

Guide for path students

Hi new path student and congratulations on your study place!

You're warmly welcome to complete path studies with TUAS Open Studies in the academic year 2019. In this guide you will find information on

Invoicing | Enrolment on courses | Admissions through TUAS Open Studies | Credit transfer | Student benefits and health care | Discontinuing your studies

Read the entire guide before arriving at the path students' orientation event or especially if you won't attend the orientation held in Finnish!

Start with these!

1

Activate your user IDs

You can activate the user IDs approximately a week after you have received the letter of admission. Activate the user IDs at <https://id.turkuamk.fi>. If you're unable to activate the user IDs even a few days before the beginning of the studies, please contact servicedesk@turkuamk.fi.

2

Orientation events

Path students have two orientation events: the own orientation of path students and the orientation of the degree programme. Check the time and place in the information letter on the pages of a [new path student](#) (page only in Finnish – infoletters are in English). The information letter also announces which kind of laptop do you need etc.

3

Log in the systems – email, Peppi, Optima, Messi, Tuudo, study guide and course search

Have you activated your user IDs? Excellent! Now you can log in all TUAS' systems. It is advisable to explore the systems beforehand. The systems will be introduced in more detail in the orientation week. The systems are described shortly below.

TUAS' electronic systems

Email and Office

All TUAS students have their own edu emails, firstname.lastname@edu.turkuamk.fi. TUAS sends all messages to students only to the edu email. Please check it regularly!

TUAS students can download the Office 365 ProPlus software for free to their Windows devices (1–5 personal computers and mobile devices) from the Office 365 portal. For Mac operating systems, Office for Mac 2016 versions of Word, Excel, OneNote, PowerPoint and Outlook are available.

Log into your email: www.office.com


The instructions for downloading the Office packages and other software are available in [Messi](#).

Peppi – student desktop

Peppi is the most important system for students. In Peppi, student can take care of e.g. the following things:




Opimissuunnittelu (HOPS)

HOPS is a personal study plan. Get to know your study group's courses. By clicking  you will see what each symbol in HOPS stands for.




Ilmoittautuminen: opintojaksolle Ilmoittautuminen: lukuvuodelle

Sign up for implementations=courses . Watch the instructions in  YouTube Students must mainly sign up for their own study groups courses. You can see these by clicking the Own-button



Lukkarikone

Schedules can be found from [Lukkarikone](#). Search your groups' schedule by the group number. Group number is mentioned in th  [infoletter](#). Click in the search result

 Lukujärjestykseen

Peppi also contains other properties, such as Calendar, Follow-up, Attainments, Messages and contracts.

The user instructions for independent use of Peppi are available in [Messi](#).


Optima – virtual learning environment

Optima is a virtual workspace, where you can find the electronic materials and assignments of the courses, and the return boxes for assignments. If you're unable to log in Optima, please contact optima@turkuamk.fi. If you can't see a course's workspace or if it's empty, please contact the teacher of the course.

Messi – intranet

[Messi](#) is the intranet of TUAS. Messi contains

<p>1.</p> <p>Path student's own page: Guide for studying, cancellation of the studies, separate application – anything you might want to ask about the Path studies!</p>	<p>2.</p> <p>TUAS communications channel: News, technical faults, student recruiting etc.</p>	<p>3.</p> <p>Instructions and services: IT-services, quick links, apprenticeships, contact information, instructions (e.g. Peppi)</p>
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From Messi you can find answers to all the study related questions! Go through Messi, menu by menu, before the studies start. Use the Messi search  when you already know what you're looking for.

