



Aalto University
School of Business

Instructions for Outgoing Students

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Preparing for the exchange

What happens after being selected to exchange by Aalto BIZ?

Application (Aalto)

- Exchange places were allocated to students in March 2023

Nomination

- BIZ Student Exchange Services nominates the student to the host university

Application (Host)

- Host university contacts the student by email and sends information about the application process

Acceptance

- Host university sends the acceptance letter to the student

Preparations for departure

- Student prepares for departure by arranging practical matters (flights, housing, insurance etc.) and paperwork to home university (study plans, Erasmus documentation etc.)

Application to the exchange university 1/2

- Check your Aalto email and (also junk email) regularly for the application info!
- Application process varies depending on the university
 - a) online application (most common)
 - b) *application documents sent by email*
- Check the application instructions immediately once you receive them from your host university -> it may take some time to collect all the supporting documents!!
- Take care of the **application process independently** and according to the instructions
- RESPECT the deadlines! Your exchange university has no obligation to make an exception if you miss the deadline or your application is insufficient
- Min. GPA 3 (or higher if required by the exchange university) maintained until accepted by the host university.

Most common application documents

- Transcript of records → from Sisu / or Starting point
- Photo(s),
- Copy of passport,
- Recommendation letter → ask teacher / professor
- Language certificate*,
- Motivation letter,
- Financial proof → from bank, also exchange scholarship, student financial aid from Kela
- Certificate of attendance → Certificate of student status from Sisu / or Starting point
- Course selection form
- Proof of insurance → from your own insurance company

Other possible application documents

- Health check, lung x-ray tms. (especially in Asia) → visit private medical center, vaccinations → also YTHS/FSHS
- Apostille (certified the authenticity of a document issued by a Finnish authority or a comparable party for foreign authorities → Digital and Population Data Services Agency (Digi- ja Väestötietovirasto)

Nomination letter → Home university's acceptance /
Scholarship letter

Language certifietae

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- If you need **English language certificate** to your exchange application, we will write those based on your studies. On Bachelor level we can write it only based on completed **Mastering Influence in Business Communication** (previously Business Communication Skills) course. If you have not completed the English course, and we are unable to write you a language certificate, be prepared for the TOEFL/IELTS test. On Master level we can write it based on the BSc course or your master's programme taught in English.
- If TOEFL/IELTS requirement is mentioned in host university's application info, don't panic, it is waived from Aalto BIZ students (unless it is mentioned in our internal application like University of Southern California). You can prove your skills by English Language Certificate written by us.

Letters of acceptance

- Aalto Scholarship / Acceptance letter was sent to you already in March 17
April 17 for CEMS
September 18 for second round application
you may need it in the application process or when applying for visa.
Works also as a scholarship certificate
- Acceptance letter from exchange university = final approval of your exchange (electronic or sometimes still hardcopy)
 - ✓ keep it safe, print it and take it with you when you leave for your exchange term
- If your exchange is approaching and you have not heard *anything* from your exchange university > contact Student Exchange Services (outgoing-biz@aalto.fi) And remember to check also junk email continuously)



Conditional selection

- If your selection on exchange was conditional, please make sure you have fulfilled the condition before the exchange
- Students selected to Master level exchange have to graduate before the set deadline
(fall exchange in June, spring exchange in November)
- Remember to order degree certificate on time!
- More information on graduation from Student Guide:
https://www.aalto.fi/en/programmes/kauppatieteiden-kandidaattiohjelman/graduation?check_logged_in=1

Exchange Scholarship

- All Aalto students selected on exchange will receive a scholarship minimum of 1500 € (no separate application needed)
- The scholarship is paid in two instalments

First instalment:

- **Students traveling outside of Europe will receive 1200 € before the exchange** and rest 300 € after the exchange
- The total amount of the **Erasmus** scholarship can be over EUR 1500. Final amount is calculated after the exchange based on the length of the stay. First instalment is either 1470 € or 1620€ (depending the country group) before the exchange and the rest after the exchange > EU comission rules.
- Payments:
in August for for the fall term students and
in January for the spring term students

