Orientation Week Materials 2017
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### Academic Policies and Regulations

#### Members of the Aalto University community have rights and responsibilities the fulfilment of which is supported by the Aalto University Code of Conduct. All community members commit to following the Code.

### The Learning Environment

#### The Learning Community
- Unique university environment
- Small, cohesive, integrated support systems
- Dynamic, interactive classroom activities
- Individual and collaborative academic success
- Impressive results

#### An International Culture
- Essential Finnish cohort
- Foreign degree students and international exchange students
- Culturally diverse student population
- Respect, appreciation and understanding of cultural diversity is essential
- Initiatives to engage with other cultures are important.

### Work and Play
- This is not high school – it is a different, distinctive and progressive university program
- Hard work and commitment are essential
- Academic work takes priority over social life – always
- Accreditation expectations (ECTS) require hard work, long hours
- Administrators and staff understand the value of free time and social activities as an important part of university life – but not at the expense of academic objectives.
- While we hope that all students – independent of culture – participate in the social activities sponsored by student organizations, all students must respect, and thus not harass, those students who wish not to engage in activities with which they feel uncomfortable.
- The use of alcohol – or the influence of alcohol -- is not tolerated on school premises (except as designated only on specified occasions and locations)

#### Academic Policies

##### Class Attendance and Participation

- Class attendance and participation are considered integral parts of teaching and learning at the BScBA program in Mikkeli.
- Regular class attendance is required of all students and attendance records are kept for each class. Students are also expected to be in class on time. Late arrivals are seen as being discourteous to the instructor and other students.

##### Absence Policy

- A maximum of two unexcused absences is allowed for a 3-week, 6-credit course. Three or more unexcused absences will result in being dropped from the course.
  - Note: Whenever taking an unexcused absence, the student bears the risk of missing class, and the consequences, which may include a lower participation grade, missing a graded activity, etc.

#### Quality Assurance

- Students are offered the opportunity to evaluate instructors and courses.
- To ensure a process of objectivity and integrity, a staff member conducts the evaluations and the instructor is absent.
- Strict protocols are used in conducting evaluations to ensure confidentiality.

#### Exams

- Dishonest academic work of any kind (cheating, plagiarism, copying from others work) is strictly forbidden. Please review the Aalto University Code of Academic Integrity and the Exam Regulations for BScBA Students in this document.
- A student attenuation may be left ungraded if the student is deemed to have violated the Code of Academic Integrity while completing it. Dishonest academic behavior is subject to severe disciplinary action including failure and/or dismissal from the course.
Exam Regulations and European Credit Transfer System (ECTS)

Exam Regulations for BScBA Students

1. Arrive in time for the examination.
2. Turn off your mobile phone and other electronic devices and place them in your bag before bringing all of your belongings to the front of the classroom.
3. You may only take your writing utensils and something to drink (e.g. a bottle of water) to your seat unless otherwise instructed by the proctor.
4. You may not leave the room (e.g. finish the exam, go to the toilet) before 30 minutes have passed from the start of the examination. Please ask for permission from the proctor to go to the toilet by raising your hand.
5. No talking to other students is allowed. In case you have a question, please raise your hand and the proctor will come to you.
6. Concentrate on your own examination papers to avoid unnecessary misunderstandings.
7. The proctor has the right to remove you from the examination if cheating is suspected. If you notice cheating, please inform the proctor of this immediately. (If you are found cheating, a disciplinary process may be started.)
8. Return all your examination papers, including scratch paper, if not mentioned otherwise.

Textbook Policy

All required textbooks and other course materials are responsibility of the student. It is the expectation of faculty that all students will have access to the textbooks and other reading material. If a student is not able to purchase his/her own copy of the textbook or other required materials, it is nonetheless the student’s responsibility to find a way complete the reading for the course.

The library staff organizes textbook orders mainly via Booky’s group ordering system. The students are informed by staff email when new group orders have been assembled or if other arrangements have been made for obtaining the textbook.

Along with the expectation that all students have a required material, including textbooks, it should be noted that the BScBA program will neither employ a plan in purchase or distribution of materials that is contrary to international conventions regarding copyrighted material. Consequently, the copying of a textbook requires for class is not permissible and constitutes making an illegal copy. Any student in violation of this copyright law is subject to the sanctions outlined in the library regulations.

European Credit Transfer System (ECTS)

The European Credit Transfer System (ECTS) is the European standard for the evaluation of higher education course credits. It offers a common way of measuring course credits as well as accommodating transfer credits among universities. The BScBA program at the Aalto University School of Business, Mikkeli Campus (Aalto Mikkeli), is subject to the standards and norms of ECTS. We offer these FAQs to help you prepare for your course(s) at Aalto Mikkeli.

1. What are the essential components of ECTS?
   There are two critical components that are relevant for course development: learning outcomes and student workload. Learning outcomes are linked to Aalto Mikkeli course descriptions. The student workload is estimated by faculty in preparing a course and included in the syllabus.

2. In general how is student workload calculated?
   European standards stipulate that 25-30 hours of student work are required for the average student to successfully complete one ECTS credit (or for a 6 ECTS course, 150-180 hours are required). However, it is expected that more hours may be required for some students and fewer hours for others.

3. What is the standard used at the Aalto University School of Business?
   Within the range of European standards for student workload hours, each institution is obliged to identify its own norms. Thus, the Aalto University School of Business has identified 160 hours as the standard for the average student to earn 6 ECTS credits. Most of the courses at Aalto Mikkeli are 6 ECTS courses.

4. How is the student workload standard implemented at Aalto Mikkeli?
   It is challenging for students to do 160 hours of course-related work in three weeks. A Mikkeli course usually comprises nineteen (19) days of student work, that averages approximately 8.5 hours of student work per day, including days during the two weekends in the module. Three hours per day are counted as class time during the week, thus leaving 5.5 hours for outside work on class days. And both weekend days are for 8.5 hours of independent work.

5. What should be included in the student workload?
   The student workload includes any and all work required for the course, for example: participation in class, textbook and other reading, preparation for exams, individual research, or work on group projects and presentations. Including the time needed to complete diverse and demanding tasks in the course syllabus is the best way to ensure that ECTS workload requirements are met. Faculty should take into account when planning a course that some tasks may take longer to complete for students who are non-native speakers of English.

