

Academic practices: A & Q for degree and exchange students

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Please note: change in timetable

- Turku International House
27.8 13:30 ASTRA/Sven

Together with ESN

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Glossary of studying

- Academic year and teaching period
- Studyguide and teaching schedule
- Courses, credits, curriculum, grading scale
- Study plan (Peppi)
- Intranet
- Moodle, Toodo
- Academic integrity

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Academic year and teaching periods

- Period I week 36–43
- Period II week 44–51

- Period III week 2–11
- Period IV week 12–21

Please note: only one break

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Grading scale

- 1-5 or passed
- the university **does not convert** the scale
- the scale is on your transcript of records:

5 (excellent), 4 (very good), 3 (good), 2 (satisfactory), 1 (sufficient), F (failed), Fx (failed, supplementary work required to pass);

GK (pass); GI (good), NI (sufficient);

laudatur, eximia cum laude approbatur, magna cum laude approbatur, cum laude approbatur, non sine laude approbatur, lubenter approbatur, approbatur
with laudatur being the highest grade.

- only the courses that you have passed are on the TR

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Paying the Student Union fee

- **69€** for the entire academic year
- **34,50€** for the spring semester
- [Payment details](#) in info package in your email
- Membership benefits!

Download the [Frank app](#) or the [Tuudo app](#) to get your electronic student card!

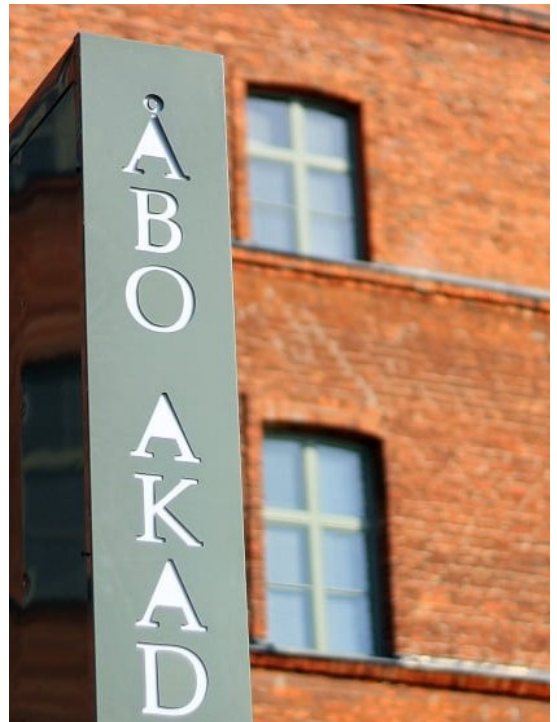
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Registration + keys

-username, password and e-mail

The key can be collected/returned to the Facilities Management in Astra, Porthansgatan 3. Use the entrance opposite the *Ett Hem* museum (on the short side facing Biskopsgatan). Opening hours: weekdays 9am–12pm and 1pm–3pm.

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Planning studies & study guidance



- Academic tutors: professors, teachers
- Study advisors
- Student tutors
- More information at:
<https://abofi.sharepoint.com/sites/intra-en-study>

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The study guide

- <https://studiehandboken.abo.fi/en/starting-page/64087?period=2024-2027>
- **Has all the information about the courses: content, teacher/s, prerequisites and timetable**

FR00CC31-3006 Refugee Law

Teacher
Stephen Phillips

Email:
first name.last name at abo.fi
stephen.phillips@abo.fi

- **Structure for the programme (look at Master's programmes)**
- **Courses for Exchange students**

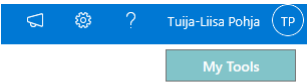
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Peppi



- You can access Peppi at the following link:
- <http://studie.abo.fi>
 - ÅAU username (short) and password
- OR
- Via the intranet:
 - intra.abo.fi -> login
 - My Tools (top, right)
 - Peppi for students



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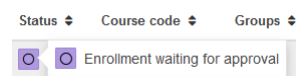
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Peppi



Peppi = study planning tool at Åbo Akademi University

- **Enroll** to courses
 - My Study Plan – Enrollments – Search for courses
 - Do not worry about the approval of the course, few teachers use this feature
- **Grades**
- Enroll to exams
- See your **schedule**
 - Calendar, Room reservation
- Update your contact information
 - Profile, settings
- **Download** – E-Certificates
 - Study Certificate
 - Transcript of records



1.
2.
3.

