

# PIA STUDIES INSTRUCTIONS FOR APPLYING



## WHAT ARE PIA STUDIES?

PIA studies are the same studies which are given to degree students at the University of Lapland (in Finnish: Perusopetukseen integroitua avoimella yliopisto-opetus). If the teaching organized by the Open University on evenings or at the weekend does not offer suitable courses, it is possible to apply for a right to PIA studies. You can apply for a right to study at the different faculties, the Language Centre and the International Studies Centre at the University of Lapland.

The right to PIA studies can be awarded for individual study blocks (basic, subject and in some case advanced studies) or courses, but not for degrees. If you want the right to take a degree, you have to apply to the University of Lapland either through entrance examinations or the so-called Open University track. The latter refers to transferring to a degree student based on studies taken at the Open University. You can apply through the Open University track to studies in the Faculties of Education (except for class teacher), Social Sciences and Art and Design (except art teacher). The specific admission criteria are published on [www.opin-topolku.fi](http://www.opin-topolku.fi) Every faculty has own criteria.

If you have graduated from the University of Lapland, you can continue your unfinished degree studies as a PIA student. You must indicate in the PIA application which study modules or courses you wish to expand on. The studies are free of charge if you have started them before graduating.

## THE NATURE OF THE STUDIES

PIA students take part in the same teaching as degree students. The teaching will primarily take place during daytime. If you do not live in Rovaniemi, be prepared for the fact that the teaching can take place in short periods throughout the entire semester. The studies include, depending on requirements, lectures and/or exercises. However, taking part in exercises, seminars, and other similar teaching events is obligatory in most subjects. In addition, in some subjects it is obligatory to attend lecture series, such as certain lecture series and court case exercises at the Faculty of Law. In addition, with language studies you are required to be present in 80 per cent of the instruction. Independent work, for example preparing for general exams and writing essays are an integral part of the studies. Studies at the university level proceed from general and basic studies to subject studies and to advanced studies.

PIA students are not entitled to financial aid or other social benefits for students, as they do not have the right to take a degree.

## THE APPLICATION PROCESS

You can apply for PIA studies with [an electronic Pia-application form](#) which you will find at [Open University](#) <http://www.ulapland.fi/FI/Yksikot/Avoin-yliopisto> The application period for studies beginning in the autumn term ends on August 15, and for studies beginning in the spring term on December 1. In the autumn, the right to study will become effective on August 1, and in the spring, on January 1. The application period for the studies in Language center is continuous. You can also inquire after a free space in the other studies outside the applying period.

Each faculty has their own Study Guide which contains information on the contents and aims of the studies, the form of instruction, and the exact names of courses and study modules. In addition, the required previous studies (if any) are stated in the Study Guides. You can find these Study Guides <https://weboodi.ulapland.fi/lay/>

Indicate clearly in your application what study module or course you are applying for, and remember to include their codes as well. The extent of study modules and courses is determined in ECTS credits. The extent of each study module and course will be found in <https://weboodi.ulapland.fi/lay/> or in the Study Guides. You have to apply separately for each subject and enclose in the appendices the certificates of those University degrees you wish to refer to in your application. Please state clearly, why you are applying. Remember, that enrolment is binding, as there are only a limited number of places but several applicants.

When you apply for subject and advanced studies, attach a copy of a certificate of your earlier studies or a transcript of records. When applying for the right to study, you should find out when the teaching begins, as elementary courses, for example, are often held only during the autumn term. Schedules are available in <https://weboodi.ulapland.fi/lay/>

## STUDENT SELECTION

You will be notified of receiving the right to study via e-mail by a Letter of Admission. You will also be notified if the right to study is denied. The rights to PIA studies are awarded depending on the resources of the faculties, i.e. if they have room for PIA students. For general, basic and subject studies, the right to study is effective for two years; for advanced studies (study rights are limited), it is effective for three years. Unless you haven't received announcement in three months since leaving the application to the Open University you should apply the right to study again as soon as possible or in the next application period.

