

GENERAL INFORMATION

2006-2007

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EIRAN AIKUISLUKIO IS KNOWN IN ENGLISH AS EIRA HIGH SCHOOL FOR ADULTS

VISION The most versatile range of study options in Finland.

THE PURPOSE OF A HIGH SCHOOL FOR ADULTS (AIKUISLUKIO)

The Finnish term 'aikuislukio' can be translated into English as high school for adults, an upper secondary school for adults or a sixth form college. The core function is to provide education in Finnish leading towards the national 'ylioppilastutkinto' (matriculation exam). Eira High School has the authority to examine and award matriculation certificates.

Immigrant and users of Finnish as a second language are welcome at Eira High School. Education is offered at lower secondary level, First Steps in Finland, whereby students learn Finnish and move on to study other subjects later. There is also high school tuition in English which integrates studies for the AICE Diploma into the national curriculum.

Lukio tuition in Finnish. The national curriculum for adults in the Finnish lukio requires the completion of 44 courses across a range of subjects. For young students under 18 there are four additional courses: two courses in art, one in physical education and one in health. The curriculum contains nationally compulsory and elective courses. There are also school based courses that have a content specific to the individual school. A full account of subjects, courses and requirements is given in OPS – Lukion opetussuunnitelma guides.

High School tuition in English. The High School refers to all upper secondary school tuition in English (earlier documents refer to AICE or the AICE Line). Students studying in English are known as high school students whereas those studying in Finnish are called lukio students.

Students accepted by Eira High School complete a three-year programme of study comprising forty-four courses. On completion of these courses they first receive the high school leaving certificate, lukion päättötodistus. (This requires some courses taught in Finnish.) The certificate entitles the holder to complete studies by taking the matriculation examination (ylioppilastutkinto) in Finnish. Students can also take The AICE Diploma which is taught wholly in English.

Eira Virtual High School

The school offers virtual learning (otherwise known as elearning) in English and Finnish through the Opit environment. Courses in English include national curriculum courses and courses leading to the AICE Diploma. It is possible to follow a virtual curriculum and complete the AICE Diploma courses. Final examinations must be taken in person at the authorised centre, that is Eiran aikuislukio at Laivurinkatu 3.

Information on <http://www.eiraedu.com/english/virtual/index.html>

The AICE Diploma The school also has authorisation from Cambridge University to hold examinations and issue certificates for the AICE Diploma. The centre number is

FI014. Students who complete their programme of studies can take the AICE Diploma. Tuition is wholly in English.

Further information on the full curriculum in English and the diploma and details of courses are in the booklet CURRICULUM – High School Courses. The booklet also includes information on the compatibility of courses taught in English. The Procedure for registering as a candidates for June or November is included at the end of this booklet under the heading: Registration Procedures for June and November Examinations.

The lower secondary school (perusaste). The school has the right to award lower secondary school certificates. A lower secondary school for immigrants operates under the title **First Steps in Finland**. Tuition is in Finnish. The main idea of the program is for students, usually under 25, to learn Finnish intensively and gradually take on board other subjects. Further information on the curriculum is contained in the booklet OPS – Peruskoulun opetussuunnitelma. There is also an evening school lower secondary 'perusaste' attended mainly by Finnish students. Lower secondary students can participate in both sections.

ENROLMENT AT EIRA HIGH SCHOOL FOR ADULTS

Entrance requirements

Entrance is open to adults who have reached the age of 17 for lower secondary school and 18 for the *lukio*, the high school. Entrance is also open to younger students who have special needs that qualify them for study at Eira High School for Adults. Where tuition is in English the needs are generally related to the student's educational background; for example, lack of Finnish language skills, suitable education not available in ordinary schools, referral by a principal or student counsellor from another school, interrupted studies, combining studies with professional training, the need to work whilst studying. Other reasons are acceptable.

The decision to accept a younger student lies with the principal of Eiran aikuislukio. In the case of studies in English a recommendation is made by the vice principal. A letter of authorisation is required from the young person's parent or guardian. A student who starts studies under the age of 18 is deemed to continue to be a young student even though older than 18 if the studies are continuous from the enrolment date.

How to enrol

Enrolment can be in person at the office on the 1st floor. It is also possible to enrol by completing an application in Finnish on the school website. The application form in English on the English pages is a different document and is take the entrance test.

In any case the applicant must present in person an id card and provide copies of any relevant certificates.

