

Student
Intranet:

student.xamk.fi

Moodle Online
Learning Platform:

moodle.xamk.fi



Student Information Package

AUTUMN 2017



All for the future.

Hello new students!

Welcome to study at South-Eastern Finland University of Applied Sciences (Xamk).

Welcome to study at South-Eastern Finland University of Applied Sciences (Xamk). In this guide, you will find the information you need at the beginning of your studies. If you want to find out more about studying at Xamk, visit Student Intranet at student.xamk.fi. In order to have access to the materials available on the intranet, you are provided with a username and password upon enrollment. Student Intranet is also available on smart phones.

Since Student Intranet is the primary information channel for general study related matters, it is recommended that you visit there on a daily basis. In addition to news and announcements, Student Intranet provides instructions and document templates, as well as information related to studies and support services. Also, you have access to discussion and buy-and-sell forums and are entitled to post announcements for upcoming events in the events calendar.

If there are unexpected changes in the organization of studies such as rescheduled or cancelled lectures, the students will be informed via Student Intranet. It is recommended that students subscribe to the email notifications of this service. The instructions are available at student.xamk.fi/changesinclasses.

Academic Year 2017-2018

THE ACADEMIC YEAR IS DIVIDED INTO TWO SEMESTERS, AND STUDIES CAN ALSO BE COMPLETED DURING THE SUMMER.

- **Autumn semester**
1 Aug 2017 – 31 Dec 2017
- **Spring semester**
1 Jan 2018 – 31 Jul 2018
- **Summer semester**
2 May 2018 – 31 Aug 2018

The orientation week for new students will be on 21-25 August 2017, and the continuing students will start their studies on 28 Aug 2017.

In January, the new students will have their orientation week on 2-5 Jan 2018, and the continuing students will resume their studies on 8 Jan 2018.

NO TUITION IS SCHEDULED FOR:

- **23 – 29 Oct 2017 (week 43)**
- **24 Dec 2017 – 8 Jan 2018 (week 52, week 1)**
- **26 Feb – 4 Mar 2018 (week 9)**

The schedule for the academic year is available at student.xamk.fi/academicyear



Information Technology

Spaces for independent study are available on all campuses without prior reservation. Some of these spaces are equipped with desktop computers, and some also provide printers and scanners.

All campus buildings provide access to the wireless network: choose the XAMK network and log in with your username (begins with 'o'). Notice that the XAMK Visitor network is not accessible by students.

At the beginning of your studies, you are provided with a personal username for all systems. You will also have a personal mailbox and access to Office 365. Instructions on how to use the available IT technology and net-

works are available on Student Intranet at student.xamk.fi/systems.

More specific information concerning IT helpdesk services on different campuses is available at student.xamk.fi/campuses.

All support requests related to IT and networks must be submitted via xinfo.xamk.fi.

At the beginning of the academic year, each student is granted 5 euro's worth of printing credits. This is sufficient for printing out 100 black-and-white copies or 50 colour copies. Unused credits will be transferred to the following academic year. The currently available printing credits can be checked with one's personal username at <http://print.xamk.fi>.

E-Campus

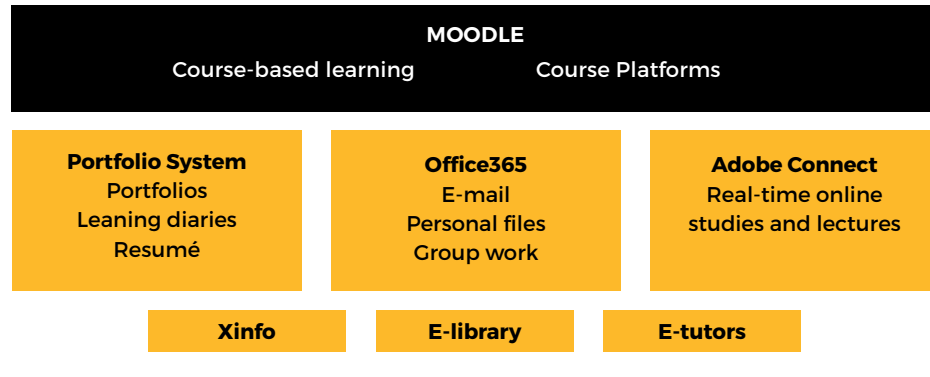
E-Campus comprises a variety of online services that support studies. E-Campus provides means to deal with study-related matters and receive helpdesk support and other guidance while not being physically present on campus. The e-campus is built upon the student's personal online learning environment (Moodle,

Portfolio, Office365) and provides access to e-tutors and e-library.

