

# Instructions for applying 2018-2020

As of 2020–2021 academic year most minor subjects will not require an admissions procedure. Information about possible admissions procedures will be available on the [minor subject guide 2020-2022](#).

## Applying for a minor

Some minors at Aalto require an application, while others are open for all Aalto students.

The minors at Aalto can be categorised in four ways:

1. Minor that is open for all Aalto students and does not require an application.
2. Minor that is open for all Aalto students but requires an application.
3. Minor that is open for only a specific target group and does not require an application.
4. Minor that is open for only a specific target group and requires an application.

You can find the target group and information about applying [in the description of each minor](#).

## Applying for individual courses

Some individual courses at Aalto are open for all, while others require an application. See [Elective courses 2018-2020](#)

## Minors

The general application procedure for minors at Aalto University is organised twice a year

- from 15 to 31 May and
- 15 to 30 September.

Please notice, that some of the minors only accept applications during one of the application periods of the academic year: only in autumn or in spring. Some of the minors at Aalto University do not follow the application periods mentioned above. See the presentation of each minor for information on the application procedure.

A granted study right will be valid at the beginning of the next semester.

## Individual courses

Individual courses are open for application (with some exceptions) four times a year as follows:

- May 15 - May 31 for courses in periods I–V (next academic year)
- Sep 15 - Sep 30 for courses in periods II–V
- Nov 15 - Nov 30 for courses in periods III–V
- Jan 22 - Feb 11 for courses in periods IV–V
- March 18 - April 1 for courses in period V

## 1. Familiarise yourself with the selection

### Minors

Minor selection in the academic year 2017–2018 can be found here: [Minors 2018-2020](#)

Some minors at Aalto require an application, while others are open for all. See the presentation of each minor for information on the target group and the application procedure.

### Individual courses

Some courses at Aalto require an application, while others are open for all. See [Elective courses 2018-2020](#)

## 2. Familiarise yourself with preliminary requirements

The applicant must fulfill the possible preliminary requirements or other conditions for successful accomplishment set for a specific course. The applicant may simultaneously apply for a study right for the course granting the preliminary requirements and for the following course, and after gaining the study right, will take the courses in the required order.

### 3. Get the minor approved as part of your Personal Study Plan

In your application, you must include your approved personal study plan (PSP) indicating that the minor applied for has been approved as part of your study plan. **Without an approved PSP, the application will be rejected at the receiving School.** PSP under the status of "primary" or "being approved" is not considered an approved PSP.

Granting a study right at the receiving School does not mean that the student can automatically include the studies as part of his/her degree. It is the responsibility of the student to make sure that the minor can be included as part of his/her degree by approving it in his/her Personal Study Plan (PSP) before applying for the study right.

Get the minor approved as part of your Personal Study Plan well in advance before applying!

**If you're applying for a study right for numerous minors during the same application period**, please update all of these minors in your Personal Study Plan in one way or another. For example, you can mark in the additional information of your minor: "or alternatively minor X, minor X, minor X or minor X".

### 4. Fill in the application

1. Go to the application form: [https://eage.aalto.fi/?f/en/aalto\\_mobility\\_2020\\_march](https://eage.aalto.fi/?f/en/aalto_mobility_2020_march) (please note that the link will open on 18th March)
2. Log in by using your Aalto username and password.
3. Fill in the application. Please check particularly carefully that the details of the course/minor applied for are correct.
4. Remember to include your personal study plan (HOPS) and any other appendices required (on a separate tab).
5. Save the application.
6. Remember to send the application.
7. With one application, it is only possible to apply to one minor. If you want to apply a study right for numerous minors/courses, you have to submit a separate application for each minor.

You will receive the decision on your study right within about a month from the application deadline. If there are a lot of applications this might sometimes take longer. You can see the decision by logging in to eAge-system and opening the decision. If you were not granted a study right you can apply again during the following application periods if the course/minor is offered.

## Principles of granting the study right

In case the minor has more applicants than the quota, the study right will be granted according to the following principles: the progress of the students studies at the home School (in general the student that are farther along in their studies are given priority), how the applicants fulfill the possible prerequisites. Students who have already started completing the minor (by completing courses that form a part of the requirements of the minor) will be prioritized when granting study rights for the minor in question. If it is not possible in any way to make the distinction between applicants, the student /s who will receive the study right will be drawn out of the hat.

## Registration for courses and exams

The right to study courses or minors will typically be registered within a month after the decision has been made, and you will receive an e-mail notification of the registration. Your right to study is limited only to the specific courses/minor it has been granted for.

Once your right to study has been registered, you can register for courses in WebOodi using your Aalto username and password. Please note, however, that the registration practices, similarly to the other practices of the organising school, might differ from those of your school. That is why you should carefully read all the instructions you receive once being granted the study right. Should you have any problems, you can also contact the learning services of the school or the person responsible at the department organising the course.

If the student is granted a study right for a course, it will not guarantee a place on the course if there is e.g. a quota or priority is given to certain group of students

## Duration of the study right

The right to study courses or minors at another Aalto School is always granted for a fixed period: for individual courses, for one year, and for a minor, two years (as an exception, for minors of an extent of less than 18 ECTS, the study right is granted for only a year). Please note that also exams must be taken while your right to study is valid.

If you have not completed all of your studies within the period of validity of your right to study, you will need to apply for a new right to study. Also graduating with a degree from your own school will end your right to study courses or minors at another Aalto School.

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