



Orientation for exchange students

Heikki Lokki

CS Department

27.8.2015



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 31.8.!
- Enrolment for period II starts 6.10. (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/passwd> with your university username and password
 - Use the same password for both accounts
- The university and CS *usernames are the same*



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>



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



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