E-campus services can be accessed via **moodle.xamk.fi**.

On Moodle you can also find guides, directions and support for using the online learning environment.

Student's online learning environment on e-campus



Brief Introduction to Systems

STUDENT

student.xamk.fi

- Student Intranet, an official information channel of Xamk
- e.g. news, events, instructions, document templates
- login: *username@edu.xamk.fi*
- if a mobile device requests a domain, type 'ksamk'

- prefer other browsers than Safari

E-MAIL AND OFFICE365

https://webmail.xamk.fi

- student e-mail, an official information channel of Xamk
- login: *username@edu.xamk.fi*
- address for staff: *firstname.lastname@xamk.fi*



PEPPI

opiskelija.peppi.xamk.csc.fi

- registration for courses
- updates of personal profile
- registration of completed studies and ECTS credits
- Personal Study Plan (PSP)
- login: username

TIMETABLE MANAGER

https://lukkarikone.xamk.fi

- course and group calendars
- login: username
- instructions: **student.xamk.fi/timetables**

STUDY GUIDE

opinto-opas.xamk.fi

- course descriptions
- no login needed

MOODLE

moodle.xamk.fi

- online learning environment
- course platforms and portfolio
- login: username

ADOBE CONNECT (AC)

flax.xamk.fi/ + the room address provided by the lecturer

- virtual classrooms
- real-time online lectures and group meetings
- login: one's own name

XINFO

xinfo.xamk.fi

- customer service, e.g. requests for and feedback on IT helpdesk support
- no login needed

FORGOT YOUR PASSWORD?

<https://id.xamk.fi>

or through student affairs office

KAAKKURI

kaakkuri.finna.fi

- online library materials and services
- login: username

INSTRUCTIONS ON HOW TO SET UP E-MAIL ACCOUNT ON A MOBILE DEVICE

You can set up your student e-mail account on any mobile device that supports Exchange Active Sync. You will obtain information on whether your device supports Exchange Active Sync from the manufacturer's web site or the retail store.

In order to set up the account, you need your username and password, and the name of the server. More information is available at <https://webmail.xamk.fi>.

- Username: *user@edu.xamk.fi*

(e.g. *oanis999@edu.xamk.fi*)

- Password: the password you use when logging into e-mail and Student Intranet
- Domain: leave blank
- Server: *outlook.office365.com*
- Notice (depending on the device): use a secure connection (SSL) and accept all SSL certificates. Android devices also give a remote control request. This request must be accepted to activate the e-mail account on the mobile device.

Problems?

The e-tutor is your virtual tutor and helps you in the use of electronic tools. The e-tutor answers students' questions by e-mail at etuuturi@edu.xamk.fi, or in a chat room at <https://tawk.to/etuuturi>. The e-tutor is also accessible on Moodle via 'Ask E-Tutor' function.

Registration for courses

It is your own responsibility to register for all the courses you aim to complete. The available courses offered by the degree programmes and information about the scheduling are presented in the Study Guide. Registration is made on Peppi.

The registration is binding. If the number of participants in a particular course is limited, preference is given to students for whom the course is obligatory.

Instructions on how to navigate on Peppi are available at student.xamk.fi/peppi_en.



Student Services

The Xamk Student Services process matters related to applications for admission, student financial aid and the statistical recording of student affairs. On each campus, there is a Student Affairs Office that attends to general study-related matters, such as:

- certificates of admission, meal subsidy cards (issued by Kela, the Finnish Social Insurance Institution)
- transcripts of records
- course registrations
- enrollment for attendance/non-attendance
- registrations for re-sit exams
- guidance on how to navigate on Peppi
- guidance on student financial aid
- resumption/extension of the right to study
- graduation

The Student Affairs Offices and Admissions Services are open Mon-Fri 9:00-15:00.

