



LAND OF THE CURIOUS



ORIENTATION FOR NEW EXCHANGE STUDENTS, AUGUST 2025

STUDENT SERVICES & EXCHANGE STUDIES AT LUT

Marjut Summanen
Coordinator
LUT International Mobility Services
incoming@lut.fi



— CONTENT

- » Orientation programme
- » Coordinator for incoming exchange students
- » Student Services
- » Information sources and study tools
- » Academic year, Courses & Teaching Schedules
- » Exams
- » Grades & Credits
- » Individual Study arrangements
- » Practicalities for incoming exchange students
 - » Confirming the start of your studies
 - » Finnish Personal Identity Code (PIC)
 - » Residence permit / Mobility notification
 - » At the end of your exchange

The slides will be available in elut.fi

- Starting studies
- Exchange students starting information
- Orientation materials and videos –
Exchange students

COORDINATOR FOR INCOMING EXCHANGE STUDENTS

Marjut Summanen

Coordinator

LUT International Mobility Services

incoming@lut.fi

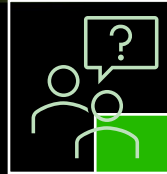
- » Feel free to address me by first name!
- » Easiest way to reach me is via email. You can also request a meeting time (on Lappeenranta campus or online).
- » I will set up a booking system where you can book a time for a Teams/in person meeting.
- » **All signatures can be handed via email.** Whenever you need me to sign a document, please prefill it as far as you can.

LUT STUDENT SERVICES



CUSTOMER SERVICES

- See office opening hours from eLUT
- Help with registrations: courses, exams
- Study certificates, official transcripts of records
- Accident reports
- Misconduct of studies
- opinto@lut.fi



OTHER SERVICES

- Tutoring & First year experience
- International mobility services
- Career services (Jobteaser, FYC)
- Library
- Language center
- IT-help
student.lthelpdesk@lut.fi
- Teachers
- Student Union and guilds



WELL-BEING

- Campus chaplains
- MOVEO Health and Wellbeing Services
- Lots of material on eLUT to support your well-being and study ability
- Student Union and guilds and clubs



- Welcome fair on August 29th
- eLUT
 - Study guidance and support services
 - Student life

If you do not know whom to turn to - turn to incoming@lut.fi



HEALTH CARE SERVICES FOR EXCHANGE STUDENTS

- » Finnish Students' Health Services FSHS (YTHS) is not available for exchange students
- » **Students from EU/EEA:** Cities are responsible for providing the public health care services for exchange students coming from EU/EEA countries. Make sure that you have your European Health Insurance Card (EHIC) with you.
- » **Students from other countries:** Those exchange students who come outside of the EU/EEA are recommended to have a private health insurance which covers the use of health care services in the private sector. More information from the Finnish Immigration Service: [Information about insurances for students coming to Finland](#)
- » In case of an emergency, call 112!
- » More information from [the public sector healthcare EKHVA](#).

STUDENT UNION LTKY MEMBERSHIP AND STUDENT CARD

- »» Membership is not compulsory for exchange students, but it is very useful!
- »» As a member of the Student Union, you are entitled to a Finnish student card that grants you the following benefits:
 - Student discounted lunch [Also available with a Kela Meal Subsidy card you can get from your tutor or from the Student Customer Service]
 - Discounts on long distance bus and train tickets
 - Advocacy and consultation services from the Student Union LTKY
 - Member services
 - Many other benefits and discounts [May be available with other International student cards as well, e.g. ISIC]
- »» The membership fee is 74 € for the full academic year 2025–2026 or 42 € for the semester (autumn or spring).
- »» More information: <https://ltk.fi/en/for-students/exchange-students/>

— SECURITAS CALL CENTRE

+358 204912341

A 24/7 phoneline that can be used if you cannot get help from anyone/anywhere else, for example during nights or during the weekend when your tutor or peers are not answering, international services are out of office etc.

Can be used for example if you get locked out of your apartment, your property is damaged and you don't know where to go for help, situations where you feel you need help quickly, but do not need emergency services

This number provides help and instructions through a phone call, but there will not be a person sent by this service to your location.

