



# APPLICATION INFO FOR STUDENT EXCHANGE SPRING 2027



# Application periods

(For students who have NOT done the LAB Mobility-Online application yet)

- Student exchange (and placements abroad via LAB partner institution):
  - Spring 2027 (places that are still available) → 20.4.-4.5.2026 (supplementary application period)
  - Autumn 2027/Spring 2028 → application period at *end of January 2027*
  - Note! No application periods during the autumn semester anymore!
- *Self-obtained placements abroad (grant application)*
  - *you look for placement/internship yourself*
  - *No specific application period - you can apply for the grant once placement is confirmed*
  - *Instructions in [eLAB](#) (Completing studies → Internationalization and student exchange → Placement abroad)*



# Small Exchange Dictionary

- Mobility-Online System = exchange / mobility application system used at LAB
- Home Institution/ Sending Institution = LAB University of Applied Sciences
- Host Institution/ Receiving Institution  
= the school where you are going to study abroad
- Student exchange contact person at LAB  
= Miia Tuominen (email outgoing@lab.fi)
- Responsible person in home/sending institution  
= your LAB Departmental Coordinator (informed later in the slides)
- LA – Learning Agreement = study agreement and credit transfer plan between you, LAB and host institution
- ECTS= European Credit Transfer System, 1 ECTS = 1 LAB credit/opintopiste
- Grant: Special funding for your exchange period
- Grant programme: Erasmus+/Nordplus/Bilateral/ Swiss mobility
- Nomination= sending information of the selected students to the host institution (made by Miia)



# PREPARATIONS BEFORE APPLYING



# Am I allowed to apply?

## Selection Criteria

1. Minimum of one (1) year of studies completed before the student exchange (some degree programmes require 2-4 semesters before student exchange - please check the minimum requirement of your degree programme)
2. Success and progress in studies at LAB (around 60 ECTS / year).
3. Suitability of the exchange period to the student's curriculum at LAB. Exchange period needs to fit in to the normal studying time. It cannot take place during the last semester of studies.
4. Suitability of the host institution courses to the student's curriculum at LAB.
5. Sufficient knowledge to study in language of instruction based on transcript and other documents. Tested if needed.
6. Study and career related goals and motivations specified in the application.
7. Exchange takes place in a destination that genuinely supports student's internationalization (not for example in the country of residence or home country).
8. Department's approval
9. If needed, an interview.

Note! If you have problems in your life here in Finland, exchange is not a way to escape your problems → problems tend to grow and become larger in new environment!



# Inclusion and accessibility

- Contact us if you have any questions related to inclusion and accessibility -> we want to make the exchange possible for everyone!
- We can work together in advance to find the most suitable destination in your case
- Additional grants might be available – more information in [eLAB!](#)
- You can explore the accessibility and inclusiveness of exchange destinations on the [inclusivemobility.eu](#) - page (Note! lists almost all European higher education institutions, so first check the potential destinations for you in our Exchange Possibilities portal)





# How do I start? 1/2

1. Discuss your plans and timing for the exchange with your tutor teacher/departmental coordinator.
2. Choose where you want to go, for this:
  - Check your study field's options from the Exchange Possibilities portal at eLAB pages
    - Completing studies → Internationalisation and student exchange → [Exchange studies](#) → Choosing your Destination
    - Opintojen suorittaminen → Kansainvälistyminen ja opiskelijavaihto → Vaihto-opiskelu → Vaihtokohteen valinta

[Check out the previous exchange reports and Fact sheets in portal too!]

- Contact exchange students and expert students for more detailed info if possible!



# How do I start? 2/2

- Host institution webpages: more detailed and up-to-date info
  - Do not start the host institution application process yet nor contact them without our permission!
- Pay attention:
  - Language (Spain, Italy, France, Kyoto etc)
  - Your budget (USA etc)
  - Course offering (available courses you have not done at LAB)
  - Semester timings in different countries (e.g. Germany, some Asian countries, some South American countries)
  - Housing situation (for example in Netherlands)
- Select 3 options for your application in preferred order

