Orientation Course 3-7.1.2019
Welcome to UCPori
Tampere University
University of Turku, School of Economics

Mr Kimmo Ahonen (PhD, Departmental Erasmus Coordinator), Tampere University
Ms Anu Lähteenmäki-Uutela (University Lecturer, UTU/TSE)
Locations of Tampere University and University of Turku
Welcome to UCPori
(University Consortium of Pori / Porin yliopistokeskus)

• A network organisation of three universities
  – Tampere University (in Finnish: Tampereen yliopisto)
  – UTU = University of Turku (in Finnish: Turun yliopisto, TY)
    • TSE = Turku School of Economics (faculty of UTU)
    • CPLS = The Degree Programme of Cultural Production and Landscape Studies (faculty of UTU)
  – Aalto University = Pori Unit of Department of Art at Aalto University School of Arts, Design and Architecture
Human potential unlimited.
Tampere University

• Tampere University is created in January 2019 by the merger of the University of Tampere and Tampere University of Technology, which are joining forces to create a new foundation-based university.

• Tampere University and Tampere University of Applied Sciences will constitute Finland's most diverse university community. Our community will be made up of more than 30,000 students and close to 5,000 employees.
Tampere University/2

- Thus, students of Tampere University of Technology (TUT) and students of University of Tampere (UTA) are now students of Tampere University
- All official documents will be signed by Tampere University
Tampere University, Pori Units

- In Pori since 1983, Master of Science in Technology education since 1987
- Tampere University of Technology (TUT), until 31.12.2018 -> Now Tampere University
- Major subjects; information technology and electronics; industrial engineering and management
- 463 degree students
- 1062 graduate students, 43 doctors
University of Turku, School of Economics, Pori unit

- In Pori since 1984, Bachelor/Master of Science in Economics and Business Administration education since 1997
- Major subjects
  - Accounting and Finance
  - Marketing
  - Management and Organisation
- Master Degree Programmes
  - Business Competence of Knowledge-Intensive Organizations (2014-)
  - Welfare Management (last intake in 2013)
  - Creative Business Management (CBM) (last intake in 2012)
- 600 degree students
- 850 graduate students, 13 doctors

www.utu.fi/tse/pori
Spring 2019: ERASMUS Exchange students and ESIEA Cohort students

- One group of 23 students – two different paths in taking courses
- ERASMUS students can take the courses from Tampere University and UTU
- ESIEA Cohort students can take only Tampere University courses
UCPori Flexible Study Right (for ERASMUS students)

- Two Universities, two user accounts and two different practices
  - Flexible Study right has been procured in advance for all Tampere University and UTU/TSE courses
Electronic keys to the premises of UCPori

- Key & PIN code from the Service Desk in the main lobby. Take ID card with you!
- 20 € (deposit fee)
- The electric key readers are black boxes, which are located near or beside the doors
- To open the exterior doors in the evening, you need also a PIN code
- In case you lose your key, contact the Service Desk
  - Responsibility for the use of your key continues until you have informed the key loss
- In the evenings and during the weekend, you must use the Pohjoisranta 11C-door to get inside the building
- IMPORTANT! If you stay in UCPori premises in the evening, you must re-enter at 20:30–21:00
- Students are allowed to stay in general student rooms every day from 6:30 to 24:00
  - 1st and 2nd floor corridors and toilets (not main lobby or staircase or toilets in the main lobby)
- All alert fees will be charged from the person who causes the alert!
Electronic keys/2

• You’ll receive the instructions from the information desk when you collect the electronic key.
• You need to read access guide instructions carefully, about how to use the electronic key.
• You can download the instructions -pdf also from here:
  
  http://www.ucpori.fi/sites/ucpori.fi/files/asiakaskuvat/yliopistokeskus/palvelukeskus/Access%20guide%20for%20students%2001072015%20al
Electronic keys/3

Thus, some recommendations on how to act:

1. Read the access guide - instructions
2. Read the access guide - instructions again
3. If you have not read the instructions, do not stay at UCPori premises in the evening (after 20.30) or on Saturday and Sunday at all.
4. When you have read the instructions, please be careful when you stay here in the premises of UCPori in the evening or on Saturday and Sunday.
Academic year

