

AALTO UNIVERSITY POLICY ON INTERNATIONAL STUDENT EXCHANGE

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POLICY ON INTERNATIONAL STUDENT EXCHANGE

This document applies to student exchanges concerning Aalto University bachelor's and master's degree students and – in the School of Arts, Design and Architecture (ARTS) – doctoral students. The School of Business International Business programme (Mikkeli campus) and CEMS programme follow the policy as applicable. The document's main contents concern the application and admissions process, the studies to be completed during an exchange, the credit transferring of studies as part of a degree, and the scholarships awarded by Aalto University to exchange students.

The Aalto University policy on international exchange is decided by the vice president for education at a presentation by the head of student services. The application of the policy is the responsibility of the learning services of Aalto University schools, while the policy itself is developed collaboratively between the Aalto schools and the Aalto student union.

The learning services of the schools are responsible for implementing the exchanges and processing the applications. The schools decide on student exchange scholarships and admissions in accordance with the decision-making matrix.

The terms and conditions used in externally funded programmes may differ from the Aalto policy.

1. POLICY ON INTERNATIONAL STUDENT EXCHANGE

Aalto University encourages its students to include exchange studies in their degrees. Studying abroad supports the student's academic studies in Finland. Through student exchanges, Aalto aims to promote the growth of the student at the personal, academic and ethical level, the development of the student's international and intercultural competencies, their preparedness to work in a global environment and their practical fluency in a foreign language.

Students who are pursuing a bachelor's or master's degree (or at ARTS, a doctorate) at Aalto University may apply for the following:

1) Student exchanges which Aalto University offers at a partner institution of higher education (hereinafter 'partner institution') and to which the students are entitled based on their primary right to study. Exchanges are classified according to the field of study (business, arts and technology). The student's field sets conditions on which exchanges a student may apply to. Students who obtain a place in an exchange offered by Aalto are automatically granted an Aalto University scholarship for the exchange.

2) A 'free mover' scholarship for studying abroad in an exchange the student has found independently. The higher education institution must meet Aalto's requirements for exchange programmes. The Aalto policy on international student exchanges pertains also to students who apply for a free mover scholarship.

Aalto considers as exchange periods those studies that extend over at least three calendar months (whether in a term, trimester or academic year) at higher education institution with which Aalto has an cooperative exchange agreement. In some institutions on a trimester system, the length of the exchange may vary from the abovementioned. Aalto also considers exchange periods to include studies by free mover students at a higher education institution abroad meeting Aalto's requirements for exchange programmes.

Outgoing students (including free mover students) must always be enrolled as attending at Aalto University during the term of their exchange.

Students have an obligation to notify their Aalto school immediately if they fail to meet the objectives of the exchange, if obstacles arise to their studying, if the length of the exchange changes significantly, or if the exchange is cancelled by the exchange institution or by the student.

Students may be granted no more than one exchange place and mobility scholarship, or free mover scholarship, during a single application cycle.

The School of Business (BIZ) grants exchanges lasting one term. An applicant who has accepted an exchange during the main application round may not apply for an exchange in the same year's supplementary application round.

The schools of technology (CHEM, ELEC, ENG, SCI) and the School of Arts, Design and Architecture (ARTS) grant exchanges lasting either one term or one academic year. If an earlier application process is still ongoing, no new application may be submitted for the same period of time (term or academic year).

BIZ students may complete no more than one exchange per degree – one for their BSc and one for their MSc (Econ & Bus Admin).

While the number of exchanges for schools of technology and ARTS student is not limited, students must comply with the policy for international student exchanges and meet the requirements for their degree.

General eligibility criteria

The student must be enrolled as an attending student at Aalto University when applying to an exchange programme or for a free mover scholarship. Non-attending students may, however, apply for an exchange programme or free mover scholarship if their non-attendance is due to: (1) serving under the Conscription Act (1438/2007), the Non-Military Service Act (1446/2007) or the act on voluntary military service for women (194/1995); (2) being on maternity, paternity or parental leave; or (3) being unable to study due to a medical condition. In such cases, applicants are required to provide documentary evidence of the reason for non-attendance in their application documentation.

Outgoing exchange students who are pursuing a bachelor's degree are required to complete at least 30 credits, and the credits must be registered in the student register, by the date indicated in the exchange application schedule. The exchange may take place in the second year of studies at the earliest.

Students who are admitted directly to a master's degree programme are not required to complete a minimum number of credits before going on an exchange. However, they must first complete at least one full term as an attending student. Accordingly, their exchanges take place generally no sooner than the second year of studies. An exception is possible for these students by separate announcement regarding 'summer term', in which case the exchange may begin already at the end of the first year of studies.

