

Academic practices and how to register for courses and examinations

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Local Registrar

The Local Register Office Maistraatti/
Magistraten **will be at the campus, in the
Gripen building (Tavastgatan 13) on
Tuesday 8th of January 10-12 &
13-15.00**



Academic year 2018-2019

Autumn

- Period 1 w. 36-43 3 September – 28 October 2018
- Period 2 w. 44-51 29 October – 21 December 2018

Spring

- Period 3 w. 2-11 7 January – 17 March 2019
- Period 4 w. 12-21 18 March – 26 May 2019





Registering for courses

After you have paid the student union fee we can mark you as present during spring 2019. Only after this can you sign up to courses in Peppi.

You will find all courses in our studiehandbook & log in to peppi via link below.

studie.abo.fi

studiehandboken.abo.fi/en





Instructions for students taking courses at the University of Turku

Apply for a JOO flexible study right; where you also apply for taking courses at UTU!

<https://www.abo.fi/en/study/already-in-2/flexible-studies/joo-flexible-study-right/>

<http://www.abo.fi/student/en/current#document6>

N.B! Make sure you apply as exchange student & It is not possible to register for courses of Turku School of Economics and for courses at the Language Centre.



UTU registration....

- **After registration:** When you have been registered, you will receive information from the Student and Admission Services by email. In this email you will be notified of your student number at the University of Turku. Please visit the helpdesk of the UTU IT Services in Educarium (Assistentinkatu 5) to activate your user account at UTU.
- If you don't get an reply immediately from the University of Turku – just go to the classes and start taking the course. The administrative stuff can be handled later.

Don't let this be you...



KEEP
CALM
AND
STUDY
FOR EXAMS

Plan your studies

- Course information, <http://studiehandboken.abo.fi/>
- Teachers' contact details are available on the university's web page: Person search



Examinations

- A course examination can consist of one or more parts: Written examination, essay, other course work, compulsory attendance, “active” attendance
- No set examination periods, instead:
 - Last day of the course-examination
 - Specific examination day
 - General examination day
 - Home examination
 - Electronic examination
 - “On-going” examination
- **Register according to the instructions from your teacher.**
- If you have special needs or need to use special equipment this must also be agreed at least 8 days prior to the examination and communicated to the relevant persons.





Possibilities to re-sit an examination

- Usually two possibilities to retake the examination
- Not a subjective right! Please see the examination schedule for your course.
- Note that in order to take an examination you must be registered as present
- A student registered only for the autumn term is allowed to **resit** the examination also during the spring term provided that he/she has taken and failed the first examination in the autumn and the second possibility to resit the examination is in the spring.
- All course work must be finished by the end of the academic year 31 July provided that the student fulfils the previous points listed above.
- **If you are unsure about anything concerning the examination, (rules, form of examination etc.) please discuss with your teacher or other staff well in advance of the examination.**





I
MAKE
THE
RULES

Examination rules and regulations

- <http://www.abo.fi/student/en/regler>
- Arrive on time! Students arriving more than 15 minutes late are not allowed to take part in the examination.
- Write your name and student number on every document/paper you hand in at the examination.
- If you are allowed to use special equipment or dictionaries, this will be indicated on the examination paper (remember to agree about this with your teacher).
- You may not leave the examination until 45 minutes after the examination has started.
- A short visit to the toilet is allowed one hour after the examination has begun at the earliest
- The examination must be handed in to the supervisor at the latest when he/she announces that the examination is over.
- A students should be able to present proof of identity when handing in the examination paper.
- **Please ask the supervisor for advice if you are unsure of the rules!**



Examination rules

- All communication between students during the examination is prohibited.
- Mobile phones and equivalent electronic equipment must be turned off and should be placed at a given place near the entrance of the examination room.
- You can start answering your exam when all examinees have received their exam
- Examinees must be seated according to instructions by the person supervising the examination, preferably so that students taking the same examination do not sit next to each other.
- Make sure that everyone has the peace and quiet required for writing an examination.



Writing essays as a form of examination

- At Åbo Akademi University many subjects use essays and reports as a form of examination.
- Present **your own conclusions** in relation to what you have read, listened to, and discussed.
- Writing an essay consists of working out what you think about a specific subject.
- Essays are individual work and they should not be copied from other students or from the Internet
- Essays should always have references to works consulted and/or quoted, with a bibliography at the end.



Checklist for writing essays

- Make an outline
- Start writing early
- Make notes. Be clear about quotations in your notes in order to avoid plagiarising later by mistake when writing the actual essay.
- Be clear about whose ideas and arguments you are presenting in the essay, are they your own, or do they belong to someone else? Use a clear system for referencing.
- Use a dictionary and a thesaurus.
- Make a bibliography.
- General points to remember: Check your spelling (use spell-check), and proofread your work before handing it in. Write your name, your student number, the name of the course and the date on the assignment.



Plagiarism

- It is against the university regulations to plagiarize. Plagiarism is considered as serious as cheating in an examination.
- Åbo Akademi University has Procedures for Handling Cases of Plagiarism in undergraduate studies. A confirmed case of plagiarism can lead to a warning or in serious cases even suspension from the university for a specified time.
- Plagiarism is the most common form of cheating and most students who are caught cheating have plagiarized. Usually they have copied parts of or entire reports from the Internet. This form of plagiarism is very easy to detect.
- **Please ask the teacher for advice if you are unsure of the rules!**
- Åbo Akademi University uses software for detecting plagiarism in essays.



If a student is caught having cheated or plagiarised

- **Suspensions of academic misconduct are always investigated!**
- The student will be heard by the head of department. The student has the right to have a student representative with them during the hearing.
- If the student is found to have cheated, a written report from the hearing is sent to the Rector for disciplinary actions.
- Copies of the warning are sent to the student's home university's Rector, Dean and international programs coordinator.
- Your home university decides on further legal consequences.
- Cheating or plagiarising during an exchange period is not only a question of breaking rules, but it also means breaking a confidence which affects your home university's reputation.
- For more information, please see: <https://www.abo.fi/personal/en/stuforf>



Results



- Posted on notice boards outside department
- **Failed courses are not listed in the transcript.**
- Until period 2 no unofficial transcripts will be available
- Do not ask teachers for separate certificates!
- **Complete all assignments, hand in all essays and take all examinations for a course, before you leave.**

Note that you must be registered as a student at the time when your credits are registered.





Transcripts of records

- Complete the Request transcript form available at <https://survey.abo.fi/lomakkeet/5350/lomake.html>
- After you have made the request:
 - The original transcript is sent to the student's home address after the exchange. Make sure we have your correct address. Please note that this can take at least 2 months.
 - An electronic copy of the transcript is sent to you by e-mail.
 - Please note that any **additional transcripts** are subject to a fee, currently **35 euros** per transcript (so please hold on to your original certificate!).



Credit system

- 1 credit (studiepoäng/opintopiste) is equivalent to 1 ECTS
- The grading system at Åbo Akademi University corresponds to the ECTS-system (European Credit Transfer System):

• 5	excellent	A
• 4	very good	B
• 3	good	C
• 2	satisfactory	D
• 1	sufficient	E

Some courses are graded on a pass/fail basis.

Failed courses are not listed in the transcript, nor percentages!



General study environment

At Åbo Akademi teachers, professors, tutors, older and same level students, study counselors etc. are all active part in your exchange and you should feel free to go and ask for advice.



