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 (updated 19.8.2020). The waiver is included in the Aalto online exchange application form and you will have to accept the waiver when sending the application.

Aalto University's COVID-19 guidelines for exchanges

<table>
<thead>
<tr>
<th>Cancelled exchange period</th>
<th>Use of additional factors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring 2023</td>
<td>Student can use the additional factors in one exchange application round, but no later than in the main application round in 2023. NOTE! The last opportunity to use the benefits is in January 2023 application round, even if your exchange will be cancelled later.</td>
</tr>
<tr>
<td>Autumn 2022</td>
<td>Student can use the additional factors in one exchange application round, but no later than in the main application round in 2023</td>
</tr>
<tr>
<td>Spring 2022</td>
<td>Student can use the additional factors in one exchange application round, but no later than in the main application round in 2023</td>
</tr>
<tr>
<td>Fall 2021</td>
<td>Student can use the additional factors in one exchange application round, but no later than in the main application round in 2022</td>
</tr>
<tr>
<td>Spring 2021</td>
<td>Student can use the additional factors in one exchange application round, but no later than in the main application round in 2022</td>
</tr>
<tr>
<td>Fall 2020</td>
<td>Student can use the additional factors in one exchange application round, but no later than in the main application round in 2021</td>
</tr>
<tr>
<td>Spring 2020</td>
<td>Student can use the additional factors in one exchange application round, but no later than in the main application round in 2021</td>
</tr>
</tbody>
</table>

If you have been selected for an exchange during the academic year 2022-23, Otaniemi Campus

Aalto University has evaluated the COVID-19 situation and has issued the following policies. Please note that if the pandemic situation changes, further changes in the policies are possible. Please note the following when making arrangements for your exchange:

The COVID-19 pandemic has caused major changes to student exchange periods.

- The situation can change rapidly due to the pandemic and universities may have to change their instructions with short notice based on their national recommendations. Furthermore, getting a visa/residence permit is not necessarily possible.
- Aalto University has noted earlier that if your exchange is cancelled or interrupted at a later time due to the pandemic or another crisis, Aalto University cannot provide financial support for any extra costs arising from travel, housing or property arrangements.
- Consider carefully when to make reservations, payments and travel arrangements and ensure that there are cancellation policies in place to avoid unnecessary costs.
- Pay particular attention to your insurance coverage.

If your exchange period is cancelled during academic year 2022-23 by the host university

- If your host university informs you that they will be cancelling their exchange periods scheduled for academic year 2022-23, please contact the person in charge of student exchanges at your school immediately.
- If your exchange was scheduled for autumn term 2022, you can ask Aalto University to find out whether rescheduling your exchange period for spring term 2023 is possible.
  - Please note that rescheduling is possible only if the studies to be taken during the exchange can still be incorporated into your degree at the later time.
As an exception, students of technology can satisfy this requirement if they can include 20 credits worth of studies during the exchange towards their degree. Rescheduling the exchange requires that the student’s degree programme approves the new study plan.

- If rescheduling the exchange for spring term 2023 is not possible, your exchange will be cancelled, and Aalto has no means of finding another host university for you.
- For those who have been selected for an exchange for a full academic year, cancellation means that the exchange is either shortened or cancelled altogether.
- Exchanges scheduled for spring term 2023 cannot be rescheduled to academic year 2023-24.
- If your host university offers the possibility of a student exchange through remote learning, you can choose to take part in a remote exchange. Bear in mind, however, that an exchange through remote learning does not entitle you to the exchange scholarship, the scholarship will only be paid if you travel to the destination country. An exchange that has been completed through remote learning counts as a completed exchange.

If you wish to cancel or reschedule your exchange period

- Exchange periods cannot be rescheduled only because the student requests it.
- You are allowed to cancel your student exchange due to the COVID-19 pandemic if you wish. If you do so, please notify the person in charge of student exchanges at your school as soon as you have decided to cancel.
- Cancelling your exchange due to the COVID-19 pandemic does not affect your possibilities of getting selected in future application periods (e.g. cancelling due to COVID-19 does not affect ranking in the selections).
- If you have been selected for an exchange for a full academic year, but you would like to shorten your exchange to one term, please contact the person in charge of student exchanges at your school as soon as possible.

Applying for a new host university

- You can apply for another exchange through the Aalto University student exchange programme in a new application round.
  - Students must clearly indicate an earlier cancelled exchange in the application.
  - Student can use the following additional factors in one exchange application round, but no later than in the January 2023 application round.
  - The last application round when these benefits are taken into consideration is January 2023. If your exchange is cancelled later, you can apply for exchange again following the normal criteria.
- See Into for the upcoming application periods: https://into.aalto.fi/display/enopinnot/Application+instructions

- For students of business, the following factors will be considered in addition to the valid general exchange policy:
  - The academic index (‘study index’) calculated for the applicant will be compared to the index with which he or she secured a place for a student exchange during the academic year 2022-23, and the index most advantageous to the student will be used in ranking the applicant.
  - To be eligible for another student exchange, the student must still have room for an exchange period in his or her degree (International Study Module).

- For students of art and design, the following factors will be considered in addition to the valid general exchange policy:
  - The academic index (‘study index’) calculated for the applicant will be compared to the index with which he or she secured a place for a student exchange in academic year 2022-23, and the index most advantageous to the student will be used in ranking the applicant.
  - To be eligible for another student exchange, the student must still have room for an exchange period in his or her degree. The student’s selection for an exchange requires a recommendation by his or her degree programme.

