

Selection criteria and terms of exchange

When applying for exchange, the students agree to follow the policy on international student exchange of their school. Each Aalto School has their own policy due to school-specific exchange agreements.

The policy on international student exchange covers:

- what kind of studies Aalto sponsors
- application terms
- selection criteria
- grants and their terms
- cancelling student exchange

Please familiarize yourself with the policy of your school. You can read the complete policy below. Note also the [Aalto University Waiver](#) (included in the online exchange application).

School's policies on international student exchanges

These terms and conditions apply to students who are studying on BSc, MSc and PhD level at the School of Arts and Design.

Student exchange periods include studies at a university or institution of higher education with which Aalto ARTS has an exchange agreement, or studies as a so-called free mover (agreement between institutions not required).

A plan for student exchange must be part of the student's Personal Study Plan (HOPS) and the student must be registered as an attending student at the time of the exchange. The minimum duration of a student exchange period is three months. In one application period the student may apply for an exchange of up to 12 months (one academic year).

Bachelor students going on an exchange must have completed the at least one year of studies (minimum of 55 credits) when they begin their exchange.

Master's students are required to have mainly completed the studies of two periods preceding the application, but permission for going on the exchange is granted in the programme.

Students are informed of exchange studies in different ways, including briefings and the school's Into website. Information and student advice is handled by ARTS Learning Services.

Application process

Application periods are twice a year. In the spring a student may apply either for the following autumn term or the entire following year, and in the autumn application period the student can apply only for the next spring term. The appendices mentioned on the application form must be included in the application, as well as other possible appendices which will be announced separately. The student may put forward three application alternatives in the application, in order of preference. If the an application process is incomplete no new applications may be put forward. If an exchange spot cannot be given at a location of the student's choosing, an exchange spot may be offered elsewhere if vacancies are still available at the host universities.

The dates of the application process for exchange spots are set each year with the aim of keeping to the following schedule:

- Application to student exchange: January and August - September
- Selection results will be sent to the host universities and to the students 1-2 weeks after the end of the application period.
- Students apply to the host universities in the manner set by the partner schools.
- Final approval takes place at the host school, which informs students if they have been approved or rejected.

At the start of the application period all confirmed study slots based on confirmed exchange agreements are declared open for application. Students can find all ARTS host universities in the ARTS Exchange Destination Database. Occasionally some of the host universities may be closed because of an imbalance in the exchange or for other reasons. Support for selection of the host university is available from the student's own academic advisor, tutor, or the Learning Services out-exchange coordinator. Exchange spots agreed by the host university are defined as either representing the bachelor or master level. Students working on a bachelor's degree will apply for exchange spots at the bachelor level and master's students seek exchange locations at the master level.

Application and admission criteria

Students studying at Aalto School of Arts and Design BSc, MSc and PhD level degree programmes can apply for the exchange programme. Architecture students can apply for student exchange only on master and doctoral level.

To be eligible for student exchange, you need to fulfill the following criteria at the time of applying.

- If you have been admitted to pursue a Bachelor's degree: you must have at least one semester of studies completed at Aalto University.
- If you have been selected directly to the Master's programme: you must have at least one academic year of studies completed at Aalto University. In this case, you can only go to student exchange during the second year of your studies or later.
- Your exchange study plan (HOPS) has to be approved by your degree programme. Bachelor level students' study plan for the exchange has to be also included in Oodi.
- Application has to be returned during the application period. Late applications are not taken into consideration.

- To be admitted, you must fulfill the requirements of Aalto University and the host university.
- You must fulfill the host institution's possible language and other requirements in the ARTS application stage.

Language requirements

Language skills must be sufficient for keeping up with the studies that are applicable to the degree, and for their successful completion.

If the host university requires a language certificate or an official language test (e.g. TOEFL, IELTS), the student is obliged to supply the requested certificate or test result in the ARTS application stage and the host university's deadline. ARTS does not have separate funding for a language test.

