



Master's Degree Programme in  
EDUCATION and GLOBALISATION

# PRACTICALITIES

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### *Practicalities*

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© Raisa Suominen, [edglo.coordinator@oulu.fi](mailto:edglo.coordinator@oulu.fi)

*EdGlo - Master's Degree Programme in Education and Globalisation*

*The EdGlo students and teachers are welcome to send suggestions for up-dates and corrections for this booklet to Academic Advisor/Programme Coordinator. The Faculty of Education takes no responsibility for the damage caused by inadequate, outdated or false information.*

## 1 Annual Registration

Students need to register to the university annually (i.e. for each academic year) and pay the student union fee. Credits and grades cannot be inserted in the study register if student is not registered as 'present'. Students have to be registered as 'present' also during that semester when they graduate (= when their graduation certificate is officially issued). More information is available at [www oulu.fi/english/registration](http://www oulu.fi/english/registration).

## 2 Academic Calendar

Autumn semester 2014

1 September–21 December (weeks 36–51)

Spring semester 2015

7 January–24 May (weeks 2–21)

There are no official holiday periods for students during the semesters. Students are advised to arrange their travel outside the academic semesters.

During both autumn semester and spring semester there is one week when there is no contact teaching organised: in autumn week 43/2014 and in spring week 10/2015. These are the so called 'library weeks'. Students are expected to work independently on their assignments during the library weeks.

Course schedules (and changes in the schedules) are available at

- Weboodi: <https://weboodi oulu.fi/>
- Lukkari: [https://lukkari oulu.fi/index\\_en.html?uilang=en-US](https://lukkari oulu.fi/index_en.html?uilang=en-US)

## 3 University Computer Network (Paju) User Account and Email

The university computer network account, the so called Paju account, enables students to access the university computer network. The Paju username/password is the students' key to computers and many study related services.

The Paju username/password gives access e.g. to:

- E-mail – OS365: <http://www oulu.fi/ict/node/19377>
- Virtual learning environment – Optima: <https://optima oulu.fi/>
- Wiki environment – Confluence: <https://wiki oulu.fi/>
- Information system for administration and registration of information about students, studies, and teaching – Weboodi: <https://weboodi oulu.fi/>
- Schedule tool for students studying at the University of Oulu – Lukkari: [https://lukkari oulu.fi/index\\_en.html?uilang=en-US](https://lukkari oulu.fi/index_en.html?uilang=en-US)

- Software distribution – free anti-virus software: <https://www oulu.fi/jakelu/>
- University Library electronic databases: [www oulu.fi/library/](http://www oulu.fi/library/)

The Paju user account is personal. Do not ever give your account information to anyone!

It is the students' responsibility to make sure they have a valid Paju username/password at all times – also during the summer months.

The password is valid for 180 days after which period it needs to be changed. Passwords can be changed over the web <https://www oulu.fi/passwd/> or in person at IT Services Helpdesk (student Centre, KE1020). New passwords will not be created or given out through email or phone.

With the Paju account each student is also given a university email account (@student oulu.fi).

All study related information will be sent to the email address which student has given to Weboodi in the beginning of his/her studies.

Guidebook 'Computer Services for Students' is available at:  
[www oulu.fi/ict/computer\\_services\\_for\\_students](http://www oulu.fi/ict/computer_services_for_students).

Personal help: IT Service Helpdesk is located at the Student Center (room KE1020)

Weboodi guide for students is available at:  
[www oulu.fi/oodienglish/students/student-guides](http://www oulu.fi/oodienglish/students/student-guides)

Lukkari guide for students is available at:  
[www oulu.fi/lukkari/Lukkari\\_student\\_guide.pdf](http://www oulu.fi/lukkari/Lukkari_student_guide.pdf)

## 4 Programme Website and Email Lists

The EdGlo website is found at [www oulu.fi/ktk/edglo](http://www oulu.fi/ktk/edglo). It is recommended to visit the website on a regular basis. On the website students have access to the Programme Handbook including e.g.:

- Guidebook: Curriculum
- Information on guidance services
- Guidebook: Practicalities
- Guidebook: Toolkit for academic essays and master's thesis
- Graduate profile and future career opportunities
- Brochure
- Contact details

All EdGlo students and their email addresses will automatically be added to Weboodi and the EdGlo email lists. All study related information will be sent through these email lists or via Weboodi. Therefore it is vital that students read their emails on a daily/weekly basis.

The EdGlo programme is also found in Facebook, Twitter and LinkedIn. Come and join us!

All new and old EdGlo students are welcome to join the Alumni network of the University of Oulu <https://alumni oulu.fi/>. You may join even if you hadn't graduated yet.

## 5 Registration for Courses

All students have an obligation to register to all courses via Weboodi.

