

Welcome to Åbo Akademi University!

Support Services & Rector's Greeting

27.08.2024

Jessica Nylund, Coordinator, Admissions Services

28.8.2024

Welcome to ÅAU's Orientation week



- Orientation week programme on our webpage: Study with us -> Already in -> Start your studies -> [Orientation week](#) >>
- Important that you participate in all sessions
- Use the opportunity to ask questions - > your tutors are here to help you
- Q&A session on Friday at 2.30 pm here at Kåren (write down questions that come up during the week)
- Learn to know the staff at your programme – check the programme specific times in the orientation week's programme

Whom should I contact?



**Student Service Desk (Gripen)
or
Faculty Office (Study Advisors)?**

Student Service Desk

The central Student Service desk ("Gripen") can assist you with e.g.:

- Tuition fee scholarships (waivers)
- Tuition fee payments
- Study register – Enrolling as present/absent
- Verification of educational documents

...and so on

Student Service Desk

"Gripen" (name of the building)

Address: Hämeenkatu 13

E-mail: studinfo@abo.fi

Service desk open August 26th – August 30th, **9 – 12 am & 1-3 pm**

After August 30th, weekdays **9 – 12 am (Monday-Friday)**

Please do not send your email to multiple addresses, only one
studinfo@abo.fi.

Rebecca Mattbäck, (Project Coordinator)

Mirka Laakso, (Study Secretary)

Alexandra, aka Sanna (intern)

Faculty Offices

The Faculty Office (programmes' Study Advisors) can assist you with e.g.:

- individual and preventive guidance
- planning of studies
- change of main subject
- legal protection of students
- including, compensating and replacing studies
- finalising studies and completing the degree
- questions regarding accessibility

Faculty Offices

Contact information of study advisors:

- The Faculty of Arts, Psychology and Theology: fhpt-studieradgivare@abo.fi
The Faculty of Science and Engineering: fnt-studieradgivare@abo.fi
- The Faculty of Education and Welfare Studies: fpv-studieradgivare@abo.fi
The Faculty of Social Sciences, Business and Economics, and Law: fsej-studieradgivare@abo.fi
- <https://www.abo.fi/en/study/already-in/plan-your-studies/study-advisors/>

Coming up...

- The Academic Year
- Registration and enrolment (+ verification of educational documents)
- Activating your ÅAU Login credentials
- Registration at the DVV (Digital and population data services agency)
- Student Keys
- Support Services – ÅAU Intranet
- Scholarships (tuition fee waivers)
- Study planning, study environment and exams

The academic year 2024-2025

The academic year begins **1 August** and ends **31 July**.

The academic year is divided into two terms: **The autumn term**
and the spring term.

The autumn term	1.8–31.12
The spring term	1.1–31.7

Teaching periods:

Each term of the academic year is divided into two periods.

Period I	week 36–43
Period II	week 44–51
Period III	week 2–11
Period IV	week 12–21

Registration and enrolment



Remember!

**Deadline to enrol as present is 30 August 2024
at 3 pm (Helsinki time)!**

Registration and enrolment



In what cases do I need to visit the Student Service desk (Gripen)?

Registration

If you have identified yourself online **with Suomi.fi e-Identification (e.g. Finnish banking codes)**, you do **not need to register** at the Student Service Desk