The email address of the Student Affairs Office is opintotoimisto@xamk.fi.

STUDENT AFFAIRS OFFICES, CONTACT INFORMATION

- Kotka: Pääskysentie 1, 1st Floor
- Kouvolan: Paraatikenttä 7, Main Building, 1st Floor, on the side of Cafeteria Kasarmi
- Mikkeli: Patteristonkatu 3, X-Building, 1st Floor
- Savonlinna: Savonniemenkatu 6, 2nd Floor, Room 235
- Contact information student.xamk.fi/student-services





STUDENT FINANCIAL AID

The purpose of student financial aid is to provide students with a basic subsistence during their studies. The student financial aid is comprised of study grant, a government guarantee for a student loan and student housing supplement (from 1.8.2017 onwards only for students living outside Finland).

Students living in Finland can apply for general housing allowance (from 1.8.2017 onwards).

See www.kela.fi/web/en/financial-aid-for-students. Additional information is available also from the Xamk Student Financial Aid Advisors, tel. +358 50 312 5035 and +358 44 702 8889, e-mail opintotuki@xamk.fi.

MEAL SUBSIDY AND RESTAURANTS

Students completing a bachelor's or master's degree in a university of applied sciences are eligible for a meal subsidy. Some university-level occupational or specialisation programmes also

qualify students for a meal subsidy.

You will have your meal at a discounted price by presenting a student card or a meal subsidy card issued by Kela and provided to you by Student Services.

The menus, prices and opening hours are available on Student Intranet in the Lunch Menus section. If you acquire a pre-pay card of Xamk restaurants, you will receive an additional 0.10€ reduction on your Kela-subsidised lunch, decrease the average queuing time and become entitled to the special offers. The pre-pay card can be acquired and re-charged at the cafeteria check-out points. With a pre-pay card, you can also avoid queuing by using a self-service check-out.

If you must follow a special diet, contact the Cafeteria Manager to discuss necessary arrangements.

The Xamk cafeterias also offer opportunities for students to carry out projects or thesis studies, or work part-time.

Student Wellbeing

In the course of your studies, there may come a time when you need additional support and help to carry on with your studies or cope with the challenges in your life. The aim of Student Wellbeing Services is to support students in a comprehensive manner, help them to complete their studies and develop their expert skills. The Student Wellbeing Services are available to all degree programme students for the entire duration of their studies.

Our experts of student wellbeing offer you the opportunity to discuss the ways to improve your wellbeing, make progress with your studies and take better control over your life.

Mikkeli Campus and Savonlinna Campus:
Kirsi Kämäräinen, kirsi.kamarainen@xamk.fi,
tel. +358 40 709 4836

Kotka Campus and Kouvola Campus:
Anne Vuorivirta, anne.vuorivirta@xamk.fi,
+358 44 702 8909

Counselling psychologists evaluate and foster your learning and studying capabilities.

Mikkeli Campus and Savonlinna Campus:
Mari Rauhala, mari.rauhala@xamk.fi,
tel. +358 040 676 5140

Kotka Campus and Kouvola Campus:
Karoliina Peltola, karoliina.peltola@xamk.fi,
tel. +358 44 702 8272

There are also services of student health care and campus chaplains on every campus.

student.xamk.fi/wellbeing

Safety and Security

The Xamk Safety, Security and Crisis Instructions are available on Student Intranet. Pocket-size safety guides can be obtained from campus info desks. It is recommended that you read the safety instructions during the first days of your studies.

student.xamk.fi/safety

Library Services

The Library Services grant you access to the printed books, journals and magazines of all four campuses, and provide you with a wide range of electronic materials including e-books. For the entire duration of studies, in all degree programmes, the library staff provide guidance on how to use the library, help students with loan and data services and give instructions on how to retrieve data. At the beginning of your studies, you are familiarised with library services and materials available for loan, and at the different stages of your studies, you are instructed on how to retrieve data.

With Kaakkuri Search Service, you can retrieve printed and electronic library materials,

save your favorite materials and search requests, renew loans and make reservations on the materials of all four campuses. Kaakkuri is available at kaakkuri.finna.fi. With your Xamk username and password, you have access to these library materials also outside the Xamk network.

