

A person with long dark hair, wearing a dark jacket and a yellow backpack, stands with their back to the camera, looking out over a vast mountain range. The sun is low on the horizon to the right, creating a warm, golden glow and lens flare effects. The sky is filled with soft, white clouds. The overall mood is contemplative and adventurous.

How to apply for exchange studies

Outline

- Requirements for studies abroad
- When can you go?
- Where can you go?
- Before filling in the application
- Deadlines
- Application process
- Study plan
- Selection process
- And then?





Requirements for student exchange

1. One year of studies must be completed when starting the study period abroad.
2. Normal progress in studies.
3. The period of exchange should follow the recommendations of the degree programme.
4. The exchange period cannot prolong the study period. It is not a valid reason to apply for prolonged study time. The chosen courses at the host institution should be relevant for the curricula at Arcada. The studies should progress at the same pace as is required at Arcada.
5. Fulfill the language requirements of the host institution
- <https://europa.eu/europass/en/common-european-framework-reference-language-skills>

If the above mentioned requirements are fulfilled, the study plan can be signed. If the student does not fulfill the requirements he/she can apply again later.

When can you go?



- For how long?
 - One semester or possibly two depending on the host university.
 - Check the semester dates of the host university!
- Recommended time: <https://start.arcada.fi/en/exchange-studies/studies-abroad/when-can-i-go> → When can I go
- If you for some reason do not have the possibility to go on exchange during the recommended time, please contact your **International contact person or Study Councillor** to see if there are other possibilities

Recommended time for exchange

- Business Administration: year 2 (preferably during spring for 1 term exchanges)
 - More information about the recommended time for an exchange and how to think about choosing courses, see the appendix in Start: <https://start.arcada.fi/en/my-studies/exchange-studies/studies-abroad/when-can-i-go>
- International business: year 2 (preferably during spring for 1 term exchanges)
 - More information about the recommended time for an exchange and how to think about choosing courses, see the appendix in Start: <https://start.arcada.fi/en/my-studies/exchange-studies/studies-abroad/when-can-i-go>
- Cultural management: year 3
- Media culture: year 3
- Mechanical and Sustainable Engineering: year 2 or 3
- Materials processing technology: year 2 or 3
- Information Technology: year 2 (preferably during autumn for 1 term exchanges)
 - More information about the recommended time for an exchange and how to think about choosing courses, see the appendix in Start: <https://start.arcada.fi/en/my-studies/exchange-studies/studies-abroad/when-can-i-go>

Recommended time for exchange

- Midwifery: year 2, 3,4 or 5. Contact your programme director.
- Nursing eng: year 2 or 3. Contact Pauleen Mannevaara
- Nursing swe: year 2 or 3. Contact Christine Stockmann
- Public Health: year 2, 3 or 4. Contact Christine Stockmann
- Emergency Care: Contact Christoffer Eriksson

N.B! 2 practical placements (15cr) done i Finland need to be completed before a placement abroad.

Recommended time for exchange

- Occupational Therapy: year 2, year 3 or year 4 autumn
- Physiotherapy: year 4 autumn or year 3 spring
- Social Services: to be discussed
- Sports and Health Promotion: year 2 for whole academic year/ year 3 spring (but other times also possible! Check with the degree programme)

Where?



Partner Institutions of Arcada:

<https://start.arcada.fi/en/exchange-studies/studies-abroad/where-can-i-study>

→ Where can I go?

- **Erasmus+** (Europe) - a programme financed by the EU
- **Nordplus** (Nordic and Baltic countries) - a programme financed by the Nordic Council of Ministers
- **Bilateral agreement** (outside of Europe) - Exchange agreements between Arcada and partner institutions




Where can I study?

[← Studies abroad](#)

Where can I study?

Arcada's students have different options when deciding to study abroad. We recommend that you choose to study in one of our partner institutions but you can also study abroad in some other university as a [freemover](#).

