

## Student guide – Skinnarila Campus





# Student guide to Skinnarila Campus

## CONTENTS

|   |    |
|---|----|
| Welcome to our student community .....  | 2  |
| The purpose of Saimaa UAS .....   | 4  |
| The values of Saimaa UAS .....  | 5  |
| 1. Owner and organisation.....  | 6  |
| 2. Studying at Saimaa UAS.....  | 7  |
| 2.1 Academic year .....   | 7  |
| 2.2 Curriculum .....  | 7  |
| 2.3 Registration.....   | 7  |
| 2.4 Assessment.....   | 8  |
| 2.5 Attendance .....  | 8  |
| 2.6 Feedback and surveys.....   | 8  |
| 2.7 Student counselling and tutoring.....   | 9  |
| 2.8 Support services for students.....  | 9  |
| 2.9 Cost of study .....   | 10 |
| 2.10 Insurance.....   | 12 |
| 2.11 Communications and Internet services.....                                      | 12 |
| 2.12 Student Union.....   | 12 |
| 2.13 SaLUT - Higher Education Sports and<br>Welfare Services at LUT and Saimia..... | 12 |
| 3. Health care.....   | 13 |
| 4. Events, study visits, trips .....  | 13 |
| 5. Other matters of importance .....  | 13 |
| 6. Important guidelines .....   | 17 |
| 7. Skinnarila Campus.....   | 17 |
| 8. Maps .....   | 17 |
| 9. Staff .....  | 17 |

# Welcome to our student community

Welcome new and old students to start the new academic year 2013–2014 at the Saimaa University of Applied Sciences.

Saimaa UAS offers you an excellent opportunity to develop into an expert in your field in a multidisciplinary and international learning environment. High-quality instruction, expert teachers and cooperation with working life are the cornerstones of our activities and ensure that you will reach your goal during your studies.

Our teaching emphasises international skills and you can complete some of your studies abroad either studying or in work placement. Your practical skills will be honed, for example, in research and development projects and work placement, during which you will create close contacts with working life already during the studies. You will also have the opportunity to apply to Leadership Training Programme and get extra boost for your future career.

In Lappeenranta, you will be studying in the brand new and modern teaching and laboratory facilities at the Skinnarila Campus. The campus gathers together almost 8,000 students of the university of applied sciences and the Lappeenranta University of Technology. On the Linnala Campus in Imatra, you will be part of a close-knit student community studying in quality, modern facilities. In all, 3,000 UAS students are studying at our campuses, so there is plenty of good company available for everyone.