Examples how to register to 1<sup>st</sup> year autumn courses:

First, log-in to Weboodi with your Paju username and password. Then, search the courses with, e.g. by entering the course code in the search field or alternatively from the EdGlo Course Catalogue. Search field is often the quickest method. "A", "A/S" and "S" in the beginning indicate the semester, i.e. whether the course is organised in autumn, autumn-spring, or spring semesters.

*Language and Communication Studies:*

→ Search field → 405033Y

You need to register to the following:

405033Y A Survival Finnish (EdGlo 1<sup>st</sup> year)

Please note there are other Survival Finnish courses as well, you need to pick the one that says EdGlo students!

*General Studies:*

→ By Course Catalogues → Faculty of Education → KTK – Master's Degree Programme in Education and Globalisation 2014-2015 → Degree Structure → Communication and Orientation studies (3 ECTS)

You need to register to the following:

405512Y A Orientation to the Finnish Culture and Educational System (EdGlo 1<sup>st</sup> year)

*Major subject courses:*

→ By Course Catalogues → Faculty of Education → KTK – Master's Degree Programme in Education and Globalisation 2014-2015 → Degree Structure → Major - Advanced studies in Education... You need to register to the following ones:

408512S A/S Issues in Globalisation (EdGlo 1<sup>st</sup> year)

408514S A/S Nordic Education in the European and Global Context (EdGlo-1<sup>st</sup> year)

408527S A Comparative Educational Research (EdGlo 1<sup>st</sup> year)

408518S A Internship seminars (EdGlo 1<sup>st</sup> and 2<sup>nd</sup> year) AND

and

408518S A/S Internship seminars (EdGlo 1<sup>st</sup> year)

*Research courses:*

→ Search field → 408517S-01

You need to register to the following:

408517S-01 A/S Quantitative Research (EdGlo 1<sup>st</sup> year and LET 1<sup>st</sup> year)

→ Search field → 408517S-02

You need to register to the following:

408517S-02 A/S Qualitative Research (EdGlo 1<sup>st</sup> year)

408013S-02 A/S Master's Thesis seminars (EdGlo 1<sup>st</sup> and 2<sup>nd</sup> year)

Please note there are other thesis seminars as well, you need to pick the one that says EdGlo!

*Minor subject courses (Minor subject: Education in Transition):*

→ Search field → 407530A

407530A A Defining Education, Educational Sciences and their Tasks (EdGlo 1<sup>st</sup> year)

Other minor subject courses/elective courses are searched in a similar way. Tip: Each faculty has a Course Catalogue named "Courses in English for Exchange Students". This gives students idea what courses are taught in English. Your student tutors will provide you more tips on how to use Weboodi.

NB! Weboodi always has the updated schedules. However, the teaching times may show simply "10:00" when it actually means "10:15". Please see chapter 9 "Lecture and Seminar Times at the Faculty of Education".

## 6 Calculating the Credits and Workload

1 academic year = 1600 hours of student's work

1 academic year = 60 ECTS credits

→ 1600 hours divided by 60 ECTS credits (= 26,7) = 27 hours / ECTS credit

→ e.g. course with 5 ECTS credits = 5 x 27 hours = 135 hours of student's work

## 7 Grades

Grades are Pass/Fail or numerical 0-5. Grade 'Pass' equals at least to numerical grade 3.

5 = excellent (ECTS A)

4 = very good (ECTS B)

3 = good (ECTS C)

2 = satisfactory (ECTS D)

1 = sufficient (ECTS E)

0 = fail (ECTS F)

## 8 Lecture and Seminar Attendance

EdGlo is a two-year full-time programme: students are expected to attend contact teaching on a daily basis and graduate in two years' time.

All EdGlo courses at the Faculty of Education require min. **80 %** attendance in contact teaching!

(Please note, when participating in courses by other departments or Languages and Communication etc. the attendance requirement might be different.)

Typically, study days consist of face-to-face teaching periods and independent work periods e.g. in library or cafeteria. Lectures and seminars are distributed from Monday to Friday between 8.15 am and 4.00 pm.

## 9 Lecture and Seminar Times at the Faculty of Education

schedules:		in reality:	
08–10	→	08: <b>15</b> –09:45	<i>in the morning quarter past</i>
10–12	→	10: <b>15</b> –11:45	
12–14	→	12: <b>30</b> –14:00	<i>in the afternoon half past</i>
14–16	→	14: <b>30</b> –16:00	

Please note, lecture times at other Faculties usually always start quarter past, i.e. 08:15, 10:15, 12:15, 14:15.

In case of visiting lectures the starting time may sometimes be different. In those occasions your teacher or the programme coordinator will inform you via email.

It is important to be on time. Punctuality is highly respected in the Finnish culture.

## 10 Exams

For every course that includes an exam, students will have three possibilities to take the exam. It is recommended to always attend the first exam, though.

