



UNIVERSITY OF
EASTERN FINLAND

Introduction to Studying at UEF

Orientation for International Students

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Topics

- Basics on studying
 - Study practices in general
 - How to start your studies
 - Completing courses
 - Exams, credits, grading
 - Wellbeing of students
 - Inappropriate treatment and harassment
 - Student's rights and obligations
 - Accessibility in studies
 - Individual study arrangements





General about Studying



- Finnish system is **flexible**
 - **Independence** : students have a lot of **freedom** to plan and organize your studies.
 - No supervising on your daily activities.
 - This brings a lot of **responsibility**, too.
 - You are responsible for managing your studies but help is available.
 - Be active!



General about Studying



- **Low hierarchy**
 - The UEF staff is there to help the students.
- Not just memorizing the knowledge but being able to **apply the knowledge?**
- Username and access to online environments are essential.
- All materials are **online**.
 - **ELearn** (former Moodle) and **Teams** are platforms for course materials.



General about Studying

- It takes time and energy to understand the new systems.
- It takes time and energy to adjust.
 - Uncertainty and confusion are a part of the experience, especially at the beginning.
 - Take it easy, everything will be ok.
 - You can sort out things little by little. And please remember that help is always available! 😊





Face-to-face or online?

- **Some teaching is organized online.**
- **Some courses or sessions are face-to-face.**
- This varies from course to course. You will get the information on the courses from Peppi or from the teacher of the course.
- Some courses may include both online and face-to-face sessions.





Online Studying

- Studying in a new system requires an **active approach** from you. Studying online might require even more **activity, concentration and self-regulation**.
- **Make sure you read the info materials for courses and always ask when something is not clear.**
- Whenever possible keep in touch with your student colleagues, too. Studying online doesn't mean you have to study alone – **Study together!**





Studying Online



- **Digistartti** (UEF username needed for completing the assignments) includes information on all online tools for students:

<https://kamu.uef.fi/en/tietopankki/new-students/uef-digistart-course-for-new-student/>

- **Online learning:** <https://kamu.uef.fi/en/tietopankki/planning-and-completing-studies/distance-and-online-learning/>



How to Start Your Studies?

<https://kamu.uef.fi/en/tietopankki/new-students/orientation-for-international-students/>

Join the orientation!

1. Study the orientation material

- in Kamu <https://kamu.uef.fi/en/new-students-orientation/>

2. Join the general orientation

- webinars at 12-17 local time (EEST, UTC +2) on 1 and 2 September, and
- face-to-face on campus at 12-16 on 3 September

3. Follow the orientation webinar of your field if organised

- Your programme coordinator has sent you the schedule and the link for the orientation meeting(s) of your field



How to Start Your Studies?

Exchange students



- Your **Learning Agreement** is the starting point.
- You can **register for the courses** you have listed in your LA and make your schedule in Peppi. You can see your timetable in Tuudo, too.
- If you wish to change the courses, please talk to the departmental coordinator for exchange studies.

<https://kamu.uef.fi/en/tietopankki/planning-and-completing-studies/study-coordinators/>



How to Start Your Studies?

Bachelor's and Master's degree students: Degree Structure

- Your **programme coordinator** can advise you with the structure of your programme: what courses to take and when.
- major subject, minor subject(s)
- different tracks/options
- compulsory studies, optional studies, training
- Bachelor's or Master's thesis





How to Start Your Studies?



- All the course information and the course schedules are in **Peppi = our student and study register**

peppi.uef.fi

- Questions on single courses, please contact the teacher of the course.



Course Registration

- Pre-registration for courses is usually required in **Peppi**.
- Please **register for the orientation in Peppi by 30 Sept.** Course code 1131003-3010.
- **UEF username and password** are needed in order to access the systems, for example registration for courses can only be done with UEF username.
- If you haven't registered for a course in time, you can try to ask the teacher of the course whether there is room for you on the course.
 - **Don't count on this but always try and register in time!**



Attending the First Lecture

- It is important to **attend the first lecture/session of the course.**
- **You will find out all the important information about the course,** such as
 - the requirements for passing the course
 - what is compulsory and what is optional
 - the teaching methods
 - the assignments, the literature and material
 - exams etc.