In other cases, please visit Gripen to register

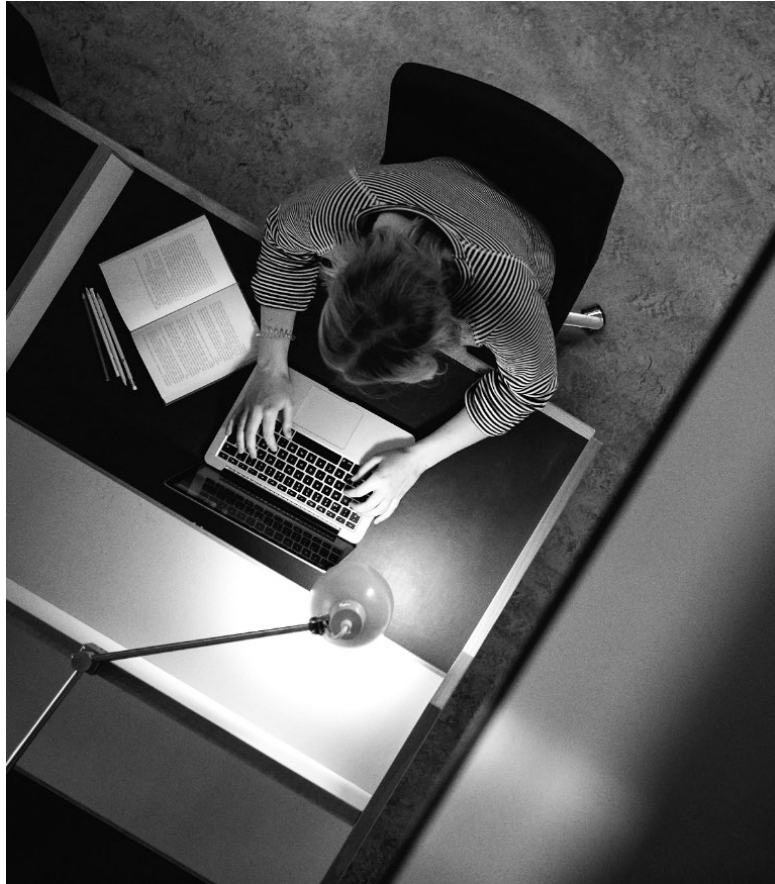
-> REMEMBER TO BRING WITH YOU

- ID (ID-card, passport, residence permit)
- Receipt for the Student Union fee. (If paid with online banking, the receipt should have the filing number/archive code written on the receipt)
- Receipt for your tuition fee, if you are liable to pay it
*Note that if you are liable for a tuition fee, you need to pay that before enrolling. Instructions for paying the tuition fee can be found in your admissions letter.

Verification of educational documents

If you have been asked to send certified hard copies or the verification has been done electronically, you do not need to bring the original documents for verification.

If you still have not verified your educational documents, please visit us at Gripen to verify the documents.
Questions about verification: admission@abo.fi



Login credentials

- If you have Finnish banking codes, you can activate and access your AAU credentials at the Self Service
<https://selfservice.abo.fi/auth/login>

- **If you DO NOT have Finnish banking codes**

1. Have you already enrolled as present for the academic year (term)?

-> Visit Gripen to pick up your login credentials

2. Haven't enrolled as present yet? (**Deadline August 30th!**)

-> enrol as present at the Student Service Desk (Gripen).

You will then need to wait 2-24h for data transfer before you can pick up your username & password (from the Helpdesk or the Student Service Desk.)

[More info on our web.](#)

Registering your stay in Finland

Registration is done at DVV
(short for the Digital and
Population Data Services
Agency).

Address: Itsenäisyydenaukio 2, 20800 Turku

- 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.

Pop up appointments have been booked (upcoming appointments :
**September 17th and 18th at 9-12 & at 13-15) - ask your tutor when you
should go**

Bring with you:

- A valid passport
- Certificate of attendance (Student desk or email studinfo@abo.fi)

The pop-in occasions are meant for students only. If you have family members who want to register, you should book a 15 minute appointment per person if you have already filled in the electronic application for your municipality of residence in advance (and have already received a Finnish ID number) <https://dvv.fi/sv/hemkommun/tredjeland> .

For family relationships (marriage, parenthood) you should book a 30 min appointment <https://dvv.fi/sv/abo> (or more if you have many cases to register). These 30 min times are also good to book if you have not yet received a Finnish ID number from Migri.

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).