All campus libraries in Kotka, Kouvola, Mikkeli and Savonlinna have spaces for independent study and group work. Once you obtain a library card and a PIN code, you can access some of the library facilities and use some of the services and materials also outside the opening hours. More information on library services and opening hours is available on Student Intranet at student.xamk.fi/library.

Campus Services



Kotka Campus

student.xamk.fi/campuses/kotka

Street address: Pääskysentie 1, 48220, Kotka.

OPENING HOURS

The doors are open Mon-Thu 7:00-17:30, and Fri 7:00-17:00. With a keycard, the facilities are accessible on weekdays 17:30-22:00, and

on weekends 8:00-22:00. In the summer, the campus is open 7:00-16:00. The computer labs are open on weekdays 7:00-16:00, and accessible with a keycard 16:00-22:00. On Saturdays and Sundays, the students can enter the facilities with a keycard 8:00-22:00. On holidays, e.g. Christmas and Midsummer's Eve, the campus is closed.

PARKING AND PUBLIC TRANSPORT

The parking spaces for students are located along the sides of the campus building and behind the rear entrance. In the areas where individual spots are not marked, cars must be parked as close as is reasonable to each other.

The parking space near the main entrance is reserved for the staff, and parking there is allowed only with a parking permit. Parking in front of the main entrance and in the driveways of the parking space is prohibited and subject to fine.

Bus timetables in Kotka: www.henriet-tamediat.fi/aikataulut (in Finnish).

CAFETERIA JUNNU

Open: Mon-Thu 7:30-17:00, Fri 7:30-14:00, Sat 8:30-14:30 (when studies are scheduled for a Saturday and if previously agreed). Lunch: 10:30-13:30.

Junnu is a cafeteria for students and staff on Kotka Campus. Junnu is located next to the main entrance and, in addition to lunch and coffee, also serves a breakfast buffet.

www.xamkravintolat.fi/ravintolat/ravintola-junnu

STUDENT HEALTH CARE

Students of the Degree Programmes in Engineering and Transport:

Vilja Palonen, Public Health Nurse

vilja.palonen@kotka.fi and

vilja.palonen@xamk.fi

tel. +358 40 669 1389

Appointment hours: Mon-Thu 8:00-15:00,

Fri 8:00-13:00, available without an appointment on weekdays at 8:00-9:00 and 11:30-12:30.

Students of the Degree Programmes in Social Services and Health Care:

Erja Ukkonen, Public Health Nurse

erja.ukkonen@kotka.fi, erja.ukkonen@xamk.fi

tel. +358 40 674 4039

Available Mon-Tue and Thu-Fri 8:00-15:00,

available without an appointment on weekdays at 8:00-9:00 and 11:30-12:30.

Appointments with a doctor are made through a nurse and carried out at health care centres. If necessary, the nurses will also refer the student for further treatment.

ACTIVITIES AND RECREATION

On campus, students have access to a gym and sports hall. In the sports hall there are open shifts (games) and group shifts that must be booked in advance. There are no leaders for the shifts.

student.xamk.fi/hobbies



Kouvola Campus

student.xamk.fi/campuses/kouvola

Street address of Main Building: Paraatikenttä 7, 45100 Kouvola.

The Student and Admissions Services, International Affairs Office, and the Public Health Nurse's and Counselling Psychologist's rooms are located in the main building.

OPENING HOURS

The campus is open Mon-Fri 7:30-16:00. With a key card, the facilities are accessible Mon-Sun 6:00-23:30. All students and staff must exit the buildings at 23:30 at the latest. If someone stays inside any of the buildings after that, an alarm is activated, and the person responsible for the

alarm will be charged for the expenses caused by it. The opening hours during holiday periods can be found on Student Intranet.

PARKING AND TRANSPORT

Parking is allowed in parking spaces P1-P4. Notice that it is prohibited to park one's car alongside the streets. In Paja Yard, parking is only allowed with a separate permit. More information on the public transport in Kouvola is available at www.kouvola.fi/joukkoliikenne (in Finnish).

