**STUDY PLAN FOR STUDY ABROAD**

**Bachelor’s Program in International Business**

**Mikkeli Campus**

**Fill-in the form, name the document with your last name and send it by email to Mari Syväoja (****mari.syvaoja@aalto.fi****). Please check the instructions in the end of this document.**

**We recommend the students to list more courses than what is required (required workload is 30 credits). This will help you to choose the alternative courses in case the host university informs that the course you have chosen is full, cancelled or you are not able to take it for reason or another.**

**Please leave at least a week for the staff to process your study plan.**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Class: BScBA \_\_\_\_ Student number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Information Required** | **Provide Required Information Here** |
| **Exchange university and country** |  |
| **Semester, year**  |  |
| **- Name of the course in English (and in original language if teaching language is different)** **- credits** **- contact hours (if available)****- course description**  |  |
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**INSTRUCTIONS FOR STUDENTS**

You can choose the topics fairly freely. We only set the following requirements:

1. You have not taken the course with similar content before.
2. You should take the amount of courses required in the foreign university during one semester. It is your own responsibility to meet the prerequisites set by your host university.
3. In European universities using ECTS system, you need to do the minimum of 30 ECTS credits. Please see more information below.
4. NOTE: The course workload and contact hours need to be equivalent to Mikkeli course workload. This will be checked when you get your courses approved beforehand by Mari Syväoja.
5. In universities with other than ECTS credit system, you have to do the equivalent amount of credits. Please see the information on credits with each university from the Study Abroad Guide.
6. In the schools following US standards you should take third and fourth year courses only.

**The amount of credits for students studying according to the degree requirements 2013**:

Students must complete 30 credits (ECTS) during the study abroad period. A minimum of 24 of the study abroad credits must be in the field of business or economics. It is also acceptable to do language studies (max 6 credits) as part of the Minor Subject Studies, if you have not studied the same language for your degree in the Aalto University School of Business. Six (6) of the study abroad credits may be in humanities, social sciences or related areas that focus on historical, cultural, political or sociological studies.

The courses done during the Study Abroad form the Minor Subject Studies of the BScBA degree (30 credits). The courses are registered to the Aalto University School of Business student registers one by one with the titles of the completed courses. Courses are graded as pass or fail and they do not enter into students cumulative GPA.