



YOU ARE ONE OF US | Personnel
Handbook LUT [www-sivuille](http://www.sivuille)

DEAR NEW MEMBER OF THE LUT COMMUNITY



I warmly welcome you to our scientific community! I hope that you will feel at home at our open-minded and solution-focused university.

We at LUT take an agile and collaborative approach to our activity. We are guided by our values: the courage to succeed, passion for innovation through science, and the will to build well-being.

The LUT community shares a similar outlook on life and a state of mind. We do things differently. We look at things from unexpected perspectives, we question, and we search for solutions. We fight for a better world – for all that is good.

We are inspired by the enthusiasm of others. We address issues that matter to the world and that others may consider impossible to solve.

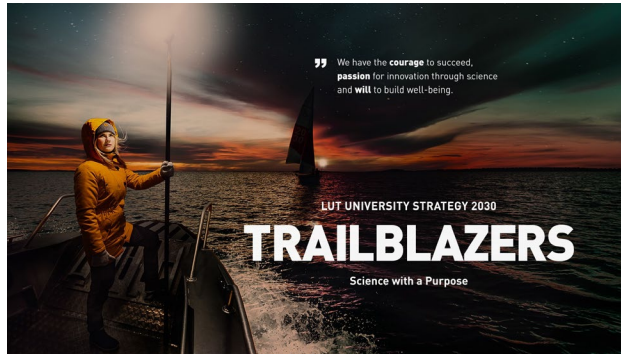
I hope that as our new employee you will contribute to our culture. A fresh pair of eyes can come up with new ideas and open-minded solutions. As we at LUT tend to say: the bold think differently. Our strategy encourages taking active part in public dialogue and making an impact both within our community and in society.

We at LUT seek solutions for a carbon neutral world. We treat wastewater as a valuable raw material and view carbon dioxide as an opportunity instead of a problem. All this helps us to guide businesses to the path of renewal and sustainable growth.

I am glad that you have adopted these goals and want to take part in our important work. Together we are more!

Juha-Matti Saksa

Rector





1 - [LUT University Strategy 2030 video](#)

MISSION OF THE UNIVERSITY



LUT University has since 1969 been a forerunner – a science university combining technology and business.

Our strength is our collaborative way of working across the boundaries of scientific disciplines and administrative units. We network with both other universities and industries.

Scientific research is the cornerstone of all activity at the university.

The university provides academic undergraduate, postgraduate and continuing education based on research.

By interacting with external stakeholders, the university sees to its societal responsibilities: producing expertise and experts and research results that can be utilised in practice.

INDICATORS 2025



EDUCATION

890 Master's degrees a year

630 degrees of Master of Science (Tech.) a year

260 degrees of Master of Science (Econ. & Bus. Admin.) a year

5 million euros of external revenue a year from education

RESEARCH

66 doctorates a year

1 publication with a Publication Forum rating of 2–3 per researcher a year

10 showcases in research excellence

5 million euros of EU Commission funding a year

MANAGEMENT

Responsive work climate

Monthly mood tracking (3.5/5 average rating)

At home on all campuses

IMPACT

Leading industry cooperation partner in Finland

Graduate employment rate tops that of other universities

Carbon-negative LUT in 2024

15 per cent annual growth rate in citations (Scopus)

[LUT University's key facts – read more](#)



LUT – ORGANISATION



LUT University employs approximately 1 100 people. We operate on two campuses: in Lappeenranta and Lahti. In addition, LUT's schools have regional units.

University Services support the schools in the implementation of LUT's strategy. The highest decision-making body of a public university is its board, which decides on issues such as the university's key operational and financial targets, strategy and performance guidance principles.

The chair of the LUT board is **Teresa Kemppe-Vasama**, chair of the board of Kemppe Oy. Rector **Juha-Matti Saksa** heads the activity of the university and is responsible for effectively carrying out the university's mission.

In addition, the university has two vice rectors: **Jaana Sandström** (education) and **Jari Hämäläinen** (research). LUT's top management also includes Strategy Director **Janne Hokkanen**.

The Universities Act also requires the appointment of an administrative body called the university collegium. The university collegium decides how many members are on the LUT board and the duration of the term of the board and its members, elects the members of the board, confirms the university's financial statement and annual report, and discharges the board members and rector from liability.

