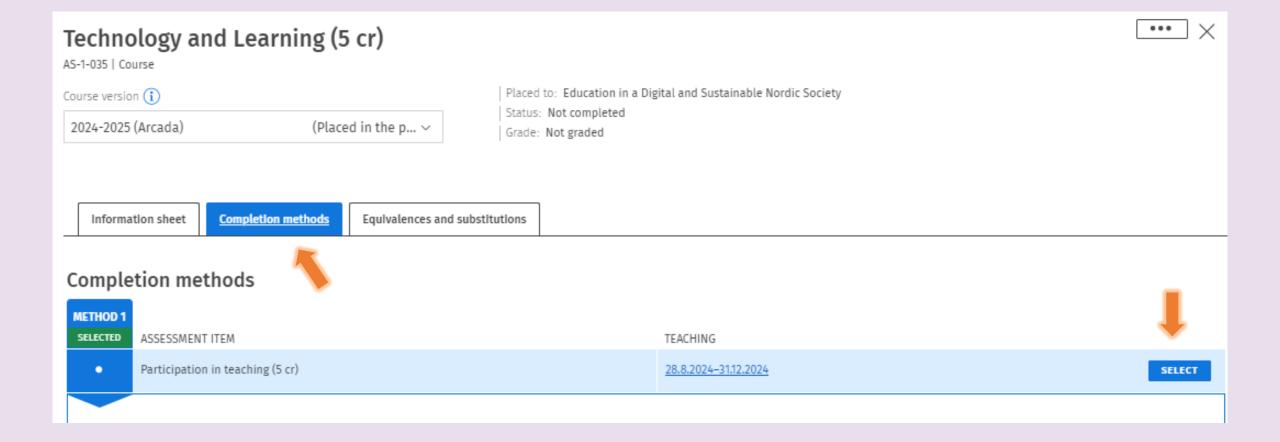
Grading scale: General scale, 0-5 Course type: Regular course unit Course level: Professional studies

Organiser: Arcada University of Applied Sciences

Higher education institution: Arcada University of Applied Sciences

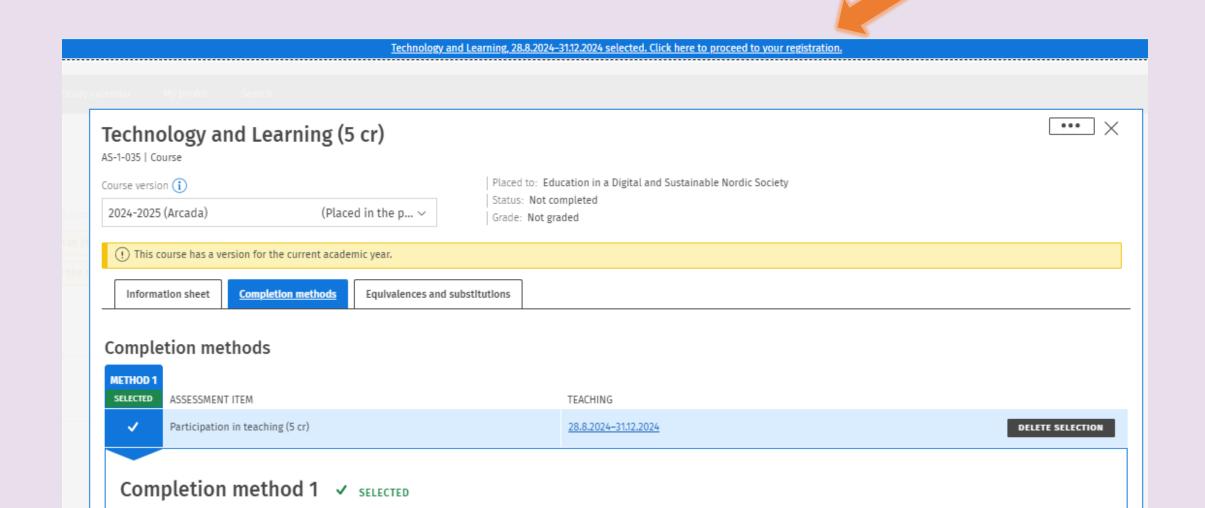


Choose "SELECT"