All students who are accepted to the Erasmus+ exchange are required to complete the OLS language assessment test. The first part of the test is completed before the exchange. If the result of the first test is under C2 the participants has to fill in the second part after the exchange. The test is mandatory and without it the second part of the Erasmus+ grant cannot be paid.

Selection process

The most important basis for selection is academic performance. The aim is to nominate students to host universities according to the priorities set in the application. If there are more applicants to a destination than there are places available, **the selection takes place on the basis of the study index, on the condition that the student meets the possible language skill requirements and other possible special requirements set by the host university.** It is also possible to use discretion in the selection, if necessary. The study index is calculated for all applicants, when there is more applicants than available places to a destination. The study index is calculated as follows: the number of credits is divided by the number of months that the student has attended, multiplied by the weighted grade point average = the study index. The student with the highest study index is nominated as a candidate for the exchange spot. The study index is calculated of applicant's studies completed by the return date of the application. For applicants working on a bachelor's degree only studies aimed at a Bachelor of Arts or Bachelor of Technology, and for master's students only studies aimed at a Master of Arts, Architecture or Landscape Architecture degrees at the School of Arts, Design and Architecture are taken into consideration. The progress of studies is taken into consideration by examining the study achievements in proportion to the number of months that the student has been in attendance. If a student is registered as absent in prior academic years, this will not have a negative impact on the selection.

In a situation in which two or more applicants have the same index and are applying for the same spot, or if the study index cannot be calculated and there are not enough spots for all applicants, the applicants' situation is examined as a whole In such cases factors to be considered include the grade point average for studies that are part of the degree, the number of completed credits related to the degree, knowledge of the language of the host country, the amount of completion of bachelor's studies when applying for a master's exchange, the applicability of prior studies at the host university, the average for all the studies, and the total number of completed credits. If no differences emerge among the applicants, the exchange location is chosen by lot.

If a student fails to meet the selection criteria or application conditions, the application can be rejected. If a student cannot be selected to any host university of his or her choosing, host university that is left available may be offered.

Student is offered one place to one institution by Aalto in one application round. After nomination the student applies to the host university, which decides on whether or not to accept the applicant. **The host university makes the final decision on accepting the students for exchange.**

If you have been nominated but you cannot accept the study place for some reason, you may leave in your second application earliest in the next application round.

Application to the exchange is binding.

Losing a student exchange spot: A student who has been selected for an exchange will lose the spot if

- he or she has not passed a required language test or has not delivered the result to the exchange university in the allotted time.
- the student has given inaccurate information about him, or herself or his or her studies.

International Student Services processes the exchange applications, assigns students to the host universities, and prepares a proposal for selections. The Manager of Academic Affairs makes the decision on the selection for student exchange.

A student who is dissatisfied with a decision concerning a student exchange can appeal a decision within 14 days of the publication of a nomination decision. The appeal, including the grounds for the appeal, should be sent to the Vice Dean of Teaching, and is delivered to the Aalto University Registry.

Application process to host institution

A student who has been nominated to a host university may apply to the foreign exchange school according to the instructions and application procedure (electronic application/paper application) given by the foreign school. The student should examine the website of the exchange school, check the school's application periods, and follow the instructions given by the exchange schools - by sending a portfolio and other required application materials. If the exchange school requires that the application should be sent by a coordinator, the student should contact the exchange coordinator well before the deadline.

The student is responsible for checking the host institutions application instructions and deadlines, and for delivering the application documents required by the host institution by the given deadline.

Free mover exchange

A student who is unable to find a suitable target from the school's host universities may independently apply for a so-called free mover spot. The student should ask the school's Coordinator of International Affairs if a free mover application is possible. The student may have to pay for the studies.

A free mover student needs to have permission of his or her own programme and a signed learning agreement. The student must make sure that the studies to be completed at the host university can be accepted as part of his or her degree. It is possible to get a bilateral grant for free mover studies. The student must have an accepted personal study plan (HOPS).

