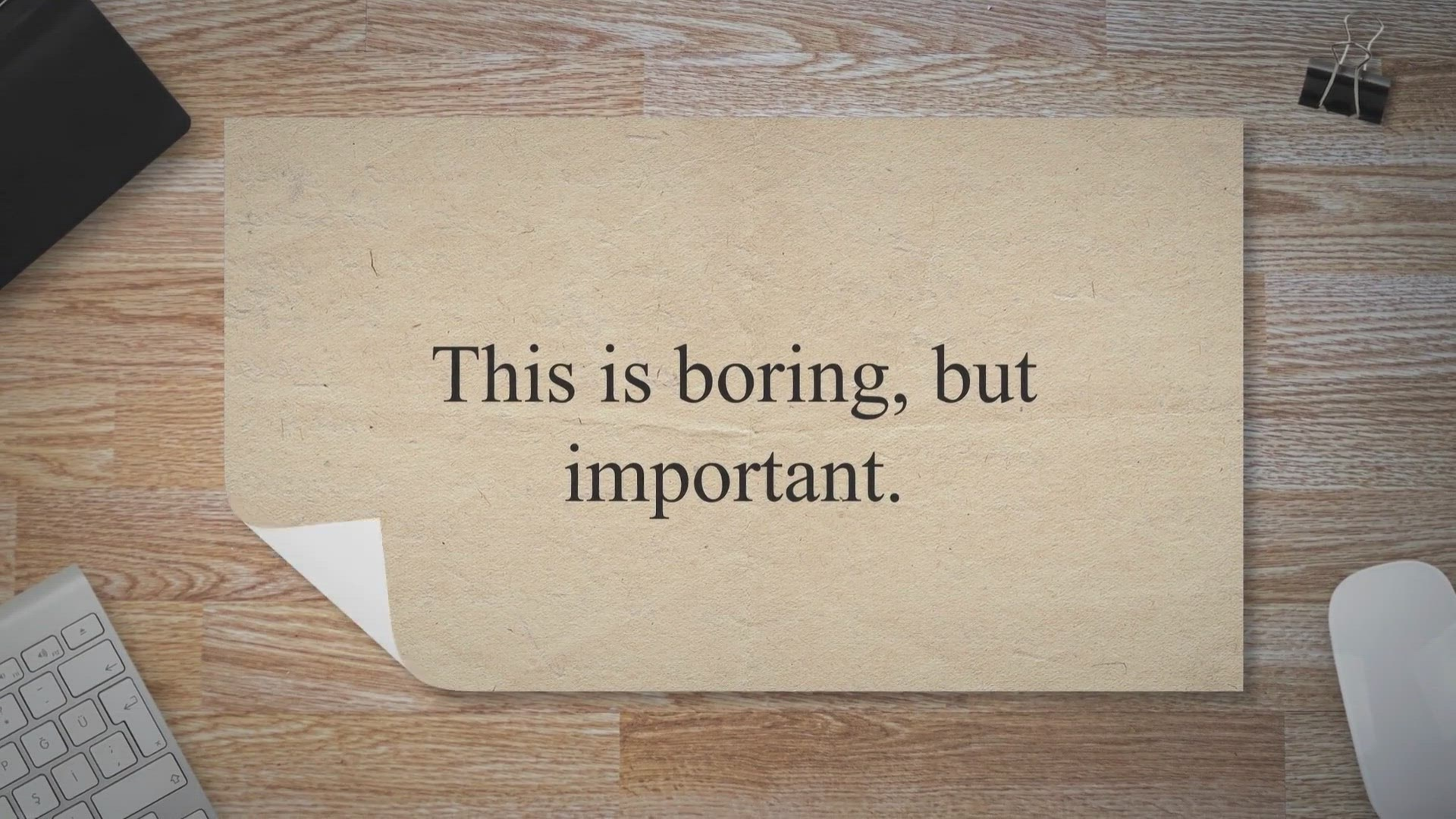


# Academic practices

29.08.2023

Astrid Kalland, International Affairs Coordinator

A top-down view of a wooden desk with a piece of brown paper in the center. The paper has a white corner folded over on the left side. The text 'This is boring, but important.' is printed in a black serif font. In the background, a black laptop is partially visible in the top left, a white keyboard in the bottom left, and a white mouse in the bottom right. A black binder clip is attached to the top right edge of the paper.

This is boring, but  
important.

