

# Exchange studies at UTU

**Orientation for new exchange students**

**January 3 – 5, 2024**

**Kaija Kangasjärvi and Anna Ryzhova**

**International Office**



**UNIVERSITY  
OF TURKU**

# Student numbers



**22 318**

**STUDENTS  
FROM OVER 100  
COUNTRIES**

**(2022)**

**463**

**INCOMING  
EXCHANGE  
STUDENTS**

**(2022)**

**478**

**OUTGOING  
EXCHANGE  
STUDENTS**

**(2022)**

**1992 international students at UTU in 2023.**

8

FACULTIES

Faculty of Education

Faculty of Humanities

Faculty of Law

Faculty of Medicine

Faculty of Science

Faculty of Technology

Faculty of Social Sciences

Turku School of Economics



# Faculties

- Faculties have to an extent different practices in study-related matters.
- Practices can vary also between the departments and even within subjects!
- In this presentation we tell how everything works in general.
- If in doubt, you can always contact the teachers!



# Academic Year (1 August – 31 July)

## Spring Semester

- 1 January – 31 July
- Periods III (Jan 8 – Mar 10) and IV (Mar 11 – May 19)
- Teaching usually starts in early January and ends by the mid/end of May depending on the courses.
- No teaching offered in June or July
- See also [Finnish national public holidays!](#)



# UTU Registration

- Register for UTU exchange studies online, the instruction sent to you in early December
  - your arrival date to Finland is the **first day of your exchange period!**
- You will receive a **Letter of Confirmation** at the end of your exchange, stating the exact dates of your mobility (latest end date 31.5.)
- The dates on the LoC do not usually correspond to the official semester dates.

# Study Right

- If you stay at UTU for the spring semester, your study right is officially valid until **31 July 2024**.
- **Remember to complete all your courses by the time your study right expires!**

# UTU User Account

- The instruction how to activate your UTU user ID – Incoming Team sent you the instructions in November
  - You can do it remotely from home by using Signicat
- [Helpdesks](#) are open Mon – Fri 8.00 – 15.00
- If you'll visit the Helpdesk, remember to bring an official ID with you! (NB! A driver's license **isn't** an official ID in Finland!)
- Helpdesks:
  - Natura (next to the Student Centre Disco)
  - Arcanum
  - Medisiina
- You will need utu user account to access e.g....
  - your UTU email account
  - UTU's [intranet](#)
  - the study register Peppi where you can check your grades and register for courses and exams
  - course materials e.g. in Moodle
  - Please check [the presentations](#) of IT Services

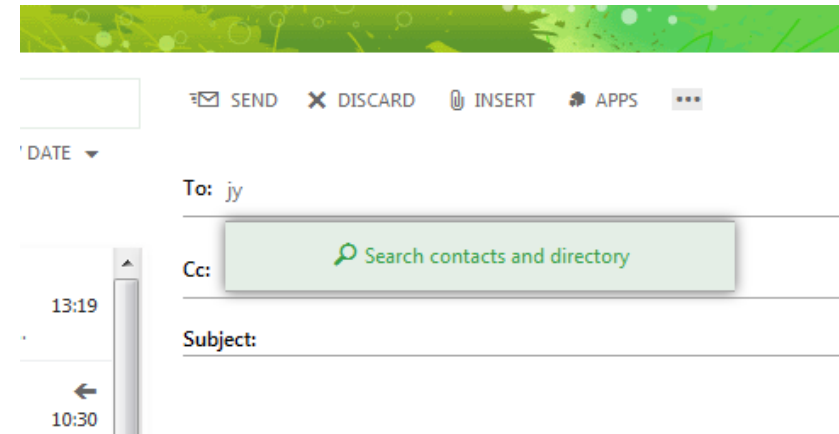


# Printer tag – access to the University buildings

- You can get a printer tag close to Helpdesk service points on campus, see the buildings here:  
<https://www.utu.fi/en/university/wireless-networks-utu-accounts-and-it-support/helpdesk-it-support>
- You can activate the tag with your UTU account at any University of Turku printer
- Accounts and tags should not be activated the same day
- The tag works the day after you have activated the tag

# UTU email

- Log in here [mail.utu.fi](mailto:mail.utu.fi) with you UTU user account
- Teachers and other university staff know only **your utu-email**  
→ **all information is sent there!**
- Teachers' email addresses following a [firstname.lastname@utu.fi](mailto:firstname.lastname@utu.fi) principle
- When writing an email at mail.utu.fi you can search for other people's utu-email addresses



# Study Guide Peppi

- <https://studyguide.utu.fi>
- Courses for exchange students can be found on the study guide!
- Teaching schedules are listed on the course page (click on the blue box!).

