Orientation for exchange students

Heikki Lokki
CS Department
8.1.2014

HELSINGIN YLIOPISTO
HELSINGFORS UNIVERSITET
UNIVERSITY OF HELSINKI

Faculty of Science
Department of Computer Science

www.cs.helsinki.fi   8-Jan-2014   1

Administration

- Departmental coordinator
  - **Heikki Lokki**
  - Room B227 (Exactum)
  - heikki.lokki@cs.helsinki.fi
  - mobile: 050 5525 422
- My responsibilities
  - Your study plans
  - Department-level (only) bureaucracy
    - Signing and stamping forms
- Institutional coordinators – University main building downtown (Unioninkatu 33)

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Starting your studies

- Activate your CS account to use the department's computers
- Check your study plan
- Enrol to courses
  - CS department uses the **ilmo** system
  - Mathematics and statistics dept. uses WebOodi
- Enrolment for period III has already started and it is possible until the end of the first week of the period (17.1.)
  - Teaching starts on Monday 13.1.!
- Enrolment for period IV starts 18.2. (9:00)

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Activating your Computer Science account

➢Note – you have two accounts: university (AD) and computer science department (CS)

➢To activate your CS account
➢Logon to http://www.cs.helsinki.fi/activate with your university username and password
➢The system will ask you to set a password for your CS account (at least **12** characters)

➢The university and CS *usernames are the same*

➢Later on, to change the CS password, go to https://www.cs.helsinki.fi/passwd

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Important links

➢The studies page: http://www.cs.helsinki.fi/en/studies
➢Good to know:
http://www.cs.helsinki.fi/en/studies/good-know
➢Computing facilities:
http://www.cs.helsinki.fi/en/compfac
➢Orientation etc.:
http://www.cs.helsinki.fi/en/studies/orientation-and-useful-links
➢International Student FAQ:
https://www.cs.helsinki.fi/en/studies/new-international-student-faq

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In case of changes…

➢Study plan
➢Check first from your home university, if they require a formal change to be made on paper
➢ If yes, fill in the form (provided by your university) and make an appointment with me to formally approve the changes (sign and stamp)
➢ Otherwise, it is enough to inform the changes by email to me (your home university may have other procedures)

➢Extending your stay
➢ May be possible, if there are unallocated exchange months remaining in the contract between your university and us
➢ Housing may become a problem, don't leave it too late

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At the end of your stay

- If you need me to sign a form as a **proof of your stay**
  - *Make an appointment* with me with a few day's notice
  - You may also need a signature on the form as a proof for your arrival
  - Institutional coordinators available at the University Main building downtown, if the departmental coordinator's signature is not enough

At the end of your stay

- You will also need a **transcript of record** of your finished courses here to bring back to your university
  - *It will not be sent to you automatically*, you have to ask for it from the study office
    - You can get one free official copy
  - There can be a 2-4 week delay before a completed course gets registered in Oodi
  - If you have to leave before all the courses have been registered, send email to sci-info@helsinki.fi and ask them to mail an official copy to you

And now…

- Enrolling to the courses!
- Tour at the department

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