



LUT  
University

# STUDY INFO FOR OUTGOING EXCHANGE STUDENTS technology

Spring 2023

Study counsellors

# Agenda

- Exchange instructions in eLUT
- Exchange studies
  - Number of credits
  - Language studies
- Practical instructions before the exchange, during exchange and after exchange
- Continuing to master's studies after an exchange during bachelor studies

# EXCHANGE INSTRUCTIONS IN eLUT

[HOME](#) > [COMPLETING STUDIES](#) > [INTERNATIONALISATION AND STUDENT EXCHANGE](#) >

## Exchange studies

All degree students can apply for student exchange and complete part of their studies abroad. There are hundreds of universities to choose from! Planning your exchange takes time: start now by learning about the application process, exchange destinations and scholarships using the links below.

### Dive deeper

[Application instructions for exchange studies](#)



[Choosing your exchange destination](#)



[Exchange study selection criteria](#)



[Language requirements for exchange studies](#)



[Exchange study grants](#)



[Instructions for outgoing exchange students](#)



[Contact information for exchange studies](#)



Instructions on e.g.:

- Language requirements and language tests
- Funding
- LUT Mobility Online – instructions

Help and guidance in practical arrangements from International Mobility Services

[outgoing@lut.fi](mailto:outgoing@lut.fi)

# EXCHANGE STUDIES

- The studies completed during the exchange will be included in either your bachelor's or master's degree (at least to elective studies)
  - Exchange studies should not lengthen your study time in LUT
  - Careful planning of studies is important
- Many universities require you to have a B.Sc. degree if you want to take M.Sc. courses.
- Exchange is for studying courses, not for writing a thesis

# EXCHANGE STUDIES

- During the exchange you can study courses for
  - general and intermediate specialisation studies
  - core and specialisation studies
  - language courses, minor courses or
  - elective studies
- If you plan to substitute a compulsory course, the course done during exchange needs to match the LUT course in content, number of ECTS and learning outcomes
- Please note that the course content and learning outcomes cannot be overlapping with the courses you've either completed or will complete as part of your degree
- Head of the Degree Programme makes a decision on the credit transfers at study counsellor's proposition. This is done before the exchange

# ABOUT STUDIES COMPLETED DURING EXCHANGE

- Note! In M.Sc. degree only master level courses can be included in the core/specialisation studies.
- In M.Sc. degree bachelor level courses can be included in minor studies, language studies and elective studies (if they have not already been included in the student's bachelor degree).
- If the exchange studies form a cohesive and logical group of courses that is minimum of 20 ECTS it is possible to get that accepted as a minor called "completed in another university".
  - This minor cannot include language courses
  - Note! The recommendation is that you select a ready-made minor package from your exchange university, if possible.

# HOW MANY CREDITS SHOULD I COMPLETE DURING STUDIES?

- Recommendation and aim is to complete 30 ECTS / semester
- Grant
  - For a grant, minimum number of completed studies is 20 ECTS
  - Credit transfers need to be applied for immediately after exchange
  - Otherwise, you might need to pay back the grant either in part or in full.
  - Extra ECTS credits given for the study language during the exchange do NOT count towards the needed minimum of 20 ECTS credits
- If you go for an exchange during your B.Sc. degree and would like to go for another exchange during M.Sc. Studies or want to apply for a double degree programme you need to complete minimum of 30 ECTS credits.



# LANGUAGE STUDIES

- Language studies done during the exchange can be accepted (depending on your degree programme):
  - In the compulsory language studies in bachelor's or master's degree or
  - In the free elective studies
- A student is granted also *extra* credits on language based on the duration of the exchange period (on the language in which the exchange studies are conducted)
  - One semester (3 – 6 months) gives 4 ECTS of language studies.
  - One academic year (7 – 12 months) gives 6 ECTS of language studies.
  - Extra language studies can be included in the bachelor's or master's degree.
- If one does only language or cultural studies during the exchange (for example Japanese language and culture), no extra credits for language studies are granted.
- Extra language studies aren't counted in the credits required for the scholarship (minimum 20 ECTS)

# EXTRA LANGUAGE STUDIES

- **Are accepted in the compulsory language studies in:**
  - Mechanical engineering
  - Chemical engineering
- **Are accepted in the elective studies / elective language studies in:**
  - Energy technology
  - Industrial engineering and management
  - Software engineering
  - Electrical engineering
  - Environmental technology
  - Computational engineering
  - Technology and Engineering Science

# BEFORE THE EXCHANGE

- Get to know the studies that are offered in your exchange university and follow the instructions and schedules given by the exchange university.
- Send the course descriptions or direct links to the course descriptions in English (course objectives, content and the level of the courses) to your study counsellor and clarify where in your study plan you have planned to place the exchange studies.
- The study counsellor will ask for the decision from Head of the Degree Programme.
- Prepare the Learning Agreement (LA) in LUT Mobility Online.
- **RESERVE TIME FOR THE PROCESSING!**

# BEFORE THE EXCHANGE

- Once the courses have been accepted by Head of the Degree Programme, you can add the studies in your personal study plan in Sisu as study drafts.

[HOME](#) > [IT INSTRUCTIONS AND STUDY TOOLS](#) > [SISU](#) > [SISU INSTRUCTIONS](#) > [CREDIT TRANSFERS AND WORK INTERNSHIP - SISU](#) >

## Including studies or other competence to the degree - Sisu

Creating a study draft



Including studies or competence (for example minor studies completed elsewhere, other studies not equivalent to any course in LUT)



Custom course credit



# DURING THE EXCHANGE

- It's highly possible that there will be changes in your Learning agreement during the exchange.
- Changes have to be accepted both by LUT and the exchange university.  
→ Make the changes in your LA in LUT Mobility Online.
- What if there are changes in the courses that have already been accepted in compulsory or alternative studies?  
→ Inform your study counsellor and submit the course descriptions of the new courses. A new decision is asked from Head of the Degree Programme.

# AFTER THE EXCHANGE

- Apply for the credit transfers from the exchange studies immediately after you have received the official transcript of records from the exchange university.
- Exchange period during the autumn semester → apply in Sisu by March 31
- Exchange period during the spring semester → apply in Sisu by August 31
- The exchange studies are applied for in Sisu through the study drafts done in Sisu.

Creating a study draft



Including studies or competence (for example minor studies completed elsewhere, other studies not equivalent to any course in LUT)



Custom course credit



# AFTER THE EXCHANGE

- When applying for the credit transfer in Sisu, attach all the required appendixes; without them the application cannot be handled!
  - ✓ A copy of the official signed transcript of records from the exchange university where the courses done and the extent and the grades can be seen.
  - ✓ The course descriptions in English, for example from the study guide. Save the course descriptions already during the exchange!
  - ✓ If the exchange university doesn't follow ECTS-system, submit a clarification of the conversion of the credits. Ask for this already during your exchange from the exchange university.

# CONTINUING TO M.SC. PROGRAMME

What to take into consideration after  
returning from a B.Sc. exchange?



# AFTER THE EXCHANGE

[HOME](#) > [COMPLETING STUDIES](#) > [PLANNING YOUR STUDIES](#) >

## Continuing to a Master's programme

After completing a bachelor's degree at LUT

Master's studies can only be done after graduating as a Bachelor  
or

when bachelor's thesis has been done and grade is in Sisu and maximum of  
12 credits is missing from the Bachelor's degree

- » Once you get back from the exchange and for example only the exchange studies are missing from your degree, follow the instructions and schedule in eLUT (page above)
- » Fill in the notification for taking master's courses in time
- » Enrolling to the master's courses is done via the primary study plan.

# Happy exchange studies!

