

Academic practices

29 August 2023

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Welcome to ÅAU's Orientation week

- Orientation week programme
<https://www.abo.fi/en/study/already-in/orientation-course-for-new-international-degree-students-and-exchange-students-2/>
- Important that you participate in all sessions
 - e.g. Student Housing Association
- Use the opportunity to ask questions
 - your tutors are here to help you
 - Q&A session on Friday at 11:45am (write down questions that come up during the week)
- Learn to know the staff at your programme – check the times in the orientation week's programme
- “Already in” (Start your studies, P_lan your studies, Flexible studies, Student Wellbeing)
<https://www.abo.fi/en/study/already-in/>

Student office

Student office in Turku (Swe Åbo)

Gripen, Hämeenkatu 13

studinfo@abo.fi

open 28 August – 1 September, 9:00am-12 & 1.00-3pm

After 1 September, 9.00am - 12

Student Office in Vaasa (Swe Vasa)

Academill, 4th floor

28 August-1 September: 11:00am-2:00pm

4-8 September: Monday, Wednesday, Thursday 11:00am-3:00pm, Friday 10:00am-1:00pm

11-15 September: 12:00-3.00pm

18-22 September: Monday 10:00am-1:00pm, Tuesday 10:00am-12:00,

Wednesday & Thursday 10:00am-2:00pm, Friday 10:00am-12:00

25-29 September: 12:00-3:00pm

other times studinfo@abo.fi

Registration and enrollment

- Registration/enrollment as present
 - Activating your ÅAU credentials
 - Student Keys
- Signing up for courses
 - Joo-studies and courses at UTU
- Registration at the DVV (Digital and population data services agency)

Registrations and enrollments

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Registration/ Enrollment as present/ absent

- Deadline **1 September at 3:00pm**
- Registration
 - In MyStudyinfo OR
 - by email to studinfo@abo.fi
- Students liable to pay tuition fee need to show a receipt of both the tuition fee and Student union fee payment
- Enrollment as present during the first year is compulsory. **If your arrival to Finland is delayed, please contact admission@abo.fi before enrolling as present.**

Activating ÅAU Username & password

- **If you have Finnish banking codes**, you can activate and access your ÅAU credentials and student number at Self Service <https://selfservice.abo.fi/auth/login>
- **If you register as present at the Student Office**, you will need to wait 2-24h for data transfer before you can pick up your username & password from the Student Office
- **If you are not able to come to campus**, please email studinfo@abo.fi

Student Keys

You will need keys to access our buildings.

Pick your keys at the Facilities Management office

- **Turku**, Gripen, Hämeenkatu 13
 - Note that some keys need to be picked up at Turku University as we are in the same building; e.g. Aurum and Biocity
- **Vaasa**, Academill, ground floor, Rantakatu 2

Signing up for courses

When you have paid the student union fee we can mark you as present after which you can start signing up to courses. (Note that the system may need overnight to reload the updated registration information).

- You will find the courses in the Study Guide studiehandboken.abo.fi
- Register to courses in Peppi student.abo.fi

Use the app



Timetables, enrolment and reminders for courses and exams
Tracking study records, institution news and campus map
Exam and lecture room cancellations and changes
Public transport timetables, student restaurant menus and much, much more



Courses at the University of Turku (UTU)

You have to apply for a JOO flexible study right.

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

N.B!

It is **not possible to register for courses at Turku School of Economics and** for courses at **the Language Centre at UTU.**

Students studying in a joint programme should check with their programme how to register for courses given by partner universities (Biomedical imaging, IT, PEACE).

Remember to check if there are any deadlines you need to follow.

Registration at UTU

- 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 a reply immediately from the University of Turku – *just go to the classes and start taking the course.* The administrative stuff can be handled later. 😊

Registering your stay in Finland

Registration is done at DVV short for the **Digital and Population Data Services Agency** in Finnish (formerly Maistraatti/Magistraten).

Why register?

- All students staying 3 month or more in Finland are due to register.
- Through the registration you will obtain a Finnish ID number (if you didn't get it when applying for your RP).
- When opening a bank account you will need the Finnish ID number and a certificate of registration from DVV.

Appointments have been booked:

In Turku

Where? Itsenäisyydenaukio 2

When? 31 August 9.00-12.00am & 1.00-3.00pm and
14 September 9.00-12.00am & 1.00-3.00pm

In Vaasa

Where? Wolffskavägen 35

When? 5 September 10:00-11:30am & 1:00-3:00pm

For more information and the online form please see <https://dvv.fi/en/international-student> (note that the form needs to be filled in before hand).

If you need a certificate of attendance ask for it at the Student desk or email studinfo@abo.fi

Studies

- The academic year
- Plan your studies - make a individual study plan
- Examination and credits
- Writing essays and plagiarism

The academic year

Autumn term 1 August – 31 December

- **Period 1:** week 36-43
- **Period 2:** week 44-51

Spring term 1 January – 31 July

- **Period 3:** week 2-11
- **Period 4:** week 12-21

- NO SET EXAMINATION PERIODS!!