Partner institutions

You can find a list of partner institutions for each programme in our partner institution database. [Search for partner institutions](#) 





Exchange possibilities

Students at Arcada have the possibility to study abroad at some of our partner universities from 3-12 months through different programmes. Arcada has partner institutions in many different countries. To find out where you can go on exchange, search for partner institutions according to your degree programme at Arcada.

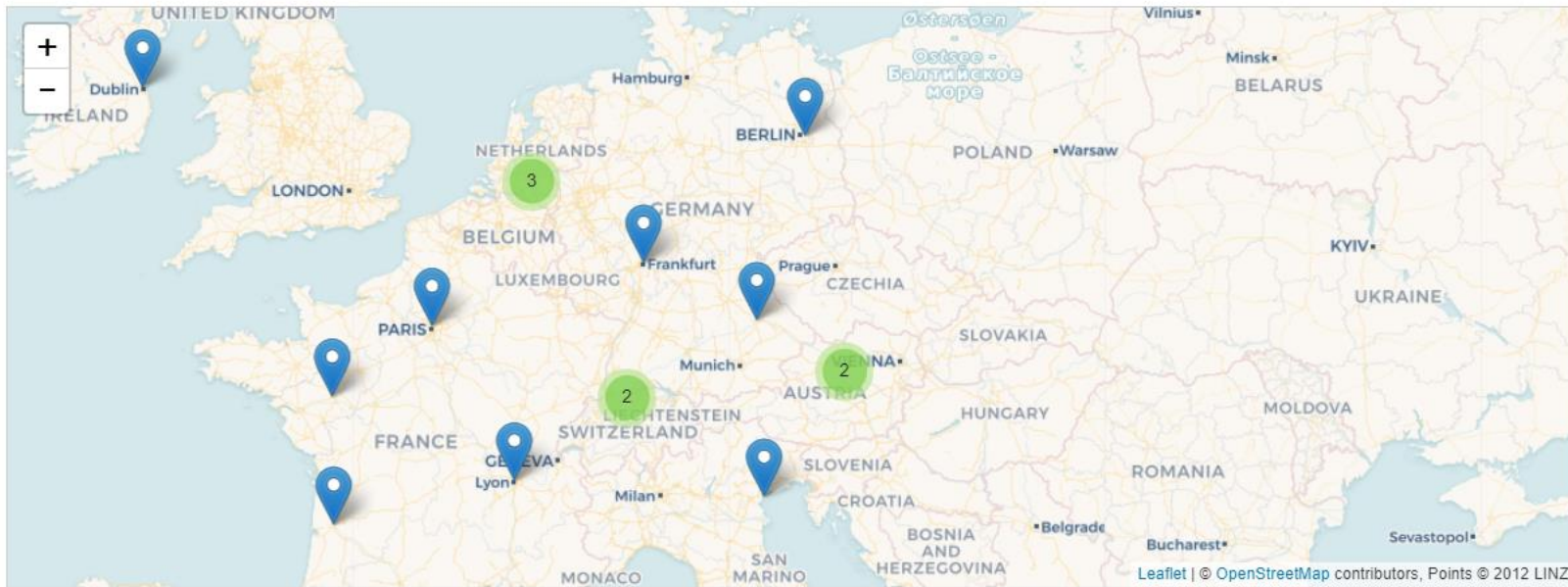


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Exchange possibilities



Countries	Relations	Programmes
17	32	3

Show Map



Countries 17 Relations **32** Programmes 3

Show Map

AUSTRIA
2 Relations

CANADA
3 Relations

DENMARK
2 Relations

FINLAND
1 Relations

FRANCE
4 Relations

GERMANY
3 Relations

ICELAND
1 Relations

IRELAND
1 Relations

ITALY
1 Relations

KOREA, REPUBLIC OF
1 Relations

LATVIA
1 Relations

 **AUSTRIA**

Fachhochschule des bfi Wien

Relations

Stay Opportunity	Erasmus Student mobility - Fachhochschule des BFI Wien - Business (Bachelor)
Framework	Erasmus Student mobility
Degree programme	Business Administration (Bachelor) International Business (Bachelor)

