Orientation for Exchange Students

Welcome to Aalto University School of Business!

September 4, 2019
Studying at Aalto University
School of Business

Orientation for Exchange students
September 4, 2019
# Exchange students’ Orientation, Day One

<table>
<thead>
<tr>
<th>Time</th>
<th>Session</th>
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<tr>
<td>11.00 – 11.05</td>
<td><strong>Welcome</strong> / Saila Kurtbay</td>
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<tr>
<td>11.05 – 11.45</td>
<td><strong>Studying at Aalto University School of Business</strong> / Sanna Huovinen-Kiuru</td>
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<td>11.45 – 12.00</td>
<td><strong>Codes of Conduct</strong> / Pia Lahti</td>
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<td>12.00 – 12.10</td>
<td><strong>Short break</strong></td>
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<td>12.10 – 12.30</td>
<td><strong>Practicalities to be taken care of after arrival</strong> / Sanna Huovinen-Kiuru</td>
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<td>12.30 – 12.45</td>
<td><strong>Otaniemi campus</strong> / Minna Pekkanen</td>
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<td>12.45 – 13.00</td>
<td><strong>KY Student Association</strong></td>
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<td>13.00 -</td>
<td><strong>Meeting with the tutorgroups</strong></td>
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<td>Lunch break with the tutors</td>
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<td>Afternoon with the tutors (Campus tour, HSL travel card, other practicalities)</td>
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Where do you come from?

- North America: 11
- Latin America: 6
- Europe: 71
- Asia: 40
- Oceania: 7

135 exchange students
58 universities
32 countries
36 nationalities
Student Exchange Services

Saila Kurttbay
Head of International Affairs

Sanna Huovinen-Kiuru
Incoming students

Sanna Krigsholm
Outgoing students

Minna Pekkanen
Outgoing students

incoming-biz@aalto.fi

Aalto University
School of Business
Help Desk  room Y115
Mondays to Thursdays at 12.00-16.00

Mondays 14:00 – 16:00
Secretaries: General advising (12:00-14:00)
Minna Pekkanen: Student Exchange Services (14:00-16:00)

Tuesdays 12:00 – 16:00
Laura Törmälä: Economics (12:00-14:00)
Anna Kuparinen: Accounting and Business Law (Yritysjuridiikka) (14:00-16:00)
Johanna Haarala: Management Studies (14:00-16:00)

Wednesdays 12:00 – 16:00
Sanna Huovinen-Kiuru: Student Exchange Services (12:00-14:00)
Tanja Nurmi: Graduation (12:00-14:00)
Tatiana Penttinen: Marketing (14:00-16:00)
Secretaries: General advising (14:00-16:00)

Thursdays 12:00 – 16:00
Sanna Pesonen: Finance (12:00-14:00)
Elli Hämäläinen: Information and Service Management (12:00-14:00)
Sanna Krigsholm: Student Exchange Services (14:00-16:00)
Berit Söderholm: Management Studies (14:00-16:00)
In the beginning of semester Sanna is located in room Y105 next to Learning Hub (Ekonominaukio 1)

Wed 4.9. after orientation
until 4.30 pm (16.30)

Thu 5.9.
12.00 am- 4 pm (12-16)
last two hours in Help Desk 2-4pm (14-16)

Mon 9.9. – Thu 12.9.
9.30 am- 3 pm (9.30-15)
in Help desk on Wed 12-2pm (12-14)

Lunch around 11-12 am
What we can help you with…

• Signatures to learning agreements
• Signatures to Erasmus confirmation etc. documents
• General guidance concerning your exchange

• **In questions about courses**  
  > contact the department (assistant, study coordinator, teacher) or search information from WebOodi or My Courses

• **Housing issues**  
  > contact housing office (HOAS, AYY or your landlord, depending on where you live)

• **Computer and IT problems**  
  > IT-helpdesk (servicedesk@aalto.fi)

• **School facilities**  
  > Receptionists or Security guards
Aalto University

Aalto University consists of six schools

- School of Arts, Design and Architecture
- School of Business
- School of Chemical Engineering
- School of Electrical Engineering
- School of Engineering
- School of Science

The Aalto University community:

- 11,000 students
- 4,300 personnel
- 400 professors
Aalto University School of Business

Aalto University School of Business has received all three labels of excellence from the world’s leading business school accreditation bodies. Worldwide only 90 schools have achieved the same.
Fall term 2019

Period I: Mon 9 September – Fri 25 October (6+1 weeks)
Evaluation week: Mon 21 October– Fri 25 October

Period II: Mon 28 October - Fri 13 December (6+1 weeks)
Evaluation week: Mon 9 December – Fri 13 December

• Check the exam dates from Weboodi
• No teaching during the evaluation weeks
• Please note! Registration for the courses in the period II begins on September 30,
• Farewell Event for the incoming exchange students in December
  (exact date confirmed later)
Departments:

- Department of Accounting and Business Law
- Department of Economics
- Department of Finance
- Department of Information and Service Management
- Department of Management Studies
- Department of Marketing
Studying at Aalto School of Business (2/3)

• Courses available in English in both Bachelor and Master programmes
• Most of the courses available are offered by the School of Business but check also:

• Aalto cross-school courses
  https://into.aalto.fi/pages/viewpage.action?pageId=328063

• University Wide Arts Studies
  https://into.aalto.fi/display/enopinnot/University+Wide+Art+Studies

• University Wide Technology Studies
  https://into.aalto.fi/display/enopinnot/University+Wide+Technology+Studies

• Courses from other schools in Aalto
  http://Oodi.aalto.fi
• **Full workload** = 30 ECTS credits per semester = recommended workload
  - We expect students to study full time at Aalto
  - No maximum limit for the credits
## Where to find information?

