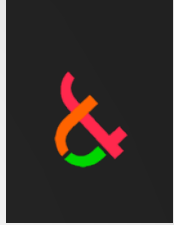




**LUT**

**Lappeenranta**

**University of Technology**



# Exchange Studies Abroad

Mari Trinidad

Info session on April 18, 2018

# 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.
- 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.
- The programme's study counsellor (or the head of degree programme) approves student's learning agreement.
  - Mark the deadline given by the host university to your LA. (=What is the deadline for applying and submitting the LA to the host university?)  
→ Nordic countries and USA are the first ones.
  - You will be informed by email 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.



# What to study?

- Courses to general studies (must be approved beforehand)
  - Courses to minor (must be approved beforehand)
  - Minor (must be approved beforehand)
    - Notice! Students are recommend to study a minor subject according to the degree requirements of host university when ever possible (minor package in host's university curriculum).
  - Courses to major (must be approved beforehand)
  - 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.
- **Place your planned exchange studies to**
- the Learning Agreement and
  - To your PSP / PSPs  
→ Return these papers to your Study Counsellor



# 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 and Physics)

**More detailed information on how to add exchange studies to your PSP will be found 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 Councillor 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 free 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 for the credit transfer to be approved to **a certain course**, courses completed outside LUT must correspond to an LUT course in content and workload that of the *corresponding LUT course*.
- Minor, major, language or elective study packages 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 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 application.
- These **extra** language studies are **not included** into the required 20 ECTS credits for scholarship



# Language studies

- **Part of obligatory language studies in**
  - Energy Technology
  - Mechanical Engineering
  - Chemical Engineering
  
- **To elective studies in**
  - Industrial Engineering and Management
  - Computer Science
  - Electrical Engineering
  - Environmental Technology
  - Computational Engineering and Physics

# Upon return



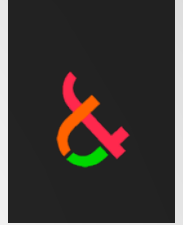
- Applications for credit transfer for studies completed abroad are submitted to the study counsellors
- Students are advised to do it as soon as they get a transcript from host university. (Transcript is advised to attach with LUT diploma after graduation)
  - After the fall semester study exchange period the applications should be submitted not later than 31<sup>st</sup> March.
  - After the spring semester study exchange period the applications should be submitted not later than 31<sup>st</sup> 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)

# Contact information

LUT Student services in room 2313

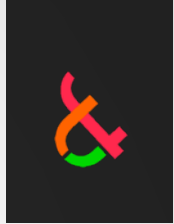
**Study counsellors** for Business Administration students

- 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
- 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
- Johanna Kosunen for Students in Mechanical Engineering & Computational Engineering and Physics
- Mari Trinidad for Students in Chemical and Process Engineering



# Programmes' instructions and recommendations for Business Administration students



# 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 MIMM Programme Academic Director in advance.
2. Locate exchange courses to replace the elective courses in core studies (marketing, international business or technology management).
3. Find courses that correspond to MIMM Programme ILO's 1 and 2 to replace 2-year MIMM Specialization 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.





# Strategic Finance and Business Analytics (MSF)

- The students are recommended to go for exchange term (4 – 6 months) during second year of studies and generally after 55 ECTS cr of completed studies.
- Studies completed at a partner university can replace core and minor studies elective courses.
- All other replacements must be agreed beforehand with Associate Professor Sheraz Ahmed (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 elective minor studies.
- It is also possible to conduct specific minor studies during exchange. This should be accepted by the programme's Academic Director 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 studies' electives.
- It is also possible to conduct specific minor studies during exchange. This should be accepted by the programme's Academic Director beforehand (Learning Agreement).