Study guide and Course search

In order to explore or use Study guide or Course search, few curriculum –related terms of TUAS are necessary to understand:

- 1. Course** = an abstract term, used in the Study guide and ISP (individual study plan). A course belong to the study plan of a certain field but is not tied in a specific schedule. You recognize a course by its code: e.g. 123456 or TX3678
- 2. Implementation** = course in a concrete level. The difference compared to courses is that implementations has a defined schedule. There can be several implementations of a course. You recognize an implementation by its code, e.g. 3001. A course and implementation together are the unit where you enrol in practice. You recognize it by its code, e.g. 123456-3001. This code is often found in Peppi or in the Course search, which can be understood as a implementation search.
- 3. Core competence** = basic studies, which are completed by all students in the group
- 4. Complementary competence** = advanced studies, of which students only select a part
- 5. Elective studies** = “VAVA” (short for the Finnish term vapaasti valittavat) courses that can be freely selected as a part of own individual study plan. Each degree programme has its own

elective courses, but TUAS also offers shared elective studies. These include e.g. the Open Studies' evening and online courses.

In the [Study guide](#), you can find the curricula. These include the study selection of the degree programmes at TUAS. In Peppi, you can easily view your own group's curriculum, but it is easier for you to browse the study guide and see what the other degree programmes offer.

In the Study guide, you can:

- ✓ view all degree programmes' curricula and their descriptions
- ✓ filter curricula by academic year or semester
- ✓ view the content and competence target descriptions of individual courses
- ✓ view the current implementations of courses

In the [Course search](#), you can view all on-going and upcoming course implementations at TUAS, i.e. the "course supply". Also the course search is a useful tool, if you wish to view the course supply of other degree programmes.

Please keep in mind that if you wish to enrol on another degree programme's implementations, you need to discuss it with your tutor teacher first! Mostly the students are required to progress according to the normal curriculum of the group. The curriculum also includes elective studies, which do not have to be exclusively your own group's studies. Elective studies are not necessarily placed in the first year of studies in the curriculum. As a path student, you must check the Study guide for how many credits of elective studies you can choose.

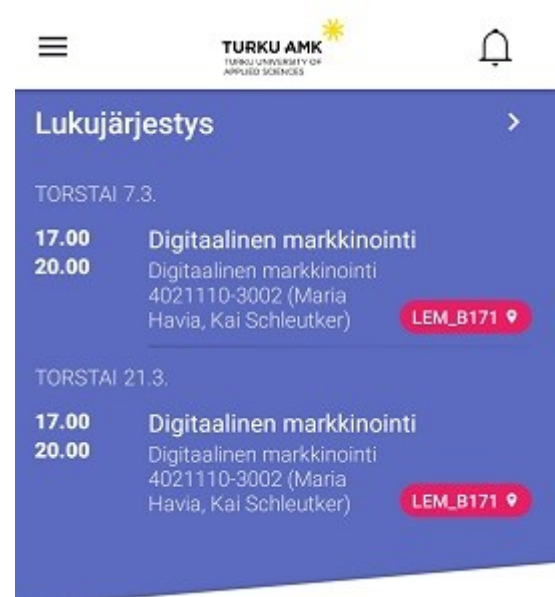
Please note that the students of the degree programme take priority over others in the enrolment. If you enrol on courses of another degree programme, there's the possibility that the enrolment is not accepted.

Tuudo

Tuudo is a mobile app for students, where you can find:
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Tuudo is a mobile app for students, where you can find:

- ✓ Course timetables
- ✓ Study attainments
- ✓ Campus maps, incl. classrooms
- ✓ Lunch menus
- ✓ Quick links to TUAS' systems
- ✓ Job and practical training advertisements
- ✓ Contact information

Download the app on Google Play and App Store
www.tuudo.fi



Benefits and rights of path students

As a path student, you can...

- ✓ get a discount from student cafeterias in Turku and Salo lot Campus with the meal subsidy card
- ✓ apply for housing benefit or possibly for social assistance from KELA
- ✓ apply for student housing
- ✓ complete practical training as a part of your studies
- ✓ use the same software and complete the same certificates as the degree students
- ✓ access the study counsellor's services
- ✓ complete CampusOnline courses free of charge
- ✓ complete evening and online courses of Open Studies free of charge
- ✓ join Student Union TUO and get its student discounts
- ✓ use the library and information services of TUAS
- ✓ buy the right to use CampusSport sport services for students
- ✓ study at TUAS for an academic year
- ✓ after having completed the studies, apply as a degree student at TUAS in the admission through path studies (more information below)

As a path student, **you cannot**

- get the study grant or student loan from KELA (The Social Insurance Institution of Finland)
- get student discounts from VR or Matkahuolto
- access the student health care or the services of TUAS' study counselling psychologist
- complete JOO studies
- have your prior studies accredited

In the following the path students' rights are described in more detail.