[More Details](#)

Fachhochschule Salzburg

Relations

Stay Opportunity	Erasmus Student mobility - Fachhochschule Salzburg - Business (Bachelor)
Framework	Erasmus Student mobility
Degree programme	Business Administration (Bachelor) International Business (Bachelor)

[More Details](#)

 **CANADA**

Capilano University

Relations

Stay Opportunity	Bilateral agreement - Capilano University (Bachelor)
Framework	Bilateral agreement
Degree programme	Business Administration (Bachelor) International Business (Bachelor) Tourism (Old programme - not possible to apply to)

AUSTRIA
2 Relations

CANADA
3 Relations

DENMARK
2 Relations

FINLAND
1 Relations

FRANCE
4 Relations

GERMANY
3 Relations

ICELAND
1 Relations

IRELAND
1 Relations



FRANCE

Ecole de Commerce Europeenne (ECE) de Bordeaux

Relations

Stay Opportunity

Erasmus Student mobility - École de Commerce Européenne Bordeaux (Bachelor)

Framework

Erasmus Student mobility

Degree programme

Business Administration (Bachelor) | | International Business (Bachelor) | | Tourism (Old programme - not possible to apply to) (Bachelor)

[More Details](#)

Ecole de Commerce Europeenne (ECE) de Lyon

Relations

Stay Opportunity

Erasmus Student mobility - École de Commerce Européenne Lyon (Bachelor)

Framework

Erasmus Student mobility

Degree programme

Business Administration (Bachelor) | | International Business (Bachelor)

[More Details](#)

Ecole de Commerce Europeenne (ECE) de Lyon, France



Relations

Institution

Exchange reports

Stay Opportunity

Erasmus Student mobility - École de Commerce Européenne Lyon
(Bachelor)

Framework

Erasmus Student mobility

Degree programme

Business Administration (Bachelor) | International Business (Bachelor)

Ecole de Commerce Europeenne (ECE) de Lyon, France



Relations	Institution	Exchange reports
Country	France	
City	Lyon	
Erasmus code	FLYON71	
Language of instruction	1. English (B2), 2. French (B1)	
Additional information	Only courses in Business and Administration	
URL	http://www.ece-france.com/	
Factsheet	-	

Ecole de Commerce Europeenne (ECE) de Lyon, France



Relations	Institution	Exchange reports
Exchange report		Travel Report - Lyon - Spring 2023
Degree Program	Business Administration (Bachelor)	
Academic year	2022/23	

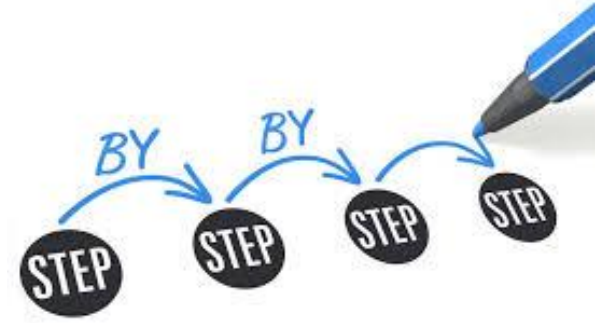
- **Freemover**

In case you don't find a suitable exchange destination among Arcada's partner universities you can apply for exchange to other universities as a "freemover".

- As a freemover you organize your study abroad on your own
- You might have to pay tuition fees
- You won't get a grant from Arcada
- But you have to fill in application form and study plan like all the others!

