



Guide for Outgoing Exchange Students 2018-2019



Aalto University
School of Business



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Congratulations!

You are going on exchange! Studying abroad is about learning new things and languages, working with people from all around the world, travelling, getting to know the local culture and students all around the world. The exchange period is often the most giving and exciting time of your study years.

Studying at a foreign exchange university might differ radically from studying at your home university. Go abroad without prejudices, be flexible and open to new challenges and learning from new cultures. First and foremost, enjoy your time abroad!

This guide is meant for the Aalto University School of Business Bachelor and Master students going on exchange. The guide contains practical advice for a successful exchange. It is worth keeping and reading throughout. In case some information is left unclear you can contact the School of Business Student Exchange Services at outgoing-biz@aalto.fi.

We wish you a pleasant and enriching exchange!

Student Exchange Services

1. Before you go

What do the Student Exchange Services do & what does the student do?

1.1. Applications for exchange universities

Student Exchange Services (SES)

When the Student Exchange Services has accepted the student as a candidate to study at the certain exchange university, the student's information will be sent to the exchange university (=nomination). The receiving institution will then send the student their own application form or link to the online application system by email. Please note that if you are selected on exchange for the spring semester, you may not hear from your exchange university until the previous fall. Remember to follow your Aalto email address regularly.

Student Exchange Services will help students with the application process if needed. Students send the applications independently - SES sends the applications only if the exchange university requires them to be sent via the student's home university. It is the student's responsibility to be aware of the application deadlines and other required documents.

Student

The student communicates directly with the exchange university after the Student Exchange Services has sent the information of the student to the exchange university. It is advisable to take copies of all the documents sent to the exchange university. Follow the instructions and deadlines of the exchange university and the Aalto University School of Business Student Exchange Services.

In case your exchange is approaching and you have not heard from the exchange university, contact Student Exchange Services. It is hard to give overall advice on when to expect information from the exchange university. You can find some pointers from old travel reports.

When going to a country which requires a visa or where getting an apartment is difficult, expect the exchange university or Student Exchange Services to be in contact with you 3-4 months before the exchange. Find out what should be happening at the other end from the exchange universities' incoming exchange students -pages or previous travel reports. Be sure to take care of meeting deadlines of the required applications! If the application has to be sent by mail and it seems like mail would not reach the destination before the deadline, it is advisable to scan the papers and send them also by e-mail.

1.2 Application Fee

Student

Some of the universities require an application fee i.e. processing charge of the application. The charge is paid by credit card. The students should pay this fee themselves, and it is necessary for processing the application. Note that **those leaving for exchange through the School of Business' official exchange program do not have to pay tuition fees**, but some other charges might be required, e.g. compulsory health insurance or paying for the study material.

1.3. Letter of Acceptance from the Aalto University School of Business

Student Exchange Services

The Student Exchange Services will send the Letter of Acceptance to all students selected for Bachelor or Master exchange.

Student

Keep the letter of acceptance from the School of Business safe, as it may be needed for e.g. visa application procedures. The exchange is secured only after receiving the official acceptance letter from the exchange university, and the Student Exchange Services recommends students not to buy flight tickets before receiving this letter.

Conditional acceptance

If the acceptance is conditional so that the student needs to complete his/her bachelor's degree before the exchange, this should indeed be done well before leaving for the exchange. Many universities require students to have a graduate status already at the time of their own application process. Therefore we *strongly recommend* the following deadlines for bachelor graduation: If leaving for the **fall term**, the student should graduate as a bachelor **in June at the latest**. When leaving for the **spring term**, the deadline for the graduation is **in November at the latest**. The diploma has to be ordered three weeks before the actual graduation day.

1.4. Official acceptance letter and other information

Student

The receiving institution makes the final decision of acceptance. The universities

send the acceptance letter and other material either straight to the student or through Student Exchange Services.

Student Exchange Services

If the acceptance letter from the exchange university is sent to Student Exchange Services, we will inform the student as soon as possible.

1.5. Language proficiency tests, TOEFL and IELTS tests

Student

If the student is going to a university that requires the TOEFL or IELTS test, the student should take care of sending the test results to the exchange university through the official test organizer.

All students going on exchange through the Erasmus programme*) have to complete the OLS online language test before and after the exchange. This is a mandatory part of the new Erasmus+ programme. The instructions and link to the test will be sent to all Erasmus students before the exchange by email.

