

<p>Lappeenranta University of Technology</p> <p>Lappeenrannan teknillinen yliopisto (LUT)</p>	<p>SF LAPPEEN01</p>	<p>Contact person: Ms Anne Makkonen International Officer, International Services P.O. Box 20 Skinnarilankatu 34 FIN-53851 Lappeenranta, FINLAND Tel. +358 40 182 4533 anne.makkonen@lut.fi; Erasmus-agreements@lut.fi</p> <p>Incoming mobility: International Coordinator Virpi Maunuksela, Virpi.Maunuksela@lut.fi incomingexchange@lut.fi</p> <p>Outgoing mobility: International Coordinator Kaisa Nikku, Kaisa.Nikku@lut.fi</p>	<p>www.lut.fi/exchange</p> <p>> Study possibilities</p> <p>Academic contact: Prof. Antti Salminen Antti.Salminen@lut.fi</p>
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B. Mobility numbers¹ per academic year

The partners commit to amend the table below in case of changes in the mobility data by no later than the end of January in the preceding academic year.]

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code * [ISCED]	Subject area name *	Study cycle [short cycle, 1 st , 2 nd or 3 rd] *	Number of student mobility periods Student Mobility for Studies [number of students/total number of months of the study periods: *] Student Mobility for Traineeships *	
P LISBOA03	SF LAPPEEN01	0715	Mechanics and metal trades	2 nd 3 rd	1 x 6 months 1x 12 months	No
SF LAPPEEN01	P LISBOA03	0715	Mechanics and metal trades	2 nd 3 rd	1 x 6 months 1x 12 months	No

*[*Optional: subject area code & name and study cycle are optional.]*

¹ Mobility numbers can be given per sending/receiving institutions and per education field (optional*:

<http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx>)

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FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code * [ISCED]	Subject area name *	Number of staff mobility periods	
				Staff Mobility for Teaching [total number of days of teaching periods or average duration *]	Staff Mobility for Training *
P LISBOA03	SF LAPPEEN01	0715	Mechanics and metal trades (Laser materials processing)	1/5 days, min 8 teaching hours per week	
SF LAPPEEN01	P LISBOA03	0715	Mechanics and metal trades	1/5 days, min 8 teaching hours per week	

C. Recommended language skills

The sending institution, following agreement with the receiving institution, is responsible for providing support to its nominated candidates so that they can have the recommended language skills at the start of the study or teaching period:

Receiving institution [Erasmus code]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ²	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
P LISBOA03		Portuguese (for 1 st cycles)	Portuguese and/or English (for 2 nd and 3 rd cycles)	B1	B2
SF LAPPEEN01		English		Min B1, recommended B2	B2

For more details on the language of instruction recommendations, see the course catalogue of each institution [Links provided on the first page].

² For an easier and consistent understanding of language requirements, use of the Common European Framework of Reference for Languages (CEFR) is recommended, see

<http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

D. Additional requirements

P LISBOA03: ---

SF LAPPEEN01 is committed to providing equal educational opportunity and participation for students and staff with disabilities. Practical procedures will be discussed together with the student/staff member to facilitate working solutions for everyday situations.

E. Calendar

1. Applications/information on nominated students must reach the receiving institution by:

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
P LISBOA03	May 31 st	October 31 st
SF LAPPEEN01	15 th April (nominations) 5 th May (applications) http://www.lut.fi/web/en/admissions/apply-to-lut/exchange-studies/how-to-apply	1 st October (nominations) 15 th October (applications) http://www.lut.fi/web/en/admissions/apply-to-lut/exchange-studies/how-to-apply

[* to be adapted in case of a trimester system]

2. The receiving institution will send its decision within 4 weeks.
3. A Transcript of Records will be issued by the receiving institution no later than 5 weeks after the assessment period has finished at the receiving HEI. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*
4. Termination of the agreement

A notice of at least one academic year should be given. This means that a unilateral decision to discontinue the exchanges notified to the other party by 1 September 20XX will only take effect as of 1 September 20XX+1. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

F. Information

1. Grading systems of the institutions

P LISBOA03:

http://www.fct.unl.pt/sites/default/files/erasmus_incoming/EU_Scale_FCT.pdf

SF LAPPEEN01 Lappeenranta University of Technology	Grading system in use at Lappeenranta University of Technology	
	5 = excellent	1 = sufficient
	4 = very good	H = passed
	3 = good	0 = failed
	2 = satisfactory	Failed or discontinued courses do not appear in the transcript.
ECTS credits represents the workload of 26 hours including lessons, assignments, exam and homework. It is possible to study approximately 30 ECTS credits per one semester. Minimum number of credits per semester is 20. Course catalogue: www.lut.fi/exchange > study possibilities.		

2. Visa

The sending and receiving institutions will provide assistance, when required, in securing visas for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following contact points and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
P LISBOA03	Email: div.a.ae.mobilidade@fct.unl.pt Tel.: + 351 21 294 78 20/7	http://www.fct.unl.pt/en/student/student-orientation-and-mobility/Information-incoming-students-and-other-visitors
SF LAPPEEN01	Residence permit is required from non-EU/EEA citizens. Visas are not accepted. incomingexchange@lut.fi	Residence permit: http://www.lut.fi/web/en/admissions/apply-to-lut/exchange-studies/preparing-for-your-arrival#Residence permit Further information: www.miqri.fi

3. Insurance

The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

The receiving institution will inform mobile participants of cases in which insurance cover is not automatically provided.

All students enrolled in **P LISBOA03** are covered by an accident and third party liability insurance:

(http://www.fct.unl.pt/sites/default/files/documentos/estudante/informacao_academica/Seguro%20Escolar/Generali_apoliceSegAlunos_013.pdf).

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It is mandatory that Mobility Students and Staff bring:

- European Health Insurance Card for medical assistance (just for people from the European Union's 27 Member States plus Iceland, Liechtenstein, Norway and Switzerland) to access health care services during temporary visits abroad;
- Insurance Health for visitors outside European Union.

Information and assistance can be provided by the following contact points and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
P LISBOA03	Email: div.a.ae.mobilldade@fct.unl.pt Tel.: + 351 21 294 78 20/7	---
SF LAPPEEN01	EHIC and/or private insurance incomingexchange@lut.fi	MARSH/SIP www.sipinsurance.eu





4. Housing

The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following persons and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
P LISBOA03	Email: div.a.ae.mobilldade@fct.unl.pt Tel.: + 351 21 294 78 20/7	http://www.fct.unl.pt/en/student/student-orientation-and-mobility/students-mobility-study-sms
SF LAPPEEN01	Lappeenranta Student Housing Foundation; asuntotolmisto@loas.fi	www.loas.fi

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ³
P LISBOA03	Prof. José Esteves Pereira Institutional Coordinator	7 MAR. 2014	 
SF LAPPEEN01	Prof. Dr. Ilkka Pöyhönen Rector	3.6.14	 

³ Scanned signatures are accepted