Plan your studies!

[Studiehandboken.abo.fi](https://studiehandboken.abo.fi)

Teachers' contact details are available on the university's web page by typing in the Search field.

Make an individual study plan with your designated teacher or study advisor!

Course Examination

A course examination can consist of one or more parts: written examination, essay(s), 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/e-exam
- “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.

Examination rules

- **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 – be prepared to be **accompanied** by one of the supervisors
- The examination must be handed in to the supervisor at the latest when he/she announces that the examination is over.
- A student 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!

More examination rules

- All communication between students during the examination is forbidden
- 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.

If I fail the exam? Or can't make it?

- 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 re-sit 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 re-sit 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.**

Credit system and results

- 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)

Credit 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 are percentages of completion or comparisons to the other students!

Results are posted on notice boards outside department or in Moodle.

Until period 2 no unofficial transcripts will be available

Do not ask teachers for separate certificates!

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

Writing essays & plagiarism

DO NOT CHEAT OR PRESENT OTHERS
TEXTS OR IDEAS AS YOUR OWN!!

- 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.

Writing essays & plagiarism

DO NOT CHEAT OR PRESENT OTHERS
TEXTS OR IDEAS AS YOUR OWN!!

- **If you fail producing a text that fulfills the academic requirements for text writing it might be perceived as 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. 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.**

Using AI - CHAT GPT

Guidelines

<https://abofi.sharepoint.com/sites/intra-en-teaching/SitePages/AI-in-teaching.aspx>

- AI (e.g. ChatGPT that was published for free usage just before Christmas 2022) is not yet so good that it can write an essay with a logical structure and without language mistakes. ChatGPT is a language model that does not have any real intelligence but knows only the material it has trained on.

Challenges:

- How will teachers discover if AI has been used to write texts? (AI-written texts are not yet today detected with the help of the plagiarism software that we use at AAU.)
- What kind of examination assignments can or should be used in the future?
- How should we manage information risks?

Caught cheating or plagiarizing?

- Suspicions 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**.

Other

- Limited study time
- Tuition fees
- Scholarships

Limited study time

The university decree stipulates that the Master's degree should be completed in **two years**.

- students may exceed this time with two years before you need to apply for extended study time.
- After the first year you can lawfully register as absent for 2 terms
 - If you are a scholarship holder, check your scholarship agreement beforehand

If you have questions please email studinfo@abo.fi

Tuition fees

10000€/year

MDP in Advanced Practice Nursing
MDP in Governance of Digitalization
MDP in International Law and Human Rights
MDP in Peace, Mediation and Conflict Research
MDP in Social Exclusion
MDP in Teaching and Learning

12000€/year

MDP in Biomedical Imaging
MDP in Information Technology
MDP in Sustainable Chemical and Process Engineering

Can be paid in 2 **installments**

Deadline 1 September 2023 & 12 January 2024

Instructions in the invoice attached to the admission letter.

<https://www.abo.fi/en/study/tuition-fees/>

Scholarships

<https://www.abo.fi/en/study/apply/international-master-programmes/scholarship-programme-for-master-students/>



ÅAU has 100% and 80% tuition fee covering scholarships
- granted upon admission

100% scholarships (1 / programme)

Are granted upon admission, have a **conditional 2nd year**, that requires the scholarship holder to have earned **55 cr during the first year**.

As stated in the admission letter and scholarship agreement, the first deadline is in May, when we check credits and send reminders.

Credits can be registered until the end of the first academic year (31 July). Note though that **summer exams** are evaluated starting 1 sept and the examiner/teacher has 14 days to publish the results (this at ÅAU).

80% scholarships

Have no requirements.

Finland scholarship (1/ programme)

For students admitted 2023-2024

100% scholarship + re-location grant 5000€

Your support network

- Whom to contact?
- Support services

Whom to contact?

- **Study advisors and tutor teacher/dedicated teachers** <https://abofi.sharepoint.com/sites/intra-en-study/SitePages/Study-advisors.aspx>
 - Individual studyplan, degree structure, course content, registering for courses, exam results, finishing your degree.
- **Language Center** <https://abofi.sharepoint.com/sites/intra-en-languages-and-communication>
 - Courses in Swedish and Finnish, academic writing, compulsory language check for master's thesis <https://abofi.sharepoint.com/sites/intra-en-languages-and-communication/SitePages/Language-checking-language-response.aspx>
- **Libraries** <https://abofi.sharepoint.com/sites/intra-en-library>
 - Turku: Book Tower, ASA-library (course books), Arken-library
 - Vaasa: Academill-library
- **Student Office**, studinfo@abo.fi
 - Annual registration, transcript of records, enrolment certificate, notification of new address and Finnish ID nr, etc
 - Application process, authentication of original degree certificates, scholarships and tuition fees
- **Career Services** ("Arbetsforum") <https://abofi.sharepoint.com/sites/intra-en-study/SitePages/Career-Services.aspx>
- **ICT-Services**, Helpdesk, helpdesk@abo.fi
 - IT-support, <https://abofi.sharepoint.com/sites/intra-en-ict/SitePages/IT-support.aspx>
 - Usernamn & password <https://abofi.sharepoint.com/sites/intra-en-ict/SitePages/User-ID.aspx>
- **Facilities Services**
 - Keys to access buildings
- **Student psychologist** <https://abofi.sharepoint.com/sites/intra-en-study/SitePages/Study-psychologist.aspx>
 - Difficulties adapting to the new academic environment? Stuck with your studies?
- **Student Union** ("Studentkåren") <https://www.studentkaren.fi/>, kansli@studentkaren.fi
 - Student issues, membership, benefits

