SCI-A1010 - Introduction Course for Bachelor's students

Start lecture 15.9.2022

Emma Perilä & Hanne-Maaria Hirvonen
Agenda Today

Part 1, 3, 4 & 5
- Completing SCI-A1010 Introduction course for BSc Students, 2cr
- Curriculum and personal study plan
- Language requirements
- Important administrative issues and academic policies
- Studying at Aalto University

Part 2.
- Academic integrity – Manager of Academic affairs, Pia Lahti

Presemo: https://presemo.aalto.fi/firstlecture
Part 1. Completing SCI-A1010 Introduction course for BSc Students
Learning outcomes of the course

The course aims to offer all the information necessary for success in studies at Aalto University.

Upon completion of the course, you:
• have acquired knowledge about the degree requirements
• are able to make a target-oriented study plan
• are familiar with the services offered by the university
• know the study-related IT-systems and have the ability to use them
• are familiar with effective learning and study skills and are able to use them in real life
• are familiar with Aalto University, your own degree programme, major, and academic advisor
• have improved both your academic and intercultural skills to be able to work and collaborate in a multicultural and multidisciplinary learning environment
• Know the principles of good study practices in Aalto University
• Know what academic integrity is at Aalto University and how to adopt it
Course requirements

mycourses.aalto.fi → SCI-A1010 - Introduction Course for Bachelor's students

Course requirements

• active participation in orientation week events 🌟
• active participation in lectures during I period
• participation in academic advising
• assignments on time-management
• drafting a personal study plan for your BSc degree
  • includes discussion with the academic adviser, reflecting your goals and future career, assignment on choosing a minor and drafting a study plan for the whole BSc degree in Sisu
Practical issues for SCI-A1010

- A short quiz after every lecture for gathering feedback and monitoring attendance → more information at the end of the lecture
- NOTE! Check the schedule on MyCo, details of the Spring will be added later, some events may be major-specific
- Graded with pass/fail
- Lectures in period I → the course continues throughout the first year of studies
- The course will be graded in May 2022
SCI-A1010 Introduction Course for BSc Students

Timeline 2022-2023

- **Sep–Oct 2022**
  - Orientation and lectures
    - Orientation week
    - Lectures on period I

- **Nov 2022**
  - Time-management
    - DL to submit the assignment on time-management

- **Feb–Apr 2023**
  - Planning your studies
    - 16 Feb, lecture on planning your studies and choosing a minor
    - Meeting with the Academic advisor and filling up the study planning template
    - Assignment on choosing a minor (DL 31 March)

- **April 2023**
  - Creating a study plan
    - Creating a study plan in Sisu system and sending it for approval (DL 26 April)

- **May 2023**
  - Feedback
    - The course is graded
    - Course feedback is collected
Teaching events in Autumn 2022

Teaching events

• Thu 8.9. at 14:15–15:45 Get-together for the majors
• Thu 15.9. at 14:15–15:45 Start lecture and Academic integrity
• Thu 22.9. at 14:15–15:45 Effective Learning and Study skills
  • instructions for the time-management assignment
• Thu 29.9. at 14:15–15:45 Career and working life
• Thu 6.10. at 14.15. Research Day, organized by majors
  • DS and DSD students: enroll to CS department event by 25.9.: https://www.aalto.fi/en/events/cs-research-day-2022
• Thu 13.10. at 14:15 – 15:45 Study wellbeing and how to optimize my cognitive performance
• **EXTRA:** Pre-Christmas party in November, details will be announced later 😊
Assignments

• assignment on time-management, **DL 30.11.2022**
• preparing a personal study plan, **DL 26.4.2023**
  • Includes: an assignment on choosing a minor, **due 31 Mar**, meeting with the academic adviser, reflecting your goals and future career, preparing the first version of your BSc degree study plan in Sisu
• **Personal study plan workshops and information on choosing a minor in the Spring term**
• **Academic advising meetings in the Autumn and Spring → your AA will contact you**
Part 2. Academic integrity

Head of Academic Affairs at the School of Business
Pia Lahti
TECH students

Academic year 2022-2023

Pia Lahti
We are all part of this community.

We have different roles, but we are all equal.

We all deserve to be treated with dignity as we are.