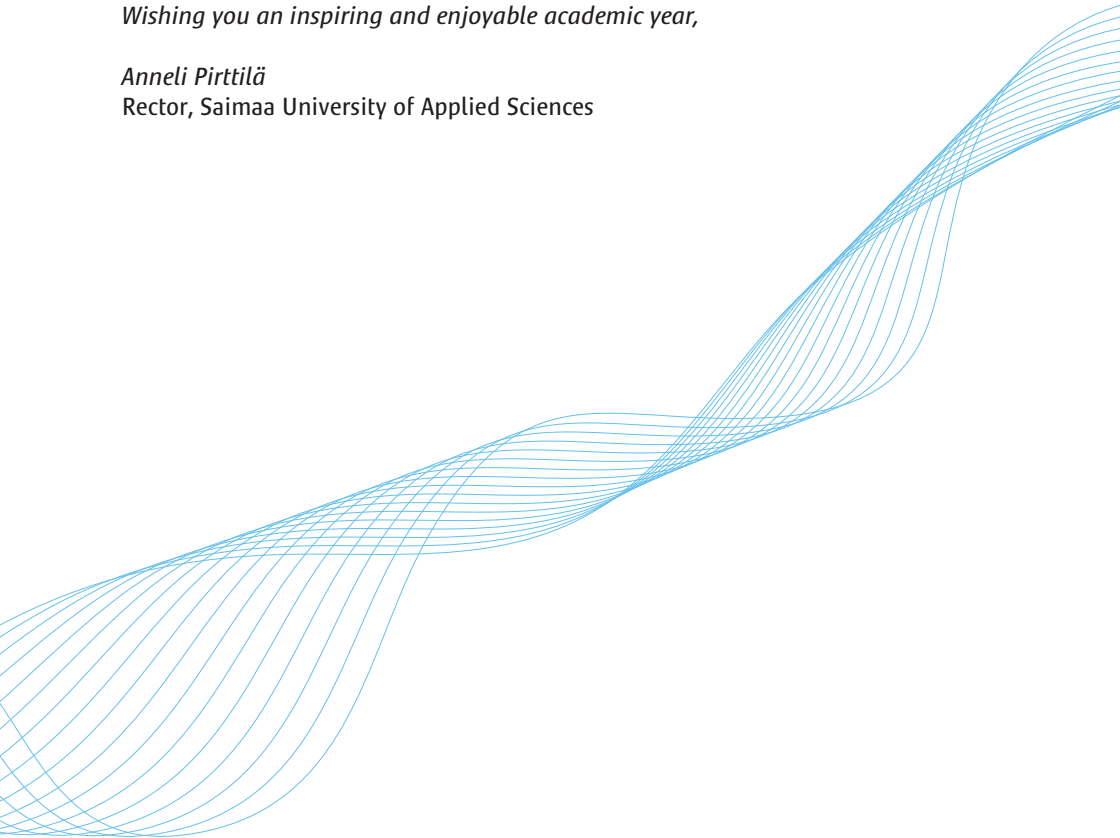


You will be supported on your study path by both student and teachers tutors, degree programme managers and the student affairs office. At Saimaa UAS, everyone receives the teaching, counselling and support they need in their studies, so do not hesitate to ask advice when you need it. Saimaa UAS is there for you!

Student days are the best days of your life and they include much more than just hard work. In addition to studies and learning, you should enjoy the student life and your student days as much as possible. At Saimaa UAS, students are active in organising parties and sports events where good times are guaranteed. I also recommend warmly that you join the Saimaa University of Applied Sciences' Student Union (SAIKO) through which you can directly influence decision-making at our UAS.