3. Complete the internal application to LAB carefully



# Host institutions with NO available places (for spring 2027)

## Institute of Design

Country	Host institution
Austria	FH Salzburg University of Applied Sciences
Belgium	LUCA School of Arts
Canada	Ontario College of Art & Design
Denmark	KEA Copenhagen School of Design And Technology
Denmark	Designskolen Kolding
Estonia	Estonian Academy of Arts
France	École Nationale Supérieure des Arts Décoratifs
Germany	Hochschule für Gestaltung Schwaebisch Gmuend
Germany	Hochschule Bielefeld – University of Applied Sciences and Arts (HSBI)
Germany	University of the Arts Bremen
Ireland	National College of Art and Design
Italy	Politecnico di Milano
Italy	Academy of Fine Arts in Palermo
Japan	The University of Toyama - School of Art and Design
Netherlands	Royal Academy of Art, The Hague
Norway	University of Bergen
Norway	Oslo National Academy of the Arts
Portugal	University of Lisbon - FBA
Slovenia	University of Ljubljana
Spain	University of Vic - Central University of Catalonia
Sweden	University of Gothenburg
United Kingdom	University of Edinburgh

## Other faculties

Country	Host institution	Study fields*
Japan	Kanagawa University	Business studies
Austria	IMC University of Applied Sciences Krems	Business studies
Germany	Frankfurt University of Applied Sciences	Business information technology
Spain	Universitat Ramon Llull	Business studies*
Spain	Universidad San Pablo CEU – Madrid	Business studies
United Kingdom	Edinburgh Napier University	Nursing*

\*In other study fields might be available places

# Exchange possibilities portal in eLAB



Check your study field options for exchange → Choose the next **Academic year** (2026-2027) and your **Study field** before doing the search.

Pay attention to the teaching language and further info on the “Comment” field of the partner data → Screenshots following

The screenshot shows the 'LAB University of Applied Sciences' exchange portal. At the top, there's a green header with the university's logo and name. Below the header, there are navigation tabs: 'All', 'Partner institutions', 'Agreements', and 'Reports'. The main content area has a light blue background with instructions. Below the instructions, there's a 'Preselection' section with several filters: 'Academic year' (set to 2023/2024), 'Program' (set to '<-- Select all -->'), 'Country' (set to '<-- Select all -->'), 'Type of person' (with 'Students' selected), 'Study level' (with 'Bachelor', 'Master', and 'Doctoral studies' buttons), 'Study field' (set to 'Graphic design'), and 'Type of application' (with 'Incoming', 'Outgoing', and 'Both' buttons). At the bottom, there's a 'Keyword' search bar and a 'Start search' button. The 'Academic year' and 'Study field' dropdowns are circled in red in the original image.

# Exchange possibilities portal in eLAB



1. Click on the "Agreements" icon to get more information
2. Click on the i-icon

Result

Show 10 entries

Institution	Continent	Country	City	Agreements
Academy of Fine Arts and Design Bratislava	Europe	Slovakia	Bratislava	 
Academy of Fine Arts in Warsaw	Europe	Poland	Warszawa	 
Art Academy of Latvia	Europe	Latvia	Riga	 
Australian National University / Faculty of Arts	Australia/Oceania	Australia	Canberra	 
Avans University of Applied Sciences	Europe	Netherlands	Breda	 
Coventry University	Europe	United Kingdom	Coventry	 
Duoc UC	South America	Chile	Santiago	 
Escola Superior de Disseny ELISAVA (Universitat Pompeu Fabra)	Europe	Spain	Barcelona	 
ESDA Escuela Superior de Diseño de Aragón	Europe	Spain	Zaragoza	 
Estonian Academy of Arts	Europe	Estonia	Tallinn	 

## Agreements with partner institution Academy of Fine Arts in Warsaw

Search

Partner institution	Host country	City	Study field	Program	Teaching language
Academy of Fine Arts in Warsaw	Poland	Warszawa	Fine art Graphic Design Industrial design Interior architecture and furniture design Wearable and fashion design	Erasmus+ studies (SMS)	English