6. How is the ECTS standard monitored in courses?
   The initial and primary responsibility for developing and monitoring the student workload is given to the faculty. It is the individual professor who best knows how the course is to be taught and the specific requirements to be accomplished. The overall institutional responsibility for monitoring the ECTS standard falls to the Aalto Mikkeli staff.

7. How is the ECTS standard administered and assessed institutionally?
   For each course taught, the Aalto University School of Business is obligated to have a record of general student workload assessments. Course evaluations are also used to gather info about the student workload. In addition, each professor is to include an ECTS Student Workload Summary in the syllabus.

8. Are visiting professors required to show or demonstrate to students how the student workload is calculated and determined?
   The ECTS workload will be visible in the syllabus, and the professor should invite students to ask for clarification in class.

9. Are there any standards and procedural requirements – for faculty and administration – necessary?
   Yes. The above standards and procedures are required of all faculty. These guidelines must be followed in each instance of teaching a course and the staff at Aalto Mikkeli will assist faculty as much as possible in meeting these expectations.

Documents and Info on Studies

Documents, instructions and info on studies (examples below) are available on Info website: http://aalto.fi/mikkeli

• Information for new students
• Study guide, Citation guide, Style guide
• Course catalog
• Curriculum 2017-2018
• Student forms
• Deadlines and documents

Syllabus of all courses are available on MyCourses, for example:

• "Global Business Environment" (module 1)
• "Computer Applications" (starts on Friday of the o-week)
• "Critical Thinking" (starts in module 2, MyCourses)

Please remember to read your iAalto.fi – email address.

Degree Structure

• Core Courses (60 cr)
• Methodological Studies (12 cr)
• Courses in International Business (Major; 42 cr)
• Minor Subject Studies (Study abroad; 18 cr)
• Language and Communication Studies (18 cr)
• Elective Studies (18 cr)

Total Number of Credits: 180 cr

Master’s Degree at the Helsinki Campus

All students accepted in 2015 or after have the automatic study right to continue studies for the M.Sc. Degree at the Aalto Biz Helsinki Campus. You graduate from the BScBA Program first with 180 ECTS included in your BScBA degree and when applying for the B.Sc. degree you will inform us of your interest in certain M.Sc. program. Information on criteria for different Master’s programs is available on Info.

Personal Study Plan (HOPS)

All students in the BScBA Program must prepare a personal study plan (HOPS) in cooperation with the Manager of Academic Operations. Each student agrees to study according to the signed study plan. The plan helps the student to plan his/her studies beforehand, and the BScBA Program to plan the course registrations. Information on the study plan is given during the orientation week and is not negotiable throughout the studies.

The personal study plan is prepared in four steps so that:
1) the first part is done by the end of September for the first 2 modules of the academic year;
2) the second part is done in January for modules 13-15;
3) the third part is done during modules 11-13 for the second year of studies; and
4) the fourth part is done before the study abroad period.

Course Registration

BScBA students are automatically registered for courses according to their personal study plans. Changes to the personal study plan and their registration for courses must be done at least three weeks prior to the beginning of the course with the Manager of Academic Operations.

Study Abroad Period

All students studying at the BScBA degree in Mikkeli are expected to spend a semester (30 ECTS) in a foreign university. The BScBA Program has about 50 cooperative agreements for academic exchanges with universities in many parts of the world. List of partners is available on Info. Every year also 70-80 incoming exchange students study in Mikkeli for a semester or a full year.

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Member of the Aalto University Community

The term ‘member of the Aalto University community’ may also refer to other people when they are acting in the Aalto university community as providers of a service either free-of-charge or for a charge, as applicants to a job position or student place or as alumni, or when taking part in an event organised by the university.

University Environment

The physical and technical workspaces and platforms and services offered by the university. The university environment consists of the teaching and learning environment and the environments for research and artistic activities; the teaching and learning environment as well as the environments for research and artistic activities overlap to some extent in the course of their studies, students may also operate in the environments for research and artistic activities.

Teaching and Learning Environment

The physical facilities for teaching and learning and for related support services, such as common areas, lecture halls, student service desks and libraries as well as virtual learning platforms and learning spaces.

3. Rights and Responsibilities

In addition to the laws of Finland, the members of the Aalto University community are bound by university regulations.

The rights and responsibilities of the staff are set forth in employment legislation and agreements as well as in the regulations issued by the university, while matters involving students are processed in compliance with the provisions of the Universities Act (Yliopistolaki 558/2009) and the Administrative Procedure Act (Hallintolaki 434/2003), as well as with the principles of good administration.

The rights and responsibilities of students are primarily regulated by the Universities Act (Yliopistolaki 558/2009) and the regulations and decisions issued under it (e.g. the curriculum and degree regulations).

Members of the Aalto University community are expected to behave responsibly and to respect the rights of the other members to a safe and pleasant university environment allowing unhindered progress in study and work. Each member of the Aalto University community has a right to be treated with respect regardless of their gender, identity or expression thereof, age, ethnic or national origin, nationality, language, religion, beliefs, opinion, political or trade union engagement, family relations, health, disability, sexual orientation, or other personal characteristics.

Teachers have the freedom to teach and students have the freedom to learn. In a teaching situation, everyone present is responsible for ensuring a safe and pleasant environment. As members of the university community, students also have a right to participate in academic debates. In addition, students have a right to attend not only the classes associated with their courses but also other public activities, classes like anyone else. A student’s right to attend classes may only be restricted on grounds referred to in the Universities Act (Yliopistolaki 558/2009).

The members of the Aalto University community shall respect university property and use university physical facilities for their intended purposes in compliance with facility-specific terms of use. The physical facilities of the university are primarily intended for teaching, learning, research, artistic activities, and for the support functions related to all of them; use for other purposes is subject to separate agreements or instructions.

4. Misconduct Disrupting University Activities

Conflict situations and allegations of misconduct are handled according to established procedures, first by the parties directly involved, and if needed, with the support of university service units. Misconduct by teaching or other staff is addressed by the university in accordance with the Occupational Health and Safety Act (Työoloja- ja terveydenhoidon laki 737/2002) and the Employment Contracts Act (Työehto- ja työsuhteet 55/2001) if it constitutes a breach of obligations arising from the employment contract. Misconduct by students is addressed by the university in accordance with the Universities Act (Yliopistolaki 558/2009). Misconduct by students includes disruption of teaching, violent or threatening behaviour, dishonesty, or other disruption of university activities. The university may also address misconduct by others than members of the Aalto community when they are acting in the university environment.