*Wishing you an inspiring and enjoyable academic year,*

**Anneli Pirttilä**  
Rector, Saimaa University of Applied Sciences

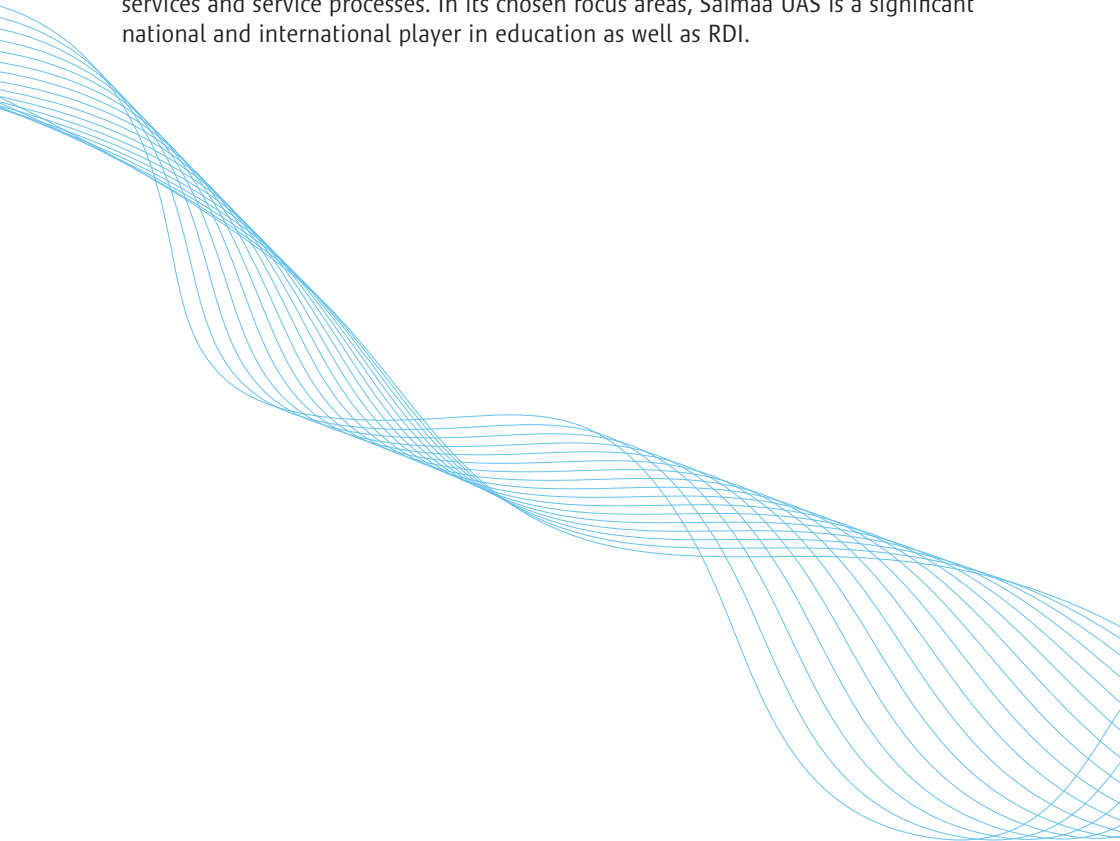


## The purpose of Saimaa UAS

The purpose of Saimaa UAS is to offer education and an expert workforce primarily for the needs of local business and industry. The university delivers education in its areas of expertise in south-eastern Finland and eastern Finland at large, as well as north-western Russia, with other universities in accordance with a mutually agreed division of work.

In the Lappeenranta and Imatra regions, Saimaa UAS supports local businesses, industry and the public sector through research, development and innovation (RDI) during a time of structural change. In RDI operations, supporting the growth and internationalisation of small- and medium-sized businesses is a special focus area.

The strategic focus areas of Saimaa UAS are user-oriented technologies and their commercial applications, management and entrepreneurship, and health and social services and service processes. In its chosen focus areas, Saimaa UAS is a significant national and international player in education as well as RDI.



# The values of Saimaa UAS

## Professionalism

The goal is to enable students to adopt the strong core and ethical principles of their chosen field of study. Students are also encouraged to apply their knowledge, think critically, be creative and innovative, and adopt an exploratory approach to work.

## Partnerships for mutual development

Shared expertise enables partnerships for mutual development, with teachers, learners and working life all coming together to work side-by-side. Partnerships for mutual development require each party to trust and value their own professionalism as well as the competence of others.

## Community spirit and the joy of work

Saimaa UAS is a positive, encouraging and inspiring learning environment. Education at Saimaa UAS employs diverse learning methods that also foster the formation of groups to support learning.

## Responsibility

Empowerment fosters responsibility. Responsibility in education means taking personal accountability for learning. It also means acting responsibly towards others. All courses are designed to improve students' reflection and self-assessment skills, and thus encourage them to take personal responsibility for their learning and participation.

## Openness

A multi-channel flow of information is integral to openness. All issues, including difficult ones, must be discussed openly in a responsible manner. This value is also apparent in the transparent assessment of the learning process and assignments: the requirements and assessment criteria are communicated clearly at the beginning of each course.

# 1. Owner and organisation

Saimaa UAS is maintained by Saimaan ammattikorkeakoulu Oy, a limited company owned by the South Karelia Educational Federation of Municipalities. The organisation of Saimaa UAS is illustrated in an organisation chart which is available in the Saimaa UAS intranet: <http://intra.saimia.fi/intra> -> Strategic Management -> Organisation.

For more information, please visit [www.saimia.fi](http://www.saimia.fi).





## 2. Studying at Saimaa UAS

### 2.1 Academic year

The academic year consists of two terms. The autumn term begins in August and ends a few days before Christmas. The spring term runs from January to May.

More detailed information is available at [www.saimia.fi](http://www.saimia.fi) -> In English -> Studies -> Studying at Saimaa UAS -> Academic Year.