CAFETERIAS

There are two cafeterias on the campus serving lunch. On weekdays, Cafeteria Paja is also open in the evening time.

Cafeteria Kasarmi

www.amica.fi/kasarmiravintola

Open: Mon-Thu 7:30-15:30, Fri 7:30-14:00,
Lunch 10:30-13:30.

Cafeteria Paja

www.xamkravintolat.fi/ravintolat/ravintola-paja

Open: Mon-Thu 8:00-18:00, Fri 8:00-14:30,
Lunch 11:00-13:30.

STUDENT HEALTH CARE

Main Building, 3rd Floor, the side of Cafeteria Paja. Students can see a **Public Health Nurse** without an appointment Mon-Fri 11:00-12:00. Appointments for other times and health examinations must be made by phone or e-mail:

Minna Saxlin, Public Health Nurse

tel. +358 20 615 7315

minna.saxlin@kouvola.fi

Minna Salminen, Public Health Nurse

tel. +358 20 615 8011

minna.salminen1@kouvola.fi

ACTIVITIES AND RECREATION

Hobbies are organized in the premises of Kouvola city. There are kettlebell classes, different games and a possibility to use a gym.

student.xamk.fi/hobbies



Mikkeli Campus

student.xamk.fi/campuses/mikkeli

Street address: Patteristonkatu 3,
50100 Mikkeli

OPENING HOURS

In the autumn and spring semester, the campus is open Mon-Thu 7:00-18:00, and Fri and holiday eves 7:00-16:00. The students must exit all campus facilities at 19:30 at the latest unless they have classes, lessons or practical training scheduled for later. On holiday eves, everybody must exit the facilities by 16:00. The opening hours during holiday periods can be found on Student Intranet.

The info desk is situated at the main entrance of Building D. The opening hours and

service information are available on Student Intranet and displayed on info monitors.

PARKING AND TRANSPORT

The campus area is subject to parking control, and incorrect parking may result in a fine. Parking is allowed for students in spaces indicated with a P-sign provided that there are no restriction signs such as reservations for staff. There is a limited number of parking spots on the campus, and public transport, cycling and car pools are recommended.

Buses to campus

BUS 1A – step off at Kiiskinmäki stop on Otavankatu Street.

Walk 600 m to the campus.

BUS 2 – step off on Porrassalmenkatu Street.

Walk 500 m to the campus.

BUS 4 – step off on Jääkärintatu Street, next to the campus.

More information on public transport (in Finnish): www.mikkeli.fi/joukkoliikenne.

CAFETERIAS

www.xamkravintolat.fi

Cafeterias **Kasarmina** and **DeXi** serve meals subsidised by Kela. In order to avoid the excessive queues during peak hours, students must have lunch at times presented in their schedules. It is advised that the students with no scheduled activities have lunch after 12:30.

At Cafeteria Kasarmina, the daily lunch menu includes a lactose-free and a gluten-free option. The vegetarian dish is ovo-lacto vegetarian. If you must follow a diet that is a combination of the aforementioned (e.g. lactose- and

gluten-free) or some other special diet, contact the Cafeteria Manager to discuss necessary arrangements.

Cafeteria Kasarmina is equipped with a smart buffet line that provides you with information about your meal. The cafeteria staff is keen to help you to obtain the full benefit from the smart buffet line. Don't hesitate to ask.

In **Cafeteria Talli**, students may have lunch at the same price as the staff, and there is also a café (**Café Campus**) in the main lobby of Building A.

STUDENT HEALTH CARE

Students can see Public Health Nurses in Building F on weekdays. The appointment hours can be found on Student Intranet.

Students of the Degree Programmes in Community Education, Electrical Engineering, Building Services, Process and Materials Engineering and Information Technology:

Hanne Sorjonen, Public Health Nurse
tel. +358 44 7944 633

Students of the Degree Programmes in Business Administration, Hospitality Management, Environmental Technology, and Forestry:

Tiina Jukarainen, Public Health Nurse
tel. +358 44 7944 670

Doctor Eeva-Leena Korpipjärvi (eeva-leena.korpipjarvi@essote.fi) is usually available on two days a week. The appointment must be made beforehand through a public health nurse, preferably not by phone.

