

FOREIGN EXCHANGE GUIDE

2017 - 2018

for International Students

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1	INTRODUCTION.....	3
2	FOREIGN EXCHANGE PERIOD.....	3
	2.1 Study Abroad	3
	2.2 Double Degree	4
	2.3 Practical Training Abroad	5
3	EXCHANGE PROGRAMS.....	5
	3.2 Independent Exchange	5
4	PARTNER INSTITUTIONS.....	6
5	APPLICATION PROCEDURE – STUDY ABROAD.....	6
6	ECTS AND LEARNING AGREEMENT.....	7
7	APPLICATION PROCEDURE – PRACTICAL TRAINING ABROAD.....	7
	7.1 Where to Find Information	8
	7.2 Job Application, CV	8
	7.3 After finding the place	9
8	PRACTICAL MATTERS.....	9
	8.1 Tuition Fees	9
	8.2 Accommodation	9
	8.3 Travelling	9
	8.4 Insurance	9
	8.5 Social Security, Health Insurance	9
	8.6 Visas, Residence and Work Permits	10
	8.6.1 Visa	10
	8.6.2 Residence Permit.....	10
	EU citizens	10
	Non-EU citizens.....	11
	8.6.3 Work Permit	11
9	FUNDING.....	12
	9.1 Kela	12
	9.2 Student grants provided by KAMK	12
	9.3 Other Funding	16
	9.4 Taxation	16
10	IN AN UNFAMILIAR CULTURE.....	16
11	USEFUL INTERNET ADDRESSES	17
12	ARRIVAL.....	17
13	RETURN TO KAJAANI UNIVERSITY OF APPLIED SCIENCES	18
14	WHEN LEAVING.....	21

1 INTRODUCTION

This guide is a handbook for Kajaani University of Applied Sciences' foreign degree students who are interested in studying abroad or completing their practical training abroad. You will find all important issues in this guidebook and we hope that this will help you to get started with the exchange procedure.

There is an International Coordinator in each field of education, who in addition to teaching, is responsible for international affairs in his/her field. Contact your International Coordinator if you want to discuss your exchange opportunities. Each student makes a personal study plan with the International Coordinator for the period of foreign studies. In exchange matters, you will also meet the International Affairs Manager, Ms Meira Kaikkonen. She will help you in all practical arrangements connected with the international exchange. The partner institutions and opportunities will be explained in information meetings, and more information is available on Kajaani University of Applied Sciences' Internet and intranet pages.

The principle of the foreign exchange is that any studies that students complete abroad are considered as part of their degree. Therefore, in terms of timing and content, studies abroad/practical training abroad form part of the students' degree at home and do not extend degree completion times.

You can also gain international experience without actually going abroad. For example, you can help out Finnish international tutor students as a so called kummi or 'godparent' student for international students and help them to settle in and get to know Finland and Kajaani University of Applied Sciences together with the Finnish international tutor students. At the same time you will meet new people and get to know their culture. Please contact KAMO if you are interested in acting as a kummi student. It is also possible to participate in [friend family activities](#).

2 FOREIGN EXCHANGE PERIOD

When exchange students are selected, those without international experience are a priority. Other selection criteria include study success and language skills. It is also important that exchange students are open, broad-minded, determined and have a positive attitude. Those selected for the exchange are also expected to be prepared to search for information and to sort out exchange-related issues independently. This forms one part of the exchange-learning process.

The principles followed in the international exchange are discussed below.

2.1 Study Abroad

Unlike Finnish students, you do not necessarily have to seek a study place abroad. While other students in your group study abroad, you will attend studies at KAMK.

To apply for foreign studies you must have completed at least one year of studies before you start your exchange and your studies must have

progressed according to the study plan, so no outstanding studies or incomplete modules/studies.

The easiest way of studying abroad is to join a student exchange programme that utilises the University of Applied Sciences' own student exchange places. The University of Applied Sciences and foreign partner institutions of higher education have exchange agreements that guarantee a study place in the foreign institution and enable you to avoid some of the complicated paperwork involved in obtaining a study place. Your own institution and the receiving institution help students in all practical matters involved in obtaining a study place.

However, the process of applying for studies abroad may be more complicated for non-EU citizens and more documents will be needed than from EU citizens. If the student's residence permit for Finland is not permanent or if the student is not an EU citizen, he/she must remember that he/she may not be admitted to all partner institutions or that such institutions can accept him/her under special terms only. In such cases, the student must be prepared to personally cover all extra costs arising from e.g. the residence permit and international insurance.

