

Nordic Five Tech Handbook

Why Nordic Five Tech?	2
Our Universities	2
Before your studies.....	4
Fees	4
Scholarships	5
Residence permit (Non-EU students)	6
Accommodation.....	6
Insurance.....	7
Admissions letter	8
Welcome letter	8
Contact list	9
During year 1.....	11
Enrolment	11
Academic year.....	12
Course registration	12
During year 2.....	13
Registration year 2.....	13
Credit Transfer	14
Thesis	15
After your studies	16
How to get your Diploma.....	16
Graduation Ceremony.....	16
Career service	17

Nordic Five Tech Handbook

Why Nordic Five Tech?

Nordic Five Tech (N5T) is an exclusive, strategic alliance of the five leading technical universities in the Nordic Countries including Aalto University in Finland, Chalmers University of Technology in Sweden, Technical University of Denmark (DTU), Royal Institute of Technology (KTH) in Sweden and Norwegian University of Science and Technology (NTNU).

The academic standards at the N5T universities are very high and can be compared with that of other top international technical universities. All teachers and lecturers are active researchers – an important fact that ensures a real researched based education all the way through bachelor to doctoral studies. Teaching has focus on thinking and learning. Training of the critical and analytical skills of the student is an important educational element at N5T. This is also reflected by the means of which students are assessed and evaluated, with combinations of written reports, oral presentations and conventional written exams.

Apart from lectures, project work in small groups is an important part of the learning process. Participation, therefore, is the keyword for making the most out of the Nordic higher education system. Students learn to collaborate, communicate, make decisions and take responsibility.

All engineering programs at N5T ensure the student a solid scientific and technological knowledge base. At the same time, they offer a great deal of flexibility in terms of curriculum. This gives the student the opportunity to design and organize a programme that fits with his or her preferences, thereby developing the innovative and creative competences so much in demand by the present labour market.

Please view the Nordic Five Tech website [here](#).

Our Universities

Aalto University

Aalto University is a multidisciplinary scientific and arts community, working in the fields of technology, business and art. It was founded in 2010, when Helsinki University of Technology, Helsinki School of Economics and the University of Art and Design Helsinki were merged. Divided into 6 Schools and a total of 20 000 students, 3 000 of whom are doctoral students. All the over 40 Master's programmes are taught in English. Aalto students have come up with ideas for major projects, such as Startup Sauna, which encourages entrepreneurship. [Welcome to Aalto University](#). Please find more information [here](#)

Chalmers University of Technology

Chalmers University of Technology was founded in 1829. The university is named after its major benefactor, William Chalmers, one of the directors of the Swedish East India Company in Gothenburg, Sweden. Chalmers has two campuses, 18 departments, 200 research groups and 11 000 BSc and MSc

students. Chalmers has a strong research profile with over 1,000 PhD students. All 40 Master's programmes are taught in English. Chalmers is the host of 44 Centres of Excellence. In addition, Chalmers is at the forefront worldwide in the areas of Innovation and Entrepreneurship, Automotive Engineering and Vehicle and Traffic Safety as well as Sustainable Development. [Welcome to Chalmers!](#) Please find more information [here](#).

Royal Institute of Technology, KTH

KTH, situated in Stockholm the capital of Sweden, is the largest and oldest technical university in Sweden. No less than one-third of Sweden's technical research and engineering education capacity at university level is provided by KTH. Education and research spans from natural sciences to all branches of engineering and includes Architecture, Industrial Management and Urban Planning. KTH has a global reputation for excellence and an internationally diverse student body. Over 12,000 students from around the world study at KTH. Find out more about the university [here](#).

Norwegian University of Science and Technology, NTNU

NTNU was founded in 1910 as an Engineering College (NTH) and merged with the University in Trondheim (Social Sciences and Humanities) in 1997 to become NTNU.

There are currently approx. 23 000 students registered at NTNU, and around half of these students are Engineering students. Approx. 2600 are international students. The students are spread over 7 faculties.

From 1 January 2016 NTNU will merge with the Colleges in Ålesund and Gjøvik, making NTNU the biggest university in Norway. After the merge, NTNU will offer 47 international Master's programmes taught in English as well as 6 Erasmus Mundus programmes and 8 Nordic Master's programmes.

