

New Student's Guide 2016

Guide for TUAS'
New Students

#Excellence
In Action





Studying at Turku University of Applied Sciences will give you tools for taking a grip on your future. We want to help you discover your whole potential and provide support for developing your competence, so that you can take it into use.

Welcome to Turku University of Applied Sciences – let's join forces and make this a learning journey to remember!

Vesa Taatila, Rector and President

About TUAS

Turku University of Applied Sciences is a community of 10 000 experts – a technological university of the future and a developer of well-being. We educate practical top professionals. You can recognize us by the slogan **#ExcellenceInAction**.

We're a multidisciplinary higher education institution: we offer education in four different fields, in over 80 different degree programmes. We have six campuses: five in Turku and one in Salo.

TUAS' key figures

- about 9 400 students and 700 employees
- over 80 degree programmes leading to a Bachelor's or Master's degree
- 6 campuses
- on average 1 800 graduates per year
- degree students from 55 countries
- 350 international exchange destinations

Hi new student – congratulations for your new study place!

This guide contains information you will need both before starting the studies and at the beginning of the studies.

At universities of applied sciences, working life is part of the studies. This means applying the methods of working life already during the studies, also in terms of teaching. There are not many lecture-based courses: instead, the teachers act as mentors in studies which are based on group and online working. Study practices and cultures vary between the fields as in working life, but the importance of networking and interaction skills is common to all fields. In cooperation with working life, research, development and innovation services (RDI) enable students to learn in projects where these skills are needed.

During your studies, people and services you will need along your journey are at your disposal. Student services, tutor teachers, study guidance counsellors, other members of staff and Student Union TUO will help you also in other issues than those related to your studies. The next pages contain the basic information on studies, student services and for example student financial aid and students' health care services.

The links in this guide will take you to the website of Turku University of Applied Sciences, if the information can be found on the website. The majority of study-related information can be found in Messi (TUAS' intranet), to which you will receive a user ID on the first day of studies. Summaries have been compiled of the information in Messi, and some of the links lead to these summaries.

Click on the links
in the figure on the right
to access more information on
TUAS' website / on the other pages
of this guide.

