



UNIVERSITY OF HELSINKI



# Guide for International Researchers and Visitors

# **Guide for International Researchers and Visitors**

Edited by Kaisa Puustinen-Hopper and Päivi Tauriainen

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# 1. Welcome to the University of Helsinki

The oldest, largest and most multidisciplinary institution of education in Finland, the University of Helsinki conducts research and offers higher education based on research. On four different campuses, the University provides teaching in eleven faculties representing all of the main fields of science except business and technical fields.

Of the 38,000 degree students at the University, 64% are women. About 4000 new students are admitted each year. Competition for admission is keen and only one in five applicants is given a study place.

One of the University's special features is bilingualism: taking courses and study programmes in Swedish gives Finnish-speaking students more opportunities and opens up possibilities for Nordic cooperation. English is the third most important language at the University, which is becoming increasingly international. The University of Helsinki is host to more than 1200 international degree students and more than 700 exchange students every year and it employs over 300 international teachers and researchers.

The work of the 3600 teachers and researchers at the University of Helsinki is supported by about 180 million euros in research funding. An international evaluation of research in 2005 demonstrated that the University of Helsinki engages in international top-level research across a broad front. Nearly two-thirds of the 75 units engaged in research received the highest or second-highest grade on a scale of 1 to 7 when compared with other comparable European research institutions. This and other recent international comparisons confirm that the University of Helsinki is progressing towards its strategic goal of being one of the best multidisciplinary research universities in Europe.

A lot of information written from various points of view is available to foreigners. We have put together some useful facts and hints, bearing in mind that you are or will be a visitor to our University. Visiting researchers and lecturers come here for shorter or longer periods under varying conditions. Some receive their salary from their home university, others receive scholarships or grants, and a few are paid directly by our University. There are different regulations for these different categories and it is easy to feel at a loss when faced by the many rules and regulations in Finland. This booklet does not claim to be comprehensive, but we hope that you will still find it useful.

We hope that all international visitors, researchers and lecturers will settle down well in Helsinki and enjoy their stay. Welcome to Finland and the University of Helsinki!

Ilkka Niiniluoto  
Rector



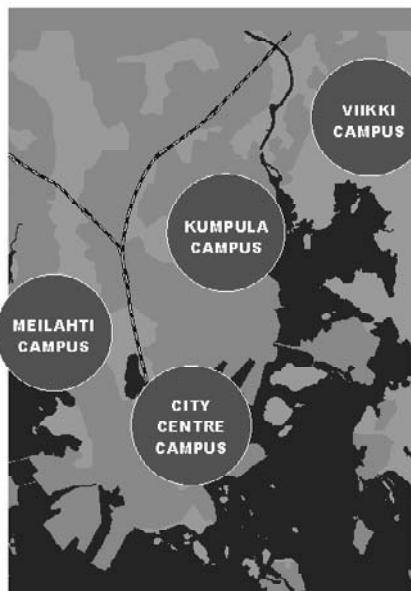
## 2. The University of Helsinki

The University of Helsinki (*Helsingin yliopisto* in Finnish and *Helsingfors universitet* in Swedish) is the oldest and largest university in Finland. It was founded in Turku, the former capital of Finland, in 1640, and it was then called the Academy of Turku. In 1828 the University was transferred to Helsinki, where it opened the following year. It was called the Imperial Alexander University, after Emperor Alexander I. Until 1919 it was the only university in Finland.

By Scandinavian standards, the University of Helsinki is a large university, with over 46,000 members, considering the total number of students, teachers and other staff. A total of about 38,000 students in the eleven faculties make up over 22% of all the university students in Finland.

### 2.1 Campuses and faculties

The University of Helsinki has four campuses and eleven faculties. The City Centre campus is home to the Faculties of Theology, Law, Arts, Behavioural Sciences and Social Sciences. The Helsinki University Library - the national library of Finland - and the Learning Centre Aleksandria, open for university students and staff alike, are also found on the City Centre Campus.



The Kumpula campus, which is home to the Faculty of Science, is located some four kilometres from the centre of Helsinki. Just a few kilometres from the City Centre Campus, the Meilahti area has been transformed into 'Medilahti', a cradle for top research in medicine. The Faculty of Medicine is situated in Meilahti. The Faculty of Agriculture and Forestry, the Faculty of Biosciences, the Faculty of Veterinarian Medicine and the Faculty of Pharmacy are located on the Viikki Campus.

