

Scholarship regulation

Chapter I General principles

§ 1 Purpose of scholarships

Aalto University Student Union (AYY) grants scholarships to its members

1. to support the internationalisation opportunities of low-income students who are active in the community,
1. to thank and support its members who actively develop the community and
2. to reward its members who have successfully combined good academic success and student life.

For these purposes, the Representative Council establishes three scholarships in this regulation:

1. Exchange scholarship
2. Community scholarship
3. Study scholarship

§ 2 Conditions for receiving scholarships

A scholarship may be granted to a member of AYY, who meets the scholarship criteria.

§ 3 Funding of scholarships

Scholarships are funded from the student union's funds in the manner determined in the budget. The rules of the funds regulate in more detail the profits of the funds, fund management and the fund-specific allocation criteria.

In this guideline, the funds used for various scholarship types are determined specifically for each scholarship.

§ 4 Allocation of scholarships

Scholarships are distributed once per academic term. In the application round of the spring term, all scholarships are allocated. In the application round of the autumn term, only exchange scholarships are allocated.

The community scholarship and study scholarship are mutually exclusive. If both of these scholarships were allocated for the applicant during the same application round, one would only receive the study scholarship. In this case, the community scholarship is allocated to the applicant who received the next highest scoring in the community scholarship scoring.

§ 5 Allocation period of scholarships

The application period of the spring is March-April and the allocation decisions must be made by the end of May.

The application period of the autumn is October-November and the allocation decisions must be made by the end of December.

§ 6 Payment of scholarships

Scholarships are paid on a payment date determined by the committee. Full payment is made at one time. There may be more than one payment dates per year if the committee so decides.

§ 7 Scholarship application

The scholarship application must include the following information and attachments.

- Applicant's name
- Applicant's address
- Applicant's e-mail address
- Study transcript certified by the university
- Applicant's application criteria scores with arguments
- Clarification of any other factors
- Applicant's bank account number

The scholarship application is made electronically in a manner determined by the Student Union.

Chapter II Allocation criteria**§ 8 Application**

Scholarships are allocated based on the applicant's academic success and community activities. Different criteria are applied to different scholarships weighted by percentage values.

If the score stated by the applicant differs from the score determined by the allocation committee, the interpretation of the allocation committee prevails. The allocation committee may ignore an application if there is a justified reason to suspect the accuracy of submitted information.

There may be no exceptions to the allocation criteria unless the rules of the fund provide otherwise. On this basis, the orders of the regulation on the ranking order may be overridden in order to use the field-specific scholarship funds as well.

§ 9 Academic success

The academic success score is obtained based on the following formula. $P = \text{credits} \times (14 - \text{attended terms}) / 65 + \text{weighted average} \times 10$

Academic success is only calculated for studies completed while present at Aalto University.

§ 10 Community activities

The scoring of community activities is calculated based on the guideline determined by the board.

Scoring takes into account those positions and duties which the applicant has held in or is acting in during the applications, and the meetings of university administration and AYY's representative council which the applicant has participated in.

Chapter III Exchange scholarship**§ 11 Purpose**

The purpose of the exchange scholarship is to support international student exchange of Aalto University students who are active in the community. Scholarships are primarily allocated to students completing their undergraduate and graduate

degrees (Bachelor's or Master's). The scholarship may also be allocated for an unpaid training period abroad, which lasts for at least 2 months.

§ 12 Allocation committee

The scholarship committee members include the Student Union's board member responsible for international affairs, the cultural producers and two members appointed by the representative council who are appointed for a one year period in the representative council meeting prior to the spring allocation period of scholarships. The committee elects the chair from among the committee members. The cultural producer acts as the secretary of the committee.

§ 13 Allocation criteria

When allocating the scholarships, applicants are ranked based on the combined academic success and community activities criteria (weighting 50 : 50). Scholarships are allocated starting from the best result on the list until the scholarship funds determined by the board are spent.

The committee may alter the comparative figure based on social needs assessment (low income, for example).

The application should include a commitment stating that the applicant will return the scholarship if one does not complete exchange studies in accordance with the information provided in the application. The scholarship committee may decide to be flexible about this requirement.

