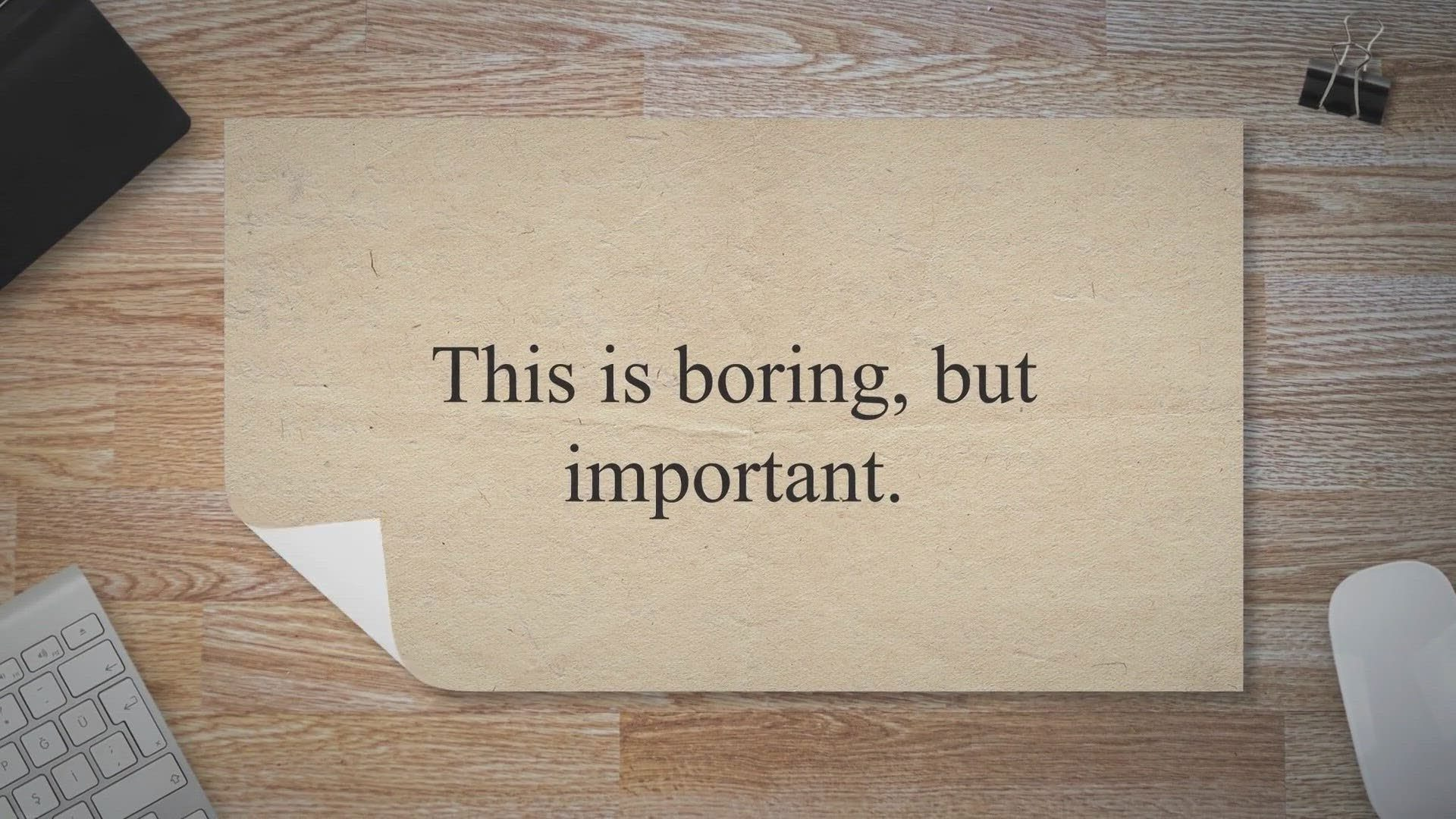


Academic Practices

Katie Fagerström – International Affairs Coordinator
05.01.2026

A piece of brown, textured paper is placed on a light-colored wooden desk. The paper has a folded bottom-left corner, revealing a white underside. The text "This is boring, but important." is printed in a black, serif font, centered on the paper. In the background, a black object is in the top-left, a silver keyboard is in the bottom-left, and a white mouse is in the bottom-right. A black binder clip is in the top-right corner.

This is boring, but
important.

The academic year 2025-2026

Autumn 2025

- Period 1: week 36-43, 1 September – 17 October
- Period 2 week 44-51, 20 October – 23 December

Spring 2026

- Period 3 week 2-11, 5 January – 13 March
- Period 4 week 12-21, 16 March – 22 May

Registering for courses

- When you have registered with us we can mark you as attending in peppi. Only after this can you enroll to courses in Peppi.
- 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

Plan your studies!



- Studiehandboken.abo.fi or <https://studiehandboken.abo.fi/en/courses-for-exchange-students/18105>
- Teachers' contact details are available on the university's website by typing 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.