NTNU is located in Trondheim, the third largest city in Norway and also offers a range of extracurricular activities. Please find more information [here](#).

Technical University of Denmark, DTU

DTU was founded in 1829 by the father of electromagnetism, H. C Ørsted. DTU has 19 departments the majority of which are located at the main campus in Lyngby at the outskirts of Copenhagen. These departments provide education and research facilities to approximately 10,000 BSc and MSc students, as well as more than 1,400 PhD students. DTU has 1,249 projects with industry, and is renowned for the ability to translate research into new technologies through such collaborations. DTU offers 28 different Master's programmes and 25 joint programmes with an international focus. All Master's programmes are fully taught in English. DTU is a frontrunner within areas of Applied Sustainability, Wind Energy, Environmental Engineering, and Pharmaceutical Design. Please find more information [here](#).

Before your studies

Aalto

See information from Aalto Welcome Guide [here](#).

Chalmers

Please find student guide from Chalmers [here](#).

KTH

Please find to-do-list [here](#).

NTNU

See information on our website [here](#)

DTU

Please find International Student Guide [here](#).

Fees

Finland (Aalto University)

Application fee: Applicants to Finnish higher education institutions (polytechnics/universities of applied sciences (UAS) and universities) who are applying based on a degree completed outside the EU/EEA area or Switzerland will be required to pay an application fee of 100 €.

Tuition fees: For the intake of 2016 no tuition fees will be charged. This means that students selected in the application round 2016 will not be charged tuition fees during their period of study.

Please note however that some international double degree programmes charge tuition fees. For further information, visit [the programme websites](#).

Sweden (Chalmers and KTH)

Application fee: Students who are citizens of a country outside the EU/EEA or Switzerland are required to pay an application fee of 900 SEK. The application fee has to be paid via the national application portal [universityadmissions.se](#).

Tuition fees: Higher education in Sweden is free for students coming from countries within the European Union (EU), the European Economic Area (EEA) or Switzerland. [Here](#) you will find a detailed list of the exempted countries.

Students who are citizens of a country outside the EU/EEA or Switzerland are required to pay tuition fees for higher education in Sweden. However, there are certain exceptions. For more information, please visit the national application portal [universityadmissions.se](#).

Norway (NTNU)

There are no application or tuition fees, but all degree students must pay a small semester fee each semester to the student welfare organization. This fee is currently NOK 510,- per semester (approx. 56 EUROS/ 62 USD).

Denmark (DTU)

All EU/EEA-citizens are exempt from paying tuition fees in Denmark. Non-EU/EEA citizens have to pay a tuition fee of 6,750 EUR per semester, amounting to 13,500 EUR per academic year. For further information and exemptions from paying the tuition fees, please visit our [website](#).

Scholarships

Aalto

Student financial aid: The aim of financial aid is to provide an income for students during their studies. Financial aid comprises Study Grant, Housing Supplement and a government guarantee for student loans. To be eligible for financial aid, a student needs to be a Finnish citizen, have been admitted to the university, be a full-time student, make satisfactory progress in his or her studies and be in need of financial support. Financial aid may be granted to Finnish citizens and also to foreign citizens, provided certain conditions are met. [More information about student financial aid for foreign citizens](#) (kela.fi)

Chalmers

Nordic Five Tech students are eligible to apply for the AVANCEZ and the IPOET scholarships covering 75 % of the tuition fees. Please find more information [here](#).

If you will study at Chalmers year 1 (except for Innovative Sustainable Energy Engineering) please apply through [University Admission](#).

Students who will study year 2 or the Innovative Sustainable Energy Engineering programme at Chalmers may apply for scholarships to the Administrative Coordinator, you will receive information when it is time to apply.

KTH

Find out about scholarship opportunities at KTH: [Scholarships at KTH](#)

DTU

DTU offers a very limited number of [tuition fee waivers](#). The waivers are allocated to a few non-EU/EEA MSc students with excellent academic performance.