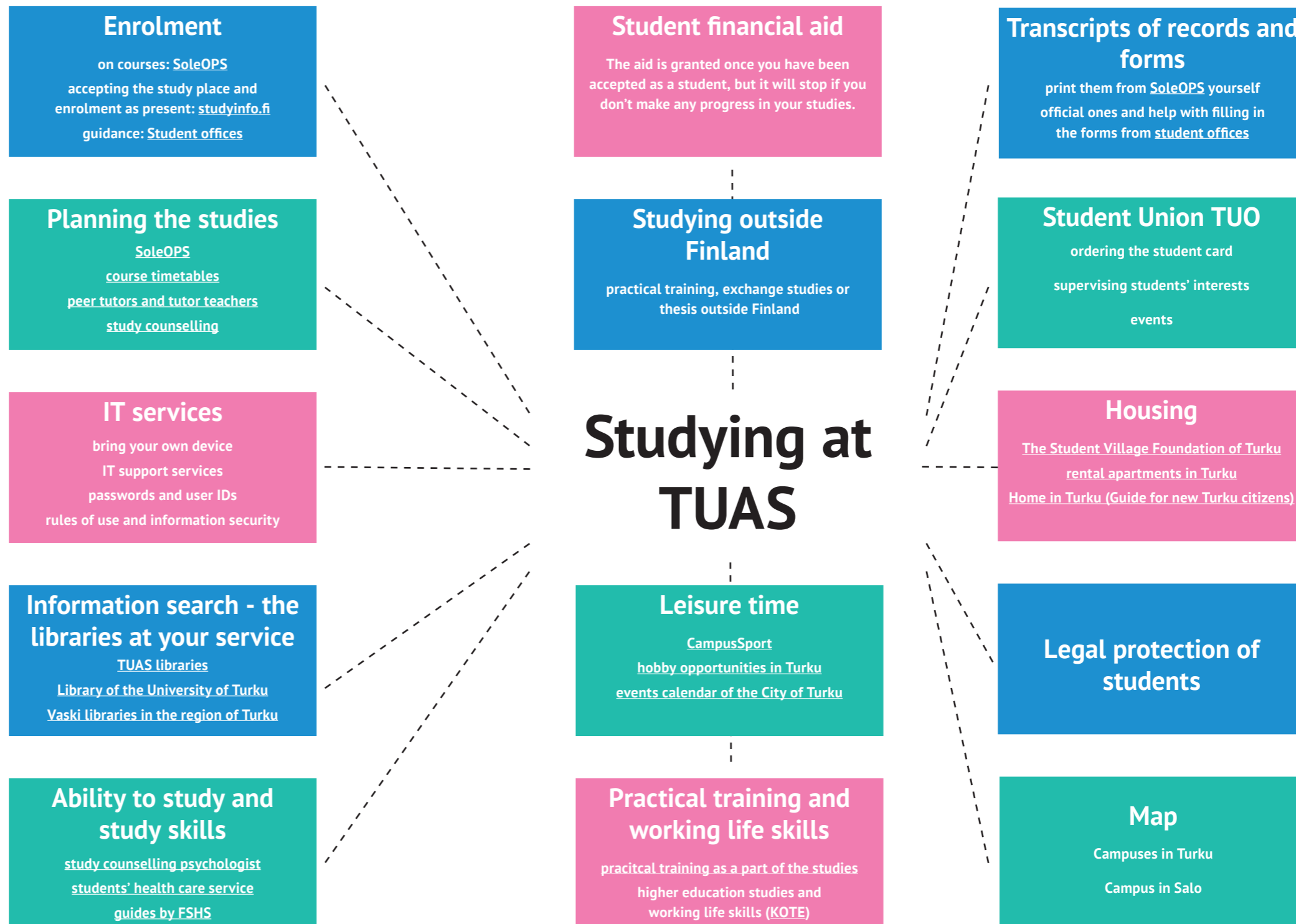




Illustration of Medisiina D by Schümann

Kupittaa campus 2019

At the moment, TUAS' students study on five different campuses in Turku. In the future we will focus the operations on the Kupittaa campus area.

The new Kupittaa campus will consist of the existing ICT-City and Lemminkäisenkatu buildings, and two new buildings: Medisiina D and TUAS' own new building. Medisiina D will be completed in 2018 and TUAS' new building in 2019.

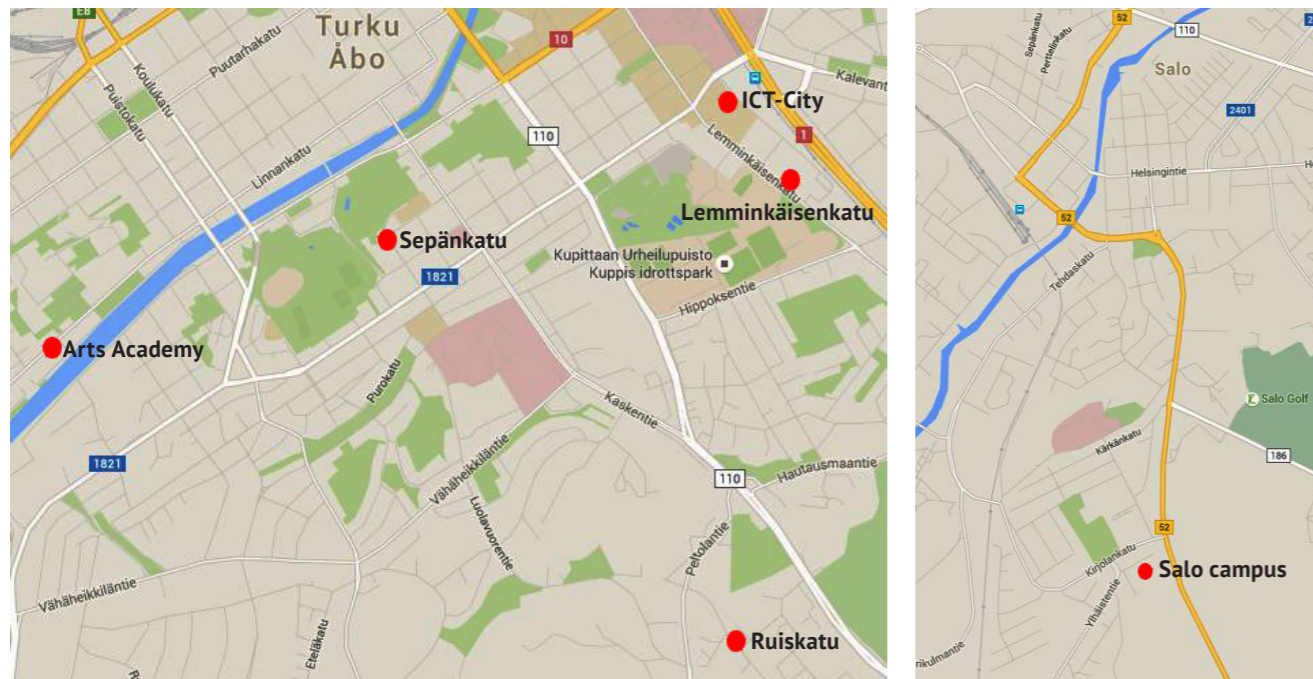
Welcome to the Student Union of Turku University of Applied Sciences – there are many of us!

