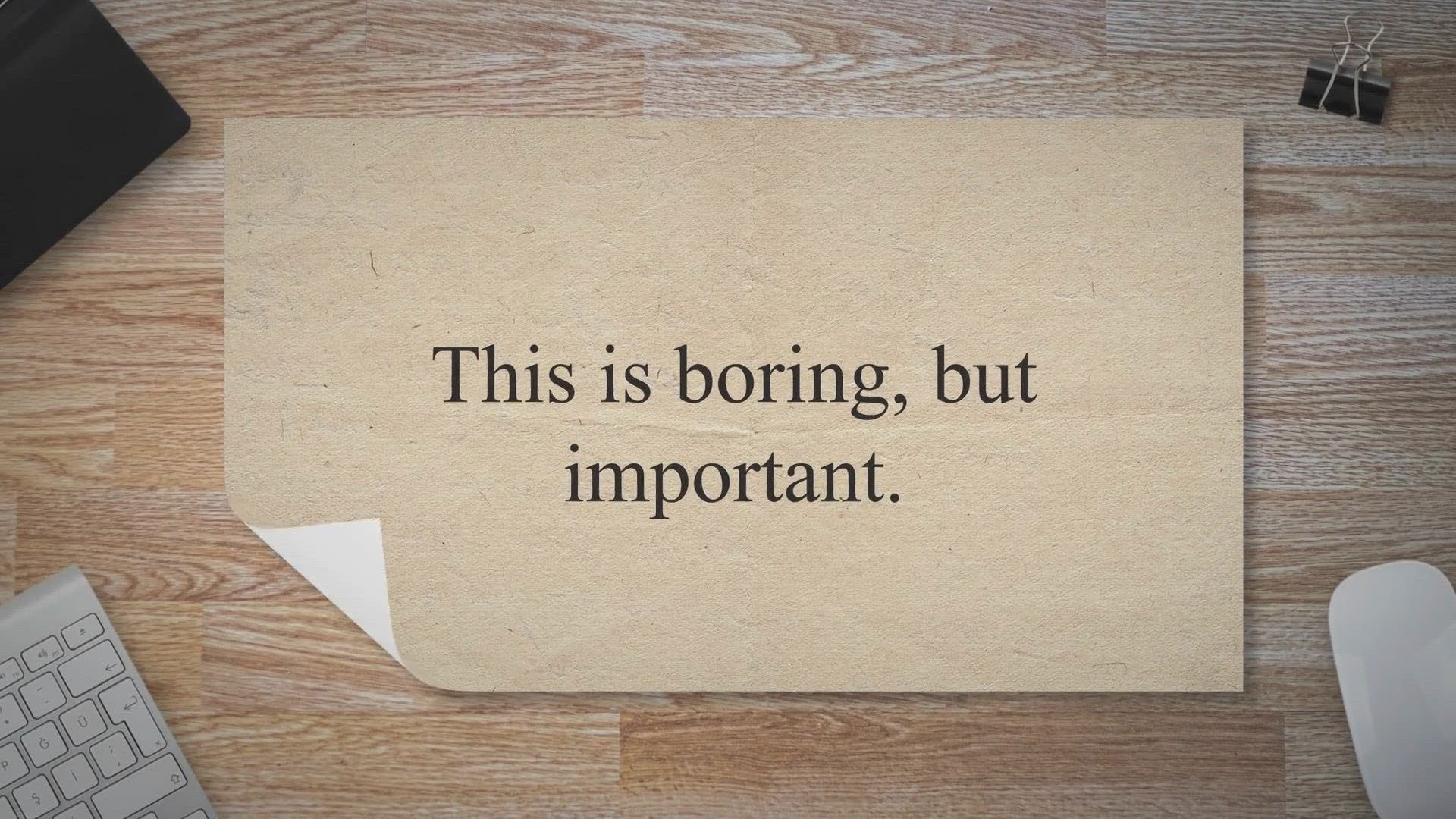


# Academic practices

03.01.2025

Sara Joas, International Coordinator

Julia Fredman, International 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. A black paperclip is in the top right, a white mouse is in the bottom right, and a white keyboard is in the bottom left.

This is boring, but  
important.