### Electronic tools in Aalto

<table>
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<tr>
<th>WebOodi</th>
<th>MyCourses</th>
<th>Into</th>
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<td>mycourses.aalto.fi</td>
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### Study management website
- Course Information Portal, Course home pages
- University and Studies Information portal

### Course and Exam registrations
- Course News and Results
- News from University and Schools

### Official Study Register
- Course materials and online exercises
- Study Guides

### Personal Information
- Virtual Learning Space

### Up to date info about courses and exams
- 5.9.2019
Registration for the courses

- Registration through WebOodi
- Registration starts 4 weeks before and ends 1 week after the beginning of the course
- **Exception:** language courses and courses with limited space, registration ends week before the course starts > you will get information before the course starts whether you have been accepted or not

**NB:** The learning agreement is a preliminary plan, not a confirmation!
Basic information on courses (1/2)

- Course codes at the School of Business have 8 digits ie. 28C00100 (Corporate Finance)
- First two numbers indicate the subject
- Letter indicates the course level
  A = Core Studies (undergraduate)
  C = Intermediate Studies (undergraduate)
  D = Specialization & Advanced Studies (UG & G)
  E = Specialization & Advanced Studies (graduate)
- Last numbers indicate the specific course
Basic information on courses (2/2)

• Course codes in other schools are in the form of subject/department, level, course number – e.g. REC-E1050

• Majority of the courses last for one period (6+1 weeks)

• Book exams without lectures (exams according to the schedule)

• If the scheduled lecture times are eg. Mon & Wed or Tue & Thu, it means that lectures are twice a week and you need to attend both sessions

• If there are exercises (H) in the course, you have to choose the group – please note that exercises are not always mandatory
Lecture times

- In general lectures start fifteen past the hour (ie. academic quarter)
  - 9.15 – 10.45 or
  - 10.15 – 11.45 etc.
  - Lunch break 12-13
  - 13.15 – 14.45
  - 15.15 – 16.45 etc.

Majority of the lectures last 90 minutes at a time. If longer, then 15 min break
Practicalities

- You can try to go to the first lecture even if you have not been able to pre-register and politely enquire whether you can still join the course.
- **If you have registered for a course, going to the first lecture secures your place on the course.**
- Aalto University does not have add/drop period so please do not sign up for courses if you are not seriously planning to take them!
- If you have registered for a course and do not want to continue, please inform the teacher ASAP and cancel the course in Weboodi, if possible.
- The student number is your ID number at Aalto, **please memorize it!**
- Along with the IT-information, you got **Aalto email** - Learn to check it, since teachers use it to send emails to students.
Registration for exams

- If you register for a course you will be automatically registered for the course examination, which is held at the end of the course.

- Students must register separately for all other examinations (re-examinations and book examinations, for example).
  - The earliest possibility for registration 2 months before the exam, however 7 days before the exam at the latest!
  - Registration is done in WebOodi
  - If WebOodi should be out of order, you may register at the Help Desk of the Student Services or by sending an email to: studentservices@aalto.fi
Exams.. Where to go, what to do, how to behave…

• The exam hall is informed in the morning of the exam day: check the notice board in the U-wing lobby (Otakaari 1, door M) also the notice board in the Otakaari 1 main lobby.
• Exams start on the hour, not fifteen past like the lectures
• You can’t be more than 30 minutes late from the exam. Then you are not allowed to take exam.
• Leave your bag, jacket, turned off cell phone etc. close to the wall or in the front of the classroom, take only pencils, eraser and ID-card to your seat, if calculators are needed, school will provide them
• Turn off your cell phone
• You may not leave the room until 35 minutes have passed from the actual beginning of the examination
Exams

• Two exams at the same time - What to do?
  • Register for both (if needed), go to the classroom of one of the exams, tell the supervisor that you have another exam as well, they’ll get it for you, you’ll do both of the exams in the given time. You can also contact studentservices@aalto.fi before the exams.

• Each course usually has three exam possibilities

• Failed the exam or not satisfied with your grade? Retake the exam when it’s organized, best grade will be taken into account – remember to register for the resit exams on time!

• Absolutely no cheating on exams!
Results and Evaluation

• The grade will appear in WebOodi and in My courses page 4 weeks after the examination date at the latest

• Grades are public

• Failed (or dropped) courses do not show on your transcript. If you should fail (or drop) all your courses no transcript can be issued!

• Passed courses cannot be removed from the transcript.

• Evaluation is based on the course requirements which are stated in detail in the course description. Check these carefully for each course!

• The grading scale at Aalto is 1-5

• In course evaluations the threshold for a passing grade is 50 %

• Absolute Grading System (the score is not comparative to the scores of the other students)
Aalto and ECTS Grades

5 Excellent knowledge (A)
4 Very good knowledge (B)
3 Good knowledge (C)
2 Satisfactory knowledge (D)
1 Sufficient (E)
0 Fail (F)