In order to apply for the waiver the student must submit a personal statement together with the application. The personal statement should include graduate goals, research interests and experiences.

NTNU

There are no scholarships available from NTNU.

Residence permit (Non-EU students)

Aalto

When you are admitted and have accepted your offer at Aalto University, you can start your application for residence permit for studies. Please read [here](#) for information.

Chalmers

When you are admitted and have accepted your offer at Chalmers University of Technology, you can start your application for residence permit for studies. Please read [here](#) for more information.

KTH

Please find information about residence permit [here](#).

NTNU

Information about how to apply for a residence permit is sent out along with the admission letter. You should apply for your residence permit after you have accepted your seat. Norwegian immigration authorities require documentation of financing in order to issue a permit to applicants from outside the EU. NTNU has set up a deposit account for this purpose. EU/EEA-citizens do not need to apply for residence permit. Please find more information [here](#).

DTU

EU/EEA citizens can apply for a residence permit upon arrival in Denmark. DTU will send you further information when admitted.

Non-EU/EEA citizens must apply for a residence before arrival in Denmark. Residence permit is provided by the [Danish Agency for International Recruitment and Integration \(SIRI\)](#).

A guide on How to Apply for a residence permit is found on the DTU [website](#). The application process has to be initiated by DTU, who will send you the relevant information upon admission.

Accommodation

Aalto

Degree students at Aalto University are, for the most part, responsible for arranging their own accommodation however the School of Engineering of Aalto University guarantees housing of its Nordic Master students. They still need to apply for student housing in the Helsinki region by filling the application forms directly on the [webpage of HOAS and/or AYY](#)

Chalmers

Students are responsible for arranging their own accommodation, but can get support from the university. NordicFiveTech-students are given priority to certain accommodations through SGS Student housing. If

you don't want to stay in SGS' student rooms, or you don't apply on time, you are welcome to turn to [boplats](#), the city of Gothenburg's official housing agency for further help. You will receive more information when admitted to Chalmers.

KTH

Please find information [here](#).

NTNU

All international Master's students are offered accommodation, unless the accepted student is already living in Norway at the time of application. Information about how to apply is sent out just after the student has accepted his/ her seat. See more information [here](#).

DTU

DTU does not guarantee to find accommodation for all international MSc students, however Nordic MSc students are placed on a positive list for the same. Applicants must fill in the Accommodation Form and submit it to the [International Accommodation Office](#). You will receive further information on this as soon as you are admitted to the programme in question.

[Insurance](#)

Aalto

All degree seeking students studying at Aalto are covered during school hours according to law. The legal accident insurance (nr. 0011203067) in Finnish educational institutes insures all degree-seeking students for accidents in practical work during studies. About insurance policy in Finland and e.g. about the mandatory health insurance connected to residence permit for non-EU/EEA citizens, please see [here](#).

Chalmers

All students studying at Chalmers are covered during school hours and direct travel between the place of residence and the school through Chalmers' agreement with Kammarkollegiet (the Swedish Legal, Financial and Administrative Services Agency) on personal injury insurance. Please read [here](#) for more information.

KTH

Please find information about insurance [here](#).

NTNU

All students who are staying in Norway for more than 12 months are automatically insured under the Norwegian National Health Insurance Scheme from the day they arrive in Norway. Students who are staying between 3 and 12 months can apply for voluntary membership and receive almost the same coverage. Please see more information [here](#).

DTU

DTU does not offer any insurance. However, when students have received a social security number (CPR number), they are entitled to use the National Danish Health Service free of charge. Students will also

have a General Practitioner assigned free of charge. We recommend students to sign up for a Home and Liability insurance. For more information, please visit the DTU [website](#).

Admissions letter

Aalto

All admission letters + information packages (also for second year students) are sent in the beginning of April by postal mail. Please see [schedule for 2016 admission](#).

Sweden (Chalmers and KTH)

Applications to Swedish universities must be done at Universityadmissions.se. Please note that the admissions letter will be sent online through the application portal. First year students will receive the first notification of Selection Results in the end of March 2016 and second year students will receive a letter in April 2016. Please note that the admissions letter will only be sent online through the application portal. For more information about key dates and deadlines 2016 read [here](#)

NTNU

Admission letters are sent out by e-mail in late March for first year students. For second year students, admission letters are sent out in late April/ early May.