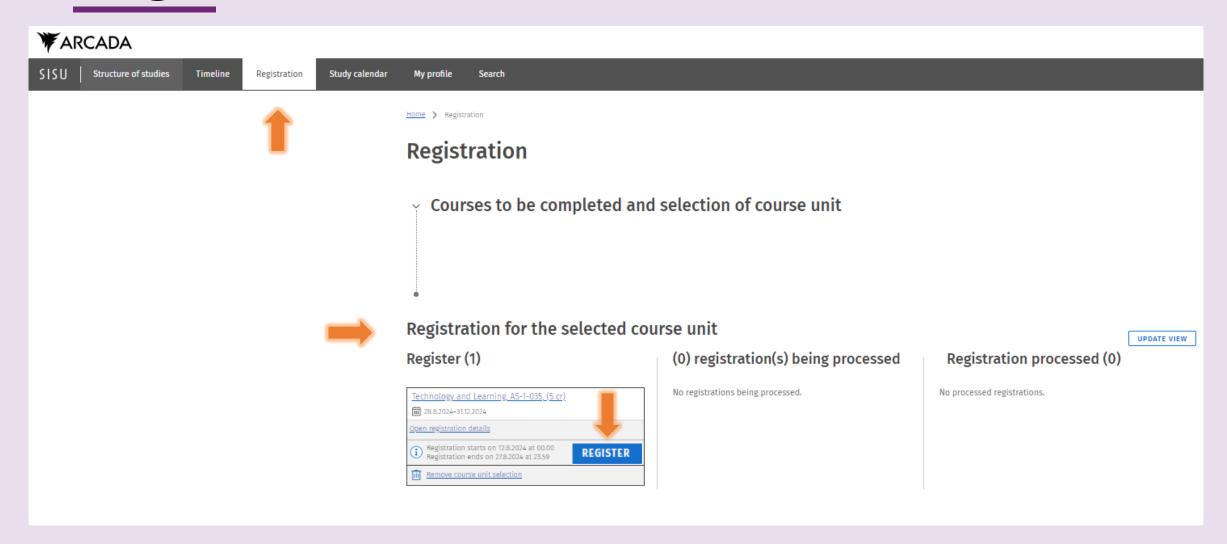


"Click here to proceed to your registration"





Registration – "REGISTER"



Registration for the course unit Technology and Learning, 28.8.2024–31.12.2024

Course: AS-1-036, Technology and Learning (5 cr)

Course version: 2024-2025

Registration details

NUMBER OF SEATS

Not specified

REGISTRATION REQUIREMENTS

- · Valid study right / valid completion right for a course
- Attendin
- The correct version of the course is included in the primary study plan
- . Compulsory prerequisites for the course

Ranking admission criteria in the course brochure

Select teaching groups

Teknologi och lärande

Selection guide

All teaching groups are mandatory.

Teaching groups

Teknologi och lärande [IN CALENDAR]		
Number of seats in the teaching group: N	lot specified	
TIME AND PLACE INFORMATION		
DATE AND TIME	LOCATION	TEACHER
ke 28.8.2024 9.15–10.00	Arcada F143 Large Auditorium	Maria Jurvelius, Matilda Björkqvist, Ulla Nyberg, Meggi Hedengren, Maria Höglund, Sandra Slotte, Magdalena Sandell, Jan Nyberg, Erika Nyström
ke 28.8.2024 10.15–11.15	Arcada F143 Large Auditorium	Maria Jurvelius, Matilda Björkqvist, Ulla Nyberg, Meggi Hedengren, Maria Höglund, Sandra Slotte, Magdalena Sandell, Jan Nyberg, Erika Nyström
to 29.8.2024 10.30-11.30	Arcada F143 Large Auditorium	Maria Jurvelius, Matilda Björkqvist, Ulla Nyberg, Meggi Hedengren, Maria Höglund, Sandra Slotte, Magdalena Sandell, Jan Nyberg, Erika Nyström
	Show the rest of the teaching events	
	~	
> Exceptions and additional information		

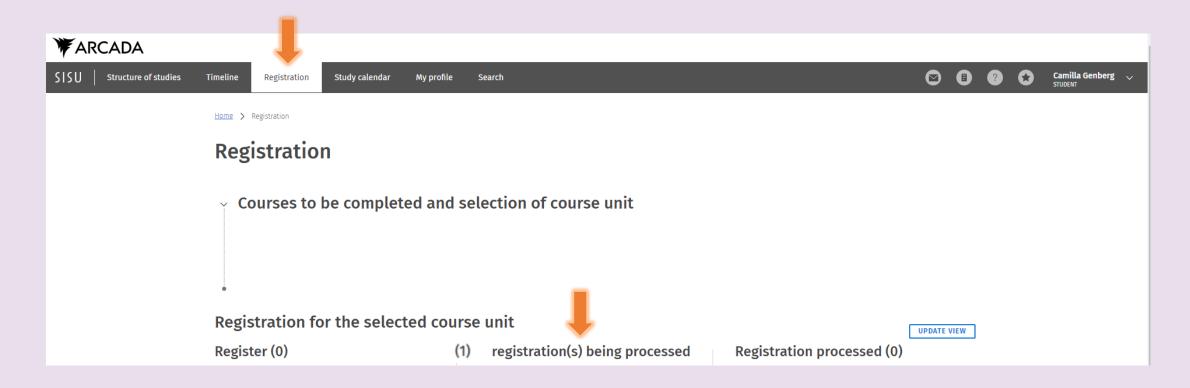


CONFIRM





 You find your registration under "Registration" and "Registrations being processed"





Now you register to all the other five courses yourself

1. AS-1-035 Technology and Learning



- 2. AB-1-016 Introduction to Business Administration
- 3. AB-1-017 Business Mathematics and Statistics
- 4. AS-1-037 Teamwork an Innovation
- 5. AB-1-018 Introduction to Marketing
- 6. AB-1-019 Introduction to the Tourism and Experience Industry



How to register?

