

# TAOTAO'S GUIDE BOOKLET FOR ALL PANDAS



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### **Introduction:**

TaoTao has created this guide booklet for all pandas. May this booklet enlighten you on your path to graduation.

**Disclaimer!** This booklet offers guidelines only. Check up-to-date information regularly from the study guide and the university website!

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TAOTAO STUDENT ORGANIZATION RY  
*Centre for East Asian Studies*  
*University of Turku*

(design above by Annamari Konttinen)

## GENERAL STUDY-RELATED WORDS

- **UTU-account:**

You will receive your UTU username and password automatically after having registered as an attending student for your first semester (there will be a short delay after registering and receiving your UTU account, usually 1-2 days). If you have Finnish banking credentials, you can activate your account easily with the link provided by the uni at the start of your studies. Otherwise, please contact IT helpdesk to activate your account.

- **Student Centre Disco:**

Where you have to send your original educational documents (eg. Bachelor's Degree) by the deadlines instructed by the University of Turku. They will also help you with many study-related issues, such as semester registration, study register, and international exchange. You can both visit the office during opening times or contact them via email.

- **Peppi:**

The bureaucracy site, which students must also learn to use in order to successfully pick and choose courses which are required for the completion of the degree. In Peppi, you can find a link to the Study Guide, your HOPS, and grades for courses. Log in with your UTU-account.

- **Moodle:**

The platform in which most courses (excluding book exam courses or work/volunteer related credits) are

found. Log in with your UTU-account, and search for the courses in your HOPS in the course-finder. Getting access to a course in moodle may require a key which the professor of the course will provide to you (via email, for instance). Moodle is also used for turning in course work.

- **HOPS:**

In Finnish ‘Henkilökohtainen Opintosuunnitelma’= the student’s personal study plan. Log in to Peppi to find your HOPS. It is quite confusing to use, which is why you are advised to check the (much clearer) study guide to figure out which courses you must choose and enrol in in your HOPS pages. To add courses outside of the Master’s assigned curriculum, go to ‘Opintojen Valinta/Choosing Studies’, and search for AND ADD courses to your HOPS from the course finder. Remember to enrol to the courses which you want to take and also try to keep the workload manageable (1 ECTS / 1 cr = 27 hours of work).

- **HOPS-supervisor (opinto-ohjaaja):**

The HOPS-supervisor will make sure you are taking all the necessary courses in order to complete your Master’s degree correctly. You can also ask the HOPS-supervisor about the technicalities regarding adding any extracurricular courses to your degree. Currently, the CEAS HOPS-supervisor is Sabine Burghart <3

- **Study guide (opinto-opas):**

Your best friend during studies. Under ‘Master’s Degree Programme in East Asian Studies’ you find all up-to-date information about the courses which make up your degree. The Study Guide is a good companion for using

Peppi, HOPS, and moodle, because the information listed in the Study Guide is presented in a clear(er) manner.

- **Student Union Membership fee:**

Paid to the Student Union (TYY) via bank transfer as per instructions sent to your email. Compulsory for all Bachelor's and Master's degree students. In 2021-2022, the fee was 53€. Paying the fee is compulsory, because TYY works to provide all kinds of services for students for low prices. For instance, TYY funds student clubs like TaoTao, offers free legal advice, provides mental health counselling, and runs the Unica Oy student cafés.

- **The Student Union of the University of Turku (Turun Yliopiston Ylioppilaskunta):**

TYY in short. Provides a number of services for students. Paying the Student Union membership fee is compulsory for degree students. More information about their activities on their website (<https://www.tyy.fi/en>).

- **Student Card:**

After you have paid the Student Union membership fee, you can apply for the official student card via Frank (<https://www.frank.fi/en/>). Frank offers student cards either in the form of an App, or you can order the physical card in exchange for a small fee. For the physical card, you must also get an official sticker (lukuvuositarra), which declares you are currently studying at uni, from the TYY office at Ylioppilastalo A, 1. floor (check the TYY website for opening hours). The

student card guarantees great discounts for you, especially from the railway company VR.