LUT has three schools:

- the LUT School of Business and Management (LBM)
- the LUT School of Energy Systems (LES)
- the LUT School of Engineering Science (LENS).

The School of Business and Management focuses on sustainable value creation and responsible business.

The School of Energy Systems conducts research on energy technology, electrical engineering, sustainability science and mechanical engineering. The school also includes the experimental research service unit LUT Voima.

The research fields of **the School of Engineering Science** are separation and purification technology, green chemistry, process engineering, machine vision and pattern recognition, industrial mathematics and physics, industrial engineering and management, and software engineering.

Each school is managed by a dean, and its highest decision-making body is the academic council, which develops the school's activity in accordance with the LUT strategy.

The academic council e.g. confirms the operating plan of the school, appoints preliminary examiners and opponents for dissertations, grants permission to defend a dissertation, assesses dissertations and licentiate theses, and decides on the school's curriculum and degree requirements.

The term of office of the academic council is four years. However, student members are appointed for a two-year term of office. LUT has also established interdisciplinary research teams called research platforms, which combine the expertise of each LUT school in implementing the LUT Strategy 2030.

STAFF



Overall, 53.3% of LUT's staff members are men and 47.7% women.

In 2021, the average age of staff members was 40.3 years.

The relatively low average age is due to the fact that the university employs advanced undergraduate students as e.g. research assistants and graduates as doctoral students.

- Teaching and research personnel 58.2%
- Teaching and research support staff 10.1%
- Administrative staff 25.4%
- Library staff 1.8%
- IT staff 3.4%
- Facility and maintenance staff 1.0%
- Trainees 0.1%

SHARED UNIVERSITY SERVICES



STATUTES AND REGULATIONS



Our activity is governed by different statutes and regulations, which new employees should learn about.

UNIVERSITIES ACT, SECTION 2: MISSION

The mission of universities is to promote free research and academic and artistic education, to provide higher education based on research, and to educate students to serve their country and humanity.

In carrying out their mission, universities must promote lifelong learning, interact with the surrounding society and promote the societal impact of research findings and artistic activities.

Universities arrange their activity so as to assure a high international standard in research, education and teaching in conformity with ethical principles and good scientific practices.

CODE OF CONDUCT

LUT's Code of Conduct describes the manner in which the university establishes ethical and responsible conduct in all decisions within its authority regarding the university or its employees. The concept of responsible conduct refers to the social, environmental, human resource and financial responsibilities of the university toward stakeholders and the surrounding society.

The purpose of the LUT Code of Conduct is to assure that each member of the academic community is equally well-equipped to act in situations in which certain ethical expectations are directed at the university and its personnel.

The university board is in charge of approving, updating and monitoring the implementation of the Code of Conduct. The Code of Conduct applies to the entire staff of the university.

DISQUALIFICATION, OUTSIDE ENGAGEMENTS AND BUSINESS ACTIVITIES

A disqualified person shall not participate in the decision-making or preparation of any matter related to the disqualification.

As a rule, each person should determine whether disqualification is merited in their case. Persons who have been disqualified are not entitled to participate in the decision-making or preparation of any matter related to the disqualification. They must also submit an informal notification of disqualification to LUT Records Services.

Employees are to avoid all secondary occupations that may impede their work at LUT or be otherwise harmful to LUT's operation.

If an outside engagement results in disqualification, the person is, under the Administrative Procedure Act, obliged to recuse himself/herself and withdraw from the preparation and decision-making related to the matter.

LUT's board, management committee members and rector must report to LUT Records Services all outside engagements of importance to LUT.

If you are considering starting a business in accordance with the LUT strategy, please contact the senior legal counsel to find out if your business is considered competing activity by LUT and whether your business can operate without violating LUT's operation.

QUALITY MANAGEMENT AND QUALITY POLICY



The purpose of LUT's quality management system is to support the achievement of the university's strategic goals and assure the high quality of the university's operations and results.

The university quality policy includes the following principles that guide the university's performance:

- the university's activities and management are based on continuous assessment and development
- the university fulfills its mission in accordance with its strategy and in ways that promote the well-being of the staff and students
- the university maintains a quality assurance system which ensures that the university is able to operate in a transparent, reliable, efficient and quality-oriented way, taking the needs of customers and other stakeholders and ethical principles into consideration.
- the rector is responsible for the quality management system, but each member of the university community bears responsibility for quality management related to their job.