During the exchange, students may be expected to study in the language of the country of destination although some institutions run degree programmes in English or offer courses in English to exchange students.

The student exchange is always temporary and lasts at least 3, at the most 12 months. During the exchange, the starting and ending dates of the receiving university are followed. The sending university selects the students who will go on exchange based on the applications received and the receiving university makes the final selection.

2.2 Double Degree

The Kajaani University of Applied Sciences Bachelor's Programmes in Business Administration and in International Business as well as the Bachelor's Programme in Tourism are parties in a Double Degree Agreement with the Hochschule Heilbronn, Heilbronn, Germany. The Bachelor's Programmes in Business Administration and International Business are also parties in a Double Degree Agreement with the Saint-Petersburg University of Management and Economics (UME) and the Bachelor's Programme in Tourism is a party in a Double Degree Agreement with the Hochschule Harz, Wernigerode, Germany and the University of Rzeszów, Rzeszów, Poland.

[For more information, please visit our website](#)

2.3 Practical Training Abroad

Practical training can be accomplished in a foreign country, but it can also be completed locally. The purpose of the placement is to offer students the possibility to put into practice the knowledge they have acquired from their professional studies by carrying out practical tasks in companies.

We suggest you start planning practical training abroad in good time, at least 6 months before the desired placement period. On the other hand, if you are offered a place at short notice, we encourage you to accept the challenge.

Even if English is the only language you need in your work place, you should also know the basics of the country's language. This will help you to deal with everyday routines such as shopping and visits to the bank, post office and restaurants. The types of duty assigned to you will depend on your command of the target language. Note that you will have to be active and persistent when looking for information and a suitable work placement – such characteristics will bear fruit in the long run.

Before setting out to find a practical training place, think carefully about where you would like to complete your training and why. What do you want to get out of it? When you know what you want, you can target your efforts more effectively. There are many opportunities – all you need to do is find them and know how to utilise them.

3 EXCHANGE PROGRAMS

Finnish institutions of higher education participate in different exchange programmes. KAMK is engaged in the following programmes: Erasmus+ European, Erasmus+ Global, Nordplus and FIRST+. Some of the programmes support studies and some also/only practical training abroad.

3.1 Bilateral Agreements

In addition to these programmes, KAMK has several bilateral exchange agreements. The bilateral exchange is financed by the KAMK itself and different exchange programmes are financed, for example, by the EU or the Nordic Council. When financial aid is paid to students from these sources, there may be special terms on citizenship, for instance, for granting funding.

3.2 Independent Exchange

Students may complete part of their studies abroad in institutions with which the University of Applied Sciences does not have an exchange agreement. In this case students are expected to search for information, be conversant with the selection requirements and application procedures, obtain a study place and accommodation, and organise their insurance themselves. Students should also be prepared to pay course/tuition fees. In addition, they will have to find out about immigration and residence regulations that may include visa and permit requirements.

Students should always discuss with their International Co-ordinator beforehand whether their studies abroad can be approved as part of their studies.

4 PARTNER INSTITUTIONS

You will find links to our partner universities' websites from [KAMK's website](#) as well as how many exchange places have been negotiated with each university in question. In the Intranet you will find maps as well as PowerPoint presentations by students who have already been on exchange. Exchange reports written by students are also available in ASIO.

5 APPLICATION PROCEDURE – STUDY ABROAD

All students wishing to study abroad through the exchange scheme must complete the electronic application form for international exchange in SoleMOVE. The application periods for international exchanges are in February and September every year.

When the application period is over, the International Co-ordinator of your School and the International Office process the applications. When selecting outgoing exchange students, students without international experience will be selected first. Other selection criteria are the amount of studies completed, and language skills. Each applicant will be informed of his/her selection by e-mail.

After you have been accepted onto the exchange programme, the International Office will inform the partner universities of the names of the successful applicants. The partner university will then contact the applicant and/or the International Office, and you will be informed as to how to continue the application process.

