WELCOME TO ÅBO AKADEMI UNIVERSITY ÅBO CAMPUS!
Master’s Degree Orientation
2018

Åbo Akademi University

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• In 1155 King St. Erik of Sweden, made Finland a dominion of his kingdom.

• 200 years ago Finland was a part of the mainland of the Swedish Kingdom and Åbo was its capital.

• 100 years ago Sweden lost to Russia after the 1808-1809 war and the capital was moved from Åbo to Helsinki.

• Independent 6.12.1917.

http://www.discoverfinland.fi/
• Åbo is the oldest city in Finland. In 2014 Åbo celebrated her 785th birthday.

• The Swedish name Åbo refers to the first settlers by the river, the "å".

• The Finnish name Turku probably originates from a Slavic word "turg" - meaning a market place.
Åbo Akademi University (ÅAU)

- Founded 1918
- Swedish-language university
- Two main campuses: Åbo and Vasa
- Multi-disciplinary university, 4 faculties
  - Faculty of Arts, Psychology and Theology
  - Faculty of Social Sciences, Business and Economics
  - Faculty of Natural Sciences and Technology
  - Faculty of Education and Welfare studies (located in Vasa)
- Today 7,000 students, over 1,000 international students
- Rector: Professor Mikko Hupa
Finnish educational system

- Students' opportunities to progress from one level of education to the next is safeguarded by legislation.

- Universities, which are academic or artistic institutions, focus on research and education based on research. They confer bachelor's, master's, licentiate and doctoral degrees.

- Polytechnics offer work-related education in response to labour market needs. A polytechnic degree requires 3.5 - 4.5 years of full-time study.

- The welfare of Finnish society is built on education, culture and knowledge.

http://www.minedu.fi/OPM/Koulutus/koulutusjaerjestelmae/?lang=en
The Master’s degree

The studies leading to the higher university degree require 120 credits and may include:

1) Basic-, intermediate- and advanced studies
2) language and communication studies
3) interdisciplinary studies
4) other studies and
5) relevant internship
The university decree stipulates that the Master’s degree should be completed in **two years**.
- Students may exceed this time with two years
- Students may also apply for an extension to complete the degree
- In addition students can register as absent for 2 terms (one academic years). NB! when registered as absent, you are not a member of the student union

**Note**
- requirements for renewing the residence permit: 45 cr/years
- Requirement for scholarship: 55 cr/year
  - Scholarships are granted for two years, however, the second year is conditional depending on the progress of the studies

Student's can not be registered as absent during their first year.
Already in?

Start your studies
Information for new degree students

Plan your studies
There are many possibilities to make the studies at Åbo Akademi University flexible with good planning

Flexible studies
Several flexible study possibilities are offered at Åbo Akademi University both to our degree students and to anyone interested in our studies

Student wellbeing
For you to be successful in your studies, it is important to feel good

Career Services
Support for looking for a job, career planning and internship matters offered to students at AAU and newly graduated alumni

Finish your studies
All good things must come to an end...

Startup Åbo
Startup Åbo is Åbo Akademi’s entrepreneurship community. Our aim is to support, serve and encourage students, researchers, teachers and alumni in developing entrepreneurial skills and

Registration
- for first year students

- 1 – 31 August 2018
- Education Services, Gripen, Tavastgatan/Hämeenkatu 13, 1st floor
- Bring:
  - ID, preferably passport, including your residence permit if you are not an EU-citizen
  - Receipt of paid student union fee
  - Receipt of paid tuition fee if you are liable to pay
  - Original degree certificates and transcripts for inspection
- Update your information with your personal identification number!
- Term registration information is sent to your abo.fi email address every summer
Academic Year 2018-2019

- Academic year 1 August – 31 July
  https://www.abo.fi/en/study/academic-year/

- Four teaching periods:
  - Period I  1.8 – 28.10
  - Period II 29.10 – 21.12
  - Period III 7.1-17.3
  - Period IV 18.3 – 26.5
  - Summer period 27.5-31.7
Courses

- Regular courses
  - lectures
  - Seminars
- Self-study courses
  - contact the person responsible for the course
- Intensive courses
- Online courses
  - Learning platform Moodle
- Courses at other universities through the Joo-agreement

http://studiehandboken.abo.fi/en/welcome/18115
An agreement on the right to take courses at other Finnish universities. The courses may be subject to fees which the home university must pay. Therefore a study plan must be approved by the faculty.


Always check if there are deadlines you need to follow.

Students studying in a joint programme should check with their programme how to register for courses given by partner universities (Biomedical imaging, IT/Embedded computing, PEACE).
Individual study plans, course registration and registration for examination

- All students are **required** to make an individual study plan and the study plan must be approved.
  - Course registration
  - Registration for examinations

- Electronic study advising system Min Plan => “Peppi”

- Read instructions for registration in the course description or course schedule – or ask your tutor!