Accreditation (AHOT)

1. At Open Studies, you **cannot have** your prior studies accredited (degree regulations).
2. Accreditation is applied for when transferring as a degree student.
3. When you have been accepted as a Degree student after path studies, file the requests for accreditation (AHOT) in Peppi, in credit transfers.



Hyväksiluku (AHOT)

CampusSport

Path students are entitled to buy the right to use the sport services of CampusSport. CampusSport offers weekly instructed classes, gyms, ball sport shifts and extra fee courses. More information on [CampusSport website](#)

Students' health care and Study Counselling Psychologist services

Path students are not entitled to students' health care services or the services of Study Counselling Psychologist. In the future we aim at offering the Study Counselling Psychologist services for Path Students. If this is carried out, path students will be informed via email.

Rights for path students

Path student is not entitled to most of the student benefits or student discounts as study grant or discounts from the VR (trains) or Matkahuolto (long-distance buses). Path student can receive housing benefits and in some cases social assistance, adult education allowance or unemployment benefits. Questions related to benefits must be addressed to the office that grant the specific benefit.

Path student can join the Student Union TUO and order a green student card. Membership of TUO entitles to areal discounts that the Student Union has made an agreement on. More information on the membership at [TUO's website](#). After joining the Student Union a green student card can be ordered from [Slice](#) (page only in Finnish, please contact TUO in case you have problems ordering the student card).

Path student may apply for student housing from Turun Ylioppilaskyläsäätiö (TYS). In the beginning of the semester the vacant apartments are given to new degree students. As a path student you may still join the apartment queue.

CampusOnline

CampusOnline is a service, which includes online courses offered by all Finnish universities of applied sciences. The course supply, enrolment times and other instructions of CampusOnline are available on its [website](#).

For path students, participation in the courses is free of charge. The study attainments can be placed in elective studies. Please note that there is only a limited amount of elective studies, which you can place in the ISP. You can check the amount in the curriculum of your own group in the [Study Guide](#).

Evening and online courses of TUAS Open Studies

Path students may complete evening and online courses of TUAS Open Studies free of charge. Enrol on the courses in Peppi. The evening courses are listed in Messi.

Note! The enrolment links on the website are intended only for those who are completing individual courses of Open Studies, not for path students. You will find the courses in Peppi with their implementation codes.

Studying with the unemployment allowance

If you intend to study with the unemployment allowance, please contact the TE office immediately. Questions regarding studying on unemployment benefit must be addressed to the TE Office. Turku University of Applied Sciences is obliged by law to respond to the requests for information by authorities, such as to request by a TE Office official to have information on your studies.

If the TE Office requests for a clarification on your studies, please proceed as follows:

- 1. Find out from the TE Office if your studies should be less than, exactly or more than 5 credits in a month. Inform the Open UAS about this when you send forms to be filled in.**
- 2. Send the forms to be filled in .docx format to avoinamk@turkuamk.fi**

We will scan and send the filled forms and possible study certificates to you.

Please keep in mind that a rejecting decision from the TE Office does not entitle cancelling of a study place, which is free of charge!

Separate application: admissions through Open Studies and transferring as a degree student

The separate applications include all admissions outside the joint application. Path student should get familiar with the separate application through Open Studies. There are two of these: application to Bachelor's degree studies through the Open Studies path and application to Master's studies. Application to Bachelor's degree studies through the Open Studies path is intended for those completing path studies and application to Master's studies for those completing Master School path studies.

The basic principle of the applications through Open Studies is that applicants shall have completed a certain number of credits mentioned in the eligibility criteria by the application deadline. In the eligibility criteria there might also be defined a minimum average limit. If there are more applicants than starting places, the students will be selected based on the grade average.

