



Faculty of Science and Engineering

STUDY GUIDE

2020-2021

MASTER'S DEGREE PROGRAMME IN INFORMATION TECHNOLOGY

**Double degree programmes: ESIGELEC, INSA Rennes, Nordic Master
Programme in Intelligent Software Systems (NISS)**

MASTER'S DEGREE PROGRAMME IN BIOMEDICAL IMAGING

MASTER'S DEGREE PROGRAMME IN SUSTAINABLE CHEMICAL AND PROCESS ENGINEERING

**Double degree programme: Erasmus Mundus Joint Master Degree
Programme: Excellence in Analytical Chemistry (EACH)**

This guide has been compiled for students that study at Åbo Akademi University in the Master's Degree Programmes in Information Technology, Biomedical Imaging and Sustainable Chemical and Process Engineering. Its purpose is to give information about the Faculty and certain procedures, the study programme and the structure of the studies.

Please note that some of the links provided require log in!

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1. The Faculty of Science and Engineering

The education on undergraduate and graduate levels is organized into five Study Programmes in which several subjects work together.

The Study Programmes at the Faculty of Science and Engineering are:

Biosciences (Cell Biology, Biochemistry, Environmental and Marine Biology)

Chemical and Process Engineering

Information Technology (Computer Science, Computer Engineering)

Natural Sciences (Mathematics, Physics, Chemistry, Geology)

Pharmacy

In addition to this, there are three international Master's Degree Programmes:

Master's Degree Programme in Information Technology

Master's Degree Programme in Sustainable Chemical and Process Engineering

Master's Degree Programme in Biomedical Imaging

and five Double Degree Programmes:

ESIGELEC (Master's Degree Programme in Information Technology)

INSA Rennes (Master's Degree Programme in Information Technology)

Nordic Master Programme in Intelligent Software Systems (NISS)

Erasmus Mundus Joint Master Degree Programme: Excellence in Analytical Chemistry (EACH)

Tver (Master's Degree Programme in Sustainable Chemical and Process Engineering)

Information Technology is located in the Agora-building (Vattenborgsvägen 3, 20500 Åbo).

Sustainable Chemical and Process Engineering operates in two different buildings, Gadolinia (Porthansgatan 3, 20500 Åbo) and Axelia (Biskopsgatan 8, 20500 Åbo). Axelia has two sections: Axelia I and Axelia II.

Biomedical Imaging is located in the BioCity-building (Artillerigatan 6, 20520 Åbo).

1.1 The Faculty and decision making

The governing body of the faculty is the Faculty Council. The Dean, Patrik Henelius, chairs the council which has 12 members representing the professors, other employees and students of the faculty in equal numbers.

In organizational terms, subjects are located beneath the faculty and led by a Head of Subject. The Heads of Subjects are appointed by the Dean and have both scientific and administrative responsibilities.

1.2 The Faculty office

The Faculty office (fakultetskansliet) is located in the Axelia-building, Biskopsgatan 8, 20500 Åbo. The faculty office is available at the Faculty office by mutual agreement.

Academic Affairs Coordinator Heidi Karlsson is available at the Faculty office by mutual agreement. Telephone (02) 215 3540, e-mail: fnt-utbildningskoordinator@abo.fi

The Study Advisors are available at the Faculty office by mutual agreement:

Jessica Lindroos, Telephone (02) 215 4517, e-mail: fnt-studieradgivare@abo.fi

Kerstin Fagerström, Telephone (02) 215 3321, e-mail: fnt-studieradgivare@abo.fi

Simon Berg, Telephone (02) 215 4600, e-mail: fnt-studieradgivare@abo.fi

Contact information for the rest of the Faculty Office personnel is found here:

<https://www.abo.fi/om-abo-akademi/fakulteterna/fakulteten-for-naturvetenskaper-och-teknik/fnt-administrativ-personal/> (eng. <https://www.abo.fi/en/about-abo-akademi-university/faculties/faculty-of-science-and-engineering/fnt-administrative-staff/>)

Please book an appointment with the Academic Affairs Coordinator or the Study Advisor in advance by e-mail or telephone.

2. Studies

2.1 Academic year

The academic year is divided into four periods, two during the autumn and two during the spring. These are the dates for the periods for the academic year 2020-2021.

Period I	weeks 36-43	31.8-25.10 (8 w., teaching starts 31.8.2020)
Period II	weeks 44-51	26.10-20.12 (8 w.)
Period III	weeks 2-11	11.1-21.3 (10 w.)
Period IV	weeks 12-21	22.3-30.5 (10w.)

Week 35, 24.8-28.8, is reserved for student orientation for new students.

