

## How to submit your Viksu entry in the Academy's online services

Students taking part in the Viksu science competition submit their entries and the required forms using the Academy's online services. If it's an entry by two or more students working together, only one of the students need sign up to the online services.

Before you start, you should ask your teacher to complete the Teacher's statement. The Teacher's statement and the Entry form, with the Supervisor's statement (if relevant), are then submitted together with the competition entry. In other words, your teacher doesn't have to sign up to the Academy's online services.

Follow these instructions to submit your entry:

- A. The forms you need in order to enter the competition are available (in Finnish and Swedish) on the Viksu website at [www.viksu.fi](http://www.viksu.fi) > Kilpailuun osallistuminen > Osallistumislomakkeet.
- B. Complete the Entry form and ask your teacher for his or her statement. NB! You need only enclose the Supervisor's statement if your entry has been made in collaboration with a university, research institute, company or some other organisation, and the work has been supervised by a person from outside the school.
- C. Make sure you allow yourself enough time to submit the entry. You can submit your entry between 16 and 28 November 2011. NB! The competition deadline is Monday 28 November at 16.15. Also make sure that you have all necessary forms (Entry form, Teacher's statement, and the Supervisor's statement, if relevant), as well as your finished competition entry, when you log in to submit your entry.
- D. Log in at <https://asiointi.aka.fi/sahas> and sign up to receive a username and password.

The "Personal identity code" under Personal data refers to your Finnish social security number (e.g. 300285-XXXX). Under Organisation details, select Other organisation.

Enter your school's contact details under Address of organisation.

Under Username and password, please give your email address and a password.

- E. After login, go to My account to access and update your personal data and contact details, if relevant.
- F. Clicking on Open calls gives you a list of calls that are open. Click on New application to select your Viksu category:

VIKSU (Students studying for the Finnish matriculation examination)

or

VIKSU (Students studying for the IB examination)

NB! Students doing the Finnish matriculation examination can only enter the national category and students doing the IB exam (or another special examination) can only enter the IB category.

- G. Select the language (Finnish, Swedish or English) that you want to use.
- H. After you've selected the language, the General description page will open.

The “application” will be activated and numbered after you’ve saved the requested information. After this, you can interrupt the submission process, if necessary. You may also make additions and changes as you see fit, at any time while the competition is still open. Remember to save the pages during your session; it will expire 30 minutes after the last save.

Each page in the online services has a link in the top left corner that opens instructions on how to fill in the requested information. You can also make a print-out, if needed, during the session by clicking on the PDF link in the top left corner.

For site of research, select Other organisation, and enter the name of your school into the field Site of research, if other. NB! Even if you’ve done your entry in collaboration with, for instance, a university, you shall still enter your school here.

Write the name of your entry at least in Finnish or Swedish.

Under Number of students in entry, indicate how many students participated in compiling the entry.

Teacher’s email address: Your competition entry will be reviewed by two experts appointed by the Academy. With your consent, the experts’ evaluations will be sent to your teacher (this is asked in the Entry form). Write your teacher’s email address here. If you don’t want your teacher to receive the evaluations, simply leave the field empty.

Under Research fields, only indicate the primary research field of your entry. You don’t have to fill in the other items here.

Click on Save and continue to continue your submission.

#### I. Continue to page 3, Abstract.

The Abstract is a summary of your competition entry. We recommend that you simply copy the summary from your entry and paste it into the corresponding field in the online services (the session will expire 30 minutes after the last save). NB! You can save the abstract in Finnish, Swedish or English. NB! The maximum length of an abstract is 5,000 characters.

Click on Save and continue to continue your submission.

#### J. Appendices

Add the appendices to your entry one-by-one, by clicking on Attach file (PDF). You can also remove an appendix (by clicking on Remove) and then add another.

You need only enclose the Supervisor’s statement if your entry has been made in collaboration with a university, research institute, company or some other organisation, and the work has been supervised by a person from outside the school.

If you want to attach other appendices that you feel are an integral part of your entry (e.g. source code material), you can do so under Other appendices.

Click on Save and continue to continue your submission.

#### K. Submit your entry

When you're done filling in the requested information, submit your entry by clicking on Submit application. You'll receive a message saying the "application has been submitted successfully". You'll also receive a confirmation by email.

#### L. You're done! Remember to log out.

### Results in May 2012

You can expect an email from us in May 2012, once the results of the competition have been announced. You'll then be able to log in to the online services with your username and password to read the evaluations on your entry.

#### *About the online services*

If you run into problems when using the Academy's online services, simply leave us a message via Questions and feedback. If you've forgotten your username and password, use the Request a new password feature on the login page.

You can't submit your entry if it lacks obligatory appendices or information. An application is registered as filed with the Academy when the applicant has clicked on the Submit application button by the submission deadline. It's important that you submit your entry in good time to secure a smooth submission. Also note that the deadline is indicated with an exact time.

#### *Technical stuff*

The Academy's online services work best with the following web browsers: Internet Explorer (IE) 7 and 8, Mozilla Firefox (FF) 3.0 and later, and Mac Safari 530 and later.

Please don't open two or more simultaneous sessions in the online services with the same browser.

For technical reasons, the Academy converts all attachment files into PDF format. To ensure the quality of the conversion, please convert any appendices containing complex pictures or graphs into PDF files.

Besides PDF, supported file formats are .rtf, .doc, .xls, .docx, .xlsx, .wpd, .jpg, .txt and .htm. In general, files that are drafted in Microsoft Office 97–2007 (Word and Excel) and Corel WordPerfect 8–X3 and saved in the normal format work fine.

Please don't include attachments larger than 10 MB.