- For students of technology, the following factors will be considered in addition to the valid general exchange policy:
  - The academic index calculated for the applicant will be compared to the index with which he or she secured a place for a student exchange during academic year 2022-23, and the index most advantageous to the student will be used in ranking the applicant.
  - To be eligible for another student exchange, the student must still have room for an exchange period in his or her degree. For students selected for an exchange during academic year 2022-23, this requirement is satisfied if the student can earn 20 credits of studies during the exchange that may be counted towards the degree. The student’s selection for an exchange requires a recommendation by his or her degree programme.

If you have been selected for an exchange during the academic year 2021-22, Otaniemi Campus

Aalto University has evaluated the COVID-19 situation and has issued the following policies. Please note that if the pandemic situation changes, further changes in the policies are possible.

Aalto University recommends that during the covid pandemic the exchange studies will be completed as distance (online) learning if the host university offers this opportunity. However, the final decision whether to travel to the destination country is left to the student.

The COVID-19 pandemic has caused major changes to student exchange periods. If you decide to travel to the destination country, please note the following when making arrangements for your exchange:

- The situation can change rapidly due to the pandemic and universities may have to change their instructions with short notice based on their national recommendations. Furthermore, getting a visa/residence permit is not necessarily possible.
Aalto University has evaluated the COVID-19 situation and has issued the following policies:

If you have been selected for an exchange for the spring term 2021...

Applying for a new host university

For students of technology, the following factors will be considered in addition to the valid general exchange policy:

- The academic index ('study index') calculated for the applicant will be compared to the index with which he or she secured a place for a student exchange during the academic year 2021-22, and the index most advantageous to the student will be used in ranking the applicant.
- To be eligible for another student exchange, the student must still have room for an exchange period in his or her degree (International Study Module).
- An exchange cancelled in academic year 2021-22 due to COVID-19 does not affect the student’s ranking in the next student exchange selection.

For students of art and design, the following factors will be considered in addition to the valid general exchange policy:

- The academic index ('study index') calculated for the applicant will be compared to the index with which he or she secured a place for a student exchange in academic year 2021-22, and the index most advantageous to the student will be used in ranking the applicant. If the selection decision cannot be made on the basis of the academic index, it will be based on other selection criteria set forth in the exchange policy of the School of Arts, Design and Architecture.
- To be eligible for another student exchange, the student must still have room for an exchange period in his or her degree. The student’s selection for an exchange requires a recommendation from his or her degree programme.

For students of technology, the following factors will be considered in addition to the valid general exchange policy:

- The academic index calculated for the applicant will be compared to the index with which he or she secured a place for a student exchange during academic year 2021-22, and the index most advantageous to the student will be used in ranking the applicant.
- To be eligible for another student exchange, the student must still have room for an exchange period in his or her degree. For students selected for an exchange during academic year 2021-22, this requirement is satisfied if the student can earn 20 credits of studies during the exchange that may be counted towards the degree. The student’s selection for an exchange requires a recommendation by his or her degree programme.
- An exchange cancelled in academic year due to COVID-19 does not affect the student’s ranking in the next student exchange selection.

If you have been selected for an exchange for the spring term 21

Aalto University has evaluated the COVID-19 situation and has issued the following policies:
Aalto University recommends that during the spring term 2021 exchange studies will be completed as distance (online) learning if the host university offers this opportunity. However, the final decision whether to travel to the destination country is left to the student.

The COVID-19 pandemic has caused major changes to student exchange periods. If you decide to travel to the destination country, please note the following when making arrangements for your exchange:

- The situation can change rapidly due to the pandemic and universities may have to change their instructions with short notice based on their national recommendations. Furthermore, getting a visa/residence permit is not necessarily possible.
- Aalto University cannot provide financial support for any extra costs arising from travel, housing or property arrangements.
- Consider carefully when to make reservations, payments and travel arrangements and ensure that there are cancellation policies in place to avoid unnecessary costs.
- Pay particular attention to your insurance coverage.

If your exchange period in spring 2021 is cancelled by the host university

- If your host university informs you that they will be cancelling their exchange periods scheduled for spring term 2021, please contact the person in charge of student exchanges at your school immediately.
- If your exchange will be cancelled, Aalto has no means of finding another host university for you.
- If your host university offers the possibility of a student exchange through remote learning, you can choose to take part in a remote exchange. Bear in mind, however, that an exchange through remote learning does not entitle you to the Aalto exchange scholarship. The regulations concerning external grants and scholarships will be clarified later. An exchange that has been completed through remote learning counts as a completed exchange.

If you wish to cancel or reschedule your exchange period

- Exchange periods cannot be rescheduled only because the student requests it.
- You are allowed to cancel your student exchange due to the COVID-19 pandemic if you wish. If you do so, please notify the person in charge of student exchanges at your school as soon as you have decided to cancel.
- Cancelling your exchange due to the COVID-19 pandemic does not affect your possibilities of getting selected in future application periods.

Applying for a new host university

- You can apply for another exchange through the Aalto University student exchange programme in a new application round.
  - The academic index (‘study index’) calculated for the applicant will be compared to the index with which he or she secured a place for a student exchange in the 2021 spring term, and the index most advantageous to the student will be used in ranking the applicant.
  - To be eligible for another student exchange, the student must still have room for an exchange period in his or her degree (International Minor).
- For students of business, the following factors will be considered in addition to the valid general exchange policy:
  - The academic index (‘study index’) calculated for the applicant will be compared to the index with which he or she secured a place for a student exchange in the 2021 spring term, and the index most advantageous to the student will be used in ranking the applicant.
  - To be eligible for another student exchange, the student must still have room for an exchange period in his or her degree (International Study Module).
- The student must, however, re-apply no later than in the main application period in January 2022 and clearly state in the application that his or her exchange period originally scheduled for spring 2021 was cancelled due to the COVID-19 pandemic. See Into for the upcoming application periods: https://into.aalto.fi/display/enopinnot/Application+instructions
- An exchange cancelled in spring 2021 does not affect the student’s ranking in the next student exchange selection.