- **Healthcare fee (Korkeakouluopiskelijan terveydenhoitomaksu):**

Compulsory for all degree students, paid every semester to Kela. Paying the healthcare fee allows you to use the services of the Finnish Student Health Service FSHS (Ylioppilaiden terveydenhoitosäätiö, YTHS), (<https://www.yths.fi/en/frontpage/>).

- **Kela (Kansaneläkelaitos):**

The Finnish government agency which manages social security programmes. More information in English from Kela's own website (<https://www.kela.fi/web/en>).

- **Finnish ID Code:**

International students staying longer than three months in Finland must obtain a Finnish personal Identity Code. The University sends more information on these technicalities upon your arrival to Finland (<https://www.utu.fi/en/study-at-utu/accepted-students/residence-permit>).

- **Residence permit:**

EU/EEA residents do not need a residence permit to live in Finland. Non-EU/EEA students must follow instructions stipulated by the University to obtain a residence permit to live in Finland. The University sends more information on these technicalities upon your arrival to Finland (<https://www.utu.fi/en/study-at-utu/accepted-students/residence-permit>).

- **Turku Region Traffic (Föli):**

To get the local bus card, email [disco@utu.fi](mailto:disco@utu.fi) for more details.

- **CampusSport:**

Gyms and exercise classes run by the university! You can pay for memberships for one year, one semester, or thirty days. The right to use all gyms and join most classes is included in the membership price! (<https://www.campusport.fi/en/>).

- **TYS:**

Turku Student Village Foundation (TYS) offers affordable student flats in various locations across Turku. Most students get their accommodation from TYS due to their cheap prices and close proximity to the university. See more detailed information on their website (<https://www.tys.fi/en/>).

## WORDS RELATED TO YOUR MASTER'S DEGREE PROGRAMME IN EAST ASIAN STUDIES

- **Compulsory courses:**

Courses which are compulsory are listed in the study guide. You must complete (=pass) all of them to finish your degree. The study guide also specifies which number of credits must be chosen from elective courses (in other words, how many credits per section you must choose for yourself). Compulsory courses include Methodology in East Asian Studies, Politics and Society courses, and Understanding East Asia (one of the oldest CEAS courses still running).

- **Elective courses by CEAS:**

There are a number of elective courses offered by CEAS which are not, in their entirety, a compulsory part of your degree. Nevertheless, you are highly recommended to choose some of them to fill credits for your degree (and to learn ofc). You are required to include a certain amount of elective courses in your degree, but you can freely choose which ones according to your own specialization and interests!

- **Elective courses not by CEAS:**

You can choose courses outside of the CEAS curriculum (or in other words courses not provided by CEAS), but you must discuss with your HOPS-supervisor whether they can be counted towards the completion of your overall degree. If not, you can still choose them and they will be added to your study transcript as extra courses.

- **Minor in East Asian Studies:**

CEAS provides a minor studies unit (sivuainekokonaisuus) to all students of Turku University. The courses in this study unit are not offered as a component for your Master's degree. However, if you find useful courses in the minor unit, you can take them. They may or may not be accepted towards the completion of your Master's degree, but, in any case, they can be added to your final degree certificate as extracurricular courses (talk to your HOPS-supervisor about this). The minor unit includes courses in the HISTORY and societies of Japan, Korea, and China.



- **Language Studies:**

You must study some East Asian languages during your degree! Minimum 10 credits, maximum 20 credits, can be added to complete your overall degree (of course you can study more, and get extra credits, but they will not count towards the degree). CEAS offers Korean from Beginner's level onward and Japanese from Intermediate onwards. From autumn 2022 on, Chinese language studies are provided by the School of Language and Translation Studies. You can also find lower-level Japanese and Chinese courses offered by UTU Language Centre.

