



LUT  
University

# Study abroad possibilities

## LUT Student Services

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# Study abroad

- **APPLICATION PERIOD 7.1-15.2.2019 for the next academic year**
  - > studies start either in **autumn 2019** or spring 2020 – the recommendation for students studying in an international master programme is autumn 2019
  - Start early with the application – the form opens on January 7, 2019.
  - Check the list of partner universities, travel reports/blogs at the Uni portal.
- Improve your language skills before the exchange
- Reserve time for exchange studies in your personal study plan – exchange studies will be beneficial for your future career in any case.

# Where to go?

- Erasmus+ partner universities in Europe: the duration of the exchange is one semester. Note! If you're studying in an international master's programme – pay attention to the programme recommendations
- Bilateral, LUT partner universities outside Europe: the duration of the exchange is semester
- Nordtek ja Norek –network universities in the Nordic countries: the duration of the exchange is one semester
- Various exchange programmes have slightly different procedures and grant amounts.
- The duration of the exchange: minimum 3 months
- Not only studies, but a double degree or an Erasmus+ placement are also possible options. For more information on International Internships:  
<https://uni.lut.fi/en/web/lut.fi-eng/international-traineeships>

# New destinations in 2019-2020

## **Politecnico di Milano, Italia**

*courses in English*

Places:

Engineering: 4 P –semester places

Energy technology/electrical engineering: 2 P semester places

Business/Industrial engineering: 3 P –semester places

## **National Taipei University of Technology, Taipei Tech, Taiwan**

*courses in English*

Engineering: 2 U/P-places/autumn semester

2 U/P-places per spring semester

## **University of Bologna, Italia**

*courses in English*

Places:

Engineering: 2 P- semester places

## **IPAG Business School, Ranska**

courses in English

KATI: 2 U/P –semester places

## **Goa Institute of Management, India**

*courses in English*

Business/Industrial engineering 2 U/P semester places, autumn semester only

LUT-language certificate: min C1

# How to find a host university?

<https://uni.lut.fi/en/web/lut.fi-eng/outgoing-exchange-students1>

The list of universities indicates to which study field the places are allocated.

Letter U/P : U=undergraduate, P= postgraduate

Please check the recommendations of your own study programme in the Uni portal

Where do you place your studies in the personal study plan?

Find at least two possible host universities for the study abroad application. It is possible to include three options in the application, minimum is two.

# Double degree options in business administration

You can apply if you're now 1. year master student,  
-> double degree studies during the second year

## Master's degree in International Marketing Management (MIMM)

- Skema Business School (Sophia Antipolis, France)
- University of Twente (Enschede, the Netherlands)
- University of Economics VSE (Prague, Czech Republic)

## Master's degree in Supply Management (MSM)

- University of Twente (Enschede, the Netherlands)

# How to apply?

- 1) Fill in the application form “Online application for study abroad” (Firefox browser works best)
- 2) You can find the link to the application in the Uni portal when the application period starts  
Uni portal > Studies > International Mobility > Outgoing exchange studies
- 1) When you’ve submitted the application form, you’ll get a confirmation with a registration link to your email. By clicking the registration link you can create a user account to yourself.
- 2) After creating the user account you can log in to Mobility online and start completing the application.

## Necessary appendices:

- photo (can be taken by your phone)
- LUT study transcript (at this stage you can take it from Weboodi)
- Learning agreement for each university you’re applying for
- Language certificate (check in the list of destinations if you need to get a language certificate)
- If the destination does not require the language certificate, then just upload an empty document in order to finish the process.
- When you’ve uploaded the language certificate/empty document, you’ve completed the application



# Do you need a language certificate?

- Uni > Studies > International Mobility > Outgoing exchange
- Check if you need a language test to apply for the particular university
- Note! B2 level certificate in Spanish is required for universities where the teaching language is Spanish
- Language tests are arranged at the Saimaa UAS language centre. Exact dates will be announced later (probably week 51).
- If you apply for the USA, Canada or New Zealand, you need to take an official language test result in the application (IELTS, Toefl).
- IELTS: <https://www.finnbrit.fi/exams-tests/ielts> , 250 euros Toefl 260 USD

# Who gets selected for exchange?

- **Success in studies**
  - Mean average at least 2.0
- **Sufficient language skills (B2)**
- In Erasmus+ exchange you can also do an online OLS- language course
- **Suitability of the learning agreement for your studies**
  - Learning agreement
  - Acceptance by your degree programme
  - Head of degree programme can decline your exchange, if you cannot utilize the exchange studies for your degree or if your exchange semester will slow down your studies.

# Selection criteria for exchange

- A ranking number will be calculated for applicants  
-> the number of ECTS multiplied by the mean average and divided by the number of semesters you've been present at LUT
- Students are selected the basis of the ranking number and according to the number of places available.
- First priority is given to the students who have gained during the previous academic year (1.8.2017-31.7.2018) at least 55 ECTS OR if student has started directly in the master's programme in autumn 2018, then the required number of ECTS is 27.
- The students fulfilling these criteria will be placed according to their ranking numbers.
- After this all other applicants will be placed according to their ranking numbers.