Usually those accepted for the exchange then fill in the receiving exchange institution's own application form that must be accompanied by:

- Your CV
- Official transcript/copy of academic record
- Copy of passport, not required for all countries
- Passport photographs
- Learning agreement

Other forms demanded by the country/institution of destination, which may be:

- birth certificate
- copy of passport
- copy of residence permit
- non-criminal record
- proof of sufficient income (bank statement etc.)
- proof of insurance (health insurance)

The international office then sends the completed forms to the partner institution. If the partner university has an online application system, the process can be slightly different. The main thing is that you follow the instructions and deadlines given by the partner institution.

The receiving institution always makes the final decision concerning the selection of the exchange student. You can only be sure that you have an exchange place once the receiving institution informs you that your application has been approved. **N.B. Make sure you follow the instructions provided by your partner university when you make travel reservations.**

6 ECTS AND LEARNING AGREEMENT

ECTS (European Credit Transfer System) is a Europe-wide system for transferring study attainment grades. One ECTS credit is equal to one Finnish credit. One ECTS credit is worth 27 hours of a student's work (half of which is contact hours and the other half independent work).

The Learning Agreement (LA) is a study plan for the student exchange drawn up before departure. The LA is compiled together with the School's International Coordinator based on a list of courses offered at the receiving institution. After the course choices have been accepted and signed by the International Coordinator, the international office will forward the learning agreement to the receiving university.

During the student exchange students are expected to follow the study plan (Learning Agreement) and to inform the International Coordinator immediately of possible changes. Changes can be agreed upon via email, but the International Coordinator has to accept the changes before the students can follow them. Please note that the student should save/print emails regarding changes and keep them until the course credits have been accepted.

The International Coordinator will be in touch with students during the exchange to follow study progress and to check how the exchange is going. The International Coordinator will request an interim certificate of studies after the first semester from students on exchange for the whole year in order to verify study progress.

Before you leave your exchange destination make sure that the learning agreement is up to date and that the host institution has signed it. If there are to be several changes in the LA, draw up one final LA (a new one) and have it signed at the receiving institution. Please save the original learning agreement and e-mails regarding changes. If you do not follow these instructions you may have to pay a part of your grant funds back.

7 APPLICATION PROCEDURE – PRACTICAL TRAINING ABROAD

All students leaving for exchange must complete the electronic application form for international exchange in ASIO, starting from 1.1.2018 in SoleMOVE. Please write an application and CV in English or the target country's language.

Take these with you and visit your practical training coordinator to discuss possible placements and further actions. If you need help in writing application documents, please contact the international office.

You should apply for a placement yourself, both in Finland and abroad. We will try to help you obtain a training place though you should also be prepared to work for the placement. Applying for a trainee post abroad, demands initiative, the right attitude, activeness and most of all perseverance. It is possible that your first application nor even the fourth will get you a place, but just keep looking – every ‘no’ is closer to a ‘yes’.

7.1 Where to Find Information

Searching for a practical training place is just like searching for a job. Take it seriously and only apply for places where you are really prepared to work. Remember to keep your promises! Finding a job abroad demands patience, flexibility and activeness.

There are many ways of looking for information and open vacancies. You can find information on our [website](#). You can also read local magazines or send applications directly to companies that you find interesting. The Internet is a huge source of information, including lots of information about job-hunting in different countries, examples of applications and résumés, and companies’ contact details. The EURES advisor in the Employment Office has a large pan-European network. Of course, your own network is the most effective channel; so try all your friends and relatives abroad.

7.2 Job Application, CV

Job applications and CV’s differ slightly according to country so we suggest that you first find out the practises of the country you are applying for. Write the application and CV carefully, keeping in mind that they are your first contact with the employer and create an impression of you as an employee. To avoid unnecessary postage fees, do not send copies of school certificates. However, if you have any previous experience closely connected with the job you are applying for, enclose its certificate. Remember to first have it translated into English or into the receiving country’s language.

A good application contains information on your skills and personality in balanced proportion. Note that the application should be a fluent letter in which you market your skills. There are many models that you can use but remember to give the application ‘a personal touch’ instead of using ready-made phrases. Enclose your CV, which is the backbone of your personal history and which lists the skills and expertise you have. It is a good idea to mention your most recent education and work experience first.

You can find a job application template, a link to a CV as well as instructions for job interviews [here](#).

7.3 After finding the place

Always have the trainee post approved by your practical training co-ordinator, and then contact the International Office. The International Office will explain which type of practical training contract you should use. The forms can be found [here](#). The practical training contract defines your duties during the work placement period. The agreement should also include your working hours and wages so as to avoid problems during the practical training period particularly if the employer is new to the programme and therefore unknown.

