

Keys to studies

A support for studies at Åbo Akademi University



abo.fi

KEY TO STUDIES AT ÅBO AKADEMI UNIVERSITY 2021

A Support for Academic Studies at ÅAU

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Glossary of Terms

To acquaint you with the academic community and to make reading this guide easier, we have listed terms below that may initially feel unclear:

Abo-mail – individual @abo.fi e-mail used by teachers and students

The academic year begins 1.8 and ends 31. 7; it is split into 2 terms and 4 teaching periods

Biämne = Minor/subsidiary subject is a secondary subject included in the degree, at ÅAU all major subjects can also be studied as minor/subsidiary subjects. Some degrees give you the possibility to choose any minors/subsidiaries of your preference, others are more restrictive and may have compulsory minor/subsidiary subjects.

Contact teaching – supervised teaching in which students are present, e.g. lectures, seminars, group teaching, discussions etc.

Credit unit - 1 cr corresponds to 27 hours of work for a student, and includes e.g. lectures, reading, laboratory work and exercises.

Dean – is responsible for the faculty's academic and economic results and heads the activity of the faculty, approves degrees and appoints persons responsible for the subjects and study programmes plus the examiners

Dimission – is the Swedish term for the graduation ceremony arranged at ÅAU once a semester for graduating students

Diplomarbete = Swedish for master's thesis – the final written thesis of students majoring in information technology or chemical engineering

Doctoral student – a research student with a higher university degree pursuing a doctoral degree

Egenlärare = teacher tutor dedicated to each student, with the task of supporting the student in drawing up an individual study plan, following up on the student's annual study achievements and taking measures in order for the student to proceed according to plan.

Examen – Swedish for degree – bachelor's or master's in a subject, comprises courses and a written thesis

Examiner – usually a staff member who is responsible for the study attainment and examining it

Head of education for the study programme – prepares the education plan that the faculty council decides about, coordinates the teaching and examination of the study programme and is responsible for the educational development of the teaching.

Head of subject – heads and develops teaching within a subject, sees to it that systematic student response is gathered within the subject, decides in matters where the students have applied for alternative right of examination during the last period of the academic year

Internship – furthers the connection between studies and working life

Kandidatavhandling = Bachelor's thesis – written final work in the main subject of lower university degree students, the thesis work is done within bachelor seminars.

Kåren = Student Union of Åbo Akademi University (ÅAS)

Kåren – The Student Union of Åbo Akademi University's building in Turku (Hämeenkatu 22)

Learning objectives – describes the core content of a course and what students are supposed to master after they have passed the course.

Master's programme – you complete your Master's degree from a Master's programme

Head of Master's programme - prepares the education plan that the faculty council decides about, coordinates the teaching and examination of the study programme and is responsible for the educational development of the teaching.

Maturity test – written examination in connection with a thesis, its purpose is to prove the ability to write a report connecting to the own thesis plus the student's linguistic maturity.

Moodle – many courses at ÅAU use the learning platform Moodle as a complement to contact teaching; online courses are usually taught in Moodle

Peppi – electronic tool for planning your studies used at ÅAU, contains e.g. course descriptions, course registrations and study attainments

Pro gradu- avhandling – Swedish for **master's thesis**; a final written work in the main subject of the higher university degree

Supervision/supervisor – each student who works on a thesis for a university degree is dedicated a supervisor, who helps the student with the thesis work and supports the student during the writing process

Sticker for the academic year – in order to avail yourself of student benefits, which the student card enables, it must have a sticker, a sign that the student has paid the student union fee and is thus entitled to student benefits. Stickers are handed out by the Student Union.

Student number – each student is identified by this number in matters relating to studies

Student representative – in the decision-making and advisory bodies of ÅAU the students are represented by student representatives chosen by the student union.

Study advisor – Study guidance and counselling is offered by the study advisors at the faculties, both as proactive and reactive guidance. You are always welcome to contact a study advisor for a session. The study advisors offer support in amongst other things the following areas: individual and preventive guidance, planning of studies, change of main subject. including, compensating, and replacing studies.

Study attainment – the smallest unit of a degree, usually a course

Study entity – an entity of courses grouped according to the subject field

Study guide = contains information about curricula, when and where courses are held, study structures etc.

Study period – The academic year is divided into four study periods during which contact teaching is given.

Study programme – A Bachelor's degree is completed from a study programme

Study Psychologist - Do you feel stuck with your studies? The study psychologists are available to all students at Åbo Akademi University. You are welcome to make an appointment when you need support regarding study skills, learning, setting goals, motivation, time management, learning difficulties, stress, difficulties with your dissertation, and other questions which are related to your studies.

Term – the academic year is divided into two terms; you can register as present either for the entire academic year or only for the spring or autumn term.

Thematic module – A thematic module is an entity of courses grouped according to specific theme. The module can consist of courses from many different subjects.

1 WHO IS WHO AT ÅAU?

A university student has to be able to define what a university is and to understand its tasks. The key point in the studies is not to know things by heart but to be able to carry out research to gain new knowledge and to know where to find information and how to apply it. A university can be defined as: *"an institution for research and higher education (after upper secondary school) in the main (traditional) fields"*.

Åbo Akademi University emphasizes creating new knowledge through independent, critical and creative thinking and practice. Students' skills and talents develop throughout the entire time of their studies. The university offers support in the form of student counselling, information and rules, and from the student's perspective the initial time at ÅAU is governed by the university. However, students always carry the main responsibility for their studies.

Since 2010, universities are institutions under public law instead of government accounting offices. Despite this, the state is still, in its capacity as main financier and preserver of function, the one to decide about the framework of their activity. The universities are governed by the Universities Act and other decrees plus the directives of the Ministry of Education and Culture.

ÅAU is Finland's only Swedish language multidiscipline university, and it offers tuition on two campuses: Åbo/Turku and Vasa/Vaasa.

[The Ministry of Education and Culture: → Higher education and research](#)

Åbo Akademi University as an organisation

Each subject is part of a study programme, and each study programme belongs to a faculty. The faculty is headed by a dean and a faculty council.



The four faculties are:

- Faculty of Arts, Psychology and Theology (FHPT) in Åbo
- Faculty of Education and Welfare Studies (FPV) in Vasa
- Faculty of Social Sciences, Business and Economics (FSE) in Åbo and Vasa
- Faculty of Science and Engineering (FNT) in Åbo

1.1 Who Makes the Decisions?

The instruction on governance

The instruction on governance at ÅAU regulates how the university is governed. It contains information on e.g. which decisive bodies there are (the board, rector, different councils etc.), what their jurisdiction is and how they are chosen.

[The instruction on governance: Intra EN → About us → Strategy and regulations → Regulations and guidance documents](#)

Åbo Akademi University Board

The University Board is the highest decisive organ of ÅAU and decides in matters that have broad implications or that are fundamentally important, such as the university's strategy and the budget, the amount of new study places and study programmes, professors and electing the rector. The Board has 4 external and 6 internal members (professors, other staff members and students), of whom one of the external members is elected chairperson. The internal members are chosen in elections among the personnel and the student members are chosen by the ÅAU Student Union Assembly. The external members are chosen by the Collegial Body, which also decides about the term of office and number of members of the Board. The term of office changed from 2 to 3 years starting 2018.

[ÅAU board](#)

University Collegiate Body

The University Collegiate Body checks the work of the Board and decides e.g. the number of board members and the Board's term of office, as well as approves the balancing of the ÅAU books and releases the Board from responsibility. The Collegiate Body consists of 24 members (8 professors, 8 other personnel and 8 students). The student representatives are chosen by the student union assembly. The term of office is 3 years.

[The University Collegiate Body](#)

Chancellor

The chancellor's task is to enhance the sciences and the cooperation between the university and society and to guard the general interest of the academy and keep the activities at the university under surveillance. The Collegial Body appoints the chancellor for five years at a time.

The Rector and Vice-Rectors

The Rector heads the daily operations of the university and prepares the matters that are discussed by the board and sees to it that the board's decisions are implemented. To simplify: The Rector is to see to it that the university's results are successful, the university has a good work and study environment, and that the board's development plans are realized. A prerequisite to become Rector is a doctoral degree and practical leadership skills. The University Board appoints the rector for a term of maximum five years.

In ÅAU's rectorate there are also two Vice-rectors and a Rector for ÅAU's campus in Vasa. One of the vice-rectors is Vice-rector for Educational Affairs and chairperson of the Board for Undergraduate and Graduate Studies. The other is Vice-rector for Research Affairs. He is chairperson of the Board for Research and Doctoral Studies. The vice-rectors have the same term of office as the rector.

[Rector's executive group](#)

Delegation and Rector for Åbo Akademi University in Vasa

For the management of regional affairs ÅAU has established a separate decision making model for ÅAU in Vasa. The Delegation for Åbo Akademi University in Vasa is dedicated to developing the relations with the community in Vasa, developing the cooperation with other universities in the region and acting as authority of statement of opinion in matters relating to activities in these places in particular. The delegation's term of office is 2 years.

The rector of ÅAU appoints one of the professors in Vasa as Rector of Vasa and as chairperson of the delegation for Åbo Akademi campuses in Vasa.

Board for Undergraduate and Graduate Studies

The Board for Undergraduate and Graduate Studies is to create common processes and guidelines for organizing the education and its quality. The Vice-rector for Educational Affairs is chairman of the board, which consists of 12 members; two members (professors or other personnel) from each faculty plus student representatives (one for each faculty), who are chosen by the Student Union Parliament.

Faculty Council

The faculty councils are the decisive bodies of the faculties. Among other things, the council determines the annual curriculum, degree structures and learning objectives for the degrees, develops the faculty's course evaluation system, decides about the criteria for admitting new students and evaluates doctoral theses. Professors, other personnel and students are represented in the faculty council. The term of office is two years.

All student representatives and deputies of the faculty council can be reached via e-mail lists administered by the student union.

Subject councils or similar information meetings

The subjects are obliged to continuously give information to and discuss topical matters with both students and personnel. For this reason, many subjects regularly arrange subject councils or similar information meetings. In order to get to know what goes on it is worth participating in these meetings. By being present the personnel sees that there is an interest in developing the subject and

the credibility of future development suggestions improves. By participating in the discussion, it is actually possible to influence the activity.