Working and studying together helps you and others. Make sure that you invite everyone to join you in your study groups!
Homework

Please read through INTO-pages about Academic Policies and regulations:
https://into.aalto.fi/display/enopinnnot/Academic+policies+and+regulations

Source for the following:
Aalto University Code of Academic Integrity and Handling Violations Thereof
Finnish university context

Freedom and responsibilities

- Learning Services are here to help and counsel, BUT students are responsible for planning their studies and learning.

- This will be your degree and it is up to you how you use your time.

- University provides various different study paths, you are expected to find out about different options and opportunities yourself.
Student's responsibilities on courses

- You must enroll on time in Sisu.
- You need to meet the course DL's and complete all assignments.
- If you need to take the extra exam, enroll in Sisu.
- You need to participate in teaching.
Student’s rights on courses

• Grading must be published within four weeks of the examination date or other deadline given for the completion of the study attainment.

• Students have the right to contact the teacher throughout the course.

• The completion methods cannot be changed during the course.

• The evaluation criteria must be defined and explained in the beginning of the course.

• Students have 14 days to appeal against the grading decision after the results are published.

• In the case of issue, contact Emma.
Ethics in your studies

The goal of the Code of Academic Integrity is to safeguard the learning of the student in a manner that respects the accomplishments of both the student and others. Learning requires independent intellectual effort by the student. A study attainment earned through misconduct does not serve as proof of the true skill level of the student. Misconduct is disrespectful of both the teacher and the university community.
Exams and remote exams

Cheating on exams
- Using not allowed materials or even trying to use not allowed materials
- Helping another student

Examples
- Using a book or searching the internet, when it is not allowed
- Using a non approved calculator
- Working with other students when it is not allowed
- Asking another person to take the exam on your behalf

Remote exams
- Remote exams can be proctored
- Cheating is cheating in all exams!
- The teacher of your course gives you instructions on your exams. Make sure you know the instructions well before the exam!
Programming courses

Co-operating and chatting with others about the assignments is highly recommended as long as it’s in general level and everyone involved come up with an individual solutions

→ Copying someone else’s code is not allowed

Do not copy anything from the internet and present this as your own solution!

The most important thing is to learn and understand, not just getting all the points!

Read the instructions carefully!

Ask the course assistant/teacher if you are unsure!

You get easily caught for coping code! DO NOT DO THAT!
Consequences

1. A study attainment may be left ungraded if the student is deemed to have violated against the Code of Academic Integrity while completing it.
   - Student will not be given an extra possibility to complete the course. You will need to retake the course the following academic year.
   - If the violation is noticed after the course, the course may be marked as “Fail” afterwards.

2. In serious cases a student who has been found guilty of misconduct (i.e. ‘acts under false pretenses’) may be cautioned or suspended for a maximum of one year as a disciplinary measure, depending on the severity of the violation. Also students who have assisted other students in misconduct may face disciplinary action.

3. An Aalto scholarship may be terminated if the student acts dishonestly in studies.
What do I do if I know or even suspect a foul play

Acting in a responsible and ethical manner is a basic value of our University. We are all expected to act according to our University rules and regulations.

If you suspect or know that someone is not acting according to the University rules, please contact the teacher of the course or Manager of academic affairs in your own School:

- CHEM Anni Rintala, anni.rintala@aalto.fi
- ELEC Perttu Puska, perttu.puska@aalto.fi
- ENG Mirka Jalonen, mirka.jalonen@aalto.fi
- SCI Mari Knuuttila, mari.knuuttila@aalto.fi
Questions?
Comments?

Thank you!
Part 3. Curriculum and personal study plan
Bachelor’s degree structure

- Three years, 60 ECTS/ academic year = 180 ECTS credits
- Bachelor of Science (Tech.) degree
- The degree consists of
  - basic studies (65 ECTS)
    - mathematics 25 ECTS
    - programming/IT 25 ECTS
    - language and general studies 10 ECTS
    - Industrial Engineering and Management 5 ECTS
  - major studies (65 ECTS)
  - minor studies (20-25 ECTS)
  - elective studies (25-30 ECTS)
What should I study?

