



Aalto University  
School of Chemical  
Engineering

# Introduction to academic affairs

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# Academic calendar and reminders

## - Academic calendar and schedules

- *General (e.g. teaching and evaluation periods, extra exams)*  
→ INTO curriculum pages
- *Courses* → MyCourses, WebOodi

## - Students must enrol for each course

- *Right to complete course*
- *How to do it: IT sessions later*



# Practical information

- Lectures start at quarter past, e.g. 9:15 (*if not informed otherwise*)
- Exams start on the hour, e.g. 9:00
- Important info about courses is given on **the first lecture** (lectures, homework, group work, seminars, lab work, company visits, exam etc.)
- Be on time, obey rules and deadlines!



# Exam

- Registration for courses is mandatory via WebOodi ([oodi.aalto.fi](http://oodi.aalto.fi)).
- The first examination included in the course is called the course examination. Registering for a course is at the same time registration for interim tests and for the course examination. You do not need to register separately for the course examination.
- For all other examinations, including e.g. extra examinations, you do need to register no later than 7 days beforehand via WebOodi.
- Only the students registered for examinations may take the exam!!!
- In examinations lasting over 60 minutes, examinees are allowed to arrive up to 30 minutes after the official commencement, and leave after 35 minutes.



# Exam

- Prove your identity: student card or ID-card
- In the exam hall you may take only writing material with you and must carefully follow all the orders given by the exam supervisor.
- You cannot bring any own papers with you.
- Use a pencil and an eraser, not a ballpoint pen. Clear handwriting!
- Using mobile phones or talking during exams is strictly forbidden. Mobile phones must be hold in bags, in silent mode.
- Different types of exams
- Two exams at the same time
- Cheating → ZERO TOLERANCE!



Please, familiarise yourself with

<https://into.aalto.fi/display/enregulations/Aalto+University+Examination+Guidelines>

# Credit system and grading

- Credit (cr) = opintopiste (op)
- 1 cr = ECTS
- 1 cr = 27 hours of work
- Grade 3 is the average



B.Sc degree = 180  
credits, 3 years

M.Sc degree = 120  
credits, 2 years

## Grading:

- On scale 1-5 (5 = the best)  
or
- Pass/fail

- *Pass-graded courses can't be converted into numbering grading (or vice versa)*
- *Fail-graded courses will not be shown in the transcript*
- *Second try → better grade remains*

# Course and exam

- Special arrangements
  - *contact teacher/planning officer*
- Dissatisfied with the grading (only justifiable reasons)
  - *contact teacher* → *planning officer* → *Manager of Academic Affairs*
- Feedback
  - *Course (also during a course)*
  - *Learning or other services*



# PLAGIARISM

- Students seem to understand the concept of plagiarism, but they have different opinions what it is compared to Aalto/Finland standard
- Perception of plagiarism have changed for many students during their studies

*“I didn't know about plagiarism before coming to Finland. In my University, in most courses, it was allowed to write the assignment with the help of internet without mentioning any reference”*

*“It means a very serious thing for me now.”*

*“yes! I was warned on one of my assignments that I might have quoted others' material without really quoting. And I learned the lesson from that on.”*

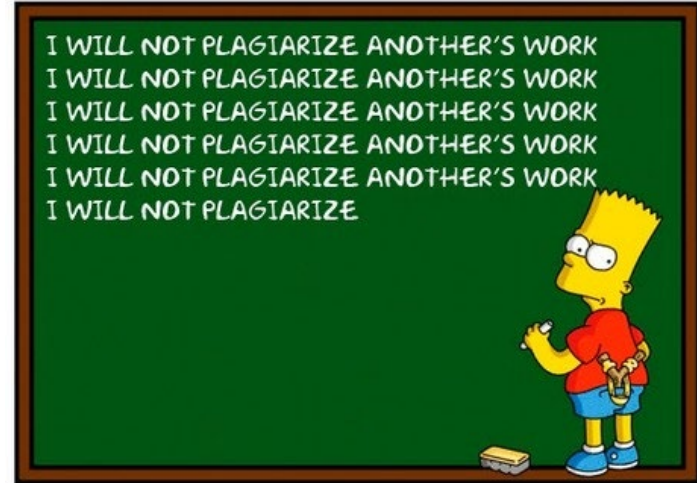


# PLAGIARISM

Plagiarism in course work are taken very seriously and will lead to disciplinary measures.

- Plagiarism
- Quotation
- Turnitin: support

→ ZERO TOLERANCE!



Please, familiarise yourself with

<https://into.aalto.fi/display/enmasterchem/Code+of+Conduct+in+the+University+Environment>

"More challenging problems in Aalto and they are extremely time-consuming."

"Aalto seems to heavily focus on assignments and they might be more important for the final grade than the actual exam (if there is any). This was very different for me."

"The deadlines are much more tighter, but professors are more flexible"

"In my previous university I did not write any reports or did any assignment."

"Students in Finland have a full freedom of thinking and any opinion is valuable."

"For me team work means people work together in something. It does not mean we divide the work and we just meet before the presentation or we just send our part to the teacher."

"In Aalto the learning system is task oriented and there's a lot of group work, while in my previous study experience the study work was more individual and it was focusing on memorizing information"

"Here I am expected to learn and do assignments by myself, and I need to really understand what I ... But I am used to just listening from teachers and repeat work what they told me to do."

"Finnish teachers expect the students to do some research and learn the concepts. Where in my country, the teachers will explain the concepts directly and expect the students to remember."

# LEARNING SHOCK

Learning shock refers to

*“experiences of acute **frustration**, confusion and anxiety experienced by some students (who) find themselves exposed to **unfamiliar learning and teaching methods**, bombarded by **unexpected** and disorienting cues and subject to ambiguous and **conflicting expectations**.”* (Griffiths, Winstanley and Gabriel 2004: 2-3)

“I failed until I got it right.”

# LEARNING SHOCK

- Memorizing  $\leftrightarrow$  applying, independent thinking
  - *Don't write everything you know about the topic, only what was asked!*
  - *Distribute time wisely*
  - *Answer each question!*
- Grade: assignment + laboratory report + exam + ...  $\rightarrow$  course description, first lecture + ask!
- None experience in writing an assignment or essay, or learning diary before  $\rightarrow$  writing courses + doing projects/assignments together with Finnish classmates
- Time-consuming studies  $\rightarrow$  more time management needed:  
<https://into.aalto.fi/display/enopisk/Self-management+and+time+management>
- Group work: different rules and expectations  $\rightarrow$  make them clear between group members



# Be an active student !

- Academic freedom + responsibility → be active!
- Take care of your studies
- Read your aalto.fi e-mails !
- Use online portals: INTO, MyCourses, WebOodi
- Active participation e.g. lectures and group works
- Time management between parallel courses, deadlines
- Give feedback
- Can't find information or unsure

→ ASK, ASK, ASK!!!

- High hierarchy ↔ low hierarchy