Exchange studies are always counted as part of the student's degree, and their degree must be able to accommodate the exchange studies. Credits for the exchange studies completed abroad are incorporated in the degree(s) in accordance with the degree requirements in force. This transfer of credits follows the Aalto University credit transfer guidelines. The scope of studies completed at the exchange institution should be at least 30 credits per term for a bachelor's degree (or an equivalent amount measured in the exchange institution's system in credits as defined by Aalto University) and at least 24 credits/term for a master's degree (or an amount defined by Aalto as equivalent to those in the exchange institution's system). In 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 above.

The amount of credits to be completed by doctoral students in ARTS while on an exchange is arranged separately with the applicant's advisor.

Aalto School of Business (Otaniemi campus) students are required to have a minimum average grade of 3.00 by the date indicated in the application schedule. In the schools of technology (CHEM, ELEC, ENG, SCI), students are required to have a minimum average grade of 2.00 by the date indicated in the application schedule. The minimum average is inspected according to the studies used in calculating the academic index (see section 2.3.1). School of Arts, Design and Architecture students do not have minimum average grade requirement.

The required minimum averages for the various fields differ due to their different assessment methods (ARTS) and the different conditions in their exchange agreements.

2. APPLICATION PROCESS FOR THE EXCHANGE PROGRAMME

2.1 Steps of the application process

The deadlines for applying for student exchange are approved annually. Aalto University makes its selection of applicants and announces the results of the selection to them. Applicants who do not accept a proffered exchange must communicate their decision by a given deadline. Aalto University informs the exchange

institution of students who have been selected for the exchange (nomination). The student must apply to the institution according to the given schedule and instructions. The exchange institution makes the final admission decision on whether to accept or reject the student.

2.2 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. When possible, a supplementary application round is held to offer exchange places still available after the first round. Students apply for student exchanges through the online mobility system. Students may give up to certain number (indicated separately) of preferences of which exchanges they would like to go on, and the order of preference expressed by the student is binding. Students mark their own preferences for every exchange period they apply to. If none of the exchange places the student applied to can be offered, the student may be offered any remaining ones, based on the information given in the student's application.

School of Business (BIZ) exchanges that BIZ has agreed with its partner institutions are offered at the bachelor's ('undergraduate') and master's ('graduate') level. 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 exchanges are defined as bachelor's ('undergraduate'), master's ('graduate') and 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 from Aalto ARTS may complete exchange studies at the 'undergraduate' level (third- and fourth-year studies), if the institution does not offer master's level studies.

School of technology (CHEM, ELEC, ENG, SCI) 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.

2.3 Selection criteria

At the end of Aalto's internal application period, eligible students are selected on the basis of their applications for the exchange places offered by the partner institutions. The applicants are allocated a place based on their academic index ('study index') provided they are eligible according to Aalto's international exchange policy and satisfy the language requirements and any other requirements set by the partner institution (such as degree level, educational background, academic index, age, or work experience). Applicants to exchange programmes may, if necessary, be interviewed.

The remaining right to study towards the degree of the student is a factor when applying for an exchange programme or for a free mover scholarship. Students whose remaining time to complete a degree will end before or during a planned exchange may be given conditional admission to the exchange programme, provided they have a realistic possibility to be granted an extension of time to complete their degree. The student's situation is assessed by the manager of academic affairs at the Aalto school of the student.

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.

Students who are pursuing a bachelor's degree and plan to continue directly to a master's programme may apply for an exchange occurring in the autumn term and counted towards their MSc (Econ and Bus Admin) degree once they have completed 150 credits towards their BSc (Econ and Bus Admin) degree. Application for an exchange period in the spring term is possible once they have completed 138 credits towards the bachelor's degree by the deadline specified in the application timeline. The admission of such students is conditional until they have completed the bachelor's degree. 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 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.

School of technology (CHEM, ELEC, ENG, SCI) 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.

2.3.1 Academic index

The main criterion for admitting a student is the student's academic performance, which is measured by the student's academic index ('study index'). The academic index is calculated as follows:

$$([\text{number of credits}] \times [\text{credit-weighted grade point average}]) / \text{number of academic terms enrolled as an attending (not including the current term)}.$$

Calculation of the academic index takes into account only studies that have been entered into the Aalto student register by the deadline indicated in the application schedule. The calculation considers either of the following, as indicated by the Aalto school:

- a) the studies entered into the Aalto student register by the deadline that were completed in the student's current field of study (arts and design, business or technology) during the student's right to study towards a degree, the average grade of these studies, and the terms of attending-student status
- b) 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

The calculation method will be confirmed well before the start of the application process. In the case of students selected through the School of Business' Open University route ~~and transfer application procedure~~, if the calculation method a) above applies, these students' Open University studies, ~~transfer application procedure studies~~ and the attendance status will also be taken into account in the calculation of their academic index as defined in advance.