** ERASMUS is the European Union's exchange program, in which students may study abroad in different universities within the Erasmus countries. Erasmus countries are EU countries, Norway, Iceland, Liechtenstein, Turkey and Macedonia.*

1.6. Scholarships

Students

The scholarships will be paid on the basis of being chosen on the exchange and do not require a separate application. Bank account information has been collected in the application process and students have committed themselves to the scholarship prin-

ciples by signing the scholarship commitment. Students have also agreed to a **Waiver and responsibility for students going abroad** -form when they have submitted the exchange application at the School of Business. The scholarship will not be paid if for some reason the student has not signed and returned all the required documents within the given time limitation.

The amount of the scholarship is confirmed in spring and the information of the scholarship is sent in the acceptance letter. In the academic year 2018-2019 the total amount of the scholarship is 1500 euros. The scholarship includes possible Erasmus or Nordplus grants. **Most of the exchanges in Europe are part of the Erasmus programme** and therefore students are obligated to also sign a separate **Erasmus Grant Agreement**. This agreement will be sent separately to the relevant students.

Scholarships are paid in accordance to the payment principles of Aalto University. The first part of the scholarship is paid before the exchange and the second part after the exchange, if all the requirements have been fulfilled. Students heading for *the destinations outside the Erasmus+ programme* will receive EUR 1200 as a first installment and EUR 300 after the exchange. *For students on Erasmus exchange* the first installment is either EUR 720 or EUR 900, depending on the host country. The rest of the Erasmus+ scholarship will be paid in the second installment according to the actual length of the exchange. The second installment will be supplemented with Aalto University's own funds up to 1500€. The changes in the scholarship payments in the Erasmus programme are caused by the new scholarship payment policies of the external financier (European Union). More information can be found from Into under Exchange studies > Funding.

The second part of the scholarship will be paid after the student has returned from the exchange and:

- 1) completed all the required studies
- 2) returned the learning agreement and credit transfer application
- 3) Student Exchange Services (SES) has received the official transcript. Universities may send it to SES automatically, or you may have to order it. Check your university's protocol.
- 4) handed in the travel report (or blog)
- 5) filled in the electronic feedback form. Instructions for the feedback form will be sent separately by e-mail

In addition, students on Erasmus exchange have to:

- 1) hand in the Erasmus Letter of Confirmation, signed by the coordinator at the exchange university
- 2) hand in the signed final Learning Agreement
- 3) complete the Erasmus Online Linguistic Support (OLS) language test before and after the exchange
- 4) complete the EU Survey / Participant Report after the exchange

All of the returning students will receive a detailed email message with information on the practicalities and required forms.

Outgoing students can, in addition to above-mentioned scholarships, apply for other grants e.g., KY Foundation scholarship for travel expenses. The application period for the KY grant is once a year in April. This grant can only be received once. More information on the KY web pages www.kyweb.fi.

Student Exchange Services

Student Exchange Services (SES) pays the scholarship money in July-August for those leaving for the fall semester. For those leaving for the spring semester, the money will be paid in January.

The scholarship will be paid if the student has handed in the required information and documents. If the selection to exchange has been conditional and student does not fulfill the conditions stated in the acceptance letter, the exchange will be cancelled. In this case the first part of the scholarship will be recovered if it has already been paid to the student.

1.7. Student financial aid and Certificate of financing

Student

If the student is entitled to student financial aid (opintotuki) in Finland, it will be paid also while on exchange. Please note that in order to receive student financial aid for exchange studies, you will need to inform Kela via e-services or with a separate form (OT15 form). All matters related to student financial should be directed to KELA, as Aalto University School of Business no longer has a Student Financial Aid Office.

Certificate of finance

Some of the exchange universities require a certificate of financing the studies abroad.

- Ask for a certificate from KELA if receiving student financial aid
- Ask for a certificate of assets from your bank (often subject to a charge)
- The scholarship received from Aalto University School of Business is mentioned in the acceptance letter

All the copies of financial certificates should

be kept safe, as they may be needed for getting the visa stamped at the host country.

