

## INSTITUTIONAL DETAILS

Name of Institution	<b>LAB University of Applied Sciences</b> LAB-ammattikorkeakoulu
Head of Institution	Mr Turo Kilpeläinen, The President and CEO
Erasmus Code	SF LAHTI11
Erasmus Charter	29588-EPP-1-2014-1-FI-EPPKA3-ECHE
Organisation ID	E10082601
PIC Number	949269355
Website	<a href="http://www.lab.fi/en">http://www.lab.fi/en</a>

## GENERAL INFORMATION

Exchange Student Guide	Instructions for exchange students are available at our campus-based guides: Lahti: <a href="http://www.lab.fi/en/exchange-student-guide-lahti">www.lab.fi/en/exchange-student-guide-lahti</a> Lappeenranta: <a href="http://www.lab.fi/en/exchange-student-guide-lappeenranta">www.lab.fi/en/exchange-student-guide-lappeenranta</a>
Academic calendar	Autumn semester: September – December Spring semester: January – May
Application deadlines for exchange students	Autumn semester and the whole academic year: <b>15 April</b> Spring semester: <b>15 October</b>
Application system	Through online application system Mobility Online. More information on the application and application periods at <a href="http://www.lab.fi/en/exchange-students">www.lab.fi/en/exchange-students</a>
Orientation programme	<b>Orientation Programme</b> for new incoming exchange students is arranged twice a year, at the beginning of each semester. Orientation is compulsory for all exchange students.

## INTERNATIONAL SERVICES

<b>EDUCATION COOPERATION</b>	<i>Mr Janne Hokkanen</i> , Director for Study and International Affairs janne.hokkanen@lut.fi, +358 40 900 3617
Strategic partnerships, Double Degrees	<i>Ms Mari Tuukkanen</i> , Service Manager (International Affairs) mari.tuukkanen@lut.fi, +358 40 741 8842
Bilateral agreements Teacher and staff exchange International weeks	<i>Ms Sari Horn</i> , Coordinator, International Relations sari.horn@lut.fi, +358 50 387 1900
Erasmus Institutional Coordinator	<i>Ms Pia Puonti</i> , Coordinator pia.puonti@lut.fi, +358 44 708 0983

STUDENT EXCHANGE	<a href="mailto:incoming@lab.fi">incoming@lab.fi</a> / <a href="mailto:outgoing@lab.fi">outgoing@lab.fi</a> or <a href="mailto:firstname.lastname@lut.fi">firstname.lastname@lut.fi</a>
Incoming students (Europe)	<i>Ms Alexandra Karaseva</i> , Secretary for International Services +358 40 529 7054
Outgoing students (Europe)	<i>Ms Miia Tuominen</i> , Coordinator +358 44 708 0748
Incoming and outgoing students (Russia)	<i>Ms Jaana Toivola</i> , Coordinator +358 40 038 6087
Incoming and outgoing students (Other countries)	<i>Ms Maarit Astikainen</i> , Coordinator +358 40 667 1430
Main Address	Yliopistonkatu 36, FI-53850 Lappeenranta, Finland
Lahti Campus Address	Mukkulankatu 19, FI-15210 Lahti, Finland

#### FIELDS OF STUDY

<b>Business</b>	<b>Technology</b>
<b>Health Care and Social Services</b>	<b>Design and Fine Arts</b>
<b>Tourism and Hospitality</b>	

#### STUDIES AT LAB UNIVERSITY OF APPLIED SCIENCES

Study methods	The independent nature of UAS studies in Finland presupposes that students show initiative and take responsibility for the planning of their studies and for keeping to their own schedules. LAB being a university of applied sciences also means that the approach is very practical, including less theory and more projects. The study methods at LAB support self-guided development, which creates a basis for comprehensive learning: lectures, teamwork, projects, reading assignments and essays.  In addition to face-to-face lectures, LAB also offers many online courses in <i>Moodle</i> learning platform.
Exams	Please note that there is <b>no specific exam period</b> at the end of the term; exams are held throughout the academic year.
Language requirement	English language requirement minimum level is B2.

Grading system	<p>Finnish higher education institutions use numeric grading scales. At LAB, the scale is from 5 (excellent) to 1 (sufficient). Every course and examination at LAB is recorded on the student's personal transcript. Below is a comparison table with other ECTS grading scale.</p> <table border="0" data-bbox="454 443 1279 757"> <thead> <tr> <th style="text-align: left;">LAB grading scale</th> <th style="text-align: left;">European grade definition (not official equivalents)</th> </tr> </thead> <tbody> <tr> <td>5 Excellent</td> <td>A</td> </tr> <tr> <td>4 Very good</td> <td>B</td> </tr> <tr> <td>3 Good</td> <td>C</td> </tr> <tr> <td>2 Satisfactory</td> <td>D</td> </tr> <tr> <td>1 Sufficient</td> <td>E</td> </tr> <tr> <td>0 Fail</td> <td></td> </tr> </tbody> </table> <p>Please note that some courses are without grading on a <b>pass/fail</b> basis. In this case the mark 'pass' appears on the transcript.</p>	LAB grading scale	European grade definition (not official equivalents)	5 Excellent	A	4 Very good	B	3 Good	C	2 Satisfactory	D	1 Sufficient	E	0 Fail	
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Credit system Work load / year	<p>Finnish higher education institutions use ECTS credit system. The estimated workload for full time student in one <b>academic year is 60 ECTS</b> credits, meaning 30 ECTS credits per semester. <b>Please note that a credit does not refer to the duration of a course, but to the estimated amount of work required.</b> One credit refers to approximately <b>27 hours of work</b> by the student. Credits are used to <b>define the extent</b> of a given course. Lectures, projects, assignments and other forms of studies are all taken into consideration when the number of credits for each course is calculated.</p>														
Finnish language courses	<p>LAB offers courses in intercultural communication and interdisciplinary courses in our focus areas of design, environmental engineering and welfare as well as courses about Finnish language and culture.</p>														