# The academic year 2023-2024

## Autumn 2023

- Period 1: week 36-43, 4 September – 27 October
- Period 2 week 44-51, 30 October – 22 December

## Spring 2024

- Period 3 week 2-11, 8 January – 15 March
- Period 4 week 12-21, 18 March – 21 May



# Registering for courses

- When you have registered with us we will mark you as present. Only after this you can sign up to courses in Peppi (this might need overnight reload).
- You will find the courses in the Study Guide  
**studiehandboken.abo.fi**
- And register to courses in Peppi  
**student.abo.fi**



**REMEMBER!**

You should **only** enroll to courses in  
peppi that are on your **SIGNED**  
Learning Agreement

**KEEP  
CALM  
AND  
STUDY  
HARD**



# Plan your studies!



- Studiehandboken.abo.fi or <https://studiehandboken.abo.fi/en/courses-for-exchange-students/18105>
- Teachers' contact details are available on ÅA:s website: type in their name in the search field.
- You can also find other important information about courses such as the teacher, the start date and time, number of credits, course code (helpful when searching in peppi) in the study handbook.

# 3 tips for planning your studies

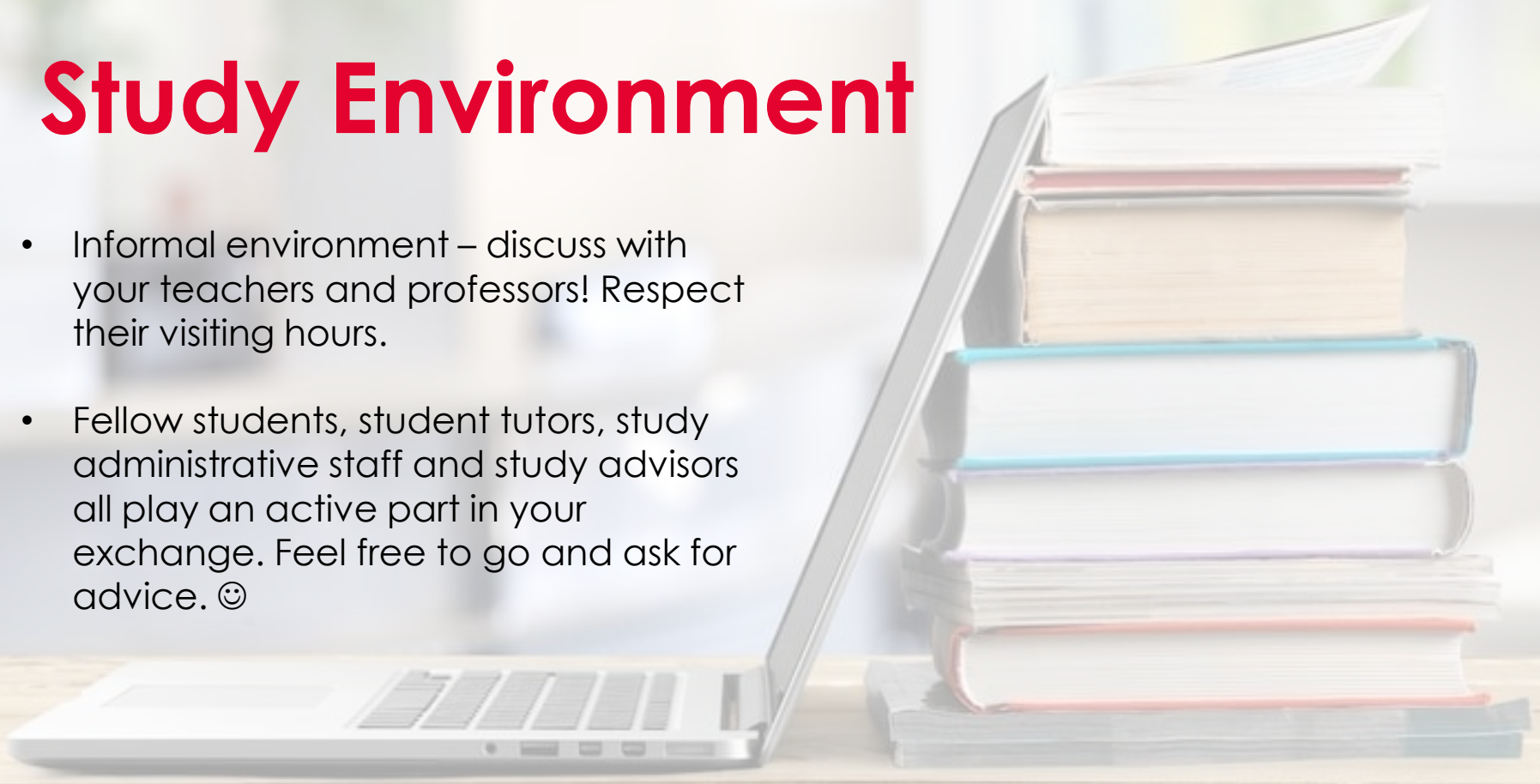
1. Make sure you know what you need to do, when it needs to be done and when you plan on doing it.
2. Divide larger assignments into smaller, manageable tasks
3. When you do study: stay focused and active, take breaks regularly





