



# LAND OF THE CURIOUS






# LUT BUSINESS SCHOOL

## FOREIGN STUDIES INFO 2023

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# AGENDA

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- WHERE TO FIND IMPORTANT INFORMATION
  - BEFORE DEPARTURE
  - GENERAL INSTRUCTIONS
  - LANGUAGE STUDIES
  - PROGRAMME SPECIFIC INSTRUCTIONS
    - LAMO AND TIJO
    - MIMM
    - MSF
    - MIBE
    - MBAN
    - MSM
  - UPON RETURN

# WHERE TO FIND IMPORTANT INFORMATION

- **eLUT** > [Instructions for outgoing exchange students | eLUT](#)
  - Read carefully all the instructions!
- **eLUT** > [opintojen-suorittaminen/kansainvalistaminen-ja-opiskelijavaihto/vaihto-opiskelu/ohjeita](#)
  - Lue ohjeet huolellisesti!
- The application process, LUT Mobility-Online > Contact [outgoing@lut.fi](mailto:outgoing@lut.fi)



# BEFORE DEPARTURE

- **Check** the available courses in your exchange university (from webpage, study guide etc.) and choose the courses.
- **Plan** where into your degree you are going to include the studies.
- **Choose min. 30 ECTS cr exchange studies into your LA.**
- The minimum scholarship requirement is 20 ECTS cr completed courses during one semester (40 cr during two semesters)
- The right semester for exchange studies depends mostly on your own personal study plan. Some programmes have recommended exchange periods.
- All students prepare a learning agreement (LA) in LUT Mobility-Online.
- Study counsellors will receive the LA for signing it from LUT Mobility-Online.
- Notice, that the counsellor's signature is not the official approval where in your degree you can include the studies!
- If you want to go for exchange second time, you have to study exchange courses at least 30 cr per one semester during your bachelor's degree in your first exchange period.

# BEFORE DEPARTURE

## The approval of the exchange courses into your degree

- If you are planning to include the studies in your major or minor studies, send the study counsellor the course descriptions and information where into your master's degree you are planning to include the courses and also information about the level of the courses (master's / bachelor's).
- Usually the exchange courses can be included into major, alternative studies or in minor studies. They can either be included into LUT minor or they can form a whole minor entitled "Studies abroad" or "Business studies abroad". The extent of the minor must always be at least 24 ECTS cr.
- The study counsellor will proceed this information to LBS academic directors and head of degree programmes for approval.
- The academic director of your master's programme will accept the major studies and the head of degree programmes Hanna Salojärvi will accept the minor studies in all programmes.
- If the courses can not be accepted into major or minor studies, they can be accepted in elective studies (= vapaasti valittavat opinnot) or language studies.
- After the courses have been accepted for you, create study drafts into your study plan in Sisu in the places where the exchange studies have been approved for you.
  - Instructions in eLut: eLUT > Instructions & Study tools > Sisu <https://elut.lut.fi/en/it-instructions-study-tools/sisu/sisu-instructions/credit-transfers-and-work-internship-sisu-1> > creating a study draft
- Later possible changes in LA have to be approved also both at LUT and in host university.
- For double degree students exchange is not possible.

# GENERAL INSTRUCTIONS

- Only master's level courses completed in student exchange abroad can be included in core/advanced specialisation compulsory or alternative studies of the Master's degree.
- Minor, language or elective studies may also include Bachelor's level courses
- In master's degree we do not accept any other courses, which have been studied in University of Applied Sciences (= ammattikorkeakoulu), but only language courses are acceptable.
- 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).
- Minor studies do not include language studies.
- In some universities you cannot participate to the master's level courses unless you have graduated as a bachelor of science in LUT
- 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 elective studies.


# GENERAL INSTRUCTIONS

- In order for the credit transfer to be approved to a certain compulsory course, courses completed outside LUT must correspond exactly to the LUT course in content, extent and level.
- You can also apply for differing degree structure in your major and minor studies. It must always be approved by the academic director of your own programme concerning the major studies or head of degree programme concerning the minor studies.
- If the differing degree structure is accepted in your major studies, there is a possibility that you do not have to study all LUT compulsory courses and you form an individual study plan.
- In core alternative studies the courses contents do not have to correspond the LUT courses, they can be accepted if the contents is suitable.
- Minor, major and language study packages may include both courses completed at LUT and courses completed abroad (if you are applying your studies into your LUT minor or compulsory major studies, you also have to apply for a differing degree structure), application is in eLut:

[HOME](#) > [COMPLETING STUDIES](#) > [PLANNING YOUR STUDIES](#) > [PERSONAL STUDY PLAN \(PSP\)](#) >

## Business Administration instructions

### Files

[Application: Differing degree structure \(PDF 111.23 KB\)](#) 



# LANGUAGE STUDIES

- The language courses, which you study abroad will be accepted in compulsory language studies in your degree
- Students are awarded also extra language study credits for international student exchange (the study language of the programme = usually English).
  - Student exchange of one semester (3 – 6 months) amounts to 4 ECTS cr of language studies.
  - One academic year (7 – 12 months) amounts to 6 ECTS cr.
  - You have to apply for these extra language studies in Sisu.
  - Language credits for international exchange are approved by study counsellor based on the student's study draft in the study plan in Sisu.
- 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.
- 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.

