



JYVÄSKYLÄN YLIOPISTO
UNIVERSITY OF JYVÄSKYLÄ

ACADEMIC PRACTICES @ UNIVERSITY OF JYVÄSKYLÄ

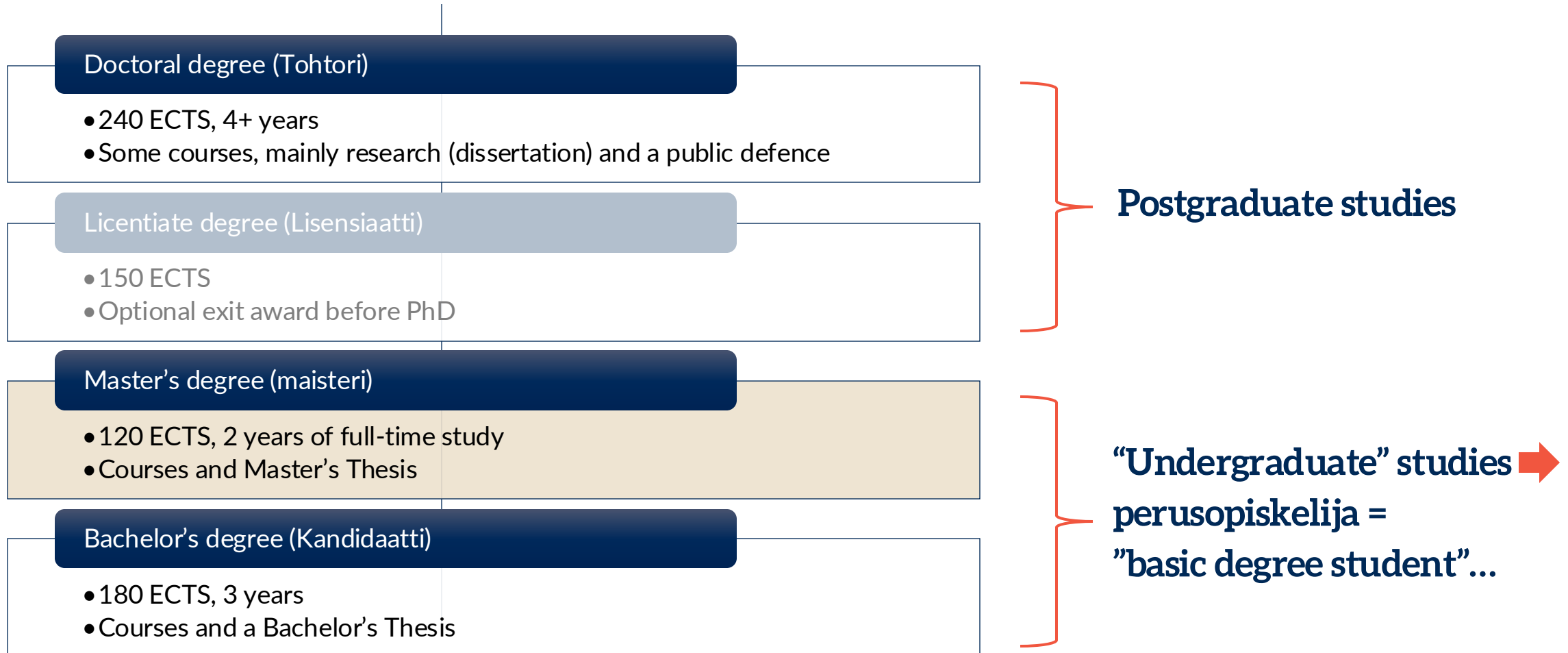
Elisa Heimovaara
International Coordinator
Faculty of Education and Psychology

JY. Just add U.

1. Basics
2. Planning your studies
3. Registering for courses
4. Modes of study
5. Written assignments
6. Examinations
7. Grades
8. Contact with the staff
9. Questions



Academic degrees in Finland in a nutshell



Course credits (ECTS)



What is included in a credit?