At Aalto University, any violent, threatening or discriminatory behaviour, as well as dishonesty, bullying, or sexual or gender-based or other harassment always constitutes a disruption of university activities. property or facilities constitutes disruption of university activities.
Aalto University Code of Academic Integrity and Handling Violations Thereof

1 Purpose

1.1 Integrity as a Value

In accordance with Aalto University values, its operations are founded on integrity, openness, and equality. In the Aalto University strategy, this means for instance that

1) Aalto University values and operates on honesty, fairness and objectivity and that

2) Aalto University ensures individual success with clearly defined criteria in order to recognize good performance without bias.

The goal is that Aalto University students succeed in their studies and in the work of acting in compliance with the responsible conduct of research and good artistic practices and the professional practices of their field.

This Code of Academic Integrity applies to all stages of university studies and all fields of Aalto University. 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 student's community.

1.2 Provisions on Academic Integrity in University Regulations

The Aalto University General Regulations on Teaching and Studying (OOS) sections 39-40 provide as follows:

Section 39 Code of academic integrity

All teaching and studying shall take into consideration good scientific practice. Teaching and studying related to artistic activities shall also observe good artistic practices.

Students shall comply with the guidelines given on examinations or on the completion of other study attainments. Students shall familiarize themselves with these guidelines and ask for guidance if instructions are unclear.

Teachers shall develop their teaching and guidance of students in a manner that allows students to receive guidance on the permissible academic practices and prevents the use of unfair means.

Section 40 Academic consequences for violation against Code of Academic Integrity

A study attainment may be left ungraded, if the student is deemed to have violated the Code of Academic Integrity while completing it. Students violating the Code of Academic Integrity may be subject to disciplinary action on the grounds set forth in the University Acts. The Aalto University Academic Affairs Committee issues more detailed guidelines on the Code of Academic Integrity and on the handling of violations thereof mentioned in Sections 39 and 40.

In accordance with Section 25 of the Aalto University General Regulations on Teaching and Studying, details on the organization of examinations are issued at the level of the schools. Schools have also issued guidelines on the handling of violations against examination rules.

In accordance with Section 2 of the Aalto University General Regulations on Teaching and Studying, a study attainment is a thesis, course or part of a course evaluated separately.

2 Academic Integrity in Studies

2.1 Responsible Conduct of Research and Good Artistic Practices

At Aalto University is committed to acting in compliance with the guideline ‘Responsible conduct of research and procedures for handling allegations of misconduct in Finland’ by the Finnish Advisory Board on Research Integrity.

According to the guideline, for scientific research to be ethically acceptable and reliable and its findings credible, the conduct of research must conform to good scientific practices. (The National Advisory Board on Research Ethics 2002; p. 19 replaced on 1 March 2013 with Finnish Advisory Board on Research Integrity 2012; Responsible conduct of research and procedures for handling allegations of misconduct in Finland (RCR 2012))

The Finnish Advisory Board on Research Integrity has defined some characteristics of responsible conduct of research.

These include

1. following modes of action endorsed by the research community
2. applying ethically sustainable methods conforming to scientific criteria, and practise openness intrinsic to scientific knowledge in publishing findings
3. taking due account of other researchers’ work and achievements
4. giving due attention to detail in research documentation
5. recording the rights and responsibilities of the members of the research group
6. disclosure of sources of funding and commitments
7. good administrative practice.
8. giving due attention to conflicts of interests
9. obtaining the necessary research permits and conducting the preliminary ethics review required in certain fields. For details on the characteristics, please see the guide of the Finnish Advisory Board on Research Integrity.

The National Advisory Board on Research Ethics 2002, p. 19 and Finnish Advisory Board on Research Integrity 2012, p. 31, see previous comment. Items 8 and 9 added in accordance with the RCR guideline of 2012.

Responsible artistic practice involves much of the same elements as responsible conduct of research. Both researchers and artists are morally responsible for their actions as members of society.

Artists are researchers of research products and are evaluated solely on scientific or artistic grounds. (Laiho 2009)

2.2 Responsible Conduct in Studying

The guideline of the Finnish Advisory Board on Research Integrity applies not only to research but also to teaching and studying, as appropriate. Although the guidelines are particularly relevant for scientific or doctoral students, the principles of academic integrity apply to the whole university community, including all of its degree and other students.

In accordance with the Government Decrees on University Degrees (794/2004), a postgraduate student gains, among other things, knowledge and skills needed to conduct scientific research methods independently and critically and to produce new scientific knowledge within his/her field of research.

In the field of art and design, an additional aim of postgraduate education may be that the student gains knowledge and skills for independently conceiving methods of artistic creation or creating products, which fulfil high artistic demands. In accordance with the Government Decree on University Degrees, the goals of a Bachelor degree include gaining knowledge and skills needed to apply scientific knowledge and scientific methods or gaining knowledge and skills needed for independent and demand-based artistic work as well for scientific or artistic postgraduate education. Pursuant to the Government Decree on University Degrees (794/2004), one of the aims of a bachelor’s degree is to provide the student with knowledge and skills needed for scientific thinking and the use of scientific methods, or with knowledge and skills needed for artistic work. The education leading to bachelor’s and master’s degrees is based on research or artistic activity and on the professional practices of the field in question. In addition to doctoral students, also bachelor’s and master’s students must familiarise themselves with the principles of good scientific practice/ or good artistic practice and consider them in their studies.

2.3 Furthering Responsible Conduct in Studying

The responsible conduct of research should be taken into consideration in curricula, by including in at least one degree an orientation period that introduces students to the good practices of the field and the university Code of Academic Integrity, or at minimum, informs students clearly where they can find this information. Aalto University shall ensure that key information is available to students and teachers also outside the courses dealing with this topic.

In accordance with the Aalto University General Regulations on Teaching and Studying, teachers must develop their teaching and guidance of students in a manner that allows students to receive guidance on the permissible academic practices and prevents the use of unfair means.