OLS (Online language test)

- **Not mandatory 2023-2024**
- **But is still recommended**
- **You will receive link to the OLS system, where you can test your language skill level in English or other EU languages**
- **The test takes 10-45 minutes (depending on skill level.)
The test has 55 tasks (multiple choice tasks and listening comprehension) and at the end you can check the results task by task and get a skill level on the CEFR scale based on this test..**
- **The test can also be done several times**
- **OLS website also offers material for independent studies**

Studies on exchange

Studies on Exchange (1/4)

- Exchange studies are always part of the degree
- International minor (IM), Kansainvälinen sivuaine
- Bachelor level exchange 30 ECTS
- Master level exchange 24 ECTS
- ECTS vs. local credits on exchange

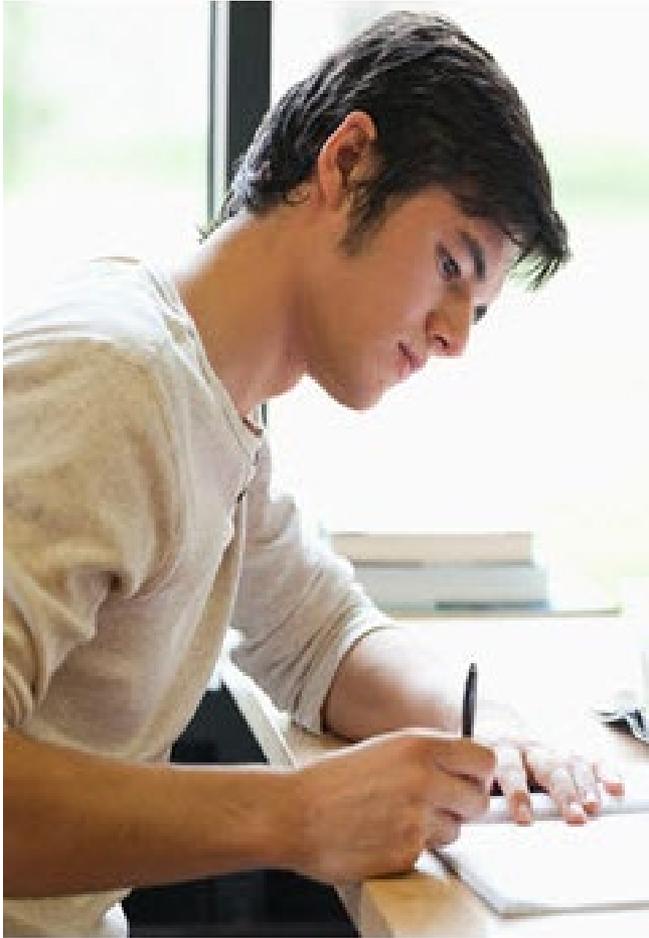


Studies on Exchange (2/4)

- Content of the International minor;
 - ✓ Business related studies and/or studies from other fields of science if supporting business studies
 - ✓ Courses from the field of your major → accepted as long as the content differs from the courses you complete at Aalto
 - ✓ *Golf, tennis, weight-lifting, etc. Not transferable!!*
 - ✓ Max. 8 ECTS local language and culture studies