## TUITION FEES

Tuition fees for PIA studies will be collected in full at the beginning of the studies or during the studies. The tuition fees vary according to study modules (e.g. Education 25 ECTS cr. 135 €, Education 35 ECTS cr. 170 €). Tuition fee in language studies and law studies are study module specific. The tuition fees are determined by the admitted ECTS credits as follows:

Course, 1 point, ECTS cr. 15 €

Course, 2 point, ECTS cr. 30 €, other courses 35 €

Basic Studies 25 ECTS cr. 135 €

Subject Studies 35 ECTS cr. 170 €

If you cancel your studies, it should be done before the fee is due in [avoim@ulapland.fi](mailto:avoim@ulapland.fi). The fees are not returnable after the due date, as only a limited number of rights to study are awarded for PIA studies. PIA studies are free of charge for the staff of the University of Lapland and for those graduated students who complete their unfinished studies.

## INFORMATION ON STUDIES

You will get instructions for studying by email with your Pia-decision. All the important information and announcements concerning studies will be available in <https://weboodi.ulapland.fi/lay/>. There will be information on schedules, lecture halls and changes in those, signing up for groups and exams, as well as exam dates. As students will have to keep up with the abovementioned issues themselves, it is essential to check on the [WebOodi](#) regularly, which calls for the student's own initiative.

## EXAMS

University studies include two types of exams: those that are held after lecture series, and literature exams. Course exams are held after the completion of a course. Advance registration is usually not required for course exams. In some cases, the lectures can be completed with a lecture journal. The conventions will be stated at the beginning of a lecture series.

General exams for each faculty are held once a month which you have to register in advance in <https://weboodi.ulapland.fi/lay/>. As well as results of exams are registered in [weboodi](#).

The University of Lapland has the [electronic exam service](#) where students can have e-exams. It enables for example taking a literature exam electronically. The address of the electronic exam service is <http://www.ulapland.fi/EN/Studies/During-your-degree/Electrical-exam> Electronic examination rooms are located at the university's main building, A-wing first floor, Yliopistonkatu 8.

## **OFFICIAL RECORD OF TRANSCRIPT OF COMPLETED COURSES AND THE CERTIFICATES**

Every faculty will put the data of the courses you have completed in <https://weboodi.ulapland.fi/lay/>. It is in your best interest to see to that your official record of transcript is flawless and up to-date. You can view your transcript of records in <https://weboodi.ulapland.fi/lay/>. If you wish to substitute some of your studies with studies that you have completed earlier, you must attach an [exemption application](#) form (in Finnish: Korvaavuuslomake), with copies of certificates and description of course contents, to your PIA application.

The Open University gives a transcript of records as a certificate of completed study modules. Transcript of records which you can ask for with an application form (in Finnish: [todistuspyyntölomake](#)). Please note that students themselves have to obtain and provide all the information connected to their studies.

## **DATA ADMINISTRATION AND ICT SERVICES**

University will admit the user accounts and email addresses of all students of the University of Lapland. The users accounts are generated automatically. The user accounts are used to log into systems, e.g. WebOodi, Optima, the email system, classroom workstations, and the wireless network.

[HelpDesk](#) will help students and it is located Yliopistonkatu 8, A wing first floor, helpdesk@ulapland.fi, tel. 040 4844 488

## **STUDIES YOU CAN APPLY FOR**

### The Faculty of Education:

You can apply for study modules and courses in Education, Adult Education and Media Education. Wide-ranging minor subjects Special Education and Gender Studies. In addition you can apply for example for Educational Psychology, global education, Information technology and communication technology in learning and teaching.

The Faculty of Education don't guarantee Pia study right for teachers multidisciplinary studies, teachers specialization studies, advanced special studies and Bachelor's Thesis.

The Faculty of Art and Design: You can apply for study modules and courses in Audiovisual Media Culture, Industrial Design, Interior, textile and Clothing studies basic and general studies, not for subject studies and master thesis. In addition you can apply in Art Education, Art History, Community, Art and Environment, Design Management and service design studies.

The Faculty of Art and Design don't guarantee Pia study right for Fine Art Education, Graphic design studies, Photographing and advanced special studies and Bachelor's Thesis.

The Faculty of Social Sciences: You can apply for study modules and courses in: Administrative Sciences, Applied Psychology, Management, Social Work, Sociology, Political Science, Tourism Research, Accounting, Arctic studies programme (The teaching is in English, so you must have a good knowledge of the language), China: Domestic, Global and Arctic Trajectories, Design Management and Service Design, Cultural History, Economics, Environmental Studies, Information Technology, Marketing, Philosophy, Public Law, Research Methods, Rehabilitation science, Social Gerontology, Statistics.