Entrance to high school studies in English is by entrance examinations held in June and August of each year. It is worthwhile contacting the school by email to find out if extra entrance tests are being organised. Entrance to the Finnish side can be at anytime. In some circumstances the applicant can be accepted on the English side following discussions with the student counsellor.

Students on the Finnish side are welcome to attend courses in English. A minimum grade average of 8 in English is advised.

Entrance to the First Steps in Finland (the lower secondary programme) is by completing an application form and registering with the office. See First Steps in Finland leaflet. The study programme can also be part of the applicant's integration plan (*kotoutumissuunnitelma*) under the authority of the labour offices.

Full and part time studies

Completing the Finnish High School (*lukio*) curriculum normally takes three years. Note it is possible to pass final examinations in under three years, but an accelerated study programme is not suitable for most students. A realistic study timetable is essential and students who are also working must factor this into consideration. Maximum time for being registered as a full time student in high school is though four years, regardless of whether you study actively or not. Therefore, it is essential to notify the office of any possible breaks in your studies.

Tuition in English is offered from 8.30 until 16.50 from Monday to Thursday. There can be time between lessons (often referred to as skip hours).

A full time student is one studying with the aim of the passing any of the examinations offered by the school. A full time student is expected to do a minimum of 15 courses per year. Each full time student has access to all the services offered by the school including those of the student counsellor. The services of the student counsellor are an essential part of the adult education study system.

Fees for full time students

There is an initial €10 material fee and it is paid in the office on registration. An official grade book is given to the students. After that enrolment is annual but without fee and can be done electronically via the school web service Wilma and confirmed in person later by having the grade book stamped. The official grade book is a record of the student's course examination results.

Bank giros for first time registration are available in the office. If the fees are paid elsewhere then a receipt must be provided in the office. The bank account number for the school is: Nordea 157230-203927.

Non-payment of fees leads to the withdrawal of all services. Anyone who does not enrol for a year is considered to have resigned from the school and must pay the €10 fee to re-register. Should no courses have been taken for two periods enrolment at the school is deemed to have lapsed. If you wish to suspend your studies for any reason you should inform the office.

A part time student (*aineopiskelija*) is one who does not wish to follow the whole curriculum but studies individual courses or subjects. Part time students pay a single fee of € 100 per school year and it is paid in the office on registration. Part time studies on the Finnish side are generally permissible in evening classes only.

Bank giros for part time student's yearly fee are available in the office. If the fees are paid elsewhere then a receipt must be provided in the office. The bank account number for the school is: Nordea 157230-203927.

Changes in information

Inform the office of any change of name, address or contact information. Inform the school if you intend to quit school temporarily or permanently. Failure to do so will affect your right to return. A person who has not enrolled by the 15 September is no longer considered a pupil at the school and all rights are withdrawn.

SERVICES AVAILABLE TO STUDENTS

On enrolment the student receives passwords for IT systems used. These are outlined below.

Internet based services for students

The school website <http://www.eiraedu.com/> contains comprehensive information on High School Studies in English. This is accessed by clicking on the AICE headline on the home page.

The school email addresses for all personnel are firstname.surname@eiraedu.com or firstname.surname@eira.opit.fi.

The school offers the following services for the students accessed via our website:

OPIT is a learning environment which offers an email address to each student. The site is in English and Finnish. It contains the WSOY learning environment (*WSOY:n Opitympäristö*) with material provided by the school plus material in Finnish from WSOY. OPIT also provides the students with an e-mail address. (Personal password required and is obtained via Wilma, in the personal section called *Henkilötiedot*). OPIT is the environment for the Virtual High School.

WILMA - Wilma enables students to check out courses are on offer; enrolment on courses and enables students to check their results. Wilma opens with the link: <https://www.wilma.eiraedu.com> (Personal password required)

ROSTRA - Rostra is a bulletin board system where the students can ask advice from the student councillors, comment on any aspect of the school the school and set up a debate. Rostra is bilingual and requires registration. This is accomplished by clicking upon 'rekisteröidy' in the main menu beneath the headline.

Rostra opens with the following link: <http://www.rostra.eiraedu.com>

The On-line Centre

Students at Eira High School have access to a well-stocked CD Rom and Internet based virtual library at our on-line centre on the 1st Floor next to the office. Library rules apply. The centre provides an ideal atmosphere for further study in the time between lessons. There are facilities available in 004 and other rooms. Please note that misuse of the technology will cause a suspension of rights. Misuse includes visiting inappropriate sites, lending your password to others, complaints received from webmasters and material damage and similar misuse.