# PROGRAMME SPECIFIC INSTRUCTIONS / OHJELMAKOHTAISET OHJEET LAMO JA TIJO

- **Laskentatoimen maisteriohjelma**
  - Suositus on, että ensisijaisesti opiskelijavaihdossa suoritetaan sivuopintokokonaisuus (min. 24 op)
  - Jos se ei ole mahdollista, niin opiskelijavaihdossa suoritetaan ydinopintojen vaihtoehtoisia opintoja (huom. oltava sisällöltään ohjelmaan 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 ohjelmaan sopivia maisteritason kursseja)
  - Suositeltavaa ajankohtaa ei ole, suunniteltava oman opintosuunnitelman mukaan
- ***Huom! Ydinopintoihin sijoitettavien opintojen on aina oltava tasoltaan syventäviä opintoja (= master's level)***
- ***KTM-ohjelman opinnot hyväksyy ohjelmajohtaja, Lamossa Juha Soininen ja Tijossa Mika Vanhala, sivuopinnot hyväksyy koulutusohjelman vastaava Hanna Salojärvi***

# INTERNATIONAL MARKETING MANAGEMENT (MIMM)

- The students are recommended to go for exchange in spring semester during the 1<sup>st</sup> year of studies. As there are some compulsory core studies now in 1<sup>st</sup> year spring, you can search for similar courses from the exchange destination, and/or find courses that correspond to MIMM programme Intended Learning Outcomes (=ILO's) 1 and 2.
- *In order of preference:*
  - 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.
  - Locate exchange courses relevant to the programme in the core, alternative studies.
  - If you would go for an exchange during the autumn of the second year of your studies, then please 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 always be agreed beforehand by the academic director, professor Olli Kuivalainen.
  - There is also a possibility to study in DD (= Double Degree) programme in University of Twente (UT) in Netherlands, SKEMA Business School in France and Prague University of Business (VSE) in Czech Republic.

# STRATEGIC FINANCE AND ANALYTICS (MSF)


- The students are recommended to go for exchange during second year autumn semester and generally after 60 ECTS cr of completed studies.
- The recommended study credits to obtain during exchange programme are 30 ECTS cr
- Studies completed at a partner university relevant to the MSF programme can be included in core, alternative studies (must be master's level courses).
- Courses which will be included into core studies and all other replacements must be agreed beforehand with academic director, associate professor Sheraz Ahmed.

# 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)
- If you are going for exchange in the autumn semester of the second year, it requires advance planning on *substituting* the core compulsory MIBE course ***International Entrepreneurial Journey*** and two specialisation courses ***International Business Strategies*** and ***International Entrepreneurship Challenge***.
- *In order of preference:*
  - 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.
  - Locate exchange courses relevant to the programme in the core, alternative studies. These must be approved by the academic director of the programme Igor Laine.
  - There is also a possibility to study in DD (= Double Degree) programme in University of Pavia in Italy.



# BUSINESS ANALYTICS (MBAN)

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- The students are recommended to go for exchange during second year of studies and generally after 60 ECTS cr of completed studies.
  - Studies completed at a partner university relevant to the MBAN programme can be included in core, alternative studies (must be master's level courses).
  - Core studies and all other replacements must be agreed beforehand with the academic director of the programme Jan Stoklasa.

# SUPPLY MANAGEMENT (MSM)

- International exchange is recommended to be second year autumn semester but the exchange timing is not restricted.
- The exchange studies relevant to the programme should be included in core, alternative studies or minor studies. The academic director of the programme Katrina Lintukangas will accept the core, alternative studies.
- It is also possible to do minor studies during exchange. This should be accepted by the Head of degree programmes in Business Administration Hanna Salojärvi beforehand.
- There is also a possibility to study in DD (= Double Degree) programme in University of Twente (UT) in Netherlands.

# UPON RETURN

- Update the study drafts in your study plan according to the completed courses, if there has been changes in your studies during the exchange period.
- All exchange studies credit transfers must be applied into your degree through these study drafts.
- Read the instructions on how to do this in eLUT > Instructions & Study tools > Sisu
  - <https://elut.lut.fi/en/it-instructions-study-tools/sisu/sisu-instructions/credit-transfers-and-work-internship-sisu-1> >
    - creating a study draft and
    - including studies and competence (= applying for the credits)
- If you study a whole minor during your exchange, put the study draft in your study plan under Minor studies > The name is: Studies abroad or Business studies abroad
- Send also "Application for differing degree structure", "Hakemus opinto-oppaasta poikkeava tutkintorakenne" in case you study minor studies package abroad, or you study minor studies, which include both courses completed abroad and at LUT.

# UPON RETURN

- Apply the credit transfers in Sisu as soon as you get the official transcript of records from your exchange university!
- Compulsory attachments in your applications in Sisu (check carefully that you have all these attachments):
  - Copy of the **official transcript (digitally or manually signed)** from the exchange university, including completed courses, credits and grades.
  - Copy of course descriptions in English (from study guide etc.) Save the course descriptions already during the study period abroad.



**HAVE A GREAT EXCHANGE STUDY PERIOD! 😊 😊**