# Example of a course page (1/2)

## KIFF0013 Finnish Survival Course for Exchange Students, 2 ECTS

### Course Units

KIFF0013-3019 Finnish Survival Course for Exchange Students, Autumn 2023: Group 1 (Riski)

05.09.2023 - 28.11.2023

→  
course code

#### Teacher

Olga Riski

#### Teaching language

Finnish, English

#### Seats

30

#### Enrollment time

25.08.2023 12:00 - 01.09.2023 08:00

#### Learning materials and recommended literature

Material is provided by the teacher.

#### Further information

Students (max. 30) will be selected by lottery. Attendance at the first meeting is mandatory.

The Survival Course is directed at those exchange students who do not intend to continue with their Finnish studies. If you want to continue with the Finnish Beginners' Course II in the Spring semester, you will have to choose the Finnish Beginners' Course I in the Autumn semester.

#### Teaching

Tue 05.09.2023 10:00-12:00 Ls03, TSE Ls03

Tue 12.09.2023 10:00-12:00 Ls03, TSE Ls03

Tue 19.09.2023 10:00-12:00 Ls03, TSE Ls03

Tue 26.09.2023 10:00-12:00 Ls03, TSE Ls03

→  
teaching  
schedule

# Example of a course page (2/2)

SUKI1312 Knowledge about Finland, 3 ECTS 

Course Units

SUKI1312-3006 Knowledge about Finland

29.08.2023 - 05.12.2023

Teacher

Hanna Jokela

Seats

20

Learning materials and recommended literature

Opettaja jakaa materiaalin kurssin aikana.

Teaching language

Finnish

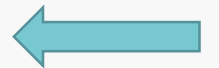
Enrollment time

14.08.2023 08:00 - 04.09.2023 23:59

Teaching

Tue 29.08.2023 10:15-11:45 ARC A113, Arc A113  
Tue 05.09.2023 10:15-11:45 ARC A113, Arc A113  
Tue 12.09.2023 10:15-11:45 ARC A113, Arc A113  
Tue 19.09.2023 10:15-11:45 ARC A113, Arc A113

teaching  
schedule



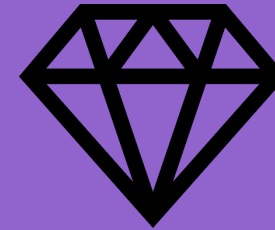
**NB!**  
Contact the  
person in  
charge/teacher(s)  
for any missing or  
further information!

[firstname.lastname@utu.fi](mailto:firstname.lastname@utu.fi)

# Peppi – the study register

What can you do in Peppi?

- Enroll for courses and exams
- Check your grades and credits
  - Manage your personal information
- Quick access to Peppi Study Guide and Timetables Planner



# Peppi – the study register

## <https://student.peppi.utu.fi>

### Peppi - Student Desktop

Welcome to Peppi Student's desktop!

You can print a transcript of records in your Personal Study Plan (PSP), by clicking the Download transcript (PDF) button in the Overview tab and your study certificate in the top row of this page. If you need an official transcript or study certificate, please contact the office of your faculty or department.

If you have questions about your completed studies or PSP, please contact the office of your faculty or department. (<https://intranet.utu.fi/index/study-guidande-in-faculties/Pages/default.aspx>).

For more information about using the service, please visit [https://intranet.utu.fi/index/peppi\\_students/Pages/default.aspx](https://intranet.utu.fi/index/peppi_students/Pages/default.aspx).



#### PSP – Personal study plan

PSP is your own study plan. Plan, schedule and edit your PSP.



#### Course enrolment

Enrol to courses you have planned (does not concern open university students).



#### Study guide

Study guide.



#### Transcript of records

See completed and failed courses and credits.



#### Exam

Exam - electronic exam service



#### Semester enrolment

Enrol to your study right as attending or non-attending in Oili registration service. Enrolment periods 1 Jun - 31 Aug and 1 Dec - 15 Jan. Current enrolment status is visible in Peppi!



#### Timetables

Check and plan your own schedule.



#### Personal details

View and update your personal details. You can print a study certificate in the top row of this page.

