

## EDGLO OHJAUSKARTTA / MAP OF GUIDANCE SERVICES FOR EDGLO STUDENTS

When I need help / advice in:	I can turn to these persons & offices at the faculty level: <i>All e-mails: <a href="mailto:firstname.lastname@oulu.fi">firstname.lastname@oulu.fi</a></i>	I can turn to these persons & offices at the university level :
Study right and degree requirements	Study counsellor/Teacher tutor Raisa Suominen. Room KTK344, tel. (08) 553 3710, mobile 040 020 7698 Walk-in hours: Mon-Fri 9-11. By appointment only: Mon-Fri 12-16. Chief of Academic Affairs Helena Seppälä. Room KTK255, tel. (08) 553 3724	
Curriculum of the programme	Study counsellor/Teacher tutor Raisa Suominen. Room KTK344, tel. (08) 553 3710, mobile 040 020 7698 Walk-in hours: Mon-Fri 9-11. By appointment only: Mon-Fri 12-16. Academic Director Vanessa de Oliveira Andreotti. Room KTK351, tel. (08) 553 3717	
Personal study plan	Study counsellor/Teacher tutor Raisa Suominen. Room KTK344, tel. (08) 553 3710, mobile 040 020 7698 Walk-in hours: Mon-Fri 9-11. By appointment only: Mon-Fri 12-16.	
Course selections, minors, optional studies	Study counsellor/Teacher tutor Raisa Suominen. Room KTK344, tel. (08) 553 3710, mobile 040 020 7698 Walk-in hours: Mon-Fri 9-11. By appointment only: Mon-Fri 12-16.	Study counsellors at other faculties (minor subjects, optional studies)
Study methods and learning	Study counsellor/Teacher tutor Raisa Suominen. Room KTK344, tel. (08) 553 3710, mobile 040 020 7698 Walk-in hours: Mon-Fri 9-11. By appointment only: Mon-Fri 12-16. All teachers in the EdGLO programme.	
General study matters - registration to university - transcripts of records - study certificates		Student Center. Mon-Fri 9-15, Room KE1020, tel. (08) 553 3968, <a href="mailto:opintoasiat@oulu.fi">opintoasiat@oulu.fi</a>
Practicalities related to studying: e.g. webOODI, Optima, exam registrations, course registrations etc.	Student tutors. Study counsellor/Teacher tutor Raisa Suominen. Room KTK344, tel. (08) 553 3710, mobile 040 020 7698 Walk-in hours: Mon-Fri 9-11. By appointment only: Mon-Fri 12-16. Secretary of Student Affairs Anna Korhonen. Room KTK253, tel. (08) 553 3682	Student Center. Mon-Fri 9-15, Room KE1020, tel. (08) 553 3968, <a href="mailto:opintoasiat@oulu.fi">opintoasiat@oulu.fi</a>
Course schedules in EdGLO	Schedules (& changes in schedules) available at: <a href="http://www.oulu.fi/ktk/kasope/edglo/news/">http://www.oulu.fi/ktk/kasope/edglo/news/</a> Study counsellor/Teacher tutor Raisa Suominen. Room KTK344, tel. (08) 553 3710, mobile 040 020 7698 Walk-in hours: Mon-Fri 9-11. By appointment only: Mon-Fri 12-16.	
Books, course material, articles, data search	Course teachers.	Pegasus Library. tel. (08) 553 3502, <a href="mailto:pegasus.kirjasto@oulu.fi">pegasus.kirjasto@oulu.fi</a> , Library units: <a href="http://www.kirjasto.oulu.fi">www.kirjasto.oulu.fi</a>
Computers and IT (user accounts, passwords, laptop rental, software distribution, all computer issues)	Student tutors. IT specialist Vesa Komulainen. Room KK235, tel. (08) 553 3646 IT specialist Esa Kunelius. Room KTK231, tel. (08) 553 3613	Student IT services. Mon 9-14, Tue-Fri 9-15.45, Room TH101, tel. (08) 553 3080, <a href="mailto:helpdesk@oulu.fi">helpdesk@oulu.fi</a>
Studying abroad / exchange possibilities	International Coordinator Jani Haapakoski. Mon-Thu 10-12, Room KTK256, tel. (08) 553 3715	International Relations Office. Mon-Tue 10-12, Wed 10-16, Room KE1151, tel. (08) 553 4042, <a href="mailto:international.office@oulu.fi">international.office@oulu.fi</a>