We are the students' voice at TUAS and advise students on different issues during their studies. If you have a question on any issue related to the studies or student life, please go to our website, find the contact form and submit your question. The Student Union is at your service!

Anna Mäkipää, Student Union TUO



CAMPUSES



Maps: Google

Campuses in Turku

ICT City

Joukahaisenkatu 3
20520 Turku

Lemminkäisenkatu campus

Lemminkäisenkatu 30
20520 Turku

Ruiskatu campus

Ruiskatu 8
20720 Turku

Sepänkatu campus

Sepänkatu 1
20700 Turku

Arts Academy

Linnankatu 54-60
20100 Turku

Campus in Salo

Salo campus

Ylhäistentie 2
24130 Salo



The Arts Academy premises in Linnankatu is where studies in fine arts, music and performing arts take place. The peculiar building is a former rope factory.

ENROLMENT

Accept the study place and enrol as present at My Studyinfo. Further information: www.tuas.fi/new-degree-students/

Enrol for the courses in SoleOPS, for which you will receive your user ID during your first days at TUAS.

The student offices will provide instructions if necessary.

PLANNING THE STUDIES

Tutors

The **tutor teacher** will familiarize you with the studies and study environment and will support you throughout your studies. The tutor teacher will provide information on the planning of studies, current issues and support measures related to the studies.

The **peer tutor** is a student who has started his/her studies earlier and will help you during the first year of studies. Whether you have a question on studies, hobbies or the night life, you can turn to the peer tutor of your degree programme. Peer tutors know their way around the campus and TUAS and they know where to look for more information. Students arriving from abroad have their own international tutors. In addition, sports tutors bring students to exercise together.

Study Counselling

With the **study guidance counsellor** you can discuss the progress of your studies and possible problems or perhaps your career plans, especially if you have significant problems in your studies: problems with reading, returning to the studies after being absent, crisis situations in life, problems related to your study group and/or mental/physical adversities.

Study guidance counsellors:

- [Janne Ahtinen](#) (Information and Communications Technology)
- [Erja Salminen](#) (Nursing)
- [Mikko Siitonen](#) (International Business)

Individual Study Plan (ISP)

At the beginning of studies, create yourself an ISP in SoleOps, based on the curriculum. Your studies include a lot

of compulsory studies, but in your ISP you can also include specialization studies and elective studies according to your interests. The tutor teacher will help you in creating the ISP.

Accreditation of Studies and Competence

If you have credits from your earlier studies you could include in your degree, please contact primarily the study guidance counsellor of your degree programme about a week before the start of the studies. If necessary, the study guidance counsellor will direct you forward, so that you can select the suitable courses and can start your studies without any problems.

SOLEOPS Students' ABC

In SoleOPS, you can get to know curricula, monitor your study attainments, create the ISP together with your tutor teacher, select course implementations and enrol for implementations. Log in SoleOPS with the TUAS network user ID and password. Many of the functions are however accessible without logging in.

