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# **Non-stop handbook for students**

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SAMK Education Services

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## **Welcome to a non-stop course at Satakunta University of Applied Sciences**

You have chosen a non-stop course from the offerings of Satakunta University of Applied Sciences. Non-stop studies require students to have strong self-direction and time management skills, as they do not involve face-to-face teaching or comparable meetings. You can manage your studies well by scheduling your studies to your own timetable from the start and sticking to the schedule you make.

### **Implementation plan**

All important things concerning the implementation can be found in the implementation plan. Study it carefully. There you will find the key information about the course, such as the prior studies, the exact dates of the course and timetables, the delivery method, the content and objectives of the course, the assessment, the student's time and workload, the contact details of the teacher and the student guidance during the course.

### **SAMK-ID (Open UAS and CampusOnline students)**

You have received an email from the Student Services Secretary of Satakunta University of Applied Sciences, with instructions for registering your SAMK ID. The email also contains a link to the implementation plan and other instructions for studying at SAMK.

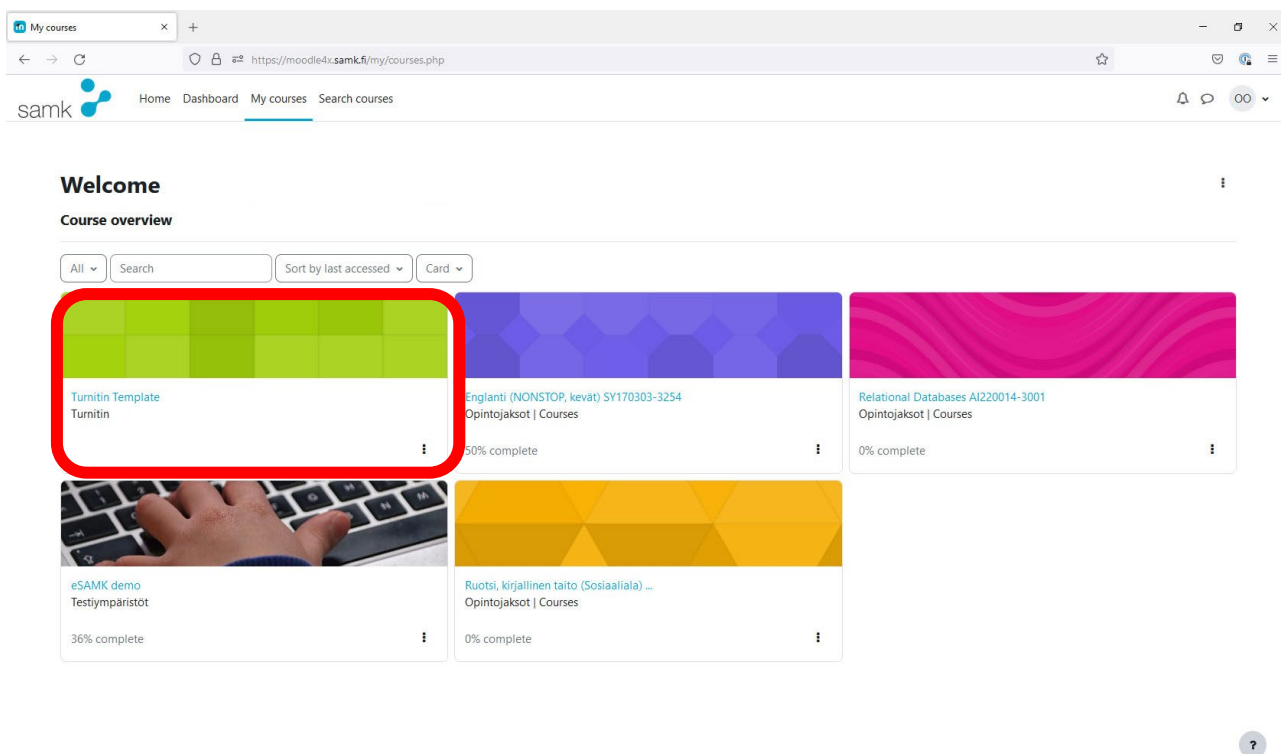
First, register your SAMK-ID according to the instructions, because you can participate in studies at SAMK only with this ID. Even though you can also log in to our Moodle with the user identifiers of other higher education institutions, you will not be able to participate in the courses with them.

If you have any questions about registering your SAMK-ID, or if you do not have Finnish online bank user identifiers, please contact our helpdesk directly: tel. 024 792 000 (Mon-Fri 8-16).

## Login to Moodle

Next, log in to Moodle with your SAMK-ID:

1. Go to <http://moodle.samk.fi>
2. From the page that opens, select the Moodle (M4) in the middle
3. Use your SAMK-ID to log in.
4. The course will appear directly on your Moodle desktop (My Courses), as shown in the image below
5. Click on the course to go directly to the course (without a password).