### 2.2 Curriculum

#### CURRICULUM/SoleOPS

In each degree programme, teaching and studying are based on a programme-specific curriculum (OPS). These curricula, the more detailed annual plans and implementation plans, as well as course descriptions and schedules, are available on the student pages of Saimaa UAS at [student.saimia.fi](http://student.saimia.fi) -> Shortcuts -> SoleOPS in English. SoleOPS is an online system for the planning of teaching.

#### PERSONAL STUDY PLAN

At the beginning of their studies, students prepare a personal study plan (HOPS), which is primarily used for planning coursework and monitoring progress. Personal study plans are created using SoleOPS.

#### RECOGNITION OF PRIOR LEARNING

By application, students can include credits completed elsewhere towards their degree at Saimaa UAS. Based on the university's decision, credits can be transferred from a Finnish or foreign higher education institution or other educational institution. Competencies and qualifications acquired otherwise may also count towards a degree at Saimaa UAS. These must be demonstrated in a manner deemed appropriate by the university. More information is available at [www.saimia.fi](http://www.saimia.fi) -> In English -> Studies -> Studying at Saimaa UAS -> Student's Performance and Assessment.

#### CREDITS

Students earn credits for the courses they complete. Depending on the degree programme, Bachelor's degrees comprise 210 or 240 credits. On average, the annual workload is 60 credits, which translates into approximately 1,600 of work on the part of the student. One credit equals about 27 hours of work.

A Master's degree is typically 60 or 90 credits, depending on the degree programme.

### 2.3 Registration

WinhaWille is the student interface to the WinhaPro student administration system. Students use WinhaWille to enrol as attending or non-attending students at the

beginning of the academic year. They also use the interface to register for courses and exams. Changes of address may be made via WinhaWille, but other information, such as changes of permanent residence, must be updated at a student affairs office. More information is available at [www.saimia.fi](http://www.saimia.fi) -> Studies -> In English -> Studying at Saimaa UAS -> Student's Performance and Assessment.

Students can learn more about Open University studies at Finnish universities of applied sciences under Open Studies at <http://www.amk.fi/avoim/en/index.html>.

Complementary and continuing education programmes have programme-specific registration processes.

## 2.4 Assessment

Successfully completed courses are graded on a scale of 1–5, where 5 stands for “excellent”, 4 and 3 stand for “good” and 2 and 1 stand for “satisfactory”. Courses can also be graded “pass” or “fail”. The teacher must explain the grounds for a failing grade if the student requests.

The assessment concerns the entire learning process, including the achievement of goals in terms of knowledge, abilities and working life skills. Grades are based on assignments, exams, constant monitoring and other methods that measure the students' mastery of the course content. These methods are communicated to the students in advance.

Successful completion of a course requires students to attend curricula-based teaching, training, exams and to complete written assignments in a manner that is determined in the course description or that the teacher has communicated at the beginning of the course.

For more information, please see the degree regulations at [www.saimia.fi](http://www.saimia.fi) -> In English -> Studies -> Studying at Saimaa UAS -> Degree Regulations.

## 2.5 Attendance

At the beginning of each course, the teacher determines the working methods and attendance requirements.

## 2.6 Feedback and surveys

Feedback is collected from students via surveys, discussions and the course feedback system.

Saimaa UAS has an electronic feedback system that the students can use to provide feedback on courses. This feedback is anonymous. The feedback system can be accessed via the student pages of Saimaa UAS at [student.saimia.fi](http://student.saimia.fi) -> Feedback -> Course Feedback. Students can also log on to the system from their home computers. Students are

always asked to provide feedback at the end of the courses, as feedback is essential to maintaining and improving the quality of teaching.

## 2.7 Student counselling and tutoring

During their studies, students are supported by several professionals. Counselling is provided primarily by student tutors, teacher tutors and other teachers, planning officers, student affairs officers and degree programme managers.

Counselling is given both for groups and individuals. Teacher tutors and student tutors are responsible for the orientation of new students. Each group of students is assigned a teacher tutor who supports the students at different stages of their studies.

