
Study Abroad Info

Mikkeli Campus

8 May 2024



Today's agenda

Before the exchange

- Annual enrolment and the study plan for study abroad
- Master's programmes
- Official documents and travel documents
- Health issues and insurances
- Security issues
- Financial aid and scholarships

During the exchange

At the end of the exchange

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Before the exchange

Annual enrolment

- Remember to enroll as attending student for the entire academic year 2024-2025.
- Only students enrolled as attending may complete studies (this includes also the exchange studies) and graduate.
- Instructions on the process can be found from **Student Guide**.
- The enrolment period for the academic year 2024-2025 is 2 May – 30 August 2024.

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Presenter Name

10/3/24

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Study plan for study abroad

“Study Plan for Study Abroad” form can be found from **Student Guide**.

Get the acceptance for the courses beforehand from Mari Syväoja.

- Note! Give us at least one week time to check your study plan.
- Study office summer vacations will also have effect on the process. The information on our vacations will be send to you later.

Aalto Mikkeli requirement is 30 credits (ECTS). Check the credit conversions from the **Destination database for the School of Business, Mikkeli Campus**.

You are not allowed to take same courses in content you have done in Mikkeli.

Please note the criteria for M.Sc. Programmes.

Your courses will be included as a package of courses with the pass/fail grading to your Minor Subject Studies. Information on inclusion process on Sisu: **Credit Transfer**.



Master's programmes

- For all information, see **Student Guide**
- You can start your MSc studies already in spring after we have information that you have completed all required 180 credits for the degree.
 - Please contact us to agree on this.
- Decision on the MSc Programme done at the time of graduation.

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Official documents

- Make the change of address notification via Posti:
Mail delivery and change of address
- Check that you have all the documents that your host university requires and also some extra photos.
- Make sure your passport is valid at least 6 months after your returning.
- Remember to apply for financial aid from Kela:
Financial aid for students



Tickets and visa/residence permit (1/2)

We recommend to wait for the acceptance letter from the host university before buying the tickets (use your own common sense in this issue).

Normally the host universities send information and instructions how to handle the visa/residence permit issues, follow these carefully!

Check the required documents from the embassies/immigration services:

- EU citizens registration in the other EU country
- Mobility notification: 3rd country students, who have the residence permit to Finland and are going to study in EU Member state.
- Visa (single entry vs. multiple entry, student visa)
- Residence permit

Read the study reports from the previous years for tips.



Tickets and visa/residence permit (2/2)

Required documents for the residence permit process vary a lot between the countries:

- Acceptance letter
- Financial statements:
 - certificate of Aalto Scholarship
 - bank statement on funds
 - Kela's certificate for financial aid
- Health certificate, if needed
- Photos

Important documents are recommended to be scanned and sent to your personal e-mail (passport, visa / residence permit, insurance documents and acceptance letter).



Healthcare



If you are going to Europe, order the European Health Insurance Card (EHIC) from Kela: [European Health Insurance Card](#)

- The card is not replacing the travel insurance!

Check the vaccination requirement and recommendations:

- [Finnish Student Health Service](#)
- [Rokotustieto](#) (Pharmaceutical Information Centre)

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Insurances

- Students are responsible for their insurances during their exchange (luggage, injury, sickness and liability insurances).
- Remember to ask for English documents from the insurance company.
- In some universities, they have their own insurances, which are required. Check the host university's information carefully and if needed take your own insurances to cover the other incidences.

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Security and crisis

Instructions can be found from the Ministry of Foreign Affairs website:

- [Before travelling abroad - Ministry for Foreign Affairs \(um.fi\)](#)
- [Visa and residence permit - Finnish citizens - Ministry for Foreign Affairs \(um.fi\)](#)
- [Matkustustiedotteet](#) (Advice for travellers by country, only in FIN & SV)
- [matkustusilmoitus.fi - Front page \(EN, FIN & SV\)](#)
→Remember to file a travel notification.

Follow the Ministry of Foreign Affairs' and embassies' Facebook and Twitter accounts, you can find information on the issues in the destination country.

Respect the local laws and rules as well as the university regulations.

ICE →Add the emergency contacts to your mobile.

Check the local emergency number!

In case of a natural disaster, conflict or other crisis, we will do our best to help you in every way we can.

The final decision to leave the country is always yours.

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Accommodation

- The host university normally helps the incoming students with the accommodation issues.
- However, you might need to find the accommodation by yourself. Be active in this matter!
- If you have not yet started the accommodation search, do it ASAP! The accommodation situation especially in Europe is quite demanding and it might take lot of time to find it.
- Again, check the study abroad reports for tips!



Financial aid

If you are entitled to student financial aid, you will receive it also during your exchange

- Study grant 279,38 €/month (same as when studying in Finland)
- Loan guarantee 650 €/month (same as when studying in Finland as the studying abroad is part of your studies in Finland)
- Housing allowance 210 €/month >> except in low-cost countries

Remember to inform Kela on your exchange period

Scholarship for study abroad is not affecting the income limits.

If you need a certificate of student financial aid, you can request it from Kela.