Note that this number does not replace the national emergency phone number 112

If you have a medical emergency, feel threatened, encounter a fire, require immediate assistance or help:
CALL 112

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.
- You should have received an email about account activation. Please follow the instructions in the email, or read from [eLUT](#).
- If you haven't yet been able to activate your account, you can visit the [IT Service Desk](#).
(Open every day at 12-14 during orientation. Usually on Tuesdays at 12-14, or by appointment)
- Please remember that you will not be able to access your account after February 28th/July 31st!

INFORMATION SOURCES & STUDY TOOLS



Always check eLUT first!

eLUT –

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

eLUT → it-instructions
and study tools

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



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



SISU — Student information system

Personal study plan (PSP), enrolments to courses and exams, study calendar (timetables), credits and grades, study certificate, transcript of records



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. Always use your student email when contacting university staff and remember email etiquette!



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

LUT Mobility-Online

- Information about your exchange
- Learning Agreement
- Certificate of Arrival / Confirmation of Stay
- **Emails from LUT Mobility-Online are sent to the email address that you've given in LUT Mobility-Online (please check this email regularly!)**

ACADEMIC YEAR 2025-26

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

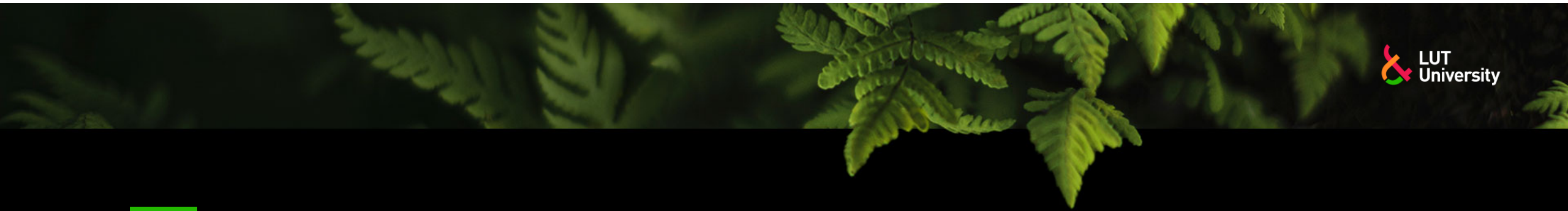
AUTUMN SEMESTER 2025 periods 1 and 2		SPRING SEMESTER 2026 periods 3 and 4	
1 st teaching period, weeks 36 – 42	1.9. – 17.10.	Exam and intensive, week 1	29.12.- 2.1.
Exam and intensive week, week 43	20.10. – 24.10.	3 rd teaching period, weeks 2 - 8	7.1. – 20.2.
2 nd teaching period, weeks 44 – 50	27.10. – 12.12.	Exam and intensive week, week 9	23.2. – 27.2.
Exam and intensive week, week 51	15.12. – 19.12.	4 th teaching period, weeks 10 – 16	2.3. – 17.4.
No instructions or examinations 52	22.12 – 28.12.	No instruction (Easter)	3.4. – 6.4.
		Exam weeks, weeks 17 - 19	20.4. – 8.5.
		Intensive weeks, week 20 - 22	11.5 – 29.5.
		SUMMER SEMESTER 2025	1.6.–31.7.



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

COURSE ENROLMENT

- **The deadline for 1.period course enrolment is August 29th at 23:59.**
 - Guided course enrolment session on Wednesday on campus, on Thursday online.
 - If you haven't been able to complete your course enrolments by Friday 29th, email incoming@lut.fi
- **The deadline for 2.period course enrolment is Monday October 20th at 23:59.**
 - No guided session. Please complete the enrolments yourself. If you have any trouble, contact incoming@lut.fi
 - The late enrolment fee applies, so do not be late!
- Period 3 (Spring semester): registration starts in December and ends on Monday, December 29th at 16.00
- Period 4: Monday, February 23rd at 23.59.



EXAMS

WHAT KIND OF AN EXAM?