8 PRACTICAL MATTERS

8.1 Tuition Fees

Partner institutions do not charge tuition fees.

8.2 Accommodation

The partner institution will generally arrange accommodation when applications are submitted by the application deadline. Monthly rents vary from € 150.00 – 600.00.

The employer often helps exchange students to find accommodation. Sometimes you may not yet have found accommodation by the time you have to start your practical training so you may have to stay in a hotel, inn or even on your employer's premises. Trainees usually find accommodation quite quickly.

8.3 Travelling

You are responsible for your travel arrangements and will pay for your journeys yourself.

8.4 Insurance

[Here](#) you can find information about insurance for international students.

8.5 Social Security, Health Insurance

If you have a permanent residence permit in Finland and you are temporarily staying in an EU or ETA country you are still covered by Finnish social security arrangements. Anyone carrying a European Health Insurance Card is entitled to receive all medically necessary care while in another EU/EEA country or in Switzerland. The treatment is provided subject to the legislation and regulations of each country. The traveller will receive the medical care to which the residents of that country would be entitled. The procedure for obtaining treatment and any co-payments charged is also the same as those that apply to local residents.

You may need to register with the sickness insurance office of the destination country in order to be covered by the social security system and hospital care. Please check the country's practices from the embassy because the practices are different in each country.

The practices followed in non-EEA countries vary according to country. Contact Kela's local offices or the embassy for further information on their systems and the necessary certificates.

If you do not have permanent residence permit in Finland, the partner institution or the embassy normally requires an international health insurance from the student. An insurance that meets these requirements can be purchased for example at Aon, [Aon's student insurance](#). [Here](#) you can find information about KAMK insurance for international students.

8.6 Visas, Residence and Work Permits

Finland joined the Schengen agreement in March 2001. According to the agreement, passport controls have been removed between countries that come under the jurisdiction of the Schengen Agreement. Foreigners visiting the EU-countries of Bulgaria, Cyprus, Romania, Great Britain, and Ireland and the non-EU countries Switzerland, Liechtenstein and San Marino will still be checked at the border.

It is however recommended that you always keep your passport with you when travelling.

8.6.1 Visa

A visa is a permit granted to foreigners for the purposes of tourism or other short-term stays, and entitles its holder to enter the country in question and stay there for a limited period. The citizens of EU member states do not need a visa when going to a Scandinavian, EU or ETA countries. For non-EU citizens a visa is normally required.

8.6.2 Residence Permit

A residence permit is a permit granted to foreigners for the purposes of freely entering and staying in a country for non-tourism reasons.

EU citizens

An EU citizen travelling to another EU country for more than three months must register at the target country's police authorities in good time before the end of his/her 3-month stay.

An EU citizen travelling to a non-EU country usually has to obtain a residence permit, depending on the country of destination and the duration of stay.

Non-EU citizens

Non-EU and EEA countries: a residence permit is almost always required. The permit can be obtained from the target country's embassy in Finland or the student's home country. **Permit practises depend on country so there are no general instructions that would apply to all countries. It is recommended that you reserve a lot of time to apply for the residence permit.**

EU and EEA countries: residence permit requirements vary according to the target country and citizenship and as such, are treated on a case-by-case basis.

Since Bulgaria, Ireland, Great Britain, Cyprus, Liechtenstein, Romania and Turkey **have not ratified the Schengen Agreement** (although they are participating in the Erasmus programme), students going to these countries are therefore always required to apply for a separate residence permit **before the exchange period begins**. Permit practices depend on the country so there are no general instructions that would apply to all countries. It is recommended that you reserve a lot of time to apply for the residence permit.

Countries that **have ratified the Schengen Agreement**. It is laid down in the **Schengen Agreement** that third party citizens with a residence permit for Finland/EU countries or a Schengen visa can travel to another EU country:

- Without a separate residence permit if the stay lasts less than three months.
- If your stay exceeds three months, a residence permit is required, in which case you must apply for a residence permit **before entering the country**. The permit can be obtained from the target country's embassy in Finland or the student's home country. Permit practices depend on the country so there are no general instructions that would apply to all countries.

The permit must **usually** be accompanied by

- a passport and the residence permit for Finland,
- a bank certificate that indicates that the student has enough funds to cover his/her living costs abroad (often about € 650.00 per month),
- a copy of his/her birth certificate,
- a copy of an international health insurance document and
- an extract from the criminal record
- the partner university's letter of acceptance.