- The curriculum of your major determines what can be included in the degree (see the Into page of the programme).
- The curriculum is designed following to programme structure.
  - The possible elements are basic studies, major, minor and elective studies.
  - In basic studies and major, the choices are limited, but minor and electives depend on your personal goals and interests.
- A recommended timetable is offered for the first year of studies.
  - Highly recommended to follow the model timetable to ensure the prerequisites for the following courses.
  - By following the model timetable you reach the 60 credits annual target.
- The courses you select within the curriculum, the scheduling of them, the minor and the courses you wish to include in the electives are determined in your Personal Study Plan (HOPS).
Personal Study Plan (HOPS)

- Also HOPS
- Made in the Sisu System, but the detailed curriculum in Into
- Helps you achieve your goals within the intended timeframe
- Your degree = courses on your study plan
- Iterative process → important to keep the study plan up-to-date!
- You have already started drafting the study plan → first version of your BSc degree study plan ready during the Spring
Academic advising

- An Academic Advisor is a teacher in your own field of study who can support you with study related issues by:
  - giving general advice on studies at Aalto,
  - discussing study and career plans,
  - sharing their own experience and expertise.

- Academic advising creates a link between students and staff so that:
  - You are recognized as an integral part of the academic community,
  - We collect feedback about the programme
Language studies in the BSc degree
Language requirements

• Determined in the universities act
• Three parts
  1. Language of previous education (koulusivistyskieli)
     • Determines the language of the maturity test
     • If required, will appear on the degree certificate
  2. 2nd national language of Finland (2. kotimainen kieli)
     • Depends on the language of education
     • If required, will appear on the degree certificate
  3. Compulsory foreign language (other than Finnish/Swedish) (pakollinen vieras kieli)
     • will appear on the degree certificate
Case 1. I am an international or Finnish student who has completed all previous education until the 12th grade outside of Finland (or in Finland in a language other than Finnish/Swedish, e.g., DSH).

<table>
<thead>
<tr>
<th>Language requirement</th>
<th>Does this requirement apply to me?</th>
<th>What language studies should I take for this part of the degree?</th>
<th>Anything else I should be aware of?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Language of previous education</td>
<td>No</td>
<td>Maturity test in English</td>
<td></td>
</tr>
<tr>
<td>2nd national language of Finland</td>
<td>No</td>
<td>Any language studies worth at least 2 credits</td>
<td>Finnish recommended</td>
</tr>
<tr>
<td>Compulsory language studies in the degree</td>
<td>Yes</td>
<td>Any language course(s) that fulfil the compulsory language studies requirement worth 3 cr</td>
<td>LC-1117 Integrated Oral and Written skills (o, w) on the first year recommended</td>
</tr>
</tbody>
</table>
### Case 2. I am a Finnish student who has completed upper secondary (lukio) in Finland in Finnish or Swedish

<table>
<thead>
<tr>
<th>Language requirement</th>
<th>Does this requirement apply to me?</th>
<th>What language studies should I take for this part of the degree?</th>
<th>Anything else I should be aware of?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Language of previous education</td>
<td>Yes</td>
<td>Maturity test in the language of education (Finnish/ Swedish)</td>
<td></td>
</tr>
<tr>
<td>2(^{nd}) national language of Finland</td>
<td>Yes</td>
<td>2(^{nd}) national language tests (Swedish/ Finnish) required in the degree</td>
<td>You can apply for exemption, if you have studied less than 5 courses of the 2(^{nd}) national language in lukio</td>
</tr>
<tr>
<td>Compulsory language studies in the degree</td>
<td>Yes</td>
<td>Any language course(s) that fulfil the compulsory language studies requirement worth 3 cr</td>
<td>LC-1117 Integrated Oral and Written skills (o, w) on the first year recommended</td>
</tr>
</tbody>
</table>
Case 3. I am a Finnish student who has completed comprehensive school (peruskoulu, luokat 1-9) in Finland in Finnish/ Swedish and high school in IB/ EB/ international school or abroad

