

STUDENT'S HANDBOOK

2015–2016



MAMK
=
BEST IN
FINLAND



MAMK

University of Applied Sciences

Student's name

Group code

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2015–2016



→ www.mamk.fi/handbook

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Welcome to Mikkeli University of Applied Sciences!

Congratulations on choosing Mikkeli University of Applied Sciences! According to surveys, Mamk students are the most satisfied students in Finland. Year after year, they give us excellent feedback on how Mamk helps them to progress in their studies. Mikkeli University of Applied Sciences provides first-rate education, and our graduates' employment rate is high. Mamk's financial situation is very stable, and according to performance rankings published by the Finnish Ministry of Education and Culture, Mamk is the best-performing Finnish university of applied sciences.

On 1 January 2017, Mikkeli University of Applied Sciences will merge with Kymenlaakso University of Applied Sciences (Kyamk). Kyamk has

operations in Kotka and Kouvola. The merger is the result of a long process; we are already providing some support services jointly. In addition, the two uni-

” *At Mamk,*
we understand that
healthy students
are efficient
students.”

versities of applied sciences have one rector and one vice rector. You applied to Mikkeli University of Applied Sciences but will graduate from a new university of applied sciences, the name of which will be decided in 2015. How does the merger affect your studies? You will have



more choices, more services and a more extensive student community.

Even though we are going through change, we will continue to provide our students with first-rate education and support services. In addition to this, Mamk promotes student life outside classes. Students have good oppor-

tunities for sports and other leisure activities; there are student events to suit every taste. At Mamk, we understand that healthy students are efficient students.

Wishing you the best of success for the academic year,

Heikki Saastamoinen
Rector

Greetings from MAMOK!

You are reading Student's Handbook for Mamk students. Firstly, I want to congratulate you on being admitted to Finland's best university of applied sciences! Mikkeli University of Applied Sciences has a student union, MAMOK.

We are a group of Mamk students who look after your interests. MAMOK's main role is to represent students in various teams and task forces and ensure that students' views and opinions are heard in all student-related decision-making.

In addition to supervising students' interests, MAMOK is a service provider. Once you have joined MAMOK you can order the 'Frank' student card. As a member of MAMOK, you are entitled to many benefits: 50% off the price of

student overalls; discounts on tickets to student events; discounts on trains (VR) and buses (Matkahuolto); student-priced meals (Kela meal subsidy); and local and nationwide student discounts offered by various companies.

By becoming a member you help us to improve student benefits – the more backing we have, the better we can succeed in our work! There is more information about joining MAMOK later on in this guide.

The MAMOK Board is active in many sectors: sports, education policy, tutoring, international activities, cul-

” **Keep in mind** that you can always turn to us in any matter.”



ture and leisure-time activities. If you are interested in getting involved, please sign up – there is always need for an extra pair of hands and skilled people!

You can always turn to us in any matter. If we cannot answer your question or solve your problem, we can tell you whom you should contact. We are here for you, so do not hesitate to visit our office or stop us in the school corridor for a chat. You can also 'like' us on Facebook – with just one click, you will be kept up-to-date with the latest news!

We are also on twitter and instagram: *MAMOK_opku*.

Isincerely believe that students want to be – and are – active. I wish you a successful and inspiring academic year!

Regards,

Riikka Peni

Chairperson of the Board 2015
Student Union of Mikkeli University
of Applied Sciences MAMOK
pj@mamok.fi, +358 44 570 8614

How to use this Handbook

This student handbook is colour-coded. A blue symbol means that you should check for example the Mamk website for information: *www.mamk.fi*

→ Mamk website
www.mamk.fi

This symbol means that more information is available on the Mamk student intranet: *student.xamk.fi*. In order to view information on the student intranet you will need a Mamk login ID and password. You will receive these when you begin your studies.

READ MORE:

 **Student**

It is a good idea to check the student intranet every day, as it is the main communication channel for information

concerning students. In addition to news and official communication, the student intranet will also provide you with the guides and templates you need for your studies, as well as information about studying and student support services. There are also classified adverts and an event calendar, which you can use to advertise your own events.

Descriptions of the degree programmes and courses are found in the SoleOPS study guide: *soleops.mamk.fi/opsnet/*. You do not need to log in to SoleOPS.



Academic Calendars

AUTUMN SEMESTER 1.8.–31.12.2015

PERIOD 4

31.08.–18.10.

August

- > Orientation week for new students begins on 26.8.2015, others begin 31.8.2015.
- > General exam date: 24.8.2015.

September

- > General exam date: 7.9.2015 and 21.9.2015.

October

- > General exam date: 5.10.2015.
- > Autumn holiday 19.–25.10.2015 (Week 43).

PERIOD 5

26.10.–18.12.

November

- > General exam date: 2.11.2015, 16.11.2015 and 30.11.2015.

December

- > General exam date: 14.12.2015.
- > Common graduation ceremony: 18.12.2015.
- > Christmas holiday 21.12.2015–10.1.2016 (Week 52, 53 and week 1 on year 2016).



SPRING SEMESTER 1.1.–1.5.2016

Check spring's periods at Student!

January

- > Orientation days for new students begins on 7.1.–8.1.2016, others begin 11.1.2016.
- > General exam date: 11.1.2016 and 25.1.2016.

February

- > General exam date: 8.2.2016 and 22.2.2016.
- > Winter holiday 29.2.2016–6.3.2016 (Week 9).

March

- > General exam date: 7.3.2016 and 21.3.2016.

April

- > General exam date: 4.4.2016 and 18.4.2016.

May

- > General exam date: 2.5.2016, 16.5.2016 and 30.5.2016.
- > Common graduation ceremony: 27.5.2016.

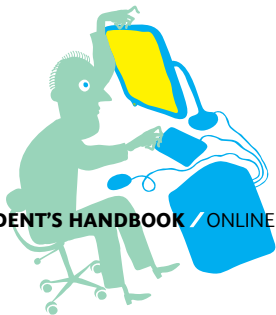
SUMMER TERM

- > 2.5.2016–31.8.2016.



Online Services and Information

Application	Address	Purpose
Student	student.xamk.fi	<ul style="list-style-type: none"> > Student intranet: course schedules, guides, news, events > Log in using your ID which starts with "o" @edu.mamk.fi > Domain: ksamk > Please use other browsers than Safari
Email and Office 365 service	webmail.mamk.fi	<ul style="list-style-type: none"> > Student email, official Mamk communications > Log in using your ID which starts with "o" @edu.mamk.fi > Staff email addresses: firstname.lastname@mamk.fi or firstname.lastname@xamk.fi and student email addresses: firstname.lastname@edu.mamk.fi
Asio	asio.mamk.fi	<ul style="list-style-type: none"> > Enrolment for presence/absence for courses and retake examinations, update your personal details, view course evaluations and monitor your progress in terms of course credits > Log in using your student number



Application	Address	Purpose
SoleOps	soleops.mamk.fi/opsnet/	<ul style="list-style-type: none"> > Courses, group study plans, elective courses > No need to log in
Moodle	moodle.xamk.fi	<ul style="list-style-type: none"> > Online study environment > Log in using your ID which starts with "o" @edu.mamk.fi
Adobe Connect (AC)	flax.kyamk.fi/	<ul style="list-style-type: none"> > Online classroom > Log in using your name

Computers, Computer Labs and Self-Study Facilities

Self-study facilities are located around the campuses and they are free for you to use. Some of the self-study facilities are equipped with computers and some of them also have printers (bring your own papers) and scanners. Contact the IT administration for more details on

the equipment and software in computer labs and self-study facilities.

You can access the wireless network in all buildings on the Mamk campuses using your login ID and password.

You will receive login details at the beginning of your studies. You will also have access to email and Office 365 service. There is a guide to using the ICT facilities and networks, available on the



student intranet. The IT administration will handle any problems with the university's ICT facilities. Help is available at helpdesk.xamk.fi.

For more information, see the Campus Services section in this handbook.

READ MORE:



Mikkeli

The IT-support service is on the ground floor of building E, room E108.

Mikael Lakanen tel. +358 40 5698 91 |

Jukka Laukkarinen

tel. +358 40 5345 132

Pasi Marttinen tel. +358 40 5309 460

Petri Parkkinen tel. +358 40 7723 387

Savonlinna

Janne Nykänen

tel. +358 40 8420 587 (room 316)

Sirpa Kempainen

tel. +358 40 7396 538 (room 246)

READ MORE:



Mobile Access to Email

If your mobile device supports Exchange ActiveSync, you can use the device to access your Office 365 account. Check the manufacturer's website or contact the retailer to find out whether your device supports Exchange Active Sync.

- > To set up access to your account, you need an Office 365 user name and password and the name of the server.
- > User name: `username@edu.mamk.fi` (e.g., `oanis999@edu.mamk.fi`)
- > Password: the password you use to log in to your email account and Student
- > Domain: Leave blank –
- > Server: **`outlook.office365.com`**

Other instructions (depending on the device): Use secure (SSL) connection and Accept all SLL certificates. In addition, Android devices give a warning of remote security administration. Accept it in order to activate the email account on your mobile device. IT Services do not administrate students' mobile devices except in cases of abuse.



Online Learning

Online learning can give you access to a wider range of courses and provide you with flexibility in terms of when and where you study. Online learning environments provide a flexible way for lecturers and students to interact, and they are used alongside traditional classroom-based teaching on many of Mamk's courses.

The Moodle Online Learning Environment

Mamk uses the browser-based Moodle online learning environment. Moodle makes it easy to compile, administer and deliver courses, whether the courses in question are entirely classroom-based or are partly or fully internet-based. Moodle often acts as the group's own platform, and group correspondence is often handled using Moodle.

On Moodle, courses usually have functionality for lecturers and students to communicate, as well as for group work, timetables, distributing material, completing assignments and receiving

evaluations. The tools available in the learning environment vary depending on the course and the lecturer.

Students will be taught how to use Moodle at the beginning of their studies, usually during the orientation week.

 Moodle
<http://moodle.xamk.fi>

Adobe Connect Online Classroom

More and more courses are making use of the Adobe Connect system, which is a browser-based, real-time online classroom application. The system enables users to communicate using audio and video, share files, edit documents together, sketch, send short 'chat' messages, annotate documents (individually or using a shared notepad), vote and record the session. Lecturers will provide instructions for using the software.

Online Learning Support

In matters related to online learning, contact helpdesk.xamk.fi

Mikkeli

Online learning support: room X216

Haija Muhonen tel. +358 40 8423 414

Timo Juurinen tel. +358 40 0779 296

Savonlinna

Online learning support is provided by

Tommi Pälli tel. +358 50 312 4972.

READ MORE:



The Finnish Online University of Applied Sciences

The Finnish Online University of Applied Sciences (www.amk.fi) was set up by a consortium of universities of applied sciences to provide education for undergraduates free of charge. Before registering to study, you should consult your mentor teacher to find out whether the courses are a good match with your degree programme. You must register in order to use the service.

Consult the website for more information on the courses provided by the Finnish Online University of Applied Sciences



and for application forms: www.amk.fi

For more information on using the service, consult the e-officer. Mamk's e-officer is study secretary **Anja Ukkonen**. Her telephone number is +358 50 3125 027.

Rules and Guidelines

Mamk has prepared guidelines and rules in order to help your studies progress smoothly and to optimise the learning environment. A complete list is available on the internet. Here you will find further information on the rules and guidelines.

