Orientation for exchange students

Heikki Lokki
CS Department
28.8.2014

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)

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 I has already started and it is possible until the end of the first week of the period.
  - Teaching starts on Monday 1.9.
- Enrolment for period II starts 7.10. (9:00)
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
  - Use the same password for both accounts
- The university and CS usernames are the same

Important links

- Good to know: http://www.cs.helsinki.fi/en/studies/good-know

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
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

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