



STUDENT GUIDE FOR THE ACADEMIC YEAR 2019–2020

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1. Who can take LITO online courses?

LITO Basic Business Studies are available only for students who are not taking the Finnish Bachelor's or Master's degree in Economics and Business Sciences. Students from Aalto University, University of Eastern Finland, University of Jyväskylä, LUT University, University of Oulu, Tampere University, University of Turku, University of Vaasa or Faculty of Agriculture and Forestry at University of Helsinki can take the LITO courses. In addition, 30 students from Åbo Akademi are admitted to the Introduction to Corporate Social Responsibility course, and the students in the Medimerc program can take some LITO courses that are specifically agreed upon with the Medimerc program.

You may be a degree student, doctoral student, exchange student or be a graduate with a right to take extension studies. You must have a valid study right and be an attending student at your home university. Note that your university may give more specific guidelines and restrictions for taking the LITO courses – read carefully the guidelines given by your university.

Students from Open University or Universities of Applied Sciences cannot take the LITO courses. Neither are LITO courses available under the Flexible Study Rights Agreement (JOO).

2. Preparing for the studies and study plan

Plan carefully how many and which of the LITO courses you can take. You can choose any number of the 5-credit courses. You need a computer, an internet connection and an e-mail address that is not secret in order to participate into the LITO courses.

Course syllabi, learning goals etc. of the courses can be found in the study guide of your university as well as on the learning platform (www.lito.fi). *It is your responsibility to ascertain that the courses you plan to take are compatible with your studies and can be included in your degree.* Consult study counsellors at your own university or faculty about the compatibility of the LITO courses with your (degree) studies.

LITO courses cannot be included in the Finnish Bachelor or Master of Economic and Business Sciences degrees. If you have, however, taken LITO courses before you have been granted the study right to these degrees, contact study counsellors at your home university.

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

Make yourself a study plan and stick to it!

3. Course registration, study right and transfer of student information

You need to register for the each of the courses separately. Registration takes place at your home university within the time limits announced. Follow the deadlines as no late entries are accepted.

Each of the LITO courses has a designated university that is responsible for organizing the course (i.e., the host university). When you register for a LITO course, you are granted a study right for that particular course at the host university. Your study right is valid until the end of the academic year in which you have registered for the course.

When you register for a LITO course, the student data required for the establishment of the study right are transferred from your home university to the host university. The data transferred includes your surname, first names, gender, e-mail address, nationality, personal identification number and home university. If you do not have the Finnish personal identification number, the date of birth is transferred. Data classified as secret is not transferred. *It is not possible to have the study right established and your study credits registered without transfer of data.*

4. Access to the LITO learning platform and course sites

All the LITO courses are implemented 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 home university. Make sure that your user-ID and password are valid and working.

When logging in the LITO platform, choose your home university (i.e., the university where you have registered for the course) from the menu available on the HAKA authentication page, and use the same home university and user-id every time you log in. If you possess user-ids in multiple universities and use different user-ids when logging in, the LITO platform creates a separate user profile for each user-id you have used and cannot e.g., combine course assignments submitted under different user-ids.

You need a self-enrollment key to access an individual course site. The key and course instructions are sent appr. 5 days before the course starts or the pre-assignment opens to the e-mail address obtained from your home university. If it seems that you have not received the self-enrollment key, please check carefully your e-mail and junk mail folder before contacting the contact person of the course.

5. Pre-/starting assignment

Most of the LITO courses include a compulsory pre-/starting assignment that has to be submitted by the deadline given by the instructors and accepted before you can continue with the course. The teachers

give you instructions for the assignment 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.

6. Studying online

The LITO courses are organized in co-operation with multiple universities, and hence, the instructors may come from more than one university.

After you have enrolled with a course at the learning platform, the teachers give you guidelines for the completion of the course. You can reach the course contact person(s) via the learning platform if you have any questions. *Make sure that you will have enough time for the completion of courses to make the most out of your LITO studies.*

It is usual for the studies in economics and business sciences that learning material can be in English. You may take some of the LITO courses either in Finnish or in English, while there are also courses that are available only in Finnish or in English.

7. Special arrangements in studies

If you have a recommendation for special arrangements in studying approved by your home university, and you need such arrangements with LITO courses, contact the 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.

8. Giving feedback

The teachers collect feedback while the course is ongoing, and giving final feedback is obligatory for successful completion of the course. Feedback is anonymous, but the teachers can see who has given feedback and whose feedback is missing on the learning platform. *Your feedback is important for the development of the LITO courses!*

9. Registration of study credits and the LITO study package

It is not possible to have the study credits registered without registration for the course at your home university and without a study right at the host university. The requirements for the completion of a course as well as the principles of the student evaluation are given in the course syllabus. If there is no final exam and you fail to pass, please contact the course instructors.

When you have taken a course, your grade is registered at the host university. Thereafter, it is transferred to the study register of your home university. You can follow the registration of credits on the MyStudyinfo site (OmaOpintopolku in Finnish) available at <https://opintopolku.fi/oma-opintopolku>. To use the site, identify yourself by using Finnish banking identification codes, mobile certificate or certificate card.

If your study credits have been registered at the host university, but not at your home university, please contact first the office for student affairs at your university (see the list on the following page). *Please note that the transfer of credits to your home university requires some time as the transfer is currently done manually.*

Contact persons:

- **Aalto University:** emmi.toivio@aalto.fi or opinnot-biz@aalto.fi
- **University of Helsinki (Faculty of Agriculture and Forestry):** simo.riikonen@helsinki.fi
- **University of Eastern Finland:** marina.cafaro@uef.fi
- **University of Jyväskylä:** Merja.e.myller@jyu.fi
- **LUT University:** susanna.koponen@lut.fi
- **University of Oulu:** marketta.holmberg@oulu.fi
- **Tampere University:** marika.ranta@tuni.fi
- **University of Turku:** kaisa.saastamoinen@utu.fi
- **University of Vaasa:** elisa.kauraniemi@uva.fi
- **Åbo Akademi:** thenriks@abo.fi
- **Medimerc-students:**
 - courses taken in the autumn term 2019: miina.kankaanranta@utu.fi
 - courses taken in the spring term 2020: marjo.toutula@oulu.fi

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 – Business Simulation Game".

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.

10. Rectification of course grade

If you are not satisfied with the course evaluation, contact the teacher responsible for grading. Requests for rectification are processed according to the statutes of the host university responsible for organizing the courses in the academic year 2019–20 (see the list below):

- **Basics of Management and Organizations:** University of Vaasa
- **Basics of Marketing and Sales:** University of Oulu
- **Economics and the Business Environment:** University of Jyväskylä
- **Introduction to Corporate Social Responsibility:** Svenska Handelshögskolan
- **Introduction to Entrepreneurship:** LUT University
- **Johdatus taloushallintoon:** Aalto University
- **Johdatus yritysjuridiikkaan:** Tampere University
- **Business Simulation Game:** Turun yliopisto

11. Misconduct and fraud in study attainments

Any misconduct or fraud in study attainments are processed according to the statutes of the host university responsible for organizing the LITO course (see the list above).

WISHES OF EVERY SUCCESS WITH YOUR STUDIES!