- **Autumn Semester**
  1 August - 31 December
  Periods 1 and 2

- **Spring Semester**
  1 January – 31 July
  Periods 3 and 4
Academic Culture

• **Punctuality**
  – Academic Quarter = classes begin 15 past and end 15 to 12
  – 12 - 14 = 12.15 - 13.45
  – 12.00 - 13.00 = 12.00 - 13.00
  – You must follow instructions and deadlines

• **Informal Interaction with Professors**
  – Firstname.lastname@utu.fi, firstname.lastname@tuni.fi
  – Office hours
  – During/after lessons

• **Independent, active, responsible students**
Study plans & course practicalities

• Your proposed Study Plan (Learning Agreement) has been approved at the admission stage. However, it does not automatically guarantee admission to all courses, because in some courses the group sizes are limited. You are welcome to modify your Learning Agreement after your arrival.

• Tampere University exchange students: Kimmo Ahonen will sign the Learning Agreements & other required documents

• UTU exchange students: Anu Lähteenmäki-Uutela will sign the Learning Agreements & other required documents
Course practicalities

- Some courses are lecture-based and there is an examination at the end of the course. The course requirements may also include problem-solving exercises, laboratory work etc. So it can also be that there is no exam in the course!

- It is important that you **attend the first lecture to find out details about course arrangements and requirements for completing the course (obligatory exercises, assignments, exact timetable, exams and other details)**
Studying in a Finnish University

• Each course has its requirements for attendance, course content etc.

• Please respect the office attendance hours
  – send an e-mail to professors for other appointments

• Assignments, task and responsibilities are not repeated, once said means done accordingly. **Plan your schedule and leave enough time for assignments and essays!**
  – You may always ask for further instructions from staff, tutors and students
Course timetables

• Course timetables: Two separate course timetables for UTU courses/Tampere University courses. Please check the programme website


-> “Weekly course schedules”

-> Tampere University and UTU courses in separate links
Important: Course registration

• You need to register for the courses you have selected in your Study Plan, both for Tampere University and for UTU courses
• Two different ways for course registration
• Please read the instructions carefully
• All Tampere University course registrations must be done in POP study portal by Monday 7.1. Please check: www.tut.fi/pop
• All UTU course registrations must be done in NettiOpsu by 16.12.2018 (23.59) in https://nettiopsu.utu.fi
Course registration/2

• Different academic calendar in Pori and Tampere main campus (marked in POP)
• Your path to register in POP
  – Studies → study-guide and sign-up → Department (Pori), Show (Courses taught in English) → And choose to register to your Tampere University courses in Pori
• Course registration deadlines two week before the start of the new period
• You need to register for the courses during the orientation week!
Credits

- 1 credit (cr) = 1 opintopiste (op) = 1 ECTS
- 1 ECTS = 27 hours of work (including lectures, seminars, reading, writing, and independent research).
- The recommended workload for one Academic Year equals to 60 ECTS. We have not set any limitations to the number of courses exchange students should/could take. The normal course load is 30 ECTS credits for a semester. Please check with your home university if they require you to complete a certain amount of credits during your exchange study period.
# Grades

1. Sufficient E
2. Satisfactory D
3. Good C
4. Very good B
5. Excellent A

or pass/fail

Failed courses will not appear in the transcript of records.
Academic Calendar
Tampere University

Spring 2019

Orientation: week 1 (03.01. – 04.01. 2019)
3rd period: weeks 2–8 (07.01. – 22.02.2019)
Exams: week 9 (25.02. – 01.03.2019)

Exams: weeks 18-19 (02.05. – 10.05.2019)
Easter break (17.04. – 23.04.2019)
Tampere University

– your e-mail @tuni.fi
– consider transferring e-mails to your main e-mail from secondary ones
– your official university e-mail will be used for **all studies related communication**

• www.tut.fi/pop
  – course registration
  – exam registration
  – course material

• moodle2.tut.fi
  – e-learning environment: course material, assignments, group work
Tampere University
Pori Unit/Courses in Spring