If you have questions that you can not find the answer to, you can always send an e-mail to studinfo@abo.fi

Support services

(view from Intranet accessible only with ÅAU credentials)



The screenshot shows the SharePoint interface for the Intra EN website. The top navigation bar includes 'Intra EN', 'Research', 'Teaching', 'Study', 'Faculties', 'Service', 'Employment', 'About us', and 'PÅ SVENSKA'. A red arrow points to the 'Study' menu with the text 'Change the language here'. The main content area is titled 'Study' and features a large image with the text 'The student portal'. Below the image, there are several columns of links and services:

- Plan your studies**
 - Term registration
 - Study planning
 - Study Guide
 - Minor subjects and modules
 - Selecting or changing major subject
 - The academic year and times
 - Study right and duration of studies
 - Transition rules
- Flexible studies**
 - Study abroad
 - Practical work experience
 - JOO-studies
 - Credit transfer
 - Summer studies
 - Open University
- ÅAU life**
 - Study technique
 - Questions on the study tool
 - Guides
 - Examination and assessment
 - Career counseling
 - Changing personal data
 - Keys and bookable spaces
- Participate**
 - Student feedback
 - Tutors
 - Student representatives
 - Student Union
 - Sports
 - Development projects
 - Development projects
- Support for your studies**
 - Whom should I contact?
 - Study advisors and teacher tutors
 - Study psychologist
 - Equality and equal treatment
 - Support in cases of harassment
 - Accessibility
 - Scholarships
 - Rules
 - Study ability and well-being
- Complete your studies**
 - Bachelor's Thesis
 - Master's Thesis
 - Diploma and graduation ceremony
- Language Centre**
 - What language studies do I need?
 - Course information
 - Language tests
 - Language checking and language res...
 - Language consultation
 - Examinations
 - Language Courses for Employees
- After graduation**
 - Career Services
 - Join the alumni network
 - Doctoral Studies

At the bottom of the page, there are contact details for 'FNT: The Faculty of Science and Engineering' and 'The Language Centre'.

**At Åbo Akademi teachers,
professors, tutors and students
are at the same level.**

**Tutors, study advisors, teachers,
etc. are all an active part in your
studies and you should feel free
to go and ask for advice. 😊**



Check List

Survival Guide <https://www.abo.fi/wp-content/uploads/2021/08/SURVIVAL-GUIDE-FINAL-VERSION-2021-2022.pdf>

- Pay the **Student Union membership fee** and the **tuition fee**
- Register as present**
- Get **your e-mail address, username & password** (info at the Student Office)
- Register to your courses** in "Peppi" or according with the instructions given in the course information (studiehandboken.abo.fi)
- Apply for a **student card** at www.frank.fi – activate the Frank App (you'll need a Finnish ID number)
- Get your **library card** (before courses start on week 36 !!)
- Get a HID-key**. Pay at the Web shop (shop.abo.fi), print a receipt, pick up at Facilities Management
- Register with the Population Information System (**DVV**)/registers office – remember to update your personal information at the Student office when you have received your Finnish ID
- Open a **bank account**, specially if you are a scholarship holder with a relocation grant
- Update your address in "Peppi"** and **email your and Finnish ID nr** to studinfo@abo.fi
- Check the **material from the orientation week** at <https://www.abo.fi/en/study/already-in/orientation-course-for-new-international-degree-students-and-exchange-students/>
- Get to know your study advisor and designated teacher**
- Ask your tutor for help and tips!**

Upcoming events

- Study in Turku Fair, 30 August 10:00am-4:00pm
<https://www.turku.fi/en/study-turku/events/study-turku-fair-0>
- Opening of the academic year (registration by 31 August)
 - Vaasa 6 September 12.30 (church service) and 2.15pm (ceremony)
<https://www.abo.fi/en/event/opening-of-the-academic-year-2023-2024-in-vaasa/>
 - Turku 7 September 2:15pm (church service) and 3:30pm (ceremony)
<https://www.abo.fi/en/event/opening-of-the-academic-year-2023-2024-in-turku/>
- Talent Boost pop up
<https://www.abo.fi/en/collaborate-with-us/talent-boost/pop-up-event/#vaasa-pop-up-event-on-the-10th-of-october>
 - Turku 4 October 12:00-3:00pm
 - Vaasa 10 October 12:00-3:00pm



Pure
Love.
Pure
Science.