



LUT
University

Exchange Studies Abroad

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Info session on April 10, 2019

Exchange Studies Abroad

- It is recommended to study abroad.
- Periods of study abroad are recognised and studies are included in Bachelor's and / or Master's degrees
 - Studies abroad should not extend the duration of your studies.
 - ← Careful planning of your studies
- Recommendation and aim is to complete **30 ECTS** per semester.
 - For the scholarship 20 ECTS of completed studies is the minimum.
 - After returning to LUT credit transfer to LUT degree is required.

Otherwise you have to pay back the scholarship or part of it

- Bachelor's degree is required for master's level studies in many universities.
- **Courses, not Master's thesis**



Before Departure - Learning Agreement + PSP

- All students leaving for exchange prepare
 - a **Learning Agreement (LA)** in Mobility and
 - **An updated personal study plan (PSP)** in weboodi

→ and submit these to the study counsellor to be approved.
- Student places planned studies abroad also in the PSP.
- Only university level studies can be included in Master's degree.
- In this phase LA / Study Plan is more or less preliminary, but it is **an important tool for planning the studies.**
 - During the exchange period changes to LA are very likely.
 - Changes in LA have to be approved both at LUT and in host university.

What to study?

- Courses to general studies
- Courses to minor
- Whole minor
 - Notice! Students are recommend to study a minor subject according to the degree requirements of host university when ever possible (minor in host university's curriculum).
- Courses to core, specialization studies
- Courses to elective studies

- Please notice that the content and learning outcomes of the planned courses abroad are **not to overlap** with courses completed at LUT

- Keep in mind the Degree requirements of your Degree programme.

Before Departure - Learning Agreement + PSP

- **Place your planned exchange studies to your Learning Agreement and PSP**
 - Return these papers + **course descriptions** from the host university to your Study counsellor well before the deadline given by your host university
- The programme's study counsellor (or the head of degree programme) approves student's learning agreement.
- You will be informed when you can pick up the approved LA from your Study Counsellor.
- It is student's responsibility to submit the required documents to the host university.

PSP in weboodi

How to add Exchange Studies to you PSP in weboodi?

- Course codes according to your degree programme (1-30 ECTS cr)
- Can be placed in the PSP several times

100 Vaihto-opintoja (kauppatiede) / Exchange Studies (Business Administration)

200 Vaihto-opintoja (tuotantotalous) / Exchange Studies (Industrial Engineering and Management)

300 Vaihto-opintoja (tietotekniikka) / Exchange Studies (Computer Science)

400 Vaihto-opintoja (energiatekniikka) / Exchange Studies (Energy Technology)

500 Vaihto-opintoja (konetekniikka) / Exchange Studies (Mechanical Engineering)

600 Vaihto-opintoja (sähkötekniikka) / Exchange Studies (Electrical Engineering)

700 Vaihto-opintoja (ympäristötekniikka) / Exchange Studies (Environmental Technology)

800 Vaihto-opintoja (kemiantekniikka) / Exchange Studies (Chemical and Process Engineering)

900 Vaihto-opintoja (laskennallinen tekniikka) / Exchange Studies (Computational Engineering)

More detailed information on how to add exchange studies to your PSP in UNI

Opiskelu → Kansainvälistyminen → Vaihto-opiskelu → Ohjeet

Studies → International Mobility → Outgoing Exchange Students - Instructions

During the Exchange Period

- Changes to LA are very likely.
 - Changes in LA have to be approved both at LUT and in host university.
 - Contact your Study Counsellor or Exchange coordinators if changes need to be made during your exchange

Credit transfer

- Only master's level courses completed during exchange can be included in major/advanced/core/specialization studies of the Master's degree.
- *Minor, language or elective studies* of the Master's degree may also include Bachelor's level courses completed abroad (if they are not included in the student's Bachelor's degree).
- Studies completed abroad which compose a logical entity can be accepted as a minor subject (min. 24 ECTS) entitled "Studies abroad".
 - Minors do not include language studies.