2.2 Registration for the academic year

New students register for their first academic year according to these instructions (please read the instructions carefully!): <https://www.abo.fi/en/study/already-in/information-for-new-degree-students-enrollment-as-presentabsent/>

You must pay the Student Union fee in order to be registered as present. By registering as present, you have the right to study, you will get your study results registered, and receive student benefits. The Student Union fee for the academic year 2020-2021 is 92, 5 €. After you have registered, you should order your student card at www.frank.fi/en. You can also use the free student card app, Frank, which is available for Android and iOS.

2.3 The Study Guide and the study planning tool “Peppi”

The Study Guide with information about your study structure, course descriptions and schedule is found here: <http://studiehandboken.abo.fi/>

The study planning tool “Peppi” is found here: <https://student.abo.fi>

On the study planning tool’s home page you will find different functions:

- My course list: This is your individual study plan (ISP). The tabs: **Inspection**, **Selecting studies**, (Scheduling, Classifications, Messages,) **Enrolments**, (Group description) and **Exams**. The bolded tabs are explained below, the other will be taken into use later.
- Study records: your courses listed, this will be more functional later
- Calender: when you have registered to your courses you can get a schedule. Push the button “My course versions”. It’s also possible to add courses into “Implementations”.
- Profile: check your personal information, some of it can be edited by you, other things by studieregister@abo.fi
- Term registration: for your registration next academic year
- JOO-studies: if you need to take courses from University of Turku, see section 2.5

My course list, tabs:

Under the tab **Inspections** you will find all the courses included in your study plan. There are help texts, but always double check with the information in the study guide <http://studiehandboken.abo.fi/>. At the end of the course list, you might find courses that you have completed or will be completing, but have been linked to the wrong place in your degree structure. You cannot move these courses to the correct position on your own, but your study advisor can help you. You can print out an unofficial transcript of records on the button “Download Transcript of records (PDF)”. If you need an official transcript of records with a stamp and signature, you should contact the student service help desk, studinfo@abo.fi.

You can add courses or delete unwanted selectable courses under the tab **Selecting studies**. You add courses by clicking on the magnifying glass, either above the study plan or above the module you want to add a course to. When you click on the magnifying glass, the search cart

opens. You search for courses using the course name and then Add to basket and Add selected to ISP (=individual study plan).

Under the **Enrollment** tab you can register for the courses in your course list for which the registration is open (push the Enroll-button at the right). It is important that you remember to enroll for the courses you are planning to take.

You can also search for other courses you want to register for. Note that you can only find courses that are open for registration. You will also see if your registration has been approved. You can cancel a registration until the teacher has approved it. If you want to cancel your registration after this, please contact the course teacher, who can cancel it.

Registration for general exams is done on the **Exams** tab. Push "All exams" and write the course name in the Course field and you will see when the next opportunity to take a general exam for this course is. The course name in blue is a link, choose it to enroll to the exam. To enroll press Enroll and then again Enroll. Read more about course and general exams in section 2.4.

2.4 Examination

Examinations at Åbo Akademi University

At the end of the course there is usually a course exam (kurstentamen). The course exams do not usually require registration. Always check with the teacher if registration is needed in advance.

In addition to the course exams, there are general examination opportunities, which take place on Fridays. This allows the student to retake course exams. The dates for the general exams are found in the study planning tool. Students register for the general exams at least eight days in advance via our study planning tool: <https://student.abo.fi> (Exams tab).

The student can take an exam three times in the same course, after that the course lecturer should be contacted and the matter discussed. Registering for an exam counts as one of these three times even if the student does not show up at the actual exam occasion.

The results of the examinations are typically given within two weeks after the examinations are taken. The results of the ÅAU courses are registered in Åbo Akademi's study register and will show in My course list (study planning tool). If several weeks have passed since the course finished but the result is still not registered, please contact the lecturer of the course.

Students are usually not allowed to bring the course material with them to the exams, always check with the course lecturer what material is allowed in each exam. Coats, bags, mobile phones etc. should be left outside the exam room or at the back of the room. If requested by

the exam supervisor, students should be prepared to show proof of identification (e.g., a student card). **Please acquaint yourself with the rules and regulations for examination at Åbo Akademi University.** The Åbo Akademi University Examination and Assessment Instructions are found here:

<https://abofi.sharepoint.com/sites/intra-en-fnt/SitePages/Examination.aspx>

These persons coordinate the general examinations:

IT: Christel Engblom christel.engblom@abo.fi

Chemical engineering: Mary-Ann Hamberg-Ahola Mary-Ann.Hamberg-Ahola@abo.fi

BIMA: Christer Lindqvist Christer.Lindqvist@abo.fi

2.5 Flexible study right - JOOPAS: studies at the University of Turku

Åbo Akademi University has an agreement of flexible study right with the University of Turku. According to this agreement students from Åbo Akademi University can take courses that are offered by the University of Turku.