1.8. Required studies

General

Find out as early as possible what courses you can study at the exchange university. Search for information on the web pages about courses and their prerequisites. In some universities students can choose the courses already during the application process, whereas some universities won't publish their course lists until just before the

The general rule is that the studies completed in an exchange university must be:

- University level courses
- In the field of economics and business administration, or from other fields of science if supporting your business studies
- Courses that you have not yet completed at the School of Business
- In-line with the level of your studies (undergraduate, graduate)
- Maximum of 8 ECTS of the exchange studies can be local cultural or language studies. (However in trimester schools 16 ECTS of the studies must be different than cultural or language studies)

semester begins. Please notice that there are different practices for changing or dropping courses in each school. For example, it may be possible to make changes to course choices only during a certain time after arriving to the university.

Below are short general guidelines; more advice is given in **4.3.1. "Transferring credits to your degree" section (When you have returned home -chapter).**

Studies completed during the exchange will normally be registered as an International Study Module which should be marked on the eHops (electronic personal study plan) when a student applies for an exchange period. For bachelor students the extent of the International Study Module is **30 ECTS** and for master students **24 ECTS**.

In most of the European countries ECTS Credit Transfer System is in use and the credits are equivalent to credits used in Aalto. In countries where the ECTS system is not available (outside Europe mainly) the credit scaling will be decided by Aalto University School of Business.

The International Study Module is very flexible in its content. The students may choose to study courses from any business subject, and with good justification also courses from different subjects supporting business studies. The student may also choose courses from his/her major studies, but these need to differ from courses offered at Aalto. The Student Exchange Services will make the final decision about which courses are suitable.

It is advisable to take courses from own level while on exchange but the International Study Module can include both Bachelor and Masters' level courses if well justified.

Courses from the student's study program can also be substituted with exchange studies if the level, content and extent of the courses comply. In some cases students can also include a course completed during exchange in the Aalto University School of Business degree studies (Courses completed in another university or elective studies). Degree program guidelines indicate how many courses can be included from other universities.

Please note that the absolute minimum of 18 ECTS must be left for the International Study Module!

International Study Module can contain max. 8 ECTS of local language or cultural studies. Only local language studies are allowed (i.e. no French studies in Germany). In addition, "hobbies", such as tennis, golf or photography, cannot be transferred to the degree at Aalto University School of Business.

Notice! In some Master level exchange destinations the academic year consists of three semesters (trimester school). If the exchange period is just one trimester it might not be possible to take the required amount of studies for the International Study Module. In this case minimum of 20 ECTS is required. If your exchange university uses trimesters, remember that you may have to take additional courses at the School of Business in order to complete the International Study Module.

Info about transferring credits in section 4.3.

Learning agreement and Credit Transfer Application

Selecting the courses and completing them are the prerequisites for getting the scholarship money for the exchange period. Be-

fore going on exchange, students have to fill a **study plan**, which will be checked by the Student Exchange Services. Detailed instructions regarding the study plan will be sent by email to all outgoing exchange students generally in June (fall exchange) and in October-November (spring exchange). Students should return the study plan to the Student Exchange Services as soon as the courses for the exchange are selected. When the study plan is approved, it will be an official binding learning agreement.

Notice!
CEMS students should send their learning agreements and credit transfer applications to the CEMS coordinator. Student should also inform CEMS of possible course changes.

Often the final course selection and course admission is not clear before arriving at the exchange university. In this case the student might have to make changes to the learning agreement. Always inform the Student Exchange Services about the course changes by e-mail (outgoing-biz@aalto.fi). In all problems concerning the learning agreement, always contact the Student Exchange Services.

After the exchange the credits completed on exchange will be transferred to your Aalto degree. If you have completed the full International Study Module (24 or 30 ECTS) or need to supplement the exchange studies, the credit transfer will be done at Student Exchange Services. If you are replacing program studies with courses completed

on exchange, the credit transfer is done at the Student Services office. Note that credit transfer is delayed if supplementing or replacing studies. For getting the study grant, the credits completed in the foreign university must fulfill the requirements of the exchange studies and be marked on an official transcript of records.

Remember! Before the exchange you have to return to International Student Services:

- 1) Scholarship commitment (together with the acceptance of the exchange place)
- 2) Erasmus grant agreement (Only student on Erasmus exchange)
- 3) Learning agreement and Credit Transfer Application

1.9. Contact information

Student

Please contact Student Exchange Services with any problems or questions. Good sources of information are also exchange reports that previous exchange students have written. SES can, with the students' approval, give the contact information of students who have been on exchange as well.

Student Exchange Services

SES primarily uses e-mail for communication. To reach students, SES uses school e-mail addresses (@aalto.fi). If the student wishes to receive mail to another e-mail address, this should be informed to SES.

