



# Student Conference 2023

## Information & Registration

The Student Conference on "Diversity & Inclusion" is organised by the network partners HUMINT (Human Resources International). HUMINT was created in March 2010 with the aim to facilitate European teaching and learning experience for university staff and students. It takes place annually in November and is hosted by another partner university every year.

- [University of Applied Sciences BFI Vienna](#) (AT)
- [University College Leuven Limburg](#) (BE)
- [Saxion University of Applied Sciences](#) (NL)
- [Université de Bretagne Occidentale/IUT Quimper](#) (FR)
- [Alexandru Ioan Cuza University of Iasi](#) (RO)
- [Metropolia University of Applied Sciences Helsinki](#) (FI)
- [University American College Skopje](#) (MK)

### Organising Institution 2023 and Topic

The Metropolia University of Applied Sciences (Helsinki, Fi) organises the Student Conference 2023 around the topic *Diversity & Inclusion in the Workplace*. Students from 6 different countries will work on a case study in the field of either gender, sexual orientation, age, disability, religion, or ethnicity.

### Dates

1. Mandatory virtual session: **09 November 2023 at 2pm-4pm Finnish time (1pm-3pm CET).**

The online session will focus on the theme 'working on diverse teams' and will include ice breaking activities, a lecture as well as group assignments. In addition to getting to know each other you will already hear a bit about the case studies.

2. Presence phase at Metropolia UAS: **20 -24 November 2023**



Arrival: Monday in the early afternoon at the latest

Departure: no earlier than Friday late afternoon

All program parts from Monday to Friday are mandatory, no exceptions possible.

## Payment and Funding Information

Total Fee: EUR 250<sup>1</sup>

Deposit: EUR 60, --<sup>2</sup>

Please indicate the purpose for the transfer: **surname, first name + Student Conference 2023**

Bank Transfer Details: Fachhochschule des BFI Wien  
Erste Bank der österreichischen Sparkassen AG  
BLZ: 20111  
BAN: AT262011128859316700  
BIC/SWIFT: GIBAATWWXXX

You have to **pay a deposit of EUR 60,--** to the UAS BFI's bank account to make your application valid. If you have been allocated to this event you have to **transfer the fee** for the student conference (less the deposit) to the UAS BFI's bank account within one week to secure your place. Cancellations may cause cancellation fees which have to be covered by the student. Travel costs are not included in the fee.

This event **can be funded by Erasmus+ Blended Mobility**. Students can receive [funding](#) for a maximum of 12 months of physical mobility per study cycle (Bachelor, Master).

Students

Students who wish to benefit from an Erasmus grant are required to sign a Learning Agreement and a Grant Agreement before departure and to obtain a confirmation of stay from the organising university on the last day of the stay and submit it to the International Office of the FH BFI Vienna.

In addition, funding can be applied for if the journey is made using sustainable means of transport: [Green Mobility](#)

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<sup>1</sup> The fee for this event includes the academic programme, 4 nights in a hotel in a double room near the campus, breakfasts, lunches, one dinner, and social activities. Students must organise their journey and pay for their travel expenses by themselves.

<sup>2</sup> If you will not receive a place, this deposit will be transferred back to your bank account. However, we will not do so, if you withdraw your application. As soon as we confirm your place, please pay the rest of the fee to the bank account of the UAS BFI Vienna.



## Travel

You must make your travel arrangements by yourself; however, we would advise you to get in contact with the other participating FH-students.

Accommodation for the students is already booked at Noli Studios:

<https://nolistudios.com/en/noli-myyrmaki-vantaa>

## Application Details

- There are only 10 places available.
- Registration is now open, and the first 5 places will be allocated in July already.
- 1<sup>st</sup> application deadline: **7 July 2023 12:00 (incl. the proof of the deposit transfer)**.
- 5 places will be guaranteed and announced in mid-July
- 2<sup>nd</sup> application deadline: **1 October 2023 12:00 (incl. the proof of the deposit transfer)**.
- The registration is only valid after receipt of the deposit.
- After being selected, the registration is binding.
- Application is open to EWUB students in their 3<sup>rd</sup> semester and AGHR students in their 1<sup>st</sup>, 3<sup>rd</sup> and 5<sup>th</sup> semester (WS 2023/2024).

## Step-by-step Application Process

Registration at UAS BFI Vienna / First Step

1. [Online Application](#) via Mobility Online
2. Select: 1<sup>st</sup> preference: HUMINT, University: HELSINK41
3. You will receive an automatic e-mail from "mobility-online" immediately. If not, please check your spam folder. In this e-mail you will find the registration link.
4. Register and create your own password.
5. Log in to Mobility Online with your own password and fill in your personal data.