Please note that students at the Master's programme in Information Technology and Biomedical Imaging are automatically assigned a JOO study right at the University of Turku for studies **within their own field of study**. You still have to apply for a JOO study right for studies outside of your own field of study. If this has failed (e.g., if you have registered after the transfer of data, or if you are not on these programmes), it is possible to apply for the study right for specific courses via <http://www.joopas.fi>.

To apply for studies outside of the field of study, the student sends in an electronic application for flexible study right which has to be approved by Åbo Akademi University as well as by the University of Turku. The application is found at <http://www.joopas.fi> (→ Joopas Application System). There is a link to it in the study planning tool.

Credits (study points) from the University of Turku are not transferred automatically to Åbo Akademi University. The student must get a study transcript from the University of Turku and bring it to the Faculty Office in Axelia, who will transfer the credits into the study record at Åbo Akademi University. Please transfer your studies from UTU to ÅAU before January 31 every year.

2.6 Course registration at University of Turku

Taking courses at the University of Turku requires that the student has a study right at University of Turku (see section 2.5.). The user ID is issued by the University of Turku Computing Centre to students with a study right. Course registration might be required at UTU. In these cases registration is done in a Virtual Study Register called Nettiopsu: <https://nettiopsu.utu.fi>.

More information about Nettiopsu can be found here: <https://nettiopsu.utu.fi/index?locale=en>

2.7 Examination at the University of Turku

The first course exam is arranged at the end of the course. The course exams do not necessarily require registration. In addition to the course exams there should be 3 general exams arranged for each course every academic year. For general exams, the student should register for the exam.

Please find the examination dates either through NettiOpsu or from the responsible course teacher. NettiOpsu: <https://nettiopsu.utu.fi/>.

Manuals on exam registration can be found on the University of Turku intranet.

The person responsible for examinations in the Department of Future Technologies at the University of Turku is the student secretary (opintosihiteerit-ml@utu.fi).

2.8 The thesis and graduation

The students are advised to find a topic and start working on their master theses at least 6 months before the planned submission date. The following steps are recommended:

- Identify a topic by contacting a teacher (lecturer or professor).
- Work on the thesis and have regular meetings with your supervisor.
- In order to shorten the time needed for writing the thesis and potentially securing a higher grade, it is highly recommended that students take advantage of the courses and advice on academic writing provided by the Centre for Language and Communication:
 - Course 923800.0 Academic writing Skills in English for Masters Students (3 ECTS)
- Text consultation in English (free of charge), see <https://abofi.sharepoint.com/sites/intra-en-languages-and-communication/SitePages/Text-consultation.aspx>
- When the thesis is almost ready, read the information about graduation, thesis submission and plagiarism on:
<https://abofi.sharepoint.com/sites/intra-en-study/SitePages/Master's-Thesis.aspx>
<https://abofi.sharepoint.com/sites/intra-en-study/SitePages/Diploma-and-graduation-ceremony.aspx>
<https://abofi.sharepoint.com/sites/intra-en-teaching/SitePages/Plagiarism-control.aspx>
- Discuss the deadline for submission with your supervisor, based on the schedule for language review and the deadlines for application for degree certificate. NB! The thesis grading process is about 6 weeks!
- Write and include an abstract of about 2500 characters (without spaces).

The thesis will be officially approved by the Dean after the review, plagiarism check and language review is approved. After this approval, the thesis will be registered in the study register and published online.

You must apply for the degree certificate. The right time to do so is when all your courses are completed, and your thesis is sent in for review. In order to graduate, all study credits required for the degree, including the thesis and courses transferred from other universities (e.g. Univ. of Turku), have to be noted in the study register. The form and deadlines are found here: <https://abofi.sharepoint.com/sites/intra-en-fnt/SitePages/Degree-certificate.aspx>. Degree certificates are issued approximately once a month during the period September-June.