- For students of art and design, the following factors will be considered in addition to the valid general exchange policy:
  - The academic index (‘study index’) calculated for the applicant will be compared to the index with which he or she secured a place for a student exchange in spring term 2021, and the index most advantageous to the student will be used in ranking the applicant.
  - To be eligible for another student exchange, the student must still have room for an exchange period in his or her degree (International Minor).
- The student’s selection for an exchange requires a recommendation by his or her degree programme.

- For students of technology, the following factors will be considered in addition to the valid general exchange policy:
  - The academic index calculated for the applicant will be compared to the index with which he or she secured a place for a student exchange in spring term 2021, and the index most advantageous to the student will be used in ranking the applicant.
  - To be eligible for another student exchange, the student must still have room for an exchange period in his or her degree. For students selected for an exchange for spring 2021, this requirement is satisfied if the student can earn 20 credits of studies during the exchange that may be counted towards the degree. The student’s selection for an exchange requires a recommendation by his or her degree programme.
  - An exchange cancelled in spring 2021 does not affect the student’s ranking in the next student exchange selection.

- The student must, however, re-apply no later than in the main application period in January 2022 and clearly state in the application that his or her exchange period originally scheduled for spring 2021 was cancelled. See Into for the upcoming application periods: https://into.aalto.fi/display/enopinnot/Application+instructions

If you have been selected for an exchange during academic year 2020-21

Aalto University has evaluated the COVID-19 situation and has issued the following recommendation:

Aalto University recommends that during the autumn term 2020 exchange studies will be completed as distance (online) learning if the host university offers this opportunity. However, the final decision whether to travel to the destination country is left to the student. Travelling to
the destinations is recommended for students selected for exchange for spring term 2021 at the earliest, if the situation at the time allows travel.

The COVID-19 pandemic has caused major changes to student exchange periods. If you decide to travel to the destination country, please note the following when making arrangements for your exchange:

- The situation can change rapidly due to the pandemic and universities may have to change their instructions with short notice based on their national recommendations.
- Aalto University has noted earlier that if your exchange is cancelled or interrupted at a later time due to the pandemic or another crisis, Aalto University cannot provide financial support for any extra costs arising from travel, housing or property arrangements.
- Consider carefully when to make reservations, payments and travel arrangements and ensure that there are cancellation policies in place to avoid unnecessary costs.
- Pay particular attention to your insurance coverage.

If your exchange period in autumn 2020 is cancelled by the host university

- If your host university informs you that they will be cancelling their exchange periods scheduled for autumn term 2020, please contact the person in charge of student exchanges at your school immediately.
- You can ask Aalto University to find out whether rescheduling your exchange period for spring term 2021 is possible.
  - Please note that rescheduling is possible only if the studies to be taken during the exchange can still be incorporated into your degree at the later time.
  - As an exception, students of technology can satisfy this requirement if they can include 20 credits worth of studies during the exchange towards their degree. Rescheduling the exchange requires a recommendation from the student’s degree programme.
- If rescheduling the exchange for spring term 2021 is not possible, your exchange will be cancelled, and Aalto has no means of finding another host university for you.
- If your host university offers the possibility of a student exchange through remote learning, you can choose to take part in a remote exchange. Bear in mind, however, that an exchange through remote learning does not entitle you to the Aalto exchange scholarship. The regulations concerning external grants and scholarships will be clarified later. An exchange that has been completed through remote learning counts as a completed exchange.
- For those who have been selected for an exchange for a full academic year, cancellation means that the exchange is either shortened or cancelled altogether.

Applying for a new host university

- If your host university cancels your exchange for autumn term 2020 without an option of postponing it to the following spring, you can apply for another exchange through the Aalto University student exchange programme.
  - **For students of business**, the following factors will be considered in addition to the valid general exchange policy:
    - The academic index (‘study index’) calculated for the applicant will be compared to the index with which he or she secured a place for a student exchange in the 2020 autumn term, and the index most advantageous to the student will be used in ranking the applicant.
    - To be eligible for another student exchange, the student must still have room for an exchange period in his or her degree (International Minor).
  - **For students of art and design**, the following factors will be considered in addition to the valid general exchange policy:
    - The academic index (‘study index’) calculated for the applicant will be compared to the index with which he or she secured a place for a student exchange in autumn term 2020, and the index most advantageous to the student will be used in ranking the applicant.
    - To be eligible for another student exchange, the student must still have room for an exchange period in his or her degree. The student’s selection for an exchange requires a recommendation by his or her degree programme.
- **For students of technology**, the following factors will be considered in addition to the valid general exchange policy:
  - The academic index calculated for the applicant will be compared to the index with which he or she secured a place for a student exchange in autumn term 2020, and the index most advantageous to the student will be used in ranking the applicant.
  - To be eligible for another student exchange, the student must still have room for an exchange period in his or her degree. For students selected for an exchange for autumn 2020, this requirement is satisfied if the student can earn 20 credits of studies during the exchange that may be counted towards the degree. The student’s selection for an exchange requires a recommendation by his or her degree programme.
  - An exchange cancelled in autumn 2020 does not affect the student’s ranking in the next student exchange selection.

