

A!

Aalto University
School of Chemical
Engineering



Study affairs for exchange students

Orientation 3.1.2019

Meet us

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international-chem@aalto.fi

Chemical Engineering Building (Kemistintie 1), room D310

Book an appointment via VIHTA-system (links will be emailed to you later) or just stop by

Academic Year

- From the beginning of ***August to the end of July***
- Teaching from ***September to the end of May***
- 5 teaching periods
- 4 examination periods
- Key dates:
 - <https://into.aalto.fi/display/encbme/Key+dates>

Events

September 2018

| Sun | Mon | Tue | Wed |
|-----|-----|-----|-----|
| 26 | 27 | 28 | 29 |
| 2 | 3 | 4 | 5 |
| 9 | 10 | 11 | 12 |
| 16 | 17 | 18 | 19 |
| 23 | 24 | 25 | 26 |
| 30 | 1 | 2 | 3 |

Study right

You have been accepted as guest student (= study right is valid for a fixed period only)

You can only study as long as your study right is valid!

- Spring term **1.1.-31.7.**

If you need to continue > new admission required > contact us *early enough!*

Official documents

| Certificate of student status | Transcript of records | Letter of confirmation etc (Erasmus) |
|--|--|--|
| <ul style="list-style-type: none">Given when you enroll – save it! | <ul style="list-style-type: none">Official <i>DIGITALLY</i> signed version from WebOodiOfficial hand-signed version from the Student Services Desk (or exchange coordinators)NOTE! Official transcripts are not automatically sent by post after the exchange - you need to request one (international-chem@aalto.fi) | <ul style="list-style-type: none">From exchange coordinators |

INTO

www.into.aalto.fi

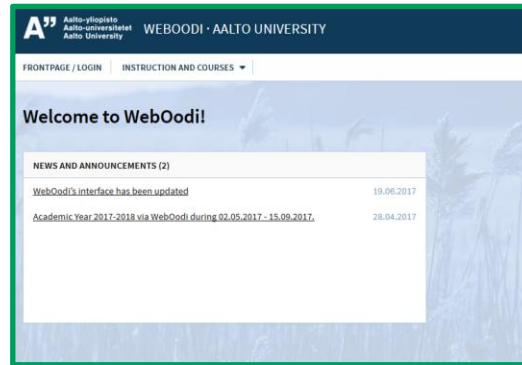
- Portal for students
- **New students → incoming exchange students**
- Study information: programme by programme



WebOodi

www.oodi.aalto.fi

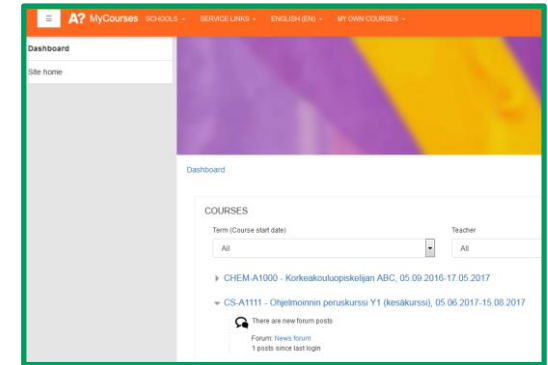
- Official course descriptions
- Course & exam registration
- Official **electronic** transcript of records
- Managing your contact information



MyCourses

www.mycourses.aalto.fi

- Course webpages & workspace, course materials etc.
- Most lecturers use for communication during courses
- Course feedback



Creating your own study entity and schedule

Calendar feature *in MyCourses*




Course schedules *in WebOodi*

To avoid clashing courses, choose mainly from one major

Two exams at the same time? Possible to make it! Contact:
**Irma Vehmanen + Heli Järvelä (Irma.vehmanen@aalto.fi +
heli.jarvela@aalto.fi)**

Courses / *study plan*

Check your Learning agreement / study plan for comments

| | | |
|----------------|---|--|
| OK |  | <i>Does not guarantee a place in the course (limited amount of participants)</i> You are yourself responsible for checking the course content carefully to make sure your prerequisites are sufficient for the course and you can manage it. |
| Free, if space |  | You can register, but other student groups may be prioritized. After the registration period as closed you will know if you have a place. |
| Not OK |  | You cannot take the course (not available for exchange students, prerequisites not fulfilled) |

Only courses for CHEM school have been checked. Courses from other schools > read the course description carefully > if needed, contact the teacher

