

# Orientation for exchange students

**Heikki Lokki**  
CS Department  
28.8.2014

HELSINKIN YLIOPISTO  
HELSINKI UNIVERSITY OF TECHNOLOGY  
Faculty of Science  
Department of Computer Science  
www.cs.helsinki.fi  
8-Jan-2014 1

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# Administration

- Departmental coordinator  
**Heikki Lokki**  
 Room B227 (Exactum)  
[heikki.lokki@cs.helsinki.fi](mailto: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 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)

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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
  - Use the same password for both accounts
  - The university and CS *usernames are the same*

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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

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## 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](mailto:sci-info@helsinki.fi) and ask them to mail an official copy to you

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## And now...

- ☐ Enrolling to the courses!
- ☐ Tour at the department

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