- **THESIS:**

The thesis is the most important component of your Master's degree, and therefore worth A LOT of credits (meaning you have to put a lot of working hours into it). The thesis itself is worth 40 credits for producing a research paper of approximately 25 000 words. This process includes individual research and writing work, as well as consultations with your thesis supervisor, other professionals, and your peers. CEAS also offers a number of compulsory courses which are taken as additional credits to the 40 credits for the thesis, but they support the thesis working project. Such courses include the Methodology course(s), Research Seminars, and Academic English Writing courses.

- **Exchange:**

CEAS highly encourages students to go on exchange in East Asia during their studies for thesis research purposes and to enjoy adventures in East Asia in

general. The Study Guide does not list exchange as a study unit separately, it is up to you to think about it!!! Applying for an exchange is done through an electronic application form. If your application is approved and you get nominated for exchange by UTU, you will then also have to apply separately to the university you have been nominated for, who will then inform you of the final acceptance. Application period for international exchange usually takes place in late December-January, so if you want to spend your second year abroad, start thinking of your exchange as soon as your studies begin! All the most recent information on exchanges and instructions on application periods and processes can be found in the UTU Intranet, under student services (you can log in to the intranet with your UTU account).

- **Waiver (hyväksiluettu):**

If you are a native English speaker/have near native command of English, or if you have completed certain courses in your past university degree (Master's level degree only) which are repeated in the curriculum, you may ask to receive a waiver to get the credit for the course without doing a similar course twice. You must contact the professor in charge of the course you wish to waive and explain your situation. As an example, if you have completed your previous studies in English, you may be able to waive the Academic English Writing courses. Some courses cannot be completed with a waiver even though you could have completed a similar course in the past. Remember to tell your HOPS-supervisor of any waivers you are possibly entitled to.

- **Book exam (kirjatentti):**

Book exam courses are great courses! You are the master of your timetable: no moodle, no exercises - just you, the books, and an electronic exam date that you freely choose. NOTE! book exam courses do not have their own moodle pages, so you have to check the study guide for instructions on what you have to do. Usually, it involves reading a number of books from which you write an essay-style electronic exam in an uni exam room. Contact the professor in charge of the course for more information (like, for instance, if you have questions regarding the exam books which the professor has nominated for the course).

- **Asianet-course:**

CEAS coordinates the Asianet-organisation, which offers online courses on various topics on Asia to students and other citizens alike. As a student of Turku University, you do not have to pay for the courses. Applying for these courses is separate from general Turku Uni-Moodle systems. CEAS sends lots of email messages regarding Asianet courses. Note! Unless otherwise agreed with the HOPS-supervisor, only Asianet's Master's level courses can be counted towards the completion of your degree. Others can be added to your study transcript as extra courses. Courses and registration deadlines can be found online ([www.asianet.fi](http://www.asianet.fi)).

- **Lecture Passport:**

Attend six lectures, write a one-to-two-page learning diary for each lecture, and submit to the teacher in charge of the course (check this from the study guide).

2 credits, pass/fail. CEAS sends emails on relevant visiting lectures regularly.

- **Transferable skills:**

Various extracurricular activities can be turned into credits! The credits given range from 2 to 5, evaluation pass/fail. Transferable skills -worthy activities include working as a board member for the TaoTao Student Club, as a student tutor, or assisting in organising conferences etc. Some activities might require you to write a short report on the experience, others will be added to your degree automatically. Contact the teacher mentioned in the Study Guide under this course to get credits for your activities!

- **Internship report:**

If you are chosen for any kind of internship during studies, you can write a report on it and get 5 credits for it! The report is 1500 words of structured self-reflection Evaluation pass/fail. Contact the teacher in charge to start the report.

- **Excursion:**

Once upon a time with no covid, CEAS arrange(s) study excursions. Write a structured report on it, worth 2-5 credits pass/fail.

- **Find your career & Job seeking in Finland:**

3 & 1 credit moodle courses, which involve readings and exercises on finding a job. Check out the fantastic face-to-face meetings with the uni's career coaches as well.