All the “learning” for the course:

- Contact teaching, e.g. lectures/seminars/demos...
- Group/pair work
- Exams, essays, assignments and the time to prepare
- Any other independent work

For example: a 5 cr course is 135 hrs of work (17 full 8 hr working days), including all the work

ECTS = European Credit Transfer and Accumulation System

1 ECTS = 1 JYU credits *or opintopiste (op)*
= 27 hrs of work

An academic year = 1600 hrs of work
= 60 credits

A semester = 30 credits

Academic calendar



Autumn semester 2024

- **I period:** 1.8. - 27.10.2024
- **II period:** 28.10. - 31.12.2024
 - Christmas break 20.12. – 8.1.2025

Spring semester 2025

- **III period:** 1.1. - 16.3.2025
 - teaching starts on 9.1.2025
- **IV period:** 17.3. - 25.5.2025
 - Easter break: 14. - 21.4.2025
- Summer period: 26.5 - 31.7.2025 (holiday; very limited teaching, [place for internship!](#))

- **JYU is closed on national bank holidays:**
 - Finnish Independence Day (6 December)
 - Christmas (24-26 December)
 - New Year's Day (1 January)
 - May Day, "vappu" (1 May)
 - Ascension Day (29 May in 2025)
 - Mid-Summer's Eve, "juhannus" (20 June in 2025)
- **July: Finland is "closed"** (from Mid-Summer's Eve (juhannus) in late June to early August)

1. Planning your studies

- Sisu?
- Personal Study Plan
- Choosing your courses





- The master study data system
- Both in Finnish and in English; choose your language
- For students:
 - Course descriptions
 - Personal Study Plan through “Structure of Studies”
 - Registration for courses (completion methods) and exams
 - Official Transcript of Records and Certificate of Registration
- Keep your e-mail address and other contact information up-to-date!
- Technical problems with SISU → contact SISU support ([HelpJYU Service Portal](#))
- Full instructions: <https://www.jyu.fi/en/for-students/instructions-for-bachelors-and-masters-students/it-instructions-and-tools-for-students/sisu-instructions>

Personal study plan in Sisu



- Your plan for the whole degree
- In “Structure of studies” in Sisu
- The overall structure of the degree, i.e. the outline and compulsory parts of the Study Plan is already in Sisu. However...
- ... A lot of electives within your major and free optionality too...
 - Electives in your major subject usually from your own Department and/or Faculty
 - Optional courses also from other Faculties and the Centre for Multilingual Academic Communication (Movi)
 - Consider your individual background/interests/career aims etc. when choosing your elective and optional studies
- **A tool** for you: keep track of which studies are “to do” and which studies have already been completed

Choosing a course



- All courses can be found in Sisu (translated in English) but not all courses are open for you! **Always check** the course info and the **Completion Methods**: is it actually available for you and is it taught in English? Check:
 - Language of learning
 - Subject specific restrictions (e.g. JSBE by level)
 - Level (course code!)
 - Prerequisites?
 - Sometimes teaching is in Finnish but int'l students are allowed to complete the course by independent study in English (alternate year delivery, for example)
- **Courses at the Centre for Multilingual Academic Communication (Movi)**
 - French? Swedish? Academic writing, courses in intercultural communication and plenty more!
 - <https://www.jyu.fi/en/for-students/instructions-for-bachelors-and-masters-students/studies-at-movi>
- Study Guide with all curricula, e.g. Creating Careers (Joint studies)
- **Courses available in English listed at:**
 - <https://www.jyu.fi/en/apply/student-exchange/courses-for-exchange-students>
 - An easy access list of courses delivered in English across Faculties
 - Some courses (clearly marked available to “all”) are available to students from other faculties

Course codes can guide you



The first 3 digits of the code usually express the host subject (in Finnish), the 4th digit expresses the level of studies:

➤ Example: **PSYS**1234 = A Master's level Psychology course

Examples of subjects:

- **PSY** = psykologia (=Psychology)
- **TIE** = tietotekniikka (= Computer Science)
- **XEN** = X for Movi, **Eng** English language

Levels:

- xxx**P**xxx = **P**erus = BA/BSc basic (1st year)
- xxx**A**xxx = **A**ine = BA/ BSc intermediate (2nd-3rd year)
- xxx**S**xxx = **S**yventävä = Master's level (Advanced)
- xxx**J**xxx = **J**atko = Doctoral level

2. Registering for courses

- Course and completion method
- When to register?



How, where, when, what?



- In Sisu
- A course is designed for a full curriculum period for several years (2024-2028) but teaching schedules are decided annually!
 - You register for a certain **completion method** (of a course) available during that **semester**
- Courses may have more than one **completion methods**
 - Taught and independent option
 - Different completion methods for different groups (e.g. language courses for different programmes)
- A course may have separate registration for lectures/exams/demos!
- Please cancel your registration if you change your plans!