The university has, based on its strategy, set quality targets for its main operations: scientific research, academic education, societal interaction and university services.

ARRIVAL AT WORK



To help you adapt to your new working environment and community, here are some practical guidelines for your first days at the university. More information will be provided by your supervisor and orientation liaison and in the university's orientation events.

MEALS

A variety of lunch options are provided by

- LUT Buffet
- the pizzeria in Building 6 at LUT
- Restaurant Skinnarila at the LAB University of Applied Sciences
- the Aalef restaurants in the Student Union House and in IVH Skinnarila
- Indiana Curry.

In addition, you can find Cafe Bar G on Laserkatu street. Opening hours and menus are available on the intranet.

BOOKING FACILITIES

You can book meeting rooms in the Outlook system.

The university's lakeside sauna, the sauna in Building 6 and the university's apartments can be booked through Facility Services, tilavaraukset@lut.fi.

INTERNAL AND EXTERNAL COMMUNICATIONS

The university's internal communication channel is the intranet, which contains e.g. instructions, forms and online tools. In addition, the intranet has sections for advertisements and news, chats and shortcuts. Its search engine enables you to find contact or other information.

Communications and Marketing helps you in matters related to communications, such as the popularisation of research results and the organisation of events.

The Communications and Marketing intranet site contains material for downloading, such as brochures, photographs and promotional material.

PARKING

LUT's parking areas and spaces are indicated with signs (see the maps at the end of this handbook). By paying for a parking space in the eParking system, you reserve the right to park in the parking lot, but you will not be assigned a designated space. The parking lots are overbooked, which means a parking space cannot be guaranteed. The heating outlets work between 1 November and 31 March.

INFORMATION DESK

The information desk is in the LUT main building. If you need help with incoming guests, contact the building managers in advance, tel. 029 4462 669, tilapalvelut@lut.fi

COVID-19



<https://www.lut.fi/web/en/coronavirus-guidelines-at-lut-university>

SUSTAINABILITY AND RESPONSIBILITY



Sustainability and responsibility steer LUT's strategic choices, scientific research, academic education and societal interaction. We are committed to the [UN's Sustainable Development Goals](#), and [with our Trailblazer 2030 strategy](#), we influence primarily the following ones:

SDG6: Clean water and sanitation

SDG7: Affordable and clean energy

SDG8: Decent work and economic growth

SDG9: Industry, innovation and infrastructure

SDG12: Responsible consumption and production

SDG13: Climate action

SDG17: Partnerships for the goals

Sustainability is also a guiding principle in our campus activities. Solar panels generate part of our electricity, and the electricity we purchase comes from renewable sources. Our ambitious target is to become a carbon-negative university in 2024. We will reach this target with our scientific expertise. [We calculate our carbon footprint](#) according to the Greenhouse Gas Protocol.

We want to increase our community's ability to promote sustainable development. Our [Climate Action Plan](#) guides us to cut emissions, we have encouraged our staff to [volunteer for charity during working](#)

[hours](#), and all of our new students undergo an orientation into [LUT's sustainability thinking](#). [The Junior University](#) introduces science to students in primary and upper secondary schools, and through the Women in Tech network, we promote equality in technology professions.

LUT's strategic management has taken environmental issues systematically into account since the early 2010s. Since 2012, LUT has been in possession of a WWF Green Office certificate. Sustainable development is an essential part of our management system and a function that we continuously [evaluate](#). In the 2021 [THE Impact Rankings](#), we were one of the top 10 universities for climate action (SDG13)!

More about our actions:

lut.fi/sustainability

[LUT's sustainable development policy and targets](#)

[Background, commitments and management](#)

Contact: sustainability@lut.fi

QUESTIONS RELATED TO EMPLOYMENT RELATIONSHIPS



All of the university's employees are under a contractual employment relationship. Its terms are set in the general collective agreement for universities, and some of them are explained below and in the section *End of an employment relationship*. You can read the collective agreement on the website of Finnish Education Employers, www.sivista.fi.

Your unit's office services and the university's HR secretaries provide assistance and information in matters related to employment relationships.

CONTRACT OF EMPLOYMENT AND SALARY SYSTEM

EMPLOYMENT CONTRACTS

Employment contracts are prepared collectively by HR.

SALARY SYSTEM

All Finnish universities apply the same pay system, in which pay is composed of two elements: a job-related salary element based on the requirements of the job and a personal salary element based on the employee's performance.