The bar on the left contains the main navigation and the rest of the functions are in the middle of the page. Return to the previous page by clicking on the green arrow Return. The bar at the top of the page contains more specific instructions (pdf). You can view your curriculum as follows:

- select Curricula in the bar on the left
- select your field and degree programme
- select your arrival group based on your group code
- select Study plan to view the studies included in your degree. By clicking on the magnifying glass to the left of the course you can view a more specific description on the course.

Viewing and editing your ISP

When you want to view your ISP, select Browse ISP in the bar on the left. The right side of the view contains a marking on the status of the course (planned / completed / substituted / failed) and your grade.

When you edit your ISP (usually at the turn of the semester or period), select "Edit ISP on the left. Include an implementation included in your curriculum by selecting Add studies from your own study plan.. Check the selected course in the list and it will appear in your ISP. The changes are shown in blue and the removal suggestions in yellow. Please note that transferring the study in your ISP does not guarantee you a place on the course. You still have to **enrol** (see instructions below) for the course and the course

Short glossary on UAS studies

Course = the studies consist of courses. The extent of the courses is mainly 5 cr

Credit (cr) or ECTS credit = the extent of the entire degree and single courses is declared in credits. One credit is the equivalent of 27 hours of work.

Faculty = the organization of TUAS is divided in five faculties. Each faculty contains the degree programmes in a specific field. For example, students in Social Services and Health Care study in the faculty of Health and Well-being.

Implementation plan = the competence evaluation criteria is described in detail in the implementation plan of a course/module.

Innovation pedagogy = a learning approach developed at TUAS. It is based on experimenting, sharing knowledge and competence and combining different perspectives.

ISP = Individual Study Plan i.e. the plan on the studies you are going to complete.

teacher has to accept your enrolment. If you're planning on completing studies from other degree programmes, please agree on these in advance with your tutoring teacher. You can select elective studies freely for the amount included in your degree.

Adding studies in the ISP and light approval

When you are retrieving studies from the entire TUAS course provision, select + from the header row to access the ISP link window.



The surest way to find a course is with the code, so find it out beforehand. Check the course on the list, and it will transfer in your ISP.

You can remove the course by clicking on . If you remove a verified course in your ISP, it is shown in yellow after the removal. If you remove an unverified course by accident, you can cancel the removal with the arrow button. If you wish to remove the course permanently, conduct **light approval** by selecting **Accept changes** in the bar at the top.

Enrolment for courses

Enrol for a course by checking the box in the enrolment column.

You can see the enrolment situation i.e. how many places there are on the course and how many have enrolled (you're e.g. 62/150).

If you have enrolled for a course but haven't attended it, a red exclamation mark will appear next to the course. Once you take the mouse on top of the exclamation mark, the message "Implementation over – select new" appears. Click on the Implementation icon to remove the old implementation and retrieve the new implementation in your ISP according to the instructions above. If you can't find a new implementation, please contact your tutoring teacher.

Organising your ISP

Organise your ISP with the arrow on the left . If you have studies under the header Sijoittamaton (unorganized), move them under the correct header (see the location in the curriculum). Most often the unorganized studies belong under elective studies.

Having your ISP accepted

After having placed the studies, send the ISP to your tutor for acceptance by selecting **send for approval** at the top bar. You cannot edit the ISP before it has been accepted, but you can enrol for courses.

Development discussion

If your tutor uses the development discussions in SoleOPS, answer the questions by selecting **Questionnaire** in the menu on the left. Remember to send the answers to your tutor.

Learning Finnish

Employers emphasize a good command of Finnish language. For language courses see <http://www.finnishcourses.fi/>

IT SERVICES

Read more about our IT Services: www.tuas.fi/it-services

INFORMATION SEARCH - THE LIBRARIES AT YOUR SERVICE

TUAS has its own libraries, read more: www.tuas.fi/library

Get to know also the [library of the University of Turku](#) and the [VASKI libraries](#) of the Turku region.

ABILITY TO STUDY AND STUDY SKILLS

Starting the studies is a change in the life of a young person or adult. Studying takes the largest part of the day. When your life is otherwise in order, it's easier to focus on the studies.