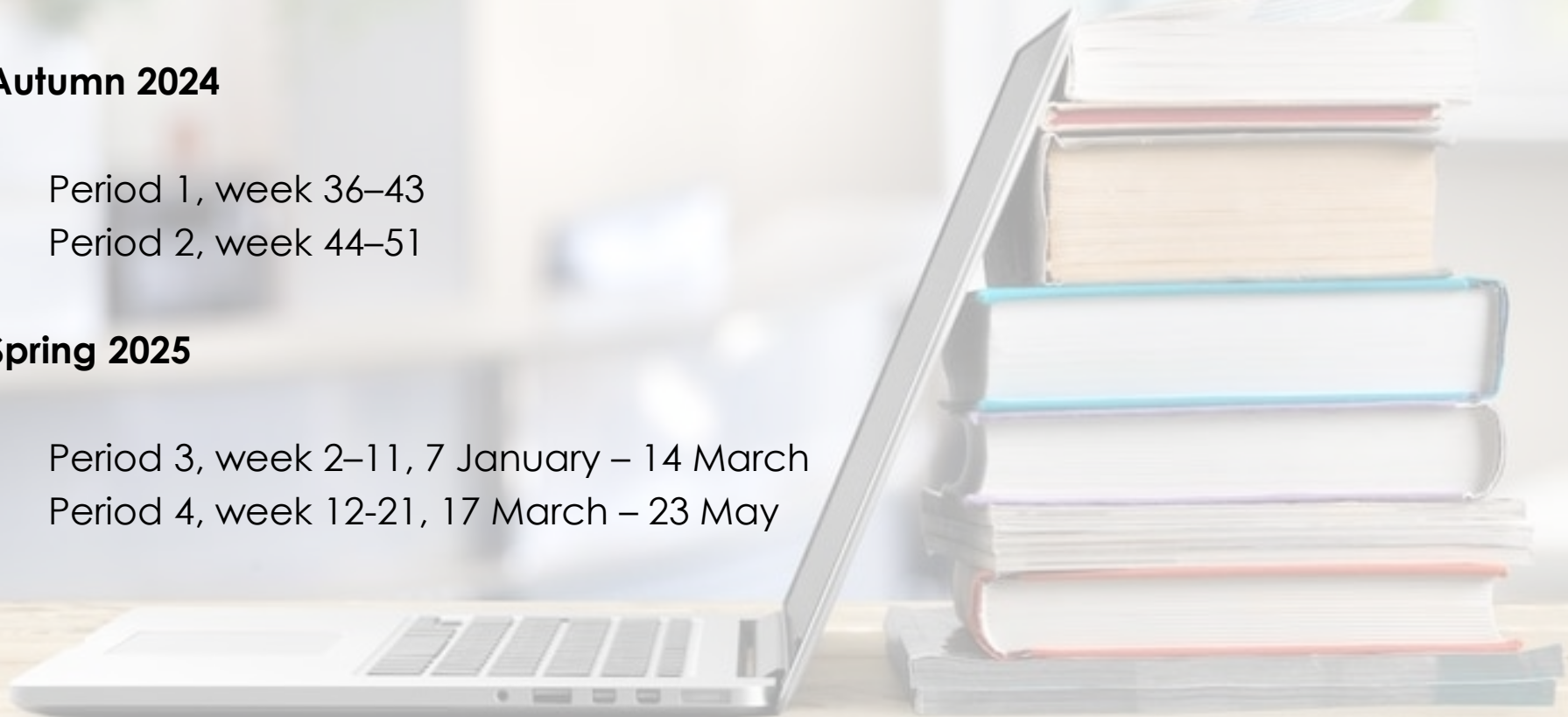
# The academic year 2024-2025

## Autumn 2024

- Period 1, week 36–43
- Period 2, week 44–51

## Spring 2025

- Period 3, week 2–11, 7 January – 14 March
- Period 4, week 12-21, 17 March – 23 May





# Registering for courses

- When you register / enroll with us in Gripen you are marked as present. Only after this you can enroll to courses in Peppi (the enrollment is visible in a couple of days).
- You will find the courses in the Study Guide  
[studiehandboken.abo.fi](https://studiehandboken.abo.fi)
- And register to courses in Peppi  
[studie.abo.fi](https://studie.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>
- Find 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 Guide.
- Teachers' contact details are available on the ÅAU website: type in their name in the search field.

# 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.

➤ You are expected to study independently

2. Divide larger assignments into smaller, manageable tasks

3. When you do study: stay focused and active, take breaks regularly

➤ Pomodoro





# 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. 😊



# Courses & examination

A course examination can consist of one or more parts:

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

Need to skip one lecture? Usually OK → contact teacher and confirm

Self study courses: complete according to the instructions in your own pace – can be completed during one or two semesters





# 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 the spring semester 2025 (July).
- To get your transcript before autumn, all work must be finished by the end of May.
- 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