Duration

- The duration of student exchange is 3-12 months at one host university. The student can apply for exchange for max. 12 months (one academic year) per application round.
- The student exchange cannot be extended after you have been accepted to the host institution

Exchange studies

- Exchange studies are always a part of a student's degree.
- The exchange study period must be included in your personal study plan by reserving space in the degree for the studies to be completed in the exchange
- In exchange studies you can substitute courses for the degree on the basis of equivalency of the achievements, or they can be included in the studies of the degree in accordance with existing degree requirements.
- Students should complete approximately 30 ECTS per semester during the exchange. The minimum requirement is 20 ECTS credits per semester.
- After securing an exchange spot the student must plan the foreign studies on a course level in a way that the completed courses can be approved as part of the degree.
- You must be registered as an attending student at Aalto during the exchange, if you are accepted.

Study plan

When applying for an exchange the student fills a study plan form which includes the approval of the (academic director and study coordinator) for the student's own programme/ major. The student also has a HOPS discussion that is entered into Oodi or a HOPS form.

The planning of the studies and the drafting of the study plan applies to all exchange programmes. If a student is unable to complete the learning agreement before the exchange for reasons of a lack of available course information at the host university, the student should be in contact with the out exchange coordinator and add information to the learning agreement no later than the beginning of the exchange in the host university. If your approved study plan at the host institution changes, it has to be approved by your major/degree programme at Aalto.

In the changes the student must consider if the number of credits for the payment of the second instalment of the grant is adequate, and make an evaluation together with his or her own academic director or study coordinator on the compatibility of the studies with the student's own degree, and to consider its impact on student financial aid. A grant that has been paid without good cause can be ordered repaid, or the payment of the second instalment can be cancelled.

Quality and scope of exchange studies

Studies completed during the exchange must be

- university level courses
- studies with new content that the student has not previously completed
- in a bachelor's exchange, primarily bachelor's studies and in a master's exchange, primarily master's studies.

Students leaving for an exchange are expected to complete studies corresponding to a full-time workload worth in accordance with the local degree at the exchange university. Approximately equivalent of 30 ECTS credits must be completed in a semester of the exchange. At an exchange university where the academic year is divided into trimesters, one trimester of exchange studies is about 15 ECTS credits or an equivalent amount of studies in local credits.

Exchange students are subject to the same minimum study requirements set by both the exchange university and immigration officials, and also the aforementioned requirements by the institution of higher education on the amount of studies to be completed. When applying for the exchange grant the student is committed to following the requirements of the institution concerning the extent of the studies to be completed. The student is required to find out about the course practices and responsibilities at the host university immediately at the beginning of the semester (incl. the responsibility to be present at the courses) If a student's work is left incomplete in spite of a sincere effort to complete the studies (the student fails a course because of illness, or instance) or for reasons beyond the student's control (the cancellation of a course, for instance), he or she is required to produce written documentation (such as a certificate from a teacher or a doctor's certificate about an illness).

Inclusion of exchange studies in a degree

Exchange studies completed by a student while abroad are credited by substituting them for the degree's study periods on the basis of the equivalency of the attainments or by including the degree in the studies based on existing degree requirements.

Crediting foreign exchange studies to a student's degree is based on an official transcript of records, which is the only official certificate for completed exchange studies. The studies are credited in the student's own programme/major.

Cancellation

If you cannot accept the offered exchange place for some reason, you have to inform School of Arts and Design's Coordinator responsible for outgoing student exchange immediately of your cancellation, so that the place can be offered to someone else.

Finance and scholarships

Students accepted to ARTS partner universities do not have to pay tuition fees to the host institution, but they are responsible for all possible travel, living and other costs related to their exchange, e.g. material, departmental expenses.