- The student must, however, re-apply no later than in the main application period in January 2021 and clearly state in the application that his or her exchange period originally scheduled for spring 2020 was cancelled. See Into for the upcoming application periods: https://into.aalto.fi/display/enopinnot/Application+instructions

If you wish to cancel or reschedule your exchange period

- Exchange periods cannot be rescheduled only because the student requests it.
- You are allowed to cancel your student exchange due to the COVID-19 pandemic if you wish. If you do so, please notify the person in charge of student exchanges at your school as soon as you have decided to cancel.
- Cancelling your exchange due to the COVID-19 pandemic does not affect your possibilities of getting selected in future application periods.
- If you have been selected for an exchange for a full academic year, but you would like to shorten your exchange to one term, please contact the person in charge of student exchanges at your school as soon as possible.

The Mikkeli campus students have their own set of guidelines, because an exchange period is required for their degree. Please contact the Mikkeli campus person in charge of exchanges for details.

CEMS students have their own guidelines, because an exchange period required in the programme. For details, contact CEMS: cems@aalto.fi.
All student exchange periods of at least one term scheduled for spring 2020 (whether interrupted, cancelled, or continued as remote learning):

- Any of the abovementioned exchange periods cannot be continued or postponed.
- You can apply for a new exchange period through the Aalto University student exchange programme.

For students of business, the following factors will be considered in addition to the valid general exchange policy:
- A student exchange completed through remote learning counts as a completed exchange, which is why students who have taken part in one are ineligible for another student exchange at the same degree level.
- For students whose exchange period was cancelled, the new academic index (‘study index’) will be compared to the index with which he or she secured a place for a student exchange in spring term 2020, and the index most advantageous to the student will be used in ranking the applicant. If the selection decision cannot be made on the basis of the academic index, it will be based on other selection criteria set forth in the exchange policy of the School of Arts, Design and Architecture.
- To be eligible for another student exchange, the student must still have room for an exchange period in his or her degree (International Minor).

For students of art and design, the following factors will be considered in addition to the valid general exchange policy:
- An exchange completed through remote learning counts as a completed exchange.
- For students whose exchange period was cancelled, the new academic index (‘study index’) will be compared to the index with which he or she secured a place for a student exchange in spring term 2020, and the index most advantageous to the student will be used in ranking the applicant. If the selection decision cannot be made on the basis of the academic index, it will be based on other selection criteria set forth in the exchange policy of the School of Arts, Design and Architecture.
- To be eligible for another student exchange, the student must still have room for an exchange period in his or her degree.

The student’s selection for an exchange requires a recommendation by his or her degree programme.

For students of technology, the following factors will be considered in addition to the valid general exchange policy:
- An exchange completed through remote learning counts as a completed exchange.
- The academic index calculated for the applicant will be compared to the index with which he or she secured a place for a student exchange in spring 2020, and the index most advantageous to the student will be used in ranking the applicant.
- To be eligible for another student exchange, the student must still have room for an exchange period in his or her degree.
- For students selected for an exchange for spring 2020, this requirement is satisfied if they can include 20 credits worth of studies during the exchange towards the degree. The student’s selection for an exchange requires a recommendation by his or her degree programme.
- The cancellation of the student’s exchange scheduled for spring 2020 does not affect the student’s ranking in the next student exchange selection.
- The student must, however, re-apply no later than in the main application period in January 2021 and clearly state in the application that his or her exchange period scheduled for spring 2020 was cancelled or interrupted. See Into for the upcoming application periods.

Policy on international student exchange

The new Aalto University policy on international student exchange has taken effect on August 1, 2021 and was applied for the first time in the application period for Japan in the schools of technology in November 2021 for the academic year 2022-2023. Old principles, which are valid for all students on exchange during 2021-22, can be found at the end of this page.

These policy instructions apply to the student exchanges of Aalto University bachelor’s and master’s degree students (and in the School of Arts, Design and Architecture, doctoral students as well) to Aalto University’s partner institutions of higher education. In addition, these instructions apply to ‘free mover’ exchanges. The School of Business International Business programme (Mikkeli campus) and CEMS programme follow the policy as applicable. Exchanges are classified according to the field of study (business, arts and technology).

Please read the policy in full from Aalto University Policy on international student exchange (pdf)

Each chapter begins with the general principles that apply to all Aalto University students. The chapters may also include complementary school-specific principles and also note, that Aalto’s partner institutions may have policies that differ from Aalto’s policy.

The following text below is only a summary on general level of the Aalto University policy on international student exchange. More detailed instructions should be checked from the pdf-document provided above.

GENERAL INFORMATION ABOUT STUDENT EXCHANGE

- You may be granted either a) a single exchange place with a mobility scholarship, or b) a free mover scholarship, during a single application cycle.
- You may apply for exchange places in your field of study (technology, economics and business administration, arts). If you have more than one valid right to study at Aalto University, your primary right to study determines the field where you may apply for study places.
- Clarification 1/22: You may apply for exchange places in your field of study (technology, economics and business administration, arts). If you have more than one valid right to study at Aalto University, you can only apply to the destinations of one field during one application round.
- The length of your exchange period may be a term, an academic year or a trimester.
- If you have applied for an exchange earlier and the application process is still ongoing, you cannot submit a new application for the same period of time (term or academic year).
- The School of Business (BIZ) only grants exchanges whose length is one term. If you have already accepted an exchange during the main application round, you cannot apply for an exchange in the School of Business’s supplementary application round in the same year. As a BIZ student, you may complete no more than one exchange per degree – one for your BSc and one for your MSc (Econ & Bus Admin) degree.
- In the schools of technology (CHEM, ELEC, ENG, SCI) and the School of Arts, Design and Architecture (ARTS), the number of exchanges is not limited but students must comply with the Aalto University policy for international student exchanges and meet the requirements for their degree.

