



LAND OF THE CURIOUS




ORIENTATION FOR NEW STUDENTS IN ENGLISH PROGRAMMES, JANUARY 2024

STUDENT SERVICES & STUDIES AT LUT

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Head of Study Counseling | Student Services

TOPICS

- 
- Student Services
 - Information sources and study tools
 - Academic year
 - Courses & Teaching Schedules
 - Exams
 - Grades & Credits
 - Study counseling
 - Student wellbeing

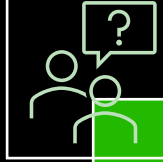
LUT STUDENT SERVICES

CUSTOMER SERVICES



- Office in room 2313
- Help with registrations: academic year, courses, exams
- Study certificates, official transcripts of records
- Accident reports
- Misconduct of studies
- opinto@lut.fi

STUDY GUIDANCE



- Tutoring & First year experience
- Study counselors
- Study advisors
- International mobility services
- Teacher tutors
- Career services (Jobteaser, FYC)
- Library
- Language center
- IT-help
- Teachers
- Student Union and guilds

WELL-BEING



- Study Psychologists
 - opsy@lut.fi
- Campus chaplains
- Student healthcare services (YTHS, FSHS) for degree students
- MOVEO Health and Wellbeing Services
- Lots of material on eLUT to support your well-being and study ability
- Student Union and guilds



- Welcome fair on January 12
- eLUT
 - Study guidance and support services
 - Student life

INFORMATION SOURCES & STUDY TOOLS

eLUT –

Website for LUT students collects all practical information you need to know about your studies from orientation to graduation. Also news and current issues.



TUUDO - a mobile app that has e.g course timetables, campus maps, restaurant menus, news



SISU — Student information system

Contact information, personal study plan (PSP), enrolments to courses and exams, study calendar (timetables), credits and grades, credit transfer applications, application for graduation.



MOODLE - learning environment used in all courses: course materials, assignments and exams. Announcements from teachers.



OFFICE 365 email - All emails sent by LUT university / related to your studies are sent to `firstname.lastname@student.lut.fi` email address.



TIME EDIT- Course timetables for the spring semester. Timetables for the autumn 2024 will be published in the summer.



eLUT → it-instructions
and study tools

IT-help for students
student.ithelpdesk@lut.fi

LUT USER ACCOUNT

- You must have your LUT user account activated before having access to LUT systems e.g. creating a personal study plan and enrolling to courses in Sisu.
- Activate your account <https://id.lut.fi> In order to activate your account you need to identify yourself with Finnish online bank access.
- If you are not able to visit the Student helpdesk or use online banking authentication please contact: student.ithelpdesk@lut.fi
 - See eLUT for more information <https://elut.lut.fi/en/it-instructions-and-study-tools/student-it-support-services-and-it-service-desk>

STUDY RIGHT & PROGRESS FOR DEGREE STUDENTS

- Study progress
 - min. 30 ects credits per semester = 60 ects credits per academic year = graduation in target time
- Target times for the completion of degrees
 - Bachelor's degree: 3 academic years
 - Master's degree: 2 academic years
 - Bachelors's + master's degree: 5 academic years
- Duration of study right is limited and studies are valid for 7 years
 - <https://elut.lut.fi/en/completing-studies/planning-your-studies/study-rights>
 - See the ending date of your study right in Sisu → personal information
- Study right is not extended based on working during the studies

ACADEMIC YEAR 2023-24

2 semesters, 2 periods in 1 semester, one period is 7 weeks long, exam & intensive week in between the periods