Please find a quick guide on applying below:

Applying to Bachelor's degree studies through the Open Studies path

After having completed the first-year studies, you can apply in the application through Open Studies. On the [Separate application page](#) you will find

- the application periods
- the application path
- the eligibility to apply i.e. the number of credits to be completed
- the selection criteria i.e. by which criteria students will be selected

The application is carried out twice a year, in the spring and autumn. Usually the application periods take place in November and May:

- the application period in the autumn i.e. in November is intended for those who have started in January
- the application period in the spring i.e. in May is intended for those who have started in August

Application to Master's degree studies for Master School path students

In the application to Master's degree through the Open Studies path, the number of credits to be completed is

- 10, if the extent of the entire degree is 60 cr
- 15, if the extent of the entire degree is 90 cr

You can see the extent of the degree by finding it on the [Degrees page](#). If the work experience requirement is met after you have completed the credits, you can apply as a degree student via the separate application through the Open Studies. In this application at least 36 months of work experience attained after Bachelor's degree is required. If the work experience requirement is not yet met at the time, you can continue your studies for one semester.

If you're able to complete all the studies during the first year and the work experience requirement is met, you only need to apply for the right to study for a degree in the application through the Open Studies path and after having been granted that, you can immediately graduate.

Read more on applying on the [Separate application pages](#), where you'll find

- the application periods
- the application path
- the eligibility to apply i.e. the number of credits to be completed
- selection criteria

In the application to Master's degree studies through the Open Studies, the application period is ongoing. However, applications cannot be submitted in June–August or December. The application period closes, when all starting places have been filled, i.e. students are selected in the order of submitting the applications.

Transferring as a degree student

When you're selected as a degree student through the Open Studies path, your student number will change! In the beginning of the academic year, you will be notified of the changed student number by email. When you receive a message in your email, you have to take the following steps:

- 1. Reactivate your user ID!** Your user IDs, email and passwords will remain as they were.
- 2. Enrol on the implementations (again) with your new number.** If you have already enrolled on the implementations with your old student number, please send the teacher a message about the new enrolment with the new student number, so that your former enrolment can be deleted and the new one accepted.
- 3. Apply for accreditation for study attainments completed elsewhere than at TUAS Open Studies in Peppi / credit transfer!**

The study attainments which you have completed as a path student at TUAS are transferred to the new student number in the beginning of the academic year. Do NOT apply for accreditation for these attainments.

Read more specific instructions and more information on the pages [Accepted in Open Studies' separate application.](#)

Tuition fee

The tuition fee is paid with an e-form. The link will be sent to your edu email in the beginning of the semester. Payment with the e-form requires logging in with electronic banking passwords.

You can pay the tuition fee in one (200 euros) or two instalments (2 x 100 euros). You can select the method of payment in the message field. Neglecting to pay the tuition fee will result in cancelling the study place and taking the fee to debt collection. If you are unable to pay the tuition fee by the due date, please request more term of payment via email.

Accepting the path study place in Opintopolku is a commitment to pay the tuition fee for the semester! Path studies can only be cancelled free of charge by cancelling the study place in Opintopolku or by not accepting it. Path studies can also be cancelled free of charge by submitting a medical certificate of a long-term illness.

If you are accepted as a Degree students via separate application after completing Path studies you may be required to pay the tuition fee (9000€/academic year). There are some exemptions of this tuition fee.

Discontinuing path studies

Your studies are just about to start, so you might not be thinking about discontinuing your studies right now. Read these instructions, so that you know how to discontinue your studies correctly and possibly avoid the next tuition fees.

If you wish to discontinue your path studies, please proceed as follows:

1. File a resignation announcement with the e-form in Open UAS website or Messi: Studying > Right to study > Resignation
2. You will avoid the tuition fee of the following academic year, if you cancel the path studies by the end of the semester (31 Dec or 31 July by 23:59).
3. A rejecting decision by the TE Office does not entitle cancelling of a study place free of charge. The path study place can always be cancelled free of charge with a doctor's certificate. The illness must be long-term.
4. The resignation announcement is accepted **ONLY** via the e-form. An announcement to a teacher, tutor, study counsellor, student office or elsewhere is not accepted.