Credit transfer

- In order to replace a certain LUT course, courses completed outside LUT must correspond to a LUT course in content and workload / credits
- Minor, specialization, language or elective studies may include both courses completed at LUT and courses completed abroad

Language studies

- Students are awarded **additional language study credits** based on the exchange
 - the study language of the programme and only one language
 - Student exchange of one semester (3 – 6 months) amounts to 4 ECTS credits of language studies.
 - One academic year (7 – 12 months) amounts to 6 ECTS credits.
 - Language studies cannot be included in the minor studies abroad.
- If the student only studies language and culture studies (e.g. Japanese or Chinese language and culture) during exchange, no additional language credits will be awarded.
- Language credits for exchange are approved by study counsellor based on the student's application.
- These **additional** language studies are **not included** into the required 20 ECTS credits for scholarship

Additional language studies

- **Part of obligatory language studies** in
 - Mechanical Engineering
 - Chemical Engineering
 - Business administration

- **To elective studies** in
 - Industrial Engineering and Management
 - Computer Science
 - Electrical Engineering
 - Environmental Technology
 - Computational Engineering and Physics
 - Energy Technology

Upon return – Credit transfer

- **Applications for credit transfer** are submitted to the study counsellor **as soon as you get a transcript of records** from host university.
 - After the fall semester study exchange period the applications should be submitted not later than 31st March.
 - After the spring semester study exchange period the applications should be submitted not later than 31st August
- The forms in Finnish and in English are available on the Uni portal

Attachments:

- Copy of **a transcript of records** / an official certificate from the school abroad, including courses and credits completed
- If the certificates or course description do not give ECTS credits for the course, an official **report on how the credits are defined** is required from the school in question.
- Copy of **course descriptions** in English (from study guide etc.) Students are advised to save the course descriptions already during the study period abroad.
- **LUT Personal Study Plan** (updated)

Upon return – Credit transfer

- Studies completed outside LUT are registered in weboodi as H (passed).
E.g. Institute of Chemical Technology, Prague 25 ECTS, H
- Transcript of records from host university is advised to keep and attach with LUT diploma after graduation

Contact information

LUT Student services in room 2313

Study counsellors for Business Administration students

- Kirsti Tiainen for Bachelor's Students
- Kaija Huotari for Master's Students



Contact information

LUT Student services in room 2313

Study counsellors for Students in Technology

- Sini Sarvilahti for Bachelor's Students in Computer Science & Industrial Engineering and Management & GMIT students
- Pauliina Talka for Master's Students in Computer Science & Industrial Engineering and Management

- Marjaana Lehtinen for Students in Energy Technology, Electrical Engineering and Environmental Technology
- Sanna Nykänen for Students in Mechanical Engineering & Computational Engineering and Physics
- Mari Trinidad for Students in Chemical and Process Engineering



Studies abroad at Business Administration

Master's programme	Recommended time to go	What to study?	Note!
International Marketing Management (MIMM)	In spring semester during the first year of studies	<p><i>In order of preference:</i></p> <ol style="list-style-type: none"> 1. Study a minor package: agree on the topic of the minor studies with the head of degree programmes in Business Administration Hanna Salojärvi in advance. 2. Locate exchange courses to replace the core, elective studies. 3. Find courses that correspond to MIMM Programme ILO's 1 and 2 to replace 2-year MIMM Specialisation courses. 	<p>1. (Programme ILO's: 1) Understand and assess the challenges of turbulent business environments, 2) Evaluate and design strategies in such environments either in marketing, international business and/or technology management fields and in their intersection). These must be agreed beforehand by the academic director of the programme, professor Olli Kuivalainen.</p>

Master's programme	Recommended time to go	What to study?	Note!
Strategic Finance and Analytics (MSF)	During 2nd year of studies and generally after 60 ECTS cr of completed studies.	24 credits To replace core, elective studies (must be master's level courses).	All other replacements must be agreed beforehand with Associate Professor Sheraz Ahmed
International business and entrepreneurship (MIBE)	In spring semester during the first or second year of studies	<i>In order of preference:</i> 1.Study a minor package: agree on the topic of the minor studies with the head of degree programmes in Business Administration Hanna Salojärvi in advance. 2.Locate exchange courses to replace the core, elective studies.	

