

## Getting started at the campus

else is presented as one's own. This includes copying from books, from the Internet as well as from other written or spoken mediums without reference to the original source.

Cheating means that you break one of the rules set for examinations. This includes completing an assignment for another person, copying other students' answers during the examination and/or bringing any books, papers or other reading material to the examination unless the teacher has given specific permission beforehand.

In the case of a suspected misconduct the case will always be investigated and the student will be heard. If the student has been found cheating in an examination or having plagiarised, the matter will be brought to the Rector who then decides on the issuing of a warning. The consequence for exchange students is that the home university will be informed of the Rector's warning and the student will fail the course. In more serious cases the consequence is expulsion for a period of time.

### MinPlan

MinPlan is a study tool used at Åbo Akademi University to make individual study plans and for registering for courses and exams. MinPlan also contains information about all courses. <https://minplan.abo.fi>. To log onto MinPlan, you need your Åbo Akademi username and password.

For more information about MinPlan you can visit ÅAU's website providing useful guides for the purpose: [www.abo.fi/student/en/minplanmanualer](http://www.abo.fi/student/en/minplanmanualer).

### Transcript of Records

The department or faculty office registers all results with the central study register of the university (Sture). International Affairs will send an official transcript of records of all passed courses to exchange students and/or their home university. Note that failed courses are not registered and will not show on the transcript. Degree and visiting students can get transcripts when needed from the faculty or student office.

If a student needs an additional transcript after having finished the exchange/degree at Åbo Akademi University, a new transcript can be issued but is subject to an additional fee - 35 euros per transcript. Former exchange students who need additional transcripts can contact International Affairs to ask for a transcript.

### Credits

All coursework are measured in credits (*studiepoäng*). The recommended amount of credits for one academic year is 60. The Bachelor's Degree (*kandidatexamen*) consists of 180 credits and the Master's Degree (*magisterexamen*) of 120 credits. The credit system is compatible with the European Credits Transfer System (ECTS) where a year of full-time studies corresponds to 60 ECTS.

### Grades

Most courses are graded. The grading system runs from A to E or 5 to 1 with A/5 being the highest score and E/1 the lowest passing grade. Some courses are given on a *pass/fail* basis without further grading.

### JOO - studies

All Finnish universities are part of a flexible study rights or JOO (*joustava opinto-oikeus*) agreement which offers degree and PhD students the possibility to study at other universities in Finland. A student at Åbo Akademi University can complete studies for their degree at another Finnish university and vice versa. JOO-studies are free of charge for students.

Detailed information on flexible study rights is available on the JOOPAS webpages ([www.joopas.fi](http://www.joopas.fi)) along with instructions and the application form. In order to log in, you need to have a current user ID and password of a Finnish university.

### Keys

Åbo Akademi University uses an electronic access control in most of its buildings. Students can order personal keys to access specific buildings and departments for a cost of 25 euros. The order is done through the university webshop [www.abo.fi/student/en/nycklar](http://www.abo.fi/student/en/nycklar).