8.6.3 Work Permit

For citizens of EU-member states or persons with permanent residence permits, work permits are not required in EU and EEA countries, but are always required in non-EU and EEA countries.

If you are a citizen of a non-EU member state, you need to have a work permit.

8.7 Residence permit for Finland

The Finnish Immigration Service (MIGRI) is responsible for processing applications for residence permits. [More information](#).

8.8. Health and safety

The greatest health risks to travellers include diarrhea, alcohol, sexually transmitted diseases and traffic accidents. Alcohol exposes travellers to the risk of misadventure and drugs are not only a health risk but are also a risk due to possible illegality. Dirty needles can spread many diseases that are definitely not wanted as souvenirs. A significant amount of sexually transmitted disease infections in Finland originate from abroad. Safe sex and condoms are the only form of protection against such diseases.

It is also good to remember that it is not always as safe to go out alone in other countries as it is here in Finland, especially after dark. The traffic can also vary: traffic accidents and various other types of misadventure leading to injury or death are also typical types of accidents that can occur abroad.

Common sense is a good travel companion!

Public health nurse

Contact your public health nurse immediately when you know you are going on exchange or at the latest 1 – 2 months before departure. Before your appointment with the nurse, make sure you know:

- the date of your last vaccination against tetanus and diphtheria (a vaccination which is part of the national vaccination programme and is in force for 10 years)
- whether you were vaccinated twice during childhood against measles, mumps and rubella (German measles) in which case you will not need a booster vaccination
- whether you have had other vaccinations in the past for travel purposes, e.g. against hepatitis
- other vaccinations recommended when travelling to the destination country: muut kohdemaahan suositeltavat rokotukset (in Finnish only)
- whether you need a doctor's statement concerning your state of health or possibly an x-ray and/or laboratory tests

9 FUNDING

9.1 Kela

Those without Finnish citizenship are eligible for study grants in Finland if they live in Finland on a permanent basis for purposes other than studying. More information can be found in the Kela student financial aid guide.

9.2 Student grants provided by KAMK

KAMK awards application based grants to its students to cover part of the costs of international exchange. When exchange students are selected those who do not yet possess any international experience/are going on exchange for the first time, will be given priority. Other selection criteria are the student's academic success and language skills.

Funding for student and trainee exchange

Funding is awarded for exchanges lasting a minimum of three months (90 days) either with KAMK's partner universities or for a place of study that the student has acquired independently. In the latter case the student is responsible for possible tuition fees. The students can also go to exchange destinations offered by other universities of applied sciences. In this case the students are responsible for possible costs covering arrangements or other fees payable to the University of Applied Sciences organizing the exchange.

Funding is awarded for trainee exchanges lasting a minimum of two months (60 days). Funding is only awarded for compulsory practical training. The size of the grant is not affected by salary paid during the practical training period. A foreign student may apply for an exchange in their own country. In such cases, students will be eligible to 50 % of the grant.

Students must apply for a grant before the exchange is due to begin. The KAMK procedure is to pay the grant well in advance of the start of the international exchange period so that the students are able to organise their trip cheaply at the earliest possible stage. Before the start of their studies/practical training the students are expected to acquire residence/work permits/other documents required by the partner university/receiving country. It is the responsibility of the student to acquire these documents.

80 % of the grant is paid to the student's bank account when his/her residence permit/work permit/other documents required by the partner university/receiving country are in order and the grant agreement has been made.

The remaining 20 % is paid when the student has completed the course accreditation form based on a temporary certificate or transcript of records / in the case of trainee exchanges, when the practical training certificate and other required reports pertaining to the practical training period have been returned to the International Coordinator / Practical Training Coordinator and has submitted the reports according to the instructions given by the international office.

If the studies/practical training period is cancelled, interrupted or shorter than the period stipulated in the application or grant decision, the student must contact the International Office and his/her own International Coordinator immediately. The international office will provide instructions on how to pay back excess grant funds.

As stipulated in instructions from the tax authority, the University of Applied Sciences will notify the tax office of grant payments of EUR 1000 or more. To

facilitate the grant payment the students must provide their social insurance number and IBAN bank account number when completing the electronic grant application form. The social security number is required by the tax authority. The grant can also be paid to a third country. If KAMK has to pay bank charges for such payments these will be deducted from the student's grant.