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

1. Paper exam

→ 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

→ 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

→ 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

- A valid study right is needed to take exams. Unfortunately this often means (especially for paper exams), that exchange students do not have the possibility to retake the exam.
- You can take an exam three times if it is organized within your study right. This applies to all exams, irrespective of the way they are arranged.
- You can always ask from the teacher for a possibility to retake the exam if one is not offered within your study right, but they are not obligated to arrange it.
- Students may attempt to improve their grade once, and only if the grade can be improved by retaking the final examination. Mid-term exam results cannot be raised.
- 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 (16.30-19.30).

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 occur 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.

Familiarize yourself with the examination instructions in advance.



eLUT → Completing studies → Examinations

<https://elut.lut.fi/en/completing-studies/examinations>

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 →

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

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 and exams
 - receiving materials in advance
 - substituting the completion methods of the course
- The agreement for study arrangements is done between the student and the teacher according to the documented expert opinion. Please contact the teacher in charge **as early as possible** and make an agreement for the individual study arrangements.
- 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>



PRACTICALITIES FOR INCOMING EXCHANGE STUDENTS



CONFIRMING THE START OF YOUR STUDIES

- »» You have received an email from LUT Mobility-Online asking you to confirm the start of your studies (together with a lot of other information about starting your studies).
- »» Please confirm the start of your studies via the link in the message.
- »» Later, you will receive an email, when your Certificate of Arrival is available in LUT Mobility-Online for downloading (if you need it).
- »» If your home institution requires a different document to confirm your arrival, please contact incoming@lut.fi.



AT THE END OF THE EXCHANGE

- » Near the end of the semester/academic year, you will get an email from LUT Mobility-Online with instructions on how to submit the end date of your studies to LUT Mobility-Online.
- » Later, you will receive an email, when your Certificate of Stay is available in LUT Mobility-Online for downloading.
- » If your home institution requires a different document, please contact incoming@lut.fi.
- » You can download your Transcript of Records from [Sisu](#) when your grades have been entered into the system. It is electronically verified.
- » Please note, that your study right at LUT is based on the semester you are studying:
 - » For Autumn semester: till the end of December.
 - » For Spring semester: till the end of July 2026
- » Your LUT account is active until the end of February/July 2026. You will not be able to access any LUT systems after this, so remember to save anything you may need in the future elsewhere as well.

— GETTING A FINNISH PERSONAL IDENTITY CODE

- » Every foreign student in Finland needs a Finnish Personal Identity Code (PIC)!
- » It is formed of your date of birth and five other digits – do not send the full Finnish PIC via email to anyone!
 - » Example PIC: 010192-000A or 010102A1114
- » You can get the PIC from the **Digital and Population Data Service Agency** (In short in Finnish: DVV)
 - » They are available for you to visit without an appointment on campus or at their office: See <https://elut.lut.fi/en/starting-studies> (point 17)
- » Please go through the instructions for registering at:
 - » [Registration of an international student in the Population Information System](#)
 - » [Bulletin about registering and getting the personal identity code](#)

Documents required for the registering:

1. First fill in the **e-form for registration** and submit it
2. Certificate of Attendance (not a Certificate of Admission) You can get this document from [SISU](#) or from Student Customer Service.
3. Passport or official European ID Card
4. Residence permit (if applicable)

AFTER GETTING THE FINNISH PIC

- » Getting the Finnish PIC might take a while – be patient, but make sure to contact the Digital and Population Data Services Agency if you do not receive your PIC within 6 weeks.
- » When you have received the Finnish PIC, it needs to be updated to Sisu.
 - » Please send the **five last digits** of the number to: opinto@lut.fi
 - » Your PIC will be transferred to Sisu
- » Do not give or send the full Finnish PIC via email to anyone!
- » If you have a residence permit, please check if it already includes a Finnish PIC
- » More information:
 - » eLUT: <https://elut.lut.fi/en/starting-studies> (point 17. Registration at Digital and Population Data Services Agency)
 - » DVV: <https://dvv.fi/en/foreigner-registration>
<https://dvv.fi/en/international-student>