ELIGIBILITY

- Exchange studies are always counted as part of the degree you will complete at Aalto University, and your degree must be able to accommodate the exchange studies.
• You must be enrolled as an attending student at Aalto University when applying for an exchange. If you are a non-attending student, you can apply for an exchange programme or free mover scholarship if your non-attendance is due to one of these reasons: (1) military or non-military service; (2) being on maternity, paternity or parental leave; or (3) being unable to study due to a medical condition. In this case, attach a certificate confirming the reason for your non-attendance to your application.

• If you are pursuing a bachelor’s degree, you are required to complete at least 30 credits, and the credits must be registered in Aalto University’s student register, by the date indicated in the exchange application schedule. Your exchange may take place in your second year of studies at the earliest.

• If you have been admitted directly to a master’s degree programme at Aalto University (i.e. you have completed your bachelor’s degree elsewhere), you must complete at least one full term as an attending student before applying for exchange. You are not required to complete a minimum number of credits before going on an exchange. However, you need to have some completed courses registered in the student register to make it possible to calculate your academic index which measures your academic performance. Your exchange can take place in your second year of studies at the earliest.

• The scope of studies you complete at the exchange institution should be at least 30 credits per term for a bachelor’s degree and at least 24 credits per term for a master’s degree.

• School of Business: In certain specific institutions where the academic year is divided into trimesters (or the equivalent), the scope of the exchange studies as measured according to a single trimester (or the equivalent) may differ from the numbers above.

• School of Arts, Design and Architecture: the amount of credits to be completed by ARTS' doctoral students during an exchange is agreed separately with the applicant’s advisor.

• The schools of technology: if even a single course you complete during your exchange period will be included in your bachelor’s degree, your exchange is a bachelor’s exchange and your exchange study plan needs to contain 30 credits. If all the courses you complete during your exchange will be included in your master’s degree, this is a master’s exchange and you are only expected to complete 24 credits.

• As an applicant, you must have attained the following minimum average grades by the date indicated in the application schedule:
  • School of Business (Otaniemi campus) students: 3.00
  • Schools of technology students: 2.00
  • School of Arts, Design and Architecture students: no minimum average grade requirement

The minimum average grade is calculated on the basis of the same courses as your academic index (see section ‘Academic index’).

Applicant language proficiency

• You have to demonstrate the required proficiency level in the way specified by Aalto and by Aalto’s deadline for exchange applications. >> Read more about different ways to demonstrate your language proficiency

• Exchange institutions may have different language requirements than Aalto (for example a TOEFL/IELTS language test). In such cases, you must submit the language certificate required by the partner institution. >> Read more about language requirements

• An exchange institution or a mobility programme with external funding may have special requirements for selecting students, such as requirements regarding language proficiency, degree level, minimum number of credits, educational background, academic index, age, work experience or citizenship. In this case, you have to fulfil these requirements as well to be selected as Aalto University’s applicant for that institution.

• School of Business: If you are studying in an English-language programme or have completed/will complete the ‘Business Communication Skills’ course before your exchange, you do not need to attach a certificate of your proficiency in English to your application. If you mainly study in a language other than English, you need to attach a certificate of your language proficiency to your application.

• The schools of technology and the School of Arts, Design and Architecture: Precedence is given to applicants who submit the language certificate required by the partner university during Aalto’s application period. If the exchange for which you apply will begin later than the term following Aalto’s internal exchange application period, you may submit the language certificate by a separate deadline after Aalto’s application period has ended. You need to agree on the deadline with the Aalto University exchange coordinator who is responsible for the exchange institution in question. In this case, you are chosen for the exchange conditionally. Your status as an applicant will be confirmed after you have submitted the language certificate by the deadline given to you.

STUDENT EXCHANGE APPLICATION PROCESS

• Aalto University annually publishes the exact deadlines for applying for student exchange.

• Aalto University makes its selection of applicants and announces the results of the selection to them.

If you want to accept the exchange place offered to you, inform your school. The deadline for this and other instructions are available in the message that you get when an exchange place is offered to you.

• Aalto University informs the exchange institution of students who have been selected as candidates for the exchange (this is called ‘nomination’).

• You must apply to the exchange institution according to the schedule and instructions given to you.

• The exchange institution makes the final decision on whether you will be accepted or rejected as an exchange student.

EXCHANGE PLACES

• The exchange study places that are available to applicants and based on exchange agreements are published at the beginning of the application period.

• You may state a certain number (indicated separately) of preferences of which exchanges you would like to go on, and the order of preference you express is binding.

• If none of the exchange places you apply to can be offered to you, you may be offered any remaining ones as ‘wild cards’ if your application stated that you are also interested in wild cards.

• School of Business: the exchanges that BIZ has agreed with its partner institutions are either bachelor’s (‘undergraduate’) or master’s (‘graduate’) level exchanges. BSc and MSc (Econ & Bus. Admin) students apply for undergraduate or graduate-level exchanges, respectively. The partner institutions determine whether their programmes are at the undergraduate or graduate level. When there are ambiguous cases due to institutional differences in degree structure, the learning services of BIZ will determine the level of the partner institution’s programme(s) using Aalto School of Business studies as the point of comparison. In some separately mentioned partner institutions, Aalto MSc (Econ & Bus. Admin) students complete their exchange studies at the undergraduate level (third- and fourth-year studies).