Degree Regulations

The degree regulations are a set of rules governing studying at Mamk and they are updated annually. You should familiarise yourself with these regulations.

READ MORE:



Ethical Guidelines and Urkund

Ethical guidelines are intended to prevent fraud. They also describe the con-

sequences of fraud. Mamk uses a web-based anti-plagiarism system called Urkund to help prevent fraud.

 **READ MORE:**
Student

Welfare and Equality Plans

The purpose of the welfare plan is to ensure that students remain in good health. Targets have been defined for the welfare plan and information is provided about the welfare support services available to students.

The student equality plan aims to promote equality and remove obstacles preventing students from being treated equally. All students should have the same opportunities to study, regardless of their gender, age, ethnic background, family status or sexual orientation. Furthermore, the equality plan aims to promote the University of Applied Sciences as a community in its own right, of which students and staff are equal members. One of the cornerstones of the plan



is that everybody at Mamk is obliged to act in a way that promotes equality.

 **READ MORE:**
Student

Guidelines related to Substance Abuse

The objective of Mamk's guidelines related to substance abuse is to create a substance-free study environment. The guidelines promote student welfare with a focus on preventing substance abuse. The long-term goal is to influence the way students use intoxicants.

The guidelines set out measures for preventing substance abuse, recognising the effects of substance abuse and intervening in cases of substance abuse. They provide information on the effects of substance abuse on welfare, health, studies and working life. The guidelines include an action plan for intervening in situations related to substance abuse and they set out instructions for directing people to treatment facilities.

 **READ MORE:**
Student



ICT GUIDES

Rules for using information systems and other ICT guides provide instructions for using Mamk's equipment and software.

 **READ MORE:**
Student

Social Media Etiquette

Social media is closely connected with studying and teaching. Etiquette guidelines provide help with using social media.

 **READ MORE:**
Student

Environmental Programme

Mikkeli University of Applied Sciences has drafted an environmental programme which is valid until 2015. The programme's name is 'Sustainable Mamk' and it focuses on three main factors: the use of energy, consumption and the use

of materials, and transport. A separate action plan has been prepared to complement the programme.

The action plan includes activities related to student transport.

 **READ MORE:**
Student

Quality Management

Mamk aims to continuously improve the quality of its teaching and guidance, and make the environment as conducive to studying as possible. It also aims to develop its courses to ensure that you can find work in your field of study when you graduate. Key sources of information for improving quality at Mamk are questionnaires, including course feedback, a satisfaction questionnaire and a questionnaire on course development. As a student, you have a key role to play in improving Mamk's quality.

 Mamk website
**[www.mamk.fi/
mamk_uas/quality_
management](http://www.mamk.fi/mamk_uas/quality_management)**

READ MORE:
 **Student**

Feedback Channels

There are various feedback channels in use at Mamk, depending on the subject in question.

You can provide feedback about the student intranet using an online form. Your feedback will be sent to the administrators, who will handle the feedback itself or forward it to the relevant person for further processing. Please provide plenty of detail in your feedback so that we are able to rectify the problem or improve our performance.

READ MORE:
 **Student**

Instructions for giving feedback on teaching are set out above under Quality Management.



Studying

Degree Regulations and the Examination Committee

Mamk's degree regulations instruct students on how to organise and complete their studies. The degree regulations are based on laws governing universities of applied sciences (932/2014) and government decrees on universities of applied sciences (1129/2014), with the relevant amendments. The degree regulations can be found online:

Every higher education institution has an examination committee which handles appeals related to students' course grades and performance. Further information about the examination committee can be found online.

READ MORE:



Student

Enrolment

Enrolment and the Right to Study

As a student at Mikkeli University of Applied Sciences, you must enrol at the start of every academic year – whether you intend to study or not – in order to be granted the right to study and to retain your right to study. You can enrol using the Asio service at this address: asio.mamk.fi

If you are a new student and your first academic year is 2015/2016, you will have already enrolled when confirming your study place.

You must enrol for the entire academic year between 1 May and 31 August 2015. You can change your registration status for the spring semester of 2016 between 1 December 2015 and 4 January 2016.

If you enrol as a present student you will have the right to complete courses



and enjoy student benefits.

If you do not intend to complete education or training related to your degree programme, you can enrol as absent for a maximum of two academic years. If you have accepted your study place for the academic year 2015–2016, the maximum time for absence is however only one academic year. If you enrol as absent,

you will not be able to take courses at the university, nor will you be entitled to financial aid or student discounts.

If you do not enrol by the deadline – whether you are attending or not – you will lose your right to study. If you wish to delay the start of your studies or con-

tinue studying, you can apply to have your right to study restored, providing you have not exceeded the maximum duration of higher education studies. Your right to study will only be restored if you have enough study time remaining in order to complete your degree programme. There is a EUR 62 administration charge for applying to have your right to study restored. The head of your department will make the final decision on whether to restore your right to study.

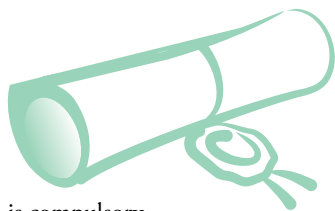
READ MORE:



Enrolling for Courses and Exams

It is your responsibility to enrol for all of your courses. More information about degree programmes, courses and course implementations is available in the SoleOPS study guide: soleops.mamk.fi/opsnet/

You can enrol for courses using the Asio service at <https://asio.mamk.fi/> Enrolment for courses is binding. If there is a limit to the number of students that can be accepted onto a course, priority will be given to students for whom the course



is compulsory.

The course lecturer will provide information about how the course will be carried out and the date of the exam(s) and retake exam(s), if applicable. This information will be provided either at the start of the course or as part of the course description. By enrolling for the course, you will automatically be registered for the exam. If you do not sit the exam, you will receive a 'failed' grade. Following the end of a course, you have the right to retake the course exam twice before an equivalent course begins. You will have one opportunity to improve the grade you received for a course. You can make use of this opportunity within a year of receiving your initial grade. The course lecturer will decide on the manner in which grades can be improved. You can register to retake an exam using Asio (Savonniemi campus uses a specific electronic registration form) ten days before the exam. The dates of retake exams are displayed on Asio and on the student

intranet. Exams are usually arranged every other Monday from 5pm to 8pm.

Degree and Certificate

When you have completed all of the requisite studies on your degree programme, you can apply for a degree certificate three weeks before your desired graduation date. It is possible to graduate in any month of the year except July. You can apply for your degree certificate using the Asio service at <https://asio.mamk.fi/>

You can download a transcript of your records and a study certificate from Asio. You can also request official copies of these certificates bearing the university's stamp at the student affairs office. These certificates are also available in English.

Recognition of Prior Learning and Learning through Work

Recognition of prior learning (RPL) promotes the smooth progress of studies and students' motivation. You do not have to study what you already know and can focus on skills that you need to develop. It is also possible to acquire required

skills through work experience while you study. Recognition of prior learning is possible in Bachelor's and Master's programmes.

The RPL (AHOT in Finnish) process is always initiated by the student. Usually this is done during the first PSP (HOPS in Finnish) discussion, but it is also possible to apply for recognition of prior learning at a later stage.

Credit transfer means that students can replace studies in their degree programme with prior studies completed elsewhere. It is also possible to include studies completed elsewhere in the degree programme, providing that they are relevant with regard to the programme's learning outcomes.

An upper secondary qualification is required for being eligible to apply to a university of applied sciences. Therefore, competence associated with the upper secondary qualification cannot be directly recognised as prior learning. Prior learning must always be demonstrated by the student. In addition to studies, you may have acquired competence and skills at work, during training provided by your employer or in connec-

tion with your leisure activities.

If you are working while you study you may acquire competence that meets the learning outcomes of your degree programme, and you may be able to earn credits for it.

READ MORE:

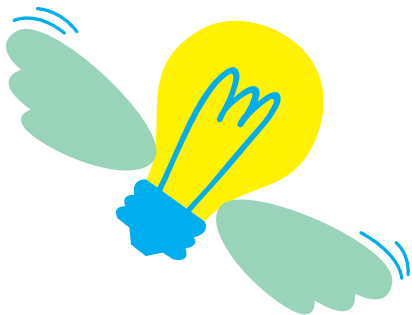


→ Mamk website
www.mamk.fi/rpl

Studies in Innovation and Entrepreneurship

Innovation and entrepreneurship studies provide an excellent opportunity to benefit from the multidisciplinary study environment.

You may take innovation and entre-



preneurship courses at Mamk and Kyamk. At Mamk, you work in the new Xinno learning environment and the studies are based on real-life assignments.

Some courses are provided online, while others focus on challenges you face in business. The multidisciplinary environment allows you to become familiar with the practices of other fields and study. At best, this leads to innovations that would otherwise remain undetected.

Entrepreneurship studies provide entrepreneur-oriented students with a wide range of relevant skills. Innovation studies focus on the development of innovations and innovation management.

These studies consist of two levels. The first level comprises the courses Ideas and Innovation and Project Management Skills included in your own degree programme. After completing these courses, you can proceed to the second level of entrepreneurship and/or innovation studies.

On the second level, you choose courses according to your own interest. You can pick the courses you find most useful for you.

Russian Studies

As an alternative part of your studies (or in the form of optional studies) in bachelor's degree programmes you can take courses in Russian studies. These courses are available as part of all Mamk's degree programmes and they will benefit you throughout your education and beyond.

The courses are taught by expert lecturers, but the majority of the study takes place in an online learning environment and focuses on independent tasks. As part of your Russian studies, you will complete a week-long intensive course in Russia.

Language Studies

Mamk's language teaching focuses on providing the language, communication and interaction skills necessary for the workplace. These skills will enable you to develop as a professional. Mamk's language teaching is organised in accordance with national recommendations. Mamk's language teachers work in close collaboration with course lecturers to form the Mamk language teaching unit.

Mamk offers courses in Finnish, Swedish, English, German, Russian, French and Spanish. You can also participate in Mamk's language courses via the Open University of Applied Sciences.

READ MORE:



Assessment

The purpose of assessment is to help you to achieve the knowledge and skills required for your degree. Assessment is based on the objectives of the degree programme, as specified in the curriculum. It indicates how well you have achieved the objectives. Assessment is carried out using a number of different methods and should be flexible, reliable, unbiased and transparent. The assessment criteria must be made known to students before the beginning of the course.

At Mamk, students are evaluated in accordance with the national qualifications framework (NQF), by assessing students' knowledge, practical skills, team work and leadership skills and their conscientiousness. In addition, assess-

ment is based on the learning outcomes described in the curriculum.

Students receive grades for the courses they complete, and the grades are entered in the study register. The required competence in different areas has been specified in advance for grades 1, 3 and 5 for each degree programme. The teacher derives the grades 2 and 4 on the basis of these specifications. The requirements are different for entry-level and graduation-level students, because students' competence improves during their studies.

In addition to the above specifications, assessment of language studies at Mamk is based on the competence level descriptions of the European Frame of Reference for Languages and the derived national competence level descriptions for written and oral language proficiency. Additional information on language proficiency level descriptions can be found in the language studies section of Mamk's SoleOPS.

Furthermore, students' achievement of the objectives of study modules and annual themes is evaluated. Self-evaluation by students can be used as the method for these assessments.

