

SCI: GUIDELINES FOR PLANNING THE EXCHANGE STUDIES FOR ACADEMIC YEAR 2025-26

The studies completed during the exchange are included in your degree at Aalto. Here are instructions for planning your exchange studies.

Do not leave your application until the last minute!

Send your Learning Agreement/Study Plan form by e-mail for approval to the planning officer/coordinator of your own program no later than Friday 24 January 2025.

The signed exchange study plans must be included in your Aalto exchange application before the deadline of Friday, January 31, 2025, at 16:00.

Planning exchange studies in your HOPS

- Discuss placement of exchange studies in your HOPS with the planning officer / coordinator of your own programme.
- *The target scope of exchange studies is at least 30 ECTS credits per semester for a bachelor's degree (= if you plan to count even one course towards your bachelor's degree) and at least 24 ECTS credits per semester for a master's degree (= if all courses are included in your master's degree).*
- There should be enough space for exchange studies in your degree. The studies you have already completed, including those not included in your HOPS (but visible in your transcript of records), will be taken into account when assessing if there is space in your degree for the planned exchange studies.
- SCI3041 International Studies Minor is an easy option for exchange studies. NB! IEM students: International Studies Minor is not accepted as a technical minor. It is possible to include suitable courses in your chosen technical minor instead.
- You can include exchange studies in elective studies, major and/or minor. Usually, it is easiest to find courses for elective studies.
- *If you want to include exchange studies in a major or minor subject, note that approving your learning agreement takes more time, as the professor in charge of the major/minor must approve the plan. Substituting a mandatory course requires that the content and learning outcomes of an exchange course correspond to the Aalto course. If you want to include the exchange course in major/minor optional courses, the content of the exchange course does not have to be equivalent. However, the courses you select must meet the learning outcomes of the major/minor. This is always checked by the professor in charge of the major/minor.*
- Choose only courses that do not overlap in content with the studies you have already completed, and that give you new skills and knowledge. Take a careful look at the course descriptions of the exchange courses. Overlapping studies cannot be included in your degree.
- If you are a BSc student and would like to take MSc level courses during your exchange,

check beforehand whether this is possible. Often, especially in remote locations, the prerequisite for choosing master's courses is that your bachelor's degree is completed by the time you apply for the exchange, or at least by the time the exchange begins. Unless your exchange university has direct instructions, as a general rule, by Aalto application DL, you must have completed at least 140-150 cr BSc studies in order to be able to choose master's level courses (a little less is ok if you are applying for an exchange that will only start in a year). Always check the instructions for each university.

Add the exchange courses to your personal study plan (HOPS) in Sisu.

- Copy your primary HOPS and name it after your exchange destination (eg. Technische Universiteit Eindhoven). Don't update your primary approved HOPS. Add all the courses of your degree to your exchange study plans, including exchange studies as study drafts.
- Place the studies to be completed during the exchange in your HOPS. Use the "add study draft" button. See instructions. Include also the course descriptions to study drafts for example as a link. Add each exchange course as a study draft.
- When you have added your exchange studies to your HOPS, send an email to your program planner/coordinator, who will review your plan. If needed, book a time for a personal meeting through MyStudies.

Exchange plan in the Learning Agreement/Study Plan form

- When you have planned your exchange studies in your HOPS and reviewed your HOPS with your programme planning officer/coordinator, fill out either the Learning Agreement (Erasmus exchange) or the Study Plan form (other exchanges) depending on which exchange destination you are applying to. If you are planning to include exchange studies for both your bachelor's and master's degrees, indicate in your exchange plan which degree the exchange studies will be included in.
- The exchange plan must be written either in English or in the language of the destination country.
- In the Learning Agreement/Study Plan, you must have *at least 30 ECTS (Bachelor's) / 24 ECTS (Master's) per exchange semester*. These credits must be included in your Aalto degree.
- Check from the Destination Database and the destination's own website that your exchange course selections correspond to the contract field(s) of the exchange destination you are applying for and other instructions regarding course selections. The exchange plan must for the most part (approx. 2/3 of the courses you choose) correspond to the field of study that is in the agreement made between Aalto University and the target university.
- Please note that, as a general rule, you cannot choose courses at both bachelor's and master's level, from many different fields or from different faculties/campuses.
- In the exchange plan, you must clearly state in which module in your Aalto degree (elective studies, minor or major) you are planning to place your exchange courses.
- *Note! Remember that you must prepare an exchange plan for each exchange destination you apply for (1–3 destination).*

- *Note that you may not have time to get signatures for the exchange plans sent to the planning officer/coordinator of your program at the last minute. Applications without signed plans will not be accepted, so be on time!*

- Remember to sign the plans yourself as well.