

**Student Guide for the Academic year
2018-2019**

(latest update February 14th 2019)

Who can take LITO online courses?

1. LITO Basic Business Studies are available **only for students who are not taking a Finnish Bachelor's or Master's degree in Economics and Business Sciences. The student must have a valid study right and be registered as an attending (present) student** with one of the universities listed below:

Aalto University	University of Eastern Finland
University of Jyväskylä	LUT University
University of Oulu	Tampere University
University of Turku	University of Vaasa
Åbo Akademi (30 students admitted to the Introduction to CSR course)	

2. Students who are registered with Open University cannot take the LITO courses.

3. Note that your university may give more specific guidelines and restrictions for participation into the LITO courses – read carefully the study guides and guidelines given by your university.

Preparing for studies and study plan

1. Plan carefully how many and which of the LITO courses you would like to and could take. You can choose any number of the 5-credit LITO courses.

2. You need a computer, an internet connection and an e-mail address that is not secret) in order to participate into the LITO courses.

3. Course descriptions, learning goals etc. of the LITO courses can be found in the study guide of your university as well as on the learning platform (www.lito.fi).

4. **It is your responsibility to ascertain that the LITO courses you plan to take are compatible with your studies and can be included in your degree.** It is advisable to consult study counsellors at your own university or faculty about the compatibility of the LITO courses with and/or about the inclusion of the LITO courses in your (degree) studies.

Preparing for studies and study plan

5. Although studying online provides flexibility, the LITO courses have schedules that you need to follow. Participation requires independent initiative and systematicity as well as ability to work in concordance with the course time schedule as there are deadlines for returning exercises and taking exams. The VIBu Business Simulation Game requires your active online presence on the dates given by the course instructors. **Make sure that the course dates and schedules fit with your other engagements as 5 ECTS equals some 135 hours of work.**

6. Make yourself a study plan and stick to it!

Course registration and access to the LITO learning platform

1. **You need to register for the each of the courses separately.** Course registration takes place at your home university within specific time limits announced. **Follow the deadlines as no late entries are accepted, and it is not possible to have your grade registered without course registration.**

2. All the LITO courses are taught on the Blackboard Open LMS learning platform (www.lito.fi). You can access the platform through the HAKA authentication with the user-ID and password of your university. Make sure that you have registered as an attending student with your university and that your user-ID and password are valid.

3. **Each course has its own access key which is sent together with course instructions via e-mail appr. five days before the course starts. If it seems that you have not received the access key, please check your junk mail folder** before contacting the teacher or the contact person of the course.

Pre-assignment

Some of the LITO courses include a compulsory pre-assignment which has to be submitted by the deadline given by the instructors and accepted before you can proceed with the course. The teachers will give you instructions for the pre-assignment together with the access key after the registration period has expired. Returning the pre-assignment after the deadline counts as a "fail" and you will be dropped out of the course.

Studying online

1. The LITO courses are organised in co-operation with multiple universities, and hence, the instructors of a course may also come from more than one university.

2. After you have registered with the course at the learning platform, the teachers will give you specific guidelines for the completion of the course. You can reach the course contact persons via the learning platform if you have any questions.

3. Each of the LITO courses gives you 5 ECTS, which equals 135 hours of work. **Make sure that you will have enough time for the completion of courses and plan carefully for your use of time so that you can make the most out of your LITO studies.**

Studying online

4. Below you will find some links to sites giving hints and advice to online studies – note, however, that the sites may contain instructions that are not valid for the LITO studies:

University of Helsinki/Open University:

<https://www.helsinki.fi/en/open-university/studying/how-to-become-a-student/web-based-studies>

You can also consult the guides your own university may have for those wishing to take online studies.

5. Some of the LITO courses can be taken in English besides of Finnish.

Accessibility

If you have a recommendation for special arrangements in studying approved by your university, and you need such arrangements with LITO courses, contact the responsible teacher or contact person of a LITO course when registering for the course, or if the course has already started, immediately after you have received an approved recommendation for special arrangements.

Giving course feedback

The course instructors collect feedback during the course before the course ends. Giving final feedback is obligatory in order to successfully complete the course. Feedback is anonymous, but the teachers can see on the learning platform who has given feedback and whose feedback is missing. **Your feedback is important for the development of the LITO courses!**

Registration of study credits and the LITO study package

1. To enable registration of study credits, it is necessary to transfer data about the student from his/her home university to the university that organises the course. The data to be transferred consists of your name (surname and first names), gender, nationality, e-mail address, personal identification number (or date of birth if the Finnish personal ID-number is missing) and the home university. Data classified as secret is not transferred. Without data transfer it is not possible to have the course credits registered.

2. The requirements for the completion of a course as well as the principles of the student evaluation are given in the course descriptions. If there is no final exam and you fail to pass, please contact the course instructors.

3. When you have passed a course, the credits and grade earned will be registered at the university that organises the course. Thereafter, the credits are transferred to your own university records. You can follow the registration of your credits at the MyStudyinfo site (OmaOpintopolku in Finnish) available at <https://opintopolku.fi/oma-opintopolku>. To use the site, you must identify yourself by using Finnish banking identification codes, mobile certificate or certificate card.

Registration of study credits and the LITO study package

If your grade and study credits have been registered at the university organising the course, but not at your own university, please contact first the office for student affairs at your university (see contact persons below):

University	Contact person:
Aalto University	opinnot-biz@aalto.fi; saana.nareaho@aalto.fi
LUT University	susanna.koponen@lut.fi
University of Eastern Finland	ella.koistinen@uef.fi
University of Jyväskylä	merja.e.myller@jyu.fi
University of Oulu	marketta.holmberg@oulu.fi
Tampere University	elina.kangastupa@tuni.fi
University of Turku	kaisa.saastamoinen@utu.fi
University of Vaasa	anna-maarit.toija@uva.fi
Åbo Akademi	thenriks@abo.fi

Please note that the transfer of credits to your home university requires some time as the transfer is currently done manually.

4. If you are not satisfied with the course evaluation, contact the course instructor responsible for grading. Requests for rectification will be processed according to the statutes of the university that organises the course (see below):

LITO course	Organising university in 2018-2019
Basics of Management and Organisation	University of Eastern Finland
Johdatus talouhallintoon	Aalto University
Johdatus yritys juridiikkaan	Tampere University
Introduction to Entrepreneurship	University of Oulu
Introduction to CSR	Svenska Handelshögskolan
Economics and the Business Environment	University of Jyväskylä
Basics of Marketing and Sales	University of Vaasa
VIBu Business Simulation Game	University of Turku

4. If you wish to get a note in your diploma stating that you have taken the LITO study package, you must take at least 25 ECTS of the LITO studies including the course "Understanding and managing a business as a dynamic whole – VIBu Business Simulation Game".

5. Only LITO courses can be included in the LITO studies. If you wish to include LITO courses into study packages offered by your university, contact study counsellors at your own university or faculty.

Wishes of every success with your studies!