Aalto University will pay the scholarship for outgoing exchange students who have been accepted into the Aalto exchange programme, for university level full-time BSc, MSc and PhD degree studies abroad which are included the student's degree pursued at Aalto University, within the budget of the university. Grants for an exchange are determined according to existing grant practices at Aalto. ARTS students are entitled to max. grant amount of 2500€ per study level (i.e. BSc, MSc, PhD).

The grant is paid to a student in two installments. The first instalment of the grant is usually paid before the student leaves for the exchange. In order to receive the grant, students have to return the online grant application and acceptance letter from the host institution to ARTS Coordinator. Erasmus+ students also have to return the Erasmus+ grant agreement. Students accepted to an Erasmus+ exchange have to complete the first part of Erasmus + OLS test before the exchange.

The second installment is paid after the exchange has ended upon completion of the targets set for the exchange and the student has returned all the necessary exchange documents. After the exchange student must:

- supply an official transcript of records on the studies completed during the exchange
- complete the ARTS questionnaire on the exchange experience

Erasmus+ participants must also

- supply a certificate of attendance indicating the start and end date of the exchange (unless these come out in the transcript of records)
- complete a second part of OLS language test, if the result of the first part of the test is under C2
- complete the MT Mobility Tool report

The students will be informed separately about the size of the first and second part of the grant.

Losing the scholarship

If a student cancels or cuts short the study exchange he or she is obligated to reimburse the grant either partially or fully. If the attainments fall short of the goal in spite of a sincere effort, or for reasons beyond the student's control, the student is required to provide a written explanation. Inadequate completion of the student exchange studies is handled on a case-by-case basis at International Student Services. If the amount of studies completed in the exchange is inadequate, and if no valid reason is given, the second part of the grant may be withheld from the student, and grant money that has already been paid can be recovered.

The application period for the next academic year is organized every year in January. After the first application round, a second one is arranged. In the second round students can apply for the places that are not filled in the first round. Due to time and other constraints, all the open exchange places may not be available in the second round. The detailed schedule is published yearly in the fall.

Available exchange slots are published at the beginning of the application period. Student can apply for up to ten exchange universities, in order of preference. Every semester is marked as a separate alternative in the application. Therefore the applicant can mark either ten different universities (e.g. for spring term) or five different universities for both fall and spring. If the applicant is not selected to any of the options stated in the application form he/she can be offered a place in some other university if this has been marked in the application ("wild card option").

Applying for exchange is voluntarily, but highly recommended. Students can go on exchange once per degree (so once during the bachelor's degree and once during the Master's degree). The exchange lasts for one semester. Students are encouraged to enhance academic performance and language skills if they plan on going on exchange.

In order to be eligible to apply, students must have an "attending" status at the **time of the application**, unless you have a specific legislative reason defined in the Universities Act (Yliopistolaki 558/2009, Section 39) to be enrolled as non-attending.

• Selection criteria

Students are selected on exchange based on the applications after the application period. Students are appointed to exchange universities primarily based on their **study index**, provided that they fulfill possible **language requirements** and **other criteria given by the exchange universities**, such as level of studies, age, qualitative skills or work experience. For some specific exchange universities students may be interviewed as part of the selection process. Students can be selected for exchange once per degree (once in a Bachelor's Degree and once in a Master's Degree).

Students who are currently studying in the Bachelor's degree programme must have at least one year of studies (60 ECTS) completed by the time they leave for exchange. It is possible to apply for exchange with less completed credits, but by the time the exchange starts the student must have completed 60 ECTS (60op). If the student is selected with less than 60 ECTS, the selection is conditional until the required amount of credits has been reached.

