

2.6 International Trainees and Visiting Students

Students who arrive to Finland for an internship/ Erasmus placement period are considered as employees of the host organization. The host organisation can be any public or private enterprise, also a university. Normally students doing an internship, within a university or in another organisation, will not be registered as a university student and thus cannot join the student union and will not get the student benefits. However, trainees of a university can get access to the university library and computer services.

A visiting student must, as soon as he or she is granted a study right, visit the Student Office to register for the academic year. At the time of registration, the student receives a student number, but does not need to pay the student union fee. The student should always be registered as present at his or her home university before enrolling at the host university.

Those who pursue free-standing studies at The Faculty of Education and Welfare studies must follow the directions for registration given in the admission letter. The main rule is that you should be registered as present in order to attend courses. Supplementary studies after a degree are conducted by the Centre for Lifelong Learning at Åbo Akademi University (CLL), and registration is done according to the instructions given by CLL. This also applies to those who study as extra students or as students within the Open University (ÖPU) and within continuing education.

A visiting student has the right to study only in the programme to which he/she has been accepted. However, if the programme includes courses that are arranged by another university, the visiting student has the right to participate in these courses and needs to register with the organising university.

2.7 General Information Concerning Studies

Courses

The courses at Åbo Akademi University vary in length and can therefore run for, for instance, an entire term or just one period (half a term). Students usually have to register for courses before attending them. This is done through the study tool MinPlan. More detailed information about all courses (course requirements, prerequisites etc.) can also be found in MinPlan or in the teaching programme (in Swedish). (www.abo.fi/student/sv/undervisningsprogram)

Course Assessment and Examinations

Most courses are assessed by a written examination and/or an essay at the end of the course. Other assignments during the course are usually part of the course assessment. The lecturer should inform the course participants of the course requirements at the beginning of the course. As the courses vary in length, there are exams throughout the term.

Sometimes students are required to sign up for an exam (please check this with your lecturer). If you need to do so, you should sign up via MinPlan at least 8 days in advance (<https://minplan.abo.fi>). Some exams are available as electronic exams (www.abo.fi/student/en/etent), but the possibility of writing an exam electronically needs to be checked with your lecturer.

There are certain general regulations regarding exams and essays, which can be found here: www.abo.fi/student/en/regler. Please note that departments and/or subjects may have additional regulations and guidelines. At Åbo Akademi University, cheating in an exam and plagiarising in an exam or an essay are strictly forbidden.

Academic freedom and academic responsibility

The university has rules that must be followed. It is against the university regulations to cheat or to plagiarise in an examination or an essay. Plagiarism means that the work of someone