



LAND OF THE CURIOUS





LUT BUSINESS SCHOOL

EXCHANGE STUDIES INFO

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WHERE TO FIND IMPORTANT INFORMATION

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

BEFORE DEPARTURE

- Check the available courses in your exchange university (from webpage, study guide etc.) and choose the courses.
- Choose min. 30 ECTS cr exchange studies into your LA (learning agreement)
- The minimum scholarship requirement is 20 ECTS cr completed courses during one semester
- Plan where into your degree you are going to include the studies.
- All students prepare a learning agreement (LA) in LUT Mobility-Online.
- Study counsellors will receive the LA for signing it from LUT Mobility-Online.

BEFORE DEPARTURE

The approval of the exchange courses into your degree

- 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.
- You have to send the study counsellor the course descriptions and information where into your master's degree you are planning to include the courses.
- **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).
- Language courses will be accepted in compulsory language and communication 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
 - If the courses are included in major or minor studies, apply also for the approval to your study plan in Sisu in free edit mode

GENERAL INSTRUCTIONS

- Only master's level (post-graduate) courses completed in exchange 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.
- 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.

LANGUAGE STUDIES

- Students are awarded also extra language study credits for student exchange (the study language of the programme = usually English).
 - 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.
 - These extra language studies are not included into the required 20 ECTS cr for scholarship

UPON RETURN

- Update the study drafts in your study plan according to the completed courses.
- All exchange studies credit transfers must be applied into your degree through the 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.

EXCHANGE INSTRUCTIONS IN A NUTSHELL

- Choose your exchange courses from the university's course offering and consider where those could be included in your LUT study plan. The most common places to include courses are the core alternative studies or minor studies. For those studies the exchange courses do not need to match any specific LUT course; it is sufficient that the course content is suitable for that part. If you wish to substitute compulsory or specialization courses, the exchange courses must match the content and the scope of the LUT course you want to replace.
- Send this plan of yours to Suvi Moilanen. Your email must include the course names, credits, link to the course content and also the information on where you would like to include the courses.
- Suvi will forward your suggestion to the academic director of your programme (about major courses) or to the head of the degree programme Hanna Salojärvi (about minor courses). They will make a decision if the plan can be accepted or not.
- After the approval create the study drafts of each of the courses in your study plan
- After the exchange remember to apply for the credits through the study drafts in your study plan.



HAVE A GREAT EXCHANGE STUDY PERIOD 😊