

Study Guide for the Advanced level online courses

GOALS

The purpose of the advanced level online courses (later called MA-courses) on Asian Studies is to provide the students of the Finnish University Network member universities with versatile multidisciplinary lectures that concentrate on different kinds of research topics. These lectures are always given by specialists in the relevant fields.

The MA-level courses offered through the Network can be used to supplement the student's studies as part of the degree provided by the student's own university.

It is our objective to provide a wider selection of various Asia-related courses which would not be possible if offered by a single university alone.

These courses are aimed for students who already have acquired some knowledge about Asia or on the specialty of the particular course (i.e. students who have studied at the Asian Programme, those who have studied abroad in one of the East or Southeast Asian countries or those who have acquired some knowledge of the topic of the course through other means).

The Student can include these courses in their own MA-level degree in their home university. However, this has to be checked and agreed with the department in question before the course begins. Student can also use these courses as a material for thesis and it is possible also to study these courses as additional elective courses.

Note: The MA-level courses offered by Finnish University Network do not constitute a study programme in itself. Therefore, it is not possible to receive a grade point average by only completing MA-level courses offered by the Finnish University Network of Asian Studies. Note also that it is not possible to use MA-level courses as a part of the Asian programme.

STRUCTURE OF THE COURSES AND TIMETABLES

Students must apply for each course separately.

The application period for each course starts approximately two weeks prior the course starts.

Some of the courses are open to continuous application, which means that no specified time is mandated for a student to apply. Participating in these courses means that students conduct their studies on the course material independently and register to take the required examinations when they are ready to do so. Examination dates are published on corresponding websites of each course.

Most of the courses run on specific schedules. Check the course descriptions as to when they are organized and when to apply.

STUDENT SELECTION

All the students who hold a valid study right in a Network member university can apply for the MA-level courses provided by Finnish University Network.

The courses are suitable for students who already have finished their BA-degree or those who possess adequate knowledge of the relevant subjects.

Applications are to be made online. Please check the course information page for a list of courses, course descriptions and maximum number of students accepted in each course.

CANCELLATIONS

In case students are unable to take the course they are accepted into, they are required to inform the Finnish university network's Planning Officer as soon as possible.

WORKING AND TEACHING METHODS

MA-level courses consist of distance learning courses, web lectures, book examinations, and/or essay assignments.

Most of the courses are organized on the Moodle (an e-learning platform) or on specific websites. See more detailed information from the course descriptions.

Lectures

All the lectures are available for viewing on the Internet as streaming video. They are either recorded lectures or produced specifically for these courses. Some are recordings in the form of videoconference proceedings.

Most of the videos are in Flash format, which can be viewed with a web browser and a Flash Player, which usually is already installed on most of the computers. You can download the latest version of the Flash Player from Adobe's webpage.

Some of the videos are available in MPEG4 format, which can be viewed with QuickTime program. Make sure you have the newest version installed.

Most computers in computer labs should be adequate for viewing the lecture videos.

If you cannot find a suitable computer or encounter any problem on one of those computers please contact your local IT-support at your own university.

It is advised to bring your own headphones if you are using the computers in a computer lab. If you are not sure where to plug in the headphones, again please contact the IT-support. (Usually headphones are plugged in either to the speaker or to the headset/output socket located at the rear of the CPU.)

Essays, learning diaries, articles

Instructions for the essays and other writing assignments are given in each course's own webpage (i.e. for example on Moodle).

EXAMINATIONS

All exams are so called home exams (explained in more detail later).

If a course runs on a continuous intake of students, students have to register themselves to take an examination as and when they see it appropriate.

Check the instructions how to register to an examination from each course's own webpage (i.e. for example on Moodle).

If the course runs according to a specific schedule, there are three possible dates to take the examination from which the student can choose the most appropriate one.

Students are not required to take all three examinations, one passed exam is enough. However, if the first examination is failed the student is allowed to try again in the next run, and the one after if necessary.

The same applies if a student wishes to take the examination again for better grading because the result of the first examination was not found to be satisfactory.

If the student do not pass any of the three examinations, s/he must redo the course all over again the next time it is available (normally each course is organized three times).

Please check from each course's own webpage (i.e. for example on Moodle) more detailed information about the examinations and how they are arranged.

”Home Exam”

In the home exams the questions are available for students in the morning of the examination date at 9.00 am (Finnish Time) on the course's own webpage (i.e. for example on Moodle) or they are sent to students by email.

The examination can be taken wherever and whenever the student sees appropriate within the specified time period stated in the examination instructions.

Examinations are done individually; any cooperation is strictly prohibited if not otherwise mentioned in the instructions of the specified courses.

If you encounter any problem during the process of the examination contact immediately either to the course teacher or the Finnish University Network's Planning Officer.

Grades

All the courses are graded from 1 to 5, where

0=failed

1=fair

2=satisfactory

3=good

4=very good

5=excellent

STUDY MATERIALS

Most of the study materials are available on the course's own webpage (i.e. for example on Moodle). Library databases and also ordinary books are used as study material.

Literature

The Finnish university Network and the course producers try to use course books that are as widely available as possible. However, please bear in mind that all books might not be readily available in all libraries.

If you can't find a specific course book from your local university library, check the availability from other university libraries in Finland. **Remember that it is possible to borrow books from one library through another.**

Very often it is possible to buy the books from the online bookstores.

Others

Other study materials, for example lecture outlines and other material handed out by the lecturer, are distributed to students either through email or the course's own webpage (i.e. for example on Moodle).

STUDENT ADMINISTRATION

The University Network's coordination unit or the course organizing university will apply for a student the local matriculation number when it is deemed necessary. This will not incur any expenses for the student.

REGISTRATION OF CREDITS

Note! Students must seek prior approval from his/her own university for credit transfers of the MA-level courses before the course starts.

The credits will be registered either under the University of Turku or the organizing university. Finnish University Network only maintains registers of the applications and credits.

Courses offered by University of Turku:

Transcripts are sent to each university's contact person two (2) times a year (at the end of each semester). You can find the contact persons from our web site.

Courses offered by University of Oulu, Jyväskylä, Helsinki:

Transcripts are sent to each student after the courses has finished and the teacher has done all the markings.

Students should pick up their transcripts from the contact person (or print out the transcript send by email) and then handle the credit transfers by themselves. Credits are not automatically transferred to the student register and students are responsible to apply for transferring of credits at their own university/department. If your university requires confirmation for the printed transcripts please direct the enquiries to the Network Planning Officer.

Students from university of Turku do not have to apply for the credit transfers, all the credits are registered by the Network.

All students should go through their transcripts as soon as they receive them and check the information thoroughly. If there are any mistakes they should contact the Network Planning Officer immediately.

TRANSFER OF CREDITS AND COURSE EXEMPTIONS

The university where the student is studying decides on the transfer of credits as well as possible course exemptions. Students must seek approval for credit transfers or course exemptions at their home university prior to enrolment in a particular course.

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COSTS OF STUDIES

Participating in the courses is free for all the students who are studying at the member universities of the Finnish University Network. At present it is not possible for the Network to provide courses for a fee.

STUDY GUIDE

This Study guide is only available online at www.asianet.fi. It is advised that students print their own version of it.

TEACHING ARRANGEMENTS AND CONTACT INFORMATION

The MA-level courses on Asian studies are coordinated by the Finnish University Network for East and Southeast Asian Studies. The coordination unit is located at the Centre of East Asian Studies at the University of Turku.

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