The assessment criteria for each course are described in the curriculum (SoleOPS), as well as the assessment methods for modules and annual themes.

READ MORE:



Student

Practical Training

Practical training forms an essential part of every bachelor's degree programme at a university of applied sciences. The objective of the practical training period is to enable you to familiarise yourself with the work related to your field of study and gain experience by putting your knowledge and skills into practice. Practical training is steered by the university and can be split across a number of different periods.

Mamk's standard practical training contract applies to unpaid practical training completed as part of all degree programmes except health care and social services programmes. For paid practical training, an employment contract is required. There is a separate contract for practical training to be com-

pleted outside Finland. Forms and guidelines for practical training issued by each department can be found on the student intranet.

READ MORE:



Student

Thesis

The objective of the bachelor's thesis is to enable you to demonstrate your readiness to use your knowledge and skills to carry out research or development in an area related to your studies.

The bachelor's thesis represents a culmination of a process which lasts throughout the duration of your studies. It includes acquiring the requisite knowledge and skills, choosing a topic, planning your thesis, participating in seminars, writing your thesis, reporting, presenting your thesis and submitting your thesis for evaluation.

You will complete a written maturity test based on your bachelor's thesis. The maturity test is completed independently, in a monitored session. Your maturity test will be assessed by a lec-

turer in your field of study and by a language teacher.

For master's thesis there are separate instructions. In master's programmes, there are other options for the maturity test: it can be an article written for a workplace magazine or trade journal, an information or publishing event arranged by the student, or a media release written by the student on the thesis.

International Activities

The key international activities at Mamk are student exchanges, staff exchanges, foreign-language tuition, the International Summer Term and training, research and development projects.

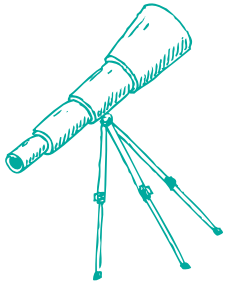
READ MORE:



Student

International Services

The international services is responsible for arranging and administering student exchanges and practical training periods. Practical matters include applications, contracts and funding. The responsible teacher in each degree programme



approve the courses that you complete abroad.

Student Exchange

As a student at Mikkeli University of Applied Sciences you will have the opportunity to study outside Finland as an exchange student. The prerequisites for participating in a student exchange programme are as follows:

- > sufficient language skills
- > good progress in your studies as measured in terms of your study plan and schedule
- > a good average grade (the recommendation is 3).

Any studies that you complete while on exchange should, in principle, count towards your degree at Mamk. If you

intend to go on exchange, it is recommended that the exchange takes place in your second or third year of study, depending on your degree programme. You can go on exchange for one or two semesters (from three to 11 months). If you receive student financial aid from Kela for your studies in Finland, you are entitled to that also during your studies abroad.

The Valteri Online Course for Outgoing Students

The virtual Valteri course (2 ECTS credits) provides guidance for students going on exchange, starting from the planning stages and covering the entire exchange period. The course is graded as pass/fail. Valteri can be found at www.goabroad.fi.

Partner Institutions

Mamk has a wide network of partner institutions and actively participates in education partnership programmes. Students do not need to pay tuition fees in order to participate in studies, research and partnerships with our partner institutions. You can find lists of partner institutions on Student intranet.

Incoming Exchange Students

About 150 international students come to Mamk every year on exchange and there are about 300 foreign full-time students at the university. The international services unit organises an orientation for guest students at the beginning of the autumn and spring semesters. The orientation helps students with practical, day-to-day issues and academic matters, so that they can integrate into Finnish society.

Practical Training Outside Finland

You can complete all or part of the compulsory practical training for your bachelor's degree outside Finland. Your lecturers, the international coordinator and the Employment and Economic Development Offices (TE Office) can help you.

You can also search for practical training positions using the Jobstep service at www.jobstep.net. Mamk offers financial support for students completing practical training abroad for more than three months.

The Open University of Applied Sciences

The Open University of Applied Sciences' courses are not primarily intended for students on a Mamk degree programme. However, students studying on a degree programme may be accepted for individual courses. For further information, please go to our website to find out about the courses The Open University of Applied Sciences offers.



Mamk website

www.mamk.fi/open_studies



Student Union Mamok

The student union (MAMOK) is a service-provider and lobbying organisation for students at Mikkeli University of Applied Sciences which operates in accordance with the law on universities of applied sciences. The student union's role is to ensure that students' voices are heard in every decision-making organ of Mamk. By participating in these working groups, the student union can influence educational and socio-political matters such as the quality of education, student welfare and the studying environment.

MAMOK nominates representatives to the following bodies within Mamk:

- > The Board of Mikkeli University of Applied Sciences Ltd., one student representative
- > The education development team: one student representative
- > The financial aid committee: two student representatives
- > The examination committee: one student representative

- > The working group for student welfare: one student representative and MAMOK's Secretary General
- > The quality and evaluation team: one student representative
- > RDI management team: one student representative
- > RDI focus areas: two student representatives/focus area
- > The working group for campus development: MAMOK's Secretary General
- > Customer committees for the Kasarmina and DeXi restaurants: one student representative
- > The Board of Mikkeli Student Housing Ltd: one student representative.

According to the Polytechnics Act, the student union should also prepare students for active, conscious and critical citizenship, functioning as a nexus for interaction among its members and promoting their social, academic and personal endeavours, and encouraging activity concerning students' position in society as a whole. Furthermore,



MAMOK and Mamk together arrange various leisure time activities for students. MAMOK also arranges few big parties for all students during academic year.

MAMOK is active on both Mamk campuses. The Mikkeli office is located on the ground floor of the X building.

MAMOK's secretary of membership affairs visits Savonlinna once a week (the office of Sohva ry). MAMOK supervises all students' interests, regardless of the campus.

All MAMOK members are welcome to become involved in the union's activities. Every autumn, the union holds elections for representatives and Board members. Keep your ear to the ground at the start of the year if you want to get involved in the union's activities. You are guaranteed to meet some great people!

Further information on MAMOK is available on our website (www.mamok.fi) and on our Facebook pages.

A number of sector-specific student associations operate at Mamk:

- > Mikkelin insinööriopiskelijat MIO ry (Students of degree programmes in Engineering)
- > Mikkelin tradenomiopiskelijat MTO ry (Students of degree programmes in Business Management)
- > Savonlinnan ammattikorkeakouluopiskelijat Sohva ry (Students of University of Applied Sciences in Savonlinna)

- > Mikkelin metsäopiskelijat Nila ry (Students of degree programme in Forestry)
- > Sokka ry (Students of degree programmes in Civic Activities & Youth Work and Cultural Management; and students of degree programmes in Social Services and Health Care on Kasarmi campus)
- > Mikkelin restonomiopiskelijat Mikro ry (Students of degree programme in Hospitality Management in Mikkeli)

The Union of Students in Finnish Universities of Applied Sciences (SAMOK)

SAMOK is a national, independently administered service provider and lobbying organisation for students at universities of applied sciences. MAMOK is one of the 26 student unions that belong to SAMOK. SAMOK represents all students at universities of applied sciences in Finland and functions as the students' loudspeaker, pointed towards the government and national agencies. SAMOK negotiates national student discounts and represents Finland in the

European Students' Union. MAMOK can participate in national student lobbying through SAMOK's meetings and events. A representative of MAMOK is always present at SAMOK's meetings for member organisations, helping to decide on national student matters.

Further information on SAMOK is available on the SAMOK website (www.samok.fi) and on SAMOK's Facebook pages.

Student Card

MAMOK members receive a student card as confirmation of their membership. The student card is the only official way to prove that you are a student at a university of applied sciences in Finland. MAMOK has negotiated student discounts and other benefits with local businesses for its members. In addition, the card entitles you to all of the national student discounts available in Finland, including discounted train and bus tickets.

There are two types of student cards,

distinguished by colour. Full-time students receive a blue card, and part-time students and students in Master's programmes receive a green card. The blue card entitles its holder to all student benefits in Finland, whereas holders of green cards are entitled to all other benefits except discounted train and bus tickets. If you are not sure which type of card you should order, contact MAMOK's Secretary General, paasihteeri@mamok.fi, or the Secretary of Membership Affairs, jasenpalvelusihhteeri@mamok.fi.

Members of the student union have an access to the nationwide Frank service that provides students with many discounts and benefits. If you have a Finnish personal identification number and a Finnish mobile phone number, you can upgrade the Frank card to a payment card by registering in the Elisa Lompakko service. The payment card includes the PayPass feature, i.e., you can pay purchases under EUR 25 without entering the PIN code. Frank is a nationwide student card, which means better benefits. All nationwide benefits are displayed on the Frank website at www.frank.fi. MAMOK members also



have access to student discounts in some online stores.

Do not miss the discounts negotiated for you by MAMOK and Frank – join MAMOK as soon as possible. These discounts are only available to student union members.

Order your student card through the website www.frank.fi/opiskelijakortti. You can also access the website through the MAMOK website www.mamok.fi.

Your student card is valid only with the appropriate annual registration sticker attached to it. Stickers are available from the MAMOK office.

New members pay a handling fee of EUR 15.10 for the student card. In addition to the card fee, you have to pay the student union membership fee. You can pay the membership fee for one semester, one academic year or three academic years at a time.

If you have a student card that is also a payment card, you can purchase the international ISIC student card. More information will be provided when you order your card.

The student union membership fees are as follows:

- > Autumn semester 2015 (valid 1 Sep. 2015 – 31 Jan. 2016) EUR 13
- > Spring semester 2016 (valid 1 Jan. 2016 – 30 Sep. 2016) EUR 13
- > Academic year 2015–2016 (valid 1 Sep. 2015 – 30 Sep. 2016) EUR 21
- > Three academic years (valid 1 Sep. 2015 – 30 Sep. 2018) EUR 54
- > Three academic years (valid 1 Jan. 2016 – 31 Jan. 2019) EUR 54

Contact Information

- > **Secretary General Sanni Kirmanen**
+358 40 868 6437,
+358 44 570 8617
paasihteeri@mamok.fi

- > **Secretary of Membership Affairs Veera Partanen** +358 40 648 2711,
+358 44 570 8619
jasenpalvelusihteeri@mamok.fi

- > **Chairperson of the Board, year 2015, Riikka Peni**
Student Union of Mikkeli University of Applied Sciences MAMOK
+358 44 570 8614
pj@mamok.fi



Support Services

Counselling

Study counselling helps you to achieve your goals and take the first steps towards building a career. The objective is for you to work independently and be committed to the learning process. Study counselling will also promote your personal and professional development. Study counselling is carried out in systematic co-operation between those involved in the learning process.

At the beginning of your studies you will complete a course designed to familiarise you with studies at a university of applied sciences. The course is planned by study advisers, who are also responsible for coordinating study counselling and student tutoring, providing personal guidance and communicating important matters. Study advisers belong to the teaching staff.

Each department has its own staff responsible for helping you with choices related to your studies, your thesis, your

personal study plan and decisions related to studying abroad.

They will also help with matters related to your welfare.

READ MORE:



Student Services

Student Services handle all matters related to admission financial aid and student statistics at Mamk. Each campus has a student affairs office which handles day-to-day student administrative matters.

