



Saimaa
University of Applied Sciences



STUDENT GUIDE

Skinnarila Campus



Student Guide – Skinnarila Campus

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Welcome to our student community

Welcome to start the new academic year 2017 - 2018 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.

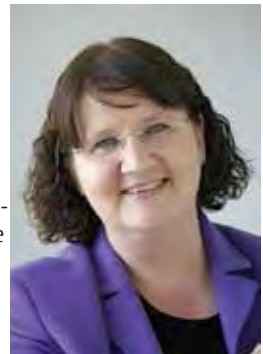
Our teaching emphasises international skills and you can complete some of your studies abroad either studying or in work placement. Your practical skills will be honed, for example, in research and development projects and work placement, during which you will create close contacts with working life already during the studies.

In Lappeenranta, you will be studying in the 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. At 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 teacher 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

Saimaa University of Applied Sciences is an international institution with strong expertise and focus on business, language and culture of Russia and wide networks in the area. Our vision is to be the most international institution of higher education in Finland in 2025.

We have three focus areas which are based on the needs of our interest groups, our own strengths and opportunities drawn from the operating environment. Focus areas are: profitable business from innovations, growth and internationalization for small and medium sized enterprises and customer-oriented health and social services.

Saimaa UAS carries out its mission and vision through the four strategic goals. The first goal is to be the platform for going global in South Karelia. We want to help our international students to integrate into Finnish society and prepare our Finnish students to become international specialists. The second goal is to give our students leading competence and hunger for learning more. Our students have possibility to make individual choices across the traditional borders between faculties and professions.

Our third goal is to support the region to growth and internationalization. R&D helps our partners to grow. Together with Lappeenranta University of Technology, Saimaa University of Applied Sciences will create a strong center of competence. LUT and Saimia merger provides an attractive campus, creates growth for the region, enables new business opportunities and intelligent combinations of sciences, offers choices that are more individual for students and improves operational efficiency. Our fourth goal is human resources. Staff and faculty competence is up to date. Both quantity and structure of our personnel are sufficient to ensure high-quality performance.

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.

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. General Information

1.1 Owner and Organisation

Saimaa UAS is a limited company owned by the South Karelia municipalities and Lappeenranta University of Technology. For more information, please visit www.saimia.fi/en-FI

1.2 Skinnarila Campus

Skinnarila Campus is located in Skinnarila, Lappeenranta, next to the Lappeenranta University of Technology (LUT). The degree programmes in Business Administration, Health Care and Social Services and in Technology are organized in Skinnarila Campus.

1.3 Staff

The list of staff can be found www.saimia.fi/en-FI > *Contact information* or www.saimia.fi > *Yhteystiedot*

2. Studying at Saimaa UAS

2.1 Academic year

The academic year consists of three terms. The autumn term begins in August and ends a few days before Christmas. The spring term runs from January to May, the summer term starts in June and ends in August.

More detailed information is available at www.saimia.fi/en-FI > *Studies* > *Study information* > *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 www.saimia.fi/en-FI > *Studies* > *Shortcuts* > *SoleOPS*.

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/en-FI > *Studies* > *Study information* > *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/en-FI/ > *Studies* > *Shortcuts* > *WinhaWille*

Students can learn more about Open University studies at Finnish universities of applied sciences under Open Studies at www.saimia.fi/en-FI/ > *Studies* > *Study information* > *Open Studies*

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/en-FI/ > *Studies* > *Study information* > *Degree Regulations (PDF)*

2.5 Attendance

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

2.6 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 of development teams.

2.7 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 www.saimia.fi/en-FI/ > *Studies* > *Study Support for Students* > *Student Services*. 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.

The opening hours of student affairs offices are available on student affairs website: www.saimia.fi/en-FI/ > *Studies* > *Study Support for Students* > *Student Services*

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/en-FI/ > *Studies* 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.

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 www.saimia.fi > *In English* > *Studying at Saimaa UAS* > *Study Support for Students* > *IT and Information Network Services*

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.saimia.fi/en-FI/ >Studies > Study Support for Students > Library and Information services](http://www.saimia.fi/en-FI/>Studies>StudySupportforStudents>LibraryandInformationservices) or www.lut.fi/web/en/library.