During the exchange, the students must follow the study plan (Learning Agreement) compiled together with the International Coordinator and they have a duty to inform the International Coordinator of any possible changes. If the given instructions are not followed, part of the grant will be recovered.

Criteria for Awarding Grants

Erasmus+ Exchange Europe

The size of the grant depends on the length of the exchange in days (28 – 31 days/month). If your exchange is between 5.9. – 15.1., the length of the exchange is 4 months (5.9. – 4.1.) and 11 days (5.1. – 15.1.) → your grant is 4 full monthly grant and 11 daily grants. In addition to the length of the exchange, the size of the mobility grant depends on the receiving country. **For practical training, the maximum supported period is 5 months.**

The actual length of the exchange is checked from the Transcript of Records/Traineeship Certificate provided by the receiving organization. If the student has accomplished the exchange as required and as set out in the learning agreement, it is intended that the same dates as agreed prior to the exchange are recorded in this document and do not need to be altered even if the student, e.g. travels home a few days earlier than stated, (provided that he/she does not have any outstanding duties or obligations as regards the exchange). If the dates of the completed exchange recorded in the documents show the exchange period to have been at the most 5 days shorter than agreed prior to the exchange, the grant will not decrease. However, the student is required to have accomplished the agreed content of exchange period and that the minimum duration of the exchange has been fulfilled.

If the exchange exceeds the dates given by the student, no extra grant funding will be provided. If the exchange is shorter than the given dates, the sum of the exchange grant will be recalculated. If the student wishes to prolong the exchange, an amendment to the grant agreement is required.

When a citizen of a country participating in the Erasmus+ program studies in another country belonging to the program, s/he may apply for and be awarded an Erasmus+ grant in his/her own country.

Group 1: Austria, Denmark, France, Ireland, Italy, Liechtenstein, Norway, Sweden, Great Britain

- student exchange EUR 320/month (EUR 10.67 /day)
- trainee exchange EUR 420/month (EUR 14.00 /day)

Group 2: Belgium, Bulgaria, Croatia, the Czech Republic, Cyprus, Estonia, Germany, Greece, Hungary, Iceland, Latvia, Lithuania, Luxemburg, Malta, the

Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Turkey and Macedonia

- student exchange EUR 270/month (EUR 9.00 /day)
- trainee exchange EUR 370/month (EUR 12.33/day)

Students with a family who will be supported with an additional grant of EUR 200. However, students completing their practical training abroad are only eligible to one supplementary grant, i.e., either the elevated grant for Erasmus+ internships or the additional grant for students with children. The person going on exchange must be the so called 'legal guardian' of a minor. The grant can be awarded even if the student's child/children remain in the home country.

An accessibility grant may be awarded to students with a disability, illness, learning difficulty or other special need which could cause additional costs and are not supported by other means. Instructions on how to apply and the required forms can be found among CIMO's online services at: <http://www.cimo.fi/ohjelmat/erasmusplus/korkeakoulutukselle/esteettomyystuki> (in Finnish only). Please contact KAMK international services if you wish to apply for an accessibility grant.

Students may accomplish several student or trainee exchanges. However, it is only possible to accomplish a maximum of 12 months of exchange(s) within the Erasmus programme.

Erasmus+ Global, Nordplus, FIRST and other possible exchange programmes

The minimum length of the exchange and the size of the grant are determined by the programme and/or the network.

Other student/trainee exchanges

This regulation concerns study and practical training outside Europe and in European countries that are not participating in the Erasmus programme, for example Russia. The grant is paid for full months. One month is complete when 15 calendar days are completed.

Study

- 3 - 12 months EUR 270/month Europe
- 3 - 12 months EUR 320/month Non-European countries

Practical training

- 2 – 5 months EUR 270/month Europe
- 2 – 5 months EUR 320/month Non-European countries

9.3 Other Funding

You can inquire about the possibility of funding from different organisations, trusts, foundations, friendship associations, and embassies. In addition, daily newspapers are a useful source. [More information](#).

9.4 Taxation

Tax is levied from the earned income you receive from your employer – as a rule, to the country where you are working. Countries taxation practices differ, however, and Finland has bilateral agreements with some countries in order to prevent double taxation. Please contact the tax office to check whether you need to pay taxes or not.