2.4 Furthering Responsible Conduct in Teaching

The students of Aalto University shall commit to studying in accordance with the Code of Academic Integrity and the instructions issued by the teacher.

In the event of any ambiguity, the teacher is expected to advise the student and to support the student in carrying out the study attainment in accordance with the Code of Academic Integrity.

In accordance with the Aalto University General Regulations on Teaching and Studying, a study attainment is a thesis, course or part of a course evaluated separately.

3 Violations Against Code of Academic Integrity

3.1 Types of Violation

Violations against the Code of Academic Integrity or violations of the responsible conduct of research are divided into disregarding the responsible conduct of research or good artistic practices, and in the most serious cases, misconduct (‘acts under false pretences’) in the Universities Act 558/2009.

3.2 Disregard for the Responsible Conduct of Research and Good Artistic Practices

Disregard for the responsible conduct of research and the various forms of research misconduct are discussed in the related guideline by the Finnish Advisory Board on Research Integrity. It does not discuss good artistic practices in particular. The following illustrates disregard for responsible conduct of research and good artistic practices in the light of responsible conduct in research.

Disregard refers to negligence and irresponsibility in the conduct of scientific or artistic research or in producing a scientific or artistic work. For instance, understatement of other researchers’ contribution to a publication and negligence in referring to earlier findings as well as carelessness, and hence misleading, reporting of research findings and methods may constitute disregard for the responsible conduct of research. Also publishing the same research results multiple times ostentatiously as new and novel results (redundant publication, also referred to as self-plagiarism) constitutes disregard for the responsible conduct of research. (Finnish Advisory Board on Research Integrity 2012, p. 33)

In addition, acting against generally accepted principles by, for instance, bullying or discriminating against others may also be considered disregard. Also disregarding the possible consequences of one’s work may constitute disregard for responsible conduct.

Autoplagiarism

Autoplagiarism in studies refers to reusing one’s own earlier work in new study attainments. In such cases, the author is not presenting the work of someone else as his/her own, but reuses his/her own earlier study attainments without explicating it. Reusing one’s work (text, pictures, charts, etc.), requires references to one’s own earlier work in addition to the original sources used. Willful and extensive reuse is considered misconduct. A student who writes a thesis on a topic s/he has studied in an earlier thesis is to refer to his/her own earlier work in accordance with responsible conduct and the instructions issued by the teacher.

3.3 Misconduct in Studying

In a studying context, misconduct is first and foremost defined as a deliberate act or means of misrepresenting one’s own or someone else’s level of competence (‘acts under false pretences’) in the Universities Act 558/2009. In addition, violating the rules regarding teaching and studying and the various forms of research misconduct are discussed in the guideline by the Finnish Advisory Board on Research Integrity. These include fabrication, misrepresentation and unattributed borrowing, which are considered forms of misconduct also in study contexts. Below is a more detailed description of the various forms of misconduct that are considered violations of the Code of Academic Integrity.
Cheating on exams
Cheating on exams refers to the use of prohibited means or aids in an exam. Also attempted cheating on an exam constitutes cheating.

Unattributed borrowing or plagiarism
Plagiarism, or unattributed borrowing, refers to representing another person’s material as one’s own without appropriate references. This includes research plans, manuscripts, articles, other texts or parts of them, visual materials, or translations (Finnish Advisory Board on Research Integrity 2012, p. 33). Plagiarism in scientific and artistic activity may, in addition, take the form of unattributed use of a work, any visual or audiovisual material, or other work. Plagiarism includes direct copying as well as adapted copying (Finnish Advisory Board on Research Integrity 2012, p. 33).

Both science and artistic work make use of prior science or arts by others. Good command of the earlier work of the field demonstrates learnings. An appropriate citing and referencing style is a basic requirement in university-level study attainments. In addition, the author must make an independent contribution. Word-for-word repetition of source material or extended references of work made necessary by lack or deficiency of knowledge required at university level. Repetition of others’ works becomes misconduct when the used source or the extent of the quotation is intentionally concealed by misleading or misleading citation.

Also the Finnish Copyright Act (404/1961) Section 22 deals with attribution. Pursuant to it, a work made public may be quoted, in accordance with proper usage to the extent necessary for the purpose. In other words, quotations shall not be excessively long or short for their purpose. The purpose of the right to quote is to give everyone an opportunity to comment and criticize a published work, but a quotation must not constitute an unauthorized criticizing of the original or supporting one’s own argumentation (Mäkinen 2006, p. 160). Also the use of pictures to illustrate, for instance, reports and theses, is allowed provided that the source of the picture and its original creator has been mentioned. In accordance with Section 25 of the Copyright Act, works of art made public may be reproduced in pictorial form in material connection with the text in a scientific study attainment.

Below is a list of some of the most common forms of plagiarism in study attainments. Since the list is not exhaustive, students who are unsure about whether a certain procedure shall contact the relevant teacher. Students shall follow the instructions of the teacher. To avoid plagiarism, you should note that it is important to both cite the source and mark the quotation as well as to keep the length of the quotation appropriate for the purpose.

Quotations or word-for-word citing without clear indication
When using a direct quotation, you must indicate that it is a quotation and state the original source. You can include a reference. The reader must be able to distinguish between the independent contribution of the author and the cited text (Carroll 2007, p. 18). The key is to present any text, picture, piece of code or other work created by someone else as one’s own.

Minor changes to the source text, for instance, changing a few words or the word order
Plagiarism is presenting a text, piece of code or other work created by someone else as one’s own. If only a few words or the word order has been altered, the text is not considered to be an independent contribution or product of independent thinking. In addition, closely following word text structure of someone else may constitute plagiarism.

4 Handling and Consequences of Violations

4.1 Consequences

In accordance with the Aalto University General Regulations on Teaching and Studying, a study attainment may be left ungraded if the student is deemed to have violated against the Code of Academic Integrity while completing it. If disciplinary action is taken against the student due to misconduct associated with a study attainment, the study attainment is not submitted for academic evaluation at all. A study attainment completed through violating the Code of Academic Integrity usually results in receiving the grade of fail, because this type of study attainment does not serve as proof of requisite learning. If a student is observed to attempt cheating on an examination, the invigilator of the examination may interrupt the examination of the student in question.