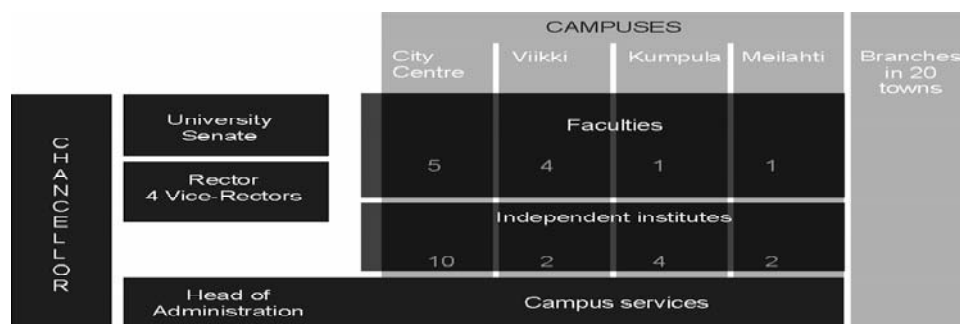
The University is bilingual and instruction and services are offered in both Finnish and Swedish. Some programmes and many courses are taught also in English.

## 2.2 Administrative structure

The University of Helsinki has a special status, as it enjoys legal autonomy and has the freedom to decide on its research and teaching policies. The highest official of the University is the Chancellor, who bears the overall responsibility for promoting the interests of the University and supervises its activities.

Executive authority is vested in the Rector, who presides over the Senate, which consists of professors, representatives of junior teachers and non-academic staff, student members, and one external member. It is the Senate's responsibility to establish the general policies of the University regarding all long-term plans, the University's budget and the allocation of funds.

### Organisation



The faculties are run by the Deans and Faculty Councils. The Faculty Councils consist of professors, associate professors, junior staff and student representatives. The Faculty Council elects the Dean and Vice-Deans from among the professors and associate professors on the Council, and it is responsible for developing research and instruction in the faculty. Each department has a Steering Committee. The Head of each department is appointed by the Faculty Council.

#### USEFUL LINKS:

University of Helsinki – [www.helsinki.fi/university/](http://www.helsinki.fi/university/)

University of Helsinki, 365 years - [www.helsinki.fi/yliopistonhistoria/english/index.html](http://www.helsinki.fi/yliopistonhistoria/english/index.html)

## **3. What to do before arrival**

### **3.1. Invitation from the University of Helsinki**

In order to be able to acquire a visa and/or residence permit, you will have to present some form of proof of your employment at the University of Helsinki. Your host will send you an official invitation letter, a copy of your employment contract or stipend. For further information please contact your host.

### **3.2 Non-EU/EEA citizens' immigration formalities: visa and residence permit**

If you are not a citizen of an EU/EEA or equivalent country, you must obtain a visa before entering Finland. If you intend to work in Finland, you will also need to obtain a residence permit for an employed person before you enter Finland. Aliens have the right to gainful employment if they have been issued a fixed-term residence permit and if they work professionally in science. This right pertains to professors, professional researchers and those writing a doctoral or licentiate dissertation.

Please note that your employment status (permanent/temporary, salaried, stipend, PhD student, etc.) will affect the type of residence permit you may apply for. You must have a valid passport and a certificate of your employment or stipend from your Finnish host before applying for a visa or a residence permit. The reason for entry must be stated clearly, as foreigners who have arrived in Finland as tourists generally cannot be granted a residence permit in Finland.

#### **Immigration formalities for family members**

In order for family members to receive residence permits, the main applicant's income must be guaranteed by other means than state support. In Finnish legislation the definition of family members may be narrower than elsewhere.

Non-EU/EEA citizens family members in this context include a spouse, a registered partner, a cohabitant, an unmarried child under the age of 18 whose guardian is the person living in Finland and a guardian if the person living in Finland is a child under the age of 18. Family members of an alien living in Finland must apply for a residence permit while abroad, prior to coming to Finland. The permit application should be submitted to the Finnish diplomatic mission of the country of residence. Alternatively, the sponsor living in Finland can submit the application to the police in Finland. In this context the sponsor is a person residing in Finland, either a Finnish citizen or a citizen

of another country, on the basis of whose residence a family member is applying for a residence permit on the grounds of family ties.

The applicant must remain abroad while waiting for the decision on the permit application.

However, a family member may come to Finland without having acquired a residence permit in advance and apply for the permit when in Finland if the family members intend to continue their family life previously begun abroad. The permit is granted in Finland if the applicant

- could also have received the permit if applying for it abroad, and
- prior to arriving in Finland, has lived abroad for at least two years with his or her spouse or cohabitant now residing in Finland.

The applicant can reside in Finland during the entire application processing period even if his or her visa expires during this period.

Please contact the nearest Finnish Embassy or Consulate in your own country for further information and application forms.