Advising bodies

Apart from decisive bodies, ÅAU also has an amount of advising bodies, which can be divided into permanent and temporary ones. Of the permanent ones, some are statutory, e.g. the committees for cooperation and equality, while others, e.g. committees for elections and research ethics have been established by ÅAU. The intention is that all groups have student representation.

[Intra EN > About us > Governance and decision making > Committees and working groups](#)

1.2 University Services

ÅAU's administration is called *University Services*, comprising all administrative and supporting personnel which support the central activities of ÅAU. It is led by the head of administration, who is responsible for the results of the administration. He/she is, together with the other employer representatives, responsible for the employers' duties and the cooperation with trade unions.

Administration also prepares the matters that are dealt with in the decisive bodies and implements the administrative measures that the decisions imply. Besides service to the faculties, its personnel and students, administration handles a number of general matters (e.g. communicates with different authorities and develops the university's administration) and follows the development within its specialization.

ÅAU's University Services is divided into smaller units, which all have a specific function within administration. The students' most essential support services are within *Research and Education Services* (FUS), plus *ICT services*.

The personnel within Education Services (US) help with educational and study questions. In Åbo US have personnel in Gripen, 1st floor, (Tavastgatan 13), plus in the faculty offices. Either the students can contact student services by phone or e-mail or they can visit the offices. Service is given in questions related to student allowances, international student affairs, study planning and student orientation for new students, advice about accessibility and tutor activities. US also comprise the student psychologist and career services.

The student service offices administer matters relating to admission, enrolment, registering for the academic year, scholarships, preparing information material for students and educational statistics. Official transcripts from the register of studies, and other certificates of enrolment and forms are available at the student service.

[Information about the Student service desks](#)

Åbo: Gripen, 1st floor, Tavastgatan 13, studinfo@abo.fi

Vasa: Academill, F4, Strandgatan 2, studinfo-vasa@abo.fi

The Academic Offices consist of people in charge of study administration at each faculty. The head of academic affairs coordinates the work with the faculty's curriculum and prepares the majority of the decisions taken by the faculty council in study matters. The *study advisors'* main task is to assist students in planning and carrying out their studies, and the *study secretaries* are as a rule responsible for registering study attainments and writing certificates. If you want to make an appointment with somebody in the academic offices, check the faculty websites for contact information, office hours etc. Help is also always available on the website!

[Intra EN > Faculties](#)

The Academic Offices and email-addresses to the study advisors are found here:

Faculty of Arts, Psychology and Theology (FHPT)

Arken, 2nd floor M, Fabriksgatan 2, Åbo

fhpt-studieradgivare@abo.fi

Faculty of Education and Welfare Studies (FPV)

Academill, F4 (& E406-E408), Strandgatan 2, Vasa

studinfo-vasa@abo.fi

Faculty of Social Sciences, Business and Economics (FSE)

ASA, B-house, 1st floor, Fänriksgatan 3, Åbo

studierfse@abo.fi

Faculty of Science and Engineering (FNT)

Axelia, 3rd floor, Biskopsgatan 8, Åbo

fnt-studieradgivare@abo.fi

International affairs coordinates international activities and contacts to foreign universities that ÅAU cooperates with. It gives advice and study counselling to students regarding exchange studies.

Åbo: *Gripen, vån. 1, Tavastgatan 13*

Vasa: *Academill, E4, Strandgatan 2*

[Contact information International affairs](#)

The Career Services – Arbetsforum assists in matters relating to career and work. It assists in career planning, job seeking, trainee positions and excursions, contacts, placement statistics, and information on the employment market. Other services include help in writing an application or CV. Career Services operates both in Åbo and Vasa.

[Link to the Career Services](#)

Åbo: *Åhuset, Gezeliusgatan 2*

Vasa: *contact person Anita Sundman, Academill, F4, Strandgatan 2*

The study psychologist (in Åbo in Gripen, in Vasa in Academill) offers individual advice, e.g. help with study techniques, dyslexia, stress management, study motivation and the thesis work, in case the studies for some reason do not proceed as planned.

For more information see chapter 6.9.3 or online:

[Link to the study psychologist](#)

1.3 Other Departments

Åbo Akademi University Library in Åbo and Vasa automatically give all students the right to borrow books and other materials from the libraries. In Åbo the most important course literature is collected in the ASA-library in the ASA-house. In Vasa the most important course literature is collected in the Academill library in Academill. The libraries also offer e.g. electronic journals, books, and courses in information search and handling references. The main library and the campus libraries offer places where you can read in a peaceful surrounding. The students can also borrow books from the neighbouring universities or via interlibrary loans.

[Link to Åbo Akademi University Library](#)

The Centre for Language and Communication (CLC) is a department of the Centre for Lifelong Education. The central function of the CLC is to provide the following courses: Swedish academic writing & communication, Swedish and Finnish as foreign languages and other foreign languages as required in the degree programmes of the university. Language studies can be either compulsory or optional. The CLC also oversees language assessment of degree theses and language proficiency tests.

Åbo: Arken, B-house (2nd & 3rd floor) and M-house (2nd floor), Fabriksgatan 2

Vasa: Academill, B2, Strandgatan 2

[Intra EN > Study > Language Centre](#)

ICT Services (ICT) is responsible for the IT-infrastructure at ÅAU, including user's accounts, e-mail, workstations, server computers and user support. Some of the software agreements cover the home user's computer as well. The Help Desk helps with technical questions.

Åbo: helpdesk@abo.fi, Help desk, ASA-house, Fänriksgatan 3B

Vasa: vasa-helpdesk@abo.fi, Help desk, Academill, B3, Strandgatan 2

[Intra EN > Service > ICT](#)

The Facilities Services is the unit taking care of security and general surveillance of the campus area and the passer control system. It gives key rights and handles practical matters such as mail, booking facilities and cleaning.

Åbo: Gripen, 1st floor, Tavastgatan 13

tekserv@abo.fi

Vasa: Academill, Floor 1B, Strandgatan 2

For questions regarding key rights in Vasa, contact: gunnar.magnusson@abo.fi or nina.beijar@abo.fi

1.4 The Student Union of Åbo Akademi University – Åbo Akademis Studentkår (ÅAS)

The Student Union of Åbo Akademi University, ÅAS (in Swedish sometimes known as "Kåren") is independent from the university but works daily in cooperation with ÅAU to make the students' everyday life as good as possible. The Student Union elects student representatives to governing bodies at ÅAU, e.g. the students are represented in the Faculty Boards (see chapter 1). The main purposes of the Student Union is influencing decision making locally and nationally as well as offering different forms of service to all the students at ÅAU. In 2019 the Student Union celebrated its centennial as it is founded in 1919.

In Finland the Student Unions have automatic membership, i.e. all degree students belong to the Student Union at their university. The Student Unions are strong influencers in national education policy as well as at the university.

The Student Union of ÅAU owns buildings at both campuses; Kåren in Åbo and Havtornen in Vasa. The Student Union Offices are located in the ÅAU buildings as well as rooms you can use for free for meetings or rent for parties. At the office you can meet the staff and Student Union Board members. You get the validation sticker for your student card at the office and you can buy e.g. badges or tote bags. You can book an appointment with the staff or Board members or just drop in for a talk if you have questions or problems. At the Kåren building in Åbo there is a student lunch restaurant and student housing at Tavasthem.

If you want to be in contact with someone at The Student Union you can see their contact information on The Student Unions website.

[Link to The Student Unions contact information](#)

You can also be in contact with the The Communications Specialist (info@studentkaren.fi) who will make sure your message reaches the right person.

The Student Union sends out a newsletter to your abo.fi email every Monday during the semesters. The newsletter includes news and events from the Student Union.

More information about the Student Union and its services is found on our home page -> [Services](#)
[Link to The Student Unions homepage](#)

The Student Union Council, the Student Union Board and the Financial Board

The Student Union's highest decision-making authority is the Student Union Council. The Student Union Council is elected biennially at the beginning of November. All Student Union members have the right to vote and be nominated as candidates in the elections. The council's meetings are open to all Student Union members and the dates and lists of decisions are available online on the Student Union's website.

Key to studies at ÅAU 2021-2022

The Student Union Council annually elects a Student Union Board, the Board consist of students who work full time for the Student Union. The financial sector e.g. the buildings, the student restaurants and the student housing, are taken care of by the Financial Board chosen by the Student Union Council.

The Student Union Council, the Student Union Board and the Financial Board consist of ordinary students who want to work for the benefit of all students at ÅAU.

[Link to The Student Union of Åbo Akademi University](#)

[Link to The Student Union cafeterias in Åbo, Kårkaféerna](#)

Services Offered by the Student union

The Students' Rights Expert can help you if you have questions or problems regarding your studies or feel mistreated in any way. The Students' Rights Expert can also give tips on who to contact if you or a group of students want to influence something in your degree program. The Expert also works with social policy and well-being and has regular contact with e.g. the student health care services. All discussions with the Student Union staff are strictly confidential.

The Service Experts in Åbo and Vasa work in the offices, they distribute the validation stickers for your student card, sell e.g. [badges and merchandise](#) and handle [premises for rent](#).

The Student Union has two *Harassment Contact Persons* that all Student Union members are welcome to contact if they experience any sort of disturbing or unwelcome behaviours or situations involving other students, university staff or anyone else. The role of a Harassment Contact Person is to give support and advice if you've experienced bullying, discrimination, sexual harassment or violence. You don't need to have a definition in place for what you've experienced; just contact us if there's anything you wish to discuss. It is always up to the student if you just want to talk or need help making a complaint. Contact information can be found under section 2.4. of this guide.

The university chaplains come to Kåren once a week and you can visit them if you want to discuss a personal crisis, religion or life in general. They work as priests for university students and welcome all people who want to talk to them. Together with the student union of the University of Turku (TYY), ÅAS also offers free *legal advice* once a week in one of TYY:s buildings.

The Student Union arranges traditional events for students: e.g. Gulnäbbsakademin where you can meet people from the Student Associations (Fresher's Fair, in September in Åbo and Vasa), Lilla Wappen (party at the end of summer) and the Student Unions Annual Ball (in February in Åbo or Vasa).

Through ÅAS information channels you will get up-to-date information about which events are organized and when it is possible to visit the student union offices.



ÅBO AKADEMIS STUDENTKÅR
THE STUDENT UNION OF ÅBO AKADEMI UNIVERSITY

2 EXPECTATIONS AND RIGHTS

In this chapter, we present the expectations the university has on its members and students, as well as decisions made to guarantee the student's rights.