DTU

Students have to apply online through the [DTU Application Portal](#). First year students will receive a letter in the end of March and second year students will receive a letter in April. DTU will contact second year students in the spring to arrange their transfer to DTU. Please note that the admissions letter will only be sent online through the application portal.

Welcome letter

Aalto

The Letter of Admission and the information package contains all relevant information concerning the first few weeks at the university and [Welcome guide](#). Along with the letter of admission, students will be sent a confirmation letter for acceptance of the study place. Confirmation letter must be sent to Aalto University School of Engineering/School of Science/School of Chemical Technology Study office by the end of May month.

Chalmers

All students receive a welcome letter during the spring including information about enrolment, academic year, schedule and welcome week etc.

KTH

All students will receive a welcome letter during the spring with information about enrolment, academic year and schedule, welcome week etc.

NTNU

A welcome letter with some practical information and information about our orientation programme is sent out in mid-June.

DTU

DTU does not send any separate welcome letters. The Letter of Admission contains all relevant information concerning the first few weeks at DTU and what to do next.

Contact list

Aalto

Academics:

Cold Climate Engineering

Jukka Tuhkuri, Professor, jukka.tuhkuri@aalto.fi

Environmental Engineering

Riku Vahala, Professor, riku.vahala@aalto.fi

Innovative Sustainable Energy Engineering

Mika Järvinen, Professor, mika.jarvinen@aalto.fi

Maritime Engineering

Jani Romanoff, Professor, jani.romanoff@aalto.fi

Polymer Technology

Jukka Seppälä, jukka.seppala@aalto.fi / Monika Österberg, Professor, monika.osterberg@aalto.fi

Learning Service in Aalto School of Engineering (Cold Climate, Enviro5Tech, NMME, ISEE)

Börje Helenius, MSc Planning Officer

Phone: +358 50 590 6388, Email: borje.helenius@aalto.fi

Address:

Aalto University School of Engineering
Learning Services
Otakaari 4, 02150 Espoo
Finland

Learning Service in Aalto School of Chemical Technology (N5PolTech)

Anja Hänninen, Planning Officer

Phone: +358 50 384 1589, Email: anja.hanninen@aalto.fi

Address:

Aalto University School of Chemical Technology
Learning Kemistintie 1, 02150 Service
Finland Espoo

Chalmers

Environmental Engineering

Director of Master's Programme Sebastien Rauch, sebastien.rauch@chalmers.se

Maritime Engineering

Director of Master's Programme Per Hogström, per.hogstrom@chalmers.se

Polymer

Director of Master's Programme Henrik Leion, henrik.leion@chalmers.se

Innovative

Sustainable

Energy

Director of Master's Programme David Pallares, david.pallares@chalmers.se

Administrative coordinator: Andreas Eriksson, eandr@chalmers.se

Admissions office: admissions@chalmers.se

KTH

All the information is to be found on the respective programme's webpage.

[Master's programme in Environmental Engineering](#)

[Master's programme in Innovative Sustainable Energy Engineering](#)

[Master's programme in Polymer Technology](#)

[Master's programme in Maritime Engineering](#)

NTNU

Please see contacts [here](#).

DTU

Academics

Cold Climate Engineering

Gunvor Kirkelund, Associate Professor, gunki@byg.dtu.dk

Environmental Engineering

Technology

Engineering

Stefan Trapp, Professor, sttr@env.dtu.dk

Innovative Sustainable Energy Engineering

Henrik Klinge Jakobsen, Professor, jhja@dtu.dk

Maritime Engineering

Poul Andersen, Associate Professor, pa@mek.dtu.dk

Polymer Technology

Anders Egede Dagaard, Associate Professor, adt@kt.dtu.dk

Office of International Affairs

Julia Romana Krzywicka, MSc Admissions Officer

Phone: +45 45251095, Email: jurom@adm.dtu.dk

Address:

Technical University of Denmark

International Affairs

Anker Engelunds Vej 1, Building 101A

2800 Kgs. Lyngby

Denmark

During year 1

Enrolment

Aalto

New students should personally enroll to Aalto University in the beginning of autumn semester during the [orientation week](#). Enrolment is made in Study Service desk at appropriate Aalto School.