Note that changes in contact information don't transfer automatically from Oodi but you have to inform SES separately.

2. When leaving date is close by

2.1. Acceptance letter from the exchange university

Student

Make sure that the information on the letter is correct and take good care of the letter. Usually it is needed when enrolling at the university. If the Acceptance Letter is sent to Student Exchange Services, it will be delivered without delay to the student.

2.2. Accommodation

Student

Exchange universities try their best to help students in finding accommodation. Usually they will send information about housing arrangements but students should also be active in sorting out accommodation issues themselves. Often the housing services are not arranged by the university itself, but by some external company or foundation.

2.3. Flight ticket

Student

It is recommended to buy the flight tickets as early as possible. We do not however recommend buying the tickets before receiving the official letter of acceptance from the exchange university. Financial assistance for the travel expenses can be applied for from the KY foundation international exchange fund.

2.4. Instructions from the exchange university

Student

The exchange universities send information about how to arrange studies, housing and entry permit. It is important to follow the deadlines and advice given. If you have any questions regarding the application process, you can contact the coordinator at the exchange university. The exchange university is not obliged to make any exceptions in deadlines.

Student Exchange Services

Student Exchange Services cannot help if students have not returned application papers or the housing application within the set time limit. The exchange university will decide how to proceed in these situations.

2.5. Insurances, insurance Coverage in Nordic and EU countries

Student

You will need a **travel insurance** for your exchange. SES recommends:

- A travel insurance for everyone *regardless of which country you are going to*
- An insurance that covers journeys, staying in the country and possibly other countries that you might visit, as well as medical transportation and escortation to Finland / to your home country.

Have an English copy of the travel insurance with you on exchange.

Please note that some universities may have their own insurances which students are obligated to take. The coverage of the insurances varies greatly so read the terms carefully. If the coverage is very limited, we recommend students to take a normal travel insurance as well.

European Health Insurance Card

With the European Health Insurance Card students from EU/EEA countries get necessary medical treatment during a temporary residence in another EU/EEA country or in Switzerland. The right for medical treatment is usually limited to sudden illnesses and accidents and other conditions which require necessary medical treatment. You might also get treated in the case of chronic diseases which require immediate treatment abroad. By presenting the European Health Insurance Card, you will receive medical treatment on the same terms as the local residents. In the Nordic countries a passport or a KELA card and a certification of residency in Finland is enough to have the right for medical treatment.

Note that not all doctors and hospitals operate within the reimbursement system, which means that any costs incurred outside the system will have to be paid by the students themselves. However, afterwards it is possible to apply for compensation from KELA. As a general rule, public health services are covered by the reimbursement system.

The European Health Insurance Card is provided by the national health insurance provider in EU/EEA countries. Finnish students can apply for the card free of charge via Kela's online services. Registering for the service is done with online bank information or by an electronic identity card.

The card can also be ordered by phone (020 692 203), or by filling out the application form (SV 193sr, in Finnish) which can be either printed from Kela's website or picked up at a Kela office. Application form can be returned to any of the Kela's offices. More information on the card: <http://www.kela.fi/in/internet/english.nsf>

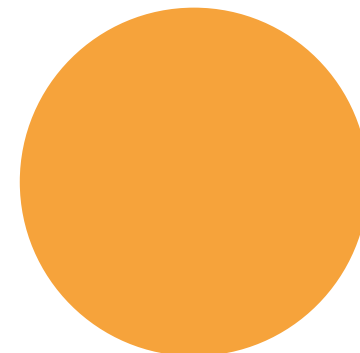
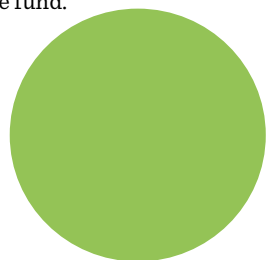
Note that if you are in need of getting exceptional transportation from outside the Nordic countries to Finland (because of an illness or an accident) the European Health Insurance Card does not cover this. Relevant travel insurance compensates these kinds of transportation costs as well as additional charges and excess costs. More information from www.kela.fi.

2.6. Visa

Student

It is the student's responsibility to apply for the visa. If the student is going to study in a country that requires a student visa, it can be applied for after receiving the official acceptance letter from the exchange university.

Contact the embassy of the country for specific information about required documents. The application process might be slow so reserve enough time for it.



