

Study Abroad Info

17 April 2023 at 12.30-14.00
Auditorium



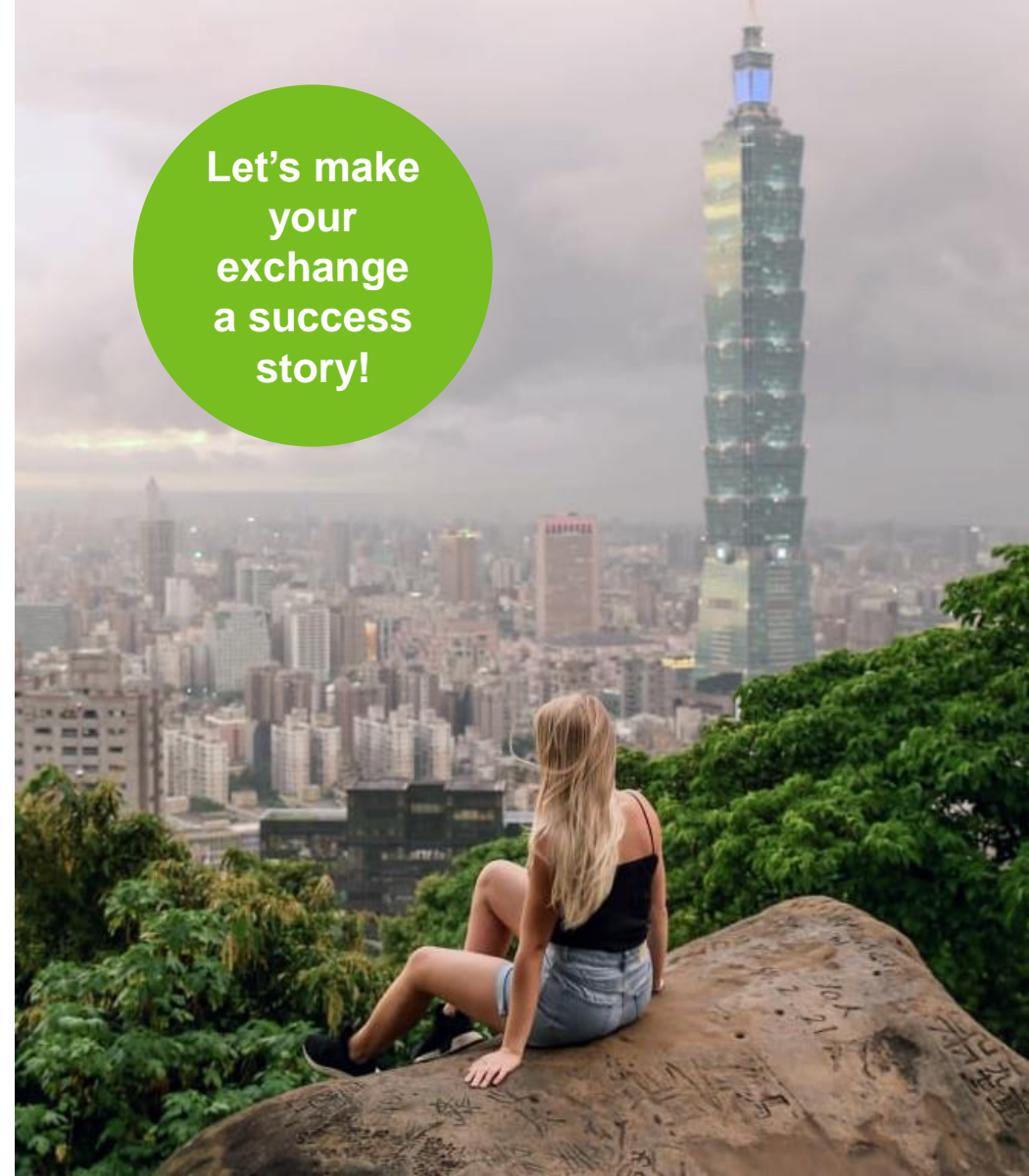
Aalto University
School of Business

Mikkeli Campus



Today's agenda

- **Before the Exchange**
 - Annual enrolment
 - Study plan for study abroad
 - Master's programs
 - Official documents
 - Travel documents
 - Health issues
 - Insurances
 - Security issues
 - Financial aid and scholarships
- **During the Exchange**
- **At the end of Exchange**



Let's make
your
exchange
a success
story!