INTERNATIONAL SERVICES

Internationalization is a significant part of higher education. The objective of International Services at the Saimaa University of Applied Sciences is to enhance students' abilities to work in multicultural environment.

Saimaa UAS takes part in international student exchange programmes (Nordplus, Erasmus and First) and the university has a partner agreement with more than 100 universities around the world. The exchange programmes and cooperation agreements offer the students a chance to complete part of their studies and/or internship abroad. In addition, Saimaa UAS has double degree agreements with international partner universities. Based on these agreements the student can complete both the Finnish and international bachelor's degree within the regular duration of studies. Studies abroad usually take 3-6 months. International studies and internships are generally carried out during the second or third year of studies.

International Services operate at the Skinnarila campus in room 1134 and at the Linnala campus once a week. Further information on international activities is found on [www.saimia.fi/en-FI/ >Studies > Study Information > International Activities](http://www.saimia.fi/en-FI/>Studies>StudyInformation>InternationalActivities)

2.8 Cost of study

Non-EU/EEA students are subject to tuition fees. The annual tuition fee for students in Bachelor's degree programmes is 4 300 €/year, for students in Master's degree programmes 5 100 € and for double degree students 1 500 €. More information: www.saimia.fi/en-FI

Students who start their studies in 2016 or before do not have to pay tuition fees. Also the students coming from EU/EEA-countries can study free of charge.

2.9 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.

2.10 Communications and Internet services

Communications take place through electronic campus screens, Moodle noticeboard, www.saimia.fi/en-FI -website and e-mail.

The information concerning courses and general important information concerning Saimaa UAS will be announced in Moodle.

More information about Saimaa UAS, for example information about events, will be announced in the Saimia -website.

General information concerning studies, events etc. is announced in electronical campus screens. Information concerning the renovation of Lappeenranta University of Technology building 1 is announced in intranet. Students may login to intranet with their personal username and password.

INTERNET SERVICES

The student pages of Saimaa UAS at www.saimia.fi/en-FI/studies 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 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.

2.11 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/en. Come meet us and have a cup of coffee or enjoy the many benefits of membership!

2.12 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 Technology. 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 www.salut.fi/en.

3. Health care

South Karelia Social and Health Care District (Eksote) organizes health care services for the students of the Saimaa University of Applied Sciences in Lappeenranta.

The school nurse's office is located in LUT's building 7, the 2nd floor. You may contact the nurse by phone at +358 40 6511 697. The nurse is available on weekdays at 9 – 10 and for phone consultations from 11-11:45. In case of acute illness at other times, contact your own healthcare center.

You can also consult the nurse in Rakunnamäki (Kasarmikatu 9, Stable 1) on weekdays at 8 – 11. Other times you should make an appointment. If you need a doctor, you should contact the nurse first.

Acute sicknesses are treated in health centres in Sammonlahti (Torpanpellonkatu 2, 53850 Lappeenranta) or in Armila (Armilankatu 44, 53100 Lappeenranta). Health centres are open from 8 am to 4 pm.

Dental care is offered in Central Dental Clinic (Pohjolankatu 14, Lappeenranta), in Sammonlahti Dental Clinic (Torpanpellonkatu 2, 53850 Lappeenranta) and in Armila Dental Clinic (Armilankatu 44, 53100 Lappeenranta). Call +358 5 352 7059 to get an appointment. In the evenings, nights and at weekends treatment of emergencies and accidents is provided by South Karelia Central Hospital (Valto Käkelän katu 1, 53130 Lappeenranta). Preferably call +358 5 352 5743 before you go.

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

5.1 Meals

The restaurant in Saimia-house is open Monday to Friday, from 7.45 a.m. to 6 p.m. Lunch is served from 10.30 a.m. to 6 p.m. and breakfast from 7.45 a.m. to 10 a.m. Soup and salad lunch is also served in the LUT in the Café in building 6 and in the Skybar.

Menu: www.saimia.fi/ravintolaskinnarila/en/menus

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.