3. During the exchange

*Please note that during the exchange you should register as **an attending student** at Aalto University.*

3.1. You are the ambassador of the Aalto University School of Business

You have the possibility to advertise the School of Business while abroad. The student exchange is based on reciprocity; to be able to send our students abroad we also have to receive incoming exchange students to the School of Business. If for some reason there are no incoming students from a certain university, we won't be able to send our students there anymore. Because of this, it is very important that you advertise Aalto University and the School of Business during your exchange. Many universities have Exchange Fairs or similar where foreign students can present their home country and school.

You can ask for brochures of the School of Business from the Student Services. You can also use the Power Point slides which can be found in Into <https://into.aalto.fi/display/enuudet/Incoming+exchange+students>.

3.2. Changes in the exchange period

Note that the academic years and semesters in universities vary across and even within countries. Hence, take these schedules into consideration when applying for exchange. **When students accept their exchange places, they agree to follow these schedules.** Please remember this especially when the Fall semester continues until January or when you apply for a summer job.

Exchange universities' academic calendars can be found from their homepages.

If there will be changes in our stay abroad for some reason, please contact us immediately (outgoing-biz@aalto.fi).

3.3. Learning agreement and changes in the courses

If changes occur in an already approved Learning Agreement, you must send the changes for approval by e-mail (outgoing-biz@aalto.fi).

NOTE! In case the student is an *Erasmus-exchange student** he/she will also have to fill in the Changes to Learning Agreement-form with the courses changed during the exchange (4th page of the Learning Agreement-documents). Before returning to Finland, remember to have the final learning agreement signed by the host university's exchange coordinator and then deliver the paper to the Student Exchange Services.

** ERASMUS is the European Union's exchange program, in which students may study abroad in different universities within the Erasmus countries. Practically all exchanges to Europe from school of business except to Switzerland are Erasmus-exchanges.*

Notice!

Students have to be enrolled with "attending" status in Aalto University while on exchange.

3.4. Erasmus Letter of Confirmation

Those who are going on an Erasmus exchange have to fill out the Erasmus Letter of Confirmation. In the letter the arriving and departure dates are marked and stamped by the exchange university's exchange coordinator. Erasmus-exchanges must be at least 3 months long!

3.5. Help!

Not everything always goes by the book. Contact the Student Exchange Services with any issues regarding courses, practicalities, applications etc. SES is also happy to receive any feedback students may have. If necessary, SES can also directly contact the exchange university. Contact SES also in case of sudden illness which impacts your exchange studies. Remember to ask for a doctor's certificate of sickness.

Aalto expects all students who are travelling or visiting abroad for longer than three months to register with their local Embassy. Finnish citizens should make a travel registration at matkustusilmoitus.fi. The contact information is used by the Ministry for Foreign Affairs of Finland in case of an emergency or crisis situation. International students should contact authorities of their home country to check whether similar service is available.

In any exceptional situations caused by epidemics, natural disasters or other emergency situations students are contacted through email, phone, text message or the Internet. Aalto University has the right to revoke a student's status as an exchange student in case of an emergency. However, the final decision to leave the country and return to Finland will be left up to the student. All the students going on exchange have approved the *Waiver and responsibility for students going abroad* in the online appli-

cation system. The content of the form can be found in Into <https://into.aalto.fi/display/enopinnot/Selection+criteria+and+terms+of+exchange>.

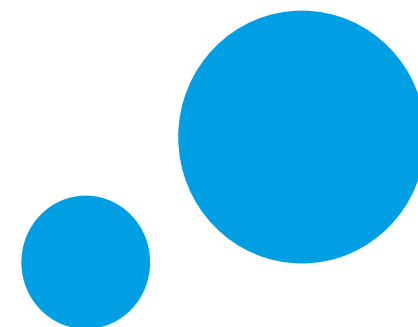
3.6. Transcript of records from the exchange university

Student

Exchange universities send the transcript of records usually automatically to Student Exchange Services, which then forwards it to the student. However this is not always the case, and students should ensure how to receive the transcript. If the transcript is subject to a charge the student has to pay it before leaving the country. Students should ensure that the transcript has all the courses completed abroad and that their grades are correct. Only with an official transcript is credit transfer possible.

The International Study Module will be marked only as "passed" to the register, and the grades of individual courses will not be recorded.