Student affairs offices provide services and advice on the following matters:

- > Official certificates and meal subsidy cards issued by the Social Insurance Institution of Finland
- > Transcripts of records
- > Enrolment for courses
- > Enrolment as present or absent
- > Registration for retake exams

- > Guidance for using Asio
- > Advice on KELA financial aid
- > Graduation
- > Restoring or extending your right to study

Jobstep.net

Students have access to Jobstep, a national employment and information service run by universities of applied sciences. It is free to use, but you must register as a user. Jobstep is used to place students in practical training, summer jobs and work placements related to completing the bachelor's thesis. There is a separate service called Jobstep-sote, which is intended to help students of health care to reserve practical training positions.

Further information: www.jobstep.net

Financial Aid

Financial aid exists to help students to get by whilst studying. It comprises a study grant, housing benefit and a stu-



dent loan which is guaranteed by the state. Financial aid for students is available for Finnish citizens and, in some cases, for non-citizens of Finland.

Further information: www.kela.fi and www.mamk.fi

Further information is also available from the Mamk financial aid adviser, who is also secretary to the financial aid committee, phone: +358 50 3125 035, e-mail: opintotuki@mamk.fi.

Meal Subsidy

All students studying for a Bachelor's or Master's degree at a university of applied sciences are entitled to a meal subsidy. Additionally, students who are studying specialisation studies may be entitled to a meal subsidy if they are also entitled to financial aid as described above. You can receive a discount using your student card or using meal subsidy vouchers (issued by the Social Insurance Institution of Finland).

Progressing in Your Studies

KELA financial aid is granted to students who are making progress in their studies. You are considered to be making sufficient progress in your studies if you do not intend to exceed the maximum financial aid period defined for the degree programme. In order for financial aid to be paid normally, you will have to complete 5 ECTS per month in which you use financial aid. In addition, starting from 2014–2015 you must complete at least 20 ECTS during the academic year (1. Aug–31. July). You must meet the minimum requirement of the ETCS even if you use financial aid only for 1–3 months during the academic year. Your progress will be monitored by the Social Insurance Institution of Finland and Mamk's financial aid committee. Students' progress is monitored every October, when an audit is carried out covering the previous academic year.

If your progress in the previous year was not sufficient, you will receive a letter requesting an explanation. You must provide a written explanation to Mamk's financial aid committee by the deadline

mentioned in the letter. Your financial aid will be discontinued if you fail to provide an explanation in the given time.

Financial Aid for Studies in the Summer

You may also be entitled to KELA financial aid during the summer if you are completing full-time studies related to your degree programme as confirmed by the financial aid committee. You must complete 5 ECTS per month of financial aid. June, July and August are considered summer months.

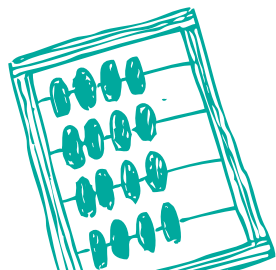
You may be able to receive financial aid for an practical training, summer studies or for writing your bachelor's thesis. You can apply for financial aid using the Social Insurance Institution of Finland's online services or by submitting an amendment form (OTm).

Further information:

Financial aid adviser,

Tel: +358 50 3125 035.

Email: opintotuki@mamk.fi



Income Check

You can have a certain amount of taxable income and not suffer any reduction in your student financial aid. The income limit is determined by the number of months for which you have received study grant or housing supplement.

All taxable earnings and investment income (study grant is not considered as income) received during the calendar year is taken into account in the income check. The income check is based on taxation data.

The income may be earned at any time during the calendar year.

You can make sure not to exceed the allowed income limit by:

- > not applying for financial aid for every month of study
- > cancelling aid that you have been granted for one or several months of your choice before the aid is paid out to you
- > paying back, voluntarily, financial aid that was paid to you for any month(s) you choose by the end of May the following year.

You can also calculate your annual income limit with Kela online calculators (service available in Finnish and Swedish only).

Adult Education Subsidy

Employed or self-employed people may be entitled to an adult education subsidy to enable them to participate in education related to their professional field. The adult education subsidy is granted by the Education Fund: www.koulutusrahasto.fi. Additionally, the Social Insurance Institution of Finland may provide a state guarantee for a student loan for applicants who are entitled to an adult education subsidy.

Studying on Unemployment Benefit

Unemployed people who are currently seeking a job may be entitled to receive unemployment benefit from the Employment and Economic Development Offices (TE Office) whilst they study. You must be at least 25 years old to qualify for this. Furthermore,

a TE Office must officially advise you to study, having assessed that studying would improve your professional skills and your employability. Unemployment benefit in this form is only available to full-time students.

Further information: www.mol.fi

Student Housing

Accommodation is provided by Mikkelin Student Housing Ltd (MOAS) and Mikalo Oy in Mikkeli, Savonlinnan opiskelija-asunnot Oy and Savonlinnan asuntopalvelu in Savonlinna.

- > www.moas.fi
- > www.mikalo.fi
- > www.sao.fi
- > www.savonlinnanasuntopalvelu.fi

Insurances

As a student of Mamk, you are covered under Mamk's effective insurance policies.

The statutory accident insurance is valid for learning situations that are part of the study programme, such as peri-

ods of on-the-job learning and practical training, provided this is not paid work. The insurance covers accidents and occupational diseases on certain conditions.

Group accident insurance is valid during the actual school hours, including theory classes, sports classes and breaks, as well as when travelling directly to and from school. The insurance is not valid during leisure time.

Travel insurance is valid during travel that is related to studies and practical training for a maximum of three months.

Further information

Main Campus:

Kirsi Puumalainen,

tel. +358 40 772 3353,

kirsi.puumalainen@xamk.fi

Savonniemi Campus:

Päivi Pesonen,

tel. +358 50 312 5037,

paivi.pesonen@xamk.fi

Contact Information for Student Services

Staff email addresses are in the format firstname.lastname@xamk.fi. You can

also contact the Student services through opintotoimisto@mamk.fi.

Main Campus, Mikkeli

Patteristonkatu 3 X, 50100 Mikkeli
Opening hours Mon-Fri 9 am–3 pm

- > **Financial aid adviser Sanna Autio,** tel. +358 50 312 5035, opintotuki@mamk.fi forestry, civic activities and youth work, cultural management, matters related to Kela financial aid for students
- > **Study secretary Sanna Haapiainen,** tel. +358 50 3125032 business management, environmental technology and business information technology (degree programmes in Finnish)
- > **Study secretary Irja Haimilahti,** tel. +358 40 826 6060 (50 % working time) nursing and social work (multi-mode studies), practical training contracts in the field of health care
- > **International student affairs adviser Anniina Hämäläinen,** tel. +358 50 312 5031 business management, environmental engineering, information technology, building services engineering
- > **Study secretary Outi Oksala,** tel. +358 50 312 5038 tourism, hospitality management, design and business management (Savonniemi campus)
- > **Study secretary Kati Taskinen,** tel. +358 50 312 5033 nursing and social work (daytime studies)
- > **Study secretary Anu Tervaniemi,** tel. +358 50 312 5030 master's degree programmes, building services engineering, electrical and automation engineering (degree programmes in Finnish, multi-mode studies)
- > **Study secretary Anja Ukkonen,** tel. +358 50 312 5027 process and material technology,

electrical and automation engineering, building services engineering, automotive and transport engineering, industrial design (degree programmes in Finnish, daytime studies), Mamk/Kyamk online studies, Finnish Online UAS

Savonniemi Campus, Savonlinna

- > **Study secretary Päivi Pesonen,**
tel. +358 50 312 5037
physiotherapy, nursing and podiatry, master's degree programmes, practical training contracts, student insurances on campus

Student services for both campuses

- > **Head of student services**
Leena Kurki-Pölonen,
tel. +358 40 717 9992
- > **Planning officer Ritva Kontulainen,**
tel. +358 400 872 768
administration of the Asio and Job-step systems, student statistics



Admission services

Patteristonkatu 3 X, 50100 Mikkeli
Opening hours Mon-Fri 9 am-3 pm

education in Finnish:
hakijapalvelut@mamk.fi,
tel. +358 40 585 6610
education in English:
admissions@mamk.fi,
tel. +358 50 3125 031

- > **Planning officer Riitta Heikkilä,**
tel. +358 40 571 0063
application processes for degree programmes in Finnish
- > **Coordinator Kirsi Puumalainen,**
tel. +358 40 772 3353
application processes for degree programmes in Finnish, Main Campus
resit exam coordinator, student insurances on Main Campus
- > **International student affairs**
adviser Anniina Hämäläinen,
tel. +358 50 312 5031
application processes for degree programmes in English

Student Tutoring at Mamk

Student tutors are senior students who help new students to feel at home and become familiar with their new study environment. They provide peer support, counselling and guidance, keep new students informed of the latest developments and answer any relevant questions. Student tutors promote the development of a collaborative spirit among students by arranging various events for all Mamk students during the academic year.

Each academic year, Mamk trains around a hundred student tutors who specialise in different areas. Peer tutors constitute the largest group. In addition, we train marketing tutors, leisure activity tutors and international tutors. In order to become a tutor, you must attend tutor training; see the Student intranet site for more information about application periods.

Tutor courses are arranged once in each academic year, usually in the spring semester. The extent of the courses varies and they may include lectures, classroom sessions, various exercises and practical assignments. The objective is to provide

the participants with the necessary skills to work as a student tutor, but equally important is to become acquainted with the other new student tutors. After completing the training, you may work as a student tutor and earn credits for it. In addition to the credits, student tutors receive a letter of reference.

Student union MAMOK supports student tutoring by arranging student tutor meetings. Twice a year, student tutors meet for a 'battery charging' party. In addition, they receive student tutor T-shirts and a special badge for their student overalls. MAMOK's secretary of membership affairs and the student tutor officer (one of MAMOK's Board members) keep student tutors informed about current affairs and ensure that their voice is heard. In addition, student tutors are supported by teacher-tutors in each degree programme.

Peer Tutors help New Students

Each year, dozens of students become peer tutors in order to share their experiences and help first-year students to get started with their studies. Peer tutors are low-threshold contacts for newcom-

ers. They come from all degree programmes and work through the entire academic year: they arrange orientation week activities, parties and info events on topical matters at Mamk. Furthermore, peer tutors have the opportunity to participate in the arrangements of large cross-disciplinary student events.

Leisure Activity Tutors inspire to Play and Sing

Leisure activity tutors help new students to find the leisure and sports activities available at Mamk. They can act as activity leaders themselves for football, improvisation theatre, etc., but they do not necessarily have to be leaders: inspiring others to participate in activities is the most important part of their job. Did you know that Mamk has a band rehearsal room and a gym that students may use?



International Tutors Learn about Other Cultures

International tutors have the opportunity to enjoy an international atmosphere and learn about other cultures. The international atmosphere is already present during the training course, because there are participants from both Finnish and English degree programmes. International tutors are backed up by Mamk's International services and the International Club of the student union.

The International Club is run by students, and anyone interested in international activities is welcome to join! The IC is in charge of student tutoring for exchange students at Mamk, helping them to become familiar with the city, the study environment and, naturally, Finnish culture. Joining the IC is a good start for international activities, particularly if you are planning in going to exchange or take a work placement abroad.

Marketing tutors and promoters represent at events and on social media

Marketing tutors and promoters (after the launching of a new course in 2016)

represent Mamk and Kyamk at festivals, education fairs, seminars, school visits and various events around Finland. In addition, they produce content on social media and work as models at advertisement shootings, for example. It is fun, exciting and something completely different than normal school work. Kyamk and Mamk students attend the same courses.

