



**LUT**  
**University**

# FOREIGN STUDIES INFO 8.4.2020

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- **Study counsellor, Business Administration Master's students**

# Where to find more information

- **UNI portal > Studies > Outgoing Exchange students**
  - Funding
  - Language requirements
  - Semesters abroad
  - Applying in Mobility on-line
  - **Recommended exchange universities**
  - Blogs
  - Contact information
    - Suvi Tiainen (European countries)
    - Maarit Astikainen (non-European countries)
    - Jaana Toivola (Russia)

# Before departure

- It is recommended that you study 30 cr exchange studies, the minimum is 20 cr (the scholarship requirement)
- If you want to go for exchange second time, you have to study at least 30 cr during your first exchange period.
- Check the available courses in your exchange university (from webpage, study guide etc.)
- 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.
- All students leaving for exchange prepare a **learning agreement (LA)** in Mobility and submit it to the study counsellor in Business administration. Submit only one LA from the university where you have been accepted as an exchange student.
- 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 **major/advanced /core/specialisation studies of the Master's degree** in business.
- **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).
- ***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".
- 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
- 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).

# 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 free 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 elective 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 (= English))**.
  - 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.
- 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 application.
- 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.

# LAMO JA TIJO

- Laskentatoimen maisteriohjelma
  - Suositus on, että ensisijaisesti opiskelijavaihdossa suoritetaan sivuopintokokonaisuus (min. 24 op)
  - Jos se ei ole mahdollista, niin kurssit sijoitetaan ydinopintojen vaihtoehtoiisiin opintoihin (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)***



# 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 the head of degree programmes in Business Administration Hanna Salojärvi in advance.
2. Locate exchange courses in the core, elective studies.
3. 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 of the programme, 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 24 ECTS cr
- Studies completed at a partner university can be included in core, elective studies (must be master's level courses).
- All other replacements must be agreed beforehand with 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 2<sup>nd</sup> year spring semester and if you go for exchange during the 2<sup>nd</sup> 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, elective studies (these will be approved by the academic director of the programme Lasse Torkkeli)

# Business Analytics (MBAN)

- The students are recommended to go for exchange term 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, elective studies (must be master's level courses).
- All other replacements must be agreed beforehand with the academic director of the programme Pasi Luukka (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 minor studies. The academic director of the programme Katrina Lintukangas will accept the core, elective studies.
- It is 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

- At the moment we are using the forms for credit transfer, they are available on the Uni portal > Study programs > Business Administration > Forms > Studies completed abroad
- Starting from the next academic year we will use SISU for credit transfer. We will give you more information later about this.
- In addition to the applications send also "Application for differing degree structure", "Hakemus opinto-oppaasta poikkeava tutkintorakenne" in case you study minor studies, which include **both courses completed abroad and at LUT.**
- Submit all applications and attachments by email to [KATI.Opintopalvelut@lut.fi](mailto:KATI.Opintopalvelut@lut.fi)
- ***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***

# Upon return

- **Attachments (check carefully that you have all these attachments!!)**
  - Copy of the official transcript from the university abroad, including courses and credits completed
  - Copy of course descriptions in English (from study guide etc.) **Save the course descriptions already during the study period abroad.**
  - Personal Study Plan (updated) is SISU including the foreign studies
  - If the certificates or course descriptions do not give ECTS credits for the course, the calculation of working hours related to the course must be attached (this is already attached in the application)