Attending the First Lecture



- Contact the teacher if you can't join the first session of the course.
- Each course has different requirements for passing. Make sure you know them.
- If you have overlapping courses, talk to the course teachers and try and solve the problems with the course schedules.



Different Ways of Completing Courses

- Traditional ways of contact teaching (lectures, seminars, exercises, presentations, projects, demonstrations, lab work)
- Some courses have exams, some have assignments or projects instead.
- We have no exam periods/weeks, but the exams are usually at the end of each course. Mid-exams are possible, too.
- Attending lectures can be optional but often it is essential for passing the course.
- Lab work, exercises, group work etc. is **always obligatory**.



Different Ways of Completing Courses

- The number of contact hours in teaching does not determine the number of working hours. Courses usually include **a great deal of independent** work and thinking.
 - readings
 - different assignments (reports, essays, learning diaries, portfolios)
 - presentations
 - group work



Different Ways of Completing Courses

- Stay in your own lab group, do not change groups without talking to the teacher.
- If you know you will be absent (especially from a compulsory class), please discuss this with the teacher in advance.
- Students in Clinical Medicine: please do not skip teaching because of trips. You are expected to do the travelling during the holidays.



Attending Teaching

- Traditionally the lectures begin quarter past the hour (for example 8.15) and last for 45 minutes. Double lectures are common.
- Whereas the lab work often starts sharp on the hour (eg. 8.00).
- Online teaching can start sharp on the hour or quarter past. Check with the teacher!
- The course material is usually in an online platform, for example **eLearn or Teams**. A UEF username is needed.
- The length of courses may vary a lot. They may last for two days or for 4 months.
- In some fields the semester is divided into 2 periods.



Attending Teaching

- Remember to ask and find out. Be active!
- Make sure you read the instructions and check the information which is available. If something is not clear or if you are not sure, please ask.
- UEF staff is helpful. However, make sure not to misuse the helpfulness/flexibility of the teachers.
- Helpfulness and flexibility does not mean that UEF staff doesn't expect you to **do your share of the work**.



Attending Online Courses

- Courses and their requirements vary a lot. Make sure you **know the course requirements and schedules**.
- In online courses we often have advance assignments. Make sure you **always do the advance assignments/readings beforehand** so that you will be able to make the most of the contact teaching and to ask anything that is not clear to you.
- Online courses are often even more independent and require more responsibility.
- **Be active:** read the instructions and ask if something is not clear.



How to Manage the Schedules?

- 1 ECTS covers about 27 hours of studies in general.
- At first it might be a bit difficult to estimate how much time you need for different assignments ➡ start as early as possible.
- Starting early also helps when you have several assignments at the same time.
- The amount of contact teaching does not determine the amount of work.



How to Manage the Schedules?

- Independent studying forms a big part of studying
 - If possible, always familiarize yourself with the topic already before the contact teaching.
- Try and follow the deadlines always.
- If you cannot meet the deadline for an assignment, contact the teacher to negotiate what to do.





Exams

- No exam periods
- Final exams at the end of the course
 - sometimes pre- or mid-exams
- Electronic exam: please read the instructions carefully before going to the exam: <https://kamu.uef.fi/en/tools/electronic-exam-facilities/>
 - Supervised electronic exam
 - BringYourOwnDevice (BYOD) exam
 - Unsupervised electronic exam: Moodle exam or Open exam
- Traditionally no oral exams



Exams

- **Open book exams** are possible
 - You have access to all the materials during the exam.
 - This is always informed before the exam.
- **Book Exams** are common
 - = independent studying = you study a book/books and take an exam on them
 - ≠ open book exam
 - usually on general exam days (~once a month)
 - discuss the possibility with the course teacher



Exams

- **Pre-registration** required by the deadline
 - **Peppi**
 - not the same as course registration
 - always check with the course teacher
- You can retake examinations
 - usually two or three re-exams per course
 - not necessarily during the same semester





An Example of an Exam

- Exams can be different in each course - check with the teacher!

