



INTERNATIONAL MASTER'S DEGREE PROGRAMME IN WIRELESS COMMUNICATIONS ENGINEERING (WCE)

Instructions to Students Dealing With Examination and Ethics

EXAMINATION & REGISTRATION FOR EXAMS

Exam registration (course codes 52xxxx) takes place through Weboodi. You need a “paju” user account and password for Weboodi. You will get your personal “paju” userID account as well as your personal **userID@student.oulu.fi** or **firstname.familyname@student.oulu.fi** type O365 system email addresses when enrolling to university. If it sounds complicated, ask help from you Kummi student (personal student tutor).

Very important: when registering, remember to write **“Questions in English”** in the FURTHER INFORMATION field.

In Faculties of Technology, Information Technology and Electrical Engineering, Science, Biochemistry and Molecular Medicine (Linnanmaa campus exams), Oulu Business School, and Oulu Mining School exams are arranged as **University exams between Mondays to Thursdays at 14.30-17.00**. They are typically arranged in lecture halls like L1, L3, L4, L5, L6, and L10.

Students can find up-to-date exam information from WebOodi (e.g. when and where). Registration to University exams is done a week prior to University Exam. Registration is **mandatory** and it is done in WebOodi: <https://weboodi.oulu.fi/oodi/etusivu.html>. NOTE. **The exam is not allowed to participate if a student has not registered (personal exams sheets are not given for such students).**

Detailed instructions for university exams can be found from:

<http://www.oulu.fi/university/node/35202>

REVIEWING YOUR EXAM PAPERS

Students' exam papers for courses organized by CWC are stored for the period of six months after the exam. After results appear into Weboodi, students can check their papers and grading at coordinator's office TS440 during one month's period, and after that they are archived until six months since examination day. After that they are deleted. However, some instructors keep exams in their rooms. Exams given by other teaching units than CWC, like CAS, CSE, OPEM, MIC, MATH, are available for inspection and archived in those departments. Students can have a copy of their papers at their own cost if needed.

ETHICS OF TEACHING AND LEARNING

The objective of the university is to provide teaching based on research and to advance culture and well-being in the society. In order to accomplish this task, the university must create a good learning and working environment for its students and teachers, researchers, and other staff. Teachers value teaching work and strive by their actions to support the students' growth into independent, critical and flexible agents.

Our university has defined ethicality as one of the pursued values. Ethicality requires "in all of our actions high morals, tolerance, acceptance of difference, and honesty towards ourselves and others".

The university ethics work group (established 1998) engages in active discussion over the university's values and ethical questions. On the part of research ethics, the University of Oulu is committed to follow the guidelines called "*Good Scientific Practice and Handling of Its Infringements*" (2002), set by the national research ethics committee.

The ethical guidelines for teachers and students have been written in the first person form as ethicality requires everybody's personal commitment. The aim of the guidelines is to create an atmosphere that values trust and cooperation, and where all parties can function well.

As a student

- 1) My main objective is to learn.
- 2) I am aware of my role as a responsible agent in the science community. I am, in it, an example for others.
- 3) I will take care of myself and my abilities to study, and will advance the well-being of my university community and the communal spirit.
- 4) I, with my actions, will advance my learning and the learning of my fellow students. I will not merely aim to complete my courses quickly.
- 5) I recognize the value of the work made by others and will always act honestly. I will, in my studies, advance the critical approach of the science community, truthfulness, communality, and impartiality. So
 - I will not cheat or otherwise operate dishonestly in an exam or teaching situation,
 - My course and seminar work, and other theses are of my own making, unless I am engaged in pair or group work when the collaboration, is made visible in the credits or in some other appropriate way,

- I will appropriately mark down the references I have used and will not claim information obtainable through e.g. Internet as my own,
- I will accept the fact that I am, as a student, a part of the science community, and understand that my individual claims cannot always be fulfilled, and thus will not pressure other students or the staff to follow them.

6) I will not, by my behaviour, disturb other's learning and working in a teaching or exam situation.

7) I will respect the teacher's teaching and research work. So

- I participate in teaching situations and I will act actively and responsibly in them,
- I will give relevant feedback of the teaching.
- I will, in my work, follow the instructions given by my teachers, and will promote positive atmosphere in the teaching situations.

As a teacher

1) As a teacher in the university, my main objective is to advance the learning of the students. I will promote it i.e. by

- Developing myself as a researcher and a teacher,
- Treating the students equally and assessing their learning and achievements appropriately,
- Giving credit to students when their working promotes their own or others' learning,
- Advising students to alter their working methods if they distract the learning of others,
- Intervening appropriately in dishonest activities e.g. plagiarism or cheating.

2) I recognize my role as a responsible agent in the science community. I will be a positive role model for the students and my colleagues, and an example how to operate within a science community.

3) I will take care of myself and my ability to work, and will promote the well-being and communal spirit within the university community. I will work in collaboration with my colleagues. I will not present information or research results produced by others in my own name.

4) I appreciate and develop my work as a teacher and will advance the esteem of teaching work in my unit and university.

5) I am interested in the learning of my students and respect their views and the appropriate feedback given by them.

6) I will not try, without a credit, to benefit from my students and their input.