When to register for courses?



- When your University user license is fully functional and you can access Sisu
- Registration deadlines vary and you may not be able to register yet for courses which start later in the academic year
- **Registration period and deadline for a course can be found** in the Completion Methods tab of the Course Description in Sisu
- **Course registration**
 1. Include courses in your Study Plan, i.e. Structure of Studies -> schedule
 2. Register for those courses which you will be timing for **that period/semester**
- Study Plan is for the **entire** degree and the course registrations are done as and when the time is to take them!
- **Separate session on Sisu!**

Important to Notice



- Possibly overlapping schedules; no ready-made timetables for students
- **Do not miss the first lecture**; all the important information is given there! If not possible, please ask!
- Academic quarter of an hour...14:00 or 14:15?
- Attendance requirements vary; check with the lecturer!
- Class sizes vary (10-400)!
- Teaching methods vary!
- Depending on your Faculty, a lot of courses available online, possibly including small group meetings
 - If you have residence permit issues and haven't been able to arrive in JKL, start with online courses!

3. Modes of study

Vary from Faculty to Faculty, programme to programme and course to course



Teaching methods



- Courses can have different completion methods, i.e. how to complete the course (e.g. participating in teaching/independent study)
- Courses may include different teaching methods such as
 - Seminars
 - Demos/labs or practical work
 - Group work, working in pairs
 - Presentations
 - Online teaching/support
 - Lectures
 - Book exams
 - Assignments, essays and reports, learning diaries
- <https://www.jyu.fi/en/for-students/instructions-for-bachelors-and-masters-students/completing-studies>

Example of a course outline



SISU | Structure of studies | Timeline | Registration | Study calendar | My profile | Search

Home > Information Systems Theories (s) > Information sheet

Information Systems Theories (5 cr)

ADD TO COURSE CART

TJTS5002

Course version ⓘ

2024-2025 (JYU); 2025-2026 (JYU); 20... ▾

Information sheet

Completion methods

Equivalences and substitutions

Open university courses

Cross-institutional studies

Information sheet

Basic information

Languages of learning: Finnish, English

Grading scale: General scale, 0-5

Course type: Regular course unit

Course level: Advanced studies

Organiser: Faculty of Information Technology

Higher education institution: University of Jyväskylä

Content and goals

LEARNING OUTCOMES

After completing the course, the students are able to:

- 1) Identify a broad array of research topics and themes within the field of information systems (IS);
- 2) Understand the role of theory and prior literature in IS research;
- 3) Know how to conduct a literature review and develop a theoretical background section (e.g., for a Master's Thesis);
- 4) Evaluate, analyze and potentially criticize exemplar IS research articles published in journals and/or conferences.

CONTENT

Content

Using prior literature and theory is a critical building block of a Master's Thesis in information systems (IS). Therefore, this course provides knowledge and support for the Master's Thesis work by offering an overview of research and theory in IS. The course begins by identifying a variety of contemporary research topics and themes published in IS journals and conferences. In short, the constant introduction of new technologies and the continual discovery of new application areas offer exciting opportunities for IS research. The course elaborates on the role of prior literature and theory in IS research; also recognizing how IS relates to other fields (i.e., reference disciplines). Furthermore, the course introduces ways to conduct literature reviews and theoretical background sections for research articles and Master's Theses. During the course, the students will analyze exemplar articles published in IS journals and/or conferences.

Completion methods

The course will be organized once a year as a scheduled online course (incl. video lectures, materials and assignments).

Assessment details

The evaluation will be based on assignments.

Prerequisites

DESCRIPTION OF PREREQUISITES

It is recommended to take the course in the second year of Master's studies, because the course provides knowledge and support for students' Master's Thesis work (especially regarding the literature/theory section of a Master's Thesis).

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JYU SINCE 1863.