2.1 Academic studies – freedom & responsibility

University studies are the highest educational level in Finland. The biggest difference between the universities and the schools is that the university's main objective is to create new knowledge.

Finland's constitution guarantees freedom of science, arts and the highest education, and the objective is to create new knowledge through independent, critical and creative thinking and practice. The academic freedom entails among other things that all need to have free access to materials and the right to pose questions and make observations of their own. The intention is to constantly achieve a higher level of knowledge and skills, which in the long run will benefit both the individual and society as a whole.

The academic freedom increases during the time of study. The first year or years of studying there are usually more obligatory courses and the studies focus on teaching the basics of the subject in question. As they advance, students get more possibilities to create a profile for their studies thorough their course choices, minor subject(s), exchange studies and practical training. The freedom also entails choosing, planning and self-realization.

The student himself/herself is responsible for learning and for the advancement of his or her studies, even though the teacher bears a responsibility for the education supporting the students' learning and that the course's objectives are reached. Teachers expect students to:

- Prepare before contact teaching
- Participate actively in the teaching situation
- Hand in assignments on time

The responsibility also entails not disturbing fellow students during lectures and examinations and respecting the staff members. It is good scientific practice to be honest and conscientious, applying scientific openness and respecting the results of other people's work. Departing from good scientific practice is e.g. cheating in an examination and plagiarism.

The academic responsibility also entails giving response for developing courses and the university in general. Students are also expected to evaluate their own contributions and if needed, as well as alter their own conduct and methods of study if necessary. Chapter 3 deals with the role of the students and student response in developing our university.

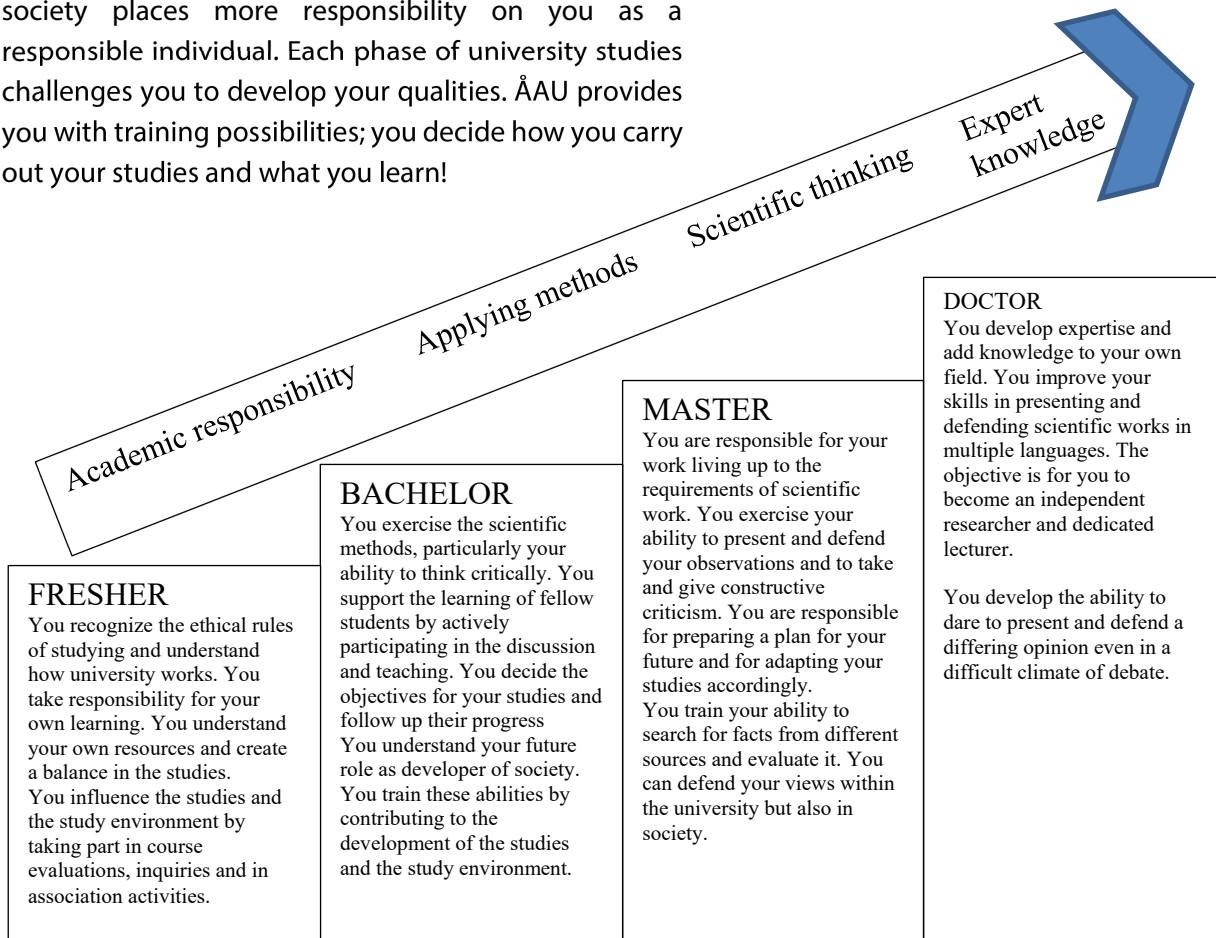
The higher the degree of education the higher the expectations on the academic to fulfil the objectives.

General objectives for a graduated academic person are that he/she:

- is responsible for himself/herself
- analyses new information critically
- participates in developing the future working place and society
- dares to defend an opinion which differs from the majority's opinion.

THE STEPS OF RESPONSIBILITY

When you gain more knowledge and skills ÅAU and society places more responsibility on you as a responsible individual. Each phase of university studies challenges you to develop your qualities. ÅAU provides you with training possibilities; you decide how you carry out your studies and what you learn!



2.2 Tuition fee

Åbo Akademi University does not currently charge tuition fees from degree students. Non-EU/EEA students are however charged with a tuition fee. The fees will not affect students admitted before the tuition fee was introduced. However, students have to pay for study material, as well as for different kinds of individual equipment as well as for their living expenses.

2.3 Restricted Time of Study

The time of study is 5 years for those who study for both a bachelor's and master's degree, with the exception of psychology where the time is 5½ years. Students who have been admitted for both a lower and higher university degree have the right to complete their degrees during the time that exceeds the combined target time with no more than 2 years (psychology 2½ years).

Students admitted to taking only the bachelor's degree has a study time of 3 years, and this time may be exceeded by no more than 1 year. Students admitted to take only the master's degree have a study time of 2 years (psychology 2½ years) and this time may be exceeded by a maximum of two years.

[More information on the limited study time, absence and possibilities to prolong the time of study](#)

2.4 Accessibility, Equal Treatment and Equality

Everybody at ÅAU has the right to fair treatment. All students shall also have the same possibilities to participate in tuition and activities. Students who wish to discuss and get help with accessibility or equal treatment and equality should contact the personnel as soon as possible after the studies have started.

In case a student wishes that a disability – related to physique or studying (e.g. dyslexia) should be considered during his/her, time of study, a certificate to this effect needs to be shown to the study advisor, who helps with providing possible support and aid materials. Students with special needs also need to inform the examiner at the beginning of each course and if needed, agree upon alternative forms of examination. As far as possible ÅAU tries to organize the tuition so that persons with physical handicaps can gain access, but since many of ÅAU's buildings are old and have many stairs and steps, special arrangements are sometimes needed.

[More on accessibility: Intre EN > Study > Support for your studies > Accessibility](#)

At ÅAU there is an Equality Committee with the responsibility to follow up the equality and equal treatment. If you feel that you have been discriminated against or are a target of harassment, you are advised to contact the responsible representative at the student union, the Equality Committee at ÅAU or your teacher tutor. The student chaplain and the student health service are also at your disposal.

[Contact information for harassment matters.](#)

2.5 Rules that Regulate Studies

The University Act stipulates certain basic rights for students. ÅAU has specified these rights in its regulations. They determine the student's position within decision making, how the education is to be carried out as well as the teachers' and students' rights and obligations.

All rules, stipulations and instructions concerning studies within bachelor's and master's education are to be found on the web page Intra, which also includes forms for applying for correction.

[Intra EN > Study > Support for your studies > Rules](#)

Four important sets of rules:

The University Regulations

The university regulations stipulate how ÅAU is governed. The document contains information on e.g. which decisive bodies there are within ÅAU, the authorities of each body and how this body is elected.

Degree Regulations

The degree regulations tell you about the regulations of the degrees taken at ÅAU. You can find information about e.g. the extent of a university degree, the study right at ÅAU, rules about tuition and examination, the tasks of the teacher tutors, the responsibility of supervisors in the thesis process and the faculties' responsibility for evaluating and developing tuition.

Examination and Assessment Instructions

The instructions stipulate the rules for study attainments at the ÅAU. Here you can find information on e.g. how an examination is carried out, how to assess a study attainment and the students' rights in case you are dissatisfied with the teacher's assessment of a study attainment. The examination and assessment instructions also stipulate the maximum time for the course teacher to inform the examination results: as a rule two weeks after the last form of examination, and three weeks for electronic exams and courses with over 40 students.

Code of Conduct

The purpose of the Code of Conduct is to ensure that everyone feels safe and comfortable in his or her study and work environment.

The language of teaching and examination

The language of teaching and examination at ÅAU is Swedish. Within a teaching programme for a lower university, degree and a master's programme for a higher university degree part of the tuition can be given in English according to the decision of the faculty council. Finnish and foreign languages are taught within these language subjects and the courses of the Language Centre. The examination is carried out based on the learning objectives in Swedish or a foreign language

according to the decision of the faculty council. There is more information on the language of teaching and examination in the university regulations.

Occupational safety and security

At ÅAU there are rules about work safety and e.g. security in the laboratories, which applies to students as well as personnel. ÅAU works on promoting security and health in the university buildings. Work inspections as well as surveys about work and study climate are carried out to evaluate physical and mental wellbeing.

The objective of the work with occupational safety and security is to prevent accidents or other incidents. There are also plans for crisis management during and after an incident in order to guarantee rapid help to those affected, and information and instructions to the ÅAU students and personnel. The student union is involved in the planning of occupational safety as well as crisis management.

