INSTITUTIONAL DETAILS

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

GENERAL INFORMATION

| Exchange Student Guide | Instructions for exchange students are available at our guide:  
|-----------------------|-----------------------------------------------------------------|
| Academic calendar     | Autumn semester: September – December                           
Spring semester: January – May                                         |
| Application deadlines for exchange students | Autumn semester and the whole academic year: **15 April**  
Spring semester: **15 October**                                          |
| Application system    | Through online application system Mobility Online. More information on the application and application periods at  
www.lab.fi/en/exchange-students |
| Orientation programme | **Orientation Programme** 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

| EDUCATION COOPERATION | Ms Maija Kuiri, Director for Study and International Affairs  
maija.kuiri@lut.fi, +358 40 512 7425 |
|-----------------------|---------------------------------------------------------------------------------|
|                       | Mr Otto Moilanen, Service Manager (International Affairs)  
otto.moilanen@lut.fi, +358 50 477 8313                                      |
|                       | Ms Sari Horn, Coordinator, International Relations  
sari.horn@lut.fi, +358 50 387 1900                                            |
|                       | Ms Pia Puonti, Coordinator  
pia.puonti@lut.fi, +358 44 708 0983                                          |
| STUDENT EXCHANGE      | incoming@lab.fi / outgoing@lab.fi  
or firstname.lastname@lut.fi                                                   |
### Incoming students (Europe)
Ms Jutta Lankinen, Coordinator, +358 40 667 1430
Ms Jaana Toivola, Coordinator, +358 40 038 6087

### Outgoing students (Europe)
Ms Miia Tuominen, Coordinator
+358 44 708 0748

### Incoming and outgoing students (Russia)
Ms Jaana Toivola, Coordinator
+358 40 038 6087

### Incoming and outgoing students (Other countries)
Ms Jutta Lankinen, Coordinator
+358 40 667 1430

### Main Address / Lappeenranta Campus
Yliopistonkatu 36, FI-53850 Lappeenranta, Finland

### Lahti Campus Address
Mukkulankatu 19, FI-15210 Lahti, Finland

### FIELDS OF STUDY

<table>
<thead>
<tr>
<th>Business</th>
<th>Technology</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Care and Social Services</td>
<td>Design and Fine Arts</td>
</tr>
<tr>
<td>Tourism and Hospitality</td>
<td></td>
</tr>
</tbody>
</table>

### 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 Moodle learning platform.

#### Exams
Please note that there is **no specific exam period** at the end of the term; exams are held throughout the academic year.

#### Language requirement
English language requirement minimum level is B2.
**Grading system**

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.

<table>
<thead>
<tr>
<th>LAB grading scale</th>
<th>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>

Please note that some courses are without grading on a pass/fail basis. In this case the mark ‘pass’ appears on the transcript.

**Credit system**

Finnish higher education institutions use ECTS credit system. The estimated workload for full time student in one academic year is 60 ECTS credits, meaning 30 ECTS credits per semester. Please note that a credit does not refer to the duration of a course, but to the estimated amount of work required. One credit refers to approximately 27 hours of work by the student. Credits are used to define the extent 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.

**Finnish language courses**

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.

### PRACTICAL ARRANGEMENTS

**Accommodation, Lahti**

LAB cooperates with the local student housing organisation Lahden Asunnot Oy (c/o Lahden Talot Oy) which organizes the housing arrangements for all incoming exchange students who apply on time. Further and up-to-date information available online.

Student apartments are different locations in Lahti. Apartments are usually shared by 2-3 persons.

More information at [https://lahdentalot.fi/exchangestudents/?lang=en](https://lahdentalot.fi/exchangestudents/?lang=en)

**Accommodation, Lappeenranta**

In Lappeenranta students can apply for student accommodation in the Lappeenranta Student Housing Foundation LOAS at [www.loas.fi/en](http://www.loas.fi/en)

Please apply for the accommodation directly from LOAS and by the given date.

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.
Student apartments are different locations in Lappeenranta. Apartments are usually shared by 2-3 persons.
More information at www.loas.fi/en

<table>
<thead>
<tr>
<th>Approximate expenses per month</th>
<th>Accommodation</th>
<th>300€ - 500€</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lunch at student canteens</td>
<td>50€ - 80€</td>
<td></td>
</tr>
<tr>
<td>Self catering</td>
<td>90€ - 120€</td>
<td></td>
</tr>
<tr>
<td>Local transportation</td>
<td>50€ - 60€</td>
<td></td>
</tr>
<tr>
<td>Other expenses</td>
<td>100€ - 150€</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>590€ - 910€</td>
<td></td>
</tr>
</tbody>
</table>

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.

Visas and permits

1. **Citizens of the Nordic countries** 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 HalloNorden!-information pages for possible practices of your home country.

2. **Citizens of other EEA countries** 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 http://www.migri.fi/eu_registration.

3. **Persons from outside the Nordic and the EEA countries** 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 www.migri.fi.

4. Each student need to do registration into Population Information System in Finland. This is advised and done during the Orientation Programme.

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 consult the Finnish Immigration Service for up-to-date information regarding residence permits.

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.
| Insurance       | 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. |