ACTIVITIES AND RECREATION

On campus, students have access to a gym, sports hall, disc golf course, outdoors sports field and a band rehearsal room. More information available on Student Intranet at student.xamk.fi/hobbies.



Savonlinna Campus

student.xamk.fi/campuses/savonlinna

Street address: Savonniemenkatu 6,
57100 Savonlinna

OPENING HOURS

The campus is open during the spring semester Mon-Thu 7:00-18:00, and Fri and holiday eves 7:00-16:00. During holiday periods, Door A is open Mon-Fri 7:00-16:00, other doors are closed. The students must exit all campus facilities at 20:00 at the latest unless they have classes, lessons or practical training scheduled for later. On holiday eves, everybody must exit the facilities by 16:00.

CAFETERIA KAARI

www.xamkravintolat.fi

Open: Mon-Thu 7:45-15:00, lunch 10:30-13:30; Fri 7:45-14:30, lunch 10:30-13:00.

PARKING AND PUBLIC TRANSPORT

In the inner campus yards, parking is allowed in parking spaces not marked with a 'reserved'

sign. Parking is also allowed alongside streets provided that this is not specifically prohibited by traffic signs.

STUDENT HEALTH CARE

The nurse's room is located on the ground floor.

Public Health Nurse Johanna Lemettinen can be seen Mon, Wed and Thu 7:45-16:00 and Fri 7:45-13:00.

In the mornings between 7:45-9:30, no appointment is necessary.

Phone consultation is available 9:30-10:00 and 15:00-15:30 (excluding Fridays).

Appointments 10:00-15:00, on Fri until 12:30. Appointments are made by phone at +358 44 417 2376.

Doctor Samppa Paavola can be seen every other Thursday 8:00-11:00 by appointment made with the Student Health Care Services.

ACTIVITIES AND RECREATION

student.xamk.fi/hobbies

There are various sports and recreation facilities available for students on campus. More information can be found on Student Intranet. There is a futsal game at the back of the cafeteria, a Wii console in the common room on the 2nd floor, and a pool table in the Student Union SOHVA's facilities in the basement. Various hobby groups use the campus facilities, and students are welcome to join in. Some of the groups have no leaders but simply enjoy doing things together.



Student Union Kaakko

Student Union of the South-Eastern Finland University of Applied Sciences, shortly Student Union Kaakko, is there to advocate your rights and interests. The most important task of the student union is to represent the students' best interests in the decision-making processes of the South-Eastern Finland University of Applied Sciences. Also, the student union aims to make sure that the student's life would be fun and rewarding. What we want is that all students are properly prepared to enter the job market after graduation and can look back at their student years with affection and appreciation.

The student union is equally interested in the content and quality of education and the students' wellbeing. If you think there is something that should be improved, don't hesitate to contact us. All student union members are heartily encouraged to apply for a seat on the board or in the representative body. The application period is in the autumn semester so keep your eyes and ears open. The student union also coordinates and develops all tutoring activities. Seize the opportunity and become a peer tutor,

international tutor or sport and leisure activity tutor. Application periods are announced on Student Intranet, on our website and Facebook.

Membership in a student union entitles you to acquire the official student card which will provide you with various benefits in Finland. In other words, as a member of a student union, your life will be cheaper. Information about the student card and its ordering you can find on our website

www.opiskelijakuntakaakko.fi.

In 2017, the chairperson of the board is Rurik Rantalainen, a logistics engineering student on Kotka Campus. The chairpersons of Campus Committees are Topias Rantala in Kouvola, Daniel Nava Hiitola in Mikkeli, and Simo Lipsanen in Savonlinna. Contact information and office hours can be found on our website.

More information about Student Union you can find www.opiskelijakuntakaakko.fi or come and visit us at our offices!

There are also student associations on all campuses. student.xamk.fi/associations



Learning unlimited.

Links

Study counselling:

student.xamk.fi/counselling

Degree regulation:

student.xamk.fi/degereeregulations

Document templates and instructions:

student.xamk.fi/writing



Xamk



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South-Eastern Finland
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