Violation against the Code of Academic Integrity alone is not a reason to stop the student from taking a course or from completing a study attainment at the next available opportunity for it. The teacher is not, however, obliged to make special arrangements to allow a student to relax the study attainment in cases where the study attainment has failed or left ungraded on justified grounds. In practice, failing or not receiving a grade for an obligatory study attainment may lead to the student failing the course.

4.2 Application of the Guidelines by the Finnish Advisory Board on Research Integrity

The guidelines (RCR guidelines 2012) of the Finnish Advisory Board on Research Integrity (RCR) are also applied to handling alleged violations related to study attainments, as appropriate. Students shall be asked to submit an appeal against any decision. The decision on the appeal shall be made by the person or body in charge of the acceptance of a study attainment submitted for academic evaluation at all. In unclear cases, the teacher may refer the matter to the dean or the university president for handling. The process of handling allegations of misconduct is not a public one. When the case is being processed, it is only communicated to persons that deal with the matter as part of their duties or who may provide additional information on the case.

The student must be informed of the progress of the issue.

4.3 Rights of Students

When handling violations of the Code of Academic Integrity by students, good administrative practices are to be followed. It is particularly important that the issue be dealt with without undue delay and that students are given a possibility to be heard before any decisions are made regarding consequences. Students shall also be given the opportunity to take a support person with them to the personal hearing, represented or other meeting organised by the university for handling the issue. The process of handling allegations of misconduct is not a public one. When the case is being processed, it is only communicated to persons that deal with the matter as part of their duties or who may provide additional information on the case.

The student must be informed of the progress of the issue.

4.4 Procedure

Teacher
Here “teacher” refers to the teacher-in-charge of the course or the thesis supervisor or supervising professor or thesis adviser of a thesis or another similar person or body in charge of the acceptance of a study attainment or a study module or an application for transfer of credits. An allegation of violation concerning in a matter pertaining to transfer of credits shall be handled in the same manner as violations related to study attainments, as appropriate.

The teacher shall report the alleged violation to the investigator of violations. If the teacher determines that the violation fell under the responsibility of the research community (RCR guidelines 2012), the teacher may also refer the alleged violation to the teacher-in-charge of the course. Pursuant to Section 45 of the Universities Act (Yliopistolaki 558/2009), a student who has been found guilty of misconduct (i.e. ‘acts under false pretences’) 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.

Allegations of misconduct made only after the study attainment has been graded or the decision on credit transfer has been made may lead to the earlier decision being revoked and disciplinary measures taken against the student.

4.2 Application of the Guidelines by the Finnish Advisory Board on Research Integrity

The guidelines (RCR guidelines 2012) of the Finnish Advisory Board on Research Integrity (RCR) are also applied to handling alleged violations of the Code of Academic Integrity associated with study attainments related to research. If the alleged violation concerns an unpublished master’s thesis submitted for academic evaluation at all, it must be examined if the student or the student’s supervisor demanded that an investigation referred to in the RCR guidelines be conducted instead of the procedure defined in the present code. The decision on the approval of the thesis is left pending until the allegation has been investigated.

All other allegations related to study attainments are handled in accordance with the procedure described below.

The teacher communicates his/her suspicion first to the student and gives the student a possibility to explain either in writing or orally. If the teacher does not consider the case to be only one of minor negligence or misunderstanding, s/he guides the student on correct working methods. Depending on the situation, the teacher may, for instance, fail the study attainment or reassign it to the student for revision. A teacher cannot fail a study attainment due to misconduct or note misconduct if the file of the student unless misconduct has been verified by the dean or the university president or board on the basis of an investigation conducted in accordance with the present code.

The teacher communicates his/her suspicion to the investigator of violations. If the teacher determines that the violation is misconduct, the investigation procedure set forth in the RCR guidelines is applied to handling alleged misconduct violations concerning licentiate thesis or doctoral dissertation submitted for examination or approval. Otherwise, the investigation procedure set forth in the RCR guidelines is conducted in master’s, licentiate or doctoral theses and doctoral dissertations. If only a few words or the word order has been altered, the text is not considered to be an independent contribution or product of independent thinking. In addition, closely following word text structure of someone else may constitute plagiarism.

If the allegation concerns an unpublished master’s thesis submitted for academic evaluation at all, it must be examined if the student or the student’s supervisor demanded that an investigation referred to in the RCR guidelines be conducted instead of the procedure defined in the present code. The decision on the approval of the thesis is left pending until the allegation has been investigated.
Aalto University Code of Academic Integrity and Handling Violations Thereof

Even if an investigation was underway due to alleged misconduct of a student on the course, the teacher must evaluate the study attainments of the other students in accordance with the deadlines specified in the programme.

Also the head of the degree programme or another person whose duties include deciding on the award of degrees to students has to communicate any alleged violations to the investigator.

Investigator

The investigator is the manager of student services or other expert of the school academic affairs, designated the task of investigating violations of academic integrity. The investigation involves guiding the teacher and other parties on the procedures, collecting investigation documents and other material, hearing the student and organising a hearing, informing the parties and preparing the matter for decision by the dean. The investigation is carried out in the school in which the suspected violation has taken place.

Dean

The dean decides the follow-up measures based on the account prepared by the investigator or delegate authority to a person designated by him/her as provided in the Aalto University Bylaws. In such cases, the decision of the dean and the regulations on related actions are subject to the decisions and actions of the delegate.

The dean may reprimand the student regardless of any other measures taken by him/her.

If the dean, based on the investigation, deems that the suspicion was unfounded or the violation minor, s/he resubmits the study attainment for evaluation to the teacher. In connection with resubmitting the study attainment, the dean states his/her view on whether the study attainment should be accepted for academic evaluation or failed due to misconduct. If the dean deems that the student has committed misconduct, and the violation cannot be considered minor, s/he decides on initiating disciplinary measures. The decision should be made taking into consideration at least the recurrence and severity of the misconduct. The disciplinary procedures are initiated when the student has been notified in accordance with the Universities Act (558/2009) of the offence s/he is alleged to have committed. The notification must also mention any consequences of the disciplinary procedure. Students must be provided an opportunity to be heard regarding the notification. If the dean decides that a disciplinary procedure is initiated, the issue shall be submitted to the president of Aalto University regardless of whether the dean proposes sanctions in the light of the evidence gathered.