A student currently studying in a Bachelor's degree programme can be selected for Master's level exchange during the autumn term if they have completed 150 ECTS of their Bachelor's Degree and for the spring term if they have completed 138 ECTS of their Bachelor's Degree by the time of applying. The amount of credits will be checked from the personal study plan (HOPS) at the date given in the exchange application schedule (Applicant's studies checked for selection). A student applying for Master's level exchange while still being a Bachelor's Degree student must include a [scheduled study plan](#) (courses needed for the degree and the planned time of completion) of the bachelor's degree to the exchange application. The selection for Master's level exchange is conditional until the student graduates as a Bachelor and the graduation will be checked before the exchange. When applying for exchange in the autumn term, you must graduate as Bachelor at the latest in June and if applying for spring term, you must graduate at the latest in November. However, please note that several partner universities require a Bachelor's Degree Certificate to be added to their application. In this case the student must graduate by the exchange university's application deadline.

For students already studying in a Master's Degree Programme, it is recommended to apply for student exchange in the first year of Master's level studies. In this case the exchange period will be completed during the second year of studies.

The Aalto University School of Business only selects students for exchange if the studies completed during the exchange period will be transferred to the student's degree at Aalto University. The International Study Module **MUST** be in the personal study plan (eHOPS) during the application process. The only exception are bachelor's level students who apply for Master's level exchange. They can be conditionally selected without the eHOPS.

The remaining study time will be taken into consideration when making the selections for exchange placements and free mover scholarships. If the study time ends before the exchange period or during it, the student can be conditionally selected for exchange if the student has a realistic chance of getting an extension to their study time. The estimation of the situation is done by the Head of Academic Affairs.

Students need to have the status "attending" during the application and selection process in order to be applicable for exchange.

• Study Index

The most important selection criterion is *success in the study index*. It is formulated from the total amount of studies (credits) and the Weighted Grade Point Average related to the time of studies (the number of semesters student has been present at the School of Business). Only the studies that are part of student's degree (= are in eHOPS) and completed during the official study right at Aalto University School of Business are taken into account.

The formula for calculating the study index is the following:

credits * weighted Grade Point Average / number of semesters attended

Students who have GPA of less than 3 cannot be selected. The GPA is checked from the HOPS of the current degree.

- The study index is calculated from the student's studies which are part of his/her degree and which have been completed during the official study right as a degree student in the School of Business.
- **Studies which are part of a student's degree are defined by the approved eHOPS (personal study plan). All the applicants are responsible themselves that the information in the eHOPS is up-to-date and correct.**
- Only studies which are completed and graded by the yearly announced deadline will be taken into account.
- If completing a Bachelor's degree, only courses that will be included in the Bachelor's degree are taken into account.
- If the student has completed his/her bachelor's degree at the Aalto University School of Business, the courses included in the bachelor's degree and the courses included in the master's degree will be taken into consideration using the following calculation: $(180 * \text{GPA of the Bachelor's Degree}) + (\text{credits included in the Master's Degree} * \text{GPA of the Master's Degree})$ divided by the number of semesters attended.

Progress of studies is proportioned to the number of semester attended. The semester ongoing during the application period is not taken into account. If a student has enrolled as non-attending previously, it will not have a negative effect on the selection. An attended semester can be removed from the application only due to strong arguments, such as health issues or compulsory military service.

• Personal Study Plan (PSP, eHOPS) and calculation of the study index

The study index is calculated based on an approved and valid Personal Study Plan, known also as HOPS or eHOPS. Personal Study Plans are checked directly from Weboodi on the stated date. All of the applicants should have the International Study Module as their minor in the eHOPS and the eHOPS should be approved by the relevant study coordinator. Only 1st year bachelor students and bachelor students applying for master exchange are exempted for having the International Study Module in their eHOPS - they will add the module once they are able to create their eHOPS for the degree in question.

All the applicants are themselves responsible that the information in their eHOPS is up-to-date and correct.

• Language requirements

The required level in the language of instruction is minimum B2. Evaluation of language skills is based on Common European Framework of Reference, i.e. CEFR levels A1-A2-B1-B2-C1-C2. Some universities may require a higher level in the language of instruction. If CEFR information is not available, student's language skills will be evaluated by other means.