Practical training abroad

- It is possible to combine studies and practical training (depends on your degree and partner institution)
- Practical training via a partner institution (depends on your degree and partner institution) or independently? **N.B.: discuss with the responsible person at your degree program**
- Erasmus+ grant for internships in Europe that last 2-12 months
- More about practical training at [Start > Study guide > Practical training](#)



Application process step by step

- 1. Application to Arcada.** Apply to be nominated for exchange. **Deadline 4.10.2024** → Selection process
- 2. Nomination for exchange:** The international coordinator will contact you by email to let you know if you are nominated for an exchange or not
- 3. Application to host university** (only after you have been nominated), Remember to Check the deadline!
- 4. Confirmation of acceptance from the host university**

Application to Arcada for student exchange

- Binding
- Online application form
 - Application for studies abroad
 - <https://start.arcada.fi/en/my-studies/exchange-studies/studies-abroad/how-do-i-apply>
- Create an account in the online application portal. Please note that the password needs to be at least 8 characters long and include at least one number and one special character.
- Remember to use your Arcada email!

-
- <https://start.arcada.fi/en/my-studies/exchange-studies/studies-abroad/how-do-i-apply>

Application - step by step

The link below to the application portal MoveON, is active during the application period.

In the application you can apply to one or max two partner universities, in order of preference.

You must apply for exchange through the MoveON online application portal:

1. You will find the link to the MoveON application portal here during the application time.
2. Read the instructions and fill in your application in MoveON at your own pace. You can save it and continue at a later time during the application period. You can make changes in the application before submitting the final version.
3. Upload all the documents as pdf-files.

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INFORMATION

Welcome to the Online Application for outgoing students.

Application deadlines

For Spring Semester 2025: October 4th

Practical information

In order to complete the application for an exchange programme, please pay attention to the following points.

The different sections of the application are listed in the menu on the left. All sections should be completed. The fields marked with red stars are mandatory and have to be completed. By dragging your cursor over the yellow „i“, you find information on how to complete the particular field.

You have the option to complete and save your application in multiple sessions. When a section is completely filled out, please tick the box next to „Mark page as completed“. A green checkmark will appear next to the completed section in the menu on the left. You can submit your application once all the sections on the menu are marked with green checkmarks. No more changes will be possible after submitting the application!

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PERSONAL INFORMATION

Identity

Family name*	<input type="text"/>
First name*	<input type="text"/>
Gender*	<input type="text" value="Please select"/>
Date of birth*	<input type="text" value="Day"/> / <input type="text" value="Month"/> / <input type="text" value="Year"/> <input type="text" value="📅"/>
Country of birth*	<input type="text" value="Please select"/>
Nationality*	<input type="text" value="Please select"/>
Nationality 2	<input type="text" value="Please select"/>
Social Security Number ddmmyy-xxxx*	<input type="text"/>
Student Code*	<input type="text"/> 

Contact data

Country*	<input type="text" value="Please select"/>
C/o	<input type="text"/>
Street 1*	<input type="text"/>
Street 2	<input type="text"/>
Postcode*	<input type="text"/>
City*	<input type="text"/>
Telephone (Mobile)*	<input type="text"/>
Arcada Email (Please note that we will use this email address to contact you)*	<input type="text"/>

 Mark page as complete

Students with fewer opportunities

The Erasmus+ programme also supports students with fewer opportunities to participate in a mobility period. Participants with fewer opportunities are entitled to a fixed-fee additional grant of 250€/month on top of the ordinary Erasmus+ mobility grant.

In Finland the fewer opportunities category include:

Social obstacles

- students with families (student has an underaged child or children)
- students who are family carers (student has an agreement of informal care with the municipality)

Disabilities

- students with EU's disability card or who have a right for the card
- disabled students (at least moderate functional deficiency)

Health obstacles

- students having severe and/or chronic health problems (at least moderate functional deficiency)

Migrant background

- students who have received international protection (refugees, asylum seekers, students who have been granted international, subsidiary or temporary protection, or the student has a refugee's passport)

Please click "yes" if you think you are eligible for an additional grant.