Showing 1 to 1 of 1 entries

Previous 1 Next

Print

Close



# Exchange possibilities portal in

**eLAB**



Bilateral Agreement data	
Type of person	Student
Type of application	Outgoing
Name of program	Erasmus+ studies (SMS)
Academic year	2021/2022 2022/2023 2023/2024 2024/2025 2025/2026 2026/2027 2027/2028 2028/2029
Erasmus code	DK KOBENHA58
Subject code	0210 - Arts, not further defined
Subject	<ul style="list-style-type: none"><li>Industrial design</li><li>Packaging and brand design</li><li>User experience and user interface design</li></ul>
Total number	2
First cycle/Bachelor/ Undergraduate	2
Second cycle/Master/ Postgraduate	0
Third cycle/Phd/Doctoral	0
Number of free and allocated study places	in total: 10,00 Allocated: 12,00 Free: -2,00 Months
Number of free and allocated free places	in total: 2 Allocated: 2 - 0 Free places
Comment	Design & Business programme with a specialization in Creative Branding available only in the spring semester. Digital Product Development programme available for UX/UI students both in autumn and spring semesters.

Contact data of the partner institution	
	
Host country	Denmark
Partner institution	KEA Copenhagen School of Design And Technology
Current valid homepage	<a href="https://kea.dk/en/">https://kea.dk/en/</a>
Comment	Webpage for exchange students: <a href="https://global.kea.dk/student-mobility/incoming-exchange">https://global.kea.dk/student-mobility/incoming-exchange</a>
Documents	<ul style="list-style-type: none"><li> <a href="#">Fact sheet 2025-2026</a></li></ul>

Questionnaires	
Student Exchange Report	2 questionnaires for Outgoing Student existing

- Pay attention to the **Comment** field!
- **Reports (= Questionnaires)** of previous LAB students available.
- **Fact sheets** often available – important information for exchange students!
- Number of free and allocated places – tells you if there are places left!



# Your exact study field not found in portal/application?

What to do if your own exact study field does not have own exchange destinations?

- Public Health Nursing -> Choose Nursing
- Industrial Mechanical Engineering -> Mechanical engineering
- Sustainable Solutions Engineering -> Energy and environmental engineering
- Industrial Information Technology -> ICT
- Sustainable Construction Technology -> Civil and construction engineering
- Kestävä kaupunkisuunnittelu -> Civil and construction engineering or Energy and environmental engineering
- Ympäristötekniologia ja kiertotalouden ratkaisut ->Energy and environmental engineering

Especially in these cases it is important to discuss with your Departmental Coordinator about the suitable destinations!



# Double Degree - Two degrees in the price of one!

(Not possible to apply in this application round)

Needs to be carefully discussed and planned with your tutor teacher /departmental coordinator!

Double Degree possible for students in:

- † ICT
- † Mechanical Engineering
- † Wood Technology
- † International Business (also one Triple Degree possibility)
- † Tourism and Hospitality (HOMA) Lappeenranta

One academic year exchange in the partner university → graduation in LAB → after that Degree certificate from the host institution

More information from your faculty and from the Exchange Possibilities portal (Program= Double Degree)



# Language competence

- It is highly recommended to learn the basics of the spoken language of the host country → it is easier to get along at the campus, everyday life and to integrate with the local people
- Benefit:
  - LAB language courses
  - open university, community college
  - self study highly recommended, mobile apps etc.
  - Erasmus+ students: Online Language Support (OLS)
- Language skills are asked in the application form → language competence is one of the selection criteria



# Financing your exchange period

Think your budget already and choose affordable exchange options

- You'll get grant from LAB (=apuraha): current grant amounts informed in [eLAB](#)
  - Note! Bigger grants available usually to **European** destinations within Erasmus programme
- Student Financial Aid (=opintotuki) from KELA, if eligible
- Grants from communities, foundations or corporations (for example Otsakorpi foundation for Finnish students studying in Lappeenranta campus)
  - Search and apply independently
- Special needs grant available within Erasmus+/Nordplus for student with health related special needs / disability (that causes extra costs for student during exchange). More information in: <https://elab.lab.fi/en/additional-grants>
- In Erasmus+: additional support for students with "fewer opportunities"= student has **underaged children (under 18 years)**, health obstacles, migrant background or work as caregiver (=omaishoitaja). More information in: <https://elab.lab.fi/en/additional-grants> .
- Your own savings
- Note that you might need document of sufficient funds later on for **visa application** (if visa is required) or for the **host institution** (for example host institutions in USA).