2.6 Study and Research Ethics and Disciplinary Measures

ÅAU presupposes a high ethical intelligence of persons who have voluntarily sought for admittance to the university. The reason why ethics is stressed particularly within the scientific community is that in principle all research is based on earlier results. A result supporting a false theory can have serious implications and cause the need for re-evaluation of all theories based on a false hypothesis. Correct reference techniques are also important. Study ethics also includes honesty in examination situations and other forms of examination.

You can read more about cheating and plagiarism in chapter 8.4.

The University Act gives the universities the right to take disciplinary measures against students for an offence directed at the university's tuition, research or the university's order. The penalty depends on how serious the offence is. The penal scale stretches from the Rector's warning to the University Board's decision of fixed-period exclusion, maximum one year.

3 POSSIBILITIES TO INFLUENCE AND OF ENGAGEMENT

Development and changes in society presuppose constant development of study programmes at ÅAU. This is no easy process. On one hand students need to learn the basics in a subject; on the other hand, new information needs to be included without the course extent growing. For this reason, it is important to get signals from the students about how the education works, what is missing and what is already well-functioning. The students are experts in questions concerning studies and student life, and students at ÅAU have many possibilities to influence their environment and their education. By engaging in the university's activities and development work, contacting a student representative, discussing with the subject or faculty association or somebody in the personnel, it is possible to make changes and learn new things.

In this chapter, we present student feedback and different kinds of university evaluations plus the possibilities of engagement that student representatives have as members of the decisive bodies of ÅAU, as tutors or in the student union.

3.1 Student Feedback and Evaluations

Students are expected to give feedback on their education and courses to actively develop tuition at ÅAU for themselves as well as for future students. To get a general impression of students' opinions about phenomena like teaching, learning, course contents of studies, as well as the programme as a whole, student feedback is collected regularly in four different ways: through compulsory course evaluations, through surveys of the study climate, working life surveys and Bachelor's graduate survey. The objective is to create an ongoing dialogue between the students on the one hand and the teacher, the study programmes and ÅAU on the other hand. Another purpose is to encourage the students to reflect upon their own learning and learning process. Apart from internal revisions, whole programmes and universities are also evaluated, or audited, as it is also called.

3.1.1 The Difference between Feedback and Evaluation

Feedback means that you evaluate (good/bad) an activity you have taken part in based on your own experience and opinion. Well-working feedback is characterized by an exchange of views, i.e. the one who gives feedback also gets a reply. People often think that feedback is only collected in written form, but it is also possible to keep so-called development discussions. Some more general surveys are also carried out during the time of study.

Students mostly give feedback on courses that they take part in, usually after a completed course, but some teachers also use a so-called intermediate evaluation. The teacher is to refute the students' views. The teacher can e.g. justify why a certain book is used on the course even if the student feedback says the book is too difficult. For sustained response rates, it is important that the teacher informs about the results of the survey course evaluation and which changes have been or will be made based on the feedback.

The evaluation rarely concerns only one course but bigger entities, like a study programme or a process, e.g. supervision system of ÅAU. Evaluations usually start from a written material which is subsequently supplemented with interviews. It is in this phase of interviews that most students come into contact with evaluations, as students with a suitable profile are invited to participate. The evaluation needs to be conducted by individuals with proven knowledge of the process being evaluated. In many cases, an evaluation panel is used, where each member contributes with their own knowledge to the evaluation process. This is the reason why student representatives usually participate in university evaluations.

3.1.2 Course Evaluation

According to the degree regulations, the course evaluation is to be regular and easy to carry out. The process is to be documented, made visible and the follow-up of the results is to be continuous. The results are to be accessible for the students, the course teacher and the faculty. The faculty and the subjects are responsible for course evaluations, and the intent is that all courses at ÅAU are regularly evaluated during or after the course. ÅAU views course evaluation as part of the learning process, where the student reflects on their learning to see if the learning objectives have been reached with the given effort.

Even if it may not feel motivating commenting on every course, the information is important for the teacher and for ÅAU. This especially applies when you are satisfied with a course. If the teacher gets opinions, only from a few dissatisfied students he/she may then change the course content despite the majority having been satisfied with the course. Course evaluations are always meaningful, even when the improvement suggestions only profit those taking the course the following year. Please remember that student participation is to help all students and that you yourself profit from the development suggestions given by previous course participants. In addition, the teacher can transfer the changes to all his/her courses, i.e. also courses you have not yet taken.

Worth Thinking of When Evaluating

The purpose of course evaluations is to collect information on students' opinions on a course and the course content as well as to see if the students have attained the learning objectives. When you answer an inquiry or evaluate a course, it pays to give constructive feedback, which means stating concrete suggestions for improvement or change. This makes the response future-oriented, which makes it possible for the teacher to take measures in the course either immediately or before the next course. Please note that it is not the teacher as a person, but the tuition situation or the course that is being evaluated.

Focus on constructive feedback, which means:

- concrete improvement suggestions
- reflection – answers the question why?
- be factual and polite

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- use expressions like: *"I would prefer doing this way"* instead of *"you should"*
- imagine you are a lecturer – what kind of feedback would you like to get?

Avoid non-constructive feedback:

- describing a person's negative characteristics
- using negativities (sarcasm etc.)
- comparing persons
- using vague expressions whereby it is impossible to get the hang of the actual problem

3.1.3 Subject councils

Subject councils are information meetings where personnel and students gather to discuss topical matters about the education. This is an opportunity for students to influence the activity and give constructive feedback about the studies. Even though you might feel that you do not have an opinion in certain matters, it is useful to participate in order to get to know what goes on. By being present the personnel sees that there is an interest in developing the subject and the credibility of future development suggestions improves. If it feels uncomfortable to give direct feedback, you can ask someone from the board of your student association to speak for you.

3.1.4 Evaluating Study Programmes, Study Climate and Support Services

ÅAU and its study programmes continuously carry out evaluations and inquiries in order to improve the quality. The subjects, the faculty and different support services also sometimes check if the students are satisfied with how a course entity or support, e.g. the library, functions in practice.

Study Climate Survey

A recurrent survey is the study climate survey, which the students can participate in their first, third and fifth year of study at ÅAU (first year only in Swedish). By this inquiry, ÅAU follows up how satisfied the students are with their studies and the study environment as a whole. The survey is an opportunity for students to voice their opinions about the studies and the study environment, and in addition, come up with suggestions for improvements. It is essential that as many students as possible participate in the survey, since the answers help with the evaluation of ÅAU and developments regarding the education.

Bachelor's Graduate Survey

The Finnish Bachelor's Graduate Survey examines the students' satisfaction with their university and studying experience. It provides comparative information on the quality of university education. The results of the survey are used to improve the study situation at ÅAU. The results of the survey affect the basic funding of the University and faculties. Both results and the number of respondents affect the financial contribution.

See [Intra EN > Study > Participate > Student feedback](#)

3.1.5 Audit and Other Total Evaluations

At regular intervals, the functionality and quality of the study programmes at ÅAU are evaluated. External expert panels and different authorities, particularly by The Academy of Finland and the Finnish Education Evaluation Centre, to check the qualitative level of the universities, perform the audits and examinations. A special method, the audit, was introduced in 2005 and means that an external panel of experts review the systems and methods the university uses in order to see that they suffice to guarantee a good quality. ÅAU's quality management system was audited for the first time in 2009-2010 and the second time in the autumn of 2015. On both occasions ÅAU passed.

The auditing panel, which assesses the university's process, always includes a student representative. The panel's visit includes interviews with students from many different study programmes. In audits and other total evaluations, the students' contribution in the interviews is important. It is important for ÅAU as well as for the students that the panel of experts give the right suggestions for development since the recommendations steer the strategic decisions of ÅAU.

3.2 Student Representatives

In the University Act, the students are defined as members of the university beside professors, researchers, teachers and other personnel, and in order for the university to function well and develop, continuous initiatives and feedback from all members are needed. According to the law, the students are to be represented in the university's collegial bodies. ÅAU has student representatives in the University Board, the Collegial Body and the Faculty Councils plus in different advisory bodies. The student representatives are appointed by the student union.

The student representatives represent all students, and it is important that they look at things from a broad perspective. Influencing the study environment equals thinking of what is best for everybody and of fairness. Acting as an elected student representative always entails a certain responsibility.

In order to know what other students think of different matters it is important that the student representatives keep in touch with other students, but also that other students keep in touch with them. The students' voices have traditionally been heard and respected at ÅAU and the prerequisites for mutual respect between teachers and students have improved in pace with the activity of the student representatives. The experts of the student union support the student representatives in their work.

3.2.1 Why Act as a Student Representative?

- It enhances communication skills
- It improves the knowledge about and understanding of what happens within ÅAU and the university world
- It gives an ability to assess matters from different perspectives and to see the essential
- It gives knowledge about meeting techniques and administrative working methods

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- It establishes networks with students from other study programmes
- It improves your self-confidence and teaches you to stick to your own opinions
- It increases cooperation skills
- It lowers the threshold for contacting other people

It is also worth noting that the degree regulations stipulate that when planning the curricula, it should be considered that some of the students have positions of trust at ÅAU and may therefore need alternative forms of examination.

3.3 Tutorship

Tutors are ordinary students who have studied a few years and who know how things work at ÅAU and want to help new students. As a tutor for new students, you can share your own experiences and help the new students to find their way. The tutorship is an excellent way of creating a network through the tutor training and consequently in the own group of fresher's. Exchange students also need tutors and being a tutor to foreign students is a nice way to engage oneself and get contacts abroad.

All tutors participate in a course which improves their knowledge about the university world, ÅAU, the studies and the support services and which develops their individual skills. The ability to act as a responsible tutor and organize the tutorship enables acting in similar roles also in the future.

Information about tutors: [Intra EN > Study > Participate > Tutors](#)
[Tutors within the International Master's Degree programmes](#)

New international master's degree students who are not studying within an international Master's degree programme can get support from the student tutor within your main subject, who is acting as a tutor for the domestic students. These tutors can be found on the Orientation web site for domestic students (information only in Swedish).

[Link to the Orientation web site for domestic students](#)

3.4 Influencing Through the Student Union

The Student Union of Åbo Akademi University, ÅAS, exists to safeguard the students' rights. ÅAS is quite independent from ÅAU, even if they have a lot of cooperation. By being a candidate in the elections of the student union, every student has the possibility to influence their own and other students' conditions (see chapter 1.4).