No Yes

Mark page as complete

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Erasmus+ additional top-up grant for students with fewer opportunities

- The Erasmus+ programme supports also students with fewer opportunities to participate in a mobility period. Participants with fewer opportunities are entitled to a fixed-fee additional grant of 250€/month on top of the ordinary Erasmus+ mobility grant. Contact: international@arcada.fi in case you are entitled to a top-up grant.
- Social obstacles
 - students with families (student has an underaged child or children)
 - students who are family carers (student has an agreement of informal care with the municipality)
- Disabilities
 - students with EU's disability card or who have a right for the card
 - disabled students (at least moderate functional deficiency)
- Health obstacles
 - students having severe and/or chronic health problems (at least moderate functional deficiency)
- Migrant background
 - students who have received international protection (refugees, asylum seekers, students who have been granted international, subsidiary or temporary protection, or the student has a refugee's passport)

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EDUCATIONAL BACKGROUND

Current studies

Current study programme*

Please select ▼

Number of years studied at Arcada
prior to exchange*

ISCED code and Field of Study

0410 - Business and administration, not fu ▼

Check the correct ISCED code for
your degree program under "I".*

Please select

0211 - Audio - visual techniques and media production

0410 - Business and administration, not further defined

0610 - Information and Communication Technologies (ICTs), not further defined

0710 - Engineering and engineering trades, not further defined

0720 - Manufacturing and processing, not further defined

0913 - Nursing and midwifery

0915 - Therapy and rehabilitation

0920 - Welfare, not further defined

1014 - Sports

1015 - Travel, tourism and leisure

Study Cycle*

Previous Exchange

I have previously been on
exchange through Arcada*

Where? (Country and institution)*

Year when the exchange started
*

Please select ▼

I have previously received an
Erasmus Scholarship* No Yes Mark page as complete

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LANGUAGE SKILLS

Do you have the required language skills in the language of instruction at the host university?*

No Yes

If no, please describe your plans on fulfilling the requirements before departure.

i
In order to be accepted for an exchange, you have to fulfill the language requirements of the host institution when the study period abroad begins. Check the language requirements on the webpages of the host university


Comments regarding your language skills

Language of instruction during exchange*

Please select ▼

Mother tongue*

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PREFERRED STAY ABROAD

Academic year*

Priority (1)

Start semester*

Duration in semester*

Do you want to do exchange in one of Arcada's partner institutions? No Yes

Country *

Institution*

Priority (2)



Start semester*

Duration in semester*

Do you want to do exchange in one of Arcada's partner institutions? No Yes

Country *

LANGUAGE SKILLS ✓

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INTERNATIONAL ENGAGEMENT


I have been an international tutor
for an incoming exchange student* No Yes



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EMERGENCY CONTACTS

Emergency Contact (1)

Family name*

First name*

Relationship*

Email*

Phone number*



Emergency Contact



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RELEVANT DOCUMENTS TO BE UPLOADED

A preliminary study plan signed by you and the responsible person in your degree programme*

Choose File

No file chosen

Motivational letter (Max. 1 page)
(Description of your study and career related goals in relation to your exchange)*

Choose File

No file chosen

An International tutor certificate provided by ASK (if you have been an international tutor)

Choose File

No file chosen

 Mark page as complete

Allowed format pdf. The courses can be found on the website of the host institution. In case the new courses are not yet available on the website, please use the most updated information available at the time of application. The preliminary study plan form in Start, under ["Choice of Courses and study plan"](#).

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DISCLAIMER

I certify that the information given in this application and the documents provided are correct and complete to the best of my knowledge and belief. I understand that any discrepancies in these details may result in my enrolment being cancelled. I understand that the application is binding. *

 Yes

I have taken notice that the information on this form will be stored electronically and used by the international coordinator in accordance with the provisions of the Data Protection Act.*

 Yes


I agree that my name and email address can be forwarded to the host university. *

 Yes

I hereby confirm that I will comply with the laws of my host country and with the rules and regulations of the hosting institution.*

 Yes

I understand that it is my responsibility to make sure that I have sufficient insurance when going abroad.*

 Yes Mark page as complete Save progress

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SUBMIT APPLICATION

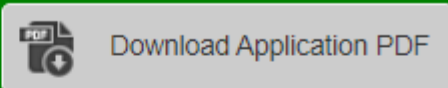
Please make sure that you have completed all mandatory fields and uploaded all necessary documents. You can submit your application once all the sections on the menu are marked with green checkmarks. No more changes will be possible after submitting your application.