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Internships	Study counsellor/Teacher tutor Raisa Suominen. Room KTK344, tel. (08) 553 3710, mobile 040 020 7698 Walk-in hours: Mon-Fri 9-11. By appointment only: Mon-Fri 12-16.	Career Services. Room KE 1143, tel. (08) 553 3598, <a href="mailto:career@oulu.fi">career@oulu.fi</a> , Walk-in hours: Wed 9-12. By appointment only: Tue-Thu 9-15.
Individual courses	Course teachers.	
Essay writing/Academic writing	Course teachers. 'Toolkit for Academic Essays and Master's Theses'. <a href="http://www.oulu.fi/ktkold/kasope/edglo/pdf/Toolkit.pdf">http://www.oulu.fi/ktkold/kasope/edglo/pdf/Toolkit.pdf</a>	
Thesis / Research	Individual thesis tutors. Teachers of research methods courses. Teachers of Master's thesis seminars.	
Course feedback / programme feedback	All teachers in the EdGLo programme. Study counsellor/Teacher tutor Raisa Suominen. Room KTK344, tel. (08) 553 3710, mobile 040 020 7698 Walk-in hours: Mon-Fri 9-11. By appointment only: Mon-Fri 12-16. Academic Director Vanessa de Oliveira Andreotti. Room KTK351, tel. (08) 553 3717	
Graduation process	Study counsellor/Teacher tutor Raisa Suominen. Room KTK344, tel. (08) 553 3710, mobile 040 020 7698 Walk-in hours: Mon-Fri 9-11. By appointment only: Mon-Fri 12-16. Secretary of Student Affairs Anna Korhonen. Room KTK253, tel. (08) 553 3682	
Career guidance	Study counsellor/Teacher tutor Raisa Suominen. Room KTK344, tel. (08) 553 3710, mobile 040 020 7698 Walk-in hours: Mon-Fri 9-11. By appointment only: Mon-Fri 12-16.	Career Services. Room KE 1143, tel. (08) 553 3598, <a href="mailto:career@oulu.fi">career@oulu.fi</a> Walk-in hours: Wed 9-12. By appointment only: Tue-Thu 9-15
Job/internship applications, job search strategies, CVs		Career Services. Room KE 1143, tel. (08) 553 3598, <a href="mailto:career@oulu.fi">career@oulu.fi</a> Walk-in hours: Wed 9-12. By appointment only: Tue-Thu 9-15
Student life	Student tutors. Student guilds.	Student Union (The Section for International Students). Visiting address: Mannenkatu 1 A, 90100 OULU, tel. (08) 3113 176, <a href="mailto:toimisto@oyy.fi">toimisto@oyy.fi</a> , Tue-Thu 8-16, Fri 8-14 Secretary for International Affairs. Room KE1020 Linnanmaa campus, <a href="mailto:kvshteeri@oyy.fi">kvshteeri@oyy.fi</a>
Study motivation	Study counsellor/Teacher tutor Raisa Suominen. Room KTK344, tel. (08) 553 3710, mobile 040 020 7698 Walk-in hours: Mon-Fri 9-11. By appointment only: Mon-Fri 12-16. All teachers in the EdGLo programme.	Student Counselling Psychologist Ms Päivi Rätty. email: <a href="mailto:opintopsykologi@oulu.fi">opintopsykologi@oulu.fi</a> , tel. (08) 553 3496, mobile + 040 186 6050
Wellbeing		Student Counselling Psychologist Ms Päivi Rätty. email: <a href="mailto:opintopsykologi@oulu.fi">opintopsykologi@oulu.fi</a> , tel. + (08) 553 3496, mobile + 040 186 6050 Sport Services, Sports Planning Officer. Room KE1009, tel. (08) 553 4029, <a href="http://www.oulunkorkeakoululiikunta.fi">www.oulunkorkeakoululiikunta.fi</a> Finnish Student Health Service. (see details below)
Health issues		Finnish Student Health Service (FSHS). Student Health Centre Linnanmaa, Yliopistokatu 1 A Health Care Mon-Thu 8-15.30, Fri 9-15, tel. 046 710 1063 Oral Health Care Mon-Fri 8-15, tel. 046 710 1065 Mental Health Care Mon-Fri 8-13, tel. 046 710 1066
Financial matters / study allowance		Student Services Office. Mon-Fri 9-15, Room KE1020, tel. (08) 553 3968, <a href="mailto:opintoasiat@oulu.fi">opintoasiat@oulu.fi</a> Secretary for International Affairs. Room KE1020 Linnanmaa campus, <a href="mailto:kvshteeri@oyy.fi">kvshteeri@oyy.fi</a>

*How to contact teachers?*

**EdGlo teachers 2011-2012:**

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