Before the Exchange

Annual enrolment

- Remember to enroll as attending student for the entire academic year 2023-2024.
- Only students enrolled as attending may complete studies (this includes also the exchange studies) and graduate.
- Instructions on the process can be found from [Student Guide](#).
- The enrolment period for the academic year 2023-2024 is 2 May – 1 September 2023.



Study plan for study abroad

- “Study Plan for Study Abroad” form can be found from [Student Guide](#).
- Get the acceptance for the courses beforehand from Mari Syväoja.
 - Note! Give us at least one week time to check your study plan.
 - Study office summer vacations will also have effect on the process.
The information on our vacations will be send to you later.
- Aalto Mikkeli requirement is 30 credits (ECTS). Check the credit conversions from study abroad guide.
- You are not allowed to take same courses in content you have done in Mikkeli.
- Please note the criteria for M.Sc. Programs
- Your courses will be included as a package of courses with the pass/fail grading to your Minor Subject Studies. Information on inclusion process on Sisu: [Credit Transfer](#)





Master's programs

- For all information, see [Student Guide](#)
- You can start your MSc studies already in spring after we have information that you have completed all required 180 credits for the degree.
- Decision on the MSc Program done at the time of graduation.



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Official documents

- Make the change of address notification via Posti:
[Mail delivery and change of address](#)
- Check that you have all the documents that your host university requires and also some extra photos.
- Make sure your passport is valid at least 6 months after your returning.
- Remember to apply for financial aid from Kela:
[Financial aid for students](#)



Tickets and visa / residence permit (1/2)

- We recommend to wait for the acceptance letter from the host university before buying the tickets (use your own common sense in this issue).
- Normally the host universities send information and instructions how to handle the visa/residence permit issues, follow these carefully!
- Check the required documents from the embassies/immigration services:
 - EU citizens registration in the other EU country
 - Mobility notification: 3rd country students, who have the residence permit to Finland and are going to study in EU Member state.
 - Visa (single entry vs. multiple entry, student visa)
 - Residence permit
- Read the study reports from the previous years for tips.





Tickets and visa / residence permit (2/2)

- Required documents for the residence permit process vary a lot between the countries:
 - Acceptance letter
 - Financial statements:
 - Kela's certificate for financial aid
 - certificate of Aalto Scholarship
 - bank statement on funds
 - Health certificate, if needed
 - Photos
- Important documents are recommended to be scanned and sent to your personal e-mail (passport, visa / residence permit, insurance documents and acceptance letter).



Health care

- If you are going to Europe, order the European Health Insurance Card (EHIC) from Kela:

[European Health Insurance Card](#)

- The card is not replacing the travel insurance!
- Check the vaccination requirement and recommendations:
 - [Finnish Student Health Service](#)
 - [Rokotustieto](#) (Pharmaceutical Information Centre)





Insurances

- Students are responsible for their insurances during their exchange (luggage, injury, sickness and liability insurances).
- Remember to ask for English documents from the insurance company.
- In some universities, they have their own insurances, which are required. Check the host university's information carefully and if needed take your own insurances to cover the other incidences.

Security and crisis

- Instructions from the Ministry of Foreign Affairs
[Travelling abroad:](#)
 - [When you are travelling or residing abroad](#)
 - [Matkustustiedotteet](#)
(Advice for travellers by country, only in FIN & SV)
 - Remember to file a travel notification:
[matkustusilmoitus.fi](#) (EN, FIN & SV)
- Follow the Ministry of Foreign Affairs' and embassies' Facebook and Twitter accounts, you can find information on the issues in the destination country.
- Respect the local laws and rules as well as the university regulations.
- ICE → Add the emergency contacts to your mobile.
- Check the local emergency number!
- In case of a natural disaster, conflict or other crisis, we will do our best to help you in every way we can.
- The final decision to leave the country is always yours.



Accommodation

- The host university normally helps the incoming students with the accommodation issues.
- However, you might need to find the accommodation by yourself. Be active in this matter!
- In European destinations the accommodation situation is quite demanding. Be prepared for time consuming search for accommodation and be flexible with your wishes.
- Again, check the study abroad reports for tips!