The Faculty of Social Sciences doesn't guarantee Pia study right for advanced special studies and Bachelor's Thesis.

The Language Centre: You can apply for general language courses and study modules belonging to various degrees. Also you can apply for example XFIN0001-XFIN0004 Finnish for Foreigners 1-4, Finnish Language Use and Culture (25 ECTS cr.), (the requirement for taking the aforementioned study module is having previously completed the XFIN0001-0004 Finnish for Foreigners courses 1-4 or the equivalent skill level), Intercultural Communication Program (ICP) (25 ECTS cr.), German Language and Culture (25 ECTS cr.), Russian Language and Culture (25 ECTS cr.), English Language Use and Culture (25 ECTS cr.), Spanish Preparation Course (3 ECTS cr.), Swedish preparation net course 2 ECTS cr., Swedish preparation course 2 ECTS cr., German Preparation Course (2 ECTS cr.).

There are no application periods for beginner's, advanced, or supplementary studies in different languages; you can leave in your application any time. You can contact the teachers and ask if there is room for you in the classes. Voluntary courses in German and Russian (courses are in Finnish, but if there are exchange students, lectures are in English), Chinese, French, Italian, Japanese, Spanish (in English).

The Faculty of Law: You can apply for the studies which you will find on the list [www.ulapland.fi/avoim](http://www.ulapland.fi/avoim) Lectures are mainly in Finnish. The Studies belong to both lower and higher university degrees (B= basic studies, I= intermediate studies, A= advanced studies, S= supplementary studies)

## **STUDENT GUIDANCE AND CONTACT INFORMATION**

Planning of studies and guidance on the application process and general matters concerning studies is available at the Open University tel. 0400 543 174. The head of academic and student affairs of each faculty will provide guidance on the contents.

### **Open University at the University of Lapland**

Customer service, E-wing, 1st floor. Open Mon-Fri 9-11 and 12-15, tel. 040 484 4495, fax.

(016) 362 930, E-mail: [avoin@ulapland.fi](mailto:avoin@ulapland.fi) [www.ulapland.fi/avoin](http://www.ulapland.fi/avoin)

Student guidance: tel. 0400 543 174, Visiting address Yliopistonkatu 8, E wing, 1st floor

### **Student Services at the University of Lapland**

General guidance, transcriptions of records, study certificates. Open Mon-Fri 9-11 and 12-15 tel. 040 485 6583 and 040 484 4478, [opinto@ulapland.fi](mailto:opinto@ulapland.fi) Visiting address: Yliopistonkatu 8, E wing, 1<sup>st</sup> floor. [www.ulapland.fi/opiskelupalvelut](http://www.ulapland.fi/opiskelupalvelut)

**Study secretaries at the faculties of the University of Lapland**, Yliopistonkatu 8. Student register, exam information and schedules.

The Faculty of Education, tel. 040 484 4131 and 040 484 4142

The Faculty of Social Sciences: register and exams tel. 040 484 4209 and 040 484 4210.

The Faculty of Law, tel. 040 484 4025

The Faculty of Art and Design, tel. 040 484 4380

The Language Centre and tel. 040 827 2905

The International Studies Centre, international Studies Coordinator, email [isc@ulapland.fi](mailto:isc@ulapland.fi), tel. +358 40 484 4195,

**Head of academic and student affairs and coordinators**, Yliopistonkatu 8

Faculty of Art and Design, 040 484 4135, [www.ulapland.fi/ttk](http://www.ulapland.fi/ttk)

The Faculty of Education, 040 484 4102, [www.ulapland.fi/ktk](http://www.ulapland.fi/ktk)

The Faculty of Law, 040 484 4004, [www.ulapland.fi/otk](http://www.ulapland.fi/otk)

The Faculty of Social Sciences, tel. 040 187 6157 and tourism research 040 484 4211, [www.ulapland.fi/ytk](http://www.ulapland.fi/ytk),

The Language Centre, tel. 040 484 4458, [www.ulapland.fi/kike](http://www.ulapland.fi/kike)

The International Studies Centre, international Studies Coordinator, email [incoming@ulapland.fi](mailto:incoming@ulapland.fi), tel. +358 404844496, <http://www.ulapland.fi/EN/Studies/Go-International-at-University-of-Lapland>

WELCOME TO STUDY!

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