# Course registration in Peppi

The screenshot shows the Peppi user interface for course registration. At the top, there is a navigation bar with icons for PSP, CREDITS, and STUDIES, along with user information (EN, Student). Below this is a sub-header for 'Version of the PSP: 1 (DRAFT)' with options to 'Select specialization', 'Select version of PSP', 'Send for comments', and 'Send for approval'. A teal arrow labeled '1.' points to the 'Enrollments' tab in the main navigation menu. Another teal arrow labeled '2.' points to the '+ Search for courses' button. A third teal arrow labeled '3.' points to the search input field containing 'EDUT5270 Workplace Learning'. A fourth teal arrow labeled '4.' points to the 'Enroll' button for the first search result. A teal arrow labeled 'Ignore this' points to the 'Send for approval' button.

Version of the PSP: 1 (DRAFT)

Select specialization Select version of PSP Send for comments Send for approval

Overview Selecting studies Arrangement Scheduling Classifications Messages **Enrollments** Group description Exams

**2.** + Search for courses Search for courses where enrollment is ongoing your group ?

> Enrollment ongoing

▼ Enrollments

**3.** Name of the course

**4.**

Course ID	Course Name	Enrollment Dates	Enroll
EDUT5270-3009	Workplace Learning	(26.09.2022 - 28.11.2022)	Enroll
KKEN2009-3012	EN9 Business Writing Skills, AT 22 per I-II, Independent Group 2 (Lehto)	(29.08.2022 - 04.12.2022)	Enroll
KKEN2009-3011	EN9 Business Writing Skills, AT 22 per I-II, Independent Group 1 (Lehto)	(29.08.2022 - 04.12.2022)	Enroll

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# Finding your way to studies

- The Study Guide should have all the essential information!
- Course enrollment
  - is most often in Peppi or Moodle (lecturer provides a Moodle key)
  - may only require an email to the teacher (e.g. sometimes self-study courses)



# Most common modes of study

- **Lecture courses** can last for a semester, one period, or just part of a period.
  - Exams and special courses can be arranged outside the teaching periods.
- **Book exams** = you read material determined by the teacher and take an exam based on it.
- **Essays/papers** and other written works are usually based on a certain set of source literature.
  - **Using A.I.** – check from the teacher, if it is ok
- **Lecture or learning diaries** are written self-reflecting diaries based on lectures or seminars.
- Also: **Clinical rotations, lab work, seminars, group work...**

# Exams

- Exams are generally held at the end of each course unless other evaluation methods are used.
- You can take an exam **3 times**.
- Exam registration is usually done online in Peppi or [exam.utu.fi](https://exam.utu.fi) (for E-Exams) or as stated by the teacher.
- Exam results in Peppi (in 3 weeks' time)



# Electronic exams

- Exams taken in an e-exam room on a computer.
- Also possible during the evenings and weekends.
- Exam rooms in **Agora, Aurum, Teutori, Turku School of Economics, Publicum.**
- Reserve a time and a computer for the exam well in advance.
- Activate your printing tag (first time only) to access the e-exam room.
- List of possible exams that can be taken and more information can be found on [exam.utu.fi](http://exam.utu.fi)
- NB! There is a **video surveillance** in the e-exam rooms.
- **Cheating is strictly forbidden and all cheating attempts are reported to your home university**



# Exam behaviour

- Be on time!
- E-exams in the e-exam room are common at UTU.
- There might some exams held in the lecture halls and the exams are written in paper. Take only a pencil and an ID with you when you sit down. You get the questions and blank paper from the supervisor.
- Please don't copy paste your answers. Every exam and essay is checked by [Turnitin-system](#) for preventing plagiarism
- **Cheating and copy pasting is strictly forbidden and all cheating attempts are reported to your home university.**

# Credits

- 1 credit (cr) = 1 opintopiste (op) = 1 ECTS
- 1 ECTS = 27 hours of work  
(including lectures, seminars, reading, writing, and independent work)
- The recommended workload for a semester is 30 ECTS credits and for an academic year 60 ECTS credits

➤ *How many credits can I take?*

➤ *How many credits do I need to take?*

# Grading

UTU		ECTS
0	Fail	F
1	Sufficient	E
2	Satisfactory	D
3	Good	C
4	Very good	B
5	Excellent	A

or PASS/FAIL (**NB!** cannot be converted to a **numeric** evaluation)

Failed courses are shown in the credit list in Peppi but **not** in the Transcript of Records!

