Aalto ARTS Preliminary Study Plan for Exchange Studies Abroad

 2022 - 2023

**Instructions:**

**For students:**

* Discuss with your ARTS Academic Advisor (or Study Coordinator) if you can apply for exchange.
	+ You should have enough room (i.e. BA level: 30 ECTS/semester, MA level: 24 ECTS/ semester, PhD level: agreed with your Advisor) in your current degree studies at ARTS before graduating in order to participate in exchange.
	+ The exchange should not delay your studies or graduation from ARTS.
* Check that the universities which you have chosen, offer enough suitable studies on your own study level (BA/MA/PHD) for exchange students in English (or other suitable language) during the semester which you apply for.
* Fill in the Preliminary Study Plan form below for each destination you wish to apply for.
	+ You must use the form below. Personal study plan (HOPS) or other forms are NOT acceptable attachments!
	+ The attachment is not accepted if it is not signed by your Academic Advisor (or Study Coordinator).
* All ARTS students should complete the normal number of credits per semester during the exchange (BA: 30 ECTS/semester, MA/24 ECTS/semester)
	+ Note that some non-European universities indicate the number of credits in local credits, not in ECTS. The transfer scale is indicated in the [ARTS Student Exchange Destination Database](https://aalto.moveon4.de/publisher/11/eng) under the destination information, if available.
	+ If you apply for 2 semesters, you must make a study plan for the entire academic year and choose approx. 60 ECTS (MA 48 ECTS).
* Course information for the upcoming academic year is not necessarily available in the ARTS application stage. In these cases, you can use the course information available.
* The course plan is preliminary, i.e. it can be changed after approval if necessary.
* If your study plan changes after you have been accepted to the host institution, you MUST get a written approval from you ARTS Academic Advisor/Study Coordinator for the changes immediately.
* Scan the form in pdf format after it has been approved and signed. Attach it to the online ARTS Student Exchange Application and save a copy for yourself of the plan.
* You do not have to deliver this preliminary plan to your exchange destination.
* After you have been selected to your host institution, fill in the ARTS bilateral/Erasmus+ learning agreement and get it approved by your Academic Advisor/Study Coordinator.

**For Academic Advisors/Study Coordinators:**

* All students must get a permission from their degree programme’s Academic Advisor (or Study Coordinator in some cases) for applying for student exchange in the ARTS student exchange application round.
	+ **Students must have enough room in their studies (i.e. BA level: 30 ECTS/semester, MA level: 24 ECTS/ semester) to participate in exchange.**
	+ **Exchange should not delay the student’s current degree studies or graduation from ARTS.**
	+ Students must apply to destinations which offer enough suitable studies which can be transferred into his/her current degree at ARTS. If not, student should apply to another destination.
	+ Degree programme has the right to decide for which time period the student can apply for exchange and whether the student can apply for 1 or 2 semesters.
	+ If the above mentioned requirements are not fulfilled by the student, the degree programme has the right to decline student’s request for student exchange / a specific destination.
	+ The final decision on student’s eligibility and pre-selection is made by ARTS Learning Services based on the student’s study index, language skills and other possible requirements. For more information, please see the [Aalto ARTS Student Exchange Selection Criteria and Terms of Exchange](https://www.aalto.fi/en/other-studies/selection-criteria-and-terms-of-exchange).
	+ Final decision on the selection is done by the host university.
* Course plan should also contain ARTS courses which will be replaced by the exchange studies. Student’s degree programme has the right to decide which courses student can take during the exchange and how they are transferred at ARTS after the exchange.
* If the destination or courses which student has proposed are not suitable, other courses or destinations can be recommended.
* If you have further questions regarding the study plan or exchange process, please contact us at Out-exchange-arts@aalto.fi.