You must personally report your foreign income to the tax authorities. You might have to pay taxes in Finland, but it depends on different issues (e.g. how long you have been in Finland, do you have family in Finland, how long you stay abroad), which are considered case by case. We suggest you report all costs arising from e.g. travelling, insurances and vaccinations as deductible items.

10 IN AN UNFAMILIAR CULTURE

It is easy to leave for a foreign country when you know what to expect. Find information on the receiving organisation, the target country and its culture and habits. Get to know its special features by reading books and, if possible, by learning the local language. You can also talk to former exchange students or the exchange students of your own school.

When setting out abroad remember that you can come across many things that you would not see in your home country. Keep your head when it comes to alcohol and sex! Also, keep in mind that it is often easier to get drugs abroad so you may well be offered them in student halls of residence, for instance. Be sure to use your common sense and self-defence instinct and be careful with alcohol and drugs. Dirty needles can carry many kinds of diseases. Remember that safe sex and condoms are the only way to protect yourself against sexually transmitted diseases.

Staying in a foreign country surrounded by unfamiliar customs and culture, away from friends and your everyday environment causes some people to experience so-called 'culture shock'. This is considered to involve four stages:

- 1) The student is interested in and excited by everything to do with the new culture. The new surroundings are fascinating and everything seems to be better there than in the home country.

- 2) The student is overcome by exhaustion, depression and homesickness. His/her language skills do not seem to be what he/she had previously imagined and misunderstandings occur. The student feels as if he/she does everything in a different way to the locals and begins to consider leaving for home earlier than planned. This is the 'culture shock' stage as such. It passes with time.
- 3) Realism and a sense of proportion return and the student begins once again to enjoy time in the foreign culture. He/she notices that compared with the home country many things are approached in a different, though not necessarily worse, way.
- 4) If the length of stay is long, the new culture becomes a part of everyday life. The student thus adapts to the new culture. Returning to the home country may cause difficulties, as he/she has to go through the adapting process once again.

If the symptoms of culture shock become apparent it's important to find someone to talk to. Possible shock on returning to your home country can be eased by meeting and chatting with other students returning from abroad or with your teachers.

Remember that you are representing Finland and Kajaani University of Applied Sciences while you are abroad. The international office will inform you in the orientation where to find information Finland, Kainuu, Kajaani and Kajaani University of Applied Sciences.

11 USEFUL INTERNET ADDRESSES

[Finnish National Agency for Education](#)
[Information about Kela](#)
[Information about taxation](#)
[Finland's embassies around the world](#)
[Embassies and consulates in Finland](#)

12 ARRIVAL

We suggest that you also take some cash with you just in case, as you may have to use e.g. public means of transport in the destination country, for which you need the right currency. Make sure that you also have a bank card with which you can withdraw money abroad or that you can get money some other way at your destination.

Do not forget:

- ✓ passport
- ✓ copies of passport (it is also recommended to scan your passport and send it your e-mail), passport photos
- ✓ insurances
- ✓ prescribed medication

- ✓ recommended vaccinations
- ✓ check money matters with the bank, e.g. withdrawing money
- ✓ tickets
- ✓ visa, residence permit and work permit
- ✓ register as present student
- ✓ contact addresses and phone numbers of your home institution and friends
- ✓ vaccination certificate, visa, insurances, leave one copy at home and take one copy with you.
- ✓ to keep in touch with the International Office and the International Coordinator of your field of study
- ✓ [submit a travel notification](#) / Ministry for Foreign Affairs in Finland
- ✓ to check your KAMK email regularly

13 RETURN TO KAJAANI UNIVERSITY OF APPLIED SCIENCES

STUDENT EXCHANGE

When the semester in Finland begins once more, first contact your international coordinator / tutoring teacher who will help you in all questions connected with starting your studies and in any other questions that you may have.

Reporting

An essential part of your international exchange is reporting on the exchange period. Reporting has to be done in **ASIO/SoleMOVE, in Digium and in EU Survey** (Erasmus+ exchange).

In the ASIO/SoleMOVE report you will write down your experiences and how things went in practice. Draw up the report immediately upon return when you can still remember everything and return it via ASIO/SoleMOVE.

Digium is KAMK's electronic survey, the purpose of which is to collect feedback concerning the exchange and thus develop KAMK's international activities. You will receive a link via your email for providing feedback towards the end of your exchange.