Completion method



SISU

Structure of studies

Timeline

Study calendar

My profile

Search



Integrated Research Communication

XENX009 | Version: 2020-2021 (JYU); 2021-2022 (JYU); 2022-2023 (JYU) ▾

Information sheet

Completion methods

Substitutions

METHOD 1

PART OF THE COMPLETION METHOD



Teaching (4–5 cr)

TEACHING

Online teaching, For IS/COIN students 16.9.2022–28.4.2023

Small group teaching, DMCC 20.9.2022–10.11.2022

Small group teaching, EDUMA 5.10.2022–4.5.2023

Small group teaching, BIF International Master's degree program
5.10.2022–7.2.2023

Small group teaching 16.11.2022–5.5.2023

[Show more](#)

SELECT

SELECT

SELECT

SELECT

SELECT

Completion method 1

ASSESSMENT CRITERIA

Regular attendance, active participation, and successful completion of all the assignments. Continuous assessment based on self-reflection, peer and instructor feedback. Specific

RECURRENCE OF TEACHING

The teaching is not set to recur

4. Written assignments

- Cultural differences
- Plagiarism
- AI



What to pay attention to?



- Great cultural differences on
 - Structure
 - Style
 - Referencing
 - <https://www.jyu.fi/en/for-students/instructions-for-bachelors-and-masters-students/information-seeking-and-research-data-management/library-tutorial/how-to-cite>
- Be aware of your own background and differences in academic culture and writing conventions!
- Submission methods may vary but mainly by Moodle
- Check deadlines

Academic misconduct



Fraud means:

- Cheating (e.g. talking!) on an exam;
- Copying an assignment;
- Giving a fellow student your work to present it as their own;
- Taking an exam for someone else;
- Fabricating measurements or other findings.

Plagiarism means:

- Copying someone else's work either directly or in a modified form (incl. summarizing or translations) **without properly naming the source!**
- **It must be clear for the reader at all times** which part of the text is borrowed, what is the cited publication/material, and to which section of the publication or material the citation refers to (e.g. page numbers).
- **REFERENCES!**

JYU Code of conduct for academic misconduct...



- Ethical guidelines for studying and the handling of academic misconduct: <https://www.jyu.fi/en/for-students/instructions-for-bachelors-and-masters-students/regulations-and-directives-guiding-studies/dealing-with-academic-misconduct>
- Ensure you **know** how to avoid misconduct!
- Plagiarism detection software is in use

Use of AI



University's general guidelines for the use of artificial intelligence (AI) applications (2023): <https://www.jyu.fi/en/for-students/instructions-for-bachelors-and-masters-students/regulations-and-directives-guiding-studies/using-ai-based-applications-in-studies-jyus-instructions-and-guidelines>

1. **Using AI-based applications to assist in studies is allowed in principle**
 - E.g., for making drafts, structuring topics, understanding concepts or to assist in language and text issues **for further work by you!**
2. **The teacher gives final instructions on the use of the AI applications**
3. **AI is not a scientific source!**
 - AI is not a scientific source! You must always clearly state if you are using text produced by an AI application. You must always refer to the **original source** according to required reference practices. The use of AI must also be indicated in the bibliography.
4. **The student is responsible for the content of the text they hand in!**
 - Be careful if you use AI. It cannot be used in assignments where linguistic presentation is part of the assessment criteria. Directly quoting the text produced by the language model without using references is plagiarism. The plagiarism detection programmes will detect the use of AI.
5. **If generative AI have been used in completing assignments/theses, the application and how it was used, must be mentioned**
 - assignment can be, e.g., an exam answer, an essay, or a thesis. State the use of AI for the text, its topic or language issues in the introduction. If the description is very long, you can also use a separate attachment to report it.
6. **Further guidelines from your Faculty/programme!**

5. Exams

- Lecture exams
- E-exams
- Book exams
- General exams
- No oral exams (excl. languages)



About exams



- Not all courses have exams; subjects vary a lot
- Retakes are available if you do not pass, or you wish to raise your grade
- After 2 no-shows/failed exams, you must consult the teacher about the possibility to take the exam
- Only a certain number of books are available in the University library; please plan ahead...
- Different types of exams

Lecture exams and book exams



Lecture exams (luentotentti)

- A part of the course; for most courses at the end of a course/period
- Dates for exams and re-exams stated in Sisu in the course description
- Registration for **Tentti** (= exam) in Sisu
- If you cannot attend: discuss with the teacher *beforehand!*

Book exam (kirjatentti)