In case students receive the transcripts to their home addresses, these should be brought to the Student Exchange Services for credit transfer purposes.



4. When you have returned home

4.1. Scholarships from the School of Business

The School of Business second part of the scholarship will be paid if the student has:

- 1) Completed the studies abroad according to the final learning agreement,
- 2) returned the travel report / blog
- 3) filled in and returned the electrical feedback form (the link to the form will be sent after the exchange semester), and
- 4) Student Exchange Services (SES) has received the official transcript. Universities may send it to SES automatically, or you may have to order it.

In addition, students on Erasmus exchange has to

- hand in Erasmus Letter of Confirmation, signed by the coordinator at the exchange university
- hand in the signed final Learning Agreement
- complete Erasmus Online Linguistic Support (OLS) language test before and after the exchange
- complete EU Survey / Participant Report after the exchange

Student Exchange Services

Completed exchange studies are checked at the Student Exchange Services according to the transcript received from the host university. If the required studies are not completed regardless of good attempt (e.g. a course is cancelled or failed), the student must be able to show written evidence of it. Otherwise the second part of the scholarship is not necessarily paid.

Note that the second part of the scholarships are paid only twice a month, and the payment information needs to be sent well in advance. Therefore it may take more than a month for the student to receive the second part after the duties are completed.

4.2. Travel report / Blog

Student

Students should **write the travel report as soon as they can** after coming back. The deadline is within one month after the exchange semester has ended. Return it as a PDF attachment to outgoing-biz@aalto.fi. Students can write the report together with the students who studied in the same exchange university at the same time. Returning the travel report is one prerequisite for receiving the second half of the scholarship.

Non-CEMS students can also write a blog during exchange, which will replace the travel report. Updates should be twice per month, with similar themes addressed as in the travel report instructions (next page).

Instructions on how to write the travel report

Send the travel report to the International Student Services by e-mail (outgoing-biz@aalto.fi) preferably within a month after your studying period at a foreign university has ended. Returning a travel report is one of the requirements for receiving the second part of the Aalto scholarship. Travel report should be written in English. The length should be minimum 2500 words + possible pictures. The reports are published at Aalto University's intranet INTO. Please note that the maximum size of the report is 5 MB. The content in INTO is public so if you do not want the report to be found by your name in Google search, please specify the report only with your student number!

Travel reports should include the following things:

1. Preparation for the exchange

E.g. which documents were needed, how much time did it take for you to apply for the possible visa, what forms and documents were you obliged to send to the exchange university?

- Travelling to the exchange university, welcoming procedures
- Possible problems

2. The studies

The starting and the ending dates of the semester (including the possible orientation and the exam period)

Generally about the course offering

- Were there enough courses to choose from?
- What courses from which level (UG, G) can be completed? What study program did you have?
- How flexibly can the courses be chosen? Do you have to follow a certain program?
- In which language can you study?

- From every courses you completed e.g., the following things:
- Course code, level (undergraduate, graduate), ECTS credits/ hours etc
- The teacher in charge
- How was the course evaluated (exam, case, essays..)
- Describe briefly the contents of the course
- Evaluate the usefulness of the course
- Other positive or negative comments about the course

3. Free time + other things

- Price level, possible university fees, books, accommodation, food and other costs
- Getting to know other students, free-time
- General appearance of the city, the weather and cultural differences
- Travelling
- Useful information

4. Final words

- Can you recommend the university to other students? Explain your answer
- If you were to leave for the same university again, is there something you would do differently?
- What did you learn during the exchange?
- What did you learn about yourself during the exchange?

The purpose of the report is to provide information to other students who are considering going to the same foreign university as well as for those who are planning to study abroad and are comparing different universities and countries. The last two questions go beyond the surface and guide you to self-evaluation.

4.3. Credit transfer

A student who is studying for his/her Bachelor's or Master's degree in the Aalto University School of Business can study in an exchange university for one semester. This can be done in one of the School of Business' official exchange universities or as a free mover student in some other university (once approved by the School of Business). The studies will be a part of the School of Business degree studies. The student will receive the scholarship for the exchange and student financial aid (if eligible) for the period on the basis of completing studies abroad. These studies must be suitable for the School of Business degree.

The student is expected to plan the exchange studies and return the learning agreement and the credit transfer application form before leaving for exchange. After the exchange, the Student Exchange Services will check the transcript of records. If it matches the learning agreement (and it's approved changes, if any) the studies completed on exchange will be automatically transferred to the student's degree.