AUTUMN SEMESTER 2023 periods 1 and 2		SPRING SEMESTER 2024 periods 3 and 4	
1 st teaching period, weeks 36 – 42	4.9. – 20.10.2023	Exam and intensive, week 1	2.1.- 5.1.2024
Exam and intensive week, week 43	31.10. – 27.10.2023	3 rd teaching period, weeks 2 - 8	8.1. – 23.2.2024
2 nd teaching period, weeks 44 – 50	30.10. – 15.12.2023	Exam and intensive week, week 9	26.2.. – 1.3.2024
Exam and intensive week, week 51	18.2. – 22.12.2023	4 th teaching period, weeks 10 – 16	4.3. – 19.4.20224
No instructions or examinations 52	23.12 – 29.12.2023	No instruction (Easter)	29.3.–1.4.2024
		Exam weeks, weeks 17 - 19	22.4.. – 10.5.2024
		Intensive weeks, week 20 - 22	13.5 – 31.5.2024
		SUMMER SEMESTER 2024	1.6.–31.7.2024
		Exam week, week 25 (retakes)	17.6.–21.6.2024



eLUT → Completing studies → Planning yours studies → Student calendar
<https://elut.lut.fi/en/completing-studies/planning-your-studies/student-calendar>



DEGREES, COURSES & TIMETABLES

DEGREE STRUCTURES FOR DEGREE STUDENTS

- = what is required for your Degree
- Your degree structure is described in Sisu in your **Personal Study Plan (PSP)**. Sisu automatically gives you the right template for your PSP.
- You follow **structures** and **timing templates** of the academic year 2023-24 (curriculum period in Sisu)
- Workload in appr. 60 credits / academic year, 30 credits / semester
 - Bachelor's degree in three years
 - Master's degree in two years.

PSP SESSIONS FOR DEGREE STUDENTS

- In all degree programmes there are study infos / PSP workshops during the orientation days.

Please see your own orientation programme for more information.

- During these sessions you will take a closer look at Sisu (PSP, timing and course enrolments) with help of your study counselor and tutors.
 - Creating a PSP
 - Enrolment to 3rd period courses – Deadline for course enrolments is January 5

COURSE ENROLMENT SESSIONS FOR EXCHANGE STUDENTS

- **Guided course enrolments for Exchange students**
 - On Thursday
 - On Friday (online)
- You can do the course enrolments independently and/or with the help of your tutor
- **If you need any help or changes to your original learning agreement are needed participate in one of these sessions**
- **Deadline for 3rd period course enrolments is January 5 at 23:59. Don't miss this.**
- incoming@lut.fi

COURSE ENROLMENTS

Enrolment for spring semester courses in 2023-2024 is done through **your personal study plan** in Sisu.

Deadlines are:

- For courses starting in Period 3, registration starts in December and ends on Friday, 5 January at 23.59.
- For courses starting in Period 4, registration ends on Monday, 26 February at 23.59.

Enrolment for courses arranged during the intensive weeks ends a week before the start of the intensive week, on Mondays.



eLUT → **Completing studies** → **Planning yours studies** → **Enrolments**

<https://elut.lut.fi/en/completing-studies/planning-your-studies/enrolments/enrolments-courses>

COURSE ENROLMENTS

- Once the enrolment deadline is over you can no longer enrol to courses in Sisu
- If you missed the enrolment deadline and would like to join a course you need the **lecturer's approval**
 - contact the lecturer directly and ask permission to participate and late registration
 - after the lecturer's approval, contact Student Services to enrol
- **Note!** For each late course enrolment, a fee of **10 euros per course will be charged**. However, no more than 50 euros will be charged per period.



Instructions for late enrolment in eLUT <https://elut.lut.fi/en/current-topics/late-enrolment-courses>

DROPPING A COURSE

- If you have enrolled for a course and do not complete it, **you must suspend the completion of the course in Sisu**. You can withdraw from the implementation when the registration period has ended.
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- See eLUT for further information <https://elut.lut.fi/en/it-instructions-and-study-tools/sisu/sisu-instructions/registration-courses-and-exams-sisu-3>
- Dropped courses will not show in your transcript
 - If you have completed all study attainments for the course, the course will still be assessed

TIMETABLES IN SISU OR IN TIMEEDIT

- Sisu → create a personal study → Study calendar → Show events in the calendar
- eLUT → Studies → Planning studies → Teaching schedules
 - direct link to TIMEEDIT <https://cloud.timeedit.net/lut-saimia/web>
- Timetables are available for the **spring semester** courses only. Timetables for the next academic year / autumn semester 2024 will be published in the summer.