An example of an old exam in Cognitive Neuroscience:

Each question yields 6 points resulting in a maximum of 30 points. You need to gain 15 points to pass the exam.

1. Describe projection by projection the multiple steps of visual information processing from retinal ganglion cells all the way to the inferotemporalcortex.
2. What is the difference between classical and instrumental conditioning? Give an example of each type.
3. What is the role of prefrontal cortex in cognition? (use ~ one page for the answer)
4. What is the contribution of the following brain structures to long-term memory?
 - a) amygdala
 - b) Perirhinalcortex
 - c) Hippocampus



Attending a Traditional Exam in a Classroom

- Be on time!
 - roll-call begins often 15 min. before announced time
 - supervisors will assign the seat for you in the exam room
 - the actual exam usually starts sharp on the hour (ie. 8.00 not 8.15)
- No students are allowed in the exam room 30 min. after the start of the exam
- You can leave the exam room 30 min. after the beginning of the exam at the earliest



Attending a Traditional Exam in a Classroom

- No bags, coats, mobile phones or other extra items
 - only a pencil and an eraser and your student card/ID
 - dictionaries, calculators etc. allowed only if the lecturer has given the permission and has notified the exam supervisors about
- Do not read the exam questions or start writing before the supervisor has given a permission to start the exam
 - usually after everybody has received the exam papers
- You are not allowed to leave the room during the exam
 - going to toilet only with a supervisor
- **Strictly NO talking at all during the exam!**
- **Strictly NO extra items in the exam!**



Cheating in an Exam?

- For example any communication with others in the exam room or bringing extra material with you is considered cheating.
- **Cheating is considered a serious offence at Finnish universities**
 - It will be reported to the Dean (also if cheating is found after the exam).
 - Even a suspicion of cheating is taken very seriously.





Cheating in an Exam?



- The supervisors have the authority to ask you to leave the exam room if they consider your behaviour inadequate.
- If you have any questions, please get the exam supervisors attention by raising your hand and ask them.
- A student found cheating in an exam will be removed from the room immediately.
- Serious consequences on cheating and plagiarism.



Plagiarism?



- Plagiarism means
 - Copying somebody's ideas, thoughts, texts, presentations, inventions etc. and presenting them as one's own.
 - The reader should be able to see what parts of the text are from you and what are based on books/other material.



Plagerism?



- Always an insult to a good scientific practice and to the teacher in question
- Learn **the correct referencing** technique for all the written assignments!
 - Make sure that you follow writing practices of your own department.
- Using **Artificial Intelligence applications**? Please check this with the teacher of the course: <https://kamu.uef.fi/en/tietopankki/students-rights-and-obligations/the-use-of-ai-in-teaching-and-research/>
 - The reader should know the sources and how AI has been used.
- **Turnitin, an electronic plagiarism detection tool** is available for students, too: <https://kamu.uef.fi/en/tools/electronic-plagiarism-detection-tool/>



Plagerism?



- **Plagiarism is considered a serious offence at Finnish universities**
 - It is **punishable** and will be dealt with even in minor cases.
- **Consequences**
 - talking-to
 - will reported to the Dean
 - even the expulsion from the university



Assessment and Results

- **Within three weeks** after the exam/final deadline
 - entered into student register (Peppi) shortly after the publication of results
 - notification by email
 - takes longer during the holidays (Christmas, Easter, summer)
- Evaluation usually based on
 - how well the student has reached the aims set for the course
 - no statistical comparison (all can fail / get the best grade)



Assessment and Results

- Many courses are graded by using only **pass/fail scale** (course passed/ accomplished):
 - **no** grading scale applied (meaning that course can be excellently, well or sufficiently passed)
 - Pass = course completed successfully, no grade is given