The classifications for the teaching and research staff and for other staff are different.

The supervisor and employee hold an evaluation discussion during the annual evaluation periods. The purpose of the discussion is to evaluate the employee's performance and requirement level. Based on the discussion, the supervisor proposes a performance level and requirement level. The employer confirms the final salary.

Annual development discussions are held separately from salary system discussions.

WORKING HOURS AND WORKING TIME ALLOCATION

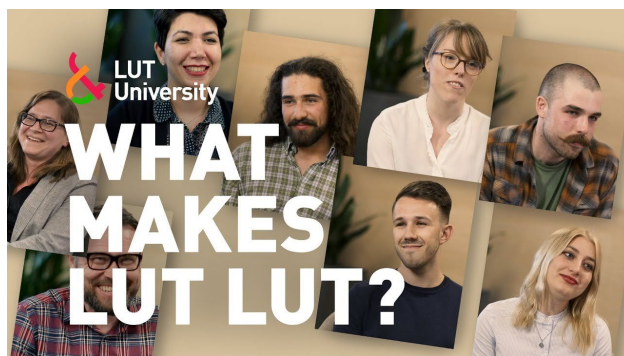
WORKING HOURS

The university applies two different systems to measure working hours:

- total annual working hours 1612 h (teaching and research staff)
- office working hours 36 h 15 min/week (other staff)

WORKING TIME ALLOCATION

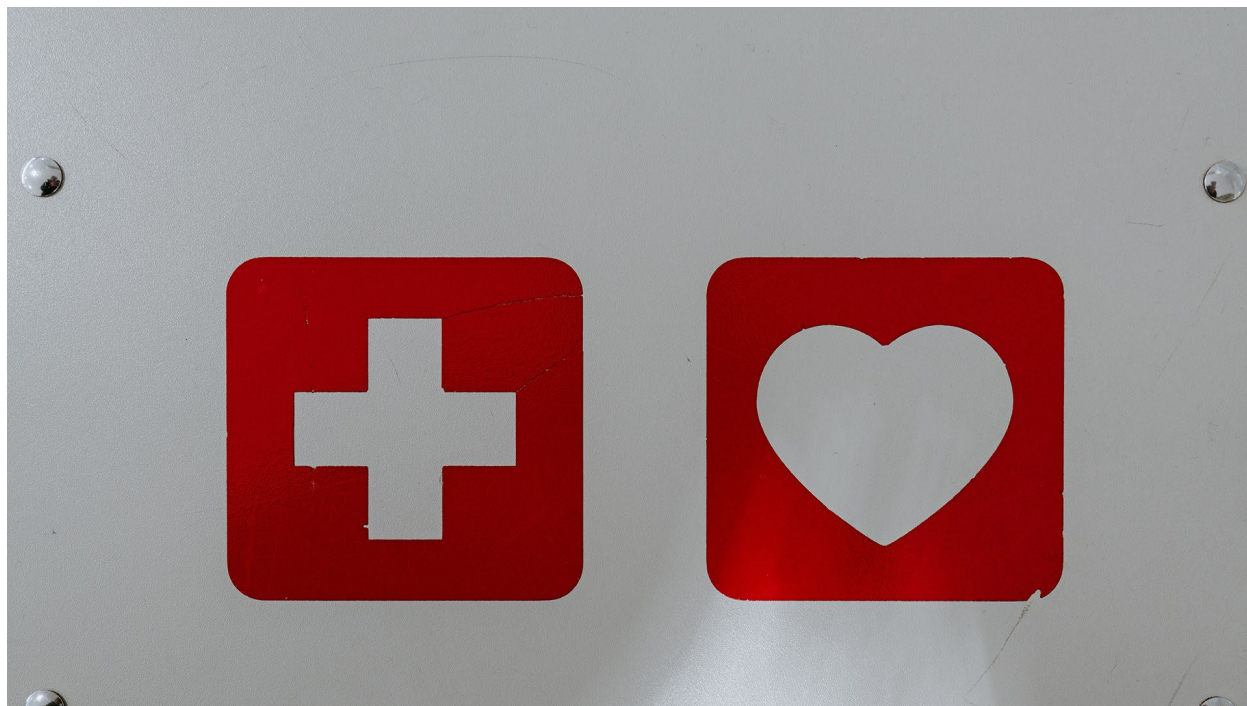
All salaried employees record their actual monthly working hours in the work time management system.