**NOTE!** If you are logging into Moodle for the first time, the course will appear with a delay of about an hour.

If, after the delay of one hour, the course still does not appear on your desktop in Moodle, please contact us immediately: eSAMK support: [esamk.support@samk.fi](mailto:esamk.support@samk.fi). Tel. 024 792 100 (Mon-Fri 8-16).

**NOTE! You can only access the course with the SAMK ID!**

For instructions on how to use Moodle and the contact details for support, go to Moodle homepage at <https://moodle.samk.fi>.

## **Completing a course**

At Satakunta University of Applied Sciences, the rules related to the completion of studies are the Degree Regulations and the procedural guidelines ME 1202 Completion of studies and ME 1216 Procedure in case of fraud. These can be found at <https://www.samk.fi/tietoa-meista/laatu/laatujarjestelman-kuvaus/> under Documented Information and Code of Conduct. Access to the Code of Conduct is only possible with the SAMK ID. Satakunta University of Applied Sciences also has etiquette for distance and online learning, which you should read.

In Moodle, you will find important information and instructions on how to complete the course as well as the course materials and assignments. Please read these instructions carefully and refer back to them if any questions arise.

Each course has a discussion forum, where questions concerning the completion of the course shall primarily be sent. The teacher will let you know how often the questions will be answered. Please note that the teacher is not available 24/7 but answers the questions as and when they arise, when and by what means they have indicated that they are available during the course. Instructions on how to complete the course are available in Moodle. Please follow the instructions given. If you have any questions, please refer back to the teacher's instructions and, if necessary, ask questions in the discussion forum. If your question is of a technical nature (e.g. an assignment does not open or you cannot access the assignment, or you cannot complete the task as instructed by the teacher), please contact eSAMK support: [esamk.support@samk.fi](mailto:esamk.support@samk.fi), tel. 024 792 100 (during semesters Mon-Fri 8-16).

The assessment criteria and timetable are shown both in the implementation plan and in Moodle. On a non-stop course, the assessment takes place continuously during the implementation of the course as described in the course description.

## **After completing a non-stop course**

Once you have completed the course, you will receive an assessment according to the timetable given in the implementation plan and in Moodle. At the end of the course, the teacher will assess all students.

Please remember to provide feedback on the course via Tuudo mobile app or the link you will receive in your email. The course feedback will open the day following the assessment of your course. The feedback is open for 10 days.

If you are studying through CampusOnline, you can find instructions on CampusOnline.fi for transferring your credits to your home institution. Read the instructions at <https://campusonline.fi/en/transferring-study-attainments-between-universities-of-applied-sciences/>

## **Tips for studying**

If you are planning to replace a compulsory course in your degree programme with a non-stop course, please discuss with your teacher tutor first. If it is a language course, contact your own language tutor, if your university has one.

Completing a non-stop course requires students to have good self-direction skills, and the ability to schedule their own learning. At the beginning of the course, it is important to check the scope of the course and the student's time and workload (1 credit = approx. 27 hours). To complete the course, it is a good idea to draw up a timetable for your use of time and to set aside the hours necessary in your own calendar. This is how the course progresses smoothly.

All coursework should be completed and submitted by the end of the course. It is not advisable to leave the submission of assignments until the last few days. The student is responsible for completing the course within the given time frame. If the student fails to complete the course within the given time frame, the course will be failed. If the student drops out of the course, the course will be failed.

At the end of the course, all students will be assessed by the teacher. If the student has not completed the course, they will receive a grade of 0 (=failed). The student must enrol on the next implementation and redo the course from the beginning. The overall grade of the course or the grades of part-exams can be improved only within the duration of the course, as indicated by the teacher. There are no examinations to improve the grades of the non-stop courses.

Some non-stop courses require a certain starting level or prior studies from the student to complete the course. This information is stated in the implementation plan.

A non-stop course gives the student the opportunity to study at their own pace during the course. However, please note that the teacher is not available 24/7. Check the timetable and Moodle for the teacher's hours and contact details from the implementation plan.

## Important contacts:

SAMK Open UAS: [avoinamk@samk.fi](mailto:avoinamk@samk.fi)

SAMK CampusOnline: [campusonline@samk.fi](mailto:campusonline@samk.fi)

eSAMK support (technical support of Moodle, HILL, EXAM, Tuudo):

[esamk.support@samk.fi](mailto:esamk.support@samk.fi), p. 024 792 100

SAMK Helpdesk (SAMK-ID, email, M365): <https://samk.efectecloud.com/idm/AuthnEngine>, p.  
024 792 000