Co-ordination of Student Tutoring

Student union MAMOK

Secretary of membership affairs,

Veera Partanen

jasenpalvelusihteeri@mamok.fi

Tel.+358 (0) 44 570 8619



Library and Learning Technology Services

Xamk's Library and Learning Technology Services offer up-to-date collections, guidance in the use of the collections, advisory services, borrowing and information services and training in informa-

tion management. The services are available to students and staff. Students and staff can borrow bicycles for short- or long-term use from the Xamk libraries in Mikkeli and Savonlinna. In addition, Library and Learning Technology Services provide support services for online education. These services include the maintenance of the Moodle learning environment and guidance in its use.

The collections of Xamk libraries include printed and electronic materials – books, magazines and data bases – representing all the relevant fields of study. Students receive training in the use of the library collections and services, as well as the theory and practice of information management. Information on the availability and location of materials can be found in the Kaakkuri data base. You can also book material and renew loans through Kaakkuri. Students and staff can access libraries' electronic materials from terminals connected to the school network. You can access most of the material also from your home computer, using your Mamk user ID and password.

Local library services are available on all Xamk campuses. The libraries in

Mikkeli, Savonlinna, Kotka and Kouvola supply internal loans from each other's collections. The opening hours and contact details of libraries can be found on the website, as well as the library course calendar and detailed information on library services. You can also access the e-material portal through the website.

More information and contact details:

- > www.mamk.fi/en/library
- > www.facebook.com/xamkkirpa
- > kaakkuri.finna.fi

eCampus

eCampus is an online study and service environment. On eCampus you can study and receive student services, support and counselling online. All eCampus services are available on the internet also outside the school network. The core of eCampus is the student's personal online learning environment (Moodle, Portfolio, Office365), around which eCampus is built. eTutors and eLibrary can also be found on eCampus.

LEARNER'S ONLINE WORKING ENVIRONMENT

Moodle

Personal learning environment

Study modules

ePortfolio System

Portfolios
Learning diary
Curriculum vitae

Office365

Webmail
Personal files
Group work

Adobe Connect

Synchronous
online learning
and webinars





Student Welfare

You do not need to face difficult times on your own. The student welfare adviser, **Kirsi Kämäräinen**, can help you if you are having trouble getting into the rhythm of studying or you feel like you have lost track of things. The student welfare adviser can also help with social, financial and interpersonal matters, and can offer guidance and advice for seeking treatment in the case of substance abuse or mental health problems. All conversations with the student welfare adviser will be treated confidentially.

The welfare adviser is based in building F on the Main campus in Mikkeli. If you are in Savonlinna, you will need to make an appointment to see the student welfare adviser. Appointments can be made by email.

Welfare adviser

Kirsi Kämäräinen

kirsi.kamarainen@mamk.fi

Tel.+358 40 709 4836



Student counselling psychologist **Mari Rauhala** provides individual and group counselling in problems related to studying, learning and daily life, such as motivation problems, stress, nervous tension, mental burden and coping with studies. The student counselling psychologist is a qualified health care professional, and all conversations with her are confidential. The psychologist's office is on the Main campus (building F, room 112). She visits the Savonlinna campus by appointment. You can contact the psychologist directly, preferably by email.

Psychologist

Mari Rauhala

opintopsykologi@mamk.fi

tel. +358 (0) 40 676 5140



Learning difficulties have no expiration date!

If you have been tested for reading or writing difficulties and you have offi-

cial documentation, give a copy to your teacher. Students with reading or writing difficulties may be entitled to extra support, such as extra time in exams or the opportunity for oral presentation to complement their answers.

You can also contact Kirsi or Mari in matters related to reading and writing difficulties.

READ MORE:



Campus Priest

The campus priest aims to enable personal and professional growth, offer help and facilitate contact with the activities of the parish. Priests from the Mikkeli and Savonlinna parishes serve Mamk students and staff. You can talk to the campus priest in confidence about all matters, from studying, interpersonal relationships, coping at work and loneliness, to the meaning of life and religion.

READ MORE:



Mikkeli

You can meet the **priest**

Jaana Pietiläinen without an appointment by

coming to building X. You can also get in touch with her to arrange an appointment. Tel: +358 40 0143 269.

Email: jaana.pietilainen@evl.fi



Further information is available on the student intranet, under the headings "Support services"/"Campus priests"

Savonlinna

The Savonlinna parish provides campus priest services, www.savonlinnans seurakunta.fi, tel. +358 (0)15 576 800

Student Health Care

Student health care is part of the municipality's standard health care services.

Student health care services aim to maintain and improve student welfare by promoting health and safety in the studying environment, maintaining students' capacity to study and arranging health and nursing services for students.

If you are entitled to financial aid as a

student, you are also entitled to use the services of health centres in the municipality in which you are studying.

Mikkeli

The student health care service is in building F on the Main campus, Tarkk'ampujankuja 6. Nurses are regularly available on weekdays. Opening hours and contact information are on the student intranet.

Nurse

Hanne Sorjonen

tel. +358 44 794 4633



Nurse Anna

Partti-Hämäläinen

tel. +358 44 7944670



Nurse

Sirpa Pirskanen

tel. +358 50 311 7276



Doctor Eeva-Leena Korpijärvi usually visits campus twice a week. Make appointments through the nurse, pref-

erably not by phone; email eeva-leena.korpijarvi@mikkeli.fi

Savonlinna

The student health care service is on the ground floor of the Savonniemi campus building. You should contact the health care service if you have a health problem which is interfering with your studies, or if you have any health-related questions.

Our nurse is **Kirsi Ruottinen**. She is available from Monday to Thursday, 8am–3.30pm and Friday, 8am–noon.

Nurse

Kirsi Ruottinen

Tel. +358 44 417 2376

kirsi.ruottinen@isshp.fi



The school's doctor, **Helena Salo**, is available on Thursdays, 8am–10am. The nurse will give you an appointment to see the doctor if necessary.

READ MORE:



Student



CELIA

Celia is a Finnish state-owned special library. It produces and provides literature in accessible formats for people who are unable to read standard printed books due to an illness or disability, such as visual impairment, dyslexia, learning difficulties, developmental disabilities and muscular diseases.

Our service promise for students in higher education:

Through us, students in higher education have access to all obligatory textbooks and some thesis books.

- > To register as a user, fill in the registration form (in Finnish) at www.celia.fi/korkeakouluopiskelijat
- > Send us a certification of your right to study. It can be a photograph or photocopy of your valid student card with the annual registration stamp/sticker attached to it, or you may send an official certificate provided by your school.
- > Send a copy of your authorised statement of print disability.
- > Students in higher education become Vera customers: you can borrow

books online free of charge by downloading files or streaming.

- > Textbooks are borrowed from the Celianet online service. You will receive your user ID after registering as a customer.
- > Most textbooks are Daisy Trio hybrid books. They are in audio format but also contain text files and images. They can be converted into audio or Braille books.
- > Users must acquire a suitable software or application for their device. Information on software is available here (in Finnish): www.celia.fi/kirjojen-kuuntelu.

www.celia.fi

palvelut@celia.fi

+358 (9) 2295 2200

P.O.Box 20, FI-00030 IIRIS

Safety

Safety is a natural part of all of our activities. In order to ensure safe conditions we find ourselves increasingly obliged to use various security systems and to make security measures a part of our daily rou-

tine. Safety and security measures are not just for emergency situations; a key objective of the measures is to ensure safety at all times.

Mikkeli University of Applied Sciences' guidelines for safety and emergencies can be found on the student intranet. You can also pick up the blue safety guide at the campus information desk. It is small, so it will fit in your pocket or purse. Take care to familiarise yourself with the safety guidelines at the start of your studies.

In safety-related matters, send email to turvallisuus@mamk.fi

Sports and Leisure

Mamk and the student union MAMOK offer a wide variety of leisure activities for all students. Both campuses have a gym, a sports hall and a band room (for more detailed information, see the Campus Services section in this guide). Leisure activities are available for individual students, teams and larger groups. There are instructed exercise classes and supervised groups for those interested in ball games. MAMOK arranges tournaments in various sports for students. Cul-

tural activities, such as music and photography, are also popular. It is possible for students to become a leisure activity leader and earn credits for it.

Students involved in competitive sports have many training opportunities at Mamk.

READ MORE:



Campus Bikes

We have a total of 120 bikes on our Mikkeli and Savonlinna campuses for Mamk students and staff to borrow. Using your library card, you can borrow a bike for short- or long-term use from Xamk libraries in Mikkeli and Savonlinna.

Detailed instructions and rules can be found on the student intranet.

READ MORE:



Alumni Activities

Alumni are former students of Mikkeli University of Applied Sciences. Over

2,000 of them have joined our alumni register. Alumni activities provide the opportunity for continuous interaction with your former school and fellow students. Alumni can update and improve their professional skills, influence the development of their field of study and create useful networks.

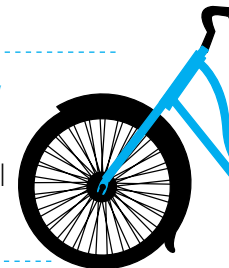
You can become involved in alumni activities as soon as you graduate. You can join the register when you apply for your certificate in the Asio system.



Mamk website

[www.mamk.fi/
mikkeli_uas/alumni](http://www.mamk.fi/mikkeli_uas/alumni)

YOU CAN BORROW
A BIKE FROM XAMK
LIBRARIES IN MIKKELI
AND SAVONLINNA.



Campus Services

READ MORE:



Student

Mikkeli, Main Campus

Opening Hours

The Main campus is open throughout the autumn and spring semesters from Monday to Thursday, 7am–6pm. On Fridays and on days before public holidays, it is open 7am–4pm. Students must leave the campus facilities by 7.30pm, unless normal lessons – in accordance with the university’s timetable – are still ongoing at that time. On days before public holidays, facilities must be vacated by 4pm.

During the holiday periods there are different timetables, please follow news on Student!

Traffic and Parking

The campus area is subject to normal traffic regulations and monitoring. Normal parking fines are in use for incorrect parking. Students may park in parking spaces

marked with a ‘P’ if there are no sign-posted restrictions. Some parking spaces are for staff only and signs ‘henkilökunta’ clearly demarcate them as such.

There are a limited number of parking spaces on campus, so it is recommended that you consider using public transport, cycling or car-pooling.

Local Bus Fares:

- > Single ticket: Adult EUR 3.30
- > Student ticket/Season ticket:
 - Zone 1** (IAIB, 2, 4, 5, 6, 7, Suonsaari, Moppe service) = EUR 39
 - Zone 2** (service Mikkeli – Otava – Mikkeli) = EUR 47
- > Buses stopping near campus:
 - BUS 1A** – Get off at Kiiskinmäki on Otavankatu; 600 metres’ walk to campus.
 - BUS 2** – Get off on Porrassalmekatu; 500 metres’ walk to campus.
 - BUS 4** – Get off on Jääkärikatu, next to campus.
- > Further information: www.mikkeli.fi/palvelut/joukkoliikenne



Student Affairs Office

The student affairs office is open Monday to Friday, 9am–3pm. – See Student for information on changes.

Campus Information Desk

The campus information desk is located next to the main entrance of building D. See Student and info-TV for information on opening hours and services.



