Practical matters and general information related to Master’s studies

September 2, 2020
Learning Services / BIZ
Current situation

• Dean Korkeamäki discussed current situation and rules regarding the use of campus on Tuesday (recording available in Into)

• Further information:
  • Learning Centre Orientation today at 15.45
  • Orientation to Student Services and Wellbeing tomorrow at 9.00
  • Student Mobility on Campus: https://www.aalto.fi/en/news/student-mobility-on-campus-in-the-beginning-of-academic-year
BIZ Main building
Ekonominaukio 1

Opening hours: Mon-Thu 8-21, Fri 8-20
• Master’s level courses
• Learning Hub

Undergraduate Center
Otakaari 1

Opening hours: Mon-Thu 7:45-21, Fri 7:45-20, Sat-Sun closed
• C-level courses > Minor courses
• Language courses

Harald Herlin Learning Center, Otaniementie 9
Opening hours: Mon, Wed-Fri 10-15:00, Tue 12-18, Sat-Sun closed
**Aalto Space** helps students find and quickly book available study locations.

It can be used to find and book several predefined spaces for study and group work for students to use in the Otakaari 1 building, Harald Herlin Learning Centre and Ekonominaukio 1.
Finnish university context

Freedom and responsibilities

- We 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.
Academic writing

Conventions of academic writing differ around the world and in different academic disciplines. Make sure you know your program’s rules.

Use good citation and notation practices in order to prevent even unintentional copying and plagiarism.

Aalto uses Turnitin tool to help practice academic writing. You may check your own work with Turnitin before submitting. Use this opportunity to learn!
POLL

How are you currently feeling?
## 11 Master’s programmes

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<tr>
<th>Department of Accounting</th>
<th>Department of Information and Service Management</th>
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<td>Accounting</td>
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<td>Business Law</td>
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<td><strong>Department of Economics</strong></td>
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<td>Marketing</td>
<td>Management and International Business</td>
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Learning services / Student counselling

School of Business HelpDesk

Closed until further notice
Address: Ekonominaukio 1, room Y115
Email: study-biz@aalto.fi

Planning Officers / Departments
Contact information > Into / choose your programme > Contact

International Student Services for students who want to go for Exchange studies
Outgoing-biz@aalto.fi

Contact information can be found in INTO.
Study guidance and counselling

Planning Officers
- Programme specific information
- Personal study plan (PSP)
- Study consultation
- Credit transfer etc.

Help Desk
- General study counselling
- Official transcripts of records
- Certificates of attendance
- Annual enrolment (exceptional cases)
- General study-related questions: studentservices@aalto.fi

Learning Services
- International student services
- Study opportunities outside of BIZ
- Graduation etc.

INTO
- Academic Calendar
- Study Guides
- Degree structures and contents
- Internationalisation & studies abroad
- Internal mobility and JOO studies
- Academic rules and regulations
- Services for students
- And many more..

Professors / Teachers & Academic advisors
- Responsible for the counselling and answering any questions regarding their own courses/theses
https://oodi.aalto.fi

- Course descriptions
- Registering for courses & exams
- Annual enrolment
- Course grades

https://mycourses.aalto.fi/

- Course home pages
- Timetables & materials
- Course syllabus & news

https://sis-aalto.funidata.fi

- Portal for Personal Study Plans
- Will replace WebOodi in the autumn 2021

https://into.aalto.fi/

- All you need to know about your studies
- Degree structures
Teaching periods & examinations 2020-21

Autumn term 2020

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<th>Teaching and evaluation periods</th>
<th>Time</th>
<th>Week numbers</th>
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<td>First evaluation period; orientation</td>
<td>31 Aug – 4 Sep 2020</td>
<td>36</td>
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<tr>
<td>Period I and evaluation week</td>
<td>7 Sep – 23 Oct 2020</td>
<td>37–43</td>
</tr>
<tr>
<td>Period II and evaluation week</td>
<td>26 Oct – 11 Dec 2020</td>
<td>44–50</td>
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<tr>
<td>Second evaluation period</td>
<td>14-18 Dec 2020</td>
<td>51</td>
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On the following holidays there is no teaching:
Jan 1 (New Year’s day)
April 2 - April 5 (Easter)
May 1 (May Day)
May 21 (Ascension Day)

Courses are lectured from Monday to Friday.
“Academic quarter” will be added, which means that lectures start fifteen minutes past. Online teaching: check MyCourses for more information on teaching arrangements!

Spring term 2021

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<th>Teaching and evaluation periods</th>
<th>Time</th>
<th>Week numbers</th>
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<tr>
<td>Period III and evaluation week</td>
<td>11 Jan – 26 Feb 2021</td>
<td>2–8</td>
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<tr>
<td>Period IV and evaluation week</td>
<td>1 Mar – 16 Apr 2021</td>
<td>9–15</td>
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<tr>
<td>Period V: multimodal period in which diverse forms of teaching are implemented, for example:</td>
<td>19 Apr – 4 Jun 2021</td>
<td>16–22</td>
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Normative duration of MSc degree

Master’s degree 120 cr = 2 years of full-time studies

Graduation in June 2022

However, a student admitted to study for the Master of Science degree has the right to complete the degree in a time exceeding the normative duration (2 years) of studies by a maximum of two years (altogether max. 4 years).

In case you are not able to complete your MSc degree in the maximum time of your right to study due to personal reasons, please do not hesitate to contact your Planning Officer.