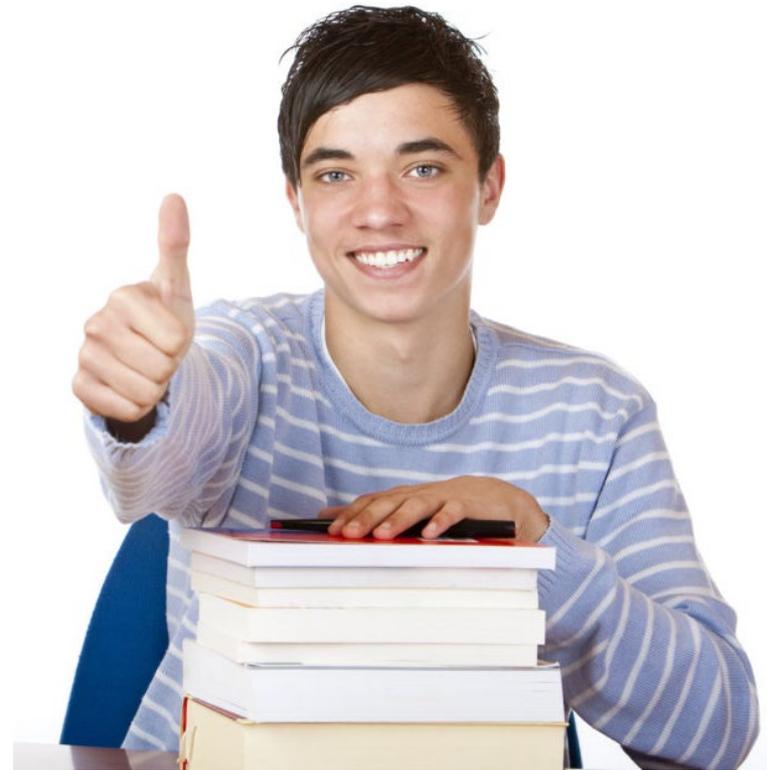
Studies on Exchange (3/4)



- Mainly studies from your own level (Bachelor or Master)
 - ✓ Some universities are very strict on this
- Studies that exceed the extent of IM can be
 - Included in the IM up to 36 ECTS (takes up room from electives)
 - transferred to elective studies

Studies on exchange (4/4)

- Possibility to supplement International minor (IM) after the exchange
- At least 18 ECTS have to be completed on exchange in order to get IM to the degree, 20 ECTS to receive full scholarship
- Completing the exchange studies as agreed and including them to the degree are required for getting the exchange scholarship
- Before the exchange all students fill out a study plan (Learning Agreement)



Study plan / Learning agreement

Erasmus exchanges

- Learning agreement is one of the mandatory elements
- List of courses you plan to study while on exchange
- Done online in the same mobility system where you applied for exchange
- In Erasmus exchanges goes nowadays by name OLA (online learning agreement)
- Must be electronically signed by student, by home uni, by host uni

Bilateral exchanges

- Submitted via Webropol form
- We check your plan and reply the acceptance (or possible questions) to you by email

- Detailed instructions have been emailed to you in October
- No specific deadline for submitting as exchanges start different times, submit when you still have a chance to change courses, if needed

Prepare for different style of studying

- Different course registration systems (bidding, drop/add etc)
- Study style and evaluation may differ significantly compared to Aalto, e.g.
 - ✓ Compulsory attendance
 - ✓ Oral examinations
 - ✓ Participation in lectures part of the evaluation
 - ✓ Grades and grading system





During the exchange

Changes to the learning agreement

- Be prepared that changes to your learning agreement /study plan are possible (and probable) -> inform us asap by email and we'll check that your new course(s) are ok and acceptable for your minor!
 - Bilat exchanges; email to us outgoing-biz@aalto.fi
 - Erasmus exchanges; update your OLA (online learning agreement)
- If there are changes in the length of the exchange period (e.g. due to illness) please inform Student Exchange Services ASAP
- If you are entitled to Student Financial Aid (opintotuki) in Finland KEELA monitors how your studies proceed > only the studies that will be registered in Aalto are taken into account

After the exchange

Documentation and credit transfer..