All the results are given in ECTS, **not in hours!**

# Finnish academic culture

## Punctuality

- academic quarter
- 12 - 14 = 12.15-13.45
- 12.00 – 13.00 = 12.00 – 13.00

## Informal interaction with university staff

- [firstname.lastname@utu.fi](mailto:firstname.lastname@utu.fi)
- Please contact teachers by email

## Independent, active, responsible students

- Freedom to decide on your studies
- Responsibility to progress in your studies



# Exchange study paperwork

- **Learning Agreement changes**
- Erasmus +: Please use [OLA](#) when making changes to your study plan or using the software of your home university (MobilityOnline, MoveOn etc.)
- The process will take some time but eventually you'll get the document signed by all parties.
- If your home university doesn't use OLA, you can use the PDF form of your home uni.
- See the [intranet](#) for more information!
- The other exchange programmes – please contact [incoming@utu.fi](mailto:incoming@utu.fi) or check the link above





# Exchange study paperwork

- Transcript of Records
  - lists all your completed studies at UTU
  - will be given to you via e-mail from [international@utu.fi](mailto:international@utu.fi) upon your departure, when all your courses are registered in Peppi
  - does not list courses that you failed
  - See the [intranet](#) for more information

Confirmation of Study Period (Physical Mobility)  
University of Turku - SF TURKU01

Personal Data	
Surname, first name:	
Date of birth:	
E-Mail:	
Home university	
Department/Faculty (EU-Code):	

BEGINNING OF PHYSICAL STUDY PERIOD (Bestätigung des Studienbeginns im Ausland)	
Beginning of studies (exact date):	
Name and status of responsible officer:	
Stamp and signature:	
Date of signature:	

*This document should be sent to our office by e-mail immediately after the beginning of studies. The student should keep the original until the end of the study period.*

END OF PHYSICAL STUDY PERIOD (Bestätigung des Studienendes im Ausland)	
End of studies (exact date):	
Name and status of responsible officer:	
Stamp and signature:	
Date of signature:	

*This document should be sent to our office by post or mail not later than two weeks immediately after the end of studies of the student.*

Achten Sie bitte auf das richtige Anfangs- und Enddatum! Es gelten der erste und letzte Tag des studienbedingten Aufenthaltes (inkl. z.B. Orientierungsprogramm; letzte Prüfung). Die *Confirmation of Study Period* darf nicht vordatiert werden. Die Bestätigung des Studienendes darf max. 5 Tage vor Studienende unterschrieben werden. Reichen Sie die Bestätigung unmittelbar nach Ende des Aufenthaltes ein. Beachten Sie die Hinweise im Infopakete.

*Please note that the exact dates are important for the calculation of the mobility grant. They indicate the period of studies (including e.g. orientation program, last examination) and may differ from the dates of arrival and departure.*

Philipps-Universität Marburg  
International Office  
Deutschausstraße 11+13  
D-35023 Marburg

E-Mail: [erasmus-outgoing@uni-marburg.de](mailto:erasmus-outgoing@uni-marburg.de)  
Tel.: +49 6421 28-26236

# Arrival certificate and Letter of Confirmation

## Arrival certificates

- If you have Arrival certificate, please send it to [international@utu.fi](mailto:international@utu.fi) to get it signed or visit student centre Disco, open Mon – Wed 12:00 – 14:00 (opens on 8.1.)
- Letter of Confirmation
  - will be given to you via e-mail from [international@utu.fi](mailto:international@utu.fi) at the end of your mobility, listing the exact dates of your exchange period.



# Studies at other faculties

- You may combine studies from different faculties provided you meet the prerequisites for the course(s) in question
- The Faculty of **Medicine** and **Turku School of Economics** (exception: Nursing Science, Biomedicine at Med and Futures Studies at TSE) can only accept exchange students who are majoring in these subjects.
- The Faculties of **Law** and **Education** can only accept exchange students from other faculties in case there are free places on the courses and the students meet the course criteria.



# Studies at Åbo Akademi University (ÅAU)

- You can also take courses from Åbo Akademi University (up to 50 % of your exchange studies)
- To be able to attend courses at ÅAU, you'll need to apply for a study right to each course

## How to apply?

- You will need to submit an electronic **UTUForms application** and your transcript of records from your home university
- It will take some time to process your application(s).
- More information, e.g. application form, available [here!](#)
- Changes might be possible

## Intranet



University of Turku issues electronic degree diplomas starting from 1 August 2024



Join info sessions and apply for exchange for academic year 2024-2025!

# Intranet

- Check <http://intranet.utu.fi> for more info on studies at UTU!
- Log in with your UTU user ID and password
- Information for exchange students:
  - *Services for studying → Internationality → For Exchange Students*

... or use the search option on the front page!