EU CITIZEN: REGISTERING YOUR RIGHT OF RESIDENCE

- » This applies only to citizens of an EU Member State, a Nordic Country, Liechtenstein and Switzerland, who stay in Finland for a longer period than three months (90 days) without interruption.
- » If your continuous/uninterrupted period of stay in Finland lasts more than 3 months, you must register your right of residence.
- » **Note!** If you leave and re-enter Finland, the 3 months period starts from the beginning.
- » The process does not need to be finalised within the first 90 days: It is enough to start the process within the first 90 days in the country.
- » More information: <https://migri.fi/en/eu-citizen> & <https://migri.fi/en/registration-of-right-of-residence>
- » Please observe that citizens of a Nordic country (Denmark, Iceland, Norway or Sweden), register their right of residence at the Digital and Population Data Services Agency.



NON EU CITIZEN

- » If you have a residence permit for studies issued by some other EU Member State than Finland, Denmark or Ireland, you can submit a mobility notification to the Finnish Immigration Service (no need to apply for a residence permit). <https://migri.fi/en/mobility-notification-to-finland>
- » If you do NOT have a residence permit for studies to an EU Member State, and you stay in Finland more than 90 days, you must apply for a residence permit (and probably may have needed a visa for entering Finland). <https://migri.fi/en/residence-permit-application-for-studies>
- » If you have any questions regarding the residence permits/mobility notifications, please contact the Finnish Immigration Service directly!

CHECKLIST & DIGITAL ORIENTATION

eLUT -> [Starting Studies](#)

Checklist for new degree students

1. Confirming your place and deadlines for the tuition fee payment	▼
2. Enrolling for the academic year	▼
3. Students having applied with an unfinished degree	▼
4. Tuition fees and scholarships	▼
5. Applying for a residence permit for studying in Finland	▼
6. Applying for student housing	▼
7. Student healthcare services by FSHS	▼
8. Health insurance	▼
9. Document verification when previous degree not completed in Finland	▼
10. LUT Newcomers groups	▼
11. Arriving at LUT and ultimate deadlines	▼
12. Activating your LUT student account	▼
13. Digital orientation in Moodle	▼
14. Orientation Days, course enrolments and starting your studies	▼
15. Study tools	▼
16. Applying for a student card	▼
17. Registration at Digital and Population Data Services Agency / Finnish Personal Identity Code	▼
Further questions?	▼

Digital orientation 2025 – 26 in Moodle

Information
channels

Planning &
completing
studies

Study ability
& support

Campuses

Student life

Equality &
Ethicality

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

Consequences of academic fraud

- <https://elut.lut.fi/en/completing-studies/rules-and-regulations/ethical-guidelines-and-guidelines-handling-misconduct>

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](#) ¹²

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 registered for courses starting in the first period (deadline August 29th)

you know where and when your first lectures will be held from September 2nd onwards

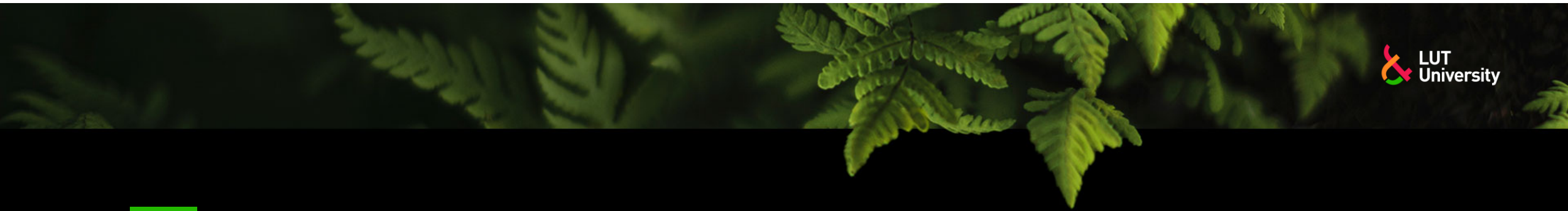


Your tutor and I will help you.



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 UNIVERSITY