#### USEFUL LINKS:

Ministry of Foreign Affairs of Finland - [www.formin.fi/english](http://www.formin.fi/english)

Directorate of Immigration - [www.uvi.fi/en](http://www.uvi.fi/en)

### 3.3 Accommodation

When you have agreed on your employment at the University of Helsinki and decided on the starting date, your host at the University will assist you in finding short term accommodation. Please note that if you intend to live and work in Finland for longer than 6 months, you will need to arrange more permanent housing for yourself once in Helsinki. For further information please contact your host. See also section 4.6 (Housing).

### 3.4 Insurance

If you are not employed by the University of Helsinki (not on salary from the University, but receive a grant, stipend or scholarship) and do not intend to immigrate to Finland on a permanent basis, you should purchase insurance in your country of permanent residence. The insurance should cover you at least in a case of an accident or sickness. As a temporary resident in Finland you will receive treatment in hospital in case of emergency, but you will have to cover the expenses yourself. If you are

not insured by the Finnish residence-based social security scheme (see page 17), a doctor's consultation at a municipal health center costs approximately 130€/visit and a consultation and treatment of a fractured limb at an outpatient clinic would cost approx. 360€/visit. You are strongly advised to purchase good medical and accident insurance for yourself (and your family members) before your arrival in University of Helsinki and Finland in general. Please contact your local insurance companies for further details on insurance.

All European citizens should make sure they have acquired a European Health Insurance Card, which simplifies the procedure for receiving any medical assistance that might become necessary during a temporary stay in another country. More information about the European Health Insurance Card is available at:  
[http://europa.eu.int/comm/employment\\_social/healthcard/index\\_en.htm](http://europa.eu.int/comm/employment_social/healthcard/index_en.htm).

## **3.5 Family matters**

### **3.5.1 Schools and day-care**

There are some state-run and private international schools and day-care centres in the Helsinki area. Languages in international schools and day-care centres include Russian, French, German and English, but teaching is often provided in other languages as well, if necessary. Please contact the schools and day-care centres for further information (links from the City of Helsinki website).

#### **USEFUL LINKS:**

The City of Helsinki Educational Services - [www.edu.hel.fi](http://www.edu.hel.fi)

The English School - [www.eschool.edu.hel.fi](http://www.eschool.edu.hel.fi)

Maunula Primary School - [www.mauna.edu.hel.fi](http://www.mauna.edu.hel.fi)

Ressu Comprehensive School - [www.ressu.edu.hel.fi](http://www.ressu.edu.hel.fi)

The International School - [www.ish.edu.hel.fi](http://www.ish.edu.hel.fi)

### **3.5.2 Spouse's employment**

Often the best way to find employment in Finland is to be active, contacting interesting organisations directly and sending them so-called open applications. Not all available vacancies are advertised. The Ministry of Labour has various employment offices in the capital area. Employment offices offer services to the unemployed, to those who are currently working or entering the working life, as well as to employers. The employment offices offer individual customer service and Internet services that jobseekers can use on their own. Individual clients are offered services in job seeking,

career planning, occupational rehabilitation and entrepreneurship. To be eligible for their services, the job seeker must be a permanent resident in Finland.

EU/EEA citizens and equivalent: spouses can freely work in Finland once they have received a residence card or registered their right to reside in Finland. They are not required to acquire a separate residence permit for an employed person.

Non-EU/EEA citizens: a spouse's eligibility to work in Finland depends largely on the residence permit status of the main applicant or sponsor. If the main applicant or sponsor has a continuous residence permit (A-status), then the spouse is automatically granted the same residence permit status (A) and is therefore allowed to work in Finland. However, if the main applicant is granted a temporary residence permit (B-status), the spouse is not automatically allowed to work although it is not impossible. For further information please see the Directorate of Immigration website.

#### USEFUL LINKS:

Directorate of Immigration - [www.uvi.fi](http://www.uvi.fi)

Ministry of Labour Employment Services - [www.mol.fi/mol/en/index.jsp](http://www.mol.fi/mol/en/index.jsp)

Aarresaari Academic Career Services - [www.aarresaari.net/english/index.htm](http://www.aarresaari.net/english/index.htm)

## 3.6 Other issues

### 3.6.1 Health and medical care

Finland has a very high standard of public health and cleanliness, with very few endemic or widespread diseases. Tap water is clean and drinkable throughout the country. Local fruits, vegetables, and fish, whether purchased from shops or outdoor marketplaces, are clean and of high quality.

If you are on a continuous medication, please make sure you will be able to get the appropriate medicine in Finland as well. You may check the availability of a specific medicine on the National Agency for Medicines website. You can also contact the University Pharmacist (*Yliopiston Apteekki*) helpline Tel. +358 203 20200.

#### USEFUL LINK:

National Agency for Medicines - [www.nam.fi/english](http://www.nam.fi/english)

### 3.6.2 Intellectual property rights

When researchers move to a new host organisation, they must find out beforehand what kind of intellectual property rights they have created earlier and how they are able to use them or whether all the rights belong to their former work community

and employer. This concerns researchers moving from one entity to another, going abroad, returning to their homeland or moving between entities in their own country. User rights to existing IPR need to be agreed upon either with the researcher or with the institution the researcher is coming from, depending on who is the rightholder. Agreement must be made with the authorised persons representing the host institution.