Master's programme	Recommended time to go	What to study?	Note!
Business Analytics (MBAN)	During 2nd year of studies and generally after 60 ECTS cr of completed studies.	To replace core, elective studies (must be master's level courses).	All other replacements must be agreed beforehand with Professor Pasi Luukka
Supply Management (MSM)	Exchange is recommended, but there is no specific time recommended for exchange	To replace core, elective studies or minor studies.	It is also possible to conduct a specific minor studies during exchange. This should be accepted by the Head of degree programmes in Business Administration Hanna Salojärvi beforehand
Strategy, Innovation and Sustainability (MSIS)	During 2nd year fall semester	To be included in core elective studies	It is also possible to conduct a specific minor studies during exchange. This should be accepted by the Head of degree programmes in Business Administration Hanna Salojärvi beforehand

International Marketing Management (MIMM)

- The students are recommended to go for exchange in spring semester during the first year of studies

In order of preference:

1. Study a minor package: agree on the topic of the minor studies with the head of degree programmes in Business Administration Hanna Salojärvi in advance.
2. Locate exchange courses to replace the core, elective studies.
3. Find courses that correspond to MIMM Programme ILO's 1 and 2 to replace 2-year MIMM Specialisation courses. (Programme ILO's: 1) Understand and assess the challenges of turbulent business environments, 2) Evaluate and design strategies in such environments either in marketing, international business and/or technology management fields and in their intersection). These must be agreed beforehand by the academic director of the programme, professor Olli Kuivalainen.

Strategic Finance and Analytics (MSF)

- The students are recommended to go for exchange term (4 – 6 months) during second year of studies and generally after 60 ECTS cr of completed studies.
- The recommended study credits to obtain during exchange programme are 24 ECTS cr
- Studies completed at a partner university can replace core, elective studies (must be master's level courses).
- All other replacements must be agreed beforehand with Associate Professor Sheraz Ahmed (Learning Agreement).

International business and entrepreneurship (MIBE)

- The students are recommended to go for exchange in spring semester during the first or second year of studies (if you go for exchange period during the first year of studies, do your thesis during the 2nd year spring semester and if you go for exchange during the 2nd year of studies, start your thesis already during the first year of studies in the spring semester)

In order of preference:

1. Study a minor package: agree on the topic of the minor studies with the head of degree programmes in Business Administration Hanna Salojärvi in advance.
2. Locate exchange courses to replace the core, elective studies.

Business Analytics (MBAN)

- The students are recommended to go for exchange term (4 – 6 months) during second year of studies and generally after 60 ECTS cr of completed studies.
- Studies completed at a partner university can replace core, elective studies (must be master's level courses).
- All other replacements must be agreed beforehand with Professor Pasi Luukka (Learning Agreement).

Supply Management (MSM)

- International exchange is recommended, but there is no specific time for exchange
- The exchange studies should be included in core, elective studies or minor studies.
- It is also possible to conduct specific minor studies during exchange. This should be accepted by the Head of degree programmes in Business Administration Hanna Salojärvi beforehand (Learning Agreement).

Strategy, Innovation and Sustainability (MSIS)

- International exchange is recommended during Master's studies second year fall semester.
- The exchange studies should be included in core elective studies.
- It is also possible to conduct specific minor studies during exchange. This should be accepted by the Head of degree programmes in Business Administration Hanna Salojärvi beforehand (Learning Agreement).

Upon return

- Fill in the applications for credit transfer for studies completed abroad and submit them by email to KATI.Opintopalvelut@lut.fi
- Students are advised to do it as soon as they get a transcript from host university.
- ***After the fall semester study exchange period the applications should be submitted not later than 31st March.***
- ***After the spring semester study exchange period the applications should be submitted not later than 31st August***
- The forms in Finnish ("Anomus ulkomailta suoritetuista opinnoista") and in English ("Application for the inclusion of studies abroad in the degree School of Business") are available on the Uni portal > Study programs > Business Administration > Forms > Studies completed abroad
- If you are applying all the courses in minor studies or in free elective studies, fill in only one application and put all the courses there.
- In addition to that "Application for differing degree structure", "Hakemus opinto-oppaasta poikkeava tutkintorakenne" in case study package (e.g. minor) include **both courses completed abroad and at LUT.**
- **Attachments (check carefully that you have all these attachments!!)**
 - Copy of an official certificate from the school abroad, including courses and credits completed
 - Copy of course descriptions in English (from study guide etc.) **Students are advised to save the course descriptions already during the study period abroad.**
 - Personal Study Plan (updated) including the foreign studies
 - If the certificates or course descriptions do not give ECTS credits for the course, the calculation of working hours related to the course must be attached (this is attached in the application)

Enjoy your time and studies abroad!