[Information about enrolment in Aalto School of Engineering](#)

[Information about enrolment in Aalto School of Science](#)

[Information about enrolment in Aalto School of Chemical Technology](#)

[Information about enrolment in Aalto School of Arts, Design and Architecture](#)

Chalmers

All admitted students are expected to attend the mandatory enrolment at Chalmers. In addition to the mandatory registration session, you will meet your new classmates and the coordinator responsible for your master's programme on a start-up meeting. For more information please read [here](#).

KTH

All admitted students must attend the mandatory enrolment at KTH. In addition to the mandatory registration session, you will meet your new classmates and the coordinator responsible for your master's programme at a start-up meeting.

NTNU

We organize an orientation/ welcome programme for all new international students the week before studies start. This programme is not mandatory, but we strongly encourage all students to attend as they will get a lot of useful information during this week and also get to meet their fellow students. Please see more information [here](#).

DTU

The entire application process at DTU is digitalized. This means that the applicants need to upload scanned copies of all relevant documentation to the [DTU Application Portal](#).

Academic year

Aalto

Please find information [here](#).

Chalmers

Please find Chalmers academic year, dates and times [here](#).

KTH

Academic year can be found [here](#).

NTNU

Please see information [here](#).

DTU

The Academic Year at DTU can be found [here](#).

Course registration

Aalto

Students may need to sign up for lectures, assignments and exams separately in the registration system

[Weboodi](#). The [credits](#) obtained from a course include lectures, exercises and the individual work the students do for a course.

Chalmers

You will already be registered for the mandatory courses after the enrolment.

If you are supposed to choose elective courses please send your course selection to the administrative coordinator.

KTH

Information about course registration is to be found [here](#).

NTNU

Students enrolled in a Nordic 5Tech-programme will be automatically registered for mandatory courses, but they have to register for electives by 15 September on our online system studentweb. Information will be given during the orientation programme.

DTU

Students will need to register online through the DTU Intranet called [CampusNet](#).

A detailed guide on how to sign up for courses is found in the menu "File Sharing" in CampusNet. As soon as students have received their DTU student number and password, they can log on CampusNet.

During year 2

Registration year 2

Aalto

Aalto will send the second year student acceptance letter, confirmation letter (acceptance of study place) info package including information about accommodation and [Welcome guide](#) during April.

Chalmers

Students of year 2 will receive information from the university during the Spring term of year 1. Please send your course selection to the administrative coordinator.

KTH

Please send your course selection to the administrative coordinator of your programme.

NTNU

Admission letters are sent out in late April to students who will start their second year at NTNU with information about housing and orientation programme. The student does not have to apply for credit transfer, but we need a transcript with the results from the first year so that the relevant Faculty can register the courses into NTNU's system. As transcripts often are not ready until late summer/ early Autumn, the registration process should be done in the Autumn semester. The transcript from the first year should be sent out to the second year university by 1 October in the third semester.

DTU

As a second year student you will be contacted by DTU in March regarding the registration process and how to apply for accommodation.

Credit Transfer

The universities handle the credit transfer from year 1 to year 2, but please make sure to contact the person who is in charge of credit transfer issues to make sure that the credits are transferred without any unnecessary delay.

Aalto

Learning Service at Aalto School of Engineering (Cold Climate, Enviro5Tech, NMME, ISEE)

Börje Helenius

MSc Planning Officer

Phone: +358 50 590 6388

Email: borje.helenius@aalto.fi

Learning Services in the School of Chemical Technology (N5PolTech)

Anja

Planning

Phone: +358

50

384

Email: anja.hanninen@aalto.fi

Hänninen

Officer

1589

Chalmers

Please contact administrative coordinator for credit transfer issues.

KTH

For issues related to credit transfer you need to contact the coordinator of your programme.

NTNU

Please send the transcript from the first year university to Oddrun Maaø at the Office of International Relations (oddrun.maaø@ntnu.no). She will then contact the correct Faculty and arrange for the credit transfer.