- **N.B. Important to go to the first lecture or course meeting!**
Examination

- Register according to the instructions (at least 8 days in advance)
- **N.B. No set examination periods**
  - Last day of the course / Specific examination day / General examination day
- A course examination can consist of one or more parts: Written examination, essay, other course work
- Usually two possibilities to retake the examination, however this is not a subjective right!
- Before attending an examination, find out about how the examination is carried out, and what rules apply. Make sure that you understand the rules. **If you are unsure, discuss with your teacher or other staff before the examination.**
Facts regarding examinations

- [Link](https://oldwww.abo.fi/student/en/regler)
- Arrive in time for the examination!
- Remember to write your name and student number on every document/paper you hand in at the examination.
- Remember the following:
  - All communication between students during the examination is prohibited.
  - 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 first 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 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 beforehand).
- Students arriving more then 15 minutes late are not allowed to sit for the examination.
- 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
- The examination must be handed in to the supervisor at the latest when he/she announces that the examination is over.
- A 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!**
In general

- 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. All forms of **plagiarism**, e.g. copying from the sources without proper indication is regarded as falsification which leads to repudiation

- please ask the teacher for advice if you are unsure of the rules!
Rules for examinations and essays

The rules concerning examinations and essays are set out in the University Law and the regulations of each university.

Violation of these rules is considered a serious offence and will result in failure to complete the course in question, a warning by the Rector, and in serious cases, suspension from the university.
Plagiarism

- Plagiarism= definition: to ”take (the work or idea of someone else) and pretend it is one’s own” (The Oxford Dictionary of Current English, 2001).

- It is against the university regulations 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 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!
Checklist for writing essays

- Make an outline
- Start writing early
- Make notes. **Be clear about quotations in your notes** in order to avoid plagiarising later by mistake when writing the actual essay.
- Be clear about whose **ideas and arguments** you are presenting in the essay, are they *your own, or do they belong to someone else?* Use a clear system for referencing.
- Use a dictionary and a thesaurus.
- Make a **bibliography**.
- General points to remember:
  - Assignments must be typed
  - Check your spelling (use spell-check), and proofread your work before handing it in
  - Write your name, your student number, the name of the course and the date on the assignment.
- Plagiarism can be avoided simply by using the **academic system for reference.**
Results

- Posted on notice boards, Moodle.
- Registered in computerised study register
  - Min Sture
    https://oldwww.abo.fi/stodenhet/minsture
- Transcript of records
Credits and grades

- **Studiepoäng (sp) = credits (cr)**
- 25-27h = 1 cr = 1 ECTS
- Full course load 60 credits per year equals 1 600 hours of work

- **Grading system (ECTS)**
  - A (5) excellent
  - B (4) very good
  - C (3) good
  - D (2) satisfactory
  - E (1) sufficient

  - Courses also graded pass/fail

- **Thesis grading scale**
  - Laudatur – Approbatur
  - exception Department of Chemical Engineering A(5)-E(1))
Support services

- Student Union
- Student psychologist
- Career Services “Arbetsforum”
- Language Center
  - Courses in Swedish and Finnish
- ICT-Services
  - Unnamed & password
  - Computer facilities
- Libraries
  - Main Library “The Book Tower”
  - Course books - ASA Library
Questions about your studies?

- **Content of studies, course content, registering for courses:**
  - Head of Academic affairs and/or Study Advisor
  - Dedicated teacher/teacher tutor (“Egenlärare”)
  - Student tutors
  **Where?** At your academic department/Study Advisors at your Faculty Office.

- **Degree structure, completed courses, results, finishing your degree:**
  - Faculty office (“Studiekansliet, fakultetskansliet”)
  - Head of Academic Affairs (“Utbildningschef”) or Study Advisor (“Studierådgivare”)
Other questions

- Annual registration (from 2nd year onwards), transcript of records (STURE-utdrag), enrolment certificate, notification of new address:
  - Education Services ("Utbildningsservcie, Studentexpeditionen")

- Application process, admission letter etc. inspection of original degree certificates.
  - Education services
  Where? Gripen 1st floor, Tavastgatan 13

- Student issues, membership, benefits:
  - Student Union ("Studentkåren")
Other study-related questions?

If you have questions that you can not find the answer to, you can always send an e-mail to studinfo@abo.fi. The staff at Education Services will read the e-mails and make sure you get an answer to your question.
Checklist – TO DO

- Pay the **Student Union membership fee**
- **Register as present** at Education Services, Gripen, Tavastsgatan, 1st floor
- Get your **e-mail address, username & password** at ICT-Services, ASA, Fänriksgatan 2B, 1st floor (wait 2 days after registering as present before going to ICT-Services)
- Get your **library card** (before courses start on week 36 !!)
- **Register to your courses** in MinPlan or according with the instructions given in the course information
- **Get a HID-key**
  - Pay at the Web shop (shop.abo.fi), print a receipt, pick up at Facilities Management, Gripen
- Register with the Population Information System – **Personal Identity Number**, remember to update your personal information at the Student office
  - The Registers Office will visit ÅAU on 31 August 9am-12 & 1-4pm
- Apply for a **student card** at [www.frank.fi](http://www.frank.fi) – activate the Frank App (you’ll need a Finnish social security number)
- Open a bank account, specially if you are a scholarship holder with a scholarship for living expenses
- **Residence permit issues, municipality of residence** (check the Survival guide!)
- **Change of address**
  - through the Internet [http://web.abo.fi/aa/adress/index_english.html](http://web.abo.fi/aa/adress/index_english.html) or
  - at the Education Services
- Check the **material from the orientation week** at [http://www.abo.fi/student/orientation_material](http://www.abo.fi/student/orientation_material)
- Find out as much as possible about the university, the area where you are living and the Finnish culture (academic as well as social) – ask your tutor for help and tips!
Thank you for your attention