Instructions for applying for ARTS Minors

Application period

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

- from 15th May to 1st June 2020
- additional application period from 10th to 14th August to minors starting in autumn 2020
- from 15th to 30th October 2020

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.

1. Familiarise yourself with the selection

Minor selection can be found here: Minors 2020-2022

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.

2. Familiarise yourself with preliminary requirements

The applicant must fulfill the possible preliminary requirements or other conditions for successful accomplishment set for a specific minor.

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.

Granting a study right at ARTS 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 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, one PSP is enough. In the PSP the preferred minor should be approved as part of the degree.

4. Fill in the application

1. Go to the eAge-system: https://eage.aalto.fi
2. Log in by using your Aalto username and password.
3. Fill in the application: https://eage.aalto.fi/?fl=en/aalto_mobility_2020_minor_arts_elokuu (activates when the application period starts). Please check particularly carefully that the details of the minor applied for are correct.
4. Remember to include your personal study plan (PSP), transcript of records (mandatory attachments) 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 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 etc. 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 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 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. 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 the minor, 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 minors is always granted for a fixed period: for a minor, usually two years. 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.

School of Arts, Design and Architecture

Planning Officer Tuuli Asunmaa
studentservices@aalto.fi
tel. 050 470 8580