## PRACTICAL ARRANGEMENTS

Accommodation, Lahti	<p>LAB cooperates with the local student housing organisations <i>Lahden Asunnot Oy (c/o Lahden Talot Oy)</i> and <i>Forenom</i> and helps with the housing arrangements <b>for all incoming exchange students who apply on time</b>. Further and up-to-date information available online.</p> <p>Student apartments are different locations in Lahti. Apartments are <b>usually shared</b> by 2-3 persons and <b>the monthly rent for a single room varies from 330€-390€ / person</b>, depending on the size, condition, furniture etc. Studio is about 462€/month.</p> <p><b>Lahden Asunnot Oy tenancy agreements are always fixed periods:</b></p> <ul style="list-style-type: none"> <li>• 1 Aug – 31 Dec for the autumn semester</li> <li>• 1 Jan – 31 May for the spring semester</li> </ul> <p>More information at <a href="http://www.lahdentalot.fi/opiskelijalle">www.lahdentalot.fi/opiskelijalle</a> (in Finnish only)</p>
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Accommodation, Lappeenranta	<p>In Lappeenranta students can apply for student accommodation in the Lappeenranta Student Housing Foundation LOAS at <a href="http://www.loas.fi/en">www.loas.fi/en</a></p> <p><b>Please apply for the accommodation directly from LOAS and by the given date.</b></p> <p>Students might need to apply for housing even if they have not yet received the acceptance letter from LAB University of Applied Sciences. LOAS will send only one housing offer per applicant. If a student rejects the offer, it might be very difficult to find another accommodation.</p> <p>Student apartments are different locations in Lappeenranta. Apartments are usually shared by 2-3 persons and the <b>monthly rent for a single room varies from 330€-390€ / person</b>, depending on the size, condition, location etc.</p> <p>More information at <a href="http://www.loas.fi/en">www.loas.fi/en</a></p>												
Approximate expenses per month	<table border="1" data-bbox="384 842 1453 1137"> <tr> <td>Accommodation</td> <td>300€ - 500€</td> </tr> <tr> <td>Lunch at student canteens</td> <td>50€ - 80€</td> </tr> <tr> <td>Self catering</td> <td>90€ - 120€</td> </tr> <tr> <td>Local transportation</td> <td>50€ - 60€</td> </tr> <tr> <td>Other expenses</td> <td>100€ - 150€</td> </tr> <tr> <td>Total</td> <td>590€ - 910€</td> </tr> </table> <p>Please note: This estimate does not include social activities, travel or clothing. It has been estimated that an average Finnish student spends 700€ per month.</p>	Accommodation	300€ - 500€	Lunch at student canteens	50€ - 80€	Self catering	90€ - 120€	Local transportation	50€ - 60€	Other expenses	100€ - 150€	Total	590€ - 910€
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Visas and permits	<ol style="list-style-type: none"> <li><b>Citizens of the Nordic countries</b> need not apply for a residence permit but have to register at a Digital and Population Data Services Agency if they stay in Finland longer than six months. Please see also <a href="#">HalloNorden!</a> -Information pages for possible practices of your home country.</li> <li><b>Citizens of other EEA countries</b> need to register their right of residence in Finland if they plan to stay in Finland for more than 3 months non-stop. They can do the registration at the Finnish Immigration Service within 90 days of their arrival to Finland. Please see information on <a href="http://www.migri.fi/eu_registration">http://www.migri.fi/eu_registration</a>.</li> <li><b>Persons from outside the Nordic and the EEA countries</b> who intend to stay in Finland for more than 3 months need a residence permit which should be acquired before arrival in Finland at the nearest Finnish embassy or consulate. Please see the Finnish Immigration Flowchart: Residence Permit for Studies at <a href="http://www.migri.fi">www.migri.fi</a>.</li> <li>Each student need to do registration into Population Information System in Finland. This is advised and done during the Orientation Programme.</li> </ol> <p>LAB only provides the above information as general guidance regarding residence permits and visa issues and is in no way responsible for official rules and regulations regarding their distribution. As immigration policy is subject to change, all international applicants should</p>												

	<p>consult the <a href="#">Finnish Immigration Service</a> for up-to-date information regarding residence permits.</p> <p>More information at online exchange student guide. All international students need to apply Finnish Personal Identity Code. Student entering Finland with residence permit can apply Finnish PIC within the residence permit application. Finnish PIC can be applied from Digital and Population Data Services Agency once arrival. Instructions are given within the Orientation Programme.</p>
Insurance	<p>All students are responsible for their own insurance arrangements and we strongly recommend taking a comprehensive insurance for the stay in Finland. Health insurance is a requirement for obtaining a residence permit for studies in Finland.</p>