INFOMATION SHEET- ACADEMIC YEAR 2017-2018

<table>
<thead>
<tr>
<th>Name of the university</th>
<th>Aalto University School of Arts, Design and Architecture ARTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Erasmus code</td>
<td>SF-ESPOO 12</td>
</tr>
<tr>
<td>Erasmus charter</td>
<td>257712-EPP-1-2014-1-FI-EPPKA3-ECHE</td>
</tr>
<tr>
<td>PIC number</td>
<td>PIC 991256096</td>
</tr>
</tbody>
</table>

ARTS will move to Otaniemi, Espoo in 2018. Year 2018 continues our moving project towards Otaniemi. Aalto University gave up some spaces at the Arabia campus. **Final move to Otaniemi and the new Väre-building will happen in spring/summer 2018.**

**TWO CAMPUSES**

School of Arts, Design and Architecture ARTS is located in two campuses in Otaniemi and in Arabia.

Campus information: [https://into.aalto.fi/display/enmasterarts/Campus+Information](https://into.aalto.fi/display/enmasterarts/Campus+Information)

In Helsinki:
- **Arabia campus:** Hämeentie 135 C Open: Mon-Thu 7.30-20.00, Fri 7.30-18.00
- **Otaniemi campus:** Miestentie 3. Department of Architecture and partially Department of Media Workshop for architecture stay at Metallimiehenkuja 4. **Aalto Art House** is at Lämpömiehenkuja 3.

Mailing address
- Aalto University School of Art, Design and Architecture
- P.O. BOX 31000
- 00076 AALTO Learning Services (Otaniemi) PL 16500, 00076 AALTO

Phone operator
- +358 9 47001

Website
- [www.aalto.fi](http://www.aalto.fi)

Showroom

This is Finland
- [https://finland.fi/](https://finland.fi/)

**CONTACTS**

**LES, Learning Services International Exchange incoming process,**

- Name: Anna-Kaisa Antinoja, coordinator
- Phone: +358 50 467 2 734
- Email: in-exchange-arts@aalto.fi

**LES, Learning Services International Exchange outgoing process**

- Name: Helena Härkönen, coordinator
- Phone: +358 50 358 0 886
- Email: out-exchange-arts@aalto.fi

Partnerships
- Iina Ekholm, senior advisor
- Phone: +358 50 442 0 722
NOMINATION / APPLICATION DEADLINES

NOMINATION
You can nominate your students during the application period by sending a mail to in-exchange-arts@aalto.fi including the following information:
- Student’s whole name
- Email address
- Field of study including study level (BA, MA)

STUDENTS APPLICATION TO ARTS
We have two application periods for the incoming students. Nomination period is the same as the application period:
15 of March - 15 of April 2017 for studies autumn term 2017 / whole Academic year 2017-18

Online application will be open during application period and it can be found from here: https://aalto.moveon4.com/locallogin/52cfa0e000000/eng

ENCLOSURES that you need to complete the online application form:
1. Motivation letter (describe your educational goals and interests, tell us why you would like to study here and make specific references to the programme /courses you are applying to)
2. Portfolio (preferably as a pdf file or a link)
3. Transcript of Records
4. CV
5. A copy of your ID or passport
6. Study plan (bilateral exchange students) or Learning Agreement (Erasmus+ exchange students).

See information on: How to make your portfolio: https://into.aalto.fi/display/enmasterarts/Application+Information

Application processing timetables:
After the closing date the application will be send to the programs for the decision making. The final decisions will be done on the weeks 18 - 19 and students will be informed during a week 20.

ACADEMIC CALENDAR and STUDY INFORMATION

Teaching periods, timetables and study guides:
https://into.aalto.fi/display/enmasterarts/Teaching+Periods
https://into.aalto.fi/display/enmasterarts/Timetables

Language of instruction: On the BA level the instruction is mainly in Finnish. On MA level the language of instruction is English. Please contact the study coordinators for more information.

The Departments and the Degree Programmes
The Departments have study coordinators working for each Degree Programme, who are in charge of advising exchange and guest students with study related matters. The Department and the Degree Programme you will be studying in at ARTS is written on your letter of admission. If you have questions regarding the courses or studies in general, please turn to your Study Coordinator or Planning Officer. Please see Contact Persons at Departments for the contact details https://into.aalto.fi/display/enmasterarts/Learning+Services+Contact+Information