DTU

Office of International Affairs

Julia Romana Krzywicka

MSc Admissions Officer

Email: jurom@adm.dtu.dk

Thesis

The double master degree includes a 30 ECTS thesis work at the second year university under co-supervision from both institutions to ensure integration of the programme components. Co-supervision means that you must have one supervisor from your first year university and one supervisor from your second year university. Both supervisors must be involved in the thesis writing process and be able to grade your thesis. Please make sure to sign up for the thesis work at both institutions.

If you fail to secure two supervisors and ensure their involvement in your thesis writing, Nordic 5 Tech will not be able to issue two separate degrees for your studies.

Aalto

Students at Aalto School of Engineering starts to apply for thesis topic after they have earned 60 ECTS. Students read carefully the [Master's thesis guideline](#) before they start.

[Aalto School of Science form for thesis topic application](#) and [Thesis guide](#)

[Aalto School of Chemical Technology topic application](#) and [Thesis guide](#)

[Aalto School of Arts, Design and Architecture](#) and [Thesis guide](#)

Chalmers

For thesis work please contact your programme coordinator.

KTH

For thesis work you need to contact your programme coordinator.

NTNU

The thesis must be registered in NTNU's database called DAIM. See also [here](#). If the thesis is done at another university, it must still be registered at NTNU, and there should always be a supervisor from both universities involved in your track.

DTU

In regards to signing up for the thesis, please contact your programme coordinator and supervisor. You can find the general rules in the [Study Handbook](#).

After your studies

How to get your Diploma

Aalto

Aalto School of Engineering students [apply for Master's degree](#) after finishing all their studies.

Aalto School of Science students [apply for Master's degree](#)

Aalto School of Chemical Technology [apply for Master's degree](#)

Aalto School of Arts, Design and Architecture [apply for Master's degree](#)

Chalmers

After completing your studies you have to apply for your degree diploma. [Apply in this way.](#)

KTH

All courses must be completed before submitting your application. You must attach a certified copy of your Bachelor's degree. Please note that this is not applicable if you already have presented a complete Bachelor's degree when applying for admission. In addition you must attach a transcript of records from the partner university when applying. You must apply for your degree to receive a degree certificate. You may submit your application online and the ordinary processing time is 6-8 weeks. Please read the information [on the website](#) before applying.

NTNU

After the courses from the first year has been registered and all course and thesis have been graded, a diploma will be sent to the student's address. Students do not need to apply for a diploma. Please note that after the thesis has been submitted, it might take up to three months before the grade for the thesis is registered. Only then can the diploma be issued.

DTU

Graduates will receive their Diploma automatically 4-8 weeks after the thesis defense. Please make sure, that DTU has you right current postal address.

Graduation Ceremony

Aalto

Graduating Aalto School of Engineering students can either join the [graduation ceremony](#) which is held 6

times a year or pick up the certificate from Student service desk after the ceremony date. Graduates may authorize the School to Email the degree certificate to them. Please note that degree certificates are mailed outside Finland only in special situations.

[Aalto School of Science](#)

[Aalto School of Chemical Technology](#)

[Aalto School of Arts, Design and Architecture](#)

Chalmers

Chalmers holds two graduation ceremonies each year to honour the graduating students who have received their degrees from Chalmers. For more information read [here](#).

KTH

The KTH graduation ceremony is held twice in May and twice in December for newly graduated architects, masters of science in engineering and master's degree holders from KTH, the Royal Institute of Technology. Read more [here](#).

NTNU

There is no official graduation ceremony at NTNU.

DTU

Graduates are invited to a graduation ceremony in October or April depending on when they graduate. Students will be contacted directly regarding the registration. Read more [here](#).

Career service

Aalto

[Aalto University Career service](#) guides the student in all career matters.

Chalmers

Through [Chalmers Careers Service](#) you will get tips, ideas and career advice that will help you along your way.

KTH

You can read more about KTH Career Support [here](#).

NTNU

Please find more information [here](#).

DTU

For advice on future careers, students can contact the [DTU Career Center](#).