Restaurant Services

The restaurants Kasarmina and DeXi serve KELA-subsidised lunches on the Main campus. The campus is also home to Restaurant Talli and Café Campus. Menus, price lists and opening hours of the Main campus restaurants can be found on Student. You can see the locations of the restaurants on the map at the end of this handbook. By using a reloadable payment card, you get a discount on KELA-subsidised lunches and have access to special offers at Restaurant DeXi and Kasarmina.

Café Campus is located in building A.

Recreational Facilities

There is a band room on campus for Mamk students and staff.

Read the band room rules on Student. Reservations through MAMOK's office.

The gym is on the second floor of building U (the same building where the bowling alley is). The gym entrance is at the end of building U. The gym is only for Mamk students and staff. You need an access card; apply for it by filling in an electronic form at

www.lyyti.fi/reg/Avainhallinta_0457

Gym Hours for Students:

- > Mon 7am–8pm
- > Tue 7am–8pm
- > Wed 7am–8pm
- > Thu 7am–4pm and 6pm–8pm
(staff 4pm–6pm)
- > Fri 7am–8pm
- > Sat 7am–8pm
- > Sun 7am–8pm

Access with student access card from 7am to 7pm. You must leave the gym/ changing room by 8pm.

PLEASE NOTE: You cannot use the gym if someone has made a reservation.



More information on the use of the gym is available from Main campus caretakers, tel. +358 153 556 331 and physiotherapist **Paula Hämäläinen**, tel. +358 50 312 5029.

The Main campus sports hall is located on the ground floor of building D. It is for Mamk students and staff. Classes are given the opportunity to make reservations for regular use of the sports hall at the beginning of each period. The reservations are entered in the room reservation system, where they can be browsed (schedules -> Mikkeli luokat -> D102).

Students can make single reservations by contacting MAMOK's office. Please make your reservation at least three weekdays in advance. Students may use the sports hall during the hours when the building's entrance doors are open, so an access card is not needed. There is a changing room with lockers and a shower room adjacent to the sports hall. Always wear indoor gym shoes in the sports hall. It is strictly forbidden to enter the sports hall in outdoor shoes!

The outdoor playing field is located

next to buildings E and F. The size of the field is 10*15 meters and it is surrounded with a 3 meter high fence. You can play for example street basketball and street floorball on the field. It is suitable also for different kinds of events.

There is a five-basket disc (frisbee) golf course on the main campus. It is open for anyone interested in disc golf. The course begins near the junction between Tarkk'ampujankuja and Prikaatinkatu, and the baskets are located in the nearby park. Only discs with blunt edges – putters and mid range discs – are allowed. Discs with sharp edges (drivers) are forbidden for safety reasons.

See chapter 7 of this handbook for more information on sports and leisure activity groups.

Wireless Network

Wireless connections on campus enable students to focus on their studies also outside the classroom, such as student restaurants and lobbies.

Printing and Scanning

Students may print out study-related documents in classrooms, independ-

ent study areas that have printers (see the chapters below for more information) and on the photocopier located in the independent study area on floor D2 (this photocopier cannot be used for copying). Students must bring their own printing paper. In the library, students can print out both black-and-white and colour documents. Students must bring their own printing paper.

The photocopier on floor D2 can also be used as a scanner, so that you can send the files from the computer to your email box.

You can print A3 documents in the D2 independent study area and in classrooms E101 and E103.

Campus Library

The Campus Library is a learning environment where you have access to printed and digital materials, study rooms and tools (including e-reader and dictating devices). The library provides also guidance and teaching information retrieval. The Campus Library is located in building K on the Main campus. The latest issues of journals and newspapers can be found in the newspaper reading room

located in building X, between restaurant Dexi and the student affairs office.

The library's customer service number is +358 40 868 6450 and email address kampus.kirjasto@xamk.fi.

The Campus Library is open Mon-Thu 8am-5.30pm (customer service available from 9am), Fri 9am-3pm. During holidays the library is open Mon-Fri 9am-3pm. Any changes to opening hours are posted on the library website and on the Student intranet.

➔ Library website:
www.mamk.fi/en/library

➔ Library on Facebook:
www.facebook.com/xamkkirpa





Campus Library's study facilities for independent studying

Campus Library has a number of different study facilities and facilities for meeting. On the first floor of the library, you can find a group study room which you can reserve at the library. There are also several workstations and sofas. Upstairs you can find a computer classroom which you can use when there are no reservations. On the second floor there is also a study room with computers and places to use your on portable device. There are also Fatboy beanbags and sofas for chilling out and Silece Sound Center chair for those who seek silence.

Xinno – an Innovative Learning Environment

In August 2014, Mikkeli University of Applied Sciences introduced a new innovative learning environment, Xinno. Its

objective is to develop and promote closer co-operation between different players. Xinno focuses on new inspiring, multidisciplinary learning and teaching methods. Xinno aims to be a centre for multidisciplinary and a meeting place for companies, students, lecturers and other stakeholders.

In the new learning environment, learning is collaborative and multidisciplinary and based on real-life assignments. The approach is user-driven; for companies, the model provides user-driven testing, product development and continuing education opportunities. Students, companies and staff participated in the development of the concept. Project facilities are located downstairs, and the upper floor was designed to meet the needs of continuing education and the Open University of Applied Sciences.



Other Study Facilities

Mamk has a number of different study facilities for independent and group study. You can find computers in any study building on campus, but there are also computer-free areas. All facilities are meeting places for students and available for any study- or work-related assignments. Computers, printers, data projectors and network connections enable and promote modern ways of studying.



Mikpoli IT and Media Technology Centre

Most of the teaching facilities are located in wings A and B of the Mikpoli building, and the third wing contains company facilities. On the second floor of wing B there are seven computers and a printer for students' independent work.



A2

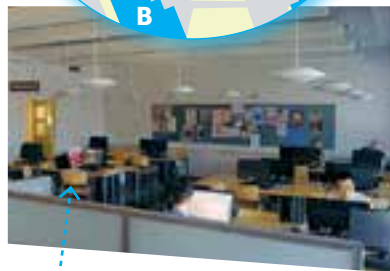
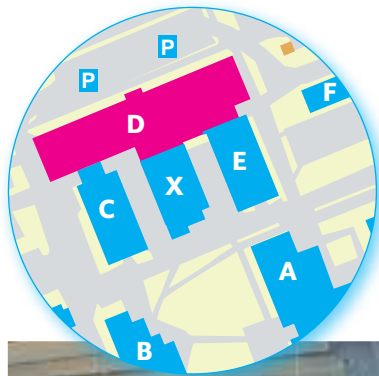
In the lobby of the 2nd floor of building A, there are four computers and a large table for group work. Also in room 250 there are eight computers.



C1 On the ground floor of building C, there are four computers and a printer for independent study. On the 2nd floor of building C there are four computers for independent study.



C3 On the 3rd floor of building C, there is a computer-free working area. For-estry magazines and board games are also available.



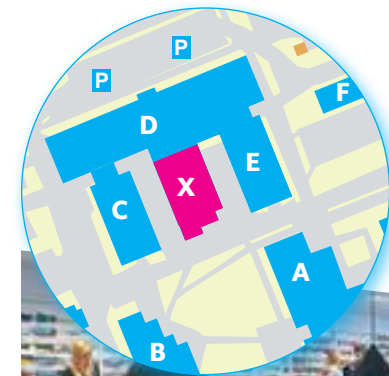
D2 The 2nd floor study area in building D. A total of 24 computers are available for independent study or pairwork. Next to the computers, there are two large tables with chairs for group work. There is a printer that can also be used as a scanner. In the hallways, there are lockers for students' belongings. You have to pay a deposit of one euro.



A small area with ten computers for independent study or pairwork at the C end of building D.

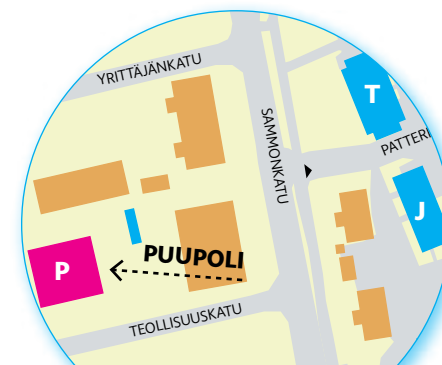


D3 Building D, 3rd floor. There are 14 computers available for independent study or pairwork. There are also sofas that larger groups can use, and two black-and-white printers. In the hallways, there are lockers for students' belongings. You have to pay a deposit of one euro.



XI Newspaper Reading Room
An area for quiet study with a variety of newspapers available as well as magazines useful for all degree programmes and electronic publications (with a QR code).

Puupoli
Puupoli, located in Mikopolis, is an acknowledged expert in wood research and testing, and one of the few repre-



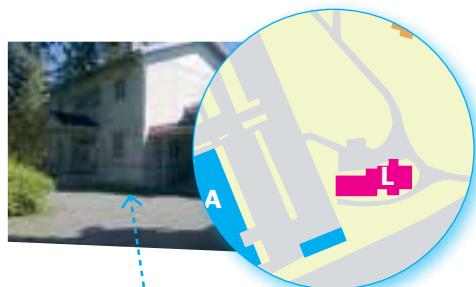
sentatives of its field in Finland. For years now, Puupoli has been studying the thermal treatment of wood and testing the strength of sawn timber. The idea is to bring research closer to education. The testing equipment has been built and installed in co-operation with Japanese partners.

mine their microbiological quality and chemical composition; quantifies microbiological and chemical parameters related to the quality of pure water and sewage; and analyses the presence of moulds and the particle and radon content in indoor air. In addition, the laboratory conducts testing of noise levels in the environment and rot testing of wood in accordance with EN113.



Environmental Technology Laboratory

The environmental laboratory conducts microbiological and chemical analyses and various physico-chemical measurements. It analyses foodstuffs to deter-



Cafe Labra

Cafe Labra, or building L, is maintained by student associations and serves mainly recreational purposes. It is a venue for parties, game nights and many other leisure activities throughout the year.

A fee of EUR 10 is charged for the use of Labra; the money is used for purchasing cleaning equipment. Reservations: www.miory.fi/labravaraus.html



Savonlinna, Savonniemi campus

Opening Hours

The Savonniemi campus is open during the autumn and spring semesters Monday to Thursday, 7am-7pm. On Fridays and days before public holidays, the campus is open 7am-4pm. During semesters the door A is open Monday to Friday 7am-4pm. Other doors are closed. Stu-

dents must leave the campus facilities by 7.30pm, unless scheduled classes run on later. On days before public holidays, the facilities must be vacated by 4pm.

The Kaarisali restaurant is open Monday to Thursday 8am-3pm (lunch served 10.30am-13.30pm) and Friday 8am-2.30pm (lunch served 10.30am-13.30pm).

Traffic and Parking

Savonlinna has good public transport service, a train station and an airport. Public transport timetables and prices are listed at www.savonlinna.fi/matkailijalliikenneyhdydet. Parking is permitted in designated parking spaces in campus courtyards, providing there is not a sign reading 'Varattu' ('Reserved'). On-street parking is also available in designated areas.

Campus Library

The Savonniemi library is a learning environment where you have access to printed and digital materials, study rooms and tools. In addition, the library provides advice and teaching information retrieval. The Savonniemi library is in the wooden house located in the campus courtyard.

The library's customer service number is +358 50 312 4977 and email address savonniemi.kirjasto@xamk.fi.