3. Services

3.1 Student tutors and teacher tutors

All first-year students are assigned a student tutor and a teacher tutor. The student tutor is an older student who helps the new students adapt to student life in Åbo, whereas the teacher tutor gives advice in study-related matters. <https://abofi.sharepoint.com/sites/intra-en-fnt/SitePages/Teacher-tutors.aspx>

Information Technology, ESIGELEC, INSA Rennes, NISS

Student tutors (academic year 2020-2021) for students admitted to the Master's Degree Programme in Information Technology are:

- Imran Shahid, imran.shahid@abo.fi
- Gaadha Sudheerbabu, gaadha.sudheerbabu@abo.fi
- Andrei-Raoul Morariu, andrei-raoul.morariu@abo.fi
- Vid Sustar, vid.sustar@abo.fi

Teacher tutors for students admitted to the programme at Åbo Akademi University are:

- Sébastien Lafond (Computer Engineering and ESIGELEC)
Web: <https://research.it.abo.fi/people/slafond>, e-mail: sebastien.lafond@abo.fi
- Dragos Truscan (Computer Engineering)
Web: <https://research.it.abo.fi/people/dtruscan>, e-mail: dragos.truscan@abo.fi
- Luigia Petre (Computer Science)
Web: <https://research.it.abo.fi/people/lpetre>, e-mail: luigia.petre@abo.fi

Biomedical Imaging

Student tutors (academic year 2020-2021) for students admitted to the Master's Degree Programme in Biomedical Imaging are:

- Akmal Nipu, akmal.nipu@abo.fi
- Nicko Widjaja, nicko.widjaja@abo.fi

Teacher tutor for students admitted to the programme at Åbo Akademi University is lector Diana Toivola (diana.toivola@abo.fi)

Programme coordinator for students admitted to the programme at Åbo Akademi University is Raili Kronström, bima-office@bioimaging.fi

Sustainable Chemical and Process Engineering and EACH

Student tutor (academic year 2020-2021) for students admitted to the Master's Degree Programme in Sustainable Chemical and Process Engineering is Himal Ghimire, himal.ghimire@abo.fi and Bibesh Gauli, bibesh.gauli@abo.fi

Teacher tutor for students admitted to the Master's Degree Programme in Sustainable Chemical and Process Engineering is Frej Bjondahl, Frej.Bjondahl@abo.fi

Teacher tutor for students admitted to the Erasmus Mundus Joint Master Degree Programme: Excellence in Analytical Chemistry (EACH) is Tom Lindfors, tom.lindfors@abo.fi

3.2 Student activities and student health care

All students at Åbo Akademi University are required to be members of the Student Union (Åbo Akademis Studentkår), <http://www.studentkaren.fi/en>, which takes care of its members' interests in several ways. By being a member, you receive a student card that you can use to obtain student discounts for trains, buses, hostels, students' restaurants, theatres etc. As a member, you are also entitled to use the services of the Student Health Care Centre (Studenthälsövården) http://www.yths.fi/en/contact_details/units/turku at Kyrkovägen 13, 20540 Åbo.

3.3 Computers, printers and copying machines

The computers in the computer classes located in the University buildings are available for all the students studying at Åbo Akademi University.

A username and a password are needed to use the computers, the students also need to sign a user agreement. The credentials and agreements can be obtained from the Help Desk at ICT Services, Fänriksgatan 3, 20500 Åbo. With the password it is possible to log on to all of the public computers located in any of the University's computer classes. The following page lists all available computer classes: <https://abofi.sharepoint.com/sites/intra-ict/SitePages/Dataklasser.aspx>. Always remember to log off after use so that no one else can use your account.

Students can print about 400 black-and-white pages for free in a six-month period. If this amount is exceeded the student will pay for the pages printed. Top-up codes for more quota

may be bought via Åbo Akademi's webshop: <https://shop.abo.fi/c/13-ict-servicens-avgifter/en/>. Copying machines are available in the university buildings. More information about printing and copying can be found at: <https://abofi.sharepoint.com/sites/intra-en-ict/SitePages/Printing-and-copying.aspx>.

3.4 Libraries

To be able to borrow from the libraries students need to have a library card which they will receive at the library. Student cards (studiekort) issued before the autumn semester of 2013 can also be used as library cards. The loan time for books is usually 2–4 weeks. More information is found at <http://www.abo.fi/bibliotek/>.

The main library of Åbo Akademi is located in Domkyrkogatan 2-4, 20500 Åbo, tel. (02) 215 4180, e-mail: biblioteket@abo.fi. The main library offers reading facilities and a reference library. Books that can be borrowed at the main library have to be reserved in advance through the library portal Alma <https://abo.finna.fi/?lng=en-gb>.

Course book library is located in the ASA-building, Fänriksgatan 3 A, 20500 Åbo, tel. (02) 215 4192). This library offers course books, which can be borrowed on site, and reading facilities.

3.5 Career Services

The Career Services at Åbo Akademi University (Arbetsforum) are located in Åhuset, Gezeliusgatan 2A, 20500 Åbo. They provide information for both graduates and students. Their main task is to help students enter the labour market and to give advice on issues dealing with job-hunting. The Career Services offer employers direct access to highly skilled students and graduates. They work in close co-operation with the Career Services at the University of Turku and the Turku Employment Office. More information here: <https://www.abo.fi/en/career-services/>.