The Student Union Council is the student union's highest decisive body, which, among other things, elects the student representatives to the decisive bodies at ÅAU as well as board members to the Student Union Board, decides about the ÅAS finances and other important Student Union matters. The Council is chosen in Student Union elections by the members of the student union and consists of 25 members (and 25 deputies). The term of office is two calendar years.

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The Student Union Board prepares the matters that the Parliament is to process, it carries out the Parliament's decisions, is in charge of the student union's budget as well as handles and decides in matters that, according to the student union's regulations, do not rest upon any other body. The size of the Board and the remit of the board members are laid down at the inaugural meeting of the Council. The term of office of the Board is one calendar year.

At its inaugural meeting, the Student Union Council may decide to set up committees to support the Board in their work. All members of the Student Union may become members of committees and have the presence and right of opinion at committee meetings.

By being active in student *associations*, which are grouped according to subject, faculties, hobbies etc., students can influence student life at Åbo Akademi and develop the activities by getting into contact with other students and the personnel.

4 PRACTICAL ARRANGEMENTS AT THE START OF STUDYING

In this chapter, the practical arrangements related to the start of studying are described. You can get an easy and quick overall picture of the terminology used in connection with your studies by reading the list and explanations at the beginning of this key to studies.

[Practical information online](#)

4.1 Enrolment as Present

Registration for attendance (or non-attendance) is obligatory for all students: Bachelor's, Master's and doctoral students. In order to be registered as present and have the right to study, receive credits and have your study results registered, you must pay the Student union fee.

An offered study right can be accepted either through an online form, found on studyinfo.fi, or in writing by post. The option to accept a study right online is available only for those who have a Finnish social security number and Finnish banking codes, a Finnish electronic ID-card or a mobile certificate.

If you fail to register during the set time, you will lose your study entitlement. When you register, you enrol as present. Without stating a reason, students can enrol as absent two terms (one academic year), this option is not available for first-year-students. During the first year, you may enrol as absent only due to military or civil service, or maternity, paternity or parental leave, or if you are unable to start the studies due to health reasons.

[Information about enrolment](#)

4.2 Who Meets the Students During the First Week?

The first week is the student orientation week and is intended for presenting ÅAU and informing the students about tools and other things useful to the students during their time of study, e.g. the libraries, the Student Union, the Student Health Care Services, and of course the actual studies.

Personnel from the academic offices, i.e. a study coordinator or study advisor, and e.g. a professor, usually receive the students. During the first days, new students also meet the student tutors and the teaching personnel, e.g. the teacher tutor.

Check the following list for the first week:

- You know who your tutor is
- You have registered/enrolled as present and paid the Student Union fee and
- the healthcare fee for students in higher education (not for exchange students)
- You have received your username and your email address.
- You have ordered and picked up an electronic key
- You have participated in a campus tour.

Tutors

All new students – fresher's or novices – belong to a tutor group led by a tutor, i.e. an older student from the subject or study programme. The tutor tells you how to cope in your studies as well as in social life at ÅAU. The tutor group meets up regularly during autumn, so take part and ask if anything is unclear!

The tutors have attended a course preparing them for their task but are not expected to know everything about studies and student life. However, a tutor should know whom to turn to in order to get answers to questions.

Please respect that the tutor does voluntary work in his/her own time; it is e.g. good to inform him/her if you cannot attend a tutor meeting.

Teacher Tutors

Each student is designated a teacher tutor, one of the teachers which the subject or study programme, whose task it is to contact the student at the beginning of the studies and to act as the student's contact person also in the future. Together with the student, the teacher tutor discusses expectations and objectives of the studies, makes an individual study plan, and helps choosing courses and minor subjects. The teacher tutor observes how the studies progress and gives support and advice to the student. Please remember that your teacher tutor cannot read your thoughts, so you must contact him/her when you need help!

4.3 Email and Computer Rights

All students need to make a user agreement when they register, or as soon as possible, and receive their username to get computer rights.

Master students can make the contract in Self-service using net banking codes or mobile certification or by paying a personal visit to the Helpdesk. **Exchange students** can make the contract at the student service desk in Gripen. During their time of study students can use ÅAU's IT-resources free of charge, e.g. the study planning tool Peppi, computer classes, printers, and licenced software (antivirus programmes). Students are expected to inform ICT-service for instance in case a university computer or printer malfunctions.

The ÅAU username also contains an email address and a gives access to home directory disc space for storing data. Emails concerning

studies, courses and general information sent by the ÅAU personnel are sent to the abo.fi-email address. Therefore, you are advised to read the abo.fi-email regularly, preferably many times a week. If it is complicated having many email addresses, you can redirect email from the abo.fi-email to another address.

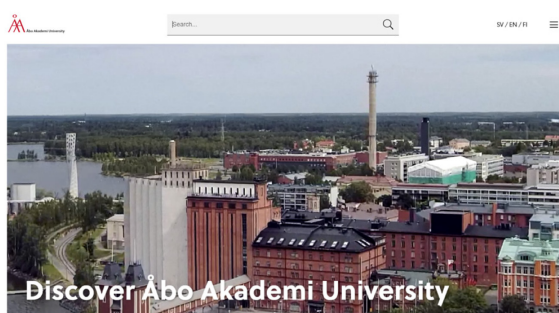
We recommend that you read the rules for *Information security at ÅAU* at the end of this brochure and the ICT-service information for new students.

[Intra EN > Service > Information security and data protection > Information Security](#)

4.4 The ÅAU Web

The address to ÅAU's home page is www.abo.fi.

The easiest way to find what you are looking for is to use the search tool at the top of the page. You can also use the menu, which is located at the top of the page to the right. Through the website, you can find information about the different study and research areas at ÅAU, as well as contact information for personnel and various support services.



The ÅAU-username and password that the student gets at the start of studies usually work as username and password for all tools used at ÅAU.

4.4.1 The ÅAU Web Shop

The ÅAU web shop, shop.abo.fi, sells products as well as services. In the web shop you can order keys, pay for sports activities, buy PR-products or publications etc.

4.5 Keys and Resources

The majority of ÅAU's buildings in Åbo and Vasa have a passer control system and many doors are always locked for security purposes. BioCity and the ICT-building in Turku have their own passer control system.

Students who are enrolled as present can get an electronic key with the right to enter the buildings and facilities they need to for their studies. The key gives you access to the front doors and the computer classes as well as access according to faculty and main subject. Normally electronic keys open doors on weekdays between 6 and 24 o'clock.

Information about keys: [Intra EN > Service > Facilities > Electronic access control and keys](#)

In order to find the right building and auditorium there are maps showing the buildings and where the auditoriums are placed. Tutors and other older students can also help you to find your way. Computer rooms and other group study rooms, where students can work by their own laptops, as well as video conference rooms are also available to students.

[Maps showing the campus areas in Åbo and Vasa](#)

4.7 Accommodation

The two main campuses of ÅAU are situated in Åbo and Vasa and they are geographically concentrated and characterised by short distances. In both cities there are foundations offering affordable student accommodation, so-called student villages. In Åbo the student union also lets flats. On the private market, the rents are higher, but there is a good supply of flats in both cities.

[Information about The Student Village Foundation in Turku/Åbo: TYS](#)

[The Student Village Foundation in Vaasa/Vasa: VOAS](#)

[The Student Union's flats](#)

Please remember to inform ÅAU about your new address when you move!

4.8 Student Benefits

To avail themselves of the student benefits offered in Finland students need to have a student card equipped with the sticker, or the [FRANK- smartphone app](#), for the academic year or term.

4.8.1 Student Union Fee and Student Card

The membership fee of the student union is paid by all undergraduate students who pursue studies at Åbo Akademi University during the academic year (1.8 - 31.7).

[Information about the membership fee.](#)

After having paid the student union membership fee (and thus enrolled as present) the student gets a sticker that is fastened on the Student Union's student card, and can use the FRANK- app.

The student card, named Frank, can also be ordered as a debit card with many services.

[Ordering and paying for the student card is done online.](#)

[Read more instructions about the student card.](#)

The sticker is fastened on the student card and is the key (along with the app) to all student benefits, e.g. travel and student lunches, and can be picked up in the following places:

Åbo: The student union's office Tavastgatan 22,
Vasa: The student union's office in Havtornen

Previously registered degree students are automatically registered when they pay the student union fee with an individual reference number and following the instructions sent to their abo.fi-mail.

4.8.2 Subsidised Lunches and Other Benefits

The national student card offers different benefits and services. All university students get a subsidised lunch at the student restaurants all over Finland, affordable train and bus travel etc.

[Via Frank's web pages, you find information on all the benefits and discounts.](#)

Remember always to carry the student card with you in the lunch queue as well as on the train.

[The Students Unions restaurants in Åbo.](#)

While you are waiting for your student, card students you can ask for an enrolment certificate from ÅAU with which you can get subsidized lunches and buy a card for discounted bus and train travels, or use the app.

4.9 Sports

The students in Åbo can participate in the sports activities arranged by CampusSport. In Vasa ÅAU also arranges sports activities (ÅA-motion). A prerequisite for participation is that the students have paid the sports fee for the academic year, plus possible additional fees for the activities they take part in.

[More information about the sports activities.](#)

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CampusSport offers sports services for the students and staff of the higher education institutions in Åbo. There are several gyms, a broad range of instructed sport classes divided into challenge levels, and ball sports to choose from every week. The sports tutors at CampusSport offer help and guidance for customers at the sports premises.

[CampusSport Activities in Åbo](#)

For information about sports activities and happenings in Vasa, go to their Facebook-page: *ÅA-motion*.

5 DEGREE STRUCTURES

Undergraduate applicants apply to a 5-year degree programme with the right to complete a 3-year Bachelor's degree (180 cr) and a 2-year Master's degree (120 cr). In some cases, applicants apply to a 3-year degree programme if this is the highest degree offered at Åbo Akademi University.

Students, although starting at the Bachelor's level, are admitted with the right to complete a Master's degree within the chosen field. If the admitted student, after completing the Bachelor's degree, wants to change his/her programme, the student can do so by applying to another 2-year Master's Programme provided that the student meets the academic requirements of that programme.

All undergraduate (bachelor level) programmes at Åbo Akademi University are taught in Swedish. There might be some individual courses in English but all admitted students are required to study in Swedish, therefore knowledge of the language is a prerequisite. In addition to the international Master's Programmes taught in English Åbo Akademi University offers regular Master's level studies, mainly in Swedish, but also in English.