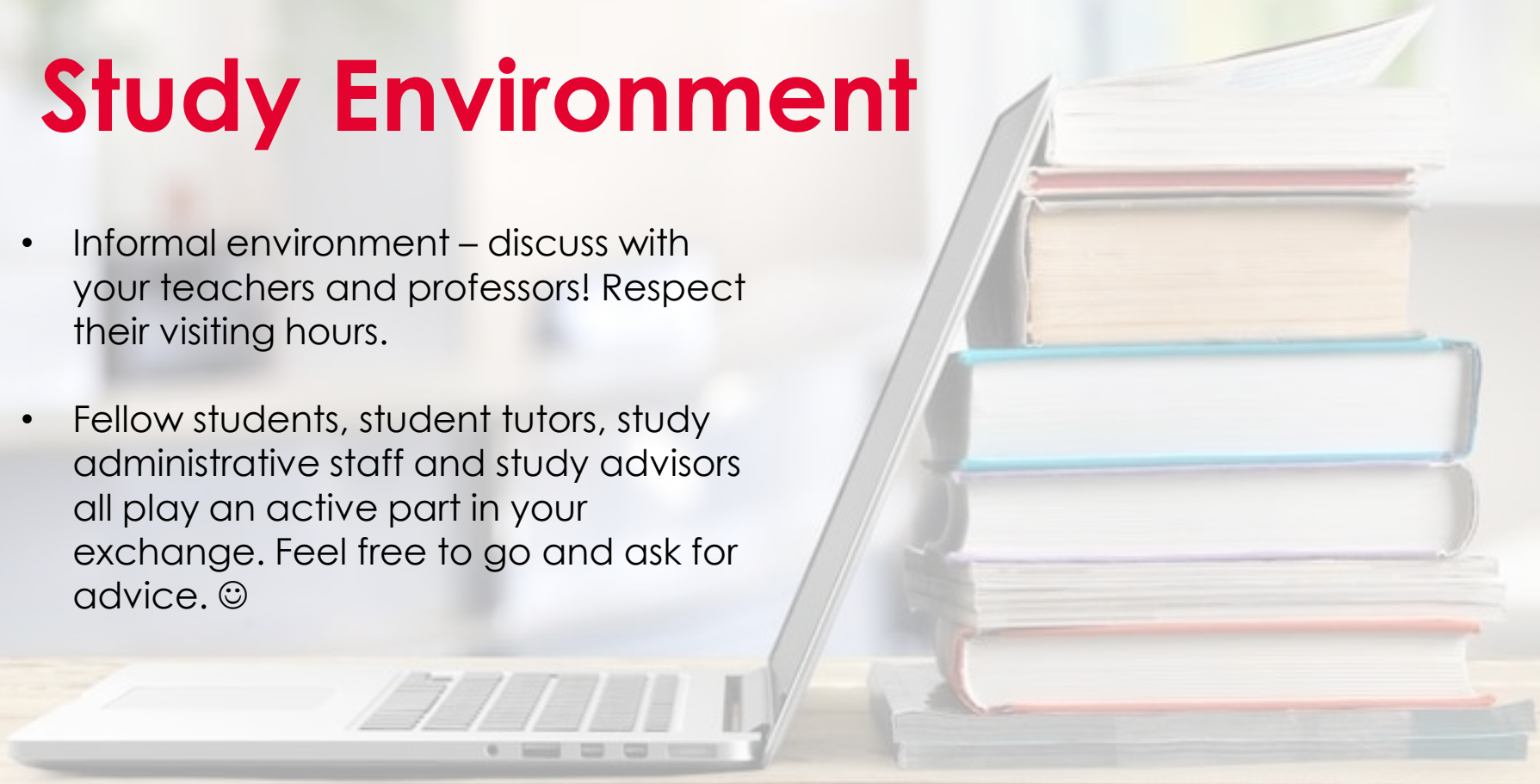
3 tips for planning your studies

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:

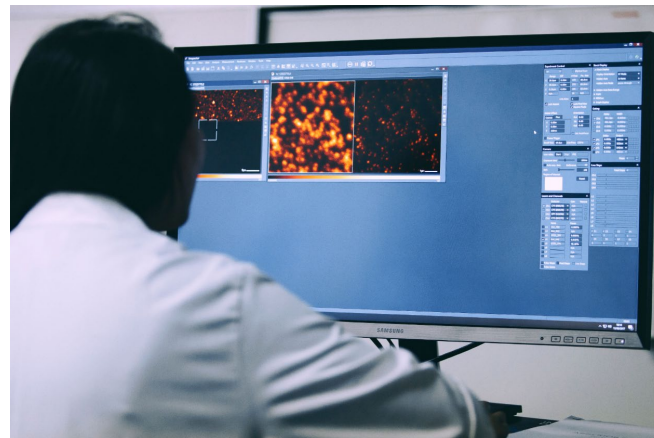
- Written examination
- Essay
- Other course work (presentation)
- Compulsory attendance
- "Active" attendance.



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.
- 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

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 30 minutes after the examination has started.

More examination rules

- A short visit to the toilet is allowed after the examination has begun. You should always ask the supervisor for permission.
- 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!

Even 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 in 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

- 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 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

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

- **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 or **Chat GBT**. 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.

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.

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

- Only **successfully completed courses** are recorded in the student's transcript of records, i.e. *failed courses and courses in progress* are not listed in the transcript.
- All coursework must be handed in **before departure** from Åbo Akademi University in order to ensure that all courses will be recorded in the transcript. **Courses can only be recorded while the student is registered** at the university and teachers are not obliged to assess any late work. The registration for the autumn will be in force until 31 December, and the registration for the spring or the academic year will be in force until 31 July.



Transcript of records

- At the end of the exchange period exchange students can download an official transcript of records from Peppi.
- These documents are digitally verified and confirmable via the website: <https://validator.abo.fi/> and the documents contain a link to the verification website.
- Instructions on how to download the transcript of records can be [found here](#).



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



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



B. B. KING