The dean proposes to the president that a preliminary inquiry into the matter be initiated in accordance with the guidelines of the Finnish Advisory Board on Research Integrity, if s/he deems the violation to concern research activities. In such cases, a decision on the initiation of a disciplinary procedure can only be made after the conclusion of the preliminary inquiry.

President

The president decides whether the procedure defined in the guideline of the Finnish Advisory Board on Research Integrity should be applied to the case or if an inquiry should be initiated even in cases where the dean has decided not to propose an inquiry.

The president decides on cautioning the student in accordance with the Universities Act. If a caution is considered as too minor a consequence for the violation in question, the president proposes the fixed-term suspension of the student to the board.

After the procedure, the president or board will resubmit the study attainment for evaluation to the teacher. In connection with resubmitting the study attainment to the teacher, the president states his/her view on whether the study attainment should be accepted for academic evaluation or failed due to misconduct.

4.5 Retention and Confidentiality of Documents Related to Handling Violations

The reprimand of the dean is recorded in minutes signed by the participants. The investigation material is appended to the minutes. Minutes are prepared also in cases where the student does not show up at the hearing or does not respond in any other way to the reprimand. The minutes and the decision by the dean regarding the follow-up measures is retained in the student file until the right to study of the student ends due to graduation or due to the student leaving his/her study rights or if the student file is moved to closed records for other reasons. The minutes of the meeting and the dean decision regarding the follow-up measures is communicated to the student and teacher involved, and as necessary, to other parties involved.

A copy of the decision regarding the caution and fixed-term suspension is kept for university archives and for the student file. The decision is communicated to the student, to the dean, the investigator, the teacher involved, and as necessary, to other parties involved. The decision is also communicated to the dean and the investigator of the school of the student if the student is a student at another Aalto University school.

4.6 Notifying a Partner University

Notification of the violations against the Code of Academic Integrity must be given as a rule included in the provisions of all new exchange, dual degree etc. agreements. If an exchange student or a student pursuing studies at Aalto University under a similar agreement is imposed a sanction in accordance with the Universities Act (558/2009), the home university of the student may be notified even if no contractual obligation for notification exists. Similarly, sanctions imposed on students pursuing a double degree at Aalto University may be communicated to the home university of the student if the student file is moved to closed records for other reasons. The minutes of the meeting and the dean decision regarding the notification is made by the person in charge of imposing the sanction.

A violation of the Code of Academic Integrity may be communicated to the partner university or to other parties mentioned in the agreement also during the investigation or in cases where any disciplinary measures defined in the Universities Act (558/2009) are not taken, after the student file is to be retained as the minutes of notifying the partner university before the violation has occurred. In such cases, the decision to notify rests with the dean.

5 Electronic Originality Check

5.1 Aalto University Electronic System

Aalto University has a university-level electronic system which recognises similarities between written texts and thus helps in the detection of plagiarism. All teachers can use the system for checking the originality of texts both for the purposes of guidance and grading, including possible mid-term evaluation. The teacher responsible for grading the study attainments of the course (teacher-in-charge) is responsible for using the system as instructed and for interpreting the originality reports produced by it. When using the electronic system for guidance and grading of theses, the principles set for its use for other study attainments shall apply as appropriate.

5.2 Use of the Aalto University Electronic System in the Guidance and Grading of Study Attainments

The system may be used on courses as a tool for guidance and grading. The goal is to mainly use the system in the guidance phase so that students may use the system independently on the course while working on their study attainment before its submission for grading. The teacher shall notify students of the use of the system on the course and use it equally for the study attainments of all students of the course. The use of the system for supervision and grading always involves the teacher’s interpretation of the originality report. If students are given the opportunity to use the system independently while working on a study attainment, they must also be given the chance to hear the teacher’s interpretation of the originality report produced by the system.

If even if the system was not used on a given course otherwise, the teacher may use it for grading and evaluating individual study attainments where plagiarism is suspected.

If the interpretation of the originality report gives the teacher cause to suspect violation of the Code of Academic Integrity, the procedure followed is the same as that followed with other violations of academic integrity. The teacher is recommended to always go through the originality report with the student before contacting the investigator.

5.3 Student Rights and Responsibilities

Checking originality is a part of the evaluation and grading of a study attainment. Students cannot refuse the use of the system for checking their study attainment if they wish to have their study attainments graded. Students shall return their study attainments in electronic format for evaluation and grading upon request.

Student consent is not required for saving the study attainment temporarily into the system when the study attainment has been submitted to the teacher for evaluation or grading, or when the study attainment has been graded. Student consent is, however, required if the study attainment is saved permanently into the comparison repository of the system.

5.4 Retention and Confidentiality of the Originality Report Produced by the Aalto University Electronic System

The originality reports of study attainments submitted for approval are retained for the same length of time as the study attainments, unless otherwise provided in statutes or regulations pertinent to record-keeping. If the study attainment is associated with allegations of plagiarism or other violation of the Code of Academic Integrity, the originality report is to be retained in the same manner as the other material related to the investigation. The confidentiality of the originality report is determined on the same basis as that of the related study attainment. Upon request, students have a right to be informed by the teacher whether their work has been checked for originality and familiarise themselves with the originality report in the same way as with their study attainments. Students must be given an originality report on their study attainment automatically if the originality report is to be included in the material used to investigate an alleged violation of academic integrity committed by the student or someone else.

Links and Additional Information

Finnish Advisory Board on Research Integrity, Responsible conduct of research and procedures for handling allegations of misconduct in Finland 2012 (pdf) (tenk.fi) Copyright Act (pdf) (finlex.fi)

Literature


References


Finnish Advisory Board on Research Integrity 2012: Finnish Advisory Board on Research Integrity: Responsible conduct of research and procedures for handling allegations of misconduct in Finland 2012 (9 September 2013).

device connections for example your own laptops.

- 2C: 4 computers, 1 equipped with webcam, headset and SKYPE software.

- 2 computers in Aalto domain, printer software. Learning hub has a TV-screen for multiple type device connections for example your own laptops.

- Aalto username and Password Management Service:
The service allows you to change the password of an activated username if you have forgotten your password. You may set or change the password via the VETUMA service, using either your Internbank or your electronic ID card issued by the Finnish police.