If the student receives student financial aid (opintotuki), it's important to note that only studies transferred to the study register at Aalto entitle to the student financial aid from KELA.

4.3.1 Transferring the exchange credits for the Bachelor's and Master's degree

If the student completes a minor on exchange (30 ECTS in the Bachelor's degree and 24 ECTS in the Master's degree), the studies will form an International Study Module in the Aalto degree. The International Study Module must be marked in the student's approved eHOPS.

By default, undergraduate students complete

undergraduate studies during their exchange and master level students complete master level studies. However, if the student gives a justified reason, he/she can also complete studies from another level, provided that the exchange university allows this.

It is also possible to substitute individual courses from the study program at the School of Business if the courses are equivalent in terms of the level (B.Sc or M.Sc), content, and extent. If a student is planning to substitute a course from the School of Business with a course completed during exchange, the student must mark this on the study plan and credit transfer form, and ask for preliminary approval from credit-transfer-biz@aalto.fi before leaving for exchange.

Students may also include a certain course from the exchange studies in the School of Business degree, for example in the elective studies. This should be marked on the study plan and credit transfer form. The study program requirements state how many foreign university courses can be included in the degree.

If you plan to replace or include courses in your degree, you should bring detailed course descriptions and other information about the courses with you when you return from the exchange university. It may be difficult to obtain this information afterward.

4.3.2. Supplementing the International Study Module

If the student has not been able to complete the required amount of studies on exchange or if part of the exchange studies will be used for substituting a course or courses in the study program, the student will have to supplement the International Study Module with additional courses after returning

to Aalto. Supplementing the International Study Module is only possible in exceptional cases for a well-justified reason, e.g. illness; failing courses despite sincere attempt; substituting or including studies in the School of Business degree or severe difficulties in registering for suitable courses. The International Study Module can only be supplemented if at least 18 ECTS of the studies in the module have been completed on exchange. The supplementary courses are agreed upon after the exchange by emailing outgoing-biz@aalto.fi.

If the student is missing max. one ECTS credit from the International Study Module after the exchange, the missing credit can be supplemented by writing an additional essay. More information is available from outgoing-biz@aalto.fi. If the student is missing more than one ECTS credit, the module must be supplemented with additional courses.

4.4. Exchange studies on the Aalto university transcript of records and degree diploma

By default, exchange studies will form an International Study Module in the Aalto degree and the module will be marked with a "pass" grade.

Here's an example of how the exchange studies appear on the Aalto transcript:

International Study Module

- ABR-BIZ Studies completed at exchange university, Transferred, Queen's University, Marketing, 6 cr, pass.
- ABR-BIZ Studies completed at exchange university, Transferred, Queen's University, Business Marketing Management, 6 cr, pass.

In your transcript your exchange studies will be shown as an International Study Module, under which the individual courses will be listed.

Substituted courses and courses included in the School of Business degree will be shown as follows, e.g.:

- 28C00100 Corporate Finance, Transferred, Queen's University (Canada), 6 cr, pass.

Your Aalto University transcript will show the courses you have completed in the exchange university. The transcript of records given to you by the exchange university is the only official document containing detailed information of the grades completed on exchange, so it's important that you keep it safe.

Checklist for outgoing students

Before you go:

- Semester registration- you need to have the "attending"-status during the exchange!
- Hold on to the acceptance letter of the host university and take it with you when you leave for exchange.
- Get an insurance that covers both the journeys and staying in the country and possibly other countries that you might visit.
- Students from EU/EEA countries: Apply for an European Health Insurance Card from KELA (Finnish students) or from your own national health insurance provider (if you are going to EU/EEA countries or Switzerland). More information www.kela.fi.
- If you travel outside Europe, you might need some additional vaccinations. Find out about these early enough before you leave!
- Buy plane tickets and apply for the possible visa in good time.
- **Finnish students:** Report your travel information to the Ministry for Foreign Affairs or the representative office of the country of the destination in case of a crisis. More information: <http://formin.finland.fi/public/default.aspx?nodeid=36581&contentlan=1&culture=fi-FI>
- If you are entitled to student financial aid in Finland:
 1. Apply for it early enough with the notification of student's change of circumstances- document.
 2. Income checks and the requirements for the progression of your studies concern you also during the exchange, if receiving student financial aid.
 3. Make sure that your social security and health insurance are valid also during the exchange period.
 4. Remember to report any possible changes to Kela (housing, cohabitation, living with your parents etc.) Remember to update your new mailing address to the Population Register Center if you stay abroad more than 3 months.
- Remember to update the postal address and other contact information you are using during the exchange to WebOodi.
- Plan the studies of your exchange semester carefully beforehand.
- Return the Learning Agreement and Credit Transfer Application to International Student Services before you leave. The documents and further information will be sent to the students well before the exchange by email.
- Make sure that your mail will be delivered to your new address abroad or ask some of your friends/relatives to check out your mail while your gone.
- Remember to create a power of attorney document if you're planning to authorize someone to take care of your things in Finland.
- Plan your studies you are going to complete after coming back to Finland.