Erasmus+ students must complete the EU Survey report. The report will open when the exchange is over. In the Erasmus+ exchange you also have to do the online language test after the exchange.

In addition, former exchange students are expected to attend international information meetings to present their experiences and to make a power point presentation of their exchange period. The presentation will be in our intranet so that students going on exchange can read and make use of them. The aim is to market the destination in question to those interested in going on exchange. When making the presentation, think about the matters that you wanted to know prior to your departure and cover them in your presentation. The length of the presentation has to be at least 3 – 4 pages.

Accreditation of Your Studies

After receiving the transcript of records from abroad, draw up the accreditation proposal using the electronic form. The accreditation process can be started with a temporary certificate as well. Please attach the transcript of records, the approved learning agreement with possible e-mail messages about the changes to the accreditation proposal.

The courses mentioned in your Learning Agreement (+ e-mail correspondence) must be exactly the same as the courses you have completed on exchange according to the transcript of records. When filling in the accreditation form, please use the full names and codes of courses (available in the Study Guide). In case the partner does not use ECTS credits, please find out how the local credits are converted to ECTS credits.

After submitting your accreditation proposal, make an appointment with your School's International Coordinator. In this meeting you will discuss and agree which courses will be accredited. The study office will put the credits in ASIO according to the electronic accreditation form. All accreditation must be completed by 7.9. from previous year / spring semester and by 7.2. from autumn semester. If the semester in the destination university ends later, accreditation must be completed within a month of when the exchange ends.

Payment of the Final Instalment

The remaining instalment of the KAMK grant will be paid to your bank account when you have

- drawn up the electronic accreditation proposal
- provided electronic feedback in Digium
- submitted your exchange report in ASIO/SoleMOVE
- submitted your EU Survey (Erasmus+)
- completed your OLS language test (Erasmus+)
- returned the Letter of Confirmation to the International Office (Erasmus+)

PRACTICAL TRAINING

You can find all the forms related to practical training from: <http://www.kamk.fi/en/Internationality/Students/Practical-Training-Abroad>

Before you return

Please check that you have the following documents:

- feedback form - ask your employer to fill in a feedback form
- weekly task diary – ask your employer to sign the diary
- work certificate - get a work certificate or a traineeship certificate (Erasmus+ practical training) from the employer

Reporting

An essential part of your international exchange is reporting on the exchange period. Reporting has to be done in **ASIO/SoleMOVE, in Digium and in EU Survey** (Erasmus+ exchange)

In the ASIO/SoleMOVE report you will write down your experiences and how things went in practice. Draw up the report immediately upon return when you can still remember everything and return it via ASIO/SoleMOVE.

Digium is KAMK's electronic survey, the purpose of which is to collect feedback concerning the exchange and thus develop KAMK's international activities. You will receive a link via your email for providing feedback towards the end of your exchange.

Erasmus+ students must complete the EU Survey report. The report will open when the exchange is over. In the Erasmus+ exchange you also have to do the online language test after the exchange.

Complete a practical training report according to the instructions of your school. [More information](#).

Payment of the Final Installment

The remaining instalment of the KAMK grant will be paid to your bank account when you have:

- provided electronic feedback in Digium
- submitted your exchange report in Asio/SoleMOVE
- submitted your EU Survey (Erasmus+)
- completed your OLS language test (Erasmus+)
- submitted a copy of your practical training certificate of a copy of the transcript of work to the international office (Erasmus+)

14 WHEN LEAVING

When leaving for the foreign country, you may feel slightly nervous and be puzzled by many things. If you keep your mind open and have a cheerful, confident attitude, you will find your stay abroad a rewarding experience that makes you look at the world in a different way. We here at home institution will always help you if need be, and remember that if things do not seem to go as expected, you can always get back. In any case you will have one experience more.

Kajaani University of Applied Sciences Ltd
P.O. Box 52
FI-87101 KAJAANI, FINLAND

Tel. +358 8 618 991
Fax. +358 8 6189 9620
e-mail: firstname.lastname@kamk.fi
<http://www.kamk.fi>

Erasmus code of KAMK: SF Kajaani05

International Co-ordinators

Business students: Erja Karppinen

Information systems: KC Deepak

Tourism students: Peter Stricker

Nursing students: Jaana Härkönen

Sports students: Kari Partanen

Engineering students: Sanna Leinonen

International Office:

International Affairs Manager Meira Kaikkonen

BON VOYAGE!