# Study Environment

- Informal environment – discuss with your teachers and professors! Respect their visiting hours.
- Fellow students, student tutors, study administrative staff and study advisors all play an active part in your exchange. Feel free to go and ask for advice. 😊



# Exams

A course examination can consist of one or more parts:

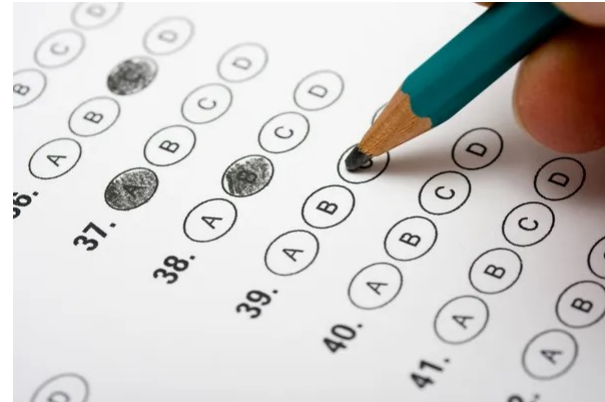
- Written examination
- Essay
- Other course work (presentation)
- Compulsory attendance



# Exams

No set examination periods, but 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 any 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.

# What if i fail?

- Usually, students get two possibilities to retake the examination.
- This is not a subjective right! Please see the examination schedule for your course/ ask your teacher.
- Note that in order to take an examination you must be registered as present.

# Study rights!

- All course work must be finished by the end of your semester Autumn 2023.
- 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.



# Examination rules

- Arrive on time! Students arriving more than 15 minutes late are not allowed to take part in the examination.
- 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.
- 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).