<table>
<thead>
<tr>
<th>Language requirement</th>
<th>Does this requirement apply to me?</th>
<th>What language studies should I take for this part of the degree?</th>
<th>Anything else I should be aware of?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Language of previous education</td>
<td>Yes</td>
<td>Maturity test in the language of education (Finnish/ Swedish)</td>
<td>You can apply for exemption from the language of education based on your high school education</td>
</tr>
<tr>
<td>2nd national language of Finland</td>
<td>Maybe</td>
<td>If the language of education is Finnish/ Swedish and you have studied more than five courses of Swedish in high school, 2nd national language tests (Swedish/ Finnish) required in the degree</td>
<td>You can apply for exemption, if you have studied less than 5 courses of the 2nd national language in lukio. Not having Finnish/ Swedish as the language of education will automatically exempt you from the 2nd national language requirement.</td>
</tr>
<tr>
<td>Compulsory language studies in the degree</td>
<td>Yes</td>
<td>Any language course(s) that fulfil the compulsory language studies requirement worth 3 cr</td>
<td>LC-1117 Integrated Oral and Written skills (o, w) on the first year recommended</td>
</tr>
</tbody>
</table>
### Case 4. I am an international student who has completed upper secondary (lukio) in Finland in Finnish or Swedish

<table>
<thead>
<tr>
<th>Language requirement</th>
<th>Does this requirement apply to me?</th>
<th>What language studies should I take for this part of the degree?</th>
<th>Anything else I should be aware of?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Language of previous education</td>
<td>Yes, if the grade in matriculation examination (yokoe) in Finnish/ Swedish as a second language (S2) is M or higher. Otherwise, no.</td>
<td>If the language of education is Finnish/ Swedish, maturity test in the language of education (Finnish/ Swedish). Otherwise, English.</td>
<td></td>
</tr>
<tr>
<td>2nd national language of Finland</td>
<td>Maybe</td>
<td>If the language of education is Finnish/ Swedish and you have studied more than five courses of Swedish in high school, 2nd national language tests (Swedish/ Finnish) required in the degree</td>
<td>You can apply for exemption, if you have studied less than 5 courses of the 2nd national language in lukio. Not having Finnish/ Swedish as the language of education will automatically exempt you from the 2nd national language requirement.</td>
</tr>
<tr>
<td>Compulsory language studies in the degree</td>
<td>Yes</td>
<td>Any language course(s) that fulfil the compulsory language studies requirement worth 3 cr</td>
<td>LC-1117 Integrated Oral and Written skills (o, w) on the first year recommended</td>
</tr>
</tbody>
</table>
Case 5. None of the above

• Please, contact bsc.tech@aalto.fi.
Part 4. Important administrative issues and academic policies
Academic policies and regulations

Degree Regulations for Bachelor’s and Master’s Degrees
General Regulations on Teaching and Studying
Exam Regulations
Code of Academic Integrity and Handling Violations Thereof
Code of Conduct in the University Environment
Study right and study time

• You have the right to pursue both Bachelor’s and Master’s degrees at Aalto University
• The aim is to complete the BSc degree in three (3) years and the Master’s degree in two (2) years
• Study time is limited to seven (7) years covering both degrees
  • Note! The limitations in the duration of the scholarship
Bachelor’s degree “with Honours”

- A Bachelor’s degree may be awarded with honours
  - if the weighted average grade of the courses included in the degree (excluding the thesis) and the grade for the thesis both are at least 4.0.
Direct continuation from BSc to MSc

• Your study right includes both Bachelor’s (3 years) and Master’s (2 years) degrees
• Direct continuation to several MSc programmes
  – Several other MSc (Tech) options available by choosing a specific minor

Further information on the Into webpage of the programme
https://into.aalto.fi/display/enbsctech

➢ Continuing to a master’s programme
And
➢ Continuing studies in a different school of technology after a Bachelor's degree
Part 5. Studying at Aalto University
Typical course at Aalto schools of technology

• One lecture is usually 90 minutes
• Most courses have lectures and exercise groups
• “An academic quarter” Lectures start always a quarter past: If the lecture time is 10-12, it means 10:15 – 11:45
• Lectures usually twice a week
• Courses usually run for one or two periods, sometimes the whole academic year
• To find out the details and individual characteristics for each course, it’s very important to attend the first lecture/meeting
Course registration

- Course registration opens 28 days before the period and closes usually 7 days after the course has started.
- UWAS, BIZ, language courses = exceptions.
- If seats are limited, degree students for whom the course is compulsory are usually prioritized.
- You can drop the course in SISU, but it is polite to inform the teachers about the situation as well.
Exams