EXAMS

WHAT KIND OF AN EXAM?

- See the **course description / info** in Sisu. Alternatives:

1. Paper exam

Yes → see examination schedule in eLUT

<https://elut.lut.fi/en/completing-studies/examinations/examination-schedule> and remember to register in Sisu one week before

Examination dates are also available in Sisu

2. Moodle exams

Yes → see Course pages in Moodle and eLUT <https://elut.lut.fi/en/completing-studies/examinations/examination-schedule> Registration in Sisu or Moodle

3. Examination in Exam = electronic exam in separate examination hall on campus

Yes → Teacher provides you with the exam link. Student can take an examination during the time slot given by the teacher

See eLUT <https://elut.lut.fi/en/completing-studies/examinations/exam-electronic-examination>

4. No exam at all

See the assessment methods in the course description / info in Sisu

EXAMS

- You can take an exam **three times during a study period**. This applies to all exams, irrespective of the way they are arranged.
- If you fail to pass the exam on the third attempt, you may **apply for another retake** from the teacher via a form for applying for an additional retake
- You have the right to try to raise your grade for the exam **once** during the three general exam days held during the study period, if it is possible to raise the grade for the course as a whole through the exam. Mid-term exam results cannot be raised.
- A **valid study right** is needed to take exams
- You can only take one exam at a time, even if you think you would have time to do two exams.
 - You can take 2 exams on the same day if you have one exam in the morning (8.30-11.30) and the other one in the afternoon (16.15-19.15).

EXAMS

- Enrolment
 - Use Sisu for enrolment in the paper / Moodle exams
 - Enrolment ends one week before the examination date
 - If any problems occur with Sisu, contact opinto@lut.fi (Student Services)
 - **Late registration to exam costs 40€**
- Cancelling enrolment
 - Use Sisu – 2 working days before the exam at the latest
 - If any problems with Sisu, contact opinto@lut.fi (Student Services)
 - Remember to cancel the exam enrolment if you cannot take part!
An enrolment is considered an exam taken!

BEFORE YOUR 1ST EXAM – SEE ELUT

Exams for the 1st period courses will take place in late October.

Dive deeper	
REGISTRATIONS TO EXAMS AND MID-TERM EXAMS →	EXAMINATION SCHEDULE →
PRACTICAL INSTRUCTIONS FOR EXAMINATIONS →	ARRANGING A PAPER EXAM OUTSIDE THE EXAMINATION SCHEDULE →
EXAM - ELECTRONIC EXAMINATION →	INDIVIDUAL ARRANGEMENTS AND ADDITIONAL TIME FOR EXAMINATIONS →
FREQUENTLY ASKED QUESTIONS ABOUT EXAMS IN LUT →	

Familiarize yourself with the examination instructions in advance.



eLUT → Completing studies → Examinations
<https://elut.lut.fi/en/completing-studies/examinations>

Individual arrangements and additional time for examinations



eLUT → Completing studies → Examinations → Individual arrangements and additional time for examinations
<https://elut.lut.fi/en/completing-studies/examinations/individual-arrangements-and-additional-time-examinations>

INSTITUTIONAL LUT GRADING SCALE

Teachers evaluate exams approx. in 4 weeks.

Grades of exams or exercises may be published in course's Moodle pages.

