



**LUT**  
**University**

# **Info session on Exchange Studies Abroad for Technology students**

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# 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 **SISU**
- and submit these to the study counsellor to be approved.
- Student places planned studies abroad also in the PSP (as a study draft)
  - Only university level studies can be included in Master's degree.
  - In this phase LA 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 in Sisu** as **study drafts**

- Email your LA + **course descriptions** from the host university to your Study counsellor well before the deadline given by your host university. And have your PSP created and updated in SISU.  
Once you have a preliminary PSP in SISU your study counselor can see it.
- The programme's study counsellor (or the head of degree programme) approves student's learning agreement.
- The approved LA will be emailed back to you. And your PSP will be commented in Sisu if needed.
- After that it is student's responsibility to submit the required documents to the host university.

# PSP in Sisu

- All students must create a study plan (PSP) in Sisu during the spring 2020.
- PSP workshop and pop-up clinics in Zoom, please see UNI for further information
  - <https://uni.lut.fi/sisu> in Finnish
  - <https://uni.lut.fi/en/web/lut.fi-eng/sisu> in English
- Studies abroad are added to your PSP **as study drafts**.
- Once you have completed the courses and have a transcript of records from your host university you can apply for **credit transfer in SISU**

# 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. 20 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
  
- **To elective studies** in
  - Industrial Engineering and Management
  - Computer Science
  - Electrical Engineering
  - Environmental Technology
  - Computational Engineering and Physics
  - Energy Technology

# Additional language studies

### Opintoluonnos

Voit lisätä kokonaisuuteen opintoluonnoksen opinnotta, jota ei löydy Sisusta. Luonnos näyy myös ohjaajillesi.

✓ OPINNON NIMI

Ehdota nimeä opintoluonnokselle

✓ OPINNON SUUNNITELTU LAAJUUS

 op  
Lisää suunniteltu laajuus

✓ OPINNON SUUNNITELTU SUORITUSPAIKKA

Lisää suorituspaikka, esim. yliopisto tai ammattikorkeakoulu

✓ TAVOITELTAVAN OSAAMISEN KUVAUS

Suunnitellun opinon osaamistavoite ja sisältö; esim. vaihto-opinon kurssikuvaus

Kun olet suorittanut suunnittelemasi opinnot, voit tehdä hakemuksen suoritettavista opinnoista tämän luonnoksen kautta.

### Study draft

You can create a study draft from a course not found in the Sisu system. The draft will also be visible to your tutors.

✓ NAME

Add a suggested name for the credits

✓ PLANNED CREDITS

 cr  
Add the number of credits you are planning to complete

✓ INSTITUTION WHERE YOU PLAN TO GAIN THE KNOWLEDGE

Add the institution where you are planning on completing the credits, e.g. a university.

✓ DESCRIPTION OF THE KNOWLEDGE BEING PURSUED

Please describe the learning outcomes for and the content of the planned studies, e.g. a syllabus of your exchange studies

After you have completed the planned studies, you can submit a credit transfer application through this draft.

Based on

- study language
- duration of your exchange

# Upon return – Credit transfer

- **Credit transfer is applied in Sisu as soon as you have a transcript of records** from host university.
  - After the fall semester study exchange period the applications should be submitted not later than March 31.
  - After the spring semester study exchange period the applications should be submitted not later than August 31.

## **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.

# Upon return – Credit transfer

- Studies completed outside LUT are registered as H (passed).  
E.g. Institute of Chemical Technology, Prague 25 ECTS, H
  - \* This may be subjected to change
- 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 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 and Electrical Engineering
- **Minna Miikki** for Students in Mechanical Engineering & Computational Engineering and Physics
- **Mari Trinidad** for Students in Chemical and Process Engineering and Environmental Technology





**Enjoy your time and studies abroad!**