The admission to the Master's level studies is based on the applicant's Bachelor's degree or equivalent and gives the right to complete a Master's degree. Studying at the regular Master's level in English always requires the approval of the department in question and admitted students will be required to learn some Swedish in order to be able to complete the degree. Also, note that the availability of courses taught in English can restrict the selection of minor subjects etc. If a student knows Swedish, this will always increase the number of available minor subjects, optional courses and language courses.

Language requirement: In addition to academic eligibility, (completed bachelor's degree in relevant field) applicants must meet the language requirements. If Swedish is required for admission, this will be stated in the application guide. In case Swedish is not required, an applicant can apply based on his/her knowledge of the English language.

5.1 Subsidiary subjects

All subjects that can be studied as a main subject at Åbo Akademi University can also be studied as a subsidiary subject. In addition to these subjects, there are subjects that can only be studied as a subsidiary subject. The courses are primarily given in Swedish. To see the courses offered in English, see the study guide. The English course selection is found under "Courses for Exchange Students".

[Link to the study guide](#)

Some subjects have certain requirements concerning the right to study the subject as a subsidiary subject, e.g. achieving a certain mark in the subject's introductory course, a quota for subsidiary subject students, applying to the subject through the regular application procedures. For more information about the requirements, please contact the Academic Office.

When you are planning your studies in subsidiary subjects, it is essential that you choose subsidiary subjects that fulfill the requirements of your degree. Some degrees are more flexible allowing a greater variety of subsidiary subjects, while others are more restrictive and have e.g. compulsory subsidiary subjects. Questions concerning subsidiary subjects should be directed to the Academic Office. The study plan in Peppi can also provide a notion of your options. To view different study entities and get acquainted with the course selection.

[Link to the Study Guide](#)

6 PLANNING AND AIMS

All new students want to learn more about the subject they are passionate about and with time learn how to write and present scientific texts.

Åbo Akademi offers education that is based on research and of a high quality. Study counselling is important when, creating your individual study plan and choosing among the many alternatives, but also in situations when yours studies do not go as planned.

6.1 Expectations of students and why planning is essential

Both students and personnel are anxious that the learning process works as well as possible. It's important that the students know what their degree structure looks like. This means that students should be able to identify the required courses, as well as know what optional courses to choose.

Students build up their studies according to the structure of their intended degree. Additionally, students should also determine when they to take the courses, ending up with a timetable for lectures and other teaching.

There is mandatory course registration for all courses, and for some there is also mandatory exam registration. Course descriptions, including aims and content, learning objectives, and methods of teaching and examination, can be found in Peppi, the study guide and on the web. The course description constitutes the legal basis for a study attainment.

Successful studies require that the student knows what to study and when the courses are offered. Therefore, all students should make an individual study plan. It is the student's responsibility to monitor and review the progress of his/her studies. The individual study plan is made at the beginning of the (autumn) term, often with the help of a tutor or a teacher or a study counsellor.

Another important tool for monitoring your progress is to check your course results and attainments in the study planning tool Peppi (as from September 2018).

The plan should include 60 credits for each academic year and the workload should be as even as possible during the semesters, periods, working weeks and working days.

1 credit equals 27 hours of work. Students should therefore remember to reserve enough time in their calendars for preparation, reading and assignments.

6.2 Study plan regulations and planning of teaching

The Universities Law says that the University must arrange teaching and study guidance so that full-time students can complete degrees within the target time (Universities Act 558/2009 § 40).

The faculties arrange the tuition and supervision so that students are able to pursue their studies efficiently and practically, and that fulltime students can take their degree within the normative duration of studies. For each education, carefully structured recommended curricula are to be drawn up for each study year for the whole degrees. The curricula are drawn up based on the normative duration of studies and usually comprise 30 cr per term, 60 cr per academic year (Degree Regulation 37 §).

Study planning and study progress

The student has the main responsibility for their progress of the studies. ÅAU and its faculties promote the ability to study through offering tuition and supervision, systematic support and a secure study and learning environment. Working life skills and the transit into working life are also to be promoted. The student is offered the possibility to receive continuous support and study advice throughout the entire study time.

Each student is to independently make an individual study plan for his/her studies every year. The teacher tutor follows up the student's study progress annually. When it comes to questions about the structure of the degree, total requirements etc., the support is given by the personnel at the Research and Education Services.

Degree structure = refers to the name, scope and level of the education.

Teaching plan = specifies the courses that is given during the year and the tuition provided.

Learning objectives/learning outcomes= describes the core contents and states what is required for grade 1.

6.3 Planning your studies with Peppi

Annually each student has to make up an individual study plan. Peppi is the electronic study-planning tool used at Åbo Akademi University. In MinPlan you can create your own study plan, check your completed courses, and register for courses and examinations. During the study orientation week, the new students get further information about how to make a study plan. Course results are automatically transferred to Peppi, and students are recommended to regularly check their achievements. When you start making your electronic study plan, it contains the courses required

for your degree. After that, you have to make some choices, foremost to choose the courses you want to attend.

The study plan helps students to plan their courses so that it is possible to take their degree with the stipulated time:

- A written plan in an electronic form allows the counselors to help the students in their planning process
- In Peppi you can: make a study plan based on your study programme, read course descriptions, make course and examination registrations and check your credits and results
- You can make as many study plans as you wish; it's easy to change it!

The individual study plan is:

- a handy tool to remind you of course enrollments and exams etc.
- a useful tool because it tells you what courses are mandatory and which are optional
- a fun tool as you can follow how your studies proceed

You log into Peppi through studie.abo.fi with your ÅAU username and password.

The login page to Peppi can also be found at the ÅAU intranet: [Intra EN > Study > Plan your studies > Study planning](#)

6.3.1 Course enrollment in Peppi

When you are logged in to Peppi, go to "My Course list" to see the courses in your study plan. You find open enrollments for courses in your study plan under "Enrollments". If you want to enroll for a course outside your study plan, write the course name in the search field. Contact the teacher/ course coordinator if you don't find the course or if you are unable to enroll for a course in Peppi.

6.4 The study guide and teaching programme

The study guide is the support material (in combination with the teaching programme) which you need to be able to plan your studies. The study guide presents the degree requirements for the different study subjects and the study units which your degree consists of. The study guide is revised annually. Student generally follow the requirements in the study guide from the year when the studies were initiated. However, students have the possibility to choose to follow an updated version of the study guide later on in their studies.

The teaching programme will let you know the lecture days, times and places of all courses, i.e. which weeks, days and times the courses will be lectured and in which auditorium or lecture room, as well as who will be lecturing the courses. The teaching program can also be found in the study guide.

[Link to the study guide](#)

6.5 Course Descriptions

A course is the smallest part of a degree. Each course has a unique course code and during the academic year, there may be multiple versions of the same course, which usually means that the course is offered several times during the year. It says in the course description that if the course is mandatory or optional and whether it is a question of basic, intermediate or advanced studies.

A course description for example includes:

- the course name and the course code
- the number of credits (cr)
- which academic year, term and time the course runs
- entry requirements
- aim and content
- learning outcomes, i.e. what students are expected to know to be approved by the course
- teaching methods and examination
- course evaluation
- course material
- workload
- registration

The course description is an important legal document and is applied in conflict situations. The course description and learning aims guarantee the quality of teaching and that it is on the right level.

All courses as well as course descriptions can be found in [the study guide](#) and Peppi.

The login page to Peppi can be found at the ÅAU intranet: [Intra EN > Study > Plan your studies > Study planning](#)

6.5.1 The Open University at the Centre for Lifelong Learning

It is a good idea also to check the Open University, to find interesting courses that complement courses available at the faculties. Students who are enrolled at Åbo Akademi University are exempt from the Open University tuition fee. The courses requirement level is the same as for the equivalent courses within regular studies.

The Open University gives everyone the opportunity to pursue academic studies without being enrolled at a university. The Centre for Lifelong Learning, CLL, is the largest unit for adult education in Swedish-speaking Finland.

[Link to the Open University:](#)

[Link to the Centre for Lifelong Learning](#)

6.6 Support and study counselling

Universities are required to provide students advice as well as answer questions regarding studies and procedures around them, and it is also in ÅAU's interest to ensure that the studies are progressing as planned. In addition to the study secretariat and personnel, students have access to a study psychologist who helps with e.g. study skills and time management.

6.6.1 Support from the teacher tutor

At the beginning of the first year all new students are assigned a teacher tutor, whose task it is to advise and monitor the student's study progress. Teacher tutors act as a link between students and the academic community. Teachers should also annually review a student's study plan, and in this way guide and support the student. Teacher tutors can work with their students both in groups and individually. In some subjects, there are special teacher tutors for the first year and after choosing the major subject the students are assigned a new teacher tutor, while others have the same teacher tutor throughout their undergraduate studies.

6.6.2 Study counselling

Already during the study orientation week, students get study counselling. All questions regarding studies should primarily be directed to the faculty office, but also teacher tutors and tutors help.

6.6.3 Study psychologist

The study psychologist is there for all graduate students and helps when you get stuck in your studies. You can book a time when you need support regarding study skills, learning and aims, learning motivation, time management, stress, self-control, learning difficulties and other issues linked to the studies.

[Link to the Study psychologist services](#)

7 COURSES AND TEACHING

The academic year starts on the 1 August and ends on the 31 July. Teaching is given in autumn and spring semesters, each of which is divided into two periods. Teaching is given mainly between 8:15 to 9:45, 10:00 to 11:30, 12:15 to 13:00, 13:15 to 14:00, 14:15 to 15:45, and 16:15 to 17:00. You can find more information about the dates and times of the academic year on the intra pages: [Intra EN > Study > Plan your studies > The academic year and times](#)

During the summer, students can complete summer studies, mainly through independent study, e-exams or summer courses through the Open University.

The degree statute establishes that teaching must be organized so that students can pursue their studies efficiently and in proper order. This means, among other things, that each course should have descriptions, including e.g. learning outcomes and teaching methods. Teaching should promote learning, study skills, equality and lifelong learning. In order to study effectively the student must always be able to ask questions and ask for advice from the teacher.

Course registration is mandatory for all courses and for a course to be organized a minimum amount of participants is required (listed in the course description). If the minimum amount is not reached, the course may be arranged in an alternative way.