- Passwords derived from names, social security ID’s, birthdays, phone numbers, car registration numbers etc. may not be used.

- Dictionary words, anagrams or palindromes are not to be used as passwords either.

- More information here.

Aalto Helpdesk (2nd floor computer lab):

- Responsible of daily help desk functions open: Mon-Fri, 8:30-9:00 and 12:00-13:30

- Phone: +358 50 523 1908

- Email: servicedesk@aalto.fi

- Submits a service request to Aalto IT Service Desk system

- Request will be forwarded to local IT Support in Mikkeli.

User Accounts and Email:

Aalto University User Account:

- Logging on to Aalto domain computer.

- Works also on other Aalto campuses.

- Logging on to email@aalto.fi

- https://mail.alto.fi

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- Responsible of daily help desk functions open: Mon-Fri, 8:30-9:00 and 12:00-13:30

- Phone: +358 50 523 1908

- Email: servicedesk@aalto.fi

- Submits a service request to Aalto IT Service Desk system

- Request will be forwarded to local IT Support in Mikkeli.

Remote Access to Library Database Services:

- https://library.alto.fi

- Includes NetMOT Dictionary and Webropol online survey tool

- https://survey.alto.fi

- Other services using Aalto authentication:

- You can try your Aalto account, possible in formal “aalto/username”

Password:

- Password length must be at least 10 characters.

- Passwords can be changed once every 24 hours but must be changed after 180 days.

- A new password must differ from the last 24 passwords used.

- Passwords may not be divulged in any way to other persons. (Remember: systems administrators will never ask you to tell your password.)

- User-ID’s and passwords that are used to access Aalto university systems and services must not be re-used for external systems and/or services.

- A password must include at least one upper case character, one lower case character and a numeric or special character. (Remember: Scandinavian characters may cause difficulties on keyboards without such characters.)

- A password must not contain more than two identical consecutive characters. Furthermore, character sequences like “abcde” or keyboard sequences like “keyboard132” are not allowed.

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- You can try your Aalto account, possible in formal “aalto/username”

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You may use the electronic ID card provided you have a card reader. You may also activate your username by visiting one of the IT service desks at the Aalto campuses. You will have to prove your identity with an official ID, meaning a passport, Finnish ID card or Finnish driver’s license. * Julkisalightinnon yleisten Verkkotunnistamisensa ja maksamisen paluvis (Vetuma).

https://password.alto.fi

REMEMBER ALWAYS TO LOG OFF!

After 15 minutes inactivity time you can be forced to log off by other users and no data will be saved! DO NOT SHUTDOWN!

Network Drives and Disk Quota:

- Z: is your personal home drive only you (and domain administrators) can access. Your My Documents-folder is redirected to Z:

- Do not use C:drive to save data, because you will lose it when logging off. Disk quota is 10 GB

AnyConnect VPN:

- Access to your files and Aalto network from your own computer

More information here.

WEBMAIL, Into and MyCourses:

WEBMAIL - mail.alto.fi

- On the first login you will get to choose the language you want to use with your Aalto email. English is preferred.

- It is also possible to use MS Outlook Email client on the Aalto computers at school.

More information here.

(Instructions are for v.2007, but they will work with v.2016)

Into.alto.fi - For Aalto Students

- Into is a portal for Aalto University students into information relating to studies, to Aalto services and to the students’ own university.

- The website also collects the news and events of Aalto University for Bachelor and Master’s students and for doctoral candidates.

- Into, all content is public (does not require login) and for the most part in three languages.

Shortcuts:

- Mikkeli BSc BA Degree Program

MyCourses:

- MyCourses (mycourses.alto.fi) is a learning environment and the starting point for Aalto courses. This page includes a short service description and login instructions.

- MyCourses includes course workspaces that teachers can use to send out announcements, share materials, receive student submissions, grades and give feedback. After the course is finished grades can be published there.

- Login as Aalto user here.

- Instructions here.

Resources and Softwares:

Printing Points:

- In Aquarium and on 3rd floor corridor.

- Print jobs can be released by logging on to printer with your Aalto user ID. When you receive your student card, you can register the card as a printing card.

- Name of the printing queue is Mikkeli-SecurprintUf and it will be set as a default printer for the student computers automatically.

- It is also possible to print from your own device.

- See the instructions on Into here.

Campuslicenses and Programs for Home Use:

- You can log in with your Aalto user account and buy software for home use for a reduced price from here.

- Microsoft Office package is free to download for Aalto students via Office 365 service.

- Microsoft Office 365 for Aalto students is free for home use. Includes Skype for Business (former Lync) and OneDrive for Business 1 TB.

- More information here.

Other Resources and Softwares for Students:

- Following resources and softwares are available: Skype, Skype for Business (former Lync), Adobe Connect™ Meeting, Wepropol, Funet FileSender, OneDrive, Google Drive and Aalto University Wiki.

- You can find more information more about available and downloaded softwares from Into.

- Softwares, licences and cloud services.

More information here and here.
Mikkeli Library Network Rules

Loan Periods
Books                              28 days
Library card is for personal use only and the holder of the card is responsible for all the material borrowed with the card. The card must be presented when borrowing items from the library. The loss of library card must be reported immediately to a library belonging to the Mikkeli Library Network. The library will not accept a library card that has been lost.

Lost or Damaged Items
If the customer loses or damages library items, he must compensate the loss or damage for the item or by paying an amount with which a new one can be acquired. In case the items to be compensated are not available any more, they are for some reason not wanted to the library collection any more, the library staff will define the price of compensation.

Fees
The library services are usually free of charge. The following library services may be chargeable: inter-library loans, overdue loans, information search and copying, notification of arrival on reserved items, training held for outside parties on information search and copying, notification of arrival on reserved items, training held for outside parties on information search and copying, notification of arrival on reserved items, training held for outside parties on information search and copying.

Premises and Equipment
The rules given by the library must be complied with when using the library premises and equipment.

Customer’s Opportunities for Influencing
The customer can make acquisition proposals in writing for the library. He can also make suggestions and remarks on the library activities and services to the each library staff and Mikkeli Library Network management team.

Renewal and Reservation
If there is no reservation for a book, the customer can renew his loan for max. 20 times. The customer can reserve the library items.