- Info email from us in early December / May about practicalities regarding the end of your exchange - Save the message for future use, if your exchange is not ending right at that moment!!!
- Different tasks depending on your exchange destination Erasmus (Europe, excluding UK and Switzerland) vs. outside Europe (bilateral)
 1. Credit transfer application in Sisu
 2. Erasmus documents and travel report to be returned via After Exchange form

Checklist on tasks and documents after exchange

	Bilateral exchange (outside Europe)	Erasmus exchange
CREDIT TRANSFER in Sisu	X	X
AFTER EXCHANGE PORTAL	X	X
Exchange report (AE)	X	X
Transcript of records (AE)	X	X
BIZ Exchange survey (online)	X	X
Online learning agreement (OLA) signed by all three parties		X
Erasmus letter of confirmation (AE)		X
EU Survey / Participant report (online)		X
OLS language test, not mandatory 23-24		X

Credit transfer

- Credit transfer for exchange studies is applied after the exchange in SISU once you have the official transcript
- Detailed instructions will be given in December / May by email
- One application in Sisu, INCLUSION (sisällyttäminen), add all the courses completed on exchange to this application plus add your transcript as an attachment
- Easiest to start the application in Sisu, if you have created a study draft / opintoluonnos for your exchange studies
- Courses will show up on your transcript under International minor with course names and ECTS credits, grades will not be transferred

2nd part of the scholarship (Bilateral)

- 2nd part of the scholarship will be paid after all the required documentation is received and credit transfer has been completed
 - 300 euros for bilateral destinations
- Not possible to just receive the 1st part of the scholarship and leave the return practicalities undone. Even the 1st part of the scholarship may have to be returned, if documentation is missing (EU commission rules, Erasmus scholarship money comes from them)

2nd part of the scholarship (Erasmus)

- For Erasmus destinations, amount can be calculated once the exchange has ended and the exact length of it in days is known.
- First part of the Erasmus scholarship is paid based on the length of 90 days (1470 € or 1620€). Same start and end date for all because of the payment > EU survey will be sent at the time of that end date, do not worry if it does not match your actual end date.

Second part is paid for the days that exceed 90 days.

Examples:

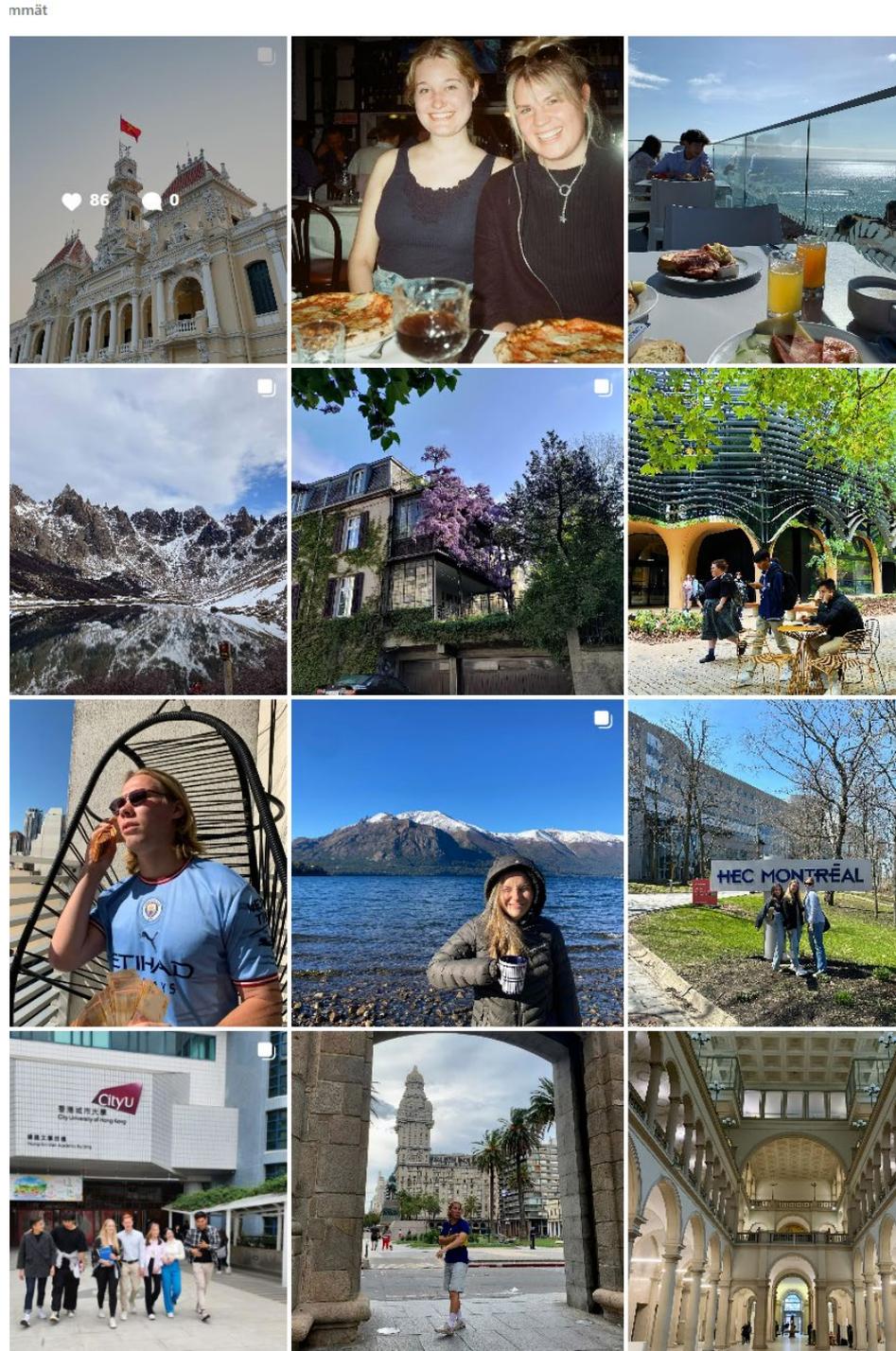
100 days in France (country group 2 = 16,33 e per day) total amount is 1633 euros (1470e + 163e)

150 days in Norway (country group 1 = 18e per day) total amount is 2700 euros (1620 e + 1080e)

- <https://www.aalto.fi/en/other-studies/erasmus-scholarships>

Exchange report or Instagram diary

- All outgoing exchange students are required to submit an exchange report after the exchange or instagram diary during the exchange #aaltoexchange, #aaltovaihtarit
- Purpose is to give useful information to other students
- Also IG-diaries must be informative about studies and everyday life, not just nice pictures, 1 post per week during whole exchange
- We might need to limit amount of IG-diaries.



Aalto T-shirt

We offer Made in Aalto University T-Shirts for outgoing exchange students in spring 2024 (eg. for promoting home university)

Pick up from Aalto shop
Choose from available colors

Pick up from Aalto shop by
20.12.2023, with the code 36582
Shop has the list from BIZ outgoing students



Promoting

- In order for us to offer high quality exchange places to our students in the future as well, we need to be able to attract incoming exchange students to Aalto.
- Therefore it is very important that you promote Finland, Aalto and especially the School of Business during your exchange.
- Many universities have exchange fairs or similar events where exchange students can present their home country and school.
- Material: <https://mycourses.aalto.fi/course/view.php?id=34590>



More information

- **Aalto.fi > student guide: <https://www.aalto.fi/en/other-studies/exchange-studies>**
 - Guide for outgoing students / Opas vaihtoon lähtevälle
 - Exchange reports (Destination database) by former exchange students
 - Instagram #aaltoexchange
 - Mycourses page
- **Websites of the exchange universities**
- **<https://www.maailmalle.net/> (in Finnish)**



CONTACT INFORMATION

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Credit Transfer

Sanna Krigsholm Please see above



***WISHING YOU A PLEASANT AND SUCCESSFUL
EXCHANGE!***

Student Exchange Services