If a student has enrolled as non-attending for previous years of studies, these terms of non-attending status will not be taking into the calculation of the academic index. When the student applies and provides reasonable grounds, the university may at its discretion consider an exceptional number of terms of attending-student status in cases where the student has been enrolled as an attending, but has been unable to complete studies due to: (1) serving under the Conscription Act (1438/2007), the Non-Military Service Act (1446/2007) or the act on voluntary military service for women (194/1995); (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 student's current period of degree studies. In such cases, applicants are required to provide documentary evidence of the reason for non-attendance in their application documents.

2.3.2 Student language proficiency

Students must have a sufficient language proficiency to follow the studies pertaining to their degree and to complete them with a passing mark. The required proficiency level must be demonstrated in the way specified by Aalto and by the deadline for Aalto's internal application.

Partner institutions may set language requirements different from those of Aalto (e.g. regarding TOEFL/IELTS language tests). In such cases, the student must submit the language certificate required by the partner institution. If the exchange begins later than the term following the application, the applicant may choose the exchange conditionally and submit the language certificate by the separately indicated deadline.

Precedence is given to applicants who submit the language certificate during Aalto's application period for the exchange.

2.3.3 Other possible requirements (suitability)

If a partner institution or a mobility programme with external funding has 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, then the student must fulfil them as well.

2.3.4 Allocation of places

The attempt is made to place students in exchanges according to the order of preference they indicated in their applications. For the purpose of allocating the exchange places, the students are ranked according to their academic index. Students are also evaluated for whether they met the other application conditions.

Where two or more applicants have the same academic index (or in ARTS, if the index cannot be calculated) and the same choice of partner institution, but there are no more exchange places left at it, the applicants' situations will be evaluated overall with respect to e.g. the average grade, the number of credits completed, the students' language skills for their host countries, and for master's level exchanges, the completion status of the student's bachelor's studies. If there are still no differences, the decision will be made by lot.

2.3.5 Selection decisions

Being selected: Students who are selected for an exchange programme are offered an exchange place. Applicants who do not accept a proffered exchange must communicate their decision by a given deadline. Applicants who cancel an exchange without providing a justifiable reason by the deadline may thereby weaken their chances of obtaining an exchange in the future.

Being left unselected: Students who cannot be offered a place in any of the higher education institutions of their choice are not selected for an exchange programme.

Being rejected: Applications for an exchange programme or free mover scholarship will be rejected if the student does not meet the selection criteria, or does not fill in required parts of the application form, or does not turn in requested additional materials by the deadline despite being asked to do so. Applications received after the deadline are also rejected.

Losing a place in an exchange programme: Students who have been selected for an exchange programme will lose their place if they:

- neglect their assigned responsibilities as a student;
- give false information about themselves or their studies;
- are not granted a place in the exchange programme by the partner institution.

3. 'FREE MOVER' STUDY PLACES

Students who have obtained a place in an international exchange programme by themselves may apply for a discretionary 'free mover' scholarship for it, if the institution meets Aalto's exchange programme requirements. The Aalto policy on international student exchanges also pertains to students who apply for a free mover scholarship.

3.1 Schedule

Free mover applications are processed according to the application periods for the different fields. The application periods are confirmed annually.

BIZ and ARTS applications must always be submitted early enough for the official decision to be made before the start of the exchange period.

School of Technology (CHEM, ELEC, ENG, SCI) applications may be submitted either before or during the exchange, but not after the exchange.

3.2 Scholarship award criteria

Free mover students follow the same application procedures and policies relating to international studies as students approved for Aalto University exchange programmes. Free move exchanges must be at a institution of higher education that satisfies Aalto's quality standards. The courses taken during the exchange must be part of the institution's normal degree education. The guidelines on the studies to be completed during a free mover exchange and their credit transfer to the student's Aalto degree are the same as for students in an

Aalto exchange at a partner institution. The studies must be relevant and credit-transferable to the student's Aalto University degree.

The School of Business and the schools of technology (CHEM, ELEC, ENG, SCI) 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.

Schools of technology (CHEM, ELEC, ENG, SCI): 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.

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.