 Submit

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✓ Your form has been submitted successfully. You can use the link below to view your file.

 Download Application PDF

SUBMIT APPLICATION

Please make sure that you have completed all mandatory fields and uploaded all necessary documents. You can submit your application once all the sections on the menu are marked with green checkmarks. No more changes will be possible after submitting your application.

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Documents you need to upload

1. **Study plan** (signed by the responsible person at your programme)

- Students in Business – Hanna Grönholm
- Students in IT – Hanna Grönholm
- Students in Engineering – Elina Mustasilta, Rizwan Ullah, Kim Roos
- Students in Sports and Health Promotion – Riitta Vienola
- Students in Physiotherapy – Kati Hellstén
- Students in Occupational Therapy – Marina Arell-Sundberg
- Students in Social Services – Eivor Söderström
- Students in Culture and Media – Monica Löv (Maria Bäck, Fred Nordström)
- N.b.: students studying at the Department of Healthcare should book a time with:
 - Christine Stockmann-Broo: Students in Nursing (swe) and Healthcare
 - Pauleen Mannevara: Nursing (eng) students
 - Pernilla Stenbäck: Students in Midwifery
 - Christoffer Eriksson: Students in Emergency carewhen starting planning studies or practical training abroad

1. **Motivation letter** (describe your study and career related goals) in Swedish or English, hand in together with a study plan to your program before uploading if needed

2. **international-tutor certificate if you have served as i-tutor**

Study plan

- The purpose of the study plan is to ensure that you will receive recognition in your degree for the courses completed abroad
- The study plan must also state which courses will be compensated at Arcada
- The course list in the website of the host institution, at that time available information!
- The exchange studies must be included in a degree pursued at Arcada and the chosen courses at the host institution should therefore be relevant for your curricula at Arcada. You can choose courses that will replace corresponding courses at Arcada or study some of your extension studies abroad.
- Fill in planned period of the mobility (start month/year and end month/year). The semester dates and the study period varies from university to university. Check the semester dates on the host university's webpage for incoming exchange students.
- <https://start.arcada.fi/en/my-studies/exchange-studies/studies-abroad/how-do-i-apply/choice-of-courses-and-study-plan>

-
- Can be found in the (Start, Studies Abroad, How do I apply, Choice of courses and study plan)
 - Fill in the form electronically, print it out and have it signed.
 - This is an attachment to this application. Later in the process you will need to fill out another official learning agreement

PRELIMINARY STUDY PLAN FOR EXCHANGE STUDIES

Name of student		Field of study / degree	
Start date of study abroad period (dd/mm/yyyy)		End date of study abroad period (dd/mm/yyyy)	
Receiving institution		Receiving country	

Details of the proposed study programme abroad

Receiving institution: <u>study plan</u>			Sending institution: <u>recognition</u>	
Course unit title (and code)	ECTS	Semester (autumn/spring)	Course unit title (and code)	ECTS
<i>Add rows if needed</i>				

Total number of ECTS:

Total number of ECTS:

Additional courses as backup (in case of for example overlapping courses)

Receiving institution: <u>study plan</u>			Sending institution: <u>recognition</u>	
Course unit title (and code)	ECTS or local	Semester (autumn/spring)	Course unit title (and code)	ECTS

STUDENT

I agree to report any changes to this agreement to my home institution during my stay abroad

Name of student	
Place and date	Student's signature

RESPONSIBLE PERSON AT SENDING INSTITUTION

We confirm that this proposed programme of study/learning agreement is approved:

Name of Responsible person* at the Sending institution	
Place and date	Signature of Responsible person at the Sending institution

*Responsible person at the sending institution: an academic who has the authority to approve the learning agreement of outbound students, to amend it when needed, as well as to guarantee full recognition of such programme on behalf of the responsible academic body.