Orientation day. New students are invited to the school just prior to start up. The information is vital for an efficient commencement to studies.

Face-to- face services

Administration matters such as enrolment, questions over timetables, requests for documentation such as transcripts are handled by the office staff located on the first floor.

Suggestions or complaints about the physical environment can be reported to the teacher, the office or the caretaker. The Head of Administration will take up any complaints and suggestions.

Educational matters requiring advice or counselling are discussed with the student counsellor who is also ready to offer advice on more personal issues that might be interfering with your studies. The counsellor helps you have a clear idea about your studies as a whole.

The student counsellor for English language courses and for lower secondary courses is Aila Haapaniemi. Other student counsellors are also at your service though communication is usually in Finnish. Student counsellor services are absolutely confidential. Information is not passed on to anyone without the permission of the student. Information on other students is not passed to third parties. Students under 18 should have an interview with the Student Counsellor at least once in every period. Parents can call the Student Counsellor for progress reports and receive information on such issues as grades and attendance.

Information on course content and an overview of a particular subject is given by the course teacher who will present the class with a reasonably detailed course plan setting out examination criteria at the beginning of each course. The teacher is there to guide you through your studies and help you find solutions to any study problems you might have.

Learning difficulties or special needs are dealt with confidentially by the special needs teacher Tuija Pesämaa. 'Special needs' refers to any learning problems that are not related to the amount of work a student puts in (whether the obstacle are from health problems or demands or work and so on). If you suspect you might have a learning difficulty, say panic attacks, concentration difficulties or dyslexia, then it is best to discuss it first with the student counsellor or teacher. The counsellor refers students to the special needs teacher. Note that extra time can be allocated in AICE Diploma finals for special needs students as long as the appropriate procedure is followed. (See Registration for final examinations leaflet). An appointment can be booked in the office, 1st floor.

Organisation (such as courses and timetables), policy and disciplinary matters are handled by the vice principal, who is usually available through appointment. If you are dissatisfied with any aspect of the school, please contact the vice principal.

Booklets and leaflets in English offering information and advice.

This General Information offers information on the organisation of the school and its rules. CURRICULUM – High School Courses contains information on all courses

including content, aims and objectives. It also shows which courses are compulsory and which course compatibility with those on the Finnish side.

There is also literature in Finnish such as the OPS – Lukion opetussuunnitelma, Lukion kurssitarjotin and Abi-opas for the matriculation examination.

Notice boards

The notice board for the High School in English is on the ground floor and is exclusively for official notices. It displays such items as timetables, changes, notices on information sessions, details on the final AICE examinations and so on. **Always check it for current information.**

Check out the television screens around the school for information in Finnish and English.

There is a notice board for student use in the basement.

The Cafeteria

Hot and cold lunches and snacks are available at the cafeteria on the ground floor. The cafeteria is a popular spot for students to meet up. Many find its informal atmosphere a good place for self-study as well as socialising.

Student Lockers are available in the basement.

Library

There is a small library which stocks some course books. A deposit of €10 is required per book. Usually it is advisable to buy your course books as borrowed books must not be spoilt by notes added in the margin or in any other way.

The library is open during the first eight days of tuition in the beginning of the period and at the end of the period during the test week and test return day. Library is closed in the middle of the period.

Travel There is a bus pass discount for those under 30. Eligibility demands at least three courses per period. A statement from issued by the office is required.

COMMENCING STUDIES

Student number and Student grade book

On payment of the initial fee and registration at the office a student number is allocated. Without this number you will not be able to enrol on any courses. It is also the basis for access to all services offered. The grade book contains your student number. It should be with you at all times when attending school. It is especially important for test return sessions as the grade will be entered in it.

COURSE BASED LEARNING

Good planning is the secret to achieving your goals. Plans can be modified but a clear sight of what needs to be done is essential. You will need to know what is required for you to take your examination, for example which are mandatory and elective courses. This information is outlined in the booklet High School Courses. You also need to know when courses are offered. On the basis of these you are ready to draw up a course plan with the help of the student counsellor.

Allocating class and self study time. As a minimum, each hour spent in the classroom should be accompanied by at least one hour of self-study.

The school year starts on 04.09.2006 and ends on 31.05.2007.