Print, Sign & Upload

6. Print your application form, sign it, and upload it to Mobility Online.
7. Print the Covid form, sign it and upload it.

Deposit and Information about Participation

8. **Pay the deposit of EUR 60, –.**
9. Applications **are only valid after the transfer of the deposit** and
10. the **completion** of the first steps in Mobility Online as you can see in the **screen shot** below



Show application work-flow

Applicant details	
Last Name	Test3
First Name	SC3
Date of birth (dd.mm.yyyy)	01.01.1900
Country of home university	AUSTRIA
Home university	WIEN38 - University of Applied Sciences BFI Vienna
Programme of study	European Economy and Business Management (English Programme) (Bachelor - 1389) - 1389
1. Präferenz - Land:	FINLAND
1. Präferenz - Gastinstitution:	HELSINKI1 - Metropolia University of Applied Sciences
Duration of stay from	20.11.2023
Duration of stay to	24.11.2023

  

Necessary steps	Done	Done on	Done by	Direct access via following link	
<b>First Step / Registration at UAS BFI Vienna</b> 8 / 13					
Online Application	✓	03.07.2023		<a href="#">Show/change application</a>	1 / 1
Mobility Coordinator's confirmation of application	✓	03.07.2023	Automatically generated		
Online registration by student	✓	03.07.2023			
<b>BEFORE MOBILITY - print, sign &amp; upload</b> 5 / 9					
Personal information completed	✓	03.07.2023	SC3 Test3	<a href="#">Complete personal information</a>	
Application form printed (Student)	✓	03.07.2023	SC3 Test3	<a href="#">Print Application Form</a>	
Signed Application form uploaded	✓	03.07.2023	SC3 Test3	<a href="#">Upload Application Form</a>	
Covid information printed	✓	03.07.2023	SC3 Test3	<a href="#">Print Covid information</a>	
Signed Covid document uploaded	✓	03.07.2023	SC3 Test3	<a href="#">Untersichnete Covid Information hochladen</a>	
Application completed	✗				

11. We will inform you about your admission in a first phase by mid-July and in the second phase by 4 October.
12. If a place could be assigned to you get again access to your [Mobility Online account](#) and start the process for the **Erasmus+ documents**. The timely submission of the complete Erasmus+ documents is a prerequisite for receiving the grant.
13. Complete all the steps in Mobility Online.
14. *Metropolia UAS* will inform you about further steps and your specific work group.

Due to limited places, students will be selected according to the following criteria:

- academic success
- occupation or care-giving duties
- motivation letter (included in the application form)
- volunteer engagement at the UAS BFI Vienna (buddy, ESN, ...)
- complete application documents incl. deposit

## After your Return

1. The organising institution will give or send you a certificate of attendance.
2. Write your report/essay with around 1,000 words in English.
3. Get access again to your Mobility Online account: [MO LogIn](#)
4. Upload your report and your certificate of attendance.
5. Apply for credit transfer at your degree programme (see below).

## Credit Transfer

Submit the following information to your degree programme director:

- The form "Application for Credit Transfer" (to find in moodle).



- The essay and its approval of the accompanying lecturer which conforms to the regulations.
- The certificate of attendance from the partner institution (only students who attend the whole programme will receive such a certificate).
- The approved course will be acknowledged with “credited”.

#### EWUB:

4. Sem: HR Management and Organisation (3 ECTS): successful participation & essay (1000 words)  
OR  
4. Sem: Intercultural Management (3 ECTS): successful participation & essay (1000 words)

#### AGHR:

1. Sem: Meetings & Presentations (3 ECTS): successful participation & essay (1000 words)  
OR  
4. Sem: Negotiations (3 ECTS): successful participation & essay (1000 words)  
OR  
5. Sem: Intercultural Management & Diversity (3 ECTS): successful participation & essay (1000 words)  
OR  
6. Sem: New World of Work (3 ECTS): successful participation & essay (1000 words)

If you have questions regarding the essay, please contact Ms Xenia Bossowa [xenia.bossowa@fh-vie.ac.at](mailto:xenia.bossowa@fh-vie.ac.at). She will be part of the academic coaches at the Student Conference 202 in Helsinki.

#### Please also note that

- if the attendance in a course from your degree programme falls below 70% due to the attendance at the international week/Student Conference, this absence time will be deleted from your file.
- you still must catch up with what you have missed during your absence.
- your participation in your degree programme course which will be accredited is your sole discretion. Please be aware that in case of non-participation in the international week/Student Conference (even due to illness or cancellations) there will be no accreditation and when falling below the required 70% attendance rate in a course, students must forgo one opportunity to take the exam.

➤ [more information](#)