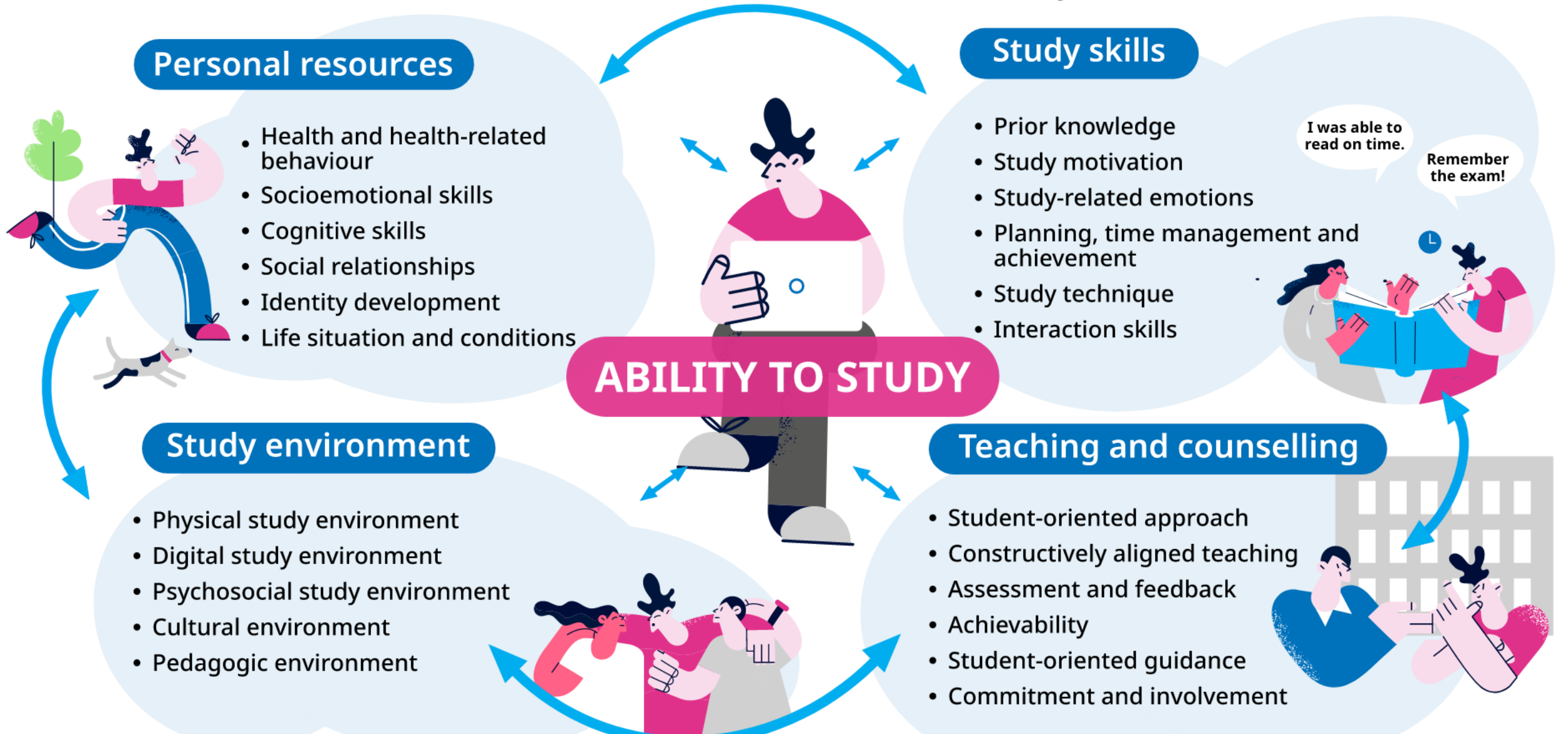
Final grade of the course appears in Sisu (PSP or My profile → completed credits)

5	Excellent
4	Very good
3	Good
2	Satisfactory
1	Sufficient
H	passed
0	failed
P	absent



STUDY COUNSELING

The ability to study forms and evolves in a dynamic interaction between the student and the study environment.



STUDY COUNSELING

- For every degree student in LUT study guidance and counseling are provided by
 - Tutors
 - Student advisors
 - Study counselors
 - Teacher tutors in the degree programmes
 - Study Psychologists

TUTORS AND STUDY ADVICERS

- General advice and help
- Practical matters and questions related to studies (e.g. timetables, course registrations and examinations, Sisu)

→ Start with your tutor.

