

A!

Aalto University
School of Chemical
Engineering

Introduction to academic affairs

6.9.2021

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Academic calendar

- **Academic year runs 1.8.-31.7.**
- **Academic calendar and schedules**
 - *Degree* → INTO curriculum pages
 - *Courses* → MyCourses, SISU
 - *Study plan* → SISU: **not possible to enroll to a course, if it is not in your study plan**
- **Degree students must enrol for each academic year**
 - *Attending or non-attending*
 - *Only attending students can study (e. g. retake an exam, approve the master's thesis)*
- **All students must enrol for each course in SISU**
 - *Right to complete course*
 - *How to do it: IT session on Thursday 9.9. at 10.00*



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!
- Schedule overlaps ☹️



Exam

- Registration for courses is mandatory via SISU
 - Registering for a course includes registration the first examination and midterm exams (if applicable)
 - That means that you do not need to register separately for the course examination!
- For all other examinations, including e. g. extra examinations, you have to register no later than 7 days beforehand via SISU.
- **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 in classroom

- 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!

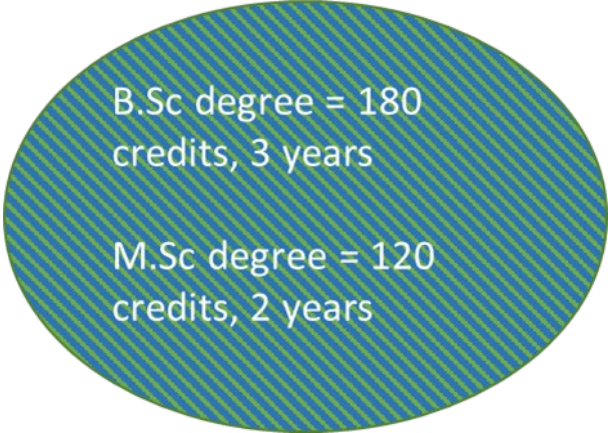


Examination guidelines: <https://into.aalto.fi/display/ensaannot/Aalto+University+Examination+Guidelines>

Remote exams: <https://wiki.aalto.fi/pages/viewpage.action?pageId=170858186>

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, 0 =fail)
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 (e.g. health reasons)
 - *contact teacher/planning officer at least two weeks before*
- Dissatisfied with the grading (only justifiable reasons)
 - *contact teacher → planning officer → Manager of Academic Affairs*
- Feedback
 - *Course (also during a course)*
 - *Major/degree*
 - *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.

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

- Plagiarism
- Quotation
- Turnitin: support

→ ZERO TOLERANCE!

“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”

“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.”

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

“The deadlines are much tighter, but professors are more flexible”

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

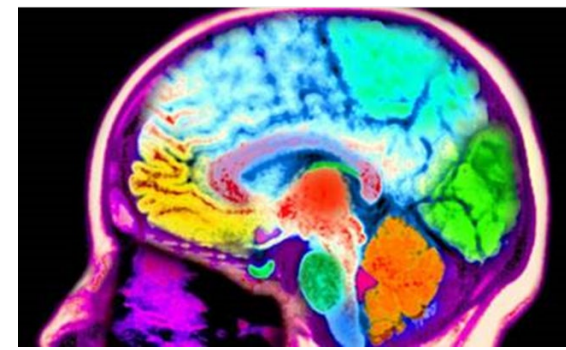
“For me team work means people work together in something. It does not mean we divide the work and we just meet before the presentation or we just send our part to the teacher.”

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

“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”

“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: practical tips



- 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 emails !
- Use online portals: INTO, SISU, MyCourses
- Active participation in lectures and group works
- Time management between parallel courses, deadlines
- Give feedback
- Can't find information or unsure



→ ASK, ASK, ASK!

A!

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Working in laboratory

Kirsi Yliniemi



CHEM-E0140

Laboratory Safety Course

Instructions to Digital Lab Safety Course

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Academic Year 2021-2022

**There are two courses,
you need to pass only one of them:**

CHEM-A1010 Turvallinen työskentely laboratoriossa
(Finnish version for bachelor students)

OR

CHEM-E0140 Laboratory Safety Course
(English version, mainly for master level and exchange students)

PLEASE NOTE!

- **Access to CHEM buildings is automatically linked to Lab Safety Courses**
 - So even if you would take only theoretical courses in Aalto CHEM, you still need to pass the Lab Safety to be able to access the building
- **Also, you must have a Lab Pass before entering the labs of CHEM**
(more info can be found from course pages)

CHEM-E0140 Laboratory Safety Course

= 100 % digital course
= You can do it already now

It allows you to familiarise with the material and take the exam whenever you want:

- 1. Familiarize yourself with Virtual Lab Space**
(link in MyCourses)
- 2. Take the digital exam**
(in MyCourses)

**This is for you own safety
– and your friends' safety –
so please, study the material carefully**

What to do?

