

## NOTICE TO NEW STUDENTS OF THE DIACONIA UNIVERSITY OF APPLIED SCIENCES

### Welcome to study in Degree Programme in Social Services (DSS) at Diak!

This notice will inform you about the key practices and matters that will assist you in starting your studies. It also contains information regarding your own campus including contact information of those people who may assist you in study-related matters.

### Familiarize yourself with these matters already before starting your studies!

#### Documents

- **Curriculum guide:** [https://www.diak.fi/wp-content/uploads/2017/12/Diak\\_curriculum\\_BA\\_social\\_services.pdf](https://www.diak.fi/wp-content/uploads/2017/12/Diak_curriculum_BA_social_services.pdf) The curriculum of your degree programme.
- **Study search:** <https://koulutushaku.diak.fi/search.php?lang=en&term> In the Study Search you may find the objectives and contents of each study module for the autumn semester and, later on, for the spring semester. You can search with your group code **A45DSS** or use the filters.
- **Degree Regulations:** The activities in universities of applied sciences are regulated by the Polytechnics Act and Decree, which are supplemented by the degree regulations. Diak's degree regulations document focuses on matters such as admissions, assessment, study progress and student's rights and responsibilities. Diak's Degree Regulations can be found at <https://www.diak.fi/en/general-information-for-students/study-related-regulations/degree-regulations/>.
- **Polytechnics Act and Decree:** The Finnish legislation regulates matters such as the revocation of the right to study (eg. due to a health problem essentially undermining the student's functional capacity, putting other persons' health at risk), drug testing, extracts on criminal background and students' legal protection. An unofficial translation of the Polytechnics Act can be found in English at [http://www.finlex.fi/fi/laki/kaannokset/2014/en20140932\\_20160563.pdf](http://www.finlex.fi/fi/laki/kaannokset/2014/en20140932_20160563.pdf).

#### Study-related matters

##### AHOT (RPL in English)

AHOT means the recognition and accreditation of studies and prior learning (or RPL in English). You may find the description on the AHOT process at Diak and the guidelines for students on our website: [www.diak.fi/en/studies](http://www.diak.fi/en/studies) -> RPL process.

## HOPS discussion (PSP in English)

The objective of the HOPS (or PSP in English) discussion is to draft a personal study plan (HOPS, PSP) for the student. It will contain a study path / timing / practical training path plan, possible special support arrangements and studies conducted in the different areas of specialization and projects at Diak that all support the student's career path plan. The discussion can be arranged face-to-face, by phone or through Collaborate (video conference).

Before your HOPS discussion:

- Consider your career plan and prior knowledge that could be of use to you in your studies and at work.
- Familiarize yourself with the Curriculum Guide. It will help you with choosing the study modules that are the most suitable for you and for the qualification you are aiming for.
- Familiarize yourself with the AHOT (RPL) guidelines for students.

## Timetables

You may find the schedule of your group on Diak's schedule tool *Lukkarikone* at <https://lukujarjestykset.diak.fi/index.php#>. The schedules for the autumn semester will be published during the week 24 (week starting 11 June 2018). Your group code is **A45DSS**.

## Work placement

The objective of practical training, the curriculum guide, your personal study plan (HOPS) and your own career plan provide the basis for planning your practical training path. In addition, there will be information sessions in the beginning of each study module where suitable practical training alternatives for each study module will be discussed.

Additional information, such as general conditions for practical training, guidelines on responsibilities and tasks for each party, can be found at <https://www.diak.fi/en/studying/study-path/placement/> -> Practical training.

An extract on criminal background may be required from the student if the studies include job learning or training that is carried out with children. Extract obtained for studies is free of charge. More information on the extract on criminal background can be found at <http://www.oikeusrekisterikeskus.fi/en/index/oikeusrekisterikeskus/lomakkeet.html>.

## Study-related expenses

Tuition at Diak is free of charge for EU, EEA and Swiss citizens. More information on tuition fees and other groups who are exempt from the tuition fee can be found at <https://www.diak.fi/en/general-information-for-students/scholarships/>.

If you have to pay the tuition fee, you will receive further information from the Admission Services.

Books and other material as well as meals at the student restaurant are paid by the student. Each semester you will get a copy card worth 100 pages, any exceeding pages you will pay for yourself. For printing your thesis you will receive an extra copy card worth 100 pages.

The students are responsible of paying their own travel expenses related to studies, including practical placements and excursions to working life environments.

The student restaurant Amica in the Helsinki campus provides meals at a discount price for students. You can buy lunch tickets (1, 5 or 10 pcs) beforehand. The discount price applies only when presenting a valid student ID or a KELA meal subsidy card.