- Study Advisers are LUT students



eLUT → Study guidance and support services → study guidance and counseling

<https://elut.lut.fi/en/study-guidance-and-support-services/study-guidance-and-counseling>

STUDY COUNSELORS

- Study guidance for bachelor's and master's students

Study Counselor

- general study guidance and counseling
- reviewing, counseling and general guidance regarding personal study plan (PSP)
- credit transfer (inclusion or replacement) from previous studies or studies completed elsewhere
- applications for the extension of your study right
- Any difficulties / challenges related to studying
- If you do not know to whom to turn to - turn to your study counselor



eLUT → Study guidance and support services → study guidance and counseling
<https://elut.lut.fi/en/study-guidance-and-support-services/study-guidance-and-counseling>

STUDY PSYCHOLOGISTS

LUT study psychologists offer support and counseling for bachelor's and master's degree students on study-related issues. Study psychologists offer individual sessions, lectures and webinars.

Students can book a session with study psychologists to discuss topics such as:

- Finding motivation
- Thesis-related anxiety
- Coping with workload
- Difficulties with remote learning
- Coping with stress
- Stage fright
- Individual study arrangements

Appointments face-to-face, on the telephone or online.

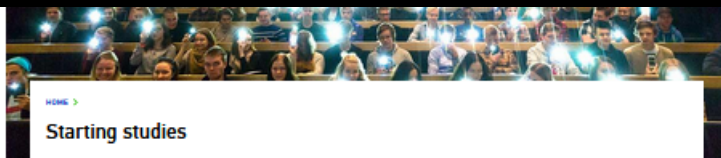
- opsy@lut.fi



INDIVIDUAL STUDY ARRANGEMENTS

- In order to get individual study arrangements, the student must have documented diagnosis or expert opinion.
- Arrangements are customized according to students' personal needs. For instance, these study arrangements can be:
 - additional time for course assignments
 - receiving materials in advance
 - substituting the completion methods of the course
- See eLUT for more information <https://elut.lut.fi/en/study-guidance-and-support-services/student-support-and-wellbeing/individual-study-arrangements>
- Individual arrangements in examinations <https://elut.lut.fi/en/completing-studies/examinations/individual-arrangements-and-additional-time-examinations>

CHECKLIST & DIGITAL ORIENTATION



[HOME](#) >

Starting studies

Welcome to study at LUT University!

Land of the curious

We are a community where curious people inspire curious people. The curious dive deep into their passion, and develop their thinking daily. Without curiosity, we cannot change the world. A curious person experiments, fails, and succeeds faster than others.

We address issues that matter to the world and that others may consider impossible to solve. Our campuses are located in Lappeenranta and Lahti, but our state of mind can be achieved anywhere.

Clean energy, water and air are life-giving resources for which we seek new solutions with our expertise in technology and business. We help society and businesses in their sustainable renewal.

Checklist for new degree students

1. Confirming your study place
2. Enrolling for the academic year
3. Tuition fees and scholarships
4. Applying for student housing
5. Applying for a residence permit for studying in Finland
6. Student healthcare services by FSHS
7. Health insurance
8. Master's students: Hard copies for educational documents (when required)
9. LUT Newcomers groups
10. Arriving at LUT
11. Activating your LUT student account
12. Digital orientation in Moodle
13. Orientation Days, course enrolments and starting your studies
14. Study tools
15. Applying for a student card
16. Registration at Digital and Population Data Services Agency / Finnish Personal Identity Code
17. Presenting your original educational documents at LUT
- Further questions?

LUT Digital orientation

[Course](#) [Settings](#) [Participants](#) [Grades](#) [Reports](#) [More](#) ▾

Welcome to Study!