Student tutors familiarise new students with the university, studies, the location and recreational opportunities. They collaborate with teacher tutors, student counsellors and other staff in their respective fields of study. They also maintain regular contact with the student union's (SAIKO) tutor manager, who is responsible for planning and coordinating tutor activities.

In addition, each group selects a spokesperson to liaise between students and teachers or other staff. The spokesperson also represents students at the curriculum development day as well as in performance and goal discussions and any other development teams.

## 2.8 Support services for students

### STUDENT AFFAIRS OFFICE

Each campus has their own student affairs office, which provides the students with certificates of study, study register transcripts, student identification cards as well as campus-specific advice. Study register transcripts and certificates of study, etc. can also be ordered electronically from [http://raita.scp.fi/postia\\_opintotoimistoon/](http://raita.scp.fi/postia_opintotoimistoon/). Changes of name and home locality must be made to the student affairs office in writing. The student affairs office at your campus will also provide you with counselling on student financial aid.

Student affairs offices serve the students during the academic year on Monday to Friday, from 9 a.m. to 2.15 p.m. The opening hours of student affairs offices are available on student affairs website: [www.saimia.fi/en-FI/](http://www.saimia.fi/en-FI/) -> Shortcuts -> Student Affairs Offices.

### IT SERVICES

The aim of IT Services is to ensure the functioning of the data network and IT equipment and to determine the user rights for data systems. The IT staff operates in the UAS campuses in accordance with their respective areas of responsibility.

The student website [www.saimia.fi](http://www.saimia.fi) -> Shortcuts -> Student pages offers information on topical issues and links to browser-based web services provided by the UAS, such as student e-mail, study register (WinhaWille), e-learning environment (Moodle),

course feedback and IT Services' ServiceDesk, where the students can leave an electronic query or feedback.

### LIBRARY AND INFORMATION SERVICES

Independent information collection and the improvement of information collection skills are an essential part of education. Library and information services are available for the students from Lappeenranta Academic Library with branches in Skinnarila and Linnala campuses. The library provides assistance, counselling and training in the use of various data systems. The library has comprehensive book and journal collections and workstations for independent use. Electronic materials are at the students' disposal in the Saimaa UAS intranet and through remote connection. Counselling on the use of the library and the materials is also available by e-mail. Contact information and more information on the library services are available at [www.lut.fi/en/library](http://www.lut.fi/en/library).

### INTERNATIONAL OFFICE

Saimaa UAS participates in international student exchange programmes, such as Erasmus, FIRST and Nordplus. In addition, the university has cooperation agreements with dozens of educational institutions around the world. Exchange programmes and cooperation agreements offer students an opportunity to pursue part of their studies abroad. Saimaa UAS has a broad network of partners, which enables students to choose an educational institution in Central Europe, Asia or Russia, for example. Students can also complete part of their practical training requirement abroad. The plans for the study or work abroad period are made at the beginning of the studies, and students usually complete the period during their second or third year at Saimaa UAS.

The International Office is open in the room 1136 on the Skinnarila campus and once a week on the Linnala campus.

More information on international activities is available at [www.saimia.fi](http://www.saimia.fi) -> In English -> Studies -> Studying at Saimaa UAS -> International Activities.

## 2.9 Cost of study

Saimaa UAS does not charge tuition fees from the students in degree education. So far, the students are supported in the acquisition of materials only when the work is related to a course or an assignment given by a teacher.



## 2.10 Insurance

Saimaa UAS has insured its students against accidents during study, practical training and study trips. The insurance also covers travel between home and the university.

## 2.11 Communications and Internet services

Communications take place through electronic campus screens, Moodle noticeboard and e-mail.

### INTERNET SERVICES

The student pages of Saimaa UAS at [student.saimia.fi](http://student.saimia.fi) offer information on lecture timetables, exams and other study-related matters as well as current events and the use of information systems. The student pages also feature links to student e-mail, homepages and the Moodle e-learning environment.

Students are required to sign up for an e-mail address under the domain [@student.saimia.fi](mailto:@student.saimia.fi) as teachers will only send e-mail to students with such accounts. When contacting a teacher via e-mail, students are required to indicate their full name, student number and group ID to avoid misunderstandings.