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- **Rekryn tiimiprojekti:**

not CEAS-specific. Turku University offers an opportunity for students to apply to work in teams for real-life clients! Duration- a few months, teams of 4-6, approximately 135-162 hours of work for 5-6 credits. You must apply to work in these projects separately. Check the study guide and [projektiassat.fi](http://projektiassat.fi) for more info. No pay, but you get a work certificate from it.

## TAOTAO WORDS

- **CEAS TaoTao Student Club:**

Est.12.01.2013, the Student Club founded to support CEAS students and enrich the student life of all its members. TaoTao organises all kinds of super fun events and activities for all members for a very nominal membership fee. Consider also joining the board to become a part of creating a great student experience for all CEAS students!

- **TaoTao membership fee:**

Currently: 3€ for a semester, 5€ for a year, and 15€ for five years. Contact the treasurer (Money Panda) to get TaoTao's account details.

- **TaoTao mailing list**

Request to be added to the TaoTao mailing list by contacting the Info Panda by email ([tyy-taotao@utu.fi](mailto:tyy-taotao@utu.fi)). The mailing list is an important medium for communication between TaoTao and the students!

- **TaoTao Instagram**

Follow @taotaoceas for fun TaoTao content 😊

- **TaoTao website**

We have links to all our social media accounts in the TaoTao website, as well as information about the current and past student club boards and meeting minutes (<https://tyytaotao.org/>)

- **TaoTao Board:**

All student clubs need a board to run their activities! By law, student clubs in Finland are required to have a president, a vice-president, a treasurer, and a secretary. TaoTao also has positions for an information specialist, social media manager, academic affairs representative, and a party organiser. However, the possibilities for positions at the TaoTao Board are only as endless as the imagination of the student body! The TaoTao Board works hard to make the life of all CEAS students more enjoyable. Consider joining the board at any time - you get credits for working for TaoTao (transferable skills course), as well as an excellent addition to your CV!

- **Tao tao -the origin of the name:**

The name of our student club comes from an old animation *Tao Tao Ehonkan*, where a baby panda called Tao tao goes on adventures with friends.



## STUDENT LIFE

- **Badge (merkki):**

Badges adorn student overalls. They are either bought from student clubs or gained by attending student parties. The best, and most acceptable, way to attach badges to overalls is by sewing them by hand (preferably with karhulanka - bear thread). A thimble (sormustin) is also highly recommended for this activity.

- **Overalls (haalarit):**

Student overalls are overalls, which tertiary education students in Finland wear to student parties. Each programme has a specific colour for their overalls. TaoTao's overalls, which were acquired for the first time in 2022, are navy in accordance with TaoTao's sister organisation P-klubi (political history). Overalls are decorated with badges which are bought or received from student clubs or student events. There are a few (un)written rules regarding the use of overalls: 1) you must not cover the sponsor's logos with badges until the next year's students get their overalls, 2) you cannot lend your overalls to others 3) you cannot wash your overalls unless you are in them ☺ •••?

- **Sitsit:**

A student party with Nordic origins. Attendees eat and drink to drinking songs. Sitsit have various rules, which are followed according to the discretion of the student club organising the event.



- **Vujut:**

Short for 'vuosijuhlat' (annual party) is a birthday party for student clubs. Traditionally, vujut is a fancier party where participants follow a formal dress code.

- **Appro:**

A specific kind of pub-crawl event in which students follow an organised pub-crawl route. For every visit to a specified pub, the student gets a stamp in a booklet. The most famous appro event in Finland is the 'Hämeenkadun Appro' at Tampere (est. 1982)

- **Alcohol at student events:**

Drinking alcohol has been a part of student events always, but we want to emphasise that sobriety is highly welcome. We have a zero-tolerance policy for forcing or pressuring anyone to drink (and if this would happen, this kind of activity will be reported). This also applies to bars, that always serve a variety of non-alcoholic drinks.

## SURVIVAL FINNISH

- **Saunavuoro:**

If you live in TYS student accommodation, you can book a time to go to your apartment's sauna four times a month, for free!

- **Salmiakki:**

Try it.