• At least two exams per year per course
• Exams take place on the evaluation weeks at the end of each study period
• Exam typically lasts 3 hours
• Equipment: Student card or other ID, pencil/pen and eraser, calculators and dictionaries allowed in some occasions
• Registration is compulsory
  • The first exam is usually included in the course registration
• Examination regulations + Aalto University Code of Academic Integrity: into.aalto.fi/display/enopinnot/Academic+policies+and+regulations
Exam registration

Registering for a course includes registration for course exam = the first possibility to take the exam after the course

If you can’t make it to the course exam, there are retake exams, but you have to register in advance in Sisu

Registration on exams opens 60 days before the exam at the latest and closes seven days before the exam

Unattended exam = failed exam

Only registered students can sit the exam – no exceptions
Grading

• Grading scale is 0-5 (5 best grade, 1 lowest pass grade)
• Or just pass/fail
• Courses graded with ’pass’ can not be converted into a numerical grade
• Failed courses do not show on the transcript of records
Student’s rights on courses

• Grading must be published within four weeks of the examination date or other deadline given for the completion of the study attainment.
• Students have the right to contact the teacher throughout the course.
• The completion methods cannot be changed during the course.
• The evaluation criteria must be defined and explained in the beginning of the course.
• Students have 14 days to appeal against the grading decision after the results are published.
• In the case of issue, contact Emma.
Certificates and statements

- Transcript of records and Certificate of student status = official electronic certificates in your own Sisu account
- Transcript of records and Certificate of Student Status (enrolment certificate) with stamp from the Student Services
- Statements for different purposes = programme-specific or tailor-made, contact the study coordinator of the programme
- When you need any official statements, email to bsc.tech@aalto.fi
Annual enrolment

- Remember to enroll for each academic year either as attending or non-attending
- Only attending students can study (register for courses and exams etc.) and graduate
- You can enrol as non-attending for up to two terms without it having an effect on your duration of studies.
- Enrollment period runs from mid-May to early-September
- If you fail to enroll you will be removed from the student register and re-registration will cost you 35€
Accessibility & Barrier-Free Studies

• If you need special arrangements during your studies, please be in contact with the planning officer of the programme

• You can find more information from Into: into.aalto.fi/display/enopisk/Individual+study+arrangements

• See more information on accessibility and barrier-free campus: into.aalto.fi/display/enopisk/Accessibility+and+a+barrier-free+campus
Study Progress rewards

• The schools reward students who progress well in their studies

• SCI and ELEC: 500 € scholarship for students who achieved 60 cr per academic year

• CHEM: 500 € for completing the BSc degree in three years

• ENG: Dean’s list

• More information during the academic year, follow the news in Into

• Note: academic year 1st August – 31st July → consider this when scheduling your summer courses, or retake exams

• For students paying tuition fees, incentive-based scholarship of 1500€ for achieving 60cr per academic year
Tips – how to succeed in all this

• Ensure a good start for your studies.
• Prepare to study full-time.
• Plan your studies in advance
  • Rough idea of the BSc degree as a whole (yearly plan, personal study plan)
  • Plan each academic year and term (monthly plan)
  • Schedule all courses and assignments in your calendar, don’t forget to include individual work (weekly plan)
• Always attend the first lecture of the course.
• Be proactive and independent in search for information – there are always people here to help you but encouraging students to be independent and take responsibility is part of the core ideology of Finnish universities.
Who to contact?

Programme’s student services and administration

• Mission: To support the students to succeed in their studies, and to support the academics so that they can focus on teaching and research

• Study coordinator and planning officer, book an appointment → https://into.aalto.fi/display/enbsctech/Contact

SCI Student Services provide services for all the students in the programme regardless of the major and school

• Email: bsc.tech@aalto.fi

• Visiting address: Computer Science building, ground floor, check the opening times here: https://into.aalto.fi/display/contact/Contact

• General issues, such as student certificates and annual enrollment

Teachers and professors

• Major and Course-specific and subject-specific questions

• Contact information on the department website, Aalto People or MyCourses
We are here to help you – don’t hesitate to contact us.

First, check the programme page in Into.
Register your attendance

- Lecture quiz opens on lecture day (Thu) at 14:15 and is open until midnight the next day (Fri 23:59).