### INTRANET SERVICES

Teacher tutors will provide usernames and passwords that enable students to access computers, printers and the intranet at Saimaa UAS. For security reasons, students are not allowed to connect their own laptops or other devices to the university network. Wireless EduRoam-network is available at campus.

## 2.12 Student Union

The Student Union of the Saimaa University of Applied Sciences (SAIKO) safeguards the interest of all students of the university. SAIKO particularly focuses on matters related to education and social policy. It also represents students at the Board of Saimaa UAS and in many other working groups. Students can become active in the student union through its many divisions. SAIKO organises a wide variety of sport and recreational activities. Student Union members are entitled to comprehensive local and national benefits.

SAIKO's Lappeenranta office is located in room 1095 on the Skinnarila campus. Its Imatra office is located in the Linnala campus. The office hours are listed at [www.saiko.fi](http://www.saiko.fi). Come meet us and have a cup of coffee or enjoy the many benefits of membership!

## 2.13 SaLUT – Higher Education Sports and Welfare Services at LUT and Saimia

University sports and welfare services for students are provided in cooperation by the Saimaa University of Applied Sciences and the Lappeenranta University of Technolo-

gy. The activities aim to promote and support the welfare of the students and coping with their studies as well as to create team spirit between various degree programmes and higher education institutions. SaLUT offers diverse sports and welfare services and organises a variety of demo classes and events. More information is available at <http://www.salut.fi/en>.

### 3. Health care

The students at the Saimaa UAS Skinnarila Campus are entitled to Finnish Student Health Service (FSHS) services. The Finnish Student Health Service (FSHS) provides general, mental and dental health services. The FSHS services are available to degree students in Lappeenranta who have paid an annual healthcare service fee of EUR 44.

More information on FSHS services is available at [www.saimia.fi/student/fi/?sivu=fshs](http://www.saimia.fi/student/fi/?sivu=fshs).

### 4. Events, study visits, trips

Study excursions and trips belonging to courses are organised for students and participation in them is a compulsory part of the studies. It is important to dress cleanly and professionally for the excursions. Use of alcohol is prohibited during the excursions. The study excursion participants have been insured by the Saimaa UAS.

### 5. Other matters of importance

#### MEALS

The restaurant in Saimia-house is open Monday to Friday, from 8 a.m. to 6 p.m. Lunch is served until 3 p.m. but one hot meal alternative and salad is available until 6 p.m.

Students presenting a valid student card or a KELA meal subsidy card are eligible for discount on lunches at the student cafeteria. The student card must always be presented.

KELA meal subsidy card entitles the holder to a discount in all student restaurants. A vegetarian option is also available daily at the student cafeteria. Skinnarila Campus menus are available at Sodexo website at <http://www.sodexo.fi/saimaa/>.

#### PHOTOCOPYING

Photocopying is possible at Lappeenranta Academic Library.





## **PARKING**

Parking is allowed in the car park. The main car park for the Saimaa UAS is P8. Parking spaces equipped with heater posts are reserved 1 November – 31 March for teachers and other staff who pay for the use of the parking spaces. The car park in front of the main entrance is meant for visitors and the parking disc must be used when parking there.

University parking places equipped with heater plugs are reserved throughout the year. All other parking spaces without heater posts or “varattu” (reserved) signs are freely available. Skinnerila Campus has parking control and unauthorised parking will be fined.

Bicycles can be left in assigned places next to the buildings.

## **SMOKING**

Smoking is allowed only in designated places.

On the UAS side, smoking is allowed in the smoking area on the car park side of the building next to F door, not in front of the main entrance.

On the university side, smoking is allowed at ashtrays placed outside. In this way, we aim to keep our study environment clean and comfortable at all times.

## **LOCKERS**

Free lockers have been reserved for the students for storing their property. The lockers are located in the main lobby of the UAS next to coat racks and by the F entrance. Lockers are intended for daytime use only and they are not personal. It is prohibited to leave items in them overnight. Locker codes and instructions are available on the locker doors.