# EXCHANGE APPLICATION PROCESS



# Student Exchange process

1. Application to the home institution (LAB) by 4.5.2026  
→ wait for the internal acceptance – via email by mid June
2. Mandatory Go Abroad Kick Off I via Zoom  
In September - Invitations will be sent later.
3. Application to the host institution done during **autumn semester**  
→ official acceptance
4. Mandatory Go Abroad Kick Off II via Zoom  
In November - Invitations will be sent later.
5. Your exchange period
6. Returning back home – documents and report
7. Participation in marketing in different events, fairs as an expert student

**All arrangements  
are in your own  
responsibility!**

Guidance and info  
available at the  
Kick Off events  
and from  
Student Exchange  
Coordinator



# Application to home institution (LAB)

- You'll find the instructions for exchange process in [eLAB](#)
- Select three options for the application / check available places in portal!
- Online application (LAB Mobility-Online system) link available at eLAB during the application period– after sending the application form, follow instructions received via email
- Finish all application steps by the deadline 4.5. (no changes after submitting the application!)
- Only one application / application round

## Internal acceptance

- Faculty Departmental coordinators together with the International Mobility Services will make the selections according to the selection criteria
- *If needed – invitations for interviews*
- Acceptances will be made by mid June

→ After nomination is done (in the autumn semester) you can apply to **the host institution you have been accepted to!** Read carefully the acceptance email! Do not contact the host institution before this! → you can relax for the summertime!

**This is official application process that you need to commit to! ! Inform me immediately if you need to cancel (only for valid reason) etc.**



# Mobility-Online Application Form 1/2

- Answer to the questions with thorough replies
- Specify the minor/program that you would like to study in the host institution (especially if you are Institute of Design student). In case you want to complete placement in host institution (Health and Social Welfare Unit- students), specify what kind of placement, how many ECTS etc.
- Relevant language skills are asked in the online application
- Inform if you have been in Erasmus exchange before
- ?-icon provides further help text
- You need to fill out the application form from up to bottom

*Note that it is an official application form!*



# Mobility-Online Application Form 2/2

Departmental coordinator (DC) is asked in the online form:

## Business and Hospitality Management

- † Heli Korpinen (Business and Tourism and Hospitality Management / Lappeenranta)
- † Jonathan Bradshaw (Business and Tourism and Hospitality Management / Lahti)

## Technology

- † Tuomo Liimatainen (Mechanical Engineering, Finnish programmes)
- † Tapani Heikkilä (Mechanical Engineering, English programmes)
- † Mikko Ruotsalainen (Electrical and Automation Engineering)
- † Ilkka Tarvainen (Wood Technology)
- † Olli Koskimaa (ICT)
- † Heli Viik (Environmental Engineering, Sustainable Solutions Engineering)
- † Heikki Vehmas (Civil and Construction Engineering)

## Institute of Design

- † Heikki Saros (Lahti and Lappeenranta)

## Health Care and Social Services

- † Tuula Hämäläinen (Physiotherapy, Lappeenranta)
- † Juha Haavisto (Physiotherapy, Lahti)
- † Katja Kylliäinen (Nursing, Lappeenranta)
- † Heidi Häll (Nursing, Lahti)
- † Mia Ikonen (Social Services, Lappeenranta)
- † Aki Kaskinen (Social Services, Lahti)



# Mobility-Online application

Note! After sending the online application form the **application process still continues:**  
Follow the instructions that you receive by email – carefully!

Documents that need to be uploaded

1. Photograph of yourself (does not need to be an official one), max. 500 x 500 pxl.
  2. CV (in English)
  3. Transcript of records (opintosuoritusote), **your own printed version from Peppi (Atomi) is enough.**
- **Submit your application** via workflow link "Submit application"
- You confirm that the application is complete and all information is correct and up-to-date
  - You cannot edit your application after this is done!
  - Needs to be completed latest on 4.5.