• PLA-15017 Introduction to Finnish Society and Culture 2 ECTS, P3–P4
• PLA-54216 Operations Management 5 ECTS, P3–P4
• PLA-43106 Data Mining 5 ECTS, P3–P4
• PLA-44006, Health Analytics 5 ECTS, P3–P4
• PLA-33416 Software Engineering Management 5 ECTS, P3
Tampere University
Pori Unit/Courses in Spring/2

• PLA-65307 Internet Marketing Techniques 5 ECTS, P3–P4
• PLA-79100 Directed Study in Management and Information Technology/Digital Systems and Health 3 ECTS, P4
• PLA-17406 English Communicative Skills 3 ECTS, P3–P4
• PLA-17506 Intercultural Communication 3 ECTS, P3-P4
Tampere University Exam registration

• Opens 4 weeks before the exam and ends one week before the exam date
• You have to sign up for exams in POP. If you have not signed up for the exam in POP, you will not be able to take the exam!
• You have 3 occasions to pass an exam (You can also try to improve the grade)
• Please note that you the courses by early May. Your study right ends 31\textsuperscript{st} of July 2019.
  – All exams and assignments need to be done on time
Tampere University Exams: some general things

• There is an examination Week after each teaching period, two during the autumn semester and two during the spring semester. This concerns only those courses where there is an exam!

• Exams usually last for 3 hours and they always start exactly on the hour, not quarter past. During the first 30 minutes you are not permitted to leave the room. (The reason for this is that it is permitted to arrive 29 minutes late)

• Please read the exam regulations carefully!
Plagiarism and Cheating

• Mentioning the original source of information and ideas, for example in one's essays, assignments, exercises and thesis is a requirement for all. When using someone else's work as a source, you must always make a quotation.

• Plagiarism is strictly forbidden and a punishable act. If plagiarism is discovered, the work (e.g. essay, assignment) itself will be disqualified and the whole course may be disqualified. We will inform the exchange student's home university about all plagiarism cases!

• The examination paper will be disqualified, if a student has acted dishonestly in the examination.

• Please check the exam instructions before your first examination. POP > Study info > Planning your studies > Examinations & EXAM
Compulsory course feedback in Tampere University courses

Courses of Tampere University - > Please remember to submit the Kaiku course feedback!

- Credits from the passed courses will be registered into the Academic Records only after the student has submitted feedback through the Kaiku course feedback system.
- **Without KAIKU-feedback, we can not give you the Transcripts of records!**
- You can send feedback through the Kaiku system on the course implementation rounds for which you have registered. A link to the system is available in the POP portal > Studies > Studies.
- To view the teacher’s response to student feedback, please go to POP > Studies > My study records and click the “Show response” link.
- Link to the KAIKU course feedback system can also be found from POP > Study info > Quality of education > Course feedback
Academic Calendar University of Turku

Spring 2019

3rd period: weeks 2–7 (7.1.-17.2.2019)
Intensive weeks 10-11 (4.-17.3.2019)
Exams: weeks 8-9 (18.2.-1.3.2019)

4th period: weeks 12-18 (18.3.-5.5.2019)
Exams: weeks 19-21 (6.-24.5.2019)
University of Turku: User Accounts & Nettiopsu study register service

• Use your UTU-user account to login UTU computer classes, e-mail, NettiOpsu and Moodle
• The password for your UTU-user account expires in 6 months
• http://mail.utu.fi
  – your e-mail @utu.fi
  – consider transferring e-mails to your main e-mail from secondary ones
  – your official university e-mail will be used for all studies related communication
• https://nettiopsu.utu.fi
  – Nettiopsu is a virtual study register service for the students at the University of Turku
  – course registration and exam registration
• https://moodle.utu.fi/
  – e-learning environment
  – course material
  – Assignments and group works
University of Turku (Turku School of Economics)

UTU courses, Independent work:

- PJOS4 Advanced Readings in Management and Organization 6 ECTS, hannele.seeck@utu.fi, essi.saru@utu.fi, satu.teerikangas@utu.fi (periods 1-4), Independent work, no contact lectures

- PMA40/PJO40 Localized Study Project 2-6 ECTS, arja.lemmetyinen@utu.fi, harri.virolainen@utu.fi (periods 1-4), Independent work, no contact

- PMAS15 Professional Project 2-6 ECTS, Joachim.ramstrom@utu.fi (periods 1-2 or 3-4), Participation in workshops Project work including interim report, final project report, and evaluation (graded pass/fail) Self-, peer-, and team evaluation (graded pass/fail) Literature report (graded pass/fail)
University of Turku (Turku School of Economics)

UTU courses in the 3rd period and in the 4th period:

•PYR22 Social Entrepreneurship, 5 ECTS, pekka.stenholm@utu.fi (period 3), Essay, exercise(s), written exam (electronic exam), participation in classroom work.