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Aalto University Scholarship for Study Abroad

Aalto Mikkeli requirements for the scholarship are:

1. Given deadlines are met.
- The last document with the deadline is “The Scholarship Commitment 2024-2025” and you can find it from **Student Guide**. Deadline for this document is on 10 June 2024.
2. Required amount of credits (30 cr) have been completed according to approved study plan.
3. The online study abroad questionnaire is completed and the study abroad report has been returned and approved.
4. For European Universities, all the Erasmus documents must be completed including the language tests and report.

The scholarships are paid in two installments:

- The first part of the scholarship is paid before departure, in August for the students going abroad in autumn and in January for the students going in spring.
- The second is paid once the student has returned and submitted all the required documents.

In 2024 - 2025 the first part of the scholarship is 1200 € and the second is 300 € (non-European exchanges).

- Erasmus scholarships have a different payments and information will be send to the Erasmus students separately.

Erasmus country groups

Country groups and scholarships in Erasmus+ in 2024-25

Changes in the country groups in **bold**.

Group 1	Austria, Belgium , Denmark, France, Germany , Iceland, Ireland, Italy , Liechtenstein, Luxembourg, Netherlands , Norway, Sweden	540 eur /month (30 days, 18 eur / day)
Group 2	Bulgaria, Croatia, Cyprus, Czech Republic, Estonia, Greece, Hungary, Latvia, Lithuania, Malta, Poland, Portugal, Romania, Serbia, Slovakia, Slovenia, Spain, the Republic of Northern Macedonia, Turkey	490 eur /month (30 days, 16,33 eur / day)
Top-up scholarship (fewer opportunities)	For students who have families, are family carers, have disabilities, suffer from a severe or chronic health condition, or have received international protection.	EUR 250 /months (30 days, 8,33 eur / day)



Who else is leaving from Aalto?

Facebook group: [Aalto University students go abroad](#)

During the exchange

Prepare for different style of studying

- Different course registration systems (bidding, drop/add etc)
- Multiple courses at the same time.
- Exams period in the end of semester.
- Study style and evaluation may differ significantly compared to Aalto, e.g.
 - Oral examinations
 - Grades and grading system



Promote Aalto Mikkeli

Most of our partner universities organize International Fair, promote Mikkeli there!

Where can you find the information?

- Ask the presentation slides from Annamari
- Incoming Exchange Students - Bachelor's Program in International Business, Mikkeli - Into (aalto.fi)
- Videos: [Aalto University's YouTube channel](#)
- More useful links can be found from Aalto Student Guide page: "[You are an ambassador for Aalto University](#)"
- Useful websites:
 - [VisitMikkeli](#)
 - [The Official Travel Guide of Finland](#)
- **BScBA Ambassador Programme** – Visit the local high school while on exchange.
 - Information can be found from [Student Guide](#). To ask additional questions about the Ambassador Programme, please contact us at ambassador-mikkeli@aalto.fi.



Aalto t-shirt

We offer “Made in Aalto University” T-Shirts for outgoing exchange students 2024-2025 (eg. for promoting home university).

Colours available: black and grey

Pick up from Annamari before you leave from Mikkeli!



What to do if there are problems during the exchange?

- It is absolutely normal that there might be some bad days during the exchange.
- Do not stay alone, ask for help.
- The emotions and situations can change rapidly during the exchange.
- In those moments, stop for a moment and think what is the problem.
- Contact the host university's international office and ask help and guidance. Also the student organizations can help.
- Contact also us!

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After the exchange

All good things come to an end

Prepare yourself for the end of the semester!

Remember to check the rental agreement, mobile connection and bank account. What is needed to end and close them?

Keep the course syllabus, it might be useful in the future.

Remember to ask the university to send your transcript directly to Aalto Mikkeli!

Erasmus students will have to remember to complete the required paperwork.

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After the exchange

The second part of the study abroad scholarship (300 e for non-European exchanges) will be paid after

1. We have received the transcript and you have completed required amount of credits during your study abroad
 - You need to complete the request for inclusion. Information on the process can be found from Into: [Credit Transfer](#)
2. You have completed the online feedback questionnaire, and
3. You have returned your study abroad report.

Erasmus students have also the following parts to be completed:

1. Certificate of Attendance
2. Signed Learning Agreement
3. OLS language tests done (this is not compulsory, but recommended)
4. Erasmus+ participant report (EU survey)

Checklist on tasks and documents after exchange

	Bilateral exchange (outside Europe)	Erasmus+ exchange
CREDIT TRANSFER on Sisu	X	X
Exchange report	X	X
Transcript of record	X	X
BIZ Exchange survey (online)	X	X
Online Learning Agreement (OLA) signed by all three parties		X
Erasmus+ letter of confirmation		X
EU Survey/ participant report (online) <i>(do not worry if it does not match your actual end date, same dates for all because of the 1st part of scholarship = 90 days.)</i>		X
OLS language test, not compulsory 2024-25		X

Graduation

You can start the graduation process after you have completed all the requirements for the degree.

Information and link to the online application can be found from Into: [Graduation](#)

We will inform you about the Graduation Ceremony later.

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Main contact person in Mikkeli

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Annamari on vacation 22 July – 16 August 2024

Mari on vacation 4-26 July 2024

Remember to read your Aalto e-mail during the exchange!





Enjoy your exchange!