

Introduction Course for Bachelor's students

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Agenda

- **Code of conduct (Pia Lahti)**
- **Introduction to the course**
- **Planning of studies and language requirements**
- **Credit transfer**
- **Individual study arrangements**



Introduction Course for Economics bachelor students - About the course



What will you learn in this course?

After completing the course, you will know:

- what academic integrity is at Aalto University and how to adopt it
- Aalto University, Economics programme and your academic advisor
- the degree requirements, the minors and the services offered by the university
- how to plan your studies are you are able to make a target-oriented study plan
- about study skills and learn about time management

Outline

- **4 lectures (periods I-III)**
- **Assignments:**
 - 1) Time management task (lecture 23.10 / DL 10.12)
 - 2) Study plan in SISU and sending it for approval (DL end of February 2023)
- **Meeting with your teacher tutor**

Course schedule, periods I-III

I-period (Fall 2023)	
Mon 11.9 13 - 15	1.) Academic regulations, Code of conduct (<i>Pia Lahti</i>) Introduction to the course: planning of studies, credit transfer, individual study arrangements
Mon 18.9 13 - 14	Open online reception hour (online, optional) Possibility to ask questions related to studies and the planning of studies. Pop in anytime (online, Zoom).
II-period (Fall 2023)	
Mon 23.10 13 - 15	2.) Study skills and time management <i>by study psychologist Alli Mattila</i>
Mon 20.11 13 - 15	3.) Psychological flexibility <i>by study psychologist Alli Mattila</i>
III-period (Spring 2024)	
Wed 10.1 10 - 12	4.) Planning of studies: how to plan your studies, creating a study plan in Sisu, minor options, exchange studies, continuing to Master's programme
Wed 17.1 10 - 12	Sisu - study plan clinic (optional) IT-class, working on your study plan in Sisu

Academic advising (teacher tutor)

- **Each new economics student is assigned a teacher tutor from the department of Economics**
 - supporting you in your studies from an academic perspective: choice of studies, career path etc.
 - sharing own experience and expertise
- **You will be informed of your teacher tutor in September**
- **Teacher tutor will contact you in fall term 2023**

Student counselling

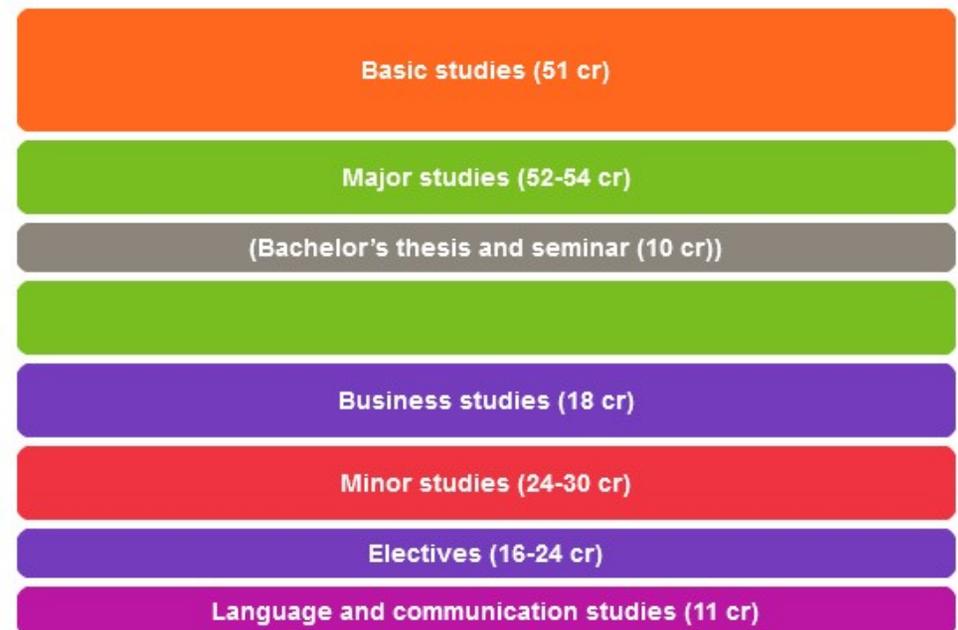
- **Programme's planning officer (Elina Yrjänäinen)**
 - Programme specific information
 - Personal study plans (HOPS/PSP)
 - Study consultation, timing of studies
 - Credit transfer etc.
- **You can book a time for a meeting in MyStudies (mystudies.aalto.fi)**