•PKT9 Environmental Economics and Natural Resource, 5 ECTS, teemu.haukioja@utu.fi (period 3), Exercises and a written exam.

•PLR11 Accounting Trends and Corporate Social Responsibility, 2 ECTS, lauri.lepisto@utu.fi (periods 3-4), Small group-based exercises 28 h (this applies to contact teaching in the classroom) or small group-based weekly exercises carried out independently.

•PEN11 Intercultural Team Building with a Shared International Language, 3 ECTS, John Rogers (periods 3-4), Group teaching 24 h, Independent work 57 h.
University of Turku (Turku School of Economics)

UTU courses in the 3rd period and in the 4th period:

• PMA41/PLR38/PJO38 International Business, 5 ECTS, Joachim.ramstrom@utu.fi (period 4), Lectures 14 h Team work 60 h, Company visit 4 h, Seminars for presenting the team work reports 6 h, Individual work 49 h, Team work guidance 2 h

• PYJ21 European and International Environmental Law, 5 ECTS, anu.lahteenmaki-uutela@utu.fi (period 4), Participation in classroom work, reports, discussions in Moodle, presentations.

• PTJ31 E-Business and Electronic Services, 5 ECTS, seppo.sirkemaa@utu.fi (period 4), Participation in classroom work, written exam (electronic exam) and exercises.

• PJOS13 Organizations, Organizing and Social Innovations, 6 ECTS, n.n (period 4), Lectures and exercises.
University of Turku
(Turku School of Economics)


• Course registration starts for 4th period 26.2 and ends 10.3.

• Check the detailed course descriptions:
https://intranet.utu.fi/index/nettiopsu-for-students/Pages/default.aspx
UTU Exam registration

• You can register immediately when course is shown in NettiOpsu (https://nettiopsu.utu.fi)

• Registration ends 7 days before the exam date!

• You can not do the exam unless you have done exam registration!

• Normally you can do only 1 exam at the same time.

• If you wish to have two exams (2 is maximum), you must ask permission from both teachers and send permissions to Student office latest 7 days before the exam.
UTU E-exams

• The Electronic Examination Service of the University of Turku offers the possibility to take exams as e-exams in an exam room which has video surveillance

• Reserve an exam time in the Electronic Exam Service in NettiOpsu: Examinations/Electronic Exams/Turku School of Economics /Turku School of Economics, Pori

• Programme automatically leads to the correct system; in Exam-system https://exam.utu.fi or in Tenttis-system https://tenttis.utu.fi. Reservation can be made max 30 days in advance.

• Log in to the service with your UTU username and password.
• To get access to the exam room in Pori students use personal electronic key. The exam room is in the main lobby. Room number is 123.
Computer classes and printing

• Computer classes:
  - 112 (6.30-24.00) and 257 (6.30-20.30) (Tampere University)
  - 113 and 266 (UTU)

• You can use computer classes 6.30–20.30 (when there are no lessons) -> remember the alarm if you are there after 20.30!

• Red VARATTU (=reserved) -light next to door indicates when there is a lesson

• During 20.30–24.00 you have to sign in with your electronic key

• You can print only material related to your studies

• Pointer room 122: copying
Saving your files in computer classes

• Save all your files → Oma verkkokokansio / personal network folder
• Do not save on Local Disk!
• UCPori Wlan – Eduroam Wireless network available at the premises of UCPori. See: www.ucpori.fi/wlan
• Remember to read your e-mail regularly!
Study tips: dictionaries available

• From Tampere University/POP (click MOT Dictionaries)
   http://scienceport.tut.fi/scienceport-en
   -Includes text proofing

• From
   https://intranet.utu.fi/en/Pages/home.aspx
   (click MOT Dictionaries)
• Every exchange student studying more than 3 months in Finland must obtain a Finnish personal identity code. This is a new rule of Ministry of Education and Culture and it is obligatory for exchange students. The code is required for VIRTA Study Information Database and the study register of the universities as well as some Finnish banks for opening a bank account.