- **If you intend to study mostly in English**, completing the English language courses at Aalto University or completing studies in English is sufficient proof of skills. Some of the exchange universities require official English language tests (such as TOEFL or IELTS) from the applicants. Please check the [Destination Database](#) for specific requirements.
- **If you intend to study in another language than English**, attach proof of the language skills (from an Aalto University language center teacher) to the application. If you do not yet have the required skill level, you can be conditionally selected if you have a realistic possibility of reaching the required level in time.
- **If you have not completed the language studies at Aalto University**, you will need to provide reliable documents about the language studies completed elsewhere. If needed, a language teacher will be consulted about the documents during the selection process.

In the situation where two or more students have the same study index and are applying to the same destination, language skills of the destination country is one of the factors in differentiating the applicants.

• TOEFL/IELTS requirements

Some universities require an official language test (normally TOEFL or IELTS). This requirement is recorded to the destination.

- The requirements for the language tests vary between universities and the students will need to check this from the destination database or excel list.
- If the tests results are not yet available during the Aalto University application, the selection will be conditional until the requirement is met. The test results must be available at the latest by the application deadline of the host university.
- It is up to the student to ensure that the results are sent from the test organization to the host university.
- A copy of the test results must be delivered to the student services.
- **Other requirements**

Some exchange universities may have special requirements for the selected exchange students. For example, if the exchange place is in the MBA Program of the host institution they usually require some work experience from the selected students. To some very high-level universities we may require excellent marks from the selected students.

The School of Business only selects students who will include the exchange to their degree at Aalto University School of Business.

If the study right of the applicant will end before or during the exchange, the student will be selected on exchange conditionally, provided that there are realistic chances for the applicant to get an extension to their study right. Assessment will be done by the Head of Learning Services at the School of Business.

• Students applying on exchange to the United States

If you are planning to apply on exchange to the United States, please note the following matter regarding the visa process:

Some of our partner universities in the United States admit the DS2019 document to the selected students, which entitles the student to apply for **J-1 visa**. Please note that J-1 visa holders may be subject to **the two-year home-country physical presence (foreign residence) requirement**. The two-year home residency requirement means that those who enter the U.S. in J-1 status cannot become permanent residents in the U.S., change status in the U.S., or get work or family-based visa status such as H, L or K until they return to their country or last permanent residence for at least two years cumulatively. Please keep this in mind especially if you are planning to apply for a job from the States within two years after your exchange. The rule does not apply for tourist trips to the United States.

Please check up-to-date information from <https://travel.state.gov/content/visas/en/study-exchange.html>.

• Selection process

Applicants are ranked according to the study index and the allocation of the exchange places is started from the applicant with the highest index. If the applicant fulfils all the requirements (adequate language skills and other possible requirements) for his/her first option the place will be allocated to him/her. If the applicant does not fulfil all the requirements, he/she will be evaluated for the second option and, if necessary, for the third, fourth, fifth etc. options before moving on to the applicant with the second highest index. Exchange place allocation continues as long as all the applications have been processed. If the applicant does not get a place from any of the options indicated in the application form and does not want to be considered to any additional places, he/she can apply again in the second round.

If two or more applicants have the same index and they are competing for the same exchange place, the overall situation of the applicants is evaluated, based on for example the GPA of the degree studies, number of credits completed for the degree, language skills of the country in question and the suitability of the former studies to the exchange destination. If no difference can be indicated between the applicants, the decision will be made by lottery.

• The amount of credits before the exchange

The exchange universities have been defined as undergraduate and graduate level destinations. Students completing their undergraduate degree at Aalto School of Business apply for UG destinations and students completing their graduate degree to G destinations.

Students who have completed the amount of studies required to their degree (Bachelor 180 ECTS cr, Master 120 ECTS cr), cannot be selected to exchange at that level unless they have good grounds for their selection, i.e. the International Study Module can still be included in their degree.