ANNUAL LEAVE

The determination of annual leave is based on the general collective agreement for universities on annual leave and applies to annual leave for full-time and part-time employees. Teaching and research staff are outside the agreement on the determination of annual leave because they are covered by the total working time system.

OCCUPATIONAL HEALTH CARE SERVICES



Terveystalo provides occupational health care services for the university personnel.

Occupational health care covers the statutory occupational health care, preventive health care and the promotion of the working capacity of employees. In addition, occupational health care provided by LUT

includes general practitioner consultations and specialist consultations by referral from an occupational health physician.

ACCIDENTS AT WORK AND EARLY SUPPORT FOR THE CAPACITY TO WORK

ACCIDENTS AT WORK

University employees are insured against accidents during their commute or due to conditions at work. An extended remote work insurance complements the existing occupational accident insurance. The remote work insurance is valid only in remote work in Finland and during customary breaks from work (e.g. lunch) indoors.

EARLY SUPPORT MODEL AT LUT

The university has created an operating model to support its employees' ability to work by identifying work-related problems at a sufficiently early stage and addressing them appropriately. The goal of the model is to support employees in coping at work, promote good work performance and maintain a functioning working community. By agreeing on certain practices, a culture is created where people can discuss difficult topics and address problems.

LABOUR PROTECTION AND SAFETY AT WORK



Labour protection is present in the day-to-day activities of the university, and the entire work community is responsible for it: the employer, supervisors and employees each within the scope of their duties. Labour protection aims to reduce and eliminate hazards and injuries at work and in the working environment and to promote the health, safety and job satisfaction of personnel. The university has

prepared a labour protection action plan. Labour protection at the university is coordinated by the labour protection officer, who is assisted by labour protection liaisons elected by personnel.

The university also has an occupational safety committee, which

- handles current labour protection issues
- takes part in site visits with occupational health care representatives and monitors that required corrections are made and measures taken
- conducts risk assessments in cooperation with employees
- addresses safety issues as needed and assists in related matters.

TRAVEL



Work-related travel refers to journeys carried out for the completion of your duties to a destination beyond your regular workplace. Commuting from your home or an equivalent location to your regular workplace is not considered work-related travel. Your workplace is where you regularly work.

TRAVEL INSTRUCTIONS

LUT's travel instructions apply to domestic and foreign work-related travel and the reimbursement of related expenses. In addition, the Finnish Tax Administration's prevailing regulations and the maximum amounts indicated therein apply to the reimbursement of travel expenses.

Expenses are reimbursed according to LUT's travel regulations also to those not employed by LUT.

PROFESSIONAL DEVELOPMENT OF PERSONNEL



An essential success factor for our university is that all staff members possess the knowledge and skills required for their work. LUT supports its employees in maintaining and developing their professional expertise and in career development. The dialogue meeting approves LUT's human resource and training plan, which describes the expertise of LUT staff members and how it is fostered and developed.

HR EXCELLENCE IN RESEARCH (HRS4R)



The HR Excellence in Research quality label is awarded by the European Commission to research institutions that are committed to a good HR policy. The European Commission awarded the quality label to LUT in 2013, and it was renewed in 2019. The recognition shows that LUT is committed to the continuous development of the working conditions of researchers in accordance with the European Charter for Researchers.

INTERNATIONALISATION



You may develop your expertise also by taking part in international teacher or staff exchange. Student Services can provide more information on staff exchange.

Researchers' exchange periods abroad (longer than 1 month) are an important part of the university's internationalisation. Outgoing researchers receive assistance from HR in areas such as taxation, social security, contracts and permits. HR also helps incoming international staff with documents and permits.

OPEN SCIENCE AND SCIENTIFIC PUBLISHING



The university recommends that researchers publish their research results in scientific forums that are in the best interest of the university and the researcher's professional qualifications. LUT's research results are published in scientific journals, conference proceedings, and the LUT publication series ACTA Universitatis Lappeenrantaensis and LUT Scientific and Expertise Publications.

The LUT Research Portal provides extensive information on LUT's researchers, research projects and publications. LUT is committed to promoting open science and open access publishing. Volumes in the LUT publication series are published mainly in electronic form in the open LUTPub University Repository, in which also scientific articles are published in parallel. Dissertations are published in the ACTA Universitatis Lappeenrantaensis series, both in print and in electronic form. Various research funding institutions require open access to results and data of publicly funded research.