Where can I get help?

If you have a problem related to learning and/or studying, please contact the study counselling psychologist. The study counselling psychologist provides confidential help, free of charge, in acute crisis situations in life, e.g. in bullying, problems related to the functioning of the study group, stress and coping problems related to the studies. Please contact beforehand by making an appointment: erityistuki@turkuamk.fi

You can always contact the public health nurse at the student health care services, who will direct you forward if necessary. Instructions and videos to support the ability to

Messi = the intranet of TUAS; contains all important information on studying

Module = the curricula are modular, and may contain compulsory, elective or optional modules. Modules consist of courses. Their extent is divisible by five and mainly 15 cr.

Optima = the learning environment which contains e.g. course material and assignments

RDI = Research, development and innovation activities RDI activities include e.g. different working life projects in which students participate.

SoleOPS = an electronic curriculum system, where you can get to know the curriculum and courses of your degree programme and create your own ISP

Tutor = a tutor teacher or peer tutor who helps you in study-related questions

study are available on FSHS' website and on the page www.opiskelukyky.fi/english.

Students health care services

The student health care services are located at **Työterveystalo, Hämeenkatu 10, 3rd floor**. The services of the public health nurse, doctors and psychologists of student health care are free of charge for those studying at the campuses in Turku, regardless of their place of domicile. In order to get free health care you need to [register at the Magistrate of Turku as a resident](#).

First-year students are called for a physical examination, but it is also possible to seek an appointment for a physical examination on one's own initiative. In such case please contact the public health nurse.

Appointments and guidance tel: (02) 266 1570

Public health nurse's appointments without a reservation Mon–Fri at 8:15–11:00.

You can also make an appointment to the health centres in Turku free of charge, if Turku is your place of domicile. Bring with you your student card or registration certificate and remember to show it when arriving at the appointment! Students in Salo use the services of the student health care services of Salo, even if their place of domicile was Turku.

Please note that FSHS is in cooperation with the student unions of the University of Turku, the School of Economics of Turku and Åbo Akademi University and does not offer their health services to the students of TUAS, but everyone has free access to the guides and health information library.

Chaplain at TUAS

You can have a confidential discussion with the chaplain even if you're not a member of the Finnish Evangelical Lutheran Church. The student chaplain of the Turku and Kaarina Parish Union is Pastor Atte Airaksinen, atte.airaksinen@evl.fi.

STUDENT FINANCIAL AID

Foreign student's eligibility

- general rule: if you have come to Finland for study purposes, you are **not** eligible
- You may be eligible, if you
 - have a **continuous or permanent residence permit** (A or P)



- have an EU residence permit for third-country nationals (P-EU or P-EY)
- are **living in Finland permanently** (based on [Municipality of Residence Act](#))
- have arrived in Finland for some **other reason than to study** f.ex. family reasons
- are a citizen of an EU or EEA country or Switzerland or of a Nordic country or a family member of such a person, even if the purpose of arriving in Finland is studying. This requires that **you are employed for at least 4 months** with an average of 18 hours a week or your family member, who is a citizen of another EU/EEA country or Switzerland, is employed in Finland. Please note the income limits!

Fill in the application in Kela's electronic service <http://www.kela.fi/web/en/e-services> – you need to identify yourself with your online banking code, a mobile certificate or a personal ID card with a chip, which you can obtain from the police. Remember to notify Kela about any changes in the circumstances that might affect student financial aid!

Once you have been accepted as a student, you can apply for student financial aid. The financial aid will continue if you progress in your studies with at least 20 cr per year if you take 1–3 months of aid, and with at least 5 cr per each month of aid, if you take 4–12 months of aid per academic year. If you take the most regular amount of aid, from the beginning of September until the end of May (= 9 months), you have to complete at least 45 cr during the academic year. The progress is checked at the beginning of the autumn semester.

From 1 August 2015, the study grant is EUR 303.19/month, if you have started your first higher education studies before 1 August 2014 and, for others, EUR 336.76/month. If you live with your parents, the study grant is smaller. The housing supplement is max. EUR 201.60/month, if the rent is higher



Congratulations for your study place! Higher education studies differ greatly from studies at upper secondary or vocational school and take the largest part of the day. Studying is both rewarding and demanding work, so remember to take care of having enough time to rest, exercise and recuperate! When your life is otherwise in order, it's easier to focus on the studies. If you feel that the studies are too demanding, not to worry. You can contact TUAS' study counselling psychologist in any learning- and study-related problems.