Return and Overdue Loans
Except for the staff of background organisations, there is a fine on overdue loans for other customers. In case of an overdue loan, the following procedure is applied:
1) The card sends two reminders on overdue loans and unsettled payments. The first reminder is sent right after the due date. This is an automatic e-mail message sent to the customer’s email address. The second reminder is a posted letter notifying the library will send an invoice on the payments after the due date. If the customer’s email address is not registered, he will be sent one reminder only, this being the second reminder mentioned above.
2) If the customer doesn’t return the items on request, he / she will be sent an invoice on the items not being returned. The invoice includes the acquisition costs, overdue payments and possible collection charges of the borrowed items. The invoice takes place at least three times a year. Mikkeli Library Network background organisations take care of the collection of the invoice.
3) If the amount of payable fees exceeds the limit given in the price list, the customer’s right to borrow will be withdrawn. The right will be regained when the customer’s debt is below the suspension limit again.

Library Card
The customer can present the Mikkeli Library Network card when using the services and networks of Mikkeli Library Network. The library card is for personal use only and the holder of the card is responsible for all the material borrowed with the card. The card must be presented when borrowing items from the library. The loss of library card must be reported immediately to a library belonging to the Mikkeli Library Network. The library will not accept a library card that has been lost.

Data Protection
Mikkeli Library Network maintains a common customer register in which customers’ personal particulars are saved. All the information given by the customer is confidential and will not be released to outside parties. The library reserves the right to use the social security number in its user register (borrower register) (Personal Data File and Act 523/1998 § 13). According to the Personal Data File and Act, the customer has the right to know what kind of information has been saved from him / her to the register. Request on this must be presented in writing or in person at the library. In addition, the customer can require an adjustment for false information on him.

Loan Periods
The loan periods of different libraries vary from each other. Aalto University School of Business Mikkeli Campus Library applies the following loan periods:

Booksthree

Electronic Material, Multimedia and recordings

BSkAb textbooks, Reference library items for loan and Theses (BBA and BScBA) are not loanable. Inter-library loans are available in all the libraries. In addition, Mikkeli Library Network libraries provide each other with internal loans on customers’ request.
Safety and Security Guide

Independent preparedness means preventing accidents, protecting people, property, and the environment in dangerous situations, as well as preparing for accidents. Individual skills in first aid and emergency fire extinguishing are good examples of independent preparedness. The Rescue Act obligates us all to prepare individually.

Accident avoidance is often simple. A lot can be done simply by reacting immediately to possibly dangerous deficiencies or broken equipment. Lack of safety is, for example, an unplugged wall socket, or a broken light fixture in the basement. Deficiencies that are noticed should be brought to the attention of the responsible parties, such as the building manager or the maintenance company.

Home storage supplies mean a week’s worth of food products and other necessary goods, e.g. medicine, water containers, a spare light, and battery-powered radio, to cope with disturbances when connection to the outside world is lost. Home storage should be compiled in every home. It must be maintained and updated regularly. The contents of the home storage vary based on what you are used to eating.

Sheltering indoors is the best method for protection from outside threats, such as radioactive radiation and chemicals.

1. Move indoors, stay indoors.
2. Close all openings in the apartment as well as air vents.
3. Open the radio and calmly wait for instructions.
4. Do not jam the phone lines.
5. Do not leave the indoors until notification from the authorities to avoid danger on your way out.

The public warning siren is a one-minute-long monotonous tone, and it is long, as is the descending tone. The ‘All Clear’ signal is a one-minute-long monotonous tone, and it signals that the threat or danger is over.

In the event of fire act as follows:
1. RESCUE those in immediate danger.
2. NOTIFY others of danger.
3. ALARM. Call 112.
4. EXTINGUISH THE FIRE, if you can.
5. CONFINE. Close all windows and doors.
6. GUIDE the officials to the site.

Emergency first aid is a life-saving first aid skill, which each of us should practice regularly. Training is frequently arranged by, for example, the Finnish Red Cross (Suomen Punainen Risti).

The purpose of the emergency first aid is to prevent the worsening of the patient’s condition until the arrival of professional paramedics. Remember to also report the emergency first! Learn at least the following skills:

- Place an unconscious patient in a recovery position on their side. An unconscious patient breathes independently, but is not responsive when spoken to or shaken. A patient in the recovery position lies on his/her side so that the head is tilted back to keep their airways open. Remember to report the emergency!

CPR (cardiopulmonary resuscitation) means maintaining a person’s blood circulation and respiration before paramedics arrive at the scene. In resuscitation the patient’s chest is compressed 30 times and mouth to mouth breathing given two times, repeating for as long as necessary.

Koy Mikkelin Tietotaitokorttel (Yliopistokeskuksen pääraikkunus)
The password to the plan is salasana.

EMERGENCY TELEPHONE NUMBER AND POLICE

112

BUILDING ADDRESS

Lönnrotinkatu 3–5
50100 MIKKELI

GATHERING AREA

Yard area

Service line: 044 7945227

Emergency Telephone Switchboard

In the basement

MAIN WATER SHUTOFF

In the heat distribution room

Civil Defence Shelters

This property has a civil defence shelter on the basement floor

Safety and Security Guide

Career Services for Mikkelin Students

Aalto CareerWeb

- Descriptions of our services for Aalto students
- Job portal: jobs and internship ads, thesis assignment ads, student business project ads
- Career Services News
- Going Global -portal
- Placement statistics of Aalto graduates
- Offers and enrollment to events in Helsinki: training sessions, employer events, CV & LinkedIn Clinics

ARENA Career Fair

- The ARENA Career Fair in 8th November 2017 is the largest recruitment and contact event for companies and university business students in Finland. Fair is held at BIZ main building in Töölö.
- Stands, CV & LinkedIn Clinic, Employer presentations etc.

CV & LinkedIn Checks, Career Advice and Counseling

- CV & LinkedIn checks in Mikkelin 2 times during the academic year
- CV & LinkedIn checks in Helsinki area by appointment
- Personal career counseling in Helsinki area: Aalto Career Psychologist Seija Leppänen

Training and Events

- Training in Mikkelin 2 times during the academic year
- Training in Helsinki: training sessions, CV & LinkedIn Clinic

Grants for Internships Abroad and Internship Support in Finland

- You can apply for a grant for internships abroad
- Supported internship program for internships in Finland

Career Services