The exchange scholarship may be allocated only once. At the latest, the exchange scholarship can be applied for during the next scholarship application round after the end of student exchange.

§ 14 Amount of the scholarship

This amount is comprised of reasonable travel expenses and the share of the cost of living. The first part is 40 % of reasonable travel expenses defined by the scholarship committee and the second part is obtained by multiplying the daily allowance abroad in the country of destination by five. The daily allowance abroad of the Finnish government is used when calculating the daily allowance abroad. The maximum amount of the scholarship is €800.

§ 15 Available funds

Students of production management: Bernhard Wuolle fund

Students of mechanical and material engineering: Cronwall fund

All students: Scholarship fund of technology students (*Tekniikan ylioppilaiden stipendirahasto*), Scholarship fund of *Insinöörien rouvat*, Onni and Iina Tarjanne fund, Erkki Olavi Lehtola's memorial fund

Chapter IV Community scholarship

§ 16 Purpose

The purpose of the community scholarship is to reward and support students who have distinguished themselves in community activities.

§ 17 Allocation committee

The scholarship committee members include the Student Union's cultural producer, board member responsible for community affairs and two members appointed by the representative council who are elected in the representative council meeting prior to the allocation period of scholarships. The committee elects the chair from among the committee members. The cultural producer acts as the secretary of the committee.

§ 18 Allocation criteria

When allocating the scholarship, applications are ranked on the basis of the community activities criteria. The community scholarship may be granted only once and cannot be granted to a person who has received AYY's study scholarship.

§ 19 Amount of the scholarship

The amount of the scholarship is determined so that the best 20 applicants receive the scholarship. The allocation committee may emphasize the allocation of scholarships among the applicants, however, in a manner that a single applicant may not receive more than 10 % of the allocated amount.

§ 20 Available funds

Applicants active in sports associations: Ville Aronemi's memorial fund
Students of Technology: Liisa Jutila's memorial fund, Technology Student Ossi Törrönen's fund, the scholarship fund of technology students (*Teekkarien stipendirahasto*)
Polytech Choir: Matti and Helga Särksalo's fund
All students: Rolf Walter Simberg's fund, Matti and Helga Särksalo's fund

Chapter V Study scholarship**§ 21 Purpose**

The purpose of the study scholarship is to reward AYY's members who have successfully combined good academic success and community activities.

§ 22 Allocation committee

The scholarship committee members include the Student Union's cultural producer, , board member in charge of community affairs and two members appointed by the representative council elected in the representative council meeting prior to the allocation period of scholarships. The cultural producer acts as the secretary of the committee.

§ 23 Allocation criteria

When allocating the scholarships, applicants are ranked based on the combined community activities and study criteria (weighting 40 : 60). Scholarships are allocated starting from the best result on the list until the scholarship funds determined by the board are spent. The study scholarship may only be allocated once and cannot be granted to a person who has received AYY's community scholarship.

§ 24 Amount of the scholarship

The amount of the scholarship is determined so that the best 20 applicants receive the scholarship. The allocation committee may emphasise the distribution of scholarships among the applicants, however, in a manner that a single applicant may not receive more than 10 % of the allocated amount.

§ 25 Available funds

Students of mechanical and materials engineering: Cronwall fund

All students: Scholarship fund of technology students (*Tekniikan ylioppilaiden stipendirahasto*), scholarship fund of *Insinöörien rouvat*, Onni and Iina Tarjanne fund, Erkki Olavi Lehtola's memorial fund

Chapter VI Other scholarships**§ 26 Other scholarships** Other scholarships include:

- Scholarship of Pelle's fund
- Scholarship of Nisse's fund
- Scholarship of Jaakko Murto fund
- Scholarship of IK's Kaskelotti fund
- Writing contest of K.A. Tawaststjerna's fund
- Friendship badge of TKY's friendship fund

§ 27 Allocation of other scholarships

The board decides on the allocation of other scholarships according to the rules of the funds concerned.

Chapter VII Entry into force and amendments**§ 28 Amendments**

Amendments to this regulation are made by the representative council.

§ 29 Entry into force

This regulation will enter into force immediately after the approval of the representative council. This regulation was approved in the representative council meeting 5/2018 on 22 March 2018.