Planning of studies and language requirements



What to study...

- The curriculum determines what can be included in your degree
- The degree consists of six study modules
- Basic studies and major studies focus on economics and quantitative methods
- For business studies, minor, languages and electives you can choose more freely depending on your personal goals and interests



...and when?

- **Recommended timetable for Economics student > Student Guide (aalto.fi)**
- **It is recommended to spread the courses to 5 periods evenly > about 12 credits per period.**
- **Depending on your choices one period can be heavier than another.**
- **When there are less than 12 credits per period in the recommended timetable, you can choose economics electives, minor studies, language studies, business studies, electives.**
- **You can plan your schedule freely (but keep in mind KELA, study right, scholarships)**
- **Check for compulsory prerequisites to make sure you complete courses in the right order.**
- **Plan exchange studies well ahead of time.**

Language requirements

- **The language of your secondary education (koulusivistyskieli) affects your language studies**
- **Students are required to demonstrate proficiency in both national languages of Finland (Finnish and Swedish) and in English**
- **With special grounds, students may be exempt of one or both of the national languages and complete other studies instead.**
- **The language studies are determined in the universities act (yliopistolaki)**



Language requirements (national languages)

Definitions:

- **National languages**
 - In Finland, the national languages are Finnish and Swedish → all bachelor's programmes in Finland have certain requirements concerning these languages
- **Language of education (koulusivistyskieli):**
 - Language of education = the national language in which you have received previous education during your schooling in Finland (see exactly how the language of education is defined here)
 - You need to demonstrate your proficiency in this language in the maturity essay written with the bachelor's thesis
 - Language of education IS NOT necessarily your mother tongue or your strongest language and it can be only Finnish or Swedish
- **2nd national language:**
 - If your language of education is Finnish, your 2nd national language is Swedish and vice versa
 - You need to demonstrate your proficiency in the 2nd national language unless you have studied less than five B1-level courses in upper secondary school (lukion oppimäärä)

Language studies, 11cr

Language studies:	Language of education:		
	Finnish	Swedish	Other *)
Maturity test for bachelor's thesis, 0 cr	Finnish	Swedish	English
Second national language of Finland **) <ul style="list-style-type: none"> • National Language Requirement Writing Test, 1 cr • National Language Requirement Oral Test, 1 cr 	language tests in Swedish	language tests in Finnish	min. 2 credits of other language studies
Mastering influence in business communication , 6 cr ,	English	English	English
Elective language course, 3 cr	can choose freely	can choose freely	can choose freely

*) Students must apply for the applying for determination of proficiency requirements with regard to the national languages,

**) Students exempt of the second national language complete min. 2 cr elective language course instead.

Language requirements (national languages)

1. **If you don't get an email in September-October with further instructions about applying for determination of proficiency requirements with regard to the national languages, we got your data straight from Opintopolku and your language of education is Finnish/Swedish**
 - A. If you have a sufficient background in the 2nd national language to take the language tests: complete language requirements as normal
 - B. If you don't have a sufficient background in the 2nd national language for taking the language tests: apply for an exemption using the instructions in Student Guide.
 2. **If you get an email in September-October with further instructions about applying for determination of proficiency requirements with regard to the national languages,**
 - follow the instructions in the email and submit the application with required attachments
- **If you are in category 1B or 2, you need to submit an application and receive a decision to know what the language requirements are for you! Take care of this during September-October!**
- **Next slide is about the different scenarios that can exist (as defined by the decision you receive)**

