

# Annex to Erasmus + Inter-Institutional Agreement

## Institutional Factsheet

### 1. Institutional Information

#### 1.1. Institutional details

Name of the institution	LAPLAND UNIVERSITY OF APPLIED SCIENCES
Erasmus Code	SF ROVANIE11
EUC	387202-EPP-1-2014-1-SF-EPPKA3-ECHE (Transitory Charter, valid until 31 October 2014)
Institution Web site	<a href="http://www.lapinamk.fi">www.lapinamk.fi</a>
International relations office Web site	<a href="http://www.lapinamk.fi/en/Applicants/Exchange-Students">http://www.lapinamk.fi/en/Applicants/Exchange-Students</a>
Online course catalogue	<a href="http://www.lapinamk.fi/en/Applicants/Exchange-Students/Semesters-and-courses">http://www.lapinamk.fi/en/Applicants/Exchange-Students/Semesters-and-courses</a>

#### 1.2. International Relations Office - main contacts

RESPONSIBILITY	ERASMUS INSTITUTIONAL COORDINATOR
Contact person	Mari Putaansuu
Contact details	<a href="mailto:mari.putaansuu@lapinamk.fi">mari.putaansuu@lapinamk.fi</a> , tel. +358 40 5037103

#### 1.3. School of Social Services, Health and Sports - main contacts

RESPONSIBILITY	INTERNATIONAL COORDINATOR
Contact person	Hellevi Leppiaho
Contact details	<a href="mailto:hellevi.leppiaho@lapinamk.fi">hellevi.leppiaho@lapinamk.fi</a>

### 2. Detailed requirements and additional information

#### 2.1. Recommended language skills

The sending institution, following agreement with our 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:

Type of mobility	Subject area	Language(s) of instruction	Recommended language of instruction level *
Student Mobility for Studies	any	English	B1
Staff Mobility for Teaching	any	English	B2

\* Level according to Common European Framework of Reference for Languages (CEFR), see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

For more details on the language of instruction recommendations, please see the course catalogue at the link: <http://www.lapinamk.fi/en/Applicants/Exchange-Students/Semesters-and-courses>

#### 2.2. Calendar

##### 2.2.1. Application Deadlines

Applications/information on students nominated must reach our institution by:

<b>Autumn term</b>	May 3 <sup>rd</sup>
<b>Spring term</b>	October 25 <sup>th</sup>

### 2.2.2. Decision Response

We will send our decision within 4 weeks.

### 2.2.3. Transcripts of Records

A Transcript of Records will be issued no later than 5 weeks after the assessment period has finished at our institution.

### 2.2.4. Termination of Agreement

This agreement can be terminated at any time by mutual consent. In the event of unilateral termination, 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 of one given year will only take effect as of 1 September of the next year. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

## 3. Additional information

### 3.1. ECTS Grading system

<http://www.lapinamk.fi/en/Applicants/Exchange-Students/ECTS-and-Diploma-Supplement>

### 3.2. Visa

Our institution will provide assistance, when required, in securing visas for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education. Information and assistance can be provided by:

<b>Contact person</b>	
<b>Contact details</b>	<a href="mailto:international@lapinamk.fi">international@lapinamk.fi</a>
<b>Website</b>	<a href="http://www.lapinamk.fi/en/Applicants/Exchange-Students/Practical-Information/Visa,-permits-and-insurance">http://www.lapinamk.fi/en/Applicants/Exchange-Students/Practical-Information/Visa,-permits-and-insurance</a>

### 3.3. Insurance

<b>Contact person</b>	
<b>Contact details</b>	<a href="mailto:international@lapinamk.fi">international@lapinamk.fi</a>
<b>Website</b>	<a href="http://www.lapinamk.fi/en/Applicants/Exchange-Students/Practical-Information/Visa,-permits-and-insurance">http://www.lapinamk.fi/en/Applicants/Exchange-Students/Practical-Information/Visa,-permits-and-insurance</a>

### 3.4. Housing

We accept just on line application for accommodation, follow step by step instruction:  
<http://www.fm.uniba.sk/index.php?id=1945>

Our institution will guide incoming student/staff in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education. Information and assistance can be provided by:

<b>Contact person</b>	
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<b>Contact details</b>	<a href="mailto:international@lapinamk.fi">international@lapinamk.fi</a>
<b>Website</b>	<a href="http://www.lapinamk.fi/en/Applicants/Exchange-Students/Practical-Information/Accommodation">http://www.lapinamk.fi/en/Applicants/Exchange-Students/Practical-Information/Accommodation</a>