There are 5 study periods and these are

Period 1 (04.09.2006 – 19.10.2006)

Period 2 (28.10.2006 – 07.12.2006)

Period 3 (11.12.2006 – 12.02.2007)

Period 4 (13.02.2007 – 10.04.2007)

Period 5 (11.04.2007 – 31.05.2007)

There are also vacations for Christmas, winter and Easter. Information on these is given in the timetables booklet issued in the previous May and revised each period according to changed circumstances.

Tuition is usually on the first four days of the working week but there can occasionally be some changes. Courses comprise 11 study sessions and completed by an end-of-course test and a test return session for feedback. Each study session is 85 minutes in length. Lessons begin at 8.30 and whereas tuition in English is usually over by 5.00pm, tuition in Finnish runs in the evening.

Course enrolment has two phases: The first is net based using the Wilma programme. Courses taught in English (green colour) are listed on the 'kurssitarjotin' along with courses taught in Finnish (blue and lilac colour). Courses taught in English have also the prefix H; for example H HI1 is History 1 taught in English. The *lukio* courses has no prefix. The second phase of enrolment is by attending the first lessons.

Attendance is compulsory. If you are going to be absent, inform your teacher or the office. You must have a valid reason, for example work or illness. Medical certificates are required for anything longer than a two day absence due to illness. A maximum of three absences without a stated reason is allowed per session. After the three unexplained absences the student is considered to have dropped out and is not eligible for the end-of-course test. The AICE Curriculum is demanding and absence from courses will delay and jeopardise your progress.

WAYS TO STUDY

Classroom based Studies in English are by attending lessons as an on-course student. (*Lähiopiskelija*). The off-course (*tentti*) option is not generally available. Attendance at the first lesson is essential. All the information and material will be handed out at this session and no later. If a student is going to be absent he or she should inform the teacher by email. Students who turn up after the third session will not be allowed to attend the course. A student can not switch from on-course to off-course studies. Please note that low attendance at the first lesson will lead to the cancellation of the course.

Web-based ‘Tentti’ or virtual studies

It is possible to do certain courses through the ‘tentti’ system in which material is placed on the web for students to download and study. The student is obliged to respect all deadlines respecting submission of assignments, meeting the teacher or communicating electronically and so on. Once the tasks are completed the student is eligible to take the final course exam at the end of the period. Studies outside the classroom are very demanding on the skills and motivation. Courses offering the ‘tentti’ option are designated on the period timetable.

Alternatively, the student can enrol on any course designated a virtual course. The symbol V identifies the course. Students can also practice what is called ‘blending’, that is combining virtual with class room learning.

Rules that apply on the Finnish side are in the guide Opetussuunnitelma – yleinen osa. If you are studying on the Finnish side it is essential to be familiar with your rights and obligations.

Studies in Finnish The great bulk of courses taught at Eiran Aikuislukio are of course in Finnish. The booklet Curriculum High School Course 2006 – 2007 identifies compatibility between courses in English and those in Finnish. The OPS booklets contain the course details and the booklet Opetussuunnitelma – Yleinen osa 2006 – 2007 contains on procedures.

ASSESSMENT

General principles

Evaluation and feedback are important for successful learning and assessment is an important part of learning. The teacher gives feedback throughout the course and students are entitled to such support. End-of-course tests ensure that assessment is continuous. However, each course is a separate entity and assessment tests the material covered in the course.

Students studying in Finnish and whose mother-tongue is not one of the official domestic languages should read the notes in OPS Yleinen Osa for information on language support

END OF COURSE TESTS

End-of-course tests and test return. Tests are arranged over a period of about a week. They take up to 2 hours and 20 minutes. Details are on the timetables. There is no tuition on these days. Tests are compulsory. Non-attendance results in no pass grade being awarded. Tests can not be arranged on another day so please arrange your schedule around the test. Test days for the year are published on the timetables issued in June of the preceding year.

Test rules. Tests must be started on time and a student is not allowed in after 20 minutes. Test conditions require no communication between students whatsoever. Desks must be kept clear. **NO PHONES, PAPERS OR SIMILAR MATERIALS ARE ALLOWED INTO THE ROOM. POSSESSION OF SUCH PAPERS ONCE THE TEST IS STARTED IS GROUNDS FOR DISQUALIFICATION.** Phones should be kept switched off in a bag that prevents access.