The university and its schools set qualitative and quantitative goals for their publishing. The Ministry of Education and Culture annually gathers comprehensive information on LUT's publications from the LUT Research Portal. Researchers are responsible for entering their publication information into the system. Publications with a Publication Forum rating are an important factor in the Government funding scheme for universities.

The library instructs researchers in matters related to publishing and the management of research data.

ACADEMIC LIBRARY



The LUT Academic Library is a resource shared by LUT University and the LAB University of Applied Sciences. The library offers services to the staff and students of both institutions and anyone else in need of information.

The Academic Library has both printed and electronic collections. If the library does not carry material needed by a customer, it can be acquired from another library in Finland or abroad as an interlibrary loan. You can also submit acquisition proposals to the library.

The library subscribes to a number of newspapers and journals, which customers may read in the library.

The library provides training in information retrieval and information literacy to students and researchers. First-year students are introduced to the library and its services at the beginning of the year.

The library supports and assists researchers in information retrieval and publication-related matters. The library's public computers are available for customer use. Students have access to group work facilities and workstations for writing their thesis. The library also offers customer facilities for silent work.

The Academic Library is one the European Documentation Centres in Finland. More information about the library services and opening hours: lut.fi/web/en/library

WELL-BEING AT WORK



Workplace well-being at our university is based on values, leadership practices, and a strategy. Everyone is responsible for contributing to well-being at work, including top management, supervisors, and individual employees.

Administration and supervisors play a key role. Also support organisations (e.g. occupational health care, the labour protection organisation, the human resources committee) are essential in the promotion of well-being at work. Our university aims for the well-being of its staff.

Areas emphasised in workplace well-being are employee orientation and leadership and supervisor training. Satisfaction at work is followed with a monthly mood tracker and regular well-being surveys. Based on the results, unit-specific or university-wide development projects are initiated.

CONTRIBUTE TO YOUR OWN WELL-BEING

To improve your well-being at work, you have the opportunity to take part in sports and recreational activities organised by LUT. You may use the exercise facilities independently, buy tickets to the public

swimming pool, and take part in team sports or Happiness through Health activities (e.g. fitness classes, culture club). Sports and recreational activities are mainly free of charge to staff members.

In addition to activities on campus, Happiness through Health provides remote and online activities, such as workouts at your desk, remote workouts, individual training, and literature and knitting circles.

COOPERATION



Under the Act on Cooperation within Undertakings, organisations are required to maintain continuous dialogue to develop the organisation's activity and work community. Maintaining continuous dialogue will involve meetings between the employer and representatives of employees, i.e. union representatives.

The meetings will deal with

- the development outlook and financial situation of the enterprise or organisation
- rules, practices and policies applied in the workplace
- how human resources are employed and the organisation of human resources
- expertise needed by employees and how to develop that expertise
- maintaining and promoting well-being in the workplace

END OF AN EMPLOYMENT RELATIONSHIP



If you resign, your notice period is

- 14 days if your employment relationship has continued for five years or less
- one month if your employment relationship has continued for over five years.

LUT CAMPUS IN LAHTI



The address of LUT's Lahti campus (M19) is Mukkulankatu 19, Lahti.

» Virtual tour of the Lahti Campus: <https://lab.fi/en/info/campuses/lahti-campus>

ARRIVAL

The campus is located approximately three kilometres from the Lahti city centre and four kilometres from the Lahti Travel Centre. More information: lut.fi > [Contact us](#)

PARKING

Parking spaces at Mukkulankatu 19 are subject to payment. An eParking app is used in the parking areas. Download it to your phone from the Play Store or App Store (eParking Suomi).

www.eparking.fi/en

MEALS

Restaurant Isku Center serves staff, students and business customers. Students get a discount on lunch. There is also a café.

In addition, the Sinuhe bakery nearby (at Vuoripojankatu 9) serves lunch.

INFORMATION DESK

The information desk at Mukkulankatu 19 is open Monday–Friday, 8:00–16:00.

Tel. 050 918 6784

aulalab@keskusportti.fi

The information desk issues visitor passes.

WELL-BEING AT WORK

The Happiness through Health activities that support the well-being of our staff are available also on the Lahti campus.

More information – contact us



LUT University

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