4. STUDIES TO BE COMPLETED DURING AN EXCHANGE AND CREDIT TRANSFER TO A DEGREE

Studies are chosen from the courses specified in the exchange agreement or included in the course offering defined by the exchange institution.

Aalto University exchange students are subject to Aalto's requirements regarding the amount of studies to be completed, as well as any minimum credit requirements set by the exchange institution or by the immigration authorities of the host country. Upon submitting their application for an Aalto University exchange programme or a free mover scholarship, students agree to meet Aalto's requirements for the scope of the studies to be completed during the exchange.

Students have a responsibility to find out about the course requirements (e.g. attendance requirements) of the exchange institution as soon as the term starts. Students whose studies remain inadequate despite earnest attempts to complete them (e.g. failing to pass a course due to illness) or due to reasons beyond their control (e.g. a course is cancelled without substitute courses for it) must upon request produce a written document of the reasons for the noncompletion (e.g. a certificate from the teacher, a medical certificate of illness).

In general, all studies for completion during an exchange must be transferred to the Aalto University degree for credit. Only in special cases may no action be taken to transfer completed studies. The exchange studies are to be approved in the student's exchange agreement before the exchange begins. Circumstances involving force majeure are considered on an individual basis. 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.

Students who fail to fulfil the goals set for completing studies, or who neglect to notify regarding, or to obtain approval for, changes to the exchange study plan and thereby either fail to earn the required number of credits during the exchange or make the transfer credits to their degree impossible are liable for any financial or other consequences resulting from their negligence (e.g. losing a scholarship or student financial aid).

The transfer of credits for exchange studies follows the Aalto University credit transfer guidelines.

The School of Business: Exchange study credits are transferred to a degree mainly as an international minor (with the exception of students in the IDBM or Global Management programme). The scope and content of the international minor is defined in the curriculum. After confirming placement in an exchange programme, students must draft a personal study plan (HOPS) that enables the studies abroad to be transferred for credit to their School of Business degree. The HOPS plan must be approved before the exchange begins. Exchange studies may not include a work placement or parts related to the student's 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 (CHEM, ELEC, ENG, SCI) and the School of Arts, Design and Architecture: The student's HOPS plan must be approved by the degree programme and turned in by the end of the exchange application period.

5. SCHOLARSHIPS FOR STUDENT EXCHANGES

Aalto University grants no more than one student exchange scholarship per student-mobility period. Aalto University schools may decide on their own to grant separate scholarships for student mobility.

Aalto University may additionally grant a student surplus accessibility-support funds to enable an international exchange. Aalto's accessibility support is intended to enable exchanges in cases where a special need may cause extra costs for an exchange and where it is not possible to obtain support elsewhere. Students who are guardians of a minor may be paid additional (family) support. The support can be paid even if the child(ren) remain in their home country.

Externally funded programmes may have different payment amounts and practices than those in Aalto University's exchange scholarships.

5.1 Scholarship payment

The student exchange scholarships are paid in accordance with the current scholarship payment practices of Aalto University. Student exchange scholarships will be paid in full in cases where the exchange university approves the student application, the exchange is carried out as planned and the students fulfil their given commitments (incl. submitting the required documents, completing sufficient studies, and transferring the studies for credit in their Aalto University degree). The scholarship is paid in two instalments. Students will be individually informed of the amount of the two instalments. As a rule, the first instalment is made before the exchange, and the second instalment after the student has returned from the exchange.

5.2 Losing a scholarship

Students who cancel or interrupt their exchange period or who otherwise neglect their obligations become liable to reimburse the scholarship in full or in part.

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 the student may be required to reimburse a portion of the already paid. Students whose completion of studies remains inadequate despite their earnest attempts or for reasons beyond their control must be able to produce a written document of the reasons for the failure to complete the studies.

The examination of scholarship funding usually does not give consideration to what studies the student completes for Aalto University while on exchange.

The portion of the scholarship paid to the student is proportional to the number of credits completed by the student during the exchange. The documentation relating to an exchange period pertains to the scholarship as a whole; therefore, students must see to their responsibilities and submit the documentation after the exchange, even if a second instalment of the scholarship will not be paid.

Cases where students fail to adequately complete their studies are considered individually.

5.3 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. 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.

6. 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 document on student exchanges.

7. ENTRY INTO FORCE

By decision of the Aalto University vice president for education, these student exchange principles of Aalto University shall enter force on 1 August 2021. The principles shall be applied to the student exchange application period beginning 1 November 2021 and to subsequent periods.