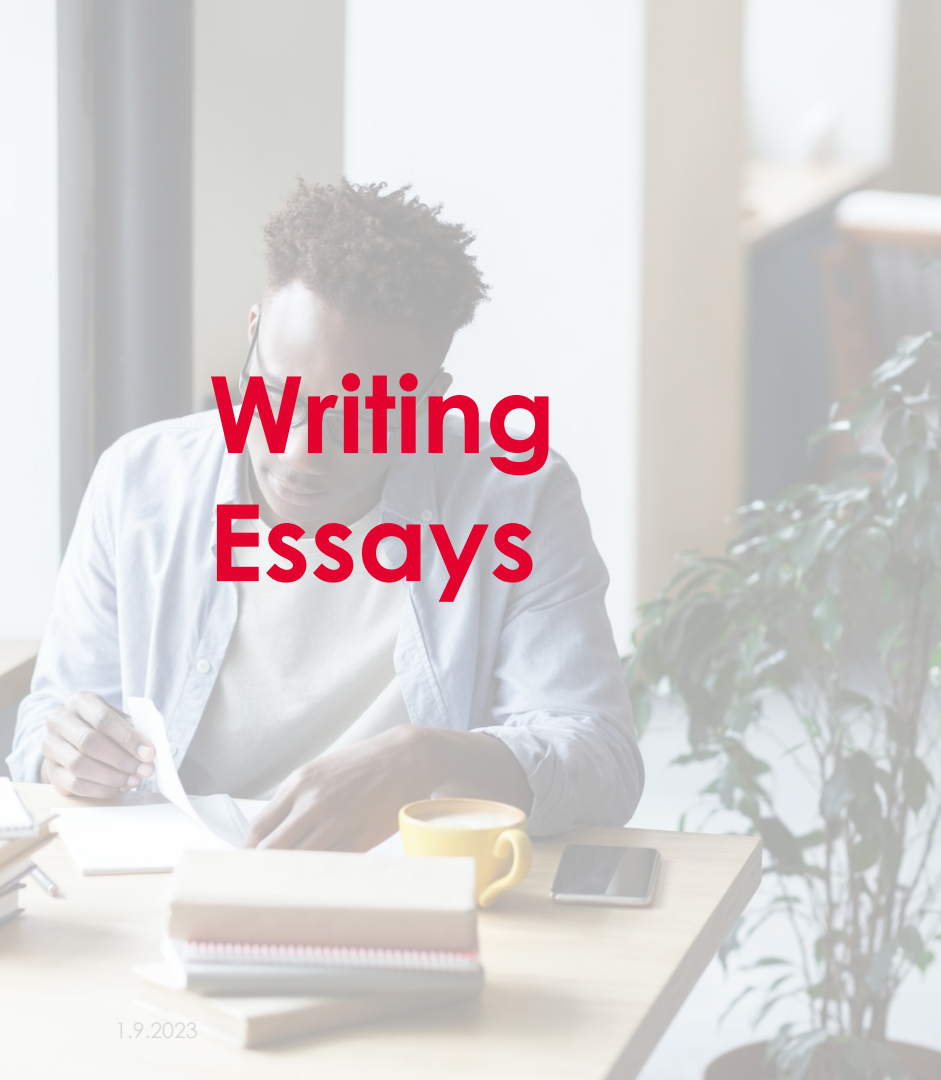
# More examination rules

- You can start answering your exam when all examinees have received their exam.
- You may not leave the examination until 30 minutes after the examination has started.
- A short visit to the toilet is allowed after the examination has begun. You should always ask the supervisor for permission.
- All communication between students during the examination is forbidden.

# Even more examination rules

- Mobile phones and equivalent electronic equipment must be turned off and should be placed in a given place near the entrance of the examination room.
- Make sure that everyone has the peace and quiet required for writing an examination.
- The examination must be handed in to the supervisor at the latest when he/she announces that the examination is over.
- All 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!





# Writing Essays

- 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.

# Plagiarism

DO NOT CHEAT OR PRESENT  
OTHER'S TEXTS OR IDEAS AS YOUR  
OWN!!

- It is against the university regulations to plagiarize.
- **Plagiarism is the most common form of cheating**, most students who are caught cheating have plagiarized. Usually, they have **copied parts of or entire reports** from the Internet or **Chat GBT**.

# Plagiarism

DO NOT CHEAT OR PRESENT  
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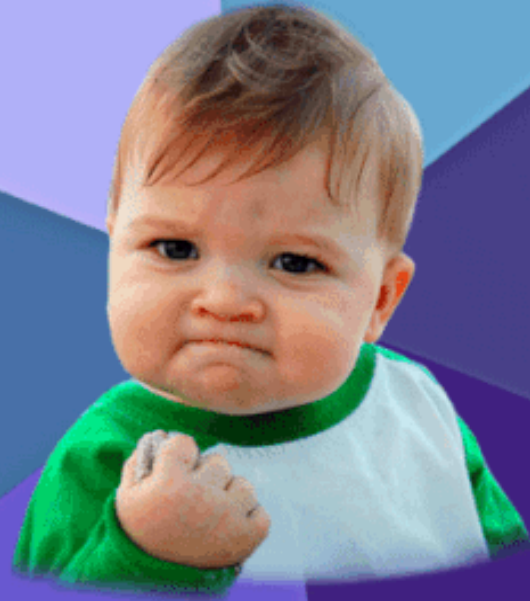
- Åbo Akademi University has procedures for handling cases of Plagiarism. A confirmed case of plagiarism can lead to a warning or in serious cases even suspension from the university for a specified time.
- Åbo Akademi University uses software for detecting plagiarism in essays.
- Please ask the teacher for advice if you are unsure of the rules!

# 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.**
- 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 plagiarizing 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.



**EXAMS COMPLETED!!!**



**NOW NOBODY CAN STOP ME**

memecrunch.com



# Results & grades

- Posted in Peppi
- **Failed courses are not listed on your transcript of records.**
- Do not ask teachers for separate certificates!

# Transcript of records

- **Not sent to you automatically – You need to order them!**
- You will be sent a link at the end of your exchange studies.
- Please note that this can take up to 2 months.
- We will send a digital copy to you and your home university coordinator, and the original copy to your home coordinator.
- 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



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

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.
- **Percentages of completion are not listed in the transcript, nor are comparisons to the other students!**





**KEEP  
CALM  
AND  
ENJOY YOUR  
STUDIES**



The beautiful thing about  
learning is nobody can take it  
away from you.

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B. B. KING