• Selected students

Students who are selected to the exchange program will be offered an exchange place. Student will be asked to confirm or cancel the offered place by a given date.

• Rejected applicants

Inadequate applications, as well as applications which have arrived too late, are rejected. Application can also be rejected if the student has got on exchange place earlier, confirmed the place, but canceled it later without an adequate reason.

• Losing the exchange place

The offered exchange place may be lost if

- the confirmation of the place has not been returned on time
- other obligations regarding the confirmation of the exchange place have been neglected
- the language test result is not adequate or it has not been delivered to the school on time
- students have given false information regarding themselves or their studies

Student can also lose the exchange place if the exchange university refuses to accept the student. These cases are, however, very rare as the internal selection process at Aalto University School of Business is done according to the rules and requirements set by the partner universities.

[Policy on Student Exchange](#)

These terms and conditions apply to students who are studying on BSc and MSc level at the Schools of Technology at Aalto.

Note that this is a summary of the policy, you should also read the complete policy of your school (see attachments below).

Aalto University scholarships for exchange studies

- Aalto University awards exchange studies scholarships for full-time BSc and MSc degree studies abroad that are counted towards the student's degree pursued at Aalto University.
- The duration of student exchange is 3—12 months at one host university, meaning either one semester or one academic year. The student can apply for exchange for max. 12 months (one academic year) per application round.
- Aalto University grants exchange scholarships only for studies in a university or other university-level institution.
- The aim for studies abroad is 30 ECTS credits per term.
- Exchange studies must be included in the student's personal study plan and the student must be registered as present at Aalto University for the time of the exchange studies.
- Students who have entered into an employment agreement abroad for the purpose of working on their master's thesis are eligible for the Aalto University international traineeship grant. The student is, however, ineligible for a simultaneous scholarship for outgoing exchange students. Aalto University Career Services award grants for traineeships abroad.

Application criteria

Students studying at BSc and MSc level at Aalto University can apply for the exchange programme.

To be eligible for student exchange, **you need to fulfill the following criteria at the time of applying:**

- If you have been admitted to pursue a Bachelor's degree: you must have **at least 60 credits** completed at Aalto University.
- If you have been selected directly to the Master's programme: you must have **at least 25 credits** registered in Aalto University transcript of records. In this case, you can only go to student exchange during the second year of your studies or later.
- Your weighted grade point average needs to be at least 2.00.
- When applying for destinations in Latin America, North America, Australia or Asia, your study index needs to be at least 40.00.

Admission criteria

- To be admitted, you must fulfill the requirements of Aalto University and the host university.
- Language requirements depend on the destination that you are applying to. Always check the requirements from the application guidelines of the destination.
- Exchange studies should not delay graduation. If your study right is ending or has been continued, you will need a valid reason for student exchange. If you already have enough credits for a Master's degree, you can only be selected for exceptional reasons.
- The host university makes the final decision on accepting the students for exchange.

Academic Index

- Students are primarily selected based on the academic index. The academic index is calculated: **credits / number of semesters attended x weighted Grade Point Average**
 - The current semester is calculated to the semesters
 - A student who has enrolled as present for the same period as service under (1) the Conscription Act (1438/2007), the Non-Military Service Act (1446/2007) or the act on women's voluntary military service (194/1995), or in which the student is (2) on maternity, paternity or parental leave, or (3) unable to study due to illness or disability may exclude such terms from the total terms enrolled as present by providing proof of the grounds for the exclusion when submitting the exchange application.
 - Only studies which are completed and graded by the [yearly announced](#) deadline in the will be taken into account.
- Certain destinations may have a minimum academic index of 40,00.
- Certain destinations may have additional requirements for academic index or grade point average.

Policy on International Student Exchanges

- [School of Chemical Engineering](#) (until AY2018-2019)
- [School of Chemical Engineering beginning from AY 2019-2020](#)
- [School of Electrical Engineering](#)
- [School of Engineering](#)
- [School of Science](#)