Getting to know eLUT and Tuudo

Sisu student information system

Degree Structure & Personal Study Plan

Ethical Guidelines

Feedback

WELCOME TO LUT UNIVERSITY'S DIGITAL ORIENTATION

The objective of the digital orientation is to help you familiarize yourself with the most important systems and instructions for starting your studies even before the orientation days for new students. The LUT Digital orientation is to be completed before the new students' orientation days and the start of studies.

Please note that this orientation is designed for all new students. Therefore, the contents are identical for all participants, regardless of whether they are pursuing a bachelor's degree, master's degree, or the Highway program. This course is for students starting in English-language programs. If you start your studies in a Finnish-language program, take the course "LUT Digitaalinen perehdytys".

This is a self-study course, and you can complete it at your convenience. The course content is organized into separate tabs based on subject areas.

eLUT

SISU

DEGREE STRUCTURE
&
PSP

ETHICAL
GUIDELINES

CAMPUS RULES & ETHICAL GUIDELINES

- LUT University and the LAB University of Applied Sciences (LUT Universities) aim to ensure that their students, employees and visitors have a peaceful and comfortable environment for work and studies.
- Everyone should conduct themselves in an appropriate manner in the facilities of LUT Universities. We wish to provide everyone a safe work and study environment that does not endanger anyone's safety or health.
- Everyone must be treated fairly and equally, and we do not condone any violence, bullying, harassment, intimidation, discrimination or other inappropriate behaviour in our higher education community.
- Working or participating in teaching is not allowed under the influence of intoxicants.
- The facilities of LUT Universities are meant for studying, research and carrying out other duties related to work.
- Everyone shares responsibility in keeping the facilities of LUT Universities tidy.
- LUT Universities may impose the following sanctions for violations of this policy: caution, removal from teaching sessions or campus facilities, written warning, and fixed-term expulsion.
- See eLUT for further information
<https://elut.lut.fi/en/campuses-and-units/campus-rules-lut-universities>

Use information correctly

- searching for reliable reference material
- using the information appropriately
- taking copyright matters into account

Follow the rules

- e.g. examination instructions
- course instructions of teacher
- AI-based tools policies
- Degree Regulations!
- Ask if don't know!

Be honest and fair

- Avoid misconduct and wrongdoing
- treat people fairly
- Be a good group member

eLUT

- During your studies in LUT remember eLUT
- eLUT has answers to most of student's questions

Our Service promise

- We provide friendly and professional service
- We serve you at our campuses and online
- We care about you and help you find solutions
- We develop our services in cooperation with you

Do this to help us succeed

- Follow our updates, news and instructions
- Familiarise yourself with our services
- Allocate enough time for getting things organized
- Give us feedback, tell us what works and what needs improvement

Welcome to eLUT!

eLUT website collects all practical information you need to know about your studies. Here you can also find the most important news and current issues for all students.

eLUT does not require logging in. The information in eLUT is grouped into logical groups, but you can use the search function to find the information you need. Watch the site's introduction video [here](#) ^{L2}

Search



STARTING STUDIES



COMPLETING STUDIES



STUDY GUIDANCE AND
SUPPORT SERVICES



IT INSTRUCTIONS & STUDY
TOOLS



STUDENT LIFE



CAMPUSES



GRADUATION



DOCTORAL STUDIES



AFTER GRADUATION



LOTS OF INFORMATION, BUT....

- Don't worry
- During the orientation days it is important that
 - you get to know the university and other students
 - you have the first version of your PSP done
 - you have registered for courses starting in the 3rd period (deadline January 5)
 - you know where and when your first lectures will be held from September 4
- Your tutor will help you, you will also get to know your study counselor and study advisor during the orientation days
- This is where it starts. Help & support is available throughout your studies. When necessary, remember to **be active and ask for help** early rather than too late.



**ENJOY YOUR STUDIES
AND LEARNING AT LUT**



STUDIES @ LUT

ORIENTATION PROGRAMME

<https://elut.lut.fi/en>

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