🟢 Enrollment saved!

Enrollment saved for the course version

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Remember:



- **Enroll to your courses immediately (as soon as possible)**
 - Please only enroll to courses that have been endorsed and are on your signed LA
 - Still possible to change courses on your LA one time during the semester
 - If you have problems with Peppi and enrolling to your courses, send us an email at exchange@abo.fi
- Enrollment period over? ➡ Email the teacher.
- Enrollment period not started yet? ➡ Remember to enroll when enrollment starts.
- Set up your TUUDO app so you can easily see your schedule
- Check your Åbo Akademi University email regularly – if you forward your emails to your home university email – **check spam folder!**

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MOODLE

www.abo.fi/en/study/moodle/

- At Åbo Akademi University we use the learning platform [Moodle](#), where you will find the assignments and course material for most courses.
- Submit assignments, receive comments, feedback, grades
- You need to be registered for the course in Peppi before you can access the course pages in Moodle
- Usually you also need to register for the course in Moodle separately – **course key** will be given by the teacher when the course is available for you to access

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TUUDO

- [Tuudo is an app](#) for students and your everyday studies.
- In the app you can see your class **schedule**, **enroll** to courses, **library**, check the student restaurant **menus**, check how to get around the city, and much much more.
- **TUUDO is best to check your class schedule and have it on your phone.**
- <https://www.tuudo.fi/en/for-students/>

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Download Microsoft Authenticator to your phone

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Intranet



- intra.abo.fi
 - Information about ÅAU and studying here
 - Requires login (long username: firstname.lastname@abo.fi):
 - [News](#) from ÅAU
 - Help and guides
 - [ICT](mailto:helpdesk@abo.fi) (helpdesk@abo.fi)
 - Microsoft Office 365-package
 - My Tools (shortcuts):
 - Email, Peppi, lunch menu, Zoom, Teams etc etc...
 - Edit to choose your own shortcuts

My Tools

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Registration with the authorities: DVV



All exchange students must obtain a Finnish personal identity code

- Exception: most students with a **residence permit already have a Finnish ID code** on the backside of the residence permit card. A personal identity code is a number sequence with 11 characters, formed on the basis of one's date of birth and gender.
- The code is mandatory for our university systems

How to apply?

1. Register at Åbo Akademi
2. Complete an online application form (link in info package)
3. Visit DVV to prove your identity



VISITS: 16.9, 21.9

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Health services



- **Important: Exchange students are not covered by FSHS** (Finnish Student Health Service). FSHS serves only degree students in Finland.
- Citizens of EU/EEA/EFTA: You can use public health care for medically necessary treatment provided by the Wellbeing Services County of Varsinais-Suomi (Varha); bring a valid European Health Insurance Card (EHIC) and ID
- Citizens of other countries: Use private clinics and your private health insurance for medical care

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Academic ethics and integrity

- **fair and equal treatment** of fellow members of the community
- taking **responsibility** for one's own studies
- **respecting** the work of other people
- observing established **ethical principles and practices** in research
- **acting responsibly in groups** and other forms of collaboration
- **completing assignments within set time** limits
- informing others about unforeseen circumstances that affect them

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Academic ethics and misconduct

Plagiarism

Cheating

Misuse of artificial intelligence

- **Turnitin:** program used to detect plagiarism
- Generative AI in teaching:
<https://abofi.sharepoint.com/sites/intra-en-teaching/SitePages/AI-in-teaching.aspx>
- More information at:
<https://abofi.sharepoint.com/sites/intra-en-teaching/SitePages/Dealing-with-academic-misconduct.aspx>

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Summary

- Study plan, course and exam registration =
PEPPI → TUUDO
- Studyguide: course information, schedules
→ TUUDO
- MOODLE: platform for course material
- Intranet intra.abo.fi : information

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QUESTIONS?

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