# Where to look for help and info?

- [Orientation materials online \(internet\)](#)
  - Orientation lecture slides
  - Faculty information session slides
- [Departmental contact persons](#)
- Your tutor
- [UTU's website](#) or [intranet](#)
- [Student Union](#) & [student organisations](#)



# Need a doctor during your exchange?

- If an exchange student needs medical care during the exchange, the student can use [the health care centres in Turku](#)

## EU citizen:

- With the [European Health Insurance Card](#) you'll get the same health care as you would get in a health care centre at your home country. Please notice - the card won't cover the **medical expencies**. A separate insurance is highly recommended.
- EU-exchange students have to pay 20,60 € for 3 first visits a year in a health care centre. After that it is free of charge.

## Non-EU citizen:

- An insurance is obligatory for the non-EU citizen (required by the residence permit).
- For non-EU ex-students the invoice in a health care centre depends on, what services they use. Might be around 50 - 150€ of each visit.
- Common to all: Your postal code will tell it to you, which is your health care centre.
- More information: <https://www.utu.fi/en/study-at-utu/accepted-students/residence-permit>





# What to do before going home

- You will get further instructions later during Spring!
- For now: enjoy the start of your studies! 😊

# WHAT TO DO NEXT

**Call your mum/dad!!!** 😊

# Registration of foreigners & Finnish ID Code

Orientation for new exchange students | January 2024



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# Digital and Population Data Services Agency

- maintains its regional Population Information System
- registers foreigners and issues Finnish ID Codes
- purpose of the Finnish ID Code
  - registering a person in the population information system and as a foreigner
  - university database → compilation of governmental statistics
  - opening a bank account
  - **NB! Registering to Finland and obtaining an ID Code is obligatory to all students.**



**DIGITAL AND  
POPULATION DATA  
SERVICES AGENCY**



# Registration PopUp at DVV office in Turku

- **WHEN:** January 16 – 17, 2024 between 9.00 – 12.00 and 13.00 – 15.00
- **WHERE:** [Itsenäisyydenaukio 2](#)
- No appointment needed
- Be prepared to queue outside the building, wear warm clothes!
- Take your official ID and your residence permit card (non-EU citizens) with you!

# Registration process for students

- Fill the electronic application form beforehand on Jan 15 at the latest

- <https://dvv.fi/en/international-student> you'll find the instructions
- Select **C** from the page and fill the form there

C) Your situation is other than A or B, for example

- you do not have a Finnish personal identity code
- you have a Finnish personal identity code and a temporary residence permit (the B permit), and you want a municipality of residence
- you want a municipality of residence on the basis of, for example, a family relationship or Nordic citizenship.

[Request registration here](#)

- Download to the application

- passport / official ID card. NB! **Driver's license isn't valid as an official ID in Finland**
- Your study certificate (you received it by email, when your registration was processed at UTU)
- Your residence permit card ( non-EU citizens)

- For non-EU/EEA citizens:

If you received the ID code with the residence permit, **you have to do all this anyway.**

- You will not get the code **straightaway**. According to the DVV [website](#) the processing time will be around 4 weeks.
- When you'll receive the Finnish ID code, please send it to [disco@utu.fi](mailto:disco@utu.fi)

# Digital and Population Data services Agency in Turku

- **By appointment only, if you missed the PopUp date in Turku**
- In Turku [Itsenäisyydenaukio 2](#)
- <https://dvv.fi/en/international-student> you'll find the registration form
- <https://dvv.fi/en/service-locations> find your town and you'll find the link to the [booking system](#)
- Select Turku – Registration of a foreigner's personal data
- Send your Finnish ID Code from your UTU mail to [disco@utu.fi](mailto:disco@utu.fi)

# Residence permits

- EU citizens do **not** need a residence permit – officially you need to register to the Finnish Immigration Service within 3 months but in practice you can leave Finland for a moment and the 3 months will begin again
- Non-EU/EEA students need a residence permit in most cases
- Questions? Please contact [migri@migri.fi](mailto:migri@migri.fi) or visit their office in Raisio ([Nallinkatu 8](#))



# What's up later?

## TODAY

- Faculty information sessions on campus (check the lecture halls from the programme)

## Tomorrow

- More lectures and Faculty information sessions on campus

## On Friday

- Bus tour – unfortunately the buses are full



# Events

**Thu Jan 11**  
**Welcome**  
**Party by ESN**

**Student Union**  
**TYY Fair**  
**possibly**



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# Welcome to the Student City of Turku



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[incoming@utu.fi](mailto:incoming@utu.fi)