The Savonniemi library is open Mon 10am–3pm, Tue and Wed 8am–4am (customer service from 9am), Thu 10am–5.30pm and Fri 10am–3pm. During holidays, the library is open

11am–3pm or closed. Any changes to opening hours are posted on the library website and on the Student intranet.

➔ Library website:
www.mamk.fi/en/library

➔ Library on Facebook:
www.facebook.com/xamkkirpa

Student Affairs Office

The student affairs office is located on the second floor. It is open Monday to Thursday 8.30am–4pm and Friday 9am–3pm. Any changes to opening hours are posted on the student intranet. The student affairs office can be contacted by telephone, +358 50 3125 037, or by email: savonniemi.opintotoimisto@mamk.fi.

Recreational Facilities

The Savonniemi campus has a gym and a sports hall. They are open to students during term times from Monday to Thursday 7am–8pm (except on public holidays) and Friday 7am–6pm. During holiday periods, the gym and sports hall

are usually open from Monday to Friday, 9am–3pm. You can check if the facilities are reserved using the reservation calendar on the student intranet.

The student association, Savonlinnan ammattikorkeakouluopiskelijat ry (known as SOHVA), operates on the Savonniemi campus and is an affiliated student association of MAMOK. SOHVA is active and highly visible on campus, arranging various events and recreational activities. SOHVA's office is on the ground floor of the campus and it is also responsible for the new student room on the lower floor of the campus. Further information about SOHVA is available on its Facebook page.

Independent study, printing and scanning

Bring your own paper for printing. Colour printing is not possible. Students may use the scanners in the computer labs (333, 317) and the library. In the on-campus independent study room (438) on the 4th floor, there are 14 computers and one web printer. There is an independent study room above the Kaarisali restaurant, on the 2nd

floor, with nine computers and one web printer. In addition, you may study independently in computer labs when there are no classes. The computer labs are in rooms 133, 317 and 333. In the library there are 16 computers, a printer and a scanner that students may use during the library's opening hours. For more information about independent study facilities in the library, please contact the library staff.

General Information

Mikkeli University of Applied Sciences

Mikkeli University of Applied Sciences (Mamk) provides highly professional education, participates in practical research and development work and provides services related to education. The university of applied sciences is based at two campuses: Mikkeli and Savonlinna.

Mamk is profiled as an institution that supports life-long learning and is a strong RDI university. A key strength of the university is its understanding of Russia.

- > 4,500 students, 350 staff members
- > 720 new students each year
- > 400 new mature students
- > 7 fields of study
- > 17 Bachelor's degree programmes, 3 taught in English
- > 10 Master's degree programmes
- > Mamk has an extensive network of over 200 partner institutes abroad

- > 900 students representing different fields of study graduate from Mamk each year with good employment prospects
- > Mikkeli University of Applied Sciences is maintained by Mikkeli University of Applied Sciences Ltd
- > The President and Managing Director is **Heikki Saastamoinen**



CAMPUSES IN THE TOWNS
OF MIKKELI AND SAVONLINNA

4500

STUDENTS



In addition to education, Mikkeli University of Applied Sciences carries out extensive research and development work and provides a wide range of services. The university conducts applied research and the focus is on results which can quickly be taken into practical use. New products and operating models come to life as the result of projects and theses, 800 of which are completed every year at Mamk.

Collaboration with Kymenlaakso University of Applied Sciences (Kyamk)

Mikkeli University of Applied Sciences Ltd and Kymenlaakso University of Applied Sciences Ltd formed a partnership in 2009. For the time being, Kyamk and Mamk operate as independent universities of applied sciences, but they will merge at the beginning of 2017. The name of the new institute of higher education will be published by the end of 2015.

The harmonised curriculum structures and shared conceptual foundations guarantee students the opportunity for flexible study, enabling them access to

courses at another university of applied sciences. Departments teaching the same discipline have collaborated to work on the content and delivery of the curricula, thereby improving the quality of teaching and offering students various alternatives for completing their courses.

The partnership has been particularly beneficial in terms of increasing the range of alternative professional courses on offer, which better enables students to map out their own career path, deepening their knowledge of their chosen field and branching out into new fields within the remit of the degree programme's curriculum. Additionally, students have access to common courses which can be studied as electives and online. In this way, students have more flexibility in terms of how they complete courses whilst having a wider range of courses to choose from. The two universities have collaborated to create common innovation and entrepreneurship courses, paving the way for ever greater focus on these areas.

Master School is a joint concept of Mamk and Kyamk for Master's programmes. The purpose is to clarify the

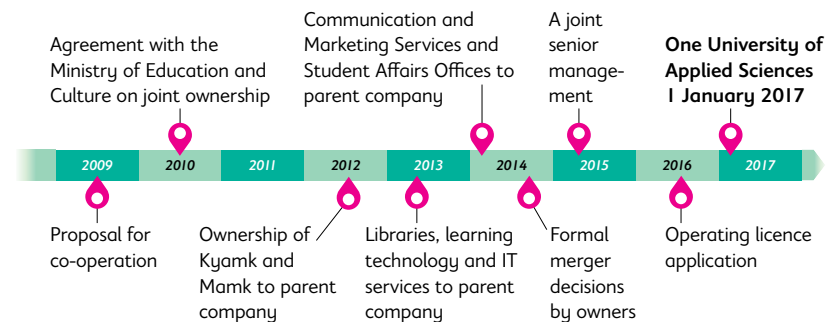
profile of UAS Master's degrees and emphasise their contribution to the development of business and industry. A further objective is to develop a multidisciplinary, international and dynamic joint learning and RDI environment for the two universities of applied sciences. For students, Master School provides the opportunity for studying in multidisciplinary learning and development environments that are closely linked to innovation and development of business and industry.



*) Number of students in the year 2014



ONE UNIVERSITY OF APPLIED SCIENCES



try. Moreover, students can more flexibly plan the structure of their degree using the courses provided by Mamk and Kyamk.

Both universities of applied sciences use the Sole Ops system, which makes it easier for students to browse the courses on offer and identify the most suitable ones. To maximise the potential for 'cross-studying', schedules have been coordinated to be as compatible as possible. An example of this is that holidays occur at the same times at both universities.

Students also benefit from harmonised exam timetable: general exams will be arranged every other Monday in the academic year 2015–2016. On these days, students can take their exams on any of the four campuses: Kotka, Kouvola, Mikkeli and Savonlinna.

➔ Further information:
www.xamk.fi

Mikkeli

Mikkeli has 50,000 residents and there are over 6,000 students in the city.

Mamk's Main campus is about 10 minutes' walk from the city centre. The city centre is home to the most beautiful market square in Finland, Eastern Finland's largest shopping centres and pedestrian street.

The campus is one of the country's most diverse university campuses in terms of the number of disciplines taught. There are good services for students on campus, such as student accommodation, a gym, ten-pin bowling and several cafes and restaurants. There is plenty for students to do in their free time in Mikkeli. Cross-country skiing tracks cover the city, along with jogging paths and an ice skating rink on Lake Saimaa, which is a popular attraction on sunny days in the winter.

Mikkeli Student Housing Ltd offers accommodation for over 700 students. Some of the apartments are furnished and some have internet connections and cable TV. Mikkeli is easy to reach from Helsinki: the journey by car, bus or train takes less than 2.5 hours.

➔ Further information:
www.mikkeli.fi



Savonlinna

The city of culture, tourism and education has 36,600 residents. Savonlinna is famous for its opera festival, the blue waters of Lake Saimaa and the steam ships that sail on the lake. There are about 2,200 higher education students in Savonlinna, of which 800 study on Mamk's Savonniemi campus. In addition to culture, Savonlinna has a wide range of sporting activities to offer.

Savonlinnan opiskelija-asunnot Oy (SAO) offers accommodation for almost 1,300 students. Student accommodation is available in 22 different locations. Savonlinna can be reached by bus, train and plane.



Further information:
www.savonlinna.fi

Campus History

Main Campus, Mikkeli

Mikkeli's old wooden barracks were built by the Finns in the 1880s to provide a place to train conscripts doing their military service. Russia disbanded the Finn-

ish sniper battalions in 1901 and filled the barracks with its own soldiers. When Finland became independent in 1917, the Russians left Mikkeli. Since then, the barracks have been occupied by Bicycle Battalion 3, Infantry Regiment 7, later known as the Savo Brigade.

In the 1960s, the defence forces moved out of the campus area to Karkialampi. Nowadays, the military history of the campus and its surroundings is still evident: the area is home to the officers' club, the infantry museum and Mikkeli's military textiles workshop. The technical school of Mikkeli arrived in 1967. It became Mikkeli technical college in 1978, and has operated in its current form, as Mikkeli University of Applied Sciences (Mamk), since 1992.

Savonlinna

Mamk has three locations in Savonlinna: The Savonniemi Campus, the FiberLaboratory and the 3K Factory of Electronics.

The older section of the Savonniemi Campus was built in 1957. Originally a secondary school for girls, it became a business college in 1982. Mamk moved

to the building in 1996, and the extension was completed in 2006.

The Savonlinna FiberLaboratory was launched in 2005 as a paper technology-focused regional unit of Lappeenranta University of Technology. The pulp and environmental technology research team of Mikkeli University of Applied Sciences (Mamk) was also working in the unit already in 2005.

Since 2011, the FiberLaboratory has been solely by Mamk.

From the very beginning, the FiberLaboratory has been providing the forest industry and the industry's equipment and chemical suppliers with testing and analysis services. In addition, it has increased expertise in the region through research projects. Today the services also cover water and sludge studies. Doctoral

theses and patents demonstrate the laboratory's international expertise.

Furthermore, the laboratory has launched a Process Technology degree programme, in order to produce future bioprocess experts.

The 3K Factory of Electronics was established in Savonlinna in 1999 to study the regional development and growth of the electronics industry. Its activities and services include product development services and research and manufacture in the field of electronics, as well as related training. The 3K Factory is located at Technology Centre Elektronia, also the home to a number of internationally acknowledged companies and a unit of Lappeenranta University of Technology. These units employ more than a hundred experts of the field.



AC Adobe Connect. An easy-to-use browser-based environment. The course teacher gives you the address through which you can log in to the online classroom. AC enables real-time sound and video connections between the people in the online classroom.

alumni Masculine plural form of the Latin word *alumnus*. It means 'foster son' or 'pupil'. In the United States, educational institutions started calling their graduates (both men and women) alumni, and the word in this meaning was later imported to Finland. Graduates from Kyamk and Mamk are automatically alumni of Kyamk and Mamk, respectively.

Asio Asio is the student administration information system used at Mikkeli University of Applied Sciences. The system includes functions for students, the student affairs office, teachers and heads of departments. For students, the most important functions of Asio are the following: register as attending or non-attending in the academic year; register for courses each semester; browse and print out the list of courses completed; register for retake examinations; manage

your electronic personal study plan (ePSP); apply for exchange programmes and browse approved exchange reports; change your contact details; and submit a request for a degree certificate.

Bachelor's thesis By writing a Bachelor's thesis you develop and demonstrate your ability to apply your knowledge and skills in a practical assignment that requires expertise in your professional field of study. During the thesis process, you will be required to use your expertise in a different way compared with your previous assignments. The thesis is written during the final part of your studies, and the process will develop your insight and responsibility as an expert.