- Book exam can be:
 - a) a part of a course with contact teaching or
 - b) the **only mode of studying** of an independent study course, i.e. no lectures, just books to study!
- Can be done in eExam or Moodle, for example

eExam and a general examination



eExam

- An electronic exam that you can take independently in an eExam room
- Some (not all) exams can be taken as eExams
- Locations in Agora and Lähde
- You can choose the time for the exam from the reservation calendar
 - Mon-Fri 8:00-20:00 and even on Saturday till 16:00
- Registration in the eExam system
- [E-exam Guide](#)

General exam (yleinen tentti)

- Only used in the Faculty of
 - Information Technology
 - Mathematics and Science
 - Jyväskylä School of Business and Economics
- Organized once a month
- For each general exam date there is a list of exams (courses) you can take that date, registration in Sisu
- <https://www.jyu.fi/en/for-students/instructions-for-bachelors-and-masters-students/completing-studies/general-examinations>

6. Grades

Grades within two weeks of submission,
results in Sisu

- 1-5 scale
- Re-assessment



Grades



- The full scale 1-5 is used
- Failed courses do not show on the ToR
- Some courses may be graded Pass/Fail
- Re-assessment has no effect on the final grade, i.e. there are no automatic reductions on grades due to a resit

University of Jyväskylä scale	ECTS grading scale
5 (excellent)	A
4 (very good)	B
3 (good)	C
2 (satisfactory)	D
1 (sufficient)	E
0 (fail)	FX, F

About grades



- “Normal distribution” is NOT used, i.e. all students can get a 5, if they do well
- No University level assessment criteria
- **Grades and credits do not have any connection**, i.e. all students will receive the same number of credits for the same amount of work; only the quality work is assessed by different grades
- Students are not usually compared with each other on the basis of their grades
- Students are allowed to improve their grades through reassessment
 - the best grade will prevail

Where to find the results?



- Results are published **within 2 weeks** of completing an assignment or exam.
- Results will appear in SISU *study plan* & in the *Completed Credits* section (My Profile → Completed credits)

The screenshot displays a user's study plan in the SISU system. On the left, a vertical blue bar indicates the total credits: "Study plan (49)". The main area is titled "BASIC STUDIES IN SPECIAL EDUCATION" and includes a sub-header "ERIPER Basic studies". To the right of the title, it shows "Completed" in green, a green leaf icon with the number "4", and a progress indicator "25 | 25". Below the title, five course cards are listed, each showing "5 cr" and a green leaf icon with a number. The first card, "ERIP101 Foundations of Special Education", has a green leaf icon with the number "4" circled in blue. The other courses are "ERIP102 Participants and Networks in Special Education" (3), "ERIP103 Disability, Diversity and Professional Growth" (4), "ERIP104 Individuality in Learning and Participation" (3), and "ERIP105 Supporting Learning and Participation" (4).

Course ID	Course Name	Credits	Completion Status
ERIP101	Foundations of Special Education	5 cr	Completed (4)
ERIP102	Participants and Networks in Special Education	5 cr	Completed (3)
ERIP103	Disability, Diversity and Professional Growth	5 cr	Completed (4)
ERIP104	Individuality in Learning and Participation	5 cr	Completed (3)
ERIP105	Supporting Learning and Participation	5 cr	Completed (4)

Transcript of records



- Includes all courses you have successfully completed at JYU
- Includes credit values and grades
- Does **not** include courses you have failed or cancelled
- You can get **digitally signed, official ToR** at any time by downloading it from Sisu

The screenshot shows the Sisu user interface. At the top is a navigation bar with the Sisu logo and links for 'Structure of studies', 'Timeline', 'Study calendar', 'My profile', and 'Search'. Below this is the 'My profile' section, which contains several tabs: 'Study rights', 'Registrations', 'Completed credits' (which is selected and highlighted in blue), 'Applications and requests', 'Groups', 'Payments and scholarships', and 'Personal information'. Under the 'Completed credits' tab, there are two sub-tabs: 'Passed credits' and 'Failed and expired credits'. To the right of these tabs, a button labeled 'FORM TRANSCRIPT' is circled in red. Below the tabs, the 'Study modules' section is partially visible.