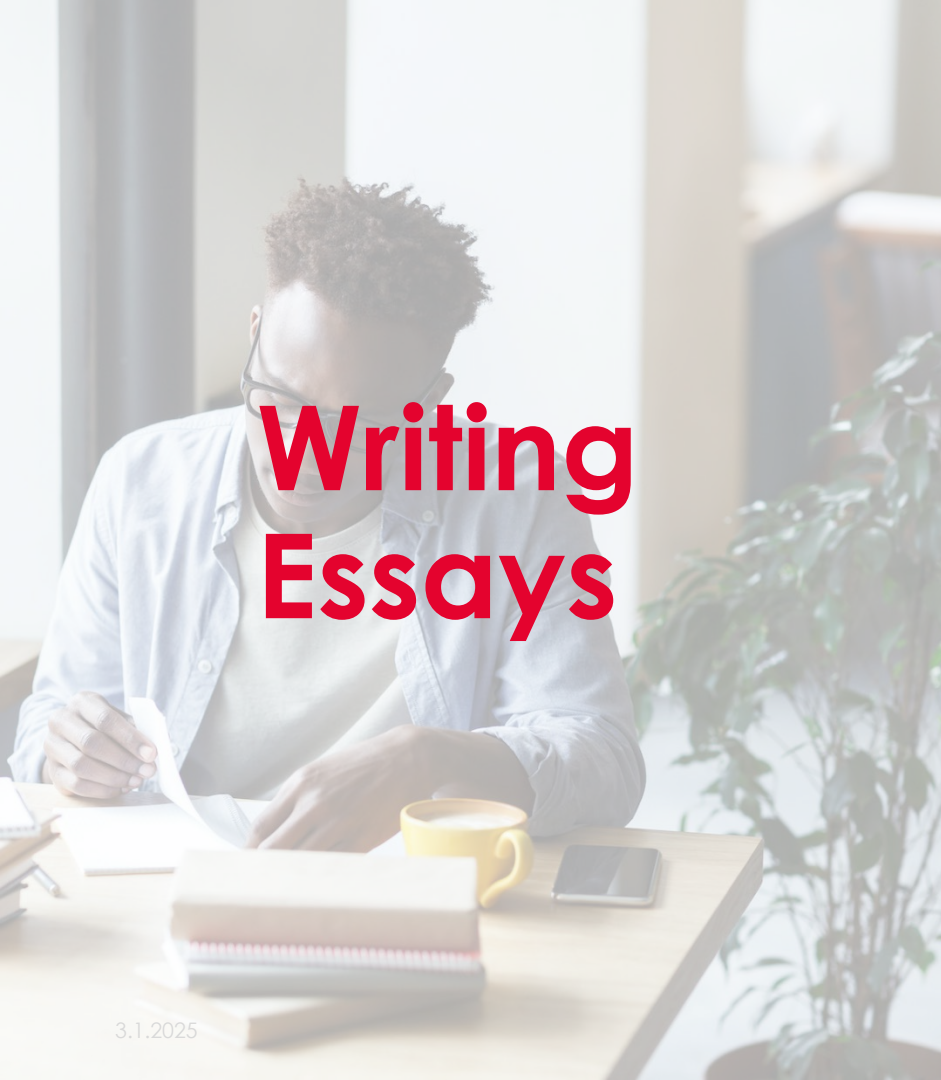
- Arrive on time! Students arriving more than 15 minutes late are not allowed to take part in the examination.
- Examinees must be seated according to instructions by the person supervising the examination, preferably so that students taking the same examination do not sit next to each other.
- Write 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

- 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.
- 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

- 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 GPT**.

# Plagiarism

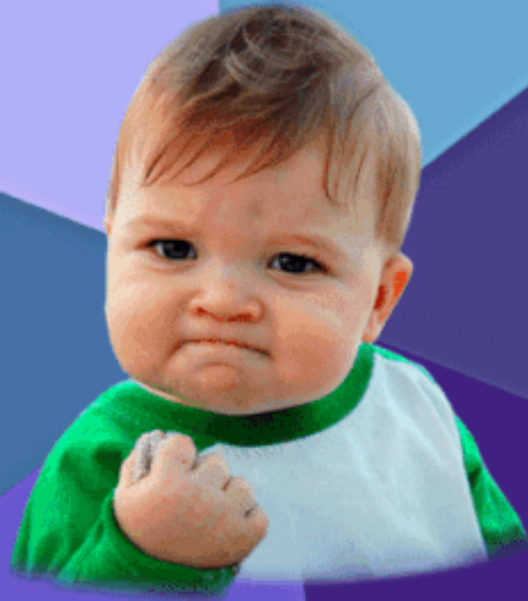
DO NOT CHEAT OR PRESENT OTHER'S  
TEXTS OR IDEAS AS YOUR OWN!

- 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.

**EXAMS COMPLETED!!!**



**NOW NOBODY CAN STOP ME**

[memecrunch.com](http://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 transcript to you and your home university coordinator.
- Download your ToR in Peppi
- 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 = 27 hours of studying

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 - please don't enroll to these courses if you require a grade!
- Percentages of completion are not listed in the transcript, nor are comparisons to the other students!



# QUESTIONS?





**See you at  
13:30!**