1. Add ***“CHEM-E0140 Laboratory Safety Course”*** to your personal study plan (HOPS) in SISU (sisu.aalto.fi)
 - CHEM.E Elective studies.
2. Register to the course ***“CHEM-E0140 Laboratory Safety Course”*** in SISU (sisu.aalto.fi)
 - NOTE! You must have signed into Aalto before you can sign into courses
3. Go to MyCourses page of ***“CHEM-E0140 Laboratory Safety Course”*** (mycourses.aalto.fi)
4. Follow the link to Virtual Lab Space
5. Take the Digital Exam in the MyCourses
 - You will be notified immediately whether you passed the exam (to pass: 65 % of the points).
 - You can take the exam as many times as you like...but the questions keep changing.
 - It is recommended that you have Virtual Lab open at the same time as you take the exam:

Try not to just guess → This is for your own safety

Make the course **this week**

– you need a Lab Pass to enter the labs

- **After** passing Lab Safety Course, you will be printed a Lab Pass



- You have to have Lab Pass visible on your lab coat when entering labs

(Note! The printing is done only after passing the course)

- Pick up your Lab Pass from Study Advisors' pop-up desk (CHEM main lobby, Kemistintie 1) during its opening times

Study period when you take the Lab Safety	Passes ready in Study Advisors pop-up desk
Orientation Week September 2021 (no later than Sun 12 th Sep)	WED 15 th September onwards
PERIOD I (no later than Sun 19 th Sep)	WED 22 nd September onwards
PERIOD II (no later than 7 th Nov)	WED 10 th November onwards
Orientation Week January 2022 (no later than Sun 9 th Jan)	WED 12 th January onwards
PERIOD III (no later than 16 th Jan)	WED 19 th January onwards
PERIOD IV (no later than 6 th March)	WED 9 th March onwards
PERIOD V (no later than 24 th April)	WED 27 th April onwards

Laboratory coats and glasses

- School will provide laboratory coat and safety glasses. These will be picked up before laboratory work and returned when leaving from laboratory.
- Laboratory coats and safety glasses can be found from
 - B112b hall
 - C113 hallway cabinet
- Laboratory coats and safety glasses will returned after work to boxes, which are located near the front door of the laboratory
- More information from course Lecturer

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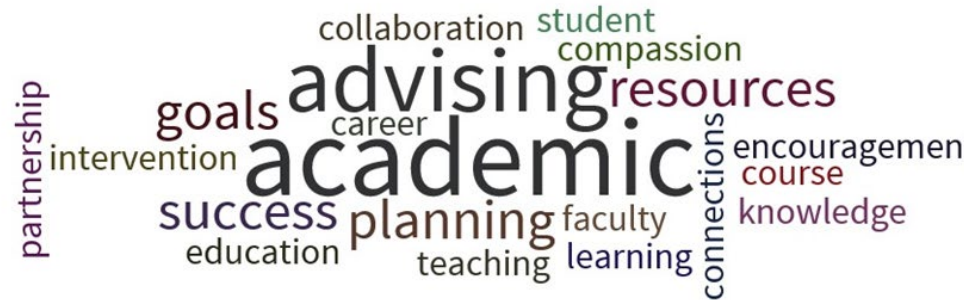
Academic advising in master's programme

Kirsi Yliniemi & Kaj Jakobsson

Aims of academic advising

- Encourage the students with their *studies and career plans*
- Increase *motivation* and *study progress*
- Improve the student's *well being*
- Find out *problems and challenges* – early enough

→ at CHEM we care



Academic advising at CHEM

- **Each student has an academic advisor (professor or lecturer)**
- Each year two individual meetings
 - 1. year: meeting during orientation week + two individual meetings (September/October & March/April) Part of ALC course (= course can not be completed without academic advising meetings)
 - 2. year: two individual meetings (October/November & March/April)
- More individual meetings, if wished
- Group meetings



"Do I have to declare a major? Couldn't I just be a stem cell?"

Academic advising is not:



- Support for bad students
 - *Different options*
 - *Challenges, faults*
- Answer bank
 - *Guide how to find information*
 - *Student's responsibility and duties*
 - *Study plan and master's thesis position by yourself*
 - *Other person as master's thesis supervisor/instructor*
- One person's issue
 - *Interaction, openness*
 - *Activity*
 - *Feedback*

Master's Programme: Feedback from students 1/3

- 96% of students who responded, have met with their advisor at least once – most have met two times, some 3-5 times.
- Most students felt that they benefitted from the meetings (86%)
- Many development ideas

“I liked that my academic advisor was interested in my opinions on courses and major in general.”

“I think the best part of my meetings was the ability to discuss what sort of topics I am interested in and get to hear different courses / approaches I could take to gain more information about them.”

Master's Programme: Feedback from students 2/3

What was especially good in the meetings/discussions with an academic advisor?

- *discussion about study plan, courses and progress*
- *discussion about future, e.g. master's thesis or job*
- *get advice, support and encouragement*
- *feeling, that somebody cares and are interested*

"I told him I was exhausted and he told me it is ok to slow down if needed."

"In the second meeting he asked how was I really doing right now which felt nice and like that the school cares."

Master's Programme: Feedback from students 3/3

Benefits for the student

- *Help, advice, tips, support...*
- *Guidance regarding both studies and life in general.*
- *Mentoring and advice*
- *building an academic network*

“Discussion about the Master’s thesis, overall feelings and concerns, stress management, discussion/advising about summer job and career plans.”

“Really good real-life advice on future career paths and studies relating to them.”

From Academic Advisors

**We are here for you and
can help you from the academic point of view**
→ **Which types of courses there are on offer?
Which routes to take in your studies?**



We also want to make certain that you are doing fine

→ **Your courses are progressing and the curriculum choices make sense**

What if you feel stuck or disappointed?

→ **Sometimes simply vocalising this to someone can help you in seeing the new route. We can also forward the feedback anonymously to the program leaders.**

From Academic Advisors



We are also excited of learning to know
YOU



→ You may become our future colleague, collaborator,
project partner from industry...

Thank you!