• Having this number is essential for you no matter how long you stay in order to be issued the Transcript of Records and other important Erasmus+ documents concerning your stay at UCPori.
Personal Identity Code/Maistraatti

EU/ETA citizens or Swiss citizens:

• You have to visit the local Register Office ("Maistraatti", address: Pohjoisranta 11 E) during the first three months of your stay. Ask to be registered in the Finnish Population Information System - this means that you get your identity code and your postal address in Pori is registered. You can reserve time from Maistraatti: [http://www.maistraatti.fi/en/](http://www.maistraatti.fi/en/) (we’ll provide further information)
In Local Register Office, You will be required to present

1. passport

2. student certificate of TUT or UTU (can be obtained at the International Offices)

3. fill out the The Registration Information of a Foreigner form beforehand but do not sign it – you’ll sign it only when you visit the office. You’ll find the form from: http://www.maistraatti.fi/en/Forms/
Personal Identity Code: sending

TUT students: After getting the personal identity code Please send the decision scanned to international Office (international@ucpori.fi) by 11.2.

UTU students: After getting the personal identity code, please send the decision scanned by email by 11.2: registration@utu.fi from your utu.fi – email (it’s protected email).

More information and contact details:
• About registering at the Register Office: http://www.maistraatti.fi/en/Services/place_of_domicile_and_population_data/Basic-information/
• Register Office in Pori: http://www.maistraatti.fi/en/Contact-Information/Southwest-Finland/Local:Register-Office-of-South-West-Finland/Pori-branch
The Right to Reside in Finland

• In addition to the Finnish personal identity code when studying in Finland for three (3) months or more without leaving the country even once must also register themselves at Finnish Immigration Service (address: Tampere, Itsenäisyydenkatu 11)

• Students outside the EU/EEA countries must obtain their first residence permit before arrival to Finland. The residence permit granted to non-EU/EEA citizens for studies is normally a fixed-term permit.
Other practicalities

• Mail will not be delivered to your apartment without a Notification of Change of Address. This can be filled out at any post office or printed out at the web page [www.posti.fi/changeaddress](http://www.posti.fi/changeaddress/) or you can do it at the Local Register Office when obtaining your personal identity code.

• Restaurant Sofia: select one specific meal, it is not a buffet

• Useful items such as kitchen utensils, curtains etc. have been collected for exchange students
Other practicalities

• IF you have paid your host university’s Student union membership, you can collect your student card at Pointer’s office.

• Your university probably requires some documents (such as the certificate of arrival & departure) & Changes to Learning Agreement –forms (if you select/drop courses)!

-> it is in your responsibility to ask us to sign those documents!

• Departure info for exchange students is organised in late April.
Activities

• Introduction to Finnish Society and Culture – course
• Monday 11.2. Get Together Day, organized in accordance with SAMK (Satakunta University of Applied Sciences).
• Open water swimming & sauna event (in February)
• See the activities that Pointer, PorKy and PoTka offer: www.ucpori.fi/en/student-association
Would you like to study Finnish Language in Pori?

Course in Porin Kansalaisopisto:

- **SUOMEN KIELEN ALKEET - FINNISH FOR BEGINNERS**
- Course payment: 19,00 €
  Teacher: Sarianna Aaltonen
  Address: Gallen-Kallelankatu 14, 28100, Pori
- Venue: Opistotalo: classroom Loora
  22.1.2018 - 16.4.2019 (about 24 hours)
  On Tuesdays at 18.15 - 19.45
- Description: We will practise everyday conversation and learn about Finnish culture. We will study easy vocabulary and learn first steps of conjugating verbs and nouns. Recommended study book: Oma Suomi 1.
- In case you would be interested, please send e-mail to Kimmo Ahonen by 10.1.
Contact Information

international@ucpori.fi

Tampere University Pori Unit
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Office hours: Tuesday 15-16 (or any time when the door is open)

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