## **TEACHER'S AND GROUP'S PIGEONHOLES**

Assignments and other mail intended for the teachers may be left in their mailboxes. The mailboxes of teachers in the Healthcare and Social Services and Business Administration are located on the 3rd floor of the C stairway while the Technology mailboxes are located in the Technology department corridor on the 3rd floor of the university's construction stage 1.

Each group have their own pigeonhole, where the teachers leave teaching materials and graded assignments intended for the students. The pigeonholes in the Healthcare and Social Services and Business Administration are located on the 3rd floor of the C stairway while the Technology pigeonholes are located in the Technology department corridor on the 3rd floor of the university's construction stage 1.

## HELP DESK

IT Services are responsible for the functioning of computers, data processing systems and the data network. Technical support is available by phone at 020 496 6515. The technical support office is located in room 1086. If you have problems with computers on campus, you may also send e-mail or fill in the electronic feedback form. More information on Saimaa UAS IT Services is available at <http://it.saimia.fi>.

## KEYS AND USE OF FACILITIES IN THE EVENING

It is possible to use the UAS building for studying between 7.15 a.m. and 9.45 p.m. The inside doors of the UAS building are locked Monday to Friday at 4 p.m. and the inside doors of the university building are open as necessary for teaching purposes. The outside doors of the UAS building are locked at 6 p.m. and those of the university building Monday to Thursday at 6.15 p.m. and Fri 5.15 p.m.

If they so wish, students can obtain a key for the building against a deposit of EUR 20 from SAIKO room 1095. The key enables the use of facilities during evenings and weekends. The deposit will be returned when the key card is returned, for example, at the completion of the studies.

The system registers all movement in the building and each evening and weekend user must log in with his or her own key card. Remember to log out with the key card when exiting the building. Lending the key card to another student or someone else is strictly prohibited. Bringing friends or other outsiders to the building during evenings and weekends is also prohibited.

Guards make rounds in the building from 6 p.m. to midnight. If asked, the students must be able to prove their identity and study rights to the guards. The guards have the right to remove from the building anyone unable to prove their identity when asked. If a student causes a false alarm and a guard comes to the building, the person who caused the alarm is liable to pay the costs incurred by the false alarm, which are approximately EUR 80.

## INDEPENDENT WORKSPACE

The students' independent workspace is located in room 1335. The workspace can be used until 9.45 p.m. also during evenings and weekends, when the entrance to the facilities requires a key card which can be obtained against a deposit.

## 6. Important guidelines

- Crisis Procedures Manual (pdf) -> [www.saimia.fi](http://www.saimia.fi) -> In English -> Shortcuts
- Rescue Plans -> [www.saimia.fi](http://www.saimia.fi) -> Intranet (English) -> Forms and instructions

## 7. Skinnarila Campus

The Saimaa University of Applied Sciences' operations in Lappeenranta moved in autumn 2011 to a joint campus shared with the Lappeenranta University of Technology (LUT) located in Skinnarila. The result is the largest higher education campus in southeast Finland was formed.

### **The aim of the campus project is to**

- form a larger competence cluster
- develop the infrastructure of joint learning environments and research laboratories of the university and the UAS
- improve the quality and efficiency of support functions.

At the campus, UAS students in business administration, technology as well as healthcare and social services study side by side with the university students of technology and business.

## 8. Maps

Map of the Skinnarila Campus and driving instructions can be found at [www.saimia.fi](http://www.saimia.fi) -> Intranet (English) -> News -> Skinnarila Campus maps -> Skinnarila Campus driving instructions.

The facility maps of the buildings can be found at [www.saimia.fi](http://www.saimia.fi) -> Intranet (English) -> News -> Skinnarila Campus maps -> Skinnarila Campus map.

## 9. Staff

The list of staff can be found at [www.saimia.fi](http://www.saimia.fi) -> Intranet -> Linkit -> Aakkosellinen puhelinluettelo (only in Finnish at the moment).



Skinnarila Campus  
Skinnarilankatu 36  
53850 Lappeenranta

[www.saimia.fi](http://www.saimia.fi)