

**Student Guide for the Academic Year  
2019-2020**

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**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. You must have a valid study right and be registered as an attending 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
* University of Helsinki/Faculty of Agriculture and Forestry	
* Medimerc students (Basics of Management and Organization + Johdatus yritysjuridiikkaan)	
* Åbo Akademi (30 students admitted to Introduction to CSR)	

2. Students who are registered with Open University cannot take the LITO courses. Neither are LITO courses available under the Flexible Study Rights Agreement (JOO).

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

**Preparing for studies and study plan**

1. Plan carefully how many and which of the LITO courses you can take. You can choose any number of the 5-credit 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](http://www.lito.fi)).

4. **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 an/or about the inclusion of the courses in your (degree) studies.

## Preparing for studies and study plan

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

5. 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 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.** Registration takes place at your home university within the 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 implemented on the Blackboard Open LMS learning platform ([www.lito.fi](http://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. **Course access key is sent together with course instructions via e-mail appr. 5 days before the course starts or the pre-assignment opens to the e-mail address transferred from the study register of your university.** If it seems that you have not received the access key, please check your junk mail folder before contacting the contact person of the course.

## Starting/Pre-assignment

Most of the LITO courses include a compulsory starting/pre-assignment which 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 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 may come from more than one university.

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

## Studying online

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 to make the most out of your LITO studies.**

4. Below you will a link to a site giving hints and advice to online studies – note, however, that it 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 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 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 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 taken a course, your grade is registered at the university that organises the course. Thereafter, the grade and credits are transferred to your own university records. You can follow the registration of grades at 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.

## 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 table below):

University	Contact person:
Aalto University	opinnot-biz@aalto.fi;
Medimerc-studies	miina.kankaanranta@utu.fi
LUT University	susanna.koponen@lut.fi
University of Eastern Finland	ella.koistinen@uef.fi
University of Helsinki	simo.riikonen@helsinki.fi
University of Jyväskylä	merja.e.myller@jyu.fi
University of Oulu	marketta.holmberg@oulu.fi
Tampere University	marika.ranta@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 teacher 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 2019-2020
Basics of Management and Organisation	University of Vaasa
Johdatus talouhallintoon	Aalto University
Johdatus yritysjuridiikkaan	Tampere University
Introduction to Entrepreneurship	LUT University
Introduction to CSR	Svenska Handelshögskolan
Economics and the Business Environment	University of Jyväskylä
Basics of Marketing and Sales	University of Vaasa
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 – 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!***