Source: The University Ethics Group, Development Committee for University Teaching

GOOD SCIENTIFIC PRACTICE AND THE URKUND SYSTEM

The University of Oulu has committed itself to complying with the guidelines of the National Advisory Board on Research Ethics for good scientific practice. One of the central goals of a research university is to guide its students to adopt the principles of high-quality scientific practice. The University of Oulu has drafted ethical guidelines for both teachers and students. Moreover, the University has guidelines for the management of proved cases of plagiarism: <http://www.oulu.fi/cwc/node/11471>). The latter guidelines are addressed to all members of the academic community and concern teachers as well as students. The Urkund system is a software introduced at the University of Oulu in fall 2009 for the checking of bibliographic references and prevention of plagiarism.

The Urkund system conducts analyses of the materials submitted to it once in 24 hours. Besides public www pages, the system compares the target texts not only to texts in its own databases but also to texts in some protected databases of its partners such as ProQuest, DiVA (Digitala Vetenskapliga Arkivet), lustus, and Nationalencyklopedin. Thus, besides electronic materials, the Urkund system has access to an extensive corpus of published materials including scientific articles, newspaper articles, encyclopaedias, books, and database materials.

The Urkund system compares the target documents with three sets of source materials:

- the Internet (approximately 10 billion pages)
- published materials
- student materials documents (more than 1.5 million pages in February 2009);

Thesis is loaded with LATURI with procedure told in: <http://libguides.oulu.fi/theses/urkund>

URKUND system: <http://www.oulu.fi/urkundsystem/>
LATURI system: <https://laturi.oulu.fi/>

The Urkund system available to the students of the University of Oulu

The Urkund system was introduced at the University of Oulu in fall 2009. The teachers and supervisors who intend to use the system in their courses or during the process of thesis supervision shall inform the students of the matter beforehand. On the same occasion, the teachers/supervisors shall also instruct the students in referencing techniques and familiarize them with the principles of high-quality scientific practice, which every member of the academic community must know.

You may send your work to the Urkund system using the link "Send document/työn lähettäminen". Before you can load your document for sending, you must read carefully and accept a student contract. If you cannot accept the student contract, you shall contact your teacher to agree with him or her on how to proceed in the matter.

The Urkund system processes your document overnight. In addition to public www pages, the system compares your text to texts in its own databases and in the protected databases of its partners. When the analysis of your document is finished the results will be reported to your teacher. You have the right to see the analysis of your work.

Your work is saved in the Urkund system

Your work may be used later for the analysis of other student work. As the copyright owner you may choose that:

- your work is used as a source material text when documents from all other universities are matched. If you choose this option, your own document will be protected against plagiarism.
- your work is used as a source material text for the comparison of student work from the University of Oulu only.

More information on the functions of the Urkund system is available through the title “How does the Urkund system work”

How does the Urkund system work?

1. The teacher informs students of the use of the Urkund system in the respective course and gives them the address of the www –page through which they can accept the use of the system. The students send their work to the Urkund system through the same page.
2. The teacher gives the students instructions on correct referencing practices before they submit their written work. The students may use any word processing program (accepted file formats: <https://www.orkund.com/en/support>). If the document contains many tables, it is recommended to save the file as PDF format. The Urkund system will most likely work with Adobe PDF versions.
3. The students submit their work through the www-page mentioned above. They receive an acknowledgement of receipt from Urkund.
4. The work passes through the Urkund system. It is saved in the Urkund database and then matched with the other documents of the database (e.g. other student work), encyclopaedias, newspaper and scientific articles, books available for the matching process, Internet materials of a similar type, and other comparable materials.
5. A report on the completed analysis is sent to the teacher. Possible similarities between the target text and the source material texts are pointed out in the report. The report contains a link to a general review that the teacher may use for a more detailed study of the similarities detected by the system. **The teacher provides an assessment of the significance of the recognized similarities.** The student has the right to ask the teacher for an opportunity to see the analysis of his or her work.
6. In the general review mentioned above the student document is located on the left side of the teacher window while the comparable source materials are on the right side. On

both sides, the text is clearly marked to point out to which part the teacher should pay attention. By comparing the marked parts of the document with the source texts found by the system the teacher can conclude how to proceed in the matter.

7. After student work has passed through the Urkund system, it is saved in the Urkund database. The document is saved as part of the archive services of the educational organization so that it can be used for the future analyses of other student work. In this way, documents checked and saved by the Urkund system also become protected against plagiarism. The student has the right to forbid the later matching of his or her document with documents from other universities.

Materials submitted to the Urkund system shall not be used in any other way than those described above.

As the holder of the copyright the student has, however, the right to forbid the use of his or her document as a source material text in the Urkund system. In practice this is accomplished in connection with an e-mailed acknowledgement of receipt. If the student decides to exercise his or her right to forbid the use of the document for comparisons to be made at other universities, the document will still be saved in the local Urkund file and checked for plagiarism. However, the document will not be used as a source material text when students from other universities send their documents to be analysed and it cannot be searched from the Urkund database.

The web pages for submitting and PDF/A format conversion of master's & diploma thesis can be found from addresses:

LATURI: <http://laturi oulu fi/index.php?uilang=en-US>

MUUNTAJA: <https://muuntaja oulu fi/>

UNIVERSITY OF OULU REGULATIONS DEALING WITH ETHICS, FRAUD, AND PLAGIARISM

"Guidelines for The Management of Theses and Course Completion Related Plagiarism at The University of Oulu"

Katja Pura: *"Preventing Plagiarism and Checking References – Urkund System in Oulu University"*, 2010.