Contact with the teaching staff

Åbo Akademi University is a small university, which enables close contact between students and teachers. The teaching staff may have reception hours that they want students to respect. In most cases, it is a good idea to contact the teacher via e-mail first. Contact information for the personnel is found on ÅAU's website by using the search function.

7.1 Learning and teaching methods

The learning outcomes for the courses focus on the student learning process and describe the expected outcomes of the course. It is recommended that in the beginning of each the course the teacher explain what is required of the students to achieve the expected learning outcomes. The learning outcomes are mandatory in all course descriptions (see 6.2.1).

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The **learning outcomes** are often described in terms of knowledge, skills and attitudes. The learning outcomes are also assessment criteria, because the learning outcomes specify the threshold for a passed grade, that is, the grade 1.

The **learning objectives** will help students to:

- target their own learning
- select the right study techniques and control the use of time
- obtain an overview of the studies and describe their expertise

Objectives and content indicate what is most important in the course and show how the course relates to other courses.

The teaching methods are included in the course descriptions. Compulsory attendance shall be given as a percentage or number of hours. Note that face-to-face activities, such as lectures, often only represent a small part of the actual amount of time required for the course.

Teaching methods used are among others:

- Lectures
- Group work/seminars
- Laboratories/field work/exercises
- Self-study (reading/information seeking/written assignments/other independent work)
- Written or oral examination
- Other

When teaching is arranged as lectures, it is voluntary for students to participate in the lectures. However, since the lectures clarify and deepen the course content, students are always advised to participate.

Academic contact teaching can be compulsory for students if it is part of the examination. Usually group work, seminars, laboratory work, fieldwork and various assignments are compulsory. Internships can also be mandatory in certain programmes.

Not all courses include contact teaching. In the course description, it is indicated if the course can be completed as a distance course, either as an online course or as a reading course. Students' different life situations and needs should, if possible, be taken into consideration when planning the teaching.

Moodle, the electronic learning platform, may be used as a material bank as well as a channel for information and interaction. Some courses are given as online courses without group meetings.

[Link to moodle](#)

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Course registration is mandatory for most courses and is usually made via Peppi. However, the registration procedure of courses may vary - information about a specific course is always found in the course description online. Popular courses, such as language courses, can also be crowded, and therefore it is a good idea to be quick to register.

Courses offered within the Open University have a different registration process, for further information see [the web page of the Open University](#).

The workload for a course is related to the number of credits. As a rule, only about a half of a week's work hours is used for contact teaching. The rest is reserved for independent study in the form of various tasks; assignments, reading literature etc. The proportion of self-study usually increases in the final stages of the studies. Students can calculate the amount of work as following:

- 1 cr = 27 hours
- 5 cr = 135 hours
- one week, 40 hours = 1,5 cr
- one month, 160 hours = 6 cr
- one period, 400 hours = 15 cr
- one semester, 800 hours = 30 cr
- a working year, 1,600 hours = 60 cr

7.2 Course start

Academic teaching and exams usually begin with a so-called academic quarter, which means that the lecture or exam starts a quarter past a given time. If the specified time is eight, it means that the teaching begins 8:15. If the teaching begins at 8 o'clock sharp, it is written as 8:00.

The first contact lecture is usually different from the following contact lectures. The recommendation is that the teacher presents at least the following at the start of the course:

- objectives and content
- learning outcomes
- teaching methods
- assessment criteria for examination based on learning outcomes
- report on recent course evaluation

Students are strongly recommended to participate in the beginning of the course because of the information provided, which will be needed later in the course. If a student does not participate, it is the student's own responsibility to find out what is needed to know about the course and its set-up. Remember to arrive on time and stay until the end of the lecture.

If a course requires compulsory attendance, the number of hours or percentage of attendance should be clarified in the course description. Absence may be allowed if the student has justified reason for that.

7.2.1 Course books and library cards

All students are automatically entitled to borrow books and other materials from the University library. There are usually several copies of the course books. A library card is needed for borrowing books and magazines from libraries or to order them via the database Alma, where you can find books, scientific journals and papers in printed and electronic form. You can also find tailor-made resource and information retrieval guides in Libguides.

In Åbo, course literature is usually found in the ASA library, but there are also several other campus libraries. In Vasa, course literature is usually found in the Academill library

Read more about the loan period, renewal of loans, reading rooms, and subject and campus libraries:

[Link to the Åbo Akademi University library](#)

[Login to alma](#)

[Libguides](#)

As a result of corona situation, the libraries' opening hours may vary during study period 1 (autumn 2021).

7.2 2 Information retrieval and reference management

In addition to lending, libraries also offer short courses in English in information retrieval and reference management.

[You can also book one-on-one instruction session with a librarian](#)

8 EXAMINATION AND ASSESSMENT

A student has a maximum of three examination attempts per course. General exams are usually organized once every month during autumn and spring terms. Advance registration in Peppi is mandatory in order to participate. Some courses also offer a so-called class exam (i.e. an exam only for the particular course) at the end of the course. Participation in a class exam does not generally require prior registration. Please consult the lecturer if you are uncertain about the registration procedure for an upcoming exam.

There are different forms of examination and they can roughly be divided as following:

a) Examinations, e.g.

- Course examination

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- General examination
- Electronic examination (e - exam)
- Flexible examination
- Oral examination

b) Written assignment

- Thesis for the lower or higher university degree
- Maturity test
- Essay
- Exercise
- Report
- Portfolio
- Learning diary
- Written home examination or other academic work submitted

c) Oral assignment

- Lecture
- Presentation
- Oral exam / exams or other verbal transcripts

d) Continuous examination e.g. at group work/laboratory / field work /exercises (Presence required specified percentage or number of hours)

The examination forms are found in the course description. Each learning outcome should be examined and all learning objectives must be approved for the course to be approved. Alternative forms of examination allow flexible studies and should be provided if necessary.

8.1 Study Attainments

A student registered as present has the right to take part in courses and all completed courses are registered in Peppi. Each study attainment has its learning objectives and a description of the content and literature and is worth a given number of credits. The amount of is based on an overall assessment of a student's workload. The student has the right to know the assessment criteria and may request correction if they perceive that there are errors in the assessment (*see chapter 8.2.1*). An examining board is appointed to ultimately decide disagreements about assessment. For more information about the assessment criteria - see the Examination and assessment instructions: [Intra EN > Study > Support for your studies > Rules](#). Official transcripts of records (with signature and stamp) can be obtained from the faculties and student office.

Learning objectives and information about the examination and assessment must be clearly stated in the course description so that students know what is expected of them. Since the course description is binding for the course content, students have the right to demand that all information is available at the start of a course.

The course description is an important legal document in cases of conflicts concerning requirements or the realization of a course. The course description and learning objectives guarantees that the education maintain a high quality.

8.2 Forms of Examination

The main forms of written exams are for example:

- **Course or class exam:** a traditional exam that requires a reserved space.
 - o Usually held in the end of a course. At least three examination opportunities are offered for all courses that are examined
- **General exam:** a traditional exam that requires a reserved space and where the opportunity to take several exams is usually provided.
 - o the exam duration is four hours
- **e-exam**, an electronic exam examined via a computer in a video-monitored space
 - o allows students to take the exam whenever wanted at a faster pace and in a way which easily can be adapted for other exams and work
- **Flexible exams** are meant for students with special needs.
 - o are arranged in a reserved space that guarantees privacy, longer deadlines and can, if necessary, be equipped with computers and other devices
- **Oral exams** are course exams organized in a private space. The exam is recorded by the examiner or is overseen by a minimum of two faculty members and notes on the content are written

The exam normally starts with academic quarter (fifteen minutes past), but it pays off to arrive in good time, preferably sharp on the dot, because it takes time to hand out the exams and find your own seat. The exam begins when all examinees have their exam papers. The length of the general exam is four hours. The dates for the general exam days can be found at the faculties' websites.

General exam rules:

- examinees should arrive at the examination location well in advance
- all communication between examinees is forbidden
- mobile phones and other comparable electronic equipment must be switched off, are not to be used during the examination and should be placed at an assigned spot when entering the examination room
- the examination can begin only when all examinees have received their questions

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- examinees should sit at their assigned places at a sufficient distance from other examinees
- examinees writing the same examination must not sit next to each other
- peace and quiet should be maintained.

[Specific information about e-exam](#)

The grading scale used at the ÅAU:

- A (5) EXCELLENT: outstanding performance with only minor errors
- B (4) VERY GOOD: above the average standard but with some errors
- C (3) GOOD: generally sound work with a number of notable errors
- D (2) SATISFACTORY: fair but with significant shortcomings
- E (1) SUFFICIENT: performance meets the minimum criteria
- F (0) FAILED

The learning objectives are the assessment criteria, meaning that a student who has passed has been assessed to fulfil all learning objectives. Partial coursework units can also be given the grade F (failed, supplementary work required to pass) A passed coursework can also be graded with *passed* if the study attainment's nature renders grading meaningless.

Knowledge in the other domestic language is graded on the scale *good* or *sufficient*.

Examination results will be announced as soon as possible, however,

- not later than two weeks after the exam, when the number of examinees is less than 40, or within three weeks after the exam if the examinees are over 40
- the results of e-exam is announced within three weeks after the exam
- the results from the summer exams are announced by mid-September

The dean can, in cases of compelling reasons, allow the examiner up to three weeks additional time for assessing the examination. The examination results are registered in the study register. The date of completion of a study module is the date on which the final component is concluded, provided that all coursework has been passed by that date. A study attainment that is a pass and has been entered into the transcript of studies does not expire but is valid for the degree provided that the learning objectives are unchanged.

8.2.1 Asking for Correction in Crediting

If a student is not satisfied with the assessment of his or her work, that is, if the student feels unfairly assessed, the student has the right to ask the correction to the examiner. Upon request, the examiner is to explain how the assessment criteria have been applied within 7 days of the date when the grade was communicated. After having received information on how the assessment criteria have been applied, the student has 14 days to ask the examiner for correction. In other words, it is not possible to lodge an appeal after the deadline has passed.

It is also possible to ask for correction in credit transfer matters, assessment of theses, as well as other types of study attainments.

A student may, within 14 days of receiving the Dean's decision, lodge a complaint against the assessment of a thesis included in the advanced studies with the Åbo Akademi University Examination Board.