• School of Arts, Design and Architecture: the exchanges are defined as bachelor’s (‘undergraduate’), master’s (‘graduate’) or doctoral level (‘PhD’) exchanges. Student pursuing a bachelor’s degree apply to bachelor’s-level exchanges, master’s students to master’s-level exchanges, and doctoral students to doctoral-level exchanges. In some separately mentioned partner institutions, master’s students complete exchange studies at the ‘undergraduate’ level (third- and fourth-year studies) if the institution does not offer master’s-level studies.
• The schools of technology: the exchanges are defined as bachelor’s (‘undergraduate’) or master’s level (‘graduate’) exchanges only if required by the partner institution. The student is considered to have completed the exchange for the purposes of a bachelor’s degree if some or all of the studies in the exchange are transferred for credit in the student’s bachelor’s degree, and for a master’s degree, if all of the studies are transferred for credit in the student’s master’s degree.

ADMISSIONS CRITERIA

• At the end of Aalto’s internal application period, students are selected for the exchange places offered by the partner institutions on the basis of their applications and their academic index. Applicants to exchange programmes may, if necessary, be interviewed.
• If the time you have remaining to complete your degree will end before or during a planned exchange period, you may be given conditional admission to the exchange programme, provided that you have a realistic possibility to be granted an extension of time to complete your degree. In this case, your situation will be assessed by the manager of academic affairs at your school. Your application for extension to your study time should state that you would like to go on an exchange.
• School of Business: students applying for a master’s-level exchange are required to have earned a bachelor’s degree before going on the exchange. If you are pursuing a bachelor’s degree and plan to continue directly to a master’s programme, you may apply for an exchange occurring in the autumn term and counted towards your MSc (Econ and Bus Admin) degree once you have completed 150 credits towards your BSc (Econ and Bus Admin) degree by the deadline specified in the application timeline. Application for an exchange period in the spring term is possible if you have completed 138 credits towards your bachelor’s degree by the deadline specified in the application timeline. Your admission is conditional until you have completed your bachelor’s degree. The completion of the degree will be checked at a specified point in time before the start of the exchange period.
• School of Arts, Design and Architecture: ARTS students applying for an exchange are required to have a study plan for the target amount of exchange studies and the plan has to be approved by their degree programme. In addition, they have to meet any other requirements and criteria specific to the exchange. The admission of bachelor’s degree students to a master’s level exchange is conditional on their completion of a BA (Art and Design) or BSc (Tech) degree. Completion of the degree will be checked before they go on the exchange.
• The schools of technology: the students applying for an exchange are required to have a study plan, approved by their degree programme, for the target amount of studies. In addition, they have to meet any other requirements and criteria specific to the exchange.

ACADEMIC INDEX

• Your academic index is calculated as follows: \[ \frac{(\text{number of credits}) \times \text{[credit-weighted grade point average]}}{\text{number of academic terms enrolled as an attending student (not including the term in which you apply for exchange)}} \]
• The academic index is calculated based on the studies that have been entered into the Aalto student register by the deadline indicated in the application schedule.
• When you apply for exchange, Aalto University may, upon your request, take into consideration an exceptional number of terms of attending-student status if you have been enrolled as an attending student but you have been unable to complete studies due to one of these statutory reasons: (1) military or non-military service; (2) being on maternity, paternity or parental leave; (3) being unable to study due to a medical condition; or (4) serving or having served on the Aalto student union (AYY) board during the your current degree studies. In this case, attach to your application a certificate confirming the statutory reason why you have been unable to complete studies.
• If you have previously enrolled as non-attending, the academic terms you spent as a non-attending student will not be taken into consideration when your academic index is calculated.
• School of Business: your academic index will be calculated on the basis of the courses that you have completed during your right to study at BIZ and that have been entered into the Aalto student register by the deadline, the average grade of these studies, and the number of terms when you have been enrolled as an attending student.
• When it comes to students admitted to the School of Business through the Open University route or the transfer application procedure, the calculation of the academic index will also take account of their Open University studies, transfer application procedure studies and the terms when they have been enrolled as attending.
• If a student has been admitted to BIZ through the Open University route to pursue a BSc (Econ and Bus Admin) degree and this student applies to an exchange programme, the calculation of the student’s academic index will also take account of the Open University track studies the student has completed in accordance with their personal study plan (HOPS) at the Aalto University Open University. If a student has completed studies outside their right to study towards a degree and had these studies included in the degree as transferred credits, these credits are not included in the calculation of the academic index.
• If a student has been admitted to BIZ through the transfer application procedure to pursue a BSc (Econ and Bus Admin) degree and this student applies to an exchange programme, the calculation of the student’s academic index will also take account of the studies the student completed before obtaining a right to study at Aalto University as long as these studies fit the student’s HOPS and have been included in the student’s degree as transferred credits.
• To calculate the progress of studies, the number of earned credits is divided by the number of academic terms in which the student has enrolled as attending. Students admitted through the Open University route are considered to have completed their Open University track studies in two academic terms. These terms are counted towards the number of terms these students have been enrolled as attending. For students admitted through the transfer application procedure, the terms that they have spent as attending students in their previous university are included in the calculation.
• The schools of technology and the School of Arts, Design and Architecture: all the studies entered into the Aalto student register by the deadline, the average grade and the terms in which the student was enrolled as attending will inform the calculation of the student’s academic index.

ALLOCATION OF EXCHANGE PLACES

• Students who meet the application conditions are placed in exchanges according to the order of preference they indicated in their applications, taking account of their academic index and the partner institution’s requirements for candidates.
• Where two or more applicants have the same academic index (or in the School of Arts, Design and Architecture, if the index cannot be calculated) and the same choice of partner institution but exchange places are not available to everyone, the applicants’ situations will be evaluated overall. If there are still no differences, the decision will be made by lot.