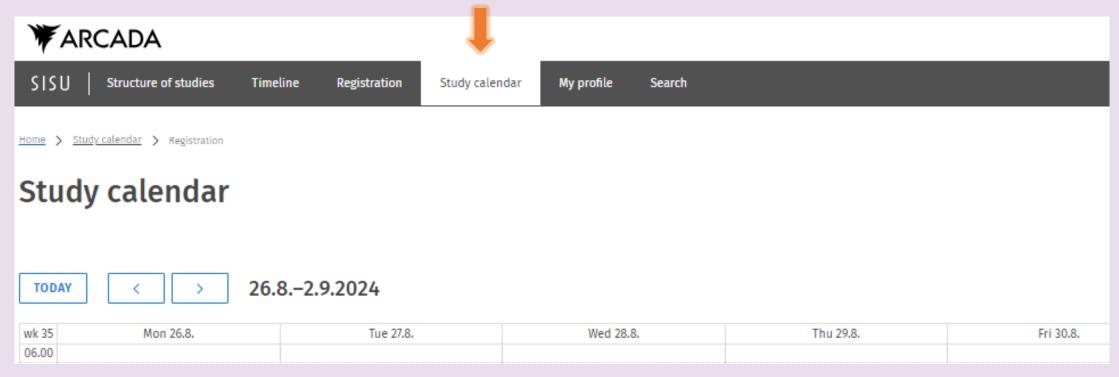
- 1. Go to your study plan "Structure of studies"
- 2. Click on the blue course code
- 3. Go to "Completion methods" and choose "SELECT"
- 4. A blue bar appears at the top of the page "Click here to proceed to your registration"
- 5. Choose "REGISTER"
- 6. Scroll down and choose "CONFIRM"

Start the process again from paragraph 1 with the next course.



How to look at your schedule in Sisu?

Go to Study calendar





TUUDO

Tuudo is a mobile application designed to make your everyday studies easier.

With Tuudo, you can e.g.:

- See your schedule
- Read news and posts from Start
- Navigate on campus through maps
- See the week's lunch menu
- Search on timetables for public transportation
- Get information about other study related services at Arcada

How to install Tuudo?

You can download Tuudo from Play Store (Android) or App Store (iOS). When you have completed the installation and
opened the app, choose Arcada from the list of universities. Then, log in with your Arcada account. You only have to log
in the first time.



Itslearning

The online study environment at Arcada

- Most used study platform during your studies
 - > Important to learn how to navigate in it
- When signing up for courses in Sisu, the courses will automatically appear on Itslearning after a couple of hours
- The link: https://arcada.itslearning.com

Arcada email account

- Always use your Arcada email when you are in contact with the personnel at Arcada
- Sign your emails with your name and your student number
- Check your emails regularly
 - Subscribe to the correct mailing list
- How to configure your Arcada email to your laptop or phone?
 - ➤ Check instructions on <u>START</u>





Schedule for 26-27.8

Monday 26.8.2024:

09.00 - 09.45	Information about the Degree Programme - B518
10.00 – 11.15	Session with the Study Counsellor - E383
<u>11.15 – 12.00</u>	This is Arcada & Arcada Student Union ASK - Small Auditorium F249
12.00 – 13.15	LUNCH
13.15 – 13.45	Campus tour with the tutors - B518
13.45 – 14.15	Presentation of HanSe & visit to the Cor-house with the tutors - B518

Tuesday 27.8.2024:

10.00 - 10.45	Digital Tools - E383
11.00 – 11.30	Student Affairs & Library Services - Small Auditorium F249
11.30 – 12.15	LUNCH
12.15 – 15.00	Amazing Business Race - Start from the Big Auditorium F143 at 12.15



IB - Schedule for 28-29.8

Wednesday 28.08.2024:

10.15 – 11.15 Global Competences - Big Auditorium 143

11.15 – 12.15 LUNCH

12.15 – 13.45 Introduction to Business Administration - A409

14.30 – 15.30 Language Information - Small Auditorium F249

Thursday 29.08.2024:

09.00 – 10.00 Support in Studies - Small Auditorium F249

10.15 - 11.45 Business Mathematics and Statistics - B518

11.45 - 12.15 LUNCH

12.15 – 13.45 **Technology and Learning - Big Auditorium F143**

Questions?



Thank you!

Have a great day!