Assessment and Results

- Grading scale

Numeric scale	ECTS	ECTS verbal
5	A	Excellent
4	B	Very good
3	C	Good
2	D	Satisfactory
1	E	Sufficient
Fail	F, FX	Fail



Transcript of Records

- Listing the courses you have completed at UEF
- You can check your transcript in Peppi
- Digitally signed transcript available from Peppi directly. It is official only as a PDF document, not as a paper-printed copy.
- An official paper-printed Transcript (with stamps and signature) is available from the Student Services office
 - Joensuu Campus: Student Services, Aurora, Entrance A, ground floor
 - Kuopio Campus: Oppari, Canthia 2nd floor
 - By email: opiskelu@uef.fi



Feedback

<https://kamu.uef.fi/en/have-a-say-and-give-feedback/>
[Course feedback](#)



- **Giving and getting feedback**
- Feedback from teacher is not always automatic
 - ask for it as it is the best way to learn
- Feedback from students to teachers
 - Students can, and they should, give feedback on the courses.
 - Course feedback is collected through Peppi.
 - Feedback is given anonymously.
 - Vital for developing teaching



Wellbeing of Students

- Student's rights and obligations
- Inappropriate treatment and harassment
- Individual study arrangements





Student's Rights and Obligations

- All UEF students have the right to study in a **safe and comfortable environment**.
- UEF has **zero tolerance for any type of inappropriate treatment, bullying and harassment**.

<https://kamu.uef.fi/en/tietopankki/students-rights-and-obligations/inappropriate-treatment-and-harassment/>



Student's Rights and Obligations

Students' legal protection

<https://kamu.uef.fi/en/tietopankki/students-rights-and-obligations/>

Including for example

- the use of AI, consequences of inappropriate behaviour, study regulations, individual arrangements, early support and guidance, education regulations, data protection, instructions for appeal, accessibility in studies, ethical guidelines for teaching and studying, ...





Student's Rights and Obligations

- Ethical guidelines for teachers and students

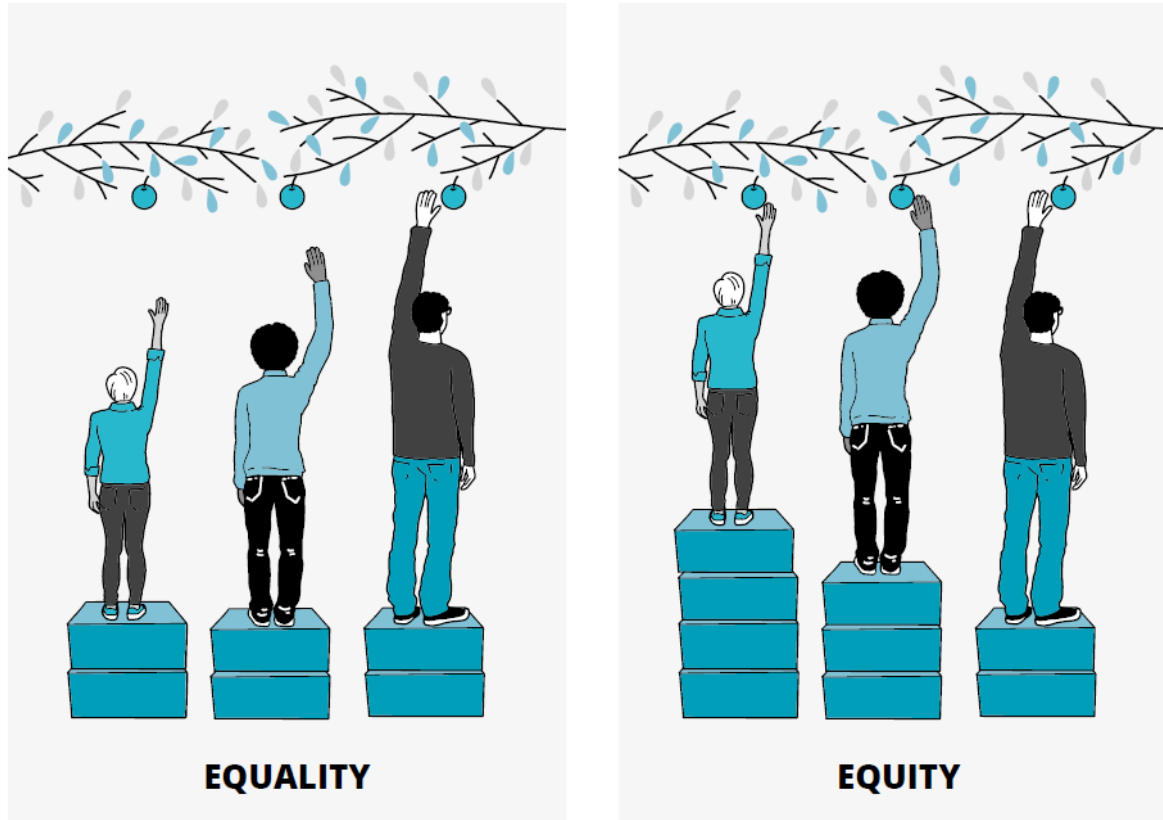
<https://kamu.uef.fi/en/tietopankki/students-rights-and-obligations/ethical-guidelines-for-teaching-and-studying/>