Sanna and Satu, study counselling psychologists

than EUR 252/month. If the rent is less than EUR 252/month, the amount of the housing supplement is 80% of the rent. If you have children, you have to apply for the general housing allowance. The amount of student loan is EUR 400/month and EUR 700/month for studies abroad. The state guarantee is automatically granted for the student loan if you don't have a bad credit history. If you have a bad credit history, you can apply for income support from the social services of your place of domicile and, from 1 January 2017 onwards, from Kela.

Student financial aid is only paid to those in need of financial support. The income is verified after the annual taxation information is available, over a year later (based on the taxation information of 2016, the income is verified in February 2018). As a student, you have the right to earn EUR 600 for each month you take the student financial aid and EUR 1970 for each month you don't take the aid. If the total sum exceeds the limit which is calculated according to the used months of aid, you are required to return the aid to Kela with a 15% interest. You can raise your annual income limit by returning the aid voluntarily at <http://www.kela.fi/web/en/e-services>. You have the **duty to monitor your income limit yourself** and return or cancel the aid if you exceed the income limit. More information and examples are available on [Kela's website](http://www.kela.fi/web/en/e-services).

Save your salary slips if you have worked for the first part of the year. You will receive a suggestion on returning the aid if you have earned too much during a year of studies. You can avoid returning the aid however, if you can prove with the salary slips that you have earned the income before the start of the studies. Kela only receives the total sum from the tax authorities, not the time when the income has been earned, so Kela doesn't know **at which point during the year the income has been**. Please note that salaries and holiday pays paid in September are considered income earned during the studies, so agree with your employer that you will receive the last payment in August.

Please note that the number of months of aid is limited according to the extent of the degree. Those who start their first higher education studies after 1 August 2014 will receive 37 months of aid for a degree of 210 credits (e.g. Bachelor of Business Administration or nurses), 42 months of aid for a degree of 240 credits (e.g. Bachelor of Engineering or Design, public health nurses) and 46 months of aid for a degree of 270 credits (midwives). Those who have earlier completed higher education studies will receive 5 more months of aid.

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The number of months of aid is not enough for covering the entire degree for those who have started their studies after 1 August 2014, if they progress in their studies with 5 cr per each month of aid on average. In order to complete the degree within the period of aid, you have to complete about 55 cr of studies per each academic year.

Taking only the housing supplement consumes the months of aid.

Kela supports students' meals. If you present the Kela meals subsidy card or your student card, you get a discount from the price of the meal. You will receive the meal subsidy card on your first day of studies.

There is no subsidy for the commute to and from your school, i.e. you have to cover the travel expenses yourself.

If you graduate fast enough you can get a compensation for as much as a third of the student loan. See more detailed information here: <http://www.kela.fi/web/en/student-loan-compensation>. Students who have completed higher education studies before 1 August 2014 are eligible for the student loan compensation.

Need more information?

Turku University of Applied Sciences has a student financial aid committee. You can ask the secretary about the student financial aid and other study-related social benefits at +358 40 355 0800. Kela has a telephone service which is answered by experts specialized in student financial aid, tel. +358 20 692 209 Mon–Fri at 8–18 (mobile phone charge). You can also ask about student financial aid on Kela's discussion forum <https://kysykelasta.kela.fi/opiskelijat> (only in Finnish).

There are suggestions for changing the student financial aid thus that the percentage of the loan would be bigger and the grant smaller. The changes will be discussed by the Finnish parliament in autumn 2016, and if they enter into force, they will apply all students from 1 August 2017.

STUDYING OUTSIDE FINLAND

TUAS has partner universities around the world. Students can complete studies or practical training periods outside Finland. Planning the student exchange should be started about a year before the intended departure. You apply for the exchange places within the application period of your unit. This takes place 1–2 times per year, depending on the unit. The international relations coordinator of your campus provides help with exchange-related questions.