7. Contact with the staff

- JYU Main page: <https://www.jyu.fi/en> / Contacts
- Administration through HelpJyu
- Rights and responsibilities
- Please be patient; please do not expect an immediate response



Academic atmosphere



- Low hierarchy: casual but respectful relationship between students and staff
- Students often call their teachers by their (first) names, not by their titles
 - The informal "you=sinä", is generally used instead of the formal address, "You =te"
- You can contact teachers/professors directly
- You can ask for feedback about your performance directly from teacher
- Feedback collected at the end of each course
- Staff often have weekly appointment hours or appointments are agreed by e-mail
- E-mail conduct: be **precise** (help us to help you!)
 - state the **topic** clearly in the subject field, e.g. mention the code/name of the course or other important details
 - use your **first and last name** as written in Sisu
- Please allow **enough time** for the staff to answer your e-mails, do not expect an immediate answer

Academic freedom and responsibility



- Freedom and right to think and learn and make choices in your studies...and teaching!
- Flexibility in the system
- Responsibility to plan & organise: be in charge!
- No strict control over students
 - ... but this does not mean that there are no rules!
- Expectation of mature and independent behaviour
- Remember to ask if something seems unclear
- **With freedom comes responsibility...**

Regulations and directives guiding studies



- Studies are regulated by national legislation and internal JYU decisions
- RPL
- <https://www.jyu.fi/en/for-students/instructions-for-bachelors-and-masters-students/regulations-and-directives-guiding-studies>

Universities Act
Universities Act 558/2009



Government Decree
Government Decree on University Degrees (794/2004)



Degree regulations of the University of Jyväskylä
The general practical principles of organising teaching and studying are specified in the University's degree regulations.



Using AI-based applications in studies - JYU's instructions and guidelines
JYU's general guidelines for the use of artificial intelligence (AI) applications.



Appeal procedure
The appeal procedure in the University of Jyväskylä.



Principles for recognition of prior learning at the University of Jyväskylä (from 1.8.2020)
Principles for recognition of prior learning.



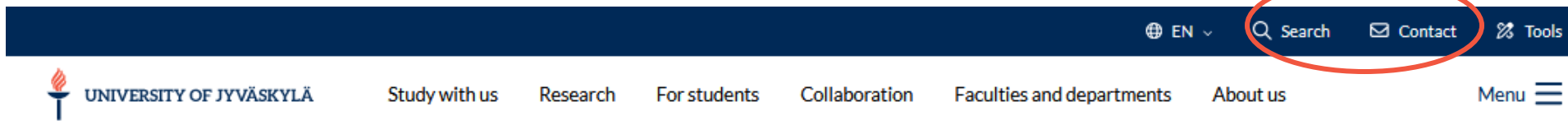
Dealing with academic misconduct
Rector's decision on ethical guidelines for studying and the handling of academic misconduct at the University of Jyväskylä (21.8.2023).



Where Can I Find Information? Who Can I Ask?



- **Study:** <https://www.jyu.fi/en/for-students/instructions-for-bachelors-and-masters-students>
 - all information is readily there
- **HelpJyu Service Portal:** <https://help.jyu.fi/> Tools tab on the University website
 - Administrative matters, such as exam arrangements, fees, scholarships, certificates...
- **Your programme staff**, esp. Study Advisor (most of you will meet them on Thursday!)
- **Course teachers**
 - Any course specific queries (assignments, grades, attendance, etc.)
- **Your peers in your community**
 - Tutors, Student Union (Subcommittee for International Affairs), Subject Associations, IDESCO International Degree Student Community of Jyväskylä...



Goodies at your service!



- There may be bumps on the road: you're not alone!
- The Goodies, i.e. wellbeing advisers, are there for you when you need someone to talk to
 - Trained members of staff to offer support
 - Come with any issue or problem, “big or small”
 - Always confidential
 - Here to find solutions to your situation together or to just “lend an ear”
 - More about the Student Life concept, the Student Compass and Goodies at:
<https://www.jyu.fi/en/for-students/instructions-for-bachelors-and-masters-students/student-wellbeing>
 - **Separate session!**

Keep informed!



- **JYU For students:** <https://www.jyu.fi/en/for-students>
 - All guidance from **new student handbook** to **practical training** all the way to **graduation!**
- **JYUsletter** – all the current news/events/general deadlines etc. Read it!
- **Mailing lists for international students**
- **Faculty/Departmental mailing lists for all students**
 - Automatic for all degree students, not routinely translated and not all information is relevant to you
- **Facebook**
 - *IMDPs*
 - *IDESCO*
 - *ESN Jyväskylä...*

8. Questions

- Ask!
- Get involved!
- Explore!
- Enjoy!





Welcome to JYU!