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| **Student** |
| **Last name(s)** | **First name(s)** | **Date of birth** | **Aalto****Student ID number** | **Level (BA/MA/DA)** | **Degree programme at Aalto** | **Email address** |
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| **Responsible person in your degree programme at ARTS (Academic Advisor/ Study Coordinator) (filled in by Academic Advisor/Study Coordinator)** |
| **Name** | **Email address** |
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| **PRELIMINARY STUDY PLAN (# 1)****Choose courses corresponding your level of studies open for exchange students during your stay. BA level students must complete 30 ECTS /semester, MA level students at least 24 ECTS.** Add rows, if necessary.The plan can be modified once you begin your studies in the host institution. If your study plan changes, the changes must be approved in writing by your Academic Advisor / Study Coordinator immediately. |
| **Host Country: ………………………… Host institution: ……………………………………………………….. Faculty, Department and Degree programme at host institution: ……………………………………………………….. Planned period of the exchange: from [month/year] ……………. to [month/year] …………… Link to host institution’s course guide: …………………………**  |
| **Host Institution** | **Aalto School of Arts, Design and Architecture** |
| Course Code (if available) | Courses you are planning to take in the host institution | Number of ECTS credits (or equivalent) | ARTS courses to be replaced by the exchange courses | Number of ECTS |
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| **Total number of credits** |  | **Total number of credits** |  |

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| **Student** |
| **Date** | **Signature** |
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| **Responsible person at home degree programme (academic advisor/ study coordinator)***I hereby confirm that the student has enough room in his/her current degree at ARTS for exchange studies abroad (UG level students: approx. 30 ECTS /semester, MA level students: at least 24 ECTS/semester) and s/he is eligible to apply for exchange for the time period mentioned above.* *The preliminary course plan above is approved.* |
| **Date** | **Signature** |
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| **PRELIMINARY STUDY PLAN (# 2)****Choose courses corresponding your level of studies open for exchange students during your stay. BA level students must complete 30 ECTS /semester, MA level students at least 24 ECTS.** Add rows, if necessary.The plan can be modified once you begin your studies in the host institution. If your study plan changes, the changes must be approved in writing by your Academic Advisor / Study Coordinator immediately. |
| **Host Country: ………………………… Host institution: ……………………………………………………….. Faculty, Department and Degree programme at host institution: ………………………………………………………..** **Planned period of the exchange: from [month/year] ……………. to [month/year] …………… Link to host institution’s course guide: …………………………**  |
| **Host Institution** | **Aalto School of Arts, Design and Architecture** |
| Course Code (if available) | Courses you are planning to take in the host institution | Number of ECTS credits (or equivalent) | ARTS courses replaced by the exchange courses | Number of ECTS |
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| **Total number of credits** |  | **Total number of credits** |  |

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| **Student** |
| **Date** | **Signature** |
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| **Responsible person at home degree programme (academic advisor/ study coordinator)***I hereby confirm that the student has enough room in his/her current degree at ARTS for exchange studies abroad (UG level students: approx. 30 ECTS /semester, MA level students: at least 24 ECTS/semester) and s/he is eligible to apply for exchange for the time period mentioned above.* *The preliminary course plan above is approved.* |
| **Date** | **Signature** |
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| **PRELIMINARY STUDY PLAN (# 3)****Choose courses corresponding your level of studies open for exchange students during your stay. BA level students must complete 30 ECTS /semester, MA level students at least 24 ECTS.** Add rows, if necessary.The plan can be modified once you begin your studies in the host institution. If your study plan changes, the changes must be approved in writing by your Academic Advisor / Study Coordinator immediately. |
| **Host Country: ………………………… Host institution: ……………………………………………………….. Faculty, Department and Degree programme at host institution: ………………………………………………………..** **Planned period of the exchange: from [month/year] ……………. to [month/year] …………… Link to host institution’s course guide: …………………………**  |
| **Host Institution** | **Aalto School of Arts, Design and Architecture** |
| Course Code (if available) | Courses you are planning to take in the host institution | Number of ECTS credits (or equivalent) | ARTS courses replaced by the exchange courses | Number of ECTS |
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| **Student** |
| **Date** | **Signature** |
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| **Responsible person at home degree programme (academic advisor/ study coordinator)***I hereby confirm that the student has enough room in his/her current degree at ARTS for exchange studies abroad (UG level students: approx. 30 ECTS /semester, MA level students: at least 24 ECTS/semester)) and s/he is eligible to apply for exchange for the time period mentioned above.* *The preliminary course plan above is approved.* |
| **Date** | **Signature** |
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