



LUT
University

LBM

FOREIGN STUDIES INFO 13.4.2021

- **Kaija Huotari (kaija.huotari@lut.fi)**
- **Study counsellor, Business Administration Master's students**

Where to find more information

- **UNI portal > Studies > International Mobility > Outgoing Exchange students**
 - Funding
 - Language requirements
 - Semesters abroad
 - Applying in Mobility on-line
 - **Recommended exchange universities**
 - Blogs
 - Contact information
 - Miia Juusola (Erasmus exchange)
 - Jutta Lankinen (other countries)
 - Jaana Toivola (Russia)
 - Etc.

Before departure

- It is recommended that you study 30 cr exchange studies, the minimum is 20 cr (the scholarship requirement) during one semester (at least 40 cr during two semesters)
- If you want to go for exchange second time, you have to study exchange courses at least 30 cr per one semester during your first exchange period.
- Check the available courses in your exchange university (from webpage, study guide etc.) and choose the courses
- Plan the courses which you are going to study in your study plan in SISU, so include them in your PSP into the places where you intend to apply them. Make there a Study draft of the exchange studies.
- If you study minor studies during your exchange, put the study draft in your PSP in Sisu under Minor studies > Studies abroad or Business studies abroad
- **More information and instructions how to do a study draft in your study plan is in Uni portal: <https://uni.lut.fi/en/web/lut.fi-eng/sisu> > [VIDEO: Making a study draft](#)**

Before departure

- All students leaving for exchange prepare a **learning agreement (LA)** in Mobility and submit it by email to the study counsellor in Business administration. Submit only one LA from the university where you have been accepted as an exchange student.
- **When the LA is signed, load it to Mobility-online!**
- In this phase LA is more or less preliminary, but it is an important tool for planning the studies.
- If you are planning to include the studies in your major or minor studies, attach also the course descriptions.
- The programme's academic directors (or study counsellor) approve your learning agreement.
- Changes in LA have to be approved both at LUT and in host university.
- For double degree students exchange is not possible.

Instructions

- Only **master's level courses** completed in student exchange abroad can be included in **core/advanced specialisation 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).
- ***In master's degree we do not accept any other courses, which have been studied in an University of Applied Sciences (= ammattikorkeakoulu), but only language courses from there are acceptable.***
- Studies completed abroad which compose a logical entity can be accepted as a minor subject (min. 24 ECTS) entitled "Studies abroad" or "Business studies abroad".
- Students are recommended to study a minor subject according to the degree requirements of host university when ever possible (minor package in host's university curriculum).
- Studies abroad and business studies abroad minors do not include language studies.
- In some universities you cannot participate to the master's level courses unless you have not graduated as a bachelor of science in LUT

Instructions

- Please notice that the content and learning outcomes of courses completed abroad are not to overlap with courses completed at LUT if a course is included e.g in elective studies.
- In order for the credit transfer to be approved to **a certain course**, courses completed outside LUT must correspond exactly to the LUT course in content and extent.
- In core alternative studies the courses do not have to correspond the LUT courses, they can be accepted if the contents is suitable.
- Minor, major, language or elective study packages may include **both courses completed at LUT and courses completed abroad (if you are applying your studies into your LUT minor, you also have to apply for a differing degree structure)**.

Language studies

- The language courses, which you study abroad will be included in compulsory language studies in the degree.
- Students are awarded also extra language study credits for international student exchange **(the study language of the programme = usually English)**.
 - Student exchange of one semester (3 – 6 months) amounts to 4 ECTS cr of language studies.
 - One academic year (7 – 12 months) amounts to 6 ECTS cr.
- The above mentioned language studies cannot be included in the minor studies abroad.
- **If the student studies only language and culture studies (e.g. Japanese or Chinese language and culture) during the stay abroad, no additional language credits will be awarded for the exchange itself.**
- Language credits for international exchange are approved by study counsellor based on the student's study draft in Sisu.
- **These extra language studies are not included into the required 20 ECTS cr for scholarship or into the required 30 cr for the second exchange period.**

PROGRAMME SPECIFIC INSTRUCTIONS / OHJELMAKOHTAISET OHJEET LAMO JA TIJO

- **Laskentatoimen maisteriohjelma**
 - Suositus on, että ensisijaisesti opiskelijavaihdossa suoritetaan sivuopintokokonaisuus (min. 24 op)
 - Jos se ei ole mahdollista, niin opiskelijavaihdossa suoritetaan ydinopintojen vaihtoehtoisia opintoja (huom. oltava sisällöltään sopivia maisteritason kursseja)
 - Suositeltavin ajankohta toisen opintovuoden syksy, tai mikä sopii parhaiten omaan opintosuunnitelmaan

- **Tietojohtamisen ja johtajuuden maisteriohjelma**
 - Suositus on, että ensisijaisesti opiskelijavaihdossa suoritetaan ydinopintojen vaihtoehtoisia opintoja (huom. oltava sisällöltään sopivia maisteritason kursseja)
 - Suositeltavaa ajankohtaa ei ole, suunniteltava oman opintosuunnitelman mukaan

- ***Huom! Ydinopintoihin sijoitettavien opintojen on aina oltava tasoltaan syventäviä opintoja (= master´s level)***
- ***KTM-ohjelman opinnot hyväksyy ohjelmajohtaja, Lamossa Satu Pätäri ja Tijossa Mika Vanhala, sivuopinnot hyväksyy aina koulutusohjelman vastaava Hanna Salojärvi***

International Marketing Management (MIMM)

- The students are recommended to go for exchange in spring semester during the 1st year of studies. As there are some compulsory core studies now in 1st year spring, you can search for similar courses from the exchange destination, and/or find courses that correspond to MIMM programme Intended Learning Outcomes (=ILO's) 1 and 2.

In order of preference:

- 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.
- Locate exchange courses in the core, alternative studies.
- If you would go for an exchange during the autumn of the second year of your studies, then please 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, professor Olli Kuivalainen (Learning agreement).

Strategic Finance and Analytics (MSF)

- The students are recommended to go for exchange during second year of studies and generally after 60 ECTS cr of completed studies.
- The recommended study credits to obtain during exchange programme are 30 ECTS cr
- Studies completed at a partner university can be included in core, alternative studies (must be master's level courses).
- All other replacements must be agreed beforehand with academic director, 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 (Learning agreement).
2. Locate exchange courses in the core, alternative studies. These will be approved by the academic director of the programme Igor Laine.

Business Analytics (MBAN)

- The students are recommended to go for exchange during second year of studies and generally after 60 ECTS cr of completed studies.
- Studies completed at a partner university can be included in core, alternative studies (must be master's level courses).
- All other replacements must be agreed beforehand with the academic director of the programme Jan Stoklasa (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, alternative studies or minor studies. The academic director of the programme Katrina Lintukangas will accept the core, alternative 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

- All exchange studies credit transfers must be applied into your degree through the study drafts in your study plan in Sisu.
- Read carefully the instructions in Uni portal:
https://intranet.lut.fi/Ohjeetjalomakkeet/SISU_Student_Inclusion.pdf
- In addition send also "Application for differing degree structure", "Hakemus opinto-oppaasta poikkeava tutkintorakenne" in case you study minor studies package abroad, or you study minor studies, which include both courses completed abroad and at LUT.
- Apply the credit transfers as soon as you get the official transcript of records from your exchange university!!

Upon return

- **Compulsory attachments in your credit transfer application in Sisu (check carefully that you have all these attachments!!)**
 - Copy of the official transcript from the university abroad, including courses, credits and grades completed
 - Copy of course descriptions in English (from study guide etc.)
Save the course descriptions already during the study period abroad.
 - If the certificates or course descriptions do not give ECTS cr for the course, the calculation of working hours related to the course must also be in your application.

HAVE A GREAT EXCHANGE STUDY PERIOD! 😊 😊

Course in Moodle: LUT Outgoing Exchange Students 2021-22