All exams always start sharp: e.g. 09:**00**, 12:**00**, or 14:**00** and usually last for three hours.

So called general exams require registration by Weboodi. Other exams (arranged at our faculty by the course teachers) do not require registration. It can be seen from the course timetables whether an exam is arranged on a general exam day or if it is arranged at our faculty. In general exams, students need to show their student cards (or official identity cards) when they hand in their exam papers.

After the exam/deadline the teacher has three weeks to grade the exam/assignment, or longer if s/he informs the students beforehand.

## 11 Deadlines

Deadlines for assignments, essays, and other coursework: It is strongly recommended that students follow the instructions given by each course teacher and complete courses during that semester when it is offered and hand in all coursework by the deadlines given by teachers.

If student does not keep up with the deadlines: The teacher may use a sliding scale when grading the assignment.

In any case all coursework needs to be handed in by the end of the following semester at the latest! (e.g. autumn term course: the absolute final deadline is the end of the following spring semester). If not completed by then, the student will need to sit the course again!

## 12 Library and Course books

Oulu University Library is a scientific library. Opening hours during the academic semesters is:

Mon-Thu	8-19 o'clock
Fri	8-17 o'clock
Sat	10-15 o'clock
Sun	closed

Most text books are easily available at the university library. Many materials are also available in electronic form (e-journals and e-books). Students need not allocate money for buying text books.

As part of EdGlo studies all EdGlo students attend a course called 410051Y Educational Research and Information Retrieval Systems II in first-year autumn semester. The course is organised by the University Library and it includes tutorials how to use the library and its databases effectively.

All students are advised to familiarise themselves with the "Education subject guide" available at <http://libguides oulu.fi/education>. The "Education subject guide" describes how and where to find high-quality, reliable and timely information on education.

## 13 Study Certificates and Transcripts of Records

Whenever in need of official study certificates and/or official transcripts of records (either in Finnish or in English), students can just visit the Student Centre (open Mon-Fri 9:00–15:00, room KE1020).



## 14 Change of Personal Information (New Address, Finnish Identity Code)

When students change their address, or any detail of their personal data changes (like when they get a Finnish identity code), they should inform the Student Centre (room KE1020) about the changes. It is very important that students' personal data is correct and updated in the study register (Oodi) system!

In case of change in email address, students should also inform the academic advisor/programme coordinator.

## 15 Personal Study Plan

What is a Personal Study Plan (PSP)?

PSP is a written plan made by the student regarding his/her studies. In the EdGlo programme the student makes his/her personal study plan at the beginning of studies (during September first year). The plan will be reviewed during the course of studies

PSP consists of two parts: Part I covers the structure and timing of the degree programme studies and Part II student's objectives and self-assessment.

Why should I make a PSP?

You are able to set your own goals for studying and you are able to write down a concrete study plan to attain your degree. You will be able to schedule your studies realistically and monitor your study progress.

How do I make a PSP?

- i) Part I: Structure and Timing of Studies is completed in Weboodi ePSP system and submitted to your Academic Advisor via Weboodi.
- ii) Part II: Objectives and Self-Assessment is completed by using the EdGlo PSP word document available at [www oulu fi/ktk/edglo/information-for-current-students](http://www oulu fi/ktk/edglo/information-for-current-students). The document is sent to the Academic Advisor via email.
- iii) Academic Advisor will invite each student for a PSP discussion where student's study plan will be approved and student's objectives and expectations will be discussed together.

### PART I: STRUCTURE AND TIMING OF STUDIES (WEBOODI)

This is how you can get started:

Weboodi PSP Guide for Students is available at:

[http://www oulu fi/sites/default/files/content/OodiPSP\\_Guide\\_for\\_students.pdf](http://www oulu fi/sites/default/files/content/OodiPSP_Guide_for_students.pdf)

1. Access Weboodi at <https://weboodi oulu fi/> and log in by using your paju username and password and choose the PSP link on the left.
2. Select your planned graduation year from the drop-down menu and save your selection.
3. Begin devising your PSP (part I) by choosing "Create new PSP".

4. Select a degree structure template according to your major subject and the level of the degree by choosing 'Select'.
5. Name your PSP and write it in "My PSP's name" field. It is best to name your PSP clearly e.g. after the major subject and degree level. Weboodi will automatically add the creation date.
6. Fill in the basic information of the degree structure. You cannot make changes to compulsory studies. Verify the elective courses you wish to include in your basic information and select them. Finish by choosing "Save".
7. Tick the box "Visible to the advisors". Don't forget to save!
8. Once you feel that your PSP (part I) is ready, you can send it to your Academic Advisor (the EdGlo programme coordinator). First change the status of your PSP from draft to primary by choosing "Set to primary" and confirm by choosing "Change the status of PSP".
9. After changing the status you can send your PSP (part I) for approval. Choose "Submit for Approval" and select your advisor (the EdGlo coordinator) from the list.
10. By pressing "Send for Approval" the PSP (part I) will be sent to your Academic Advisor who will be informed about it by e-mail. Wait for your advisor's comments.