If you need to change courses 1/3

Courses in the school of Chemical Engineering:

<https://into.aalto.fi/display/enuudet/School+of+Chemical+Engineering>

→ List of courses offered for the academic year 2018-2019

Courses from other schools of technology:

<https://into.aalto.fi/display/enuudet/Studies>

→ School specific studies

Language courses

- ❖ Recommended courses: "LC-7009 Get to know Finland" and "LC-7007 Survival Finnish for exchange students"
- ❖ Finnish 1A & 1B (Open University)
- ❖ LC-0421 Multicultural Teamwork and Leadership
- ❖ Course: LC-0420 Introduction to Intercultural Communication
 - ❖ <https://www.powtoon.com/online-presentation/eFl6l1IMQwv/why-study-intercultural-communication-courses/?mode=movie#/>

If you need to change courses 2/3

Aalto Courses:

<https://into.aalto.fi/display/enopinnot/Elective+courses>

- Aalto cross-school courses
- Courses from each Aalto School – open for everyone (no need to apply separately)
- Note also the courses from the School of Business



Interdisciplinary programmes:

Creative Sustainability

International Design Business Management

Aalto Ventures Programme

Aaltonaut

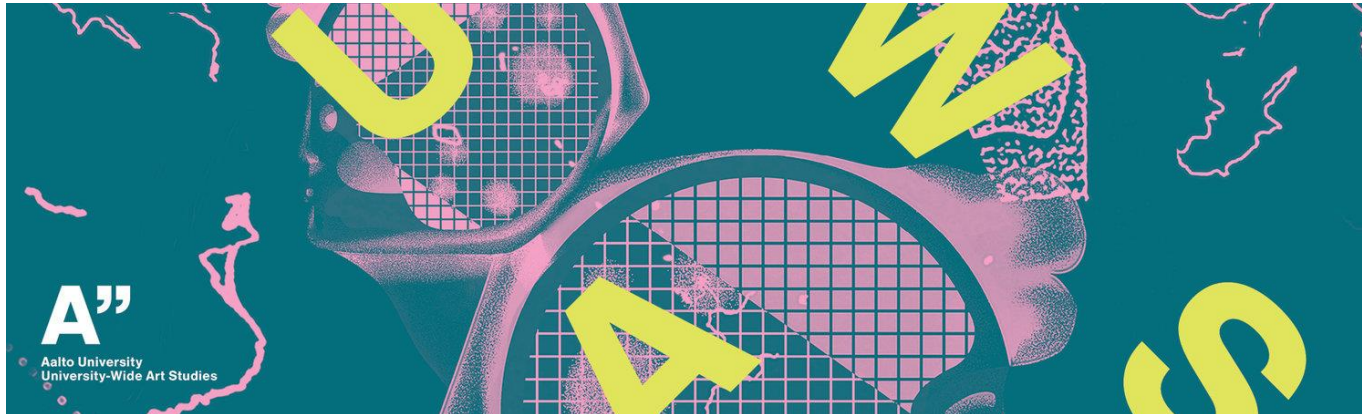
- *ADD BASICS: Working in the Digital Paradigm (AAN-C2011)*
- *Product analysis (AAN-C2006)*
- *Research Project, V (AAN-C2008)*



If you need to change courses 3/3

UWAS-courses: <http://uwas.aalto.fi/> (University Wide Art Studies)

- Art-based thinking for everyone regardless of the study field! Art, design, creativity and culture
- Search “UWAS”- in WebOodi
- You can register to the course even it looks full in WebOodi. Students are accepted to UWAS-courses not only based on the order of registration, but the final selection of students will be made based on the diversity of the students and Aalto Schools
- *See the course list in your material file!*



Course *prerequisites* (new courses)

Checking whether you can attend the new courses is your own responsibility!