- The students' main goal in studying is to learn and achieve their learning goals.
- The students are aware of their role as a responsible actor in the scientific community.
- If necessary or in doubt, the students ask for more information on the correct procedures, using their own initiative."



Accessibility in Studies

<https://kamu.uef.fi/en/tietopankki/students-rights-and-obligations/accessibility-in-studies/>



Individual Study Arrangements

- With individual study arrangements, **a person with a disability or a health problem is placed in an equal position** in relation to other students.
- In practice study arrangements are **personal solutions for achieving the learning outcomes** of a course. The arrangements are aimed at the methods of completion, and **do not change the learning outcomes** of the course.



Accessibility in Studies

<https://kamu.uef.fi/en/tietopankki/students-rights-and-obligations/accessibility-in-studies/>

Requesting individual study arrangements

<https://kamu.uef.fi/en/tietopankki/students-rights-and-obligations/individual-arrangements/>

- Students who have an impediment or a disability can request individual arrangements.
- If you need individual arrangements for your studies, you can request them by filling out the Individual Study Arrangements Form.
- If you need assistance or advice on how to request individual study arrangements, please contact the accessibility contact person of your campus or faculty, or your programme coordinator.
- The teachers are responsible for implementing the arrangements in their teaching



Examples of Individual Study Arrangements

- **Time:** extra time in an exam, extra time for returning learning assignments
- **Place:** a separate, quiet exam room
- **Guidance:** more guidance for an assignment or for theses
- **Pedagogical solutions:** a different way of completion, a learning assignment instead of an exam, or vice versa.



More Information

<https://kamu.uef.fi/en/tietopankki/students-rights-and-obligations/individual-arrangements/>

Student Well-being Specialist, Special Education Teacher

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Problems with Studies?

- The staff is there to help you. You are welcome to contact your professors and teachers by e-mail and make an appointment.
- Remember that online meetings are possible, too.
- You can also contact
 - your Programme Coordinator/Departmental Coordinator
 - International Mobility Services (Päivi in Joensuu, Kirsi in Kuopio)
 - Student Services
 - Student Tutors
 - Student Union
 - Study Psychologist (for degree seeking students)
 - Your fellow students!



Problems with studies?

<https://kamu.uef.fi/en/tietopankki/student-life-and-well-being/>

<https://kamu.uef.fi/en/tietopankki/assistance-advice-and-crisis-situations/help-in-crises/>

- It is always more difficult and time consuming to study in a foreign language and in a new system.
- Talk to other students, maybe you can solve it together.
- **Don't be too hard on yourself, be patient.**
- **Study the best you can and remember to relax and enjoy yourself, too!**



**We hope you will enjoy your time
and studies with us!**