# Selection criteria

- In addition to the ranking number, the designation of the particular study exchange place is taken into consideration, e.g. if the exchange is obligatory, like in the MIMM-programme.
- one semester will be deduced from the divider, if the applicant has had one of the following positions:  
tutor for international students, member of student union board, chairman of a guild, summer school secretary, tutoring secretary, study advisor .
- Mobility online programme will make the deduction automatically, when the applicant chooses the position in the item “Did you have LUT related work assignments during your studies at LUT?” and defines the year in the item “Any other remarks”.
- Students who have started their studies directly in a master’s programme in autumn 2018, the divider will be 1,5.

# How to make a learning agreement?

- Familiarize with partner universities and travel reports in the Uni portal
- In most cases the study guides for 2019-20 are not yet published, so you'll need to make the learning agreement on the basis of the current year
- Where to include your exchange studies in your personal study plan? You'll find technical advice on how to add the courses in the Uni portal
- Preliminary learning agreement (LA) is made for every university you're applying to (min 2, ,maximum 3) – in this stage you don't need your study counsellor's signature
- You'll need to add the courses one by one in the Mobility Online
- The learning agreement will be updated later when applying to the host university. You'll need your study counsellor's signature at that stage.

# If you don't get selected

There might be a second chance for you

Students who weren't allocated will get a list of free places. You can choose a place which fits to your degree programme on the basis of first come, first served

Providing that

- Language qualifications are met
- Head of the degree programme is in favour of exchange

# How do I finance my studies abroad?

- In the application form there is a question "Do you want to apply for a scholarship?" If you answer yes and you'll get a place, which you will accept in the Mobility online, your application is granted.

## LUT Grants for exchange studies

- LUT grant (other than Erasmus+ universities, outside Europe): 700 €/semester (50 pcs)
  - Russia: St. Petersburg 2240 €, other parts of Russia 2600 €
  - Norek/Nordtek grant: approx. 1000 €/semester or 700 €/semester – the exact sum to be defined
  - Erasmus+ grants: 270-320€/month, depending on the country (final sums confirmed in May 2019)
- Erasmus+ grant is paid in two installments. 1. installment before the exchange and 2. installment after the submission of travel report and credit transfer application.
  - Other grants are paid in one installment before the exchange.
    - The prerequisite for the grant is the credit transfer and acquiring a minimum of 20 ECTS
    - Note! The recommendation is 30 ECTS.
    - If you have less than 20 ECTS, the grant can be reclaimed partly or in total.

# Financing of studies

- No tuition fees at the host university
  - Additional language courses, laboratory work, local student union fee
  - Paid by the student
- If you are subject to tuition fees at LUT, the tuition fee will be paid to LUT during the exchange
- If you're entitled to have support by Kela: please check their website [www.kela.fi](http://www.kela.fi)



# When the selections are published?

- The selection results are announced in the beginning of March, most likely in the beginning of week 11
- You'll be notified by an email and you can check the university in the Mobility online.
- You'll need to accept/reject the offered place in the Mobility online
- More detailed information and orientation on exchange studies and exchange will be arranged in early April.

# Exchange studies in a nutshell

Before exchange					Exchange	After exchange
Finding out about exchange	Applying to exchange studies	Application result	Applying to the host university	Grant ja Grant Agreement		
<p>Where to apply?</p> <p>How to apply?</p> <p>How to finance ?</p> <p>Selection criteria</p> <p><a href="https://uni.lut.fi">https://uni.lut.fi</a> →</p> <p>Studies →</p> <p>International mobility</p> <p>→Outgoing student exchange →</p> <p>Travel reports/blogs</p> <p>Study abroad infos</p> <p>November-December</p>	<p>Language test</p> <p>Mobility online application system</p> <p>Learning agreement for exchange studies: 30 ECTS per semester or 60 ECTS per academic year</p> <p>January-February</p>	<p>Place offered: Accept the offered place in the Mobility online</p> <p>Exchange studies as a part of your degree –info and Orientation for exchange</p> <p>Not selected: If application period in autumn: check available places in March or apply for Europe/Russia in autumn April -May</p>	<p>In the host university system</p> <p>Finalize learning agreement 30 ECTS / semester or 60 ECTS/year</p> <p>Acceptance by your study counsellor</p> <p>Apply for housing</p> <p>According to the host institution instructions</p>	<p>Accept Grant agreement in the Mobility online</p> <p>Grant payment to your account (December/August)</p> <p>Other: Kela applications (if applicable) FSHS: Vaccinations Residence permit</p> <p>Before leaving for exchange</p>	<p>30 ECTS / semester or 60 ECTS/year</p> <p>Update of learning agreement if needed</p> <p>If problems with studies, be in touch with your LUT contact</p> <p>Necessary documents from the host institution</p> <p>Autumn semester/ academic year / Spring semester</p>	<p>Credit recognition by the end of February/March or by the end of August</p> <p>Final grant amount checking</p> <p>*number of ECTS</p> <p>*duration of exchange</p> <p>*credit recognition</p> <p>ASAP after return</p>



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