Financial aid during the exchange

- If you are entitled to student financial aid, you will receive it also during your exchange
 - Study grant 268,33 €/month (same as when studying in Finland)
 - Loan guarantee 650 €/month (same as when studying in Finland as the studying abroad is part of your studies in Finland)
 - Housing allowance 210 €/month >> except in low-cost countries
- Remember to inform Kela on your exchange period
- Scholarship for study abroad is not affecting the income limits.
- If you need a certificate of student financial aid, you can request it from Kela.



Aalto University Scholarship for Study Abroad

Aalto Mikkeli requirements for the scholarship are:

1. Given deadlines are met.
 - The last document with the deadline is “The Scholarship Commitment 2023-2024” and you will get it soon by e-mail. The deadline for the document is 9 June 2023.
 2. Required amount of credits have been completed according to approved study plan.
 3. The online study abroad questionnaire is completed and the study abroad report has been returned and approved.
 4. For European Universities, all the Erasmus documents must be completed including the language tests and report.
- The scholarships are paid in two installments:
 - The first part of the scholarship is paid before departure.
 - The second is paid once the student has returned and submitted all the required documents.
 - In 2023 - 2024 the first part of the scholarship is 1200 € and the second is 300 € (non-European exchanges).
 - Erasmus scholarships have a different payments and information will be send to the Erasmus students separately.



During the Exchange

Promote Aalto Mikkeli

- Most of our partner universities organize International Fair, promote Mikkeli there!
- Where can you find the information?
 - Ask the presentation slides from Annamari
 - Information for incoming students on [Student Guide](#)
 - Videos: [Aalto University's YouTube channel](#), our exchange video can be found under business and economics
- Useful websites:
 - [VisitMikkeli](#)
 - [The Official Travel Guide of Finland](#) (visitfinland.com)



BScBA Ambassador program

- Visit local high school(s) during your exchange to promote our program abroad.
- The main target is to visit IB schools, but you can also visit other local high schools.
- You will get a compensation for the presentations.
- How to be an Ambassador?
 - Information on [Student Guide](#)
- Let's spread the Mikkeli spirit and welcome new international degree students to our program!





What to do if there are problems during the exchange?

- It is absolutely normal that there might be some bad days during the exchange.
- Do not stay alone, ask for help.
- The emotions and situations can change rapidly during the exchange.
 - In those moments, stop for a moment and think what is the problem.
 - Contact the host university's international office and ask help and guidance. Also the student organizations can help.
 - Contact also us!



After the Exchange

All the good things come to an end

- Prepare yourself for the end of the semester!
- Remember to check the rental agreement, mobile connection and bank account. What is needed to end and close them?
- Keep the course syllabus, it might be useful in the future.
- Remember to ask the university to send your transcript directly to Aalto Mikkeli!
- Erasmus students will have to remember to complete the required paperwork.



After the exchange

The second part of the study abroad scholarship will be paid after

1. We have received the transcript and you have completed required amount of credits during your study abroad
 - You need to complete the request for inclusion. Information on the process can be found from Student Guide: [Credit Transfer](#)
2. You have completed the online feedback questionnaire, and
3. You have returned your study abroad report.

Erasmus students have also the following parts to be completed:

1. Certificate of Attendance
2. Online Learning Agreement
3. OLS language tests done
4. Erasmus+ participant report

Graduation

- You can start the graduation process after you have completed all the requirements for the degree.
- Information on the graduation process can be found from Student Guide: [Graduation](#)
- We will inform you about the Graduation Ceremony later.



Contact person in Mikkeli

Ms. Annamari Vahvaselkä

Student Exchange Coordinator

Lönrotinkatu 5, 50100 Mikkeli, FINLAND

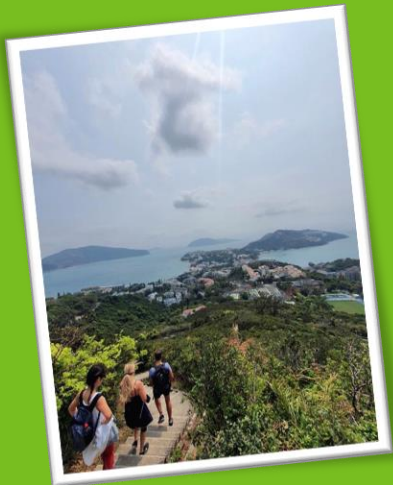
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Enjoy your
exchange!