Full time students are entitled to the meal subsidy provided by KELA and to discounts in local and long distance trains and buses. A full time student can get all the discounts by ordering the blue student card from the Student Union O'Diako. No other certificates are needed. In addition to discounts for meals and travels, there are some 700 discounts in the metropolitan area and nationwide. These discounts can be claimed with the O'Diako student card exclusively. We recommend that you order the card soon after you register as a student in Diak. Additional information: [www.en.odiako.fi](http://www.en.odiako.fi)

It's also possible to get separate certificates for meals, local and long distance travels when you begin your studies. Additional information: <http://www.kela.fi/web/en>, <https://www.vr.fi/cs/vr/en/frontpage> and <https://www.hsl.fi/en>. The study office provides you with all application forms for these certificates. The meal card you get directly from the study office.

Please note: to get the student discount for public transport in the metropolitan area, students over 30 years are expected to prove that they get either student allowance or rehabilitation allowance from KELA (regardless of whether you prove your general student identity with the O'Diako student card or with a separate certificate).

When student cards are ordered or discount certificates are claimed, we control that the student has done the registration for the period he/she applies for the card/certificate. Concerning other conditions, e.g. not being employed full time, the students are themselves responsible of giving correct information (the student union or Diak don't have access to information concerning the students' employment).

## Keep in mind for the entire study time

### Useful links

As you start your studies, you will get your user-id and password to log in to the Diak network and MyDiak (Students Desktop), MoodleRooms and your email. We will need your signature to confirm that you will store them safely. Links to these services can be found at <https://www.diak.fi/en/studying/support-and-services/ict-services/quick-links/>.

In MyDiak you can view and your HOPS and transcript of records, but an official transcript of records needs to be ordered from the study office.

You can also update your address and phone number in MyDiak, and it is important that we always have your latest contact information available! If you need to change your name in our system, please contact the study office. **In MyDiak you will also have to register as present or absent for each academic year.** The registration must be done between May and July. **Also, you must register for each study module separately via MyDiak.**

MoodleRooms is a virtual learning platform that is used on courses at Diak. You can log in with yourfd Diak e-mail address and password.

**Diak email** (<http://portal.office.com>)

The email addresses of Diak students: [firstname.lastname@student.diak.fi](mailto:firstname.lastname@student.diak.fi).

The email addresses of Diak staff: [firstname.lastname@diak.fi](mailto:firstname.lastname@diak.fi).

## **Study support**

### **Support for professional development**

The student's learning as well as his or her professional and personal development and growth is supported by lecturers, responsible teachers, study guidance counsellors, student tutors and practical training supervisors throughout the studies.

### **Study Guidance Counsellor** (*Opinto-ohjaaja* in Finnish)

Study guidance counsellor gives personal guidance and support in all stages of the study path and supports students in drafting a personal study plan (HOPS, PSP in English) and reaching its goals. HOPS is a document drafted during the first semester that can be updated later if needed. When drafting a HOPS, the student and the study guidance counsellor will agree on the content and timing of studies, any special arrangements as well as the recognition and accreditation of studies and prior learning (AHOT, RPL in English) to be included in the degree.

### **Student Counsellor** (*Kuraattori* in Finnish)

Diak offers so called *in-house counselling* among other student welfare services (student health care nurse, student pastor, and multi-professional student welfare group) in order to support students' well-being. Activities like identifying the students with special needs, early interventions, and assistance in accessing appropriate resources as well as supporting studying in practice are essential.

Counselling sessions and activities offered by student counsellors are tailored to the individual based on the needs of the student. These services are confidential and free of charge. In addition to face-to-face counselling processes, an option for online counselling services (via web-based connection), by phone and email are offered.

### **Special arrangements**

We will do our best to organize reasonable special arrangements to promote accessibility in studies. For instance, a student with learning disabilities or other disabilities or illnesses that have an effect on studies may be entitled to special support and arrangements. In case you need special arrangements, please contact your study guidance counsellor.

### **Student welfare group**

There is a multi-professional student welfare group on each campus of Diak. The purpose of the student welfare groups is to promote good learning as well as students' physical, mental and social well-being. The student welfare activities are confidential, preventative and supportive, and they include influencing attitudes.

In case you experience the need of additional support or special arrangements in your studies, please contact the student counsellor or study guidance counsellor. We can then help you with finding a way to ensure your study progress and organize additional support if needed.

Study support workshops will be arranged each semester. Dates will be announced later on.

## **Student Affairs/Study Office**

**Study Office** will help you with many practical study-related issues, such as certificates of registration, transcripts of records and other forms. Please contact the study office primarily through the HelpDesk at [opintotoimisto.diak.fi](mailto:opintotoimisto.diak.fi). You can also reach the study office staff via email at [opintotoimisto@diak.fi](mailto:opintotoimisto@diak.fi) or at +358 29 4696433. **Please note that the Helsinki campus will be closed from late June until 6 August 2018 so it is not possible to visit the study office in July or early August.**