

Instructions regarding internships and Aalto University scholarships for internships during the academic year 2022-2023, Otaniemi Campus, taking into account Covid-19 situation

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. When going abroad for internship, the student should pay attention to the following guidelines.

The COVID-19 pandemic has caused major changes to internship periods. Please note the following when making arrangements for your internship:

- The situation can change rapidly due to the pandemic and employers may have to change their instructions with short notice based on their national recommendations. Furthermore, getting a visa/residence permit is not necessarily possible.
- The documents required from the student (e.g. employment contract) must clearly state if an internship will be carried out remotely or on the spot in the destination country.
- Student may also start an internship period remotely and travel to the destination country at a later time, if the situation so allows. In this case the student may exceptionally apply for an internship scholarship even after the internship period has already started, as long as the internship period is still on-going and travelling abroad for the rest of the internship period is reasonable (minimum half of the duration of the internship period must be completed abroad).
- Aalto University has noted earlier that if your internship 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 internship period is cancelled during academic year 2022-2023 by the employer

- If your employer informs you that they will be cancelling internship periods scheduled for academic year 2022-23, please contact the person in charge of internships at your school immediately.
- If your employer offers the possibility of an internship in remote mode, you can choose to take part in a remote internship. Bear in mind, however, that an internship through remote learning does not entitle you to the internship scholarship if the internship period is not carried out in the destination country. The regulations concerning external scholarships will be clarified later. An internship that has been completed through remote learning counts as a completed internship.

If you wish to cancel or reschedule your internship period

- The intern can reschedule or agree about the cancellation of an internship period with the employer.
- You are allowed to cancel your internship period due to the COVID-19 pandemic if you wish. Cancellation must be agreed directly with the employer. If you do so, please notify the person in charge of internships at your school as soon as you have decided to cancel.

Scholarships and internship vouchers

- Regarding external grants and scholarships the regulations set by the sponsor will be followed.
- Aalto University scholarship for international internship: scholarships are granted for internships that are carried out fully or partly in the destination country. If the internship period is interrupted due to Covid-10 pandemic, the student is allowed to keep the grant.
- Aalto University voucher for internship in Finland: vouchers are granted also for internships that are carried out fully remotely/online (incl. Finnish embassies). If the internship period is interrupted, the regulations mentioned in the internship contract will be followed.

Applying for a new scholarship for internship

- If an internship is cancelled due to Covid-19 pandemic before the internship period starts, the student can apply for another Aalto University internship scholarship or Aalto University voucher. If Aalto University scholarship has already been paid, the student is obligated to return the paid scholarship to Aalto University.