5.2 Photocopying

Photocopying is possible at Lappeenranta Academic Library.

5.3 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 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. Skinnarila Campus has parking control and unauthorised parking will be fined. Bicycles can be left in assigned places next to the buildings.

5.4 Smoking

Smoking is allowed only in designated places. In this way, we aim to keep our study environment clean and comfortable at all times. Smoking is allowed in the smoking area between the Saimia building and LUT. On the university side, smoking is allowed at ashtrays placed outside.

5.5 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.

5.6 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, Business Administration are located on the 3rd floor of the C stairway while the Technology mailboxes are located in the of the university's construction stage 3, next to the room 3307.

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 university's construction stage 3, next to the room 3307.

5.7 Keys and use of facilities in the evening

It is possible to use the UAS building for studying between 7 a.m. and 10 p.m. The inside doors of the UAS building are locked Monday to Friday at 8 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 8 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.

The building is guarded by guards. 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.

5.8 Independent workspace

The students' independent workspace is located in room 1031. 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. Quality pledge to the students

The Saimaa University of Applied Sciences is a community with open and encouraging atmosphere. Students and their well-being are the keystones of our activities. The students learn current knowledge and skills needed at work. We encourage our students to learn more, and we provide the students with tools and methods to do it. We support the students at all stages of their studies. Internationality shows strongly in our everyday life.

6.1 Quality system

Saimaa UAS is developing and maintaining the quality of activities continuously. Our quality system consists of policies, processes, systems and roles of different interest groups in the quality system. With the quality system Saimaa UAS makes sure that the quality pledge comes true.

The performance agreement with the Ministry of Education and Culture, policies of the board of the limited company and the strategy and yearly plans of the Saimaa UAS create the framework for the activities of Saimaa UAS. Education and studying are based on the curriculum and a student's personal study plan. The quality systems assures in everyday life that the education is of high-quality, student's studies proceed and the student gets support needed. The values of Saimaa UAS – professionalism, responsibility and openness – are steering the activities.

The results and feedback tell us how we have succeeded. We hope that students will give us feedback on our activities. The feedback is important, only with it we can improve mistakes and develop our UAS continuously by changing procedures, spreading good practices and knowledge.



Internationality

Open and encouraging atmosphere

Student and well-being

Useful knowledge and skills for profession

Supporting students during studies

Enthusiasm, ways and methods for learning

6.2 Feedback

Giving feedback is students' right. The quality of education and other activities can be improved only with the help of feedback. Students can give feedback via course feedback, inquiries and conversation.

All feedback is handled and taken advantage of in development of teachers' work, curriculum, education and other activities of Saimaa UAS for instance.

7. Important guidelines

Rescue instructions are on the noticeboards on the Skinnarila campus.

Emergency instructions are on the wall in each classroom.

Feedback channel	What kind of feedback?	Where to find?	Feedback processing
Course feedback	Feedback on individual courses	www.saimia.fi/en-FI/studies/Feedback > Course feedback or in the Moodle frontpage	Teacher and degree programme manager
Students' development discussions	In the beginning of the studies and during studies with the teacher tutor	A development discussion form	Teacher tutor and degree programme manager
Groups' eldest	Collecting feedback from other students	Groups' eldest	Meetings with degree programme manager
Student exchange feedback	Feedback on international exchange	www.saimia.fi/en-FI/studies/Student exchange feedback	Ammattikorkeakoulun KV-ryhmä
General feedback	Feedback on education and activities in general	Once a year by e-mail	Degree programme managers, Saimaa UAS's management team
AVOP-feedback of graduates	National feedback inquiry on studies	Via application for proof of graduation form	Degree programme managers, Saimaa UAS's management team
Special inquiries	Different kind of inquiries of Saimaa UAS	By e-mail, Moodle or web-site	Saimaa UAS's management team, degree programme managers
Student Union SAIKO	Student Union SAIKO collects feedback from students	By e-mail, Moodle or web-site	Saimaa UAS's management team's meetings with SAIKO's representatives
Student Unions in study fields	Conversations and feedback for degree programme manager		Degree Programme Manager



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