**Remember to enroll as attending/non-attending for each semester!**
You can register as non-attending for max. 2 semesters (1 year) and it does not affect your study time.
Master’s degree 120 cr  
(Degree regulations 2013)

The degree awarded by BIZ is  
*Master of Science in Economics and Business Administration.*

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<td>1. Programme studies</td>
<td>84 cr</td>
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<tr>
<td>2. Minor studies</td>
<td>24 cr</td>
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<tr>
<td>3. Elective studies</td>
<td>12 cr</td>
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Please notice that Global Management and IDBM programme students have slightly different degree structure.
Planning and timing your studies

Master’s degree 120 ECTS = 2 years of full-time studies

120 cr

60 cr

60 cr

24 cr

36 cr

24 cr

36 cr

1 course = usually 6 ECTS
1 ECTS = approx. 27h of work

Whole 2 years

year

semester

teaching period

Aalto University
School of Business
1. Programme studies

84* credits consists of

- Master’s thesis 30 cr
- Master’s thesis seminar 6 cr
- 48 cr programme studies = 8 courses (6 cr)

Structure and courses of your programme you can find [https://into.aalto.fi/](https://into.aalto.fi/) -> choose your own MSc programme -> curriculum 2020-2022

* IDBM: 76 cr with 40 cr of programme studies
* ISM: min. 80 cr of programme studies if you choose 5 cr courses from SCI
2. Minor studies

24 credits

- BIZ minor studies offered by our programmes/subjects
- Minors offered by other schools in Aalto

Separate application process:
- ITP, CS, IDBM
- Exchange studies (International study module)
- JOO studies at another university

Find out more about different minor options at Aalto in Aalto minors guide: https://into.aalto.fi/display/enopinnnot/Minors+2020-2022
3. Electives

12* credits

Any courses regardless of the course level (studies here, elsewhere…)

*IDBM: 20 cr
Discussion

We will divide you into breakout rooms. Please accept joining the breakout room when you see an invitation pop up.

With your fellow students, chat for 20 minutes.
1. Introduce yourself shortly: your background, programme…
2. Which minor are you planning to choose? Why?

After the discussion, you will be transferred automatically back to the main event.
Personal Study Plan

• Instructions for making your personal study plan in the preassignment and Into.
• “Study Plan in Sisu” on Fri 4 September at 10.00
• You can book a meeting with your Planning Officer to discuss your study plan (see Into -> programme’s pages -> contact)
• DL for asking for approval for your PSP is 6 September
Choosing the courses

• The degree should be as close to 120 cr as possible.
  • You are allowed to take courses and not include them in your degree. The degree will include only the courses that you have selected in your personal study plan.
  • You can order a transcript of records that shows all the completed courses, even the extra ones.
• It is possible to have two minors in the degree but the other one can be max 18 cr.
• You can change your PSP (e.g. choose another minor or change elective studies) later.
• Master’s thesis process lasts on average two semesters, recommended on the 2nd year
Check the registration periods for courses in WebOodi. Any requirements for attendance are mentioned in the course description in WebOodi. All details related to the courses (teaching arrangements, exam arrangements, deadlines etc.) are available in MyCourses.
Course codes

- Course codes consist of numbers and letters eg. 23E4700, MRKT-E4006
- There is variation at the moment because the codes are being harmonised in Aalto.
- First numbers or letters describe the subject (23, MRKT = Marketing, 21, MNGT = Management...)
- Next symbol is a letter describing the level (A-E)
  - A – basic (Bachelor level courses)
  - C – intermediate (Bachelor level courses)
  - E – advanced (Master level courses)
- Open University uses similar coding, but there is the letter ”A” at the beginning
- Please note that ALL courses are visible at WebOodi application so take care to choose the correct course (lecture and/or exam)! Please get familiar with the course description before the registration.
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!

After the registration period has ended, the teacher responsible for the course will select the students for the course. You will be informed if you were not accepted. The quota and priority criteria depend on the course.
Exam registration

Course exam (KT -> kurssitentti)

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

Therefore you do not need to register for the first sitting of the course examination (abbreviated KT) if you have already registered for the course.
Exam registration

Other exams

Students must register separately for all other examinations (re-examinations and book examinations, for example). Such registration begins on WebOodi two months before and ends 7 days before the date of the exam.

If the course may be completed by exam alone and you wish to complete the course in this way (Exam), register on WebOodi in the normal manner no later than 7 days before the date of the exam.

In case of online courses, the teacher will inform you how the exams are arranged (see MyCourses).

Further info on exams in Into -> choose your programme -> Planning your studies -> Exams
Aalto University Open University offers some business courses during the summer, which are free of charge for the students of Aalto University.

Other times taking courses at the Open University costs 15 €/credit point.

More information: http://avoin.aalto.fi/en
Credit transfer

Studies completed outside of Aalto University, which are not included in your M.Sc. degree admission, could be transferred towards your Aalto degree e.g.

- as an individual course in your programme or elective studies
- as a minor.

For more information:

1) See https://into.aalto.fi/display/eneconomics/Credit+transfer.
2) If you have any questions, contact your planning officer.

Please note that the credit transfer application process takes time.
Your contact information

1. Keep your home address and phone number always updated in WebOodi.

2. We use the Aalto Email address when contacting you.

3. Always include your student number when contacting personnel, there may be other students with the same name in the university or even in the same department.

4. Please don’t send the email to all possible respondents just to make sure someone receives it – there may be a lot of messages in queue and we try to solve all issues as fast as possible.

5. Call in urgent situation.
Quick check!

Do you know what courses to take during 1st period?
YES -> Perfect!
NO -> Please consult your Planning Officer

Have you planned your PSP (Personal study plan)?
YES -> Excellent! You have completed your pre-assignment.
NO -> No worries! Consult your Planning Officer!

Do you know, who is the person you can contact, if you have some/any questions related to your studies?
YES!!! -> My Department’s/Programme’s Planning Officer!
Poll

How do you feel about starting your studies next week?
Thank you!

Any questions?

Enjoy the rest of the day & orientation!