Applying for extension for path studies

Path students may study at TUAS for one academic year (i.e. two semesters). Hence, the right to study ends either on 31 July (those who have started their studies in the autumn) or on 31 December (those who started in the spring).

If you are unable to complete the required credits by the end of the application period of path studies, you can apply for an extension to the path studies. The staff of the field of the study

make the decision to grant or deny the extension. In order to be granted an extension, you must have completed enough courses to finish your path studies in the next academic year.

- ✓ have completed at least 30 credits
- ✓ the grade average shall be at least 3.0

The extension is applied with a form, which you can order by emailing avoinamk@turkuamk.fi

Whom do I contact if...?

At TUAS, to support you in your studies we have

- the study counsellor
- the tutor teacher
- teachers
- peer tutors
- TUAS Open Studies
- Student office
- Student Union TUO

Read more information on whom to contact in different situations:

Study counsellor

The Study Counsellor will help you when you encounter difficult situations in life, wish to plan your studies, you have questions about the studies in a broad manner or encounter bullying or harassment. You will find your own study counsellor in the information letter.

Tutor teacher

In the beginning of the studies, your tutor teacher will create you individual study plan or ISP with you. With the tutor teacher you plan what you're going to study in the first year of studies. The tutor teacher also knows the about issues related to practical training. You can also report bullying or harassment to the tutor teacher.

Teachers

You can ask the teachers about the course contents and course timetables. Questions related to rejected enrolments to implementations shall also be addressed to the teacher. Contact the teachers if you have been accepted to an implementation and it has already started, but you can't see the workspace in Optima.

Peer tutor

The peer tutor is a student who has started his/her studies earlier and will help you during the first year of studies. Whether you have a question on studies, hobbies or student life, you can turn to the peer tutor in your degree programme. Peer tutors know their way around the city and are pleased to advise you if you need help in something related to your new hometown. Students arriving from abroad have their own international tutors. Sports tutors bring students to exercise together.

TUO

After joining the Student Union TUO you may utilise their specialist services that provide assistance in legal matters in the Finnish context related to e.g. rental contract, employment relationship and common-law marriage or marriage. TUO has also a contact person for harassment issues. TUO supports students in their studies.

Support person for studies in the field of Health Care and Social Services

Janne Hellstén also provides advice for students in the field of Health Care and Social Services. You can contact Janne on questions related to elective studies and selecting them. Contact information: Janne Hellstén, tel. 040 355 0417 / janne.hellsten@turkuamk.fi

TUAS Open Studies

You can contact TUAS' Open Studies (avoinamk@turkuamk.fi), about

- admissions through the Open Studies path (no curricula-related questions!)
- invoicing
- applying for an extension to path studies
- you require information requested by the TE Office on your studies
- ordering a transcript of records or registration certificates

Student office

From the Student office (opintoasiat@turkuamk.fi), you can

- order transcripts of records and registration certificates
- pick up the meal subsidy card, if you're unable to obtain one from the tutor during the first week of studies

The contact information and locations of the student offices are available on the [website](#).

Study in Turku and Salo

The [student pages](#) of the City of Turku contain extensive information related to e.g. student housing, leisure and well-being. In Turku, you can e.g. utilize chargeable city bikes known as "föllärit", read more [here](#) and electric scooters maintained by different companies (e.g. Voi and Tier).

Campuses

Campuses in Turku

ICT-City

Joukahaisenkatu 3
20520 Turku

Sepänkatu

Sepänkatu 1
20700 Turku

Lemminkäisenkatu

Lemminkäisenkatu 30
20520 Turku

Taideakatemia

Linnankatu 54-60
20100 Turku

Campus in Salo

Salo IoT Campus

Joensuunkatu 7
24100 Salo