## PART II: OBJECTIVES AND SELF-ASSESSMENT (WORD DOCUMENT)

Please, use the word document "EdGlo PSP form" available on the EdGlo website. First, download the document on your computer, then answer the questions, and save. Send the document to your Academic Advisor via email.

### *Background and initial situation at the beginning of your studies*

Describe your previous studies (*name and duration of the degree, major/minor subjects, year of graduation*)

Describe your work experience (*where, what kind of work, for how long*)

What are your hobbies and other interests?

Why did you apply to the EdGlo programme?

What do you expect of the university studies / of this degree programme?

What are your personal strengths?

What are your areas to be developed?

### *Study and career goals*

What are your goals and objectives for the studies in this programme?

What do you find particularly interesting in the EdGlo programme?

What are your plans for your Master's thesis (*topic, data collection etc.*)?

What are your plans for your internship (*contents, time and place*)?

What do you want to do after graduation? What kind of career are you aiming at?

What kind of skills and expertise do you need in order to achieve your career goals?

### *Implementation, realisation, study constraints*

Are there factors limiting or complicating your studies?

Are you studying full-time? How much time are you willing to spend studying per day/week/month?

Consider also your family life, work, hobbies etc.

Estimated time of graduation (*month and year*)

### *Methods for studying*

What kind of study methods do you prefer and why?

What are your strengths and weaknesses as a learner?

### *Other issues*

What do you expect of study and career counselling?

Notes/other comments/free word

Please remember, that the purpose of the PSP is to serve you and guide YOU through your studies and help you attain your objectives. Therefore, it should be taken seriously.

Please also remember, that the PSP does not bind you. You can revise/update it, when necessary.

Your Academic Advisor (EdGlo coordinator) will make an appointment for an individual discussion with each student to have the personal study plan approved.

Literature:

Ansela, M. & Haapaniemi, T. & Pirttimäki, S. 2006. *Personal study plans for university students: a guide for study counsellors*. Learning Centre. University of Kuopio. Electronic version available at: <http://www.uef.fi/w5w/materials-in-english>

## 16 Extension to Residence Permit

Towards the end of the first study year non-EU students will need to pay attention to renewing their residence permits.

Students' fixed-term residence permits need to be renewed annually. Be sure to apply for an extended residence permit in Finland before your first residence permit expires. Residence permit extensions can only be applied in Finland at your local police station, not abroad. This means that if you are planning to travel abroad for your summer vacation, you need to submit an application for the renewal of your residence permit well before leaving Finland.

When extending your first residence permit becomes current for you, go to [www.poliisi.fi](http://www.poliisi.fi) or contact your local police station for more information on residence permit extensions and the application schedules. The police in Finland handles and decides applications for an extended residence permit and will advise you in matters concerning the extending of your permit.

If you are forced to apply for your next residence permit abroad instead of Finland, you will need to arrange a personal visit to a Finnish embassy for identification. Your application will then be handled as a first residence permit and the processing fee will be charged accordingly. The fee for a first residence permit application is higher than the fee for a residence permit extension application.

Remember that also a residence permit extension can be applied electronically by submitting an application at <https://e-asiointi.migri.fi>. You will still however need to contact your local police station and arrange a personal visit.

Oulu Central Police Station: Telephone service on Tuesdays at 9-11 and 13-15 tel. 071 876 5776. Personal service (at Rata-aukio 2) is available only by appointment. More information: Oulu Police – Licences for Foreigners:

<http://www.poliisi.fi/poliisi/oulu14/home.nsf/pages/AB40F6CC6A7BCD26C2257C2F004CF48F?opendocument>

## Annual Registration to the University for the second study year

Before applying for extension to residence permit, students are advised to register as 'present' to the university for the next academic year. The annual registration period begins in early May and ends mid-September. Students can register via the Internet by Weboodi.

To use Weboodi for registration purposes, students need user ID for the paju.oulu.fi network, and internet banking codes for paying the student union membership fee. More detailed instructions can be found at <http://www.oulu.fi/oodienglish/>

Alternatively students can register in person at the Student Center (room KE1020). Students are advised to bring receipts for the Student Union fee payment and their student cards.

In principle, a new fixed-term residence permit is issued if the requirements under which the student was issued with his or her previous fixed-term residence permit are still met. When considering the issuing of permit extensions, primary factors to be taken into account include progress in the studies and the number of courses completed. The applicant being enrolled at the university is not sufficient grounds for issuing a permit extension. If there are no completed courses or there are very few of them, a permit extension may be refused.