

 APRIL 14, 2021

INFO SESSION ON EXCHANGE STUDIES ABROAD FOR TECHNOLOGY STUDENTS

Mari Trinidad

EXCHANGE STUDIES 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 credits** per semester.
 - For the scholarship 20 ECTS credits of completed studies is the minimum.
 - After returning to LUT credit transfer to LUT degree is **required**.
 - If you plan to go for exchange for a second time, you must study at least 30 ECTS credits during your first exchange semester.



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 **study drafts**
- 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.
 - And remember to update your PSP as well

WHAT TO STUDY?

- Courses to general studies including language 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.
- **Place your planned exchange studies to your Learning Agreement and PSP in Sisu as study drafts**

STUDY DRAFT ON SISU

- A separate course
 - Add a study draft in your PSP to a suitable place (e.g. general studies, elective studies)
 - One course = one study draft
 - Give the **required** information for the study drafts
- Whole minor
 - Add a minor "Muualla suoritettu sivuopinto" or " Completed in another university" to your PSP
 - Under that minor add study drafts (separate courses)
- Instructions for study drafts <https://echo360.org.uk/media/7098e79a-a8c1-4e60-b127-404ab55e8083/public> and all Sisu instructions in UNI <https://uni.lut.fi/sisu> (in Finnish) and <https://uni.lut.fi/en/web/lut.fi-eng/sisu> (in English)

STUDY DRAFT



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

Required field

* PLANNED CREDITS

cr

Add the number of credits you are planning to complete

Required field

* INSTITUTION WHERE YOU PLAN TO GAIN THE KNOWLEDGE

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

Required field

* 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

Required field

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

CANCEL

ADD

← Name of the course

← Credits of the course

← Name of the university

← Description of the course and also a direct link to the description in the host university study guide

BEFORE DEPARTURE - LEARNING AGREEMENT + PSP

Place your planned exchange studies to your Learning Agreement and PSP in Sisu as study drafts

- Email your LA from the host university to your Study counsellor well before the deadline given by your host university. And have your PSP updated in SISU including the study drafts. Once you have a preliminary PSP on 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 on Sisu if needed.
- After that it is student's responsibility to submit the required documents to the host university.

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 "Completed in another university"
 - Minors do not include language studies.

CREDIT TRANSFER



- In order to replace a certain LUT course, course completed outside LUT must correspond to a LUT course **in content and workload / credits**
 - Apply for substitution on Sisu
- Minor, specialization, language or elective studies may include both courses completed at LUT and courses completed abroad
 - Apply for inclusion on Sisu
- See Sisu instruction in UNI <https://uni.lut.fi/sisu> (in Finnish) and <https://uni.lut.fi/en/web/lut.fi-eng/sisu> (in English)

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

Opintuluonnos

Voit lisätä hohonaisuuteen opintoluonnoksen opinnosta, jota ei löydy Sisusta. Luonnos näkyy myös ohjaajillesi.

✓ OPINNON NIMI

Ehdota nimeä opintoluonnokselle

✓ OPINNON SUUNNITELTU LAAJUUS

Lisää suunniteltu laajuus

✓ OPINNON SUUNNITELTU SUORITUSPAIKKA

Lisää suorituspaikka, esim. yliopisto tai ammattikorkeakoulu

✓ TAVOITELTAVAN OSAAMISEN KUVAUS

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

Kun olet suorittanut suunnittelemasi opinnon, voit tehdä hakemuksen suoritetusta opinnosta 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

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 (substitution or inclusion) is applied on Sisu as soon as you have a transcript of records** from your 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.
- Students are advised to save the course descriptions already during the study period abroad.

UPON RETURN – CREDIT TRANSFER

- When a LUT course is **substituted** for a course completed elsewhere

The LUT course is marked with a grade 1-5 if the grading scale used is the same as in LUT. Or a grade of H (approved) if the grading scale is different from the LUT grading scale. The course completed elsewhere must correspond in content and learning outcomes to the LUT course.

- Studies completed elsewhere that are **included** in the degree are marked with the original name, credits and grade, if they are equivalent to those at LUT. If credits are not indicated in accordance with ECTS, they are converted into ECTS credits (1 ECTS credit = 27 hours of work). If the grading scale used is not the same as in LUT, the grade is marked H (approved).
- Transcript of records from host university is advised to keep and attach with LUT diploma after graduation



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 Environmental Technology
- **Johanna Kosunen** Electrical Engineering
- **Minna Miikki** for Students in Mechanical Engineering & Computational Engineering and Physics
- **Mari Trinidad** for Students in Chemical and Process Engineering

FOR 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 (and help for Mobility on-line)
 - Miia Juusola (Erasmus exchange)
 - Jutta Lankinen (other countries)
 - Jaana Toivola (Russia)



Enjoy your time and studies abroad!