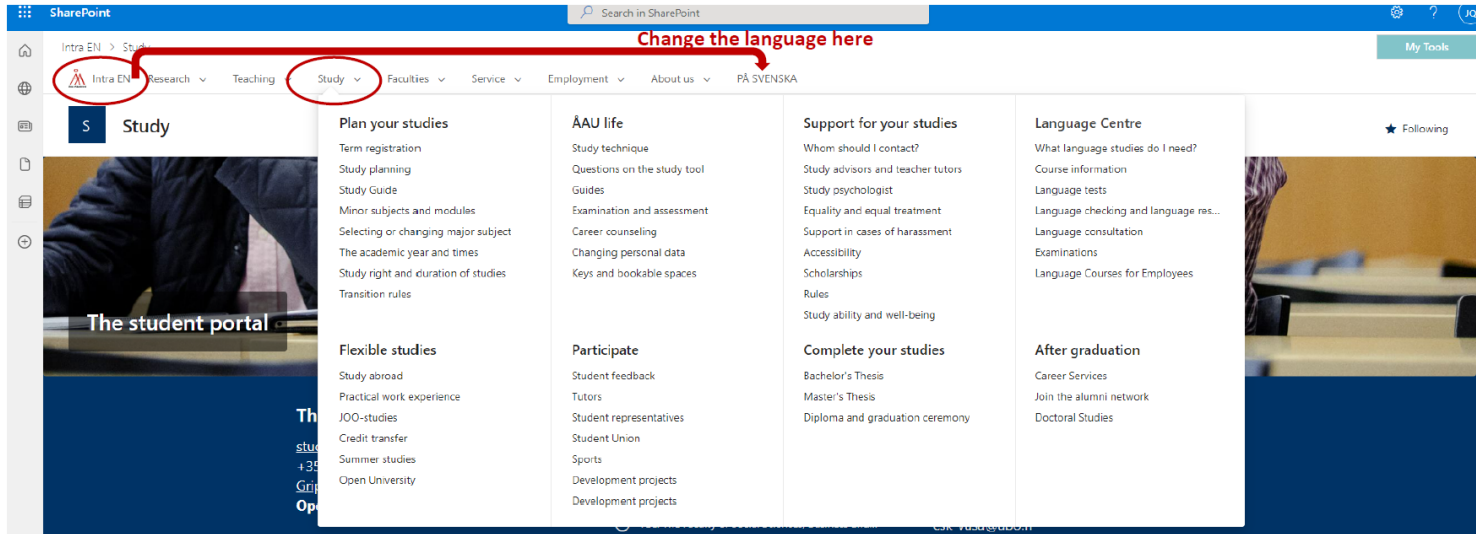
Student Keys



- You will need keys to access our buildings.
- **How do I get a key to the buildings?**
*You order the key and then pick it up from Facilities management office (Gripen, Hämeenkatu 13) the following day. [For more information, see the intranet \(requires login\).](#)
- Across the Student Services at Gripen, same building and floor

Support services

(view from Intranet accessible only with ÅAU credentials)



The screenshot shows the SharePoint Intra EN website. A red arrow points to the 'Study' menu item in the top navigation bar, with the text 'Change the language here' above it. The 'Study' menu is expanded, showing a list of services including 'Plan your studies', 'Flexible studies', 'Participate', 'AAU life', 'Support for your studies', 'Complete your studies', 'Language Centre', and 'After graduation'. The 'Language Centre' section includes links for 'What language studies do I need?', 'Course information', 'Language tests', 'Language checking and language res...', 'Language consultation', 'Examinations', and 'Language Courses for Employees'. The 'After graduation' section includes links for 'Career Services', 'Join the alumni network', and 'Doctoral Studies'. The page also features a 'My Tools' button in the top right corner and a 'Following' section on the right side.

<https://abofi.sharepoint.com/sites/intra>

Tuition fee scholarships

- The **Finland scholarship** (also called the **100 % tuition fee scholarship, waiver**) is granted only once in connection with the admission to ÅAU. Conditional and valid for two years. -> Agreement must be signed, You will get an email about the scholarship and when you can come and sign it.
- All students are entitled to apply for [general student scholarships during their studies >>](#).
- Everyone else is granted an **80 % tuition fee waiver**, valid throughout the whole study time (including possible extension)
- No upgrades after the studies have started
- [Read more about our tuition fee scholarships \(waivers\) here >>](#)