Campus bike Bicycle that you can borrow from the library.

DeXi Restaurant and 'living room' on the ground floor of 'D' building on Main Campus.

eCampus eCampus is an online study and service environment. On eCampus you can study and receive student services, support and counselling online.

ePSP ePSP (eHOPS in Finnish) is your (electronic) personal study plan. It helps you to plan and manage your studies and to achieve good learning outcomes in accordance with your goals.

Erasmus The Erasmus programme (European Region Action Scheme for the Mobility of University Students), established in 1987, is the most extensive exchange programme for European students in higher education. It promotes co-operation and mobility between European institutes of higher education.

Examination Committee The Examination committee handles requests for adjustment regarding the assessment of a study

attainment or credit transfer decisions, or decisions on student selection or lost study right.

FiberLaboratory FiberLaboratory (Fiber Lab) is a unit of Mamk located in Savonlinna. The FiberLaboratory conducts research and provides training.



Frank Service that gives access to all student discounts in Finland. The Frank student card is a nationwide card for students in higher education. It is produced in co-operation with Elisa. The Frank service is jointly owned by Finland's national student unions (SLL, SAKKI, SAMOK and SYL) and KILROY Finland. You access the service by joining the student union, MAMOK. www.myfrank.fi

GameLab (Kyamk) GameLab is a learn-

ing environment for Game Programming students (Information Technology degree programme) at Kymenlaakso University of Applied Sciences. GameLab is for students who have a passion for developing and testing games.

HanSa HanSa is a key tool used for research and development activities at Mikkeli University of Applied Sciences. For students, HanSa provides a genuine learning environment that they can use in project studies, for example. The software guides the preparation of the project in accordance with the logical frame of reference model; goals, results, measures and indicators are determined for the project.

Helpdesk At helpdesk.xamk.fi, you can send questions and ask for help with various matters, such as the use of Moodle).

Innopankki Online platform for collecting and processing ideas. Anyone can enter their ideas or interesting observations in Innopankki. Innopankki helps teachers to find real-life cases for courses and promotes closer co-operation with other players in the field. www.innopankki.fi

Jobstep Jobstep.net is a free of charge employment service for universities of applied sciences. Employers can post job advertisements, and job-seeking students can post their information.

Kaakkuri Collection data base of the library of South-Eastern Finland's University of Applied Sciences Ltd (Xamk).

Klaani Student union of Kyamk.

Kyamk Kymenlaakso University of Applied Sciences.

Labra Cafe Labra, or 'L' building, is maintained by student associations for leisure activities. Various happenings, parties, board game nights and other leisure activities are arranged throughout the academic year.

Mamk Mikkeli University of Applied Sciences.

MAMOK Student union of Mamk.

Master School Learning community for Master's degree students at Mikkeli and Kymenlaakso Universities of Applied Sciences (Mamk and Kyamk). Master School provides

the opportunity to build the career path of your choice and expand your professional network.

Maturity test Before graduating, you must take a written maturity test. It is based on your thesis. Each student writes his or her maturity test independently. The language of the maturity test depends on the student's language of education preceding the UAS studies.

Moodle Moodle is an online learning environment used by Kymenlaakso and Mikkeli Universities of Applied Sciences. Many homework assignments, such as written reports, can be turned in through Moodle.

Multi-mode education Students attending multi-mode education usually work while they study. Therefore, multi-mode education is flexible. It consists of classroom sessions in evenings and at weekends, online studies and independent studies.

Normative duration of studies Normative duration of studies means the time needed to complete all requirements for the degree, assuming that the student is

engaged in full-time study and making adequate progress. The extent of studies at universities of applied sciences is 210 cr (3.5 years), 240 cr (4 years) or 270 cr (4.5 years).

OPALA The Finnish Ministry of Education administers the OPALA student feedback system. Feedback is collected from graduating master students on practical training, quality of teaching, student counselling, employment situation, etc. The questions were developed by the Ministry of Education in co-operation with the universities of applied sciences.

Opponent Opponents point out strengths and weaknesses in a work and stimulate discussion. Opponents give reasons for their opinions and present their comments as arguments, observations, questions, opinions, doubts, etc. They may suggest changes and improvements to the work.

OVA Mentor teacher. A person responsible for providing counselling for students at Mamk or Kyamk.

PSP PSP (HOPS in Finnish) is a tool and process for students for planning their studies

and developing their skills and competence. The planning of studies and learning continues throughout the studies. The PSP is also a tool for developing your academic expertise. In addition, it helps to develop skills to identify and describe such expertise.

REDI Research, development and innovation activities.

RPL Identification and recognition of prior learning ('AHOT' in Finnish).

SAMOK Nationwide, politically independent non-profit organisation for students at universities of applied sciences. The organisation makes students' voices heard to the state administration and other relevant stakeholders. In addition, it arranges various nationwide services and discounts for students.

SMART Board, SB Interactive whiteboard that enables visual, inspiring presentation of material in class.

Social media etiquette Guidelines that help students with the use of social media in study-related situations and prevent potential problems. In addition, the guidelines

coach students on the rules of using social media at the workplace.

SoleOPS Online study guide. System that contains a description of the course supply at Mamk.

SORA guidelines Guidelines for determining a student's unsuitability for studies (related to so-called SORA legislation). The purpose of SORA is to improve the safety of education and work.

Student Intranet site for Kyamk and Mamk students – the most important communication channel.

Students' association Student organisation founded by students representing a specific campus, field of study or degree programme. Student unions arrange various activities for students and supervise students' interests in their respective units.

Student tutor Student who provides guidance for other students. At Mamk, there are four types of student tutors: peer tutors, leisure activity tutors, international tutors and marketing tutors. At Kyamk, there are

tutors-in-charge, student tutors and international tutors.

Student union Statutory supervisor of the interests of all students at the UAS. It represents students both locally and nationally. Mamk's student union is MAMOK and Kyamk's student union is Klaani.

Talli Restaurant and learning environment located on the Main Campus of Mamk.

Theseus Online repository of theses written by UAS students.

Urkund Plagiarism checker that compares your submitted work with Internet sources, its internal database and other databases. The system examines the sources you have used and the authenticity of the references.

Webropol Online survey and analysis software that can be used for carrying out questionnaires, collecting feedback on events and compiling reports. It can be a valuable tool when you are working on your thesis.

Xamk South-Eastern Finland's University of Applied Sciences. The parent company of

Kymlaakso University of Applied Sciences (Kyamk) and Mikkeli University of Applied Sciences (Mamk).



Xinno Innovative learning environment located in 'N' building on the Main Campus of Mamk.

Yamk Master-level qualification at a university of applied sciences. Students who have completed a Bachelor's degree can take a Master's degree after a few years of work experience. The duration of Master level programmes ranges from 1 to 1.5 academic years of full-time study. A Bachelor level degree or other applicable degree and three years of work experience are required.



Mikkeli University of Applied Sciences Ltd

Board of Mikkeli University of Applied Sciences Ltd.

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**Vice president
Vice CEO**

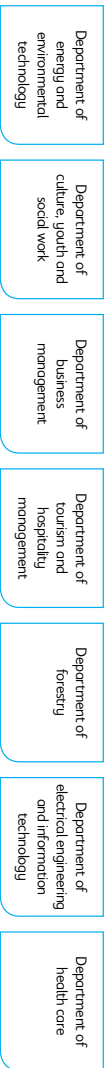
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Director of development

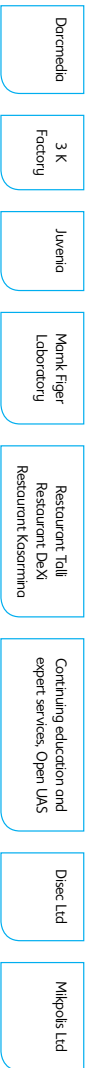
Director of quality and services

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Departments



Services for companies and individuals

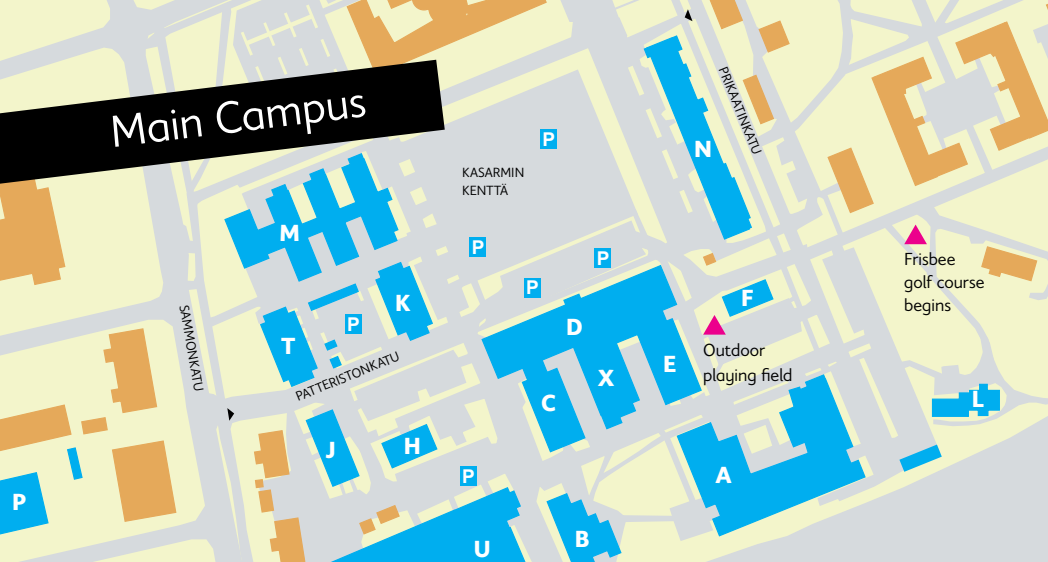


Support services



Xamk Ltd

Main Campus



LABORATORIES, LEARNING ENVIRONMENTS

- T** Sensory evaluation
- M** IMT studios
- A** Building services and material technology laboratories
- T** Teaching kitchen
- P** Wood laboratory
- D** Electrical Engineering laboratory
- P** Product development studio
- J** Environmental engineering laboratory
- N** Xinno

CONFERENCE FACILITIES

- A** Auditorium A
- D** Auditorium D
- M** Kuitula
- M** Mikpoli auditorium
- T** Conference facilities of Restaurant Talli

ADMINISTRATION, R&D, OTHERS

- M** Darcmedia
- H** Administration
- M** Mikpoli
- P** Puupoli
- M** IT services

STUDENT SERVICES

- X** Admissions services
- K** Campus library
- X** International services
- X** Reading room
- X** Student affairs office
- F** Welfare adviser
- F** Student psychologist
- F** Student health care
- X** University chaplain
- X** Open University of Applied Sciences
- X** Continuing training

STUDENT ORGANISATIONS

- X** Student union of Mikkelin University of Applied Sciences MAMOK
- L** Student associations (MTO, MIKRO, NILA, SOKKA, MIO)

FREE TIME FACILITIES

- U** Bowling alley
- U** Fitness gym
- D** Band room
- D** Sport hall
- L** Labra
- U** Small group facility

RESTAURANTS, CAFES

- A** Café Campus
- D** Restaurant DeXi (+ stage)
- B** Restaurant Kasarmina
- T** Restaurant Talli
- U** Bowling Café



KASVA
VAHVAKSI.
GROW
STRONG.

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