# Mobility-Online workflow view after sending the online form

**Applicant details**

Last name Testi-Tuominen	Field of study Tourism and hospitality management - 1010
First name Testi-Miia	Country of the receiving institution (1. choice) Lithuania
Date of birth (dd.mm.yyyy) 22.11.1990	Receiving institution (1. choice) KAUNAS08 - Kauno Kolegija
Country of the sending institution Finland	Stay from (1. choice) 01.08.2026
Sending institution LAB - LAB University of Applied Sciences	Stay to (1. choice) 31.12.2026

**Application workflow**

**Registration and Application**

✓ Online-Application	13.01.2026	<a href="#">Display/Edit Application Data</a>
✓ Online-Registration	13.01.2026	
✓ Contact and banking information completed		<a href="#">Complete contact and banking data</a>
✓ Passport-sized photo of yourself uploaded		<a href="#">Upload photo of you</a>
✓ Upload CV		<a href="#">Upload CV</a>
✓ Upload Transcript of Records		<a href="#">Upload Transcript of Records</a>
✓ Internal exchange application submitted		

All these steps (also "submit application") need to be completed latest 4.5.!



# LAB Mobility-Online System

- Once you have submitted your online application form (link available at eLAB), you can enter the system /your application:
  - via direct link received by email
  - link available from eLAB (Note not make new application!)
- Log in to your application by using HAKA (click HAKA logo and enter your LAB ID), no separate user name for LAB Mobility-Online
- If password problems, you need to follow IT instructions for LAB ID password change
- Problems with Mobility-Online system? Contact only [outgoing@lab.fi](mailto:outgoing@lab.fi) and specify your problem carefully, add screenshots if possible
- Host institution might use Mobility-Online aswell, but your information does not transfer. Both processes are separate and need to be completed.

# Application to the **host** institution



From here we will continue at the Go Abroad Kick Off part I  
(in September, invitations will be sent to you in late August)

Agenda:

- ✓ application to the host institution
- ✓ making your study plan = Learning agreement





# THINGS TO NOTE

# Note! (1/2)



- Make sure that you have valid email address that you are using **actively** in Mobility-Online system (check SPAM folders also actively!)
- If you are filling out the online application form together with your friend, make sure you have logged in to computer/in the systems only via your own LAB ID and delete all browsing history (internet options) before starting the application form (this way your HAKA identification won't be mixed)
- Exchange programmes have some own requirements – e.g. Erasmus studies/placement possible for max 12 months / degree level
- Check that you have valid passport and it will be valid for the whole exchange period (and possible extra time if visa needed). **Passport number needed in some host institution application form** (e.g. South Korea) so check already the validity of your passport!
- Green Travel is supported, learn more and get tips from [Sustainability on exchange period](#)
- **Once exchange has been accepted at LAB, no cancellations!**



# Note! (2/2)

## Design and Fine Arts students:

- Portfolio is usually needed to the **host** institution application. Start preparing your portfolio and get your tutor teacher's approval for it before applying to the host institution (portfolio is not needed for the LAB internal application yet). **Note that rejection from the host institution is possible – realize the importance of the quality of your portfolio!**
- Application is sent to only one host institution at a time. If you'll get rejected please contact me immediately – I can check if there still are some options available.

## Social and Health Care students:

- if completing only placement via partner school: make student exchange application normally, grant= student exchange grant. Note that placement options will be confirmed later on in the process (they vary from year to year). Partner institutions might not offer exactly the placements you wish for. **Join the [Moodle course](#) for your faculty's students to get more info!**

**Master students:** exchange possibility needs to be checked/confirmed individually from the host institution. Late confirmation possible, be prepared for sudden changes.



# Questions later?

## Meeting times during the application period:

**Study Abroad event** - Exchange Quiz in the Community areas (and take a chance to win a movie ticket):

- Lappeenranta: Tue 21.4. at 14-16 (only LUT exchange coordinator available)
- Lahti: Wed 22.4. at 14-16

## Pop-up meeting times on campuses:

Lappeenranta (Study Abroad Lounge, 1st floor, in front of the Community area):

- Tue 28.4. at 10-13:30

Lahti (Study Abroad Lounge, 2nd floor, in front of the Community area):

- Wed 29.4. at 10-13:30

## Online Meeting time in Zoom:

- Mon 4.5. at 12-13:30 (<https://lut.zoom.us/j/65083284445>)

Stop by if you have any questions about the process!

Frequently asked questions available in eLAB!

*(After the application period: meetings by booking in advance, check instructions from eLAB)*

Miia Tuominen  
[outgoing@lab.fi](mailto:outgoing@lab.fi)

044 708 0748



## Info and contacts:

Kick Off events

eLAB

Email

Phone

Appointment

**@labstudyabroad on  
instagram**



**Before we end, let's  
look at eLAB!**