Cheating will mean disqualification in ALL the tests of that period. Students are not allowed to leave the classroom before 45 minutes has passed in order to avoid disturbing other students' concentration.

Right to extra time

On production of a relevant medical certificate or a recommendation from the special needs teacher an extra 30% in time can be given and this amounts to 40 minutes. (Please note that the corresponding AICE Diploma finals the amount is 25% and Cambridge University must be informed. See booklet Procedures for Examinations in June and November)

Computer Use

On the same basis a computer can be used in an examination. Please ensure that the office has been informed so that the equipment is in place. Passwords will be given in the exam session. **NO DISCS OR OTHER MATERIALS TO BE TAKEN FROM THE CLASS BY THE EXAMINEE.**

Plagiarism. The object of assignments, unless specifically stated, is for you to demonstrate the ability to use the conceptual tools taught, show you can use and manipulate information, and make informed judgements on the course content and on your own reading.

The Internet is a valuable resource of articles and information. However, though this very powerful resource can provide great assistance, it is not a substitute for intellectual effort. Handing in a download, either as print or a hand written copy, under your own name, is a serious academic offence and akin to copying anyone's work and passing it of as your own. Any plagiarised assignments handed in will result in disqualification from the end of course test.

Grades and Test return session

Assessment

Each test has a 40 minute test return session. This is an important part of your learning as it is a feedback session. Grades are entered into your grade book. If the grade book is not up to date or is inaccurate it can prevent registration for AICE final examinations.

The curriculum outlines the objectives of each course and indicates the grade bands for the course. On-course participants may also be awarded points for active participation

Pass grades are on from 5 – 10. A grade of 4 is a fail but it is recorded as a completed course. After the award of two grades of 4 then permission of the vice principal is required to continue studies in the particular subject. A grade of 5 is a pass grade, 6 is also a pass grade, 7 is satisfactory, 8 is good, 9 is excellent and 10 is outstanding. Sometimes in a support course a grade of S is awarded, this indicates that the student has passed the course and no other grading scale is used.

Note that a grade average of 7 is required to take AICE final examinations. The study skills course has a grade of S for pass and a grade H for fail. Students transferring from another school can have grades transferred providing the course is comparable to the course in question.

There are two further categories: K is entered when the student drops out, O is entered when the student has completed the course but not taken the examination.

Students have the right to know the basis of the grade. Any challenge must occur at the test return session or if absent then at a later date on provision of a sickness certificate. The paper is then remarked by the teacher who explains the grade award. The teacher decides the grade. In exceptional circumstances the Vice Principal will check the grade and make a decision.

Grades are entered by the teacher into the school data base after the test. If you do not attend test return session then the office can enter the grade after two weeks. Transcripts (a print out of the data) of grades are only given for a specific reason. Note that if school records differ from the grade entered in the book, the transcript grade will stand. Grades can be checked via Wilma using personal login codes

Test not collected are left in the pigeon holes outside classroom 106 next to the office. They are destroyed at the end of the period.

Retaking exams and courses

Course exams can not be retaken other than when the course is offered again. There can be no special provisions and the obligation is on the student to be available for course tests.

Mock examinations

The final AICE Diploma examinations are preceded by practice examinations known as Mocks. These are part of the examination process and are important for various reasons: Mocks provide the basis of the forecast grade sent the CIE. Should any examination be lost, or part of a final assessment be missing owing to a certified leave of absence through sickness, then the forecast grade can be taken into consideration. The mock exams also provide essential practice for the final examination.

Eira High School for Adults – Eiran aikuislukio

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Organisation

Principal

Antti Jokipii

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Vice principal (Upper secondary and immigrant education)

Leslie Hyde

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Information and student advise

Student counsellor (AICE-line)

Aila Haapaniemi

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Maths and Science - Group A

Chemistry, Biology and Physics

Mathematics and Statistics

Psychology

Thinking Skills, Philosophy

Steven Pilz

Graham Saba

Teija Jokinen-Luopa

Hugh Fitzpatrick

Languages and Literature - Group B

English Language

Literature in English – Prose

Literature in English – Poetry and Drama

Finnish

For information on other languages see

Frank O'Connor

Leslie Hyde

Frank Boyle

Sanna-Marja Tuomi

Student Counsellor

Arts and Humanities - Group C

Art and Design

Geography

History

Sociology.

Paresh Joshi

Steven Pilz

Hugh Fitzpatrick

Hugh Fitzpatrick