Read the full course description in WebOodi

- **If the course code starts CHEM-, please contact the exchange coordinators to check if there are more restrictions**
- Courses in other technical schools: contact the teacher, if needed
- Courses in the School of Business, and in the School of Arts, Design and Architecture are not available!
 - *except Aalto-courses (<https://into.aalto.fi/display/enopinnot/Elective+courses>)*

Learning agreement (Erasmus+) or Study Plan

If Erasmus students change *the original Learning Agreement*, a new one must be filled in

- Fill in a new Learning agreement form or "changes to the original" – form
- Return the form to the exchange coordinators and we will check and sign them

Study plan (other than Erasmus-students):

- It is not necessary to fill in a new form and get it signed

However, changes still must be checked with exchange coordinator

Orientation course + Laboratory Safety *for exchange students*

Orientation for exchange students in the School of Chemical Engineering (CHEM-E0150), 1 cr

- Content: Orientation sessions, essay, **lab safety-entity**, feedback questionnaire, independent work (e.g. updating study plan/learning agreement)
- Register for the course in WebOodi
- *Materials + essay + questions to be answered in MyCourses (submit the essay there by 28 Feb)*

Lab Safety (CHEM-E0140) is compulsory for all CHEM students

- No credits (without orientation course)
- *Assignments + oral group exam*
- Materials + choose your exam group in MyCourses
- Note! If you do not complete Orientation course you are still required to complete Lab Safety

Career Planning *Exercises*

<https://mycourses.aalto.fi/course/view.php?id=19069>

Self-help material is designed to help you to process the key elements of career planning individually

How to get started

- **Log in to MyCourses with your Aalto user account**
- **Enroll for the workspace by following instructions**

Final Projects

- Registered as a ”**Course with varying content**” to the transcript of records
- Contact the professor who is your supervisor and start the work
 - Agree about the details, schedule etc.
 - **Note! The work must be completed while your study right at Aalto University is still valid**
- If your home university requires an official evaluation statement by Aalto University a special administrative process is required
 - Contact us!

Academic rules and regulations

- To ensure the **equal handling** of all students and personnel and the **high quality** of the university
- **Zero tolerance** for plagiarism and cheating (notification to the home university)
- Students are responsible for **actively finding out** how they should behave. Ask if you do not know, personnel will give guidance

Code of
conduct

<https://into.aalto.fi/display/enopinnot/Academic+policies+and+regulations>

General about *studying in Finland*

General **punctuality** - academic quarter of an hour, deadlines

Flexibility, **academic freedom** (self control required)

NO plagiarism or cheating (notice to the home university)

Academic writing skills required References, essay exams

Be active, but also give room to others

Low power distance

Miscellaneous

- **AYY's mailing list for exchange students**
 - Join the list at <https://ayy.fi/en/students/international-ayy/>
 - ESN: esnaalto.org, Facebook group
- **Feedback questionnaire about orientation and arrival arrangements** → sent to you via email
- **Material package**



Rest of the week

Friday 4 January 2019, 12:00-16:30

Lecture hall Aalto Y202a (Otakaari 1, Otaniemi)

12:00 - 12:15 Welcome to Aalto University Vice President Petri Suomala

12:15 - 13:00 Intercultural Communication Minna Lyytinen

13:00 - 13:30 Aalto IT Services Jaakko Salonen

BREAK

13:45 - 13:55 Students' Healthcare Services Elli Pekkola, YTHS

13:55 - 14:05 Language Studies Sanna Rämö, Language Centre

14:05 - 14:15 Aalto Library Services Mari Lankinen, Learning Centre

14:15 - 14:25 Sports Services Jussi Pesola, Unisport

14:25 - 14:35 Erasmus Student Network ESN Aalto

14:35 - 15:05 Student Union AYY Rosa Väisänen, Advocacy Specialist

15:05-16:30 *Services Fair*

CHEM-E0140

Laboratory Safety Course, Jan 2019

- 1) Sign to the course in WebOODI: CHEM-E0140 Laboratory Safety Course
- 2) Go to the course's MyCourses page
- 3) Familiarize yourself with the provided material
 - Lecture slides
 - Occupational Health Guidelines for CHEM
 - NOTE! No need to remember things by heart, no need to remember the details
- 4) Make Two Home Exercises and Submit to MyCourses (before the exam)
 - If you do not know something, you can submit also just a part of the answer with a question about what is unclear
- 5) InMyCourses, sign into the next exam session by 7th Jan 2pm:
 - You can find the "signing to the exam" from the same page as homeworks
- 5) Come to Oral Group Exam: **7th January 2019, 16:00-17:30, Ke3**

NOTE! There is no need to learn every small detail by heart for the exam - the exam is a group discussion where we go through different lab safety questions. And you too can ask questions there.

Any questions?? → kirsi.yliniemi@aalto.fi

Meet us
here at ...
o'clock



KEEP
CALM
IT'S
LUNCH
TIME