

Leadership and Service Design, Master of Business Administration

Congratulations on your study place! It is our delight to welcome you to Leadership and Service Design Path studies!

In this document, you will find information and schedules on how to start your studies. Please read the instructions carefully as soon as you have confirmed your study place.

Beginning of Studies

There is a voluntary orientation for path study students on **Wednesday 21 August 2019 at 17.00 – 18.30 o'clock in ICT-City campus (Joukahaisenkatu 3) auditorium Alpha**. ICT-City campus is located near the train station of Kupittaa. Föli busses 32, 32A, 42, 60 and 221 drive past the nearest bus stops. The orientation is held only in Finnish. Orientation will focus on beginning and progress of the studies. Please become familiar also with the Path study guide. Path study guide provides mostly the same information that is given in the orientation.

Information about the beginning of your actual studies:

- The studies will commence on **Friday 30 August 2019 at 10 o'clock at Novia's Campus in Turku, Henrikinkatu 7**. The programme for the day will be organised together with Novia University of Applied Sciences.
- The first days of your studies include orientation to the studies, the way of studying, the study environments and different practicalities, meeting fellow students and staff etc.
- The code of your study group: YDESAS19
- Please take with you: Personal identity card and laptop computer
- Pre-assignment: please, do the assignment (2. page)

Not obligatory: 2.9. at 8.30-16.00: There is a joint opening event of all TUAS master students: 8.30 (coffee), opening at 9.00. Place: ICT-City-building (Joukahaisenkatu 3, 20520 Turku), auditorium Alpha. Arrival by car: Because of limited number of parking places, please reserve enough time. More info at: <https://www.turkuamk.fi/fi/turun-amk/yksikot-ja-kampukset/ict-talo-joukahaisenkatu/>

Autumn 2019 contact days are 30.-31.8., 13.-14.9., 27.-28.9., 11.-12.10., 8.-9.11., 29.-30.11., 13.-14.12.

The study programme of your group is available at [Study guide](#). The detailed study plan is available on the earliest on 17.6.2019 at <https://lukkari.turkuamk.fi>.

Studies in the degree programme are based on blended learning. As a rule, you will have four contact days (weekdays) per month during the first semester. Studies are planned this way in order to make it possible for you work full-time alongside your studies. Between the contact days, you carry out learning tasks independently.

HID-key

On Novia campus, where the contact lessons will mainly take place, there is an electronic access control system. It means that students must get a so-called HID-key to get into the building. Even some internal doors are equipped with electronic locks. Please observe that it is mandatory for students to have their own HID-key while studying at the campus. The campus door (from the courtyard) is open from Monday to Friday from 7.45 am to 16 pm. Novia University of Applied Sciences uses the same electronic access control system as Åbo Akademi and the system is run by the staff at Åbo Akademi.

Contact information

Fastighetsservice, Gripen 1 vån,

Tavastgatan 13

Byråsekreterare Petra Lindholm

Phone: 02-215 3286

E-mail: tekserv@abo.fi

Open Monday - Friday 9-12 and 13-15

FLEXIM HID-KEY

Students buy their key for 25 € (no deposit) through Åbo Akademi web shop: <https://shop.abo.fi>. Choose NOVIA FEES under products. Students can get their key the next day (Monday-Friday) by showing ID (address above).

The key works to Henriksgatan 7, Arken, ASA Library and also the Library in Axelia.

There will be no deposit for the key.

The key is returned with receipt to Åbo Akademi Fastighetsservice after completing your studies or when no longer needed. You can also contact Åbo Akademi Fastighetsservice if your key does not work, your key is broken, you have lost your key or it has been stolen.

Note that HID-key is personal and should never be lent to someone else. Every time a door is opened with a HID-key, the key holder's name is registered into the access control system.

More information

Tutor teacher Ulla Seppälä-Kavén ulla.seppala-kaven@turkuamk.fi

Degree Programme Leader Osmo Eerola osmo.eerola@turkuamk.fi

Study Guidance Counsellor Johanna Gadd johanna.gadd@turkuamk.fi

Student Secretary opintoasiat@turkuamk.fi

Pre-assignment: Service Design in Businesses and Society, 5 ECTS

Pre-assignment during the summer:

Read the following article and reflect the different aspects of leadership, design thinking and service design with the earlier pretasks written by yourself during the application period. Make notes of the aspects for the first course of your studies – Service Design in Business and Society.

Gloppen, J. 2009. Service Design Leadership.

<http://www.ep.liu.se/ecp/059/007/ecp09059007.pdf>

Path Studies' Tuition fee

The tuition fee for TUAS Open University of Applied Sciences is 200€ per semester. Therefore Path studies cost 400€ per academic year. The invoice is paid in two instalments.

It is not possible to cancel the Path studies free of charge after accepting the study place in Studyinfo! By accepting the study place you pledge to pay the tuition fee. After enrolling the studies the study place can be cancelled free of charge only with a medical certificate. **Negative decision on benefits from TE-office does not allow to cancel Path studies free of charge.** Please remember to contact TE-office prior to the enrolment, if you are registered as an unemployed job applicant.

A student at Open UAS is not entitled to Kela's student financial aid or other student benefits. Detailed information can be found from the Path study guide.

In case you choose to cancel your path studies or later receive a study place as a degree student, you will do so via cancellation form. The form is available on our website. Cancellation of your studies by informing a teacher, student office or any other member of our staff will not be accepted.

The Open UAS office

Open UAS office the primary contact place for Open UAS students. Do not hesitate to contact us if you have any questions.

Contact information for Open Studies:

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