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facebook.com/tuas.int.students



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[@TurunAMK](https://twitter.com/turunamk)

You can also share your own photos and other content by using **#TurkuAMK** and **#ExcellenceInAction**

LEISURE TIME

The Turku-based higher education institutions offer their students versatile opportunities for doing sports. Get to know [CampusSport](#)

See these as well:

[Hobby opportunities in Turku](#)

[Events calendar of the City of Turku](#)

PRACTICAL TRAINING AND WORKING LIFE SKILLS

In the practical training you get to apply what you have learned in practice. A successful practical training can later on open up a job for you at the training place or an opportunity to produce the thesis for your employer. The extent of the practical training varies between degree programmes. TUAS students can also complete practical training periods outside Finland. You can complete the practical training in a private company, in the public sector or in organizations in the third sector.

A UAS degree contains studies in higher education study skills and working life skills. Read more about [the course](#).

TRANSCRIPTS OF RECORDS AND FORMS

You can print the transcript of records from [SoleOPS](#) yourself. The official forms are available at the [student office](#).

STUDENT UNION TUO

The purpose of Student Union TUO is to monitor the best interest of the students and have their voice heard at the university of applied sciences and in the decision-making of the cities. By becoming a member of TUO, you can order a student card and gain many student benefits. Read more: <http://opiskelijakunta.net/en/>

HOUSING

The Student Village Foundation of Turku offers student apartments, see www.tys.fi/en

See also:

- [rental apartments in Turku](#)
- [Home in Turku \(Guide for new Turku citizens\)](#)

Practical advice

You can find affordable food in the student restaurants in every campus and supermarkets Prisma, Citymarket and Lidl.

If you need some furnishings, go to <http://kontti.redcross.fi/> (secondhand), <http://turunekotori.fi/in-english/> (secondhand) or [IKEA](#), all a bus ride away and very affordable. Also, there are several Facebook Flea market groups where you can find used items for next to nothing as leaving students need to get rid of them.

LEGAL PROTECTION OF STUDENTS

In Messi (Studying > UAS legislation and degree regulations) you can find the degree regulations, which contain the most important policies on what you can do in terms of the studies. The degree regulations contain information on e.g. accreditation of studies and competence, improving your grades and the evaluation of courses etc.



Student Union TUO arranges every autumn a freshmen party called Keltanokkabileet (KNB) for TUAS' new students. In 2014 the party theme was comics and all the participants were dressed to the theme. This year the party will be held at 8 September. Photo: Sampo Pihlaja.2014.

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Dress in TUAS' colours!

At the Campus Shop, you can get e.g. TUAS hoodies, t-shirts and beanies.

The Campus Shop is located at the Lemminkäisenkatu library. The shop is open during the library opening hours.



Ruisrock-bändi
New Fashioned
#turkurockacademy

Yrittäjyyttä, toimintaa, palkintoja!
Entrepreneurship, action and awards!

#AMKavajaiset / #TUASopening

8.9.2016

Sovi vertaistutorisi kanssa
ryhmäsi osallistumisesta
#AMKavajaisiin!

Ask your student tutor
to take your group to
#TUASopening!

ICT-City klo 12-14
ICT City at 12-14

Katso tarkempi ohjelma: www.turkuamk.fi/AMKavajaiset
Check the programme: www.tuas.fi/TUASopening

Iltapäivä jatkuu
Keltanokkabileillä!
Join the afterparty in
Keltanokkabileet!
#KNB16

opiskelijakunta.net

8.9. KNB 2016

#keltanokkabileet2016

bringing the 90's back...

#ExcellenceInAction Turku University of Applied Sciences is an inspiring community of 10,000 members – an innovative and multidisciplinary higher education institution, which creates international competitiveness and well-being for Southwest Finland. Our graduates are practice-oriented professionals with top competencies.

#Innopeda is a learning method developed at TUAS. It is based on experimenting, sharing know-how, and combining different approaches. With Innopeda we successfully connect teaching, research and development activities, internationality, and co-operation with working life.

#Excellence
In Action

TURKU AMK
TURKU UNIVERSITY OF
APPLIED SCIENCES

