



Faculty of ITEE, Academic Affairs

3.9.2020

Lead Specialist Merja Inget



Academic Affairs – student services at faculty level

- Academic Affairs Service Team is responsible for study related questions and advising in the ITEE faculty. For example:
 - Arrangement of admissions (Bachelor & Master programmes etc.)
 - Study right and registration matters, helping with problems.
 - General study guidance
 - Exam arrangements
 - Student exchange abroad
 - Degree certificates and graduation
 - Support for the degree programmes
- Programme specific study guidance (incl. study plans) is offered by the programme.



ITEE Academic Affairs team 1/2

Education Designers (general study guidance in each programme and support for the programme director):

- Heli Alatalo (Information Processing Science)
- Suvi Jutila (Computer Science and Engineering; Electronics and Communications Engineering)
- Sirpa Nelo (Electronics and Communications Engineering)
- Arja Poranen (Biomedical Engineering)
- Virpi Parkkila (exchange students, **international degree students**)

Lead Specialist: Merja Inget (admissions, doctoral students, education planning support)

University of Oulu Graduate School, UniOGS, coordinator: Teemu Pennanen (doctoral students)

Service Manager: Annu Perttunen (team leader)



ITEE Academic Affairs team 2/2

Academic Affairs Secretaries:

- Vaili Jämsä-Uusitalo
- Päivi Mäntyniemi
- Jaana Lehtosaari
- Marita Lumijärvi
- Marjatta Hiltunen

Secretaries help with:

- Study rights and enrollment
- Registration of course results
- Management of courses in the course system
- Exam arrangements
- Degree certificates and graduation



How to reach us

- Because of the Corona virus situation it is recommended to contact the Academic Affairs Service Team primarily by email: study.itee@oulu.fi
- **Study office is open Mon-Fri at 10-12** in Compass Service Point (room KE1020)



- **Compass service phone numbers:** www.oulu.fi/forstudents/node/205186



Current Issues

Registration for new international students is open until Sep 30, 2020.

- In case registration via Studyinfo does not work, there's a registration form available at www oulu.fi/opiskelijalle/lomakkeet-opintoasiat.

Activating student accounts:

- Instructions: www oulu.fi/ict/activation
- Help from Campus ICT Services: <https://www oulu.fi/ict/campusict>

Degree certificate check-up

- Original degree certificates will be checked later – new schedule will be provided during autumn.

University's orientation for international students was held on Sep 1st, materials available at:

www oulu.fi/forstudents/new-students/orientation