Students who are dissatisfied with the decision concerning a complaint they have lodged or a decision on suspected violation of responsible conduct of research, may lodge a written appeal pertaining to this decision with the Åbo Akademi University Examination Board within 14 days of having received the decision. The Examination Board must make a decision in the matter within 30 days, provided that it does not require further investigations.

For more instructions on how to ask for correction, please check the Examination and Assessment Instruktions: [Intra EN > Study > Support for your studies > Rules](#)

8.3 Credit Transfer

Knowledge that a student has attained within studies or in another way, either before or after admission to the present study programme, can be credited in his/her degree. One condition is that the knowledge corresponds to the learning objectives for the attainment and that examination and assessment (=validation) can be carried out at ÅAU. Validation and crediting, which are to be preceded by identification and acknowledgement, can be done either based on knowledge attained within studies (= formal education) or in another way (= non-formal or informal learning).

Crediting can be done in alternative ways, so that a student taking a degree according to what is stipulated in this paragraph and what the examiner of the subject (or the dean if the credit does not have an examiner at the faculty), or the center of language and communication decides, by:

- 1) substituting compulsory or optional studies belonging to the degree for corresponding studies that the student has carried out at another domestic or foreign university or for knowledge that the student has proved in another way through studies.
- 2) including optional studies that the student has carried out at another domestic or foreign university or ÅAU, at another educational institution or through knowledge that the student has shown in another way than through studies.
- 3) substituting or including knowledge that the student has acquired in other ways than through studies

Information about credit transfer: [Intra EN > Study > Flexible studies > Credit transfer](#)

8.4 Cheating and Plagiarism

Plagiarism refers to a situation where a student intentionally presents material produced by another

person as his/her own work. The criteria for plagiarism is met in cases where a student knows or should know that the reproduced material has been created by another person, or where the student has neglected to follow the teacher's instructions for avoiding incautious use of material. Therefore you should always give the source, regardless of whether you refer to somebody else's text, that is, summarize in your own words what somebody else has written, or whether you quote the text directly.

A student who is guilty of an offence that violates the rules of the University is subject to a disciplinary punishment, which, depending on the gravity of the offence, takes the form of a reprimand or exclusion from the University for a certain period of time, at most one year. Decisions on disciplinary action are taken by the Rector of the University in the case of a reprimand, while decisions on exclusion for a certain period of time are taken by the University Board. Before a decision is taken in a disciplinary matter, the student concerned should be demonstrably informed of the offence he or she is charged with, and also given an opportunity to be heard concerning the matter. The consequences of cheating are severe (see section 2.6).

ÅAU's guide on cheating and plagiarism can be found on: [Intra EN > Study > Support for your studies > Rules](#)

Examination and Assessment Instructions for Åbo Akademi University

The Åbo Akademi University Code of Conduct and how to handle suspected violations of it

8.4.1 What is Plagiarism?

The National Advisory Board on Research Ethics is an expert body nominated by the Ministry of Culture and Education. The National Advisory Board on Research Ethics has defined and categorized different types of misconduct and fraud in science. Åbo Akademi University complies with the guidelines of the delegation, also for undergraduate studies at the university.

*Cheating means that the student uses prohibited methods
And/or aids to complete the exam or some other academic work.*

Examples of cheating during an examination:

- to have prohibited material (e.g. key words written down or recorded; observe much more severe requirements for electronic exam)
- to have the exam literature or technical equipment directly available without permission (e.g. a book or mobile phone open in the bag)
- to have contact with external sources (e.g. via mobile phone, tablet or other technical appliance)
- any form of unjustified communication between examinees or between an examiner and another person (e.g. sending pieces of papers, giving hand signals, unjustified verbal one- or two-way communication)
- to read other students' exam answers
- to write the exam in somebody else's name

Avoiding cheating

Read the instructions for the exam so that you avoid making yourself guilty of cheating in the exam:

8.4.2 Plagiarism

Plagiarism is a form of cheating that may lead to that, the student fails the course (and may even lead to suspension from the Academy). To present invented materials or observations in the lecture or lab report, to knowingly misrepresent or omit results that are essential for the analysis (e.g. leave out observations do not support the conclusion) or to submit written work in someone else's name counts as plagiarism. Be careful in its reference technology

According to the board, there are four categories of different manifestations of fraud:

- Fabrication is to present fabricated data to the research community. Fabricated data have not been obtained in the manner or by the methods described in the report. Presenting fabricated results in a research report is also fabrication.
- Misrepresentation (falsification) means intentionally altering or presenting original findings in a way that distorts the result. Misrepresentation means scientifically unjustified alteration or selection of results. It is also misrepresentation to omit results or data pertinent to conclusions.
- Plagiarism is to present someone else's research plan, manuscript, article or text, or parts thereof, as one's own.
- Misappropriation means that a researcher illicitly presents or uses in his/her own name an original research idea, plan or finding disclosed to him/her in confidence.

Cheating is an offence against scientific integrity. At the same time, plagiarism threatens the quality of teaching and research. A detected case of plagiarism not only harms the reputation of the author but also that of the university. Plagiarism as a form of cheating is an activity that unfairly compromises relationships between the students

Plagiarism is not necessarily the result of cheating, however; it can also be the consequence of, for example, ignorance of the correct use of sources in an assignment – in that case it is not referred to as plagiarism but as incautious use.

In the Procedures for Handling Cases of Plagiarism at Åbo Akademi University a distinction is made between the incautious use of material and actual plagiarism. Depending on the category the case belongs to, the action taken varies.

Incautious use of material:

Incautious use of material refers to a situation where a student unintentionally presents material produced by another person as his/her own work. The criteria for incautious use of material is met in cases of misunderstanding the nature of the work task, negligence or perceptible inexperience in the correct use of quotations and/or other referencing techniques by the student.

Plagiarism:

Plagiarism refers to a situation where a student intentionally presents material produced by another person as his/her own work. The criteria for plagiarism is met in cases where a student knows or should know that the reproduced material has been created by another person, or where the student has neglected to follow the teacher's instructions for avoiding incautious use of material. *In other words, an act of plagiarism refers to a case where you copy the works or texts of others from books, articles, the internet or other sources with the intention of presenting them as your own* – this is cheating and can result in failing the course (and even in being dismissed from Åbo Akademi). In essays and written assignments, sources are often used as a basis for creating new knowledge. When referring to or quoting a source, this must be appropriately marked, that is, a reference should be given according to the recommendations of the subject in question.

In order to avoid careless use, you should:

- Always give the source, regardless of whether you refer to somebody else's text, that is, summarize in your own words what somebody else has written, or whether you quote the text directly.
- When quoting somebody, remember to write this as a direct quote; that is, apart from giving the reference, you must place the quote within citation marks or mark the quote in some other way. It is also considered plagiarism if you only give the source, but do not mark the text as a direct quote. You also have to quote your source correctly, that is, word by word – if you leave out or add words, you must mark this with square brackets.
- Do not keep your source text open in front of you when you rewrite the text; it will make it easier for you to actually use your own words (That is, it is important that you rewrite to a sufficient extent in order for the text not be considered as somebody else's).
- If you make a direct translation of somebody else's text, you must give the source and note that you have made a direct translation. (A direct translation remains the intellectual property of the original author.)
- If you create links to the material of others on the web, you must say where the link leads. Constantly write notes as to where you take the information from that you might be going to use in your essay or thesis.

Making references

In avoiding plagiarism or careless use, the most important thing is to know how to mark quotes and refer. There are many different systems for quoting and making references – follow the instructions given by your own subject! The thing that all subjects emphasize is consistency in the way in which you make your references and bibliography; that is, use the same system throughout your work.

Software for plagiarism detection

The ÅAU Senate has decided that all theses should be checked for plagiarism with the help of software for detecting plagiarism. Åbo Akademi acquired the software Ouriginal for detecting plagiarism. The software Ouriginal can be used for all types of teaching at Åbo Akademi and it is available on the web. It is used according to a simple principle. Students submit their written work to the system by e-mail. The essay is analysed and various algorithms are used to compare it with other documents from three different sources:

- Electronic literature
(Ouriginal can access electronic publishers, e-books and e- journals)
- Websites
(Ouriginal checks so-called paper mills, that is, websites where essays can be purchased)
- The Ouriginal document database
(all submitted and analysed essays are saved in the database).

Each word and sentence of an essay is not analysed; only strings of 5–10 words are subjected to comparison. The analysis is published on a website that the teacher can access. If copies of pieces of text have been detected, the teacher will make a more detailed comparison of the submitted text and the match found by the system. All copies reported need not be plagiarism, but may be part of a correctly made quotation. In other words, the software never makes a decision as to whether a student is accused of plagiarism, as a teacher will always go through the analysis, which has been generated by the software.

9 STUDENT'S INFORMATION SECURITY IN A NUTSHELL

You are expected to know and follow the following rules to be entitled to use ÅAU's ICT services:

- 1) You are responsible for all activities carried out under your user ID. Apart from your individual data, also remember to protect other people's information that is in your possession. Never tell anyone else your password.
- 2) Choose a password that is easy for you to remember but impossible for others to figure out. Choose different passwords for the university systems and any external services.
- 3) Don't open e-mail messages if you are uncertain of their origin. E-mail messages may contain malware or direct you to sites that contain malware.
- 4) Beware of phishing, i.e. messages asking you to share your user ID and password or enter them on a website. System administrators at ÅAU never ask for your password.
- 5) Always check the actual target address before clicking a link. Be extra careful with regard to links received in messages. Learn to tell which Internet addresses are genuine and which indicate fraud.
- 6) Before registering as a user for an online service, always check the terms and conditions to make sure that data ownership will not be transferred and no data will be disclosed to third parties. Think

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carefully before sharing information about yourself or others in various online services (Facebook, photo sharing services, etc.).

7) Malware spreads efficiently through social media and online services. Be cautious about pop-up windows, advertisements and invitations - click carefully!

8) Protect your own computer with a firewall, anti-virus software, back-up copies and software updates. In addition, protect your smart phone and other mobile devices e.g. with a lock code. Only install applications that you really need on your computer and mobile devices.

9) Don't use a USB flash drive as the primary or only data storage. If you intend to save sensitive data on a flash drive, get one that encrypts the data.

10) If you print something using a shared printer, pick up your printout immediately.

11) If you suspect a security breach or system abuse, contact the person in charge of the service.

For more information: [Intra EN > Service > Information security and data protection](#)