Questions about your study plan

- If you cannot find courses on the website of the host institution, contact the international coordinator
- If you have questions regarding your course selection, courses that will be compensated etc.
 - Contact your programme (Book time by email. Be prepared. Have a course list and study plan with you)



Before submitting your application

- Check our website (start.arcada.fi → Study guide → Studies abroad)
- Read travel reports from former exchange students
- Visit the host university website to find out about their courses and services
- Check when the semesters start and end at the host university!
- The deadline for applying abroad for **the spring semester 2025 is on October 4th 2024**

Selection process



- After it is confirmed that the student is eligible for an exchange, the selection process will take place in order to divide the exchange places in a fair way.
- Start → How do I apply → Selection process
- The international coordinator will contact you in 2-5 weeks after the deadline to let you know if you are nominated for an exchange or not

What happens after I have submitted my application and what is the selection process?

Selection process

You will receive an answer within 2-5 weeks after the application deadline. We will contact you if something is unclear. We will process all applications after the application period. If we receive more applications than available exchange places we will rank the applications.

Selection criteria:

- success in studies: Points will be handed out according to the average grade. (Maximum 5 points)
- motivation and study and career related goals for the exchange.
 - strong motivation and clear goals (4 points)
 - strong motivation but not clear goals/clear goals but not strong motivation (2 points)
 - neither strong motivation or clear goals (0 points)
- Active as an international-tutor: tutor certificate issued by ASK of proven activity (1 point). 0 points without certificate.

Application to the host university

- Only after you have been nominated!
- Different universities have different application procedures and dates
- Check the deadline already now!
 - Can sometimes be before our own dl!
- It is your own responsibility to hand in all the required documents on time
- Housing: Most universities assist incoming exchange students in arranging accommodation.

And then?

- Confirmation of acceptance from the host university – remember to let us know!
- Pre-departure 1: Practical information (Grants, Kela etc.)
- Pre-departure 2: Cultural training, employability, self reflection tools
- Dates will be send to your Arcada e-mail!

Things to think about before applying

- ✓ *Why do I want to go for a student exchange? How motivated am I?*
- ✓ *During what point in my studies would be the most suitable time to go?*
- ✓ *How successful have I been in my studies?*
- ✓ *Have I got the required language skills?*
- ✓ *How do I feel health-wise?*
- ✓ *How flexible and independent am I?*
- ✓ *What about my financial situation?*



Remember that you need to be active in the process!



Remember

- We are here to support you but you are in charge of the application process. Make sure you hand in all documents on time.
- Please contact the responsible person at your programme with questions regarding courses
- **start.arcada.fi** most probably have the answers to most of your questions
- You have to be signed present at Arcada when you go on an exchange, otherwise you cannot apply for the grants, get student funding from Kela or go through our exchange agreements
- Studies abroad cannot be used as a reason to apply for extended studytime at Arcada after your return
- Never buy the flight ticket before you are sure that you can go or have the visa in your hand (if needed)
- Never give up your flat here before everything is arranged

Contact details

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 - Phone: +358 (0)294 282 670
- Consultation:
 - Upon agreement. Please book a time through international@arcada.fi
- start.arcada.fi → Exchange studies → Studies abroad

“I think that going abroad is something everyone should experience. It sounds like a cliché, but It really gives you social skills and experiences that you simply cannot gain in your home country.”

“You learn about different cultures, you learn how to interact with all kinds of people, you learn to appreciate your own country more, and you learn a lot about yourself.”

“You’ll make lifelong friends!”



Photo by [Paul Gilmore](#) on [Unsplash](#)