During the exchange:

- Immediately contact Student Exchange Services if there are changes to your learning agreement.
- If you have to drop out the whole exchange semester, inform Student Exchange Services immediately about this. Also inform Kela's office and the Population Register Centre and make sure that all your contact information is up-to-date.
- Before you come back to Finland, ask the exchange coordinator of your host university to sign your learning agreement (both the original and possible changes)(only in ERASMUS).

When you have returned back to Finland:

- Bring the signed learning agreement to the Students Exchange Services (only ERASMUS).
- Make sure that all the necessary information (concerning housing and studies) are up-to-date in Kela, Population Register Centre, postal office and Oodi.
- SES needs to have your transcript of records and the credit transfer -form in order for us to transfer your exchange studies to your degree. Transferring the studies to your degree is compulsory and a prerequisite for the scholarships and the financial aid.
- Write the travel report within one month after your exchange semester has ended and return it as a PDF attachment to outgoing-biz@aalto.fi (if you have not written a blog).
- Fill in the electrical feedback form (the link to the form will be sent to your e-mail after the exchange semester)
- Return the Erasmus Letter of Confirmation -document, complete the second part of the OLS language test and fill in the EU Survey (only ERASMUS).

Good to remember:

- The exchange scholarship does not affect your student financial aid. However, scholarships granted for other purposes do affect your financial aid, even if they are used for covering expenses during the exchange period.
- Remember to inform the Student Exchange Services if there are any changes in your bank account number (we need it for the payment of the second part of the scholarship). Note that scholarships are only paid twice per month and the payment information must be sent well in advance to the payroll office, therefore it may take some time before the money is available on your account.

Best of luck and enjoy your exchange period!

Exchange life in Finland...

Do you miss the international atmosphere after your exchange? Do you feel like going abroad again? Do you still want to get to know interesting people from different corners of the world and have fun at the same time? No worries, you can find the solution for this international longing closer than expected.

1. Exchange tutors. As an exchange tutor you will welcome your own group of students to Helsinki, introduce the School of Business to them and teach them about our culture. As an exchange tutor you will help the students in practical issues in everyday life. These might be the same issues you confronted or maybe even struggled with during your own exchange period.

2. KY-Sub. KY-Sub organizes different kinds of events, trips and parties to Aalto University exchange students studying in Business program. You are able to participate and organize very diverse events to exchange students and at the same time gain very fruitful and rewarding experiences. KY Sub focuses on providing different leisure activities to exchange students during their free time, e.g., cottage weekend, trips to Russia, Lapland and Sweden, mid-term exam parties, Farewell event etc.

The best part of every international activity tends to be the possibility to meet new, international people, form life-long relationships, gain memorable experiences, learn from different cultures and above all, have fun!

The application round for the exchange tutors is organized annually in February-March. KY-Sub welcomes you to join them at every point! Please contact them and inquire about the next upcoming event (**sub@kyweb.fi**). **And remember, you can be both an exchange tutor and part of the KY-Sub's activity at the same time if you wish!**

Contact information

Aalto University School of Business
Student Exchange Services
PL 21210
FI-00076 AALTO
Runeberginkatu 14-16, 00100 Helsinki
+358 40 353 8116
outgoing-biz@aalto.fi

Student Exchange Services office is located in Töölö Campus in the main building, 1.st floor, A-wing. Opening times are from Monday to Thursday 9.30 - 11.30. You can also make an appointment for another time.

We are also available in Otaniemi Tuesday-Thursday 12.15 - 2.15 pm. (Otakaari 1, U-wing, 1st floor, BIZ Corner room U137A (next to Cafe Elissa))

www.aalto.fi

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