Language requirements (national languages)

	Language of education Finnish/Swedish	Language of education not Finnish/Swedish = unassigned
Has sufficient background in the 2 nd national language for language tests	<ul style="list-style-type: none"> E.g. comprehensive school (peruskoulu) and/or upper secondary school (lukio) completed in Finnish/Swedish with studies in the 2nd national language Required to take 1+1 cr tests in the 2nd national language Required to write maturity essay using the language of education 	<ul style="list-style-type: none"> Because your language of education is unassigned, you don't have a 2nd national language either If you know the 2nd national language, you can choose to either take the 1+1 cr tests or complete 2 cr other language studies instead of 2nd national language tests Even if you take the tests, your language proficiency in the 2nd national language won't be proven by your degree certificate Write your maturity essay in English
Doesn't have sufficient background in 2 nd national language for language tests	<ul style="list-style-type: none"> This box applies to students who have received education in Finnish/Swedish but didn't get enough teaching in the 2nd national language to complete the 1+1 cr tests (e.g. IB/EB) or had an exemption already in earlier stages of education Must complete 2 cr other language studies instead of 2nd national language tests Required to write maturity essay using the language of education 	<ul style="list-style-type: none"> This box can apply e.g. to students who come from outside of Finland Must complete 2 cr other language studies instead of 2nd national language tests Write your maturity essay in English

When to complete the language studies?

- **First year:**
 - National Language Requirement Writing Test (Finnish/Swedish), 1 cr
 - National Language Requirement Oral Test (Finnish/Swedish), 1 cr
 - (Students exempt of the second national language: min. 2 cr elective language course)
- **Second year:**
 - Mastering influence in business communication, 6 cr
- **Years 1-3:**
 - Elective language course, 3 cr

Credit transfer



Credit transfer

- You can transfer credits for studies completed at other higher education institutions either in Finland or abroad.
- Types of credit transfer:
 - Substitution: replacing an Aalto course with prior studies completed elsewhere. (Same contents and learning objectives.)
 - Inclusion: incorporating studies completed elsewhere into your degree as optional studies (electives, minor, studies in another Aalto degree)
 - Learning gained outside formal education (*opinnoistaminen*)

How to apply for credit transfer

- You can apply for credit transfer through your personal study plan on Sisu.
- No need to apply for credit transfer for studies that are already in the Aalto register (for example open university studies)
- If you are completing two separate degrees at Aalto, those studies require credit transfer (inclusion)
- Sisu instructions in [Sisu HELP](#)



Individual study arrangements

All Aalto students have the right to reasonable individual study arrangements due to an impairment restricting his/her ability to study or other health condition.

The teacher assesses and defines the specific implementation based on the intended learning outcomes of the course.

Implementation may for example be:

- **to get one (1) extra hour to use in the examination,**
- **possibility to complete the examination in a separate space,**
- **extended deadlines for returning writing assignments...**

Please note, that the recommendations for individual arrangements are made based on the students needs and are valid according to a doctor's certificate.



Granting individual study arrangements

If you need individual study arrangements, proceed as follows:

- Contact Elli Hämäläinen, elli.hamalainen@aalto.fi, at Learning Services to arrange a meeting.
- Bring to the meeting **a statement of your condition** signed by a doctor, psychologist or other expert.
- Show the certificate for individual study arrangements to your teachers and examination organizers to agree on the arrangements needed. Please show the certificate to the teacher **upon enrolling to the course or at the first lecture at the latest.**

More information:

<https://www.aalto.fi/en/services/individual-study-arrangements>

<https://into.aalto.fi/display/enopisk/Individual+study+arrangements>

Contact person at School of Business,
Learning Services:

Elli Hämäläinen

elli.hamalainen@aalto.fi



Reminder!
Please give feedback
on the Orientation week!

Time for questions