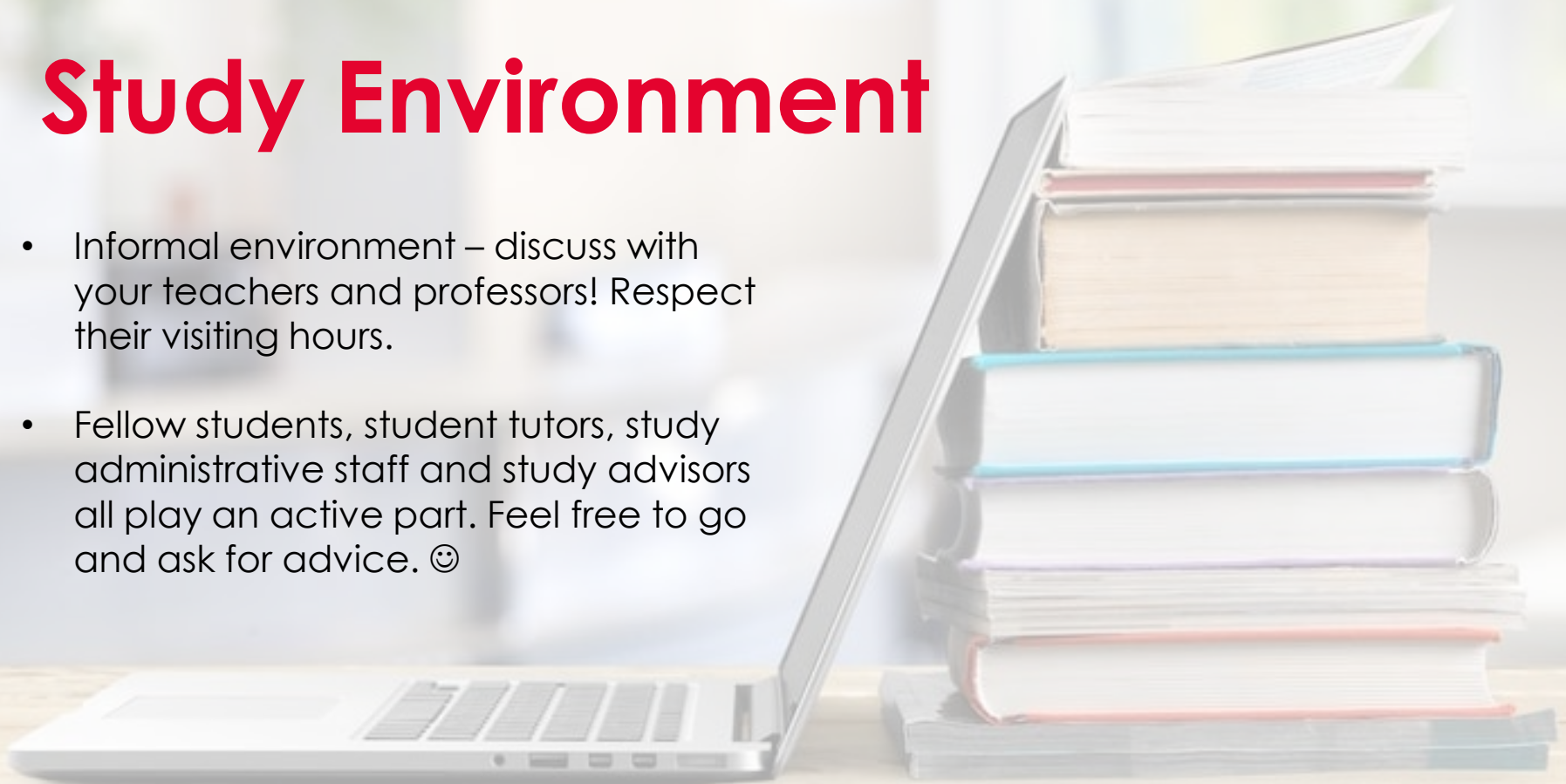
Plan your studies!



- Studyguide:
<https://studiehandboken.abo.fi/en/masters-programmes/13552?period=2024-2027>
- 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.

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. Feel free to go and ask for advice. 😊



Flexible studies

- <https://abofi.sharepoint.com/sites/intra-en-study/SitePages/Flexible-studies.aspx>
- Cross studies / "Joo studies"
- Summer studies
- Open University

[This Photo](#) by Unknown Author is licensed under [CC BY-SA-NC](#)

Exams

A course examination can consist of one or more parts:

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



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!

- If you are unsure about anything concerning the examination, (rules, form of examination etc.) please discuss with your teacher or other staff at the faculty 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
OTHER'S TEXTS OR IDEAS AS YOUR
OWN!!

- 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.





Results & grades

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

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**