In Espoo, DD Month YYYY

WAIVER AND RELEASE FROM LIABILITY OF AALTO UNIVERSITY AND THE RESPONSIBILITIES OF STUDENTS GOING ABROAD

(Read carefully)

INSURANCE

International travel lasting longer than one month requires having broad insurance coverage and the student understands that he/she is personally responsible for obtaining adequate insurance coverage (travel, health, accident, disability, hospitalisation and third-party liability insurance) for the entire mobility period or visit abroad. Aalto University requires students travelling abroad to obtain personal insurance coverage compliant with the insurance requirements of the visa/residence permit for the destination country. Students staying within the European Union are also advised to obtain the European Health Insurance Card (EHIC) to limit eventual medical costs. Please note that EHIC does not replace personal insurance coverage. EHIC is available in Finland for persons who have health insurance coverage in Finland or whose medical care costs Finland is responsible for. The student is responsible for finding out whether he/she is entitled to the card. Furthermore, the student should find out whether there are any benefits that they are entitled to as the holder of the student card of the host institution.

Aalto University provides travel insurance for international mobility periods or visits of less than one month when the mobility or visit is part of student's studies or courses. As the insurance coverage is limited, it is important that the student check the details with his or her study coordinator.

Please note that Aalto University will not cover the costs of the student's hospital care abroad.

STUDENT CONDUCT

Aalto University takes any reported disruptive or illegal behaviour during the international mobility period or visit seriously. Aalto University has the right to interrupt the student's mobility period or visit due to his or her violation of the rules of either the host institution or Aalto University.

LEGAL AND INTELLECTUAL PROPERTY RIGHT (IPR) ISSUES

The student understands that when abroad, he or she will be subject to the laws of the destination country and agrees to conduct himself/herself in a manner that complies with the laws of the destination country and the regulations of the host institution. The student understands and acknowledges that should he or she fall into legal problems with foreign citizens or otherwise, he or she will be held personally responsible for the matter. The student also understands that he or she will be liable for compensating any loss or damages caused by him or her to the host institution or to third parties. Aalto University cannot guarantee any assistance under any circumstances.

Students may create results protected by law as part of their studies. Aalto University is not responsible for any of student's IPR right-related issues abroad unless it has assumed such responsibilities by signing a written agreement. The student is aware that all actions in courses or elsewhere requiring IPR rights shall be handled according to the policy of the host university or other community in the destination country (e.g. a project company) or host country's applicable law. As a rule, the student is personally responsible for agreeing on his or her IPR.

EMERGENCIES AND INTERRUPTING THE PERIOD OF MOBILITY

Aalto University requires all students travelling abroad to submit a travel notification through the "matkustusilmoitus.fi" online service of the Ministry for Foreign Affairs of Finland.

During the mobility period, the student should actively follow the situation of the host country and the announcements of the Finnish embassy or mission in the area. The Ministry for Foreign Affairs of Finland

publishes regularly updated travel notifications on their website (www.formin.fi > matkustustiedotteet, in Finnish and Swedish only).

Aalto University cannot be held responsible for the safety of its students in exceptional circumstances caused by natural disasters, pandemics, regional epidemics, conflicts or other emergencies. Aalto University strives, however, to help inform students about the development of the situation, depending on the context and means of communication available. The student is obliged to reply to Aalto University's enquiries and to keep his or her contact details up-to-date in WebOodi during the mobility period (especially their phone number and email address). The student is also obliged to give the contact information of his/her emergency contact for the mobility period when requested to do so.

Aalto University cannot be held responsible for interrupting the mobility period when the interruption is due to the host organisation's decision or any other reason beyond Aalto University's control, such as a regional epidemic or pandemic or its effects on the host country's official decisions or the general health situation.

Aalto University has the right to cancel or interrupt the student's mobility period in an emergency situation if the security situation in the host country deteriorates significantly. However, the final decision to leave the country and return to Finland or his or her home country rests with the student. Mobility periods and visits to crisis areas need to be carefully considered, and the student is personally responsible for making the decision in such cases.

The student should take steps to reduce his/her chances of getting ill by, for example, taking the vaccinations recommended by authorities. E.g. the World Health Organisation (www.who.int), the European Centre for Disease Control (ecdc.europa.eu), the National Institute for Health and Welfare (www.thl.fi) and the Finnish Student Health Service (FSHS) provide information on travel health and vaccinations on their websites. Information is also available from the Finnish embassy in the destination country. It is important to follow the instructions given carefully.

Aalto University has AaltoAPUA Helpline (+358 50 46 46 462), which also students can call if they need help. In case of emergency always contact the local emergency number.

I have read and understand the terms and conditions in this document.