**USEFUL LINKS:**

IPR University Center - [www.iprinfo.com](http://www.iprinfo.com)

IPR Helpdesk - [www.ipr-helpdesk.org](http://www.ipr-helpdesk.org)

## 4. Things to take care of when you arrive

### 4.1 EU/EEA citizens' immigration formalities: residence registration

If you are an EU/EEA citizen or equivalent (citizen of Liechtenstein or Switzerland) and intend to live and work in Finland for longer than 3 months, you must register your right to reside in person in your local district police station. You will need to present a valid passport and proof of your employment status (e.g. contract or stipend), so please make sure you have obtained that before trying to register. Depending on the basis of your immigration, you may need to present other documents as well, for example in case your family is moving with you.

EU/EEA citizens' family members include a child who is under 21 years of age or dependent on the care of his or her parents, a spouse, cohabitant or registered partner, dependent parents, children of his or her spouse, if they are under 21 years of age or dependent on the parent, parents of the spouse who are dependent on the child and a guardian, if a person living in Finland is under 18 years of age.

Those family members and other relatives, who are themselves EU citizens or equivalent citizens, must register their right to reside after staying three months in Finland. The immigration process for them is the same as for the main applicant or sponsor.

Nordic citizens do not need to apply for a residence permit, but they must register at the local register office (*maistraatti*).

Contact details:

The Finnish Police - [www.poliisi.fi](http://www.poliisi.fi)

Local police offices:

Helsinki

Viljatie 2 B

00700 Helsinki

Tel. +358 9 189 3220



Espoo  
Nihtisillankuja 4  
02630 Espoo  
Tel. +358 9 525 4739

Vantaa  
Kielotie 21  
01300 Vantaa  
Tel. +358 9 873 0463

Directorate of Immigration  
[www.uvi.fi/en](http://www.uvi.fi/en)  
Tel. +358 9 476 5500 (Switchboard)  
Email: [ulkomaalaisvirasto@uvi.fi](mailto:ulkomaalaisvirasto@uvi.fi)

#### **4.1.1 Finnish Population Register and Local Register Office**

Every person moving to (or within) Finland must notify the Finnish Population Register Centre (*Väestörekisterikeskus*) within one week of their migration. Forms for this are available at post offices and online.

Every foreigner intending to stay in Finland on a permanent basis (i.e. for more than a year) must also register with the Local Register Office (*Maistraatti*) in person. Registration must take place within seven days of arrival in Finland. Please ask your host for contact details for your nearest Local Register Office

Immigrants from the Nordic countries must also fill out an inter-Nordic migration form (inter-nordiskt flyttningsbevis) and submit it to the local register office.

#### **Local Register Offices:**

Helsinki  
Albertinkatu 25  
00181 Helsinki  
Mon-Fri 08.00-16.15  
Tel. +358 9 695 441

Espoo  
Itätuulentie 2 A  
02101 Espoo  
Mon-Fri 08.00-16.15  
Tel. +358 9 502 4270

Vantaa  
Kielotie 15  
01301 Vantaa  
Mon-Fri 08.00-16.00  
Tel. +358 9 836 2480

#### USEFUL LINKS:

Finnish Population Register Centre - [www.vaestorekisterikeskus.fi](http://www.vaestorekisterikeskus.fi)  
Local Register Office - [www.maistraatti.fi](http://www.maistraatti.fi)  
Finland Post Corporation - [www.posti.fi](http://www.posti.fi)

## 4.2 Personal identity number

Upon registration in a local register office (*maistraatti*) you will be given a personal identity number if you are registered as a permanent resident in Finland. Those who are registered as residing permanently in a Finnish municipality can then be registered with the Social Insurance Institution (KELA), responsible for the social security of those living in Finland, receive a Sickness Insurance Card (KELA card) and apply for the various KELA benefits connected with health care and social security.

## 4.3 Coverage under the Finnish residence-based social security scheme

You are eligible for coverage under the Finnish social security scheme if you can be considered to be living in Finland on a permanent basis, i.e. you must have your primary home and residence in Finland and you must continually spend most of your time in Finland. Whether residence is considered to be on a permanent basis or not is determined by reference to the purpose of your entry to Finland. Your employment status will have an effect on your entitlement to Finnish social security. Social security may provide in events such as sickness and disability, rehabilitation, maternity and paternity, unemployment and retirement.

KELA Office for International Affairs  
Street address: Valimotie 1 B, 00380 Helsinki  
Postal address: PL 72, 00381