SELECTION DECISIONS
* Being selected: When you are selected for an exchange programme, you will be offered an exchange place.
* **School of Business**: you need to accept or reject the exchange place offered to you as instructed and by the given deadline.
* **The schools of technology and the School of Arts, Design and Architecture**: if you do not want to accept the place offered to you, inform your school by the deadline given to you.
* Being left unselected: if you cannot be offered a place in any of the higher education institutions of your choice, no exchange place can be offered to you.
* **Being rejected**: your application for an exchange programme or free mover scholarship will be rejected if you:
  * do not meet the selection criteria;
  * have not filled in the required parts of the application form, or have not turned in requested additional materials by the deadline despite being asked to do so; or
  * submitted your application after the deadline.
* Cancelling your exchange place: after you have been selected for an exchange, you have one week to cancel your exchange without this affecting your possibilities of getting selected in future application rounds.
* If you cancel your exchange after a week has passed without providing a justifiable reason, this may weaken your chances of obtaining an exchange in the future (in the **School of Business and the School of Arts, Design and Architecture**, this rule only applies if you apply for an exchange again at the same degree level).
* Losing a place in an exchange programme: if you have been selected for an exchange programme, you will lose your place if you:
  * neglect the responsibilities assigned to you as a student;
  * give false information about yourself or your studies; or
  * are not granted a place in the exchange programme by the partner institution.
* Your future applications for new exchange periods may be rejected or your chances of getting selected may weaken if, during an earlier exchange period, you have not adhered to the Aalto University policy on international student exchange.

**STUDIES TO BE COMPLETED DURING AN EXCHANGE AND INCLUDING THEM IN YOUR DEGREE BY MEANS OF CREDIT TRANSFER**

* In general, you must transfer all the credits you complete during an exchange towards your degree at Aalto University. The studies you plan to complete have to be approved in advance and included in your exchange study plan (also called ‘learning agreement’) before your exchange begins. Your exchange study plan is not the same thing as your personal study plan (HOPS) which covers your entire degree.
* The transfer of credits for exchange studies follows the Aalto University credit transfer guidelines. >> See the Aalto University policy on credit transfer
* Choose your studies from the courses specified in the exchange agreement and/or included in the course offering defined by the exchange institution. Courses relating to hobbies, sports, etc. may not be transferred for credit in an Aalto University degree even if they are entered in the exchange institution’s transcript of records.
* You have a responsibility to find out about the course requirements (e.g. attendance requirements) of the exchange institution as soon as the term starts.
* If your studies remain inadequate despite your earnest attempts to complete them (e.g. failing to pass a course due to illness) or due to reasons beyond your control (e.g. a course is cancelled without substitute courses for it), you must give Aalto University a written document (e.g. a certificate from the teacher, a medical certificate of illness) of the reasons why you did not complete the course(s) if Aalto requests such a document.
* If you fail to complete the studies you planned or do not notify Aalto University of changes to your exchange study plan, or fail to obtain Aalto University’s approval for such changes, and for these reasons you either fail to earn the required number of credits during your exchange or the credits cannot be transferred towards your degree, you are liable for any financial or other consequences (for example losing your scholarship or student financial aid).
* **School of Business**: the credits for your exchange studies are usually transferred to your degree as an international minor (with the exception of students in the IDBM or Global Management programme). The scope and content of the international minor are defined in the curriculum. After your placement in an exchange programme has been confirmed, you must edit your personal study plan (HOPS) so that it enables your studies abroad to be transferred for credit to your degree at the School of Business. You need to have your HOPS approved before your exchange begins. Exchange studies may not include a work placement or parts related to your thesis work. As a rule, students complete bachelor’s studies on a bachelor’s exchange and master’s studies on a master’s exchange. Students may, however, take the International Study Module (e.g. in a subject where the student has no prior studies) for justifiable reasons.
* **The schools of technology and the School of Arts, Design and Architecture**: have your exchange study plan approved by your degree programme and attach it to your online application before Aalto’s internal application period for exchange studies ends.

**SCHOLARSHIPS FOR STUDENT EXCHANGES**

* Aalto University grants no more than one student exchange scholarship per student-mobility period.
* Aalto University may additionally grant you surplus accessibility-support funds to enable an international exchange. Further information will be published later.
* If you are a guardian of a minor, you may be paid additional support. The support can be paid even if the child(ren) remain in their home country. Further information will be published later.
* Externally funded programmes (e.g. Erasmus+, Nordplus, Erasmus+ Global Mobility) may have different payment amounts and practices than Aalto University.
* The student exchange scholarship will be paid in full if the exchange university approves your application, the exchange is carried out as planned and you fulfil the commitments given to you (incl. submitting the required documents, completing sufficient studies, and transferring the studies for credit in your Aalto University degree).
* The scholarship is paid in two instalments: As a rule, the first instalment is made before the exchange, and the second instalment after you have returned from the exchange.
* If you cancel or interrupt your exchange period or otherwise neglect your obligations, you become liable to reimburse the scholarship in full or in part:
  * If you complete and transfer less than 20/40 credits towards your degree at Aalto University, you will not get the second instalment of the scholarship.
  * If you complete and transfer less than 16/30 credits towards your degree at Aalto University, may be required to reimburse a portion of the first instalment already paid: you will be asked to pay back 75 euros for 1 credit.
* If the number of credits earned or the quality of the studies fails to meet the requirements without reasonable grounds, the second instalment of the scholarship may be cancelled or you may be required to reimburse a portion of the sum that was already paid to you. If you complete an inadequate amount of studies despite your earnest attempts or for reasons beyond your control, you must be able to produce a written document of the reasons why you failed to complete the studies.
• The studies that you complete for Aalto University during your exchange period are not usually taken into consideration when Aalto University determines whether you are entitled to the scholarship.
• The documentation relating to an exchange period pertains to the scholarship as a whole. Therefore you must take care of your responsibilities and submit the documentation after the exchange, even if a second instalment of the scholarship will not be paid to you.
• Cases where students fail to adequately complete their studies are considered individually.
• Aalto University schools may decide on their own to grant separate scholarships for student mobility.

FREE MOVER’ STUDY PLACES

• If you have obtained a place in an international exchange programme by yourself, you may apply for a discretionary ‘free mover’ scholarship for it if the institution in question meets Aalto’s exchange programme requirements. The courses you take during the exchange must be part of the exchange institution’s normal degree education.
• You cannot get a free mover scholarship if you are going to study in an institution with which Aalto University already has a valid student-exchange agreement (this rule does not apply to the students of the School of Arts, Design and Architecture).
• The Aalto policy on international student exchanges also pertains to students who apply for a free mover scholarship.
• Free mover applications are processed according to the application periods for the different fields. The application periods are published annually.
• Free mover scholarships may remain undisbursed, e.g. if applicants cancel an Aalto exchange place that was awarded to them earlier, or if they fail to meet the criteria for an exchange programme without giving a justifying reason.

• The School of Business and the School of Arts, Design and Architecture: submit your application early enough so that the school has time to make an official decision on the scholarship before the start of your exchange period.
• The School of Business and the schools of technology: these schools do not grant free mover scholarships for institutions with which the school already has a valid student-exchange agreement.
• School of Business: Students who do not meet the free mover scholarship criteria cannot include an international minor in their degree.

Students who are on an exchange period at a partner university of BIZ and independently decide to continue for a second term as a free mover will not continue to receive the funding from BIZ, and their second term will not be considered part of the official student-exchange period.
• The schools of technology: submit your scholarship application early enough to enable your school to make the decision on your scholarship before or during your exchange period. Such decisions cannot be made after your exchange period.
• Free mover scholarships may also be granted for working on a master’s thesis at a university abroad. Students may be awarded the scholarship only once during their time of studies for working on their master’s thesis; the amount of the award corresponds to the time (one term) reserved for the work. Applications for the scholarship for master’s thesis work and the conditions are the same as for other free mover exchanges.

THE STUDENTS OF INTERNATIONAL JOINT PROGRAMMES

• Aalto degree students approved for an international joint programme may be granted a student exchange scholarship for the part of the programme in which the student studies abroad. However, this does not apply if the student is receiving a student mobility scholarship for the same studies or another mobility grant administered by Aalto University.
• Students may not receive student mobility grant for more than one EU-funded activity.
• Eligibility for student scholarships is determined on a case-by-case basis. The method of applying is arranged with the coordinator of the joint programme. The application procedure may differ from that of the exchange programme.

WAIVER AND RELEASE FROM LIABILITY

The Aalto University liability waiver on international mobility applies to all students who have been selected for an outgoing exchange. The waiver defines the responsibilities of outgoing exchange student. Aalto University or the exchange institution may cancel or discontinue an exchange period for justifiable reasons. The waiver is included as an appendix to the Aalto University policy on international student exchange.

School's policies on international student exchanges valid until the academic year 2021-22

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 regis-tered 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 competition 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 out 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 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 aca-demnic director or study coordinator on the compatibility of the studies with the student's own de-gree, 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 ex-change 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 ex-change 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 concern-ing 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 incom-plete 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 de-gree in the studies based on existing degree requirements.

Crediting foreign exchange studies to a student's degree is based on an official transcript of rec-ords, which is the only official certificate for completed exchange studies. The studies are cred-ited 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 stu-dent 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.

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 Minor 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:

\[
\text{study index} = \frac{\text{credits} \times \text{weighted Grade Point Average}}{\text{number or semesters attended}}
\]

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 * GPA of the Bachelor's Degree) + (credits included in the Master's Degree * GPA of the Master's Degree) divided by the number of semesters attended.
• When calculating the study index only the studies completed during the official study right at Aalto University School of Business are taken into account. NB! Students selected for degree studies through Open University Route to a Degree in Economics and Business Administration: when applying for student exchange, the study index calculation will also include open university route studies that are part of student's personal study plan (hOPS). Other studies completed before the official study right at Aalto University School of Business will not be taken into consideration.

Students selected for degree studies through transfer application: When applying for student exchange, the study index calculation will also include studies completed before the official study right at Aalto University School of Business, provided that the studies are transferred to the degree and are part of student's personal study plan (hOPS).

The progress of studies is taken into account based on the studies completed and the semesters the student has been present. If the student is selected through Open University Route, these studies are considered to be completed in two semesters and the semesters will be added into the study index calculation. If the student is selected through transfer application the semesters attended in the previous university will be added to the study index calculation.

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 Webodii on the stated date. All of the applicants should have the International Minor 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 Minor in their eHOPS - they will add the minor 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.
• A copy of the test results must be delivered to 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 fulfills 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 fulfill 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 Minor 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 of 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. Please visit the Internships pages for further information on applying for an international internship grant.
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: \( \text{credits} / \text{number of semesters attended} \times \text{weighted Grade Point Average} \)
  - 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