

Business Administration

LUT School of Business and Management

This form is filled out individually for each course.

Student's information:

Student's name			Social security number
Major subject/specialisation/Master's programme	Minor studies	Minor studies	Student ID number
Phone	E-mail		
University in which the studies applied for were completed (official name)			
Country of studies		Duration of studies abroad (dates)	

I apply to have the following studies completed abroad included in my degree

Name of the course completed abroad

Contents in brief

Course Bachelor's Master's (Attach document!)

I apply to have the course included in my Bachelor's degree:

General studies to substitute the course _____

Major subject, basic studies compulsory to substitute the course _____
 electives _____

Major subject, specialisation compulsory to substitute the course _____
 electives _____

_____ Minor subject, basic studies compulsory to substitute the course _____
 electives _____

_____ Minor subject, advanced studies compulsory to substitute the course _____
 electives _____

Language studies

Elective studies

In addition, I apply for the inclusion of _____ ECTS credits of studies in the _____ language in my degree

(Student exchange for 3-6 months is equivalent to 4 ECTS credits of language studies and 7-12 months to 6 ECTS credits.)

NOTE! Language credits are awarded to those who leave for student exchange in the academic year 2009-2010 or subsequently.

I apply to have the course included in my Master's degree:

<input type="checkbox"/> Major subject, M.Sc. programme core studies	<input type="checkbox"/> compulsory to substitute the course	_____
	<input type="checkbox"/> electives	_____
<input type="checkbox"/> Major subject, M.Sc. programme specialization studies	<input type="checkbox"/> compulsory to substitute the course	_____
	<input type="checkbox"/> electives	_____
<input type="checkbox"/> _____ Minor subject, basic studies	<input type="checkbox"/> compulsory to substitute the course	_____
	<input type="checkbox"/> electives	_____
<input type="checkbox"/> _____ Minor subject, advanced studies	<input type="checkbox"/> compulsory to substitute the course	_____
	<input type="checkbox"/> electives	_____
<input type="checkbox"/> Language studies		
<input type="checkbox"/> Elective studies		

In addition, I apply for the inclusion of _____ ECTS credits of studies in the _____ language in my degree

(Student exchange for 3-6 months is equivalent to 4 ECTS credits of language studies and 7-12 months to 6 ECTS credits.)

NOTE! Language credits are awarded to those who leave for student exchange in the academic year 2009-2010 or subsequently.

Number of credits applied for: _____ **ECTS credits**

Note! At LUT, 1 ECTS credit = approx. 26 h work.

I apply for the inclusion of the studies as minor subject (only one application filled)

Note! This applies to study modules which have been approved in advance.

Suggested name of the minor = name in the degree certificate: _____

Field of the minor subject = name in Oodi Business Studies Abroad (minor in business studies)
 Studies Abroad (minor in any other scientific field)

Date _____ Student's signature _____

Number of credits approved: _____ **ECTS credits**

Minor subject approved: _____ **ECTS credits**

Application denied

Grounds: _____

Date _____ **Signature of person authorised** _____

SUBMIT YOUR APPLICATION TO KATI.opintopalvelut@lut.fi

Attach the following documents to the application:

1. Photocopy of an official certificate from the school abroad, including courses and credits completed
2. Photocopy of the course description (from a study guide etc.)
3. Personal study plan

Hours of work related to the course (not needed if the courses were measured in ECTS credits, which is proven in the transcript of records)

Hours of work on the course:

Lectures	_____	h
Assignments	_____	h
Other, specify (e.g. homework, preparation for lectures)	_____	h
Literature:		

1. _____ pages
2. _____ pages
3. _____ pages
4. _____ pages

Studying for the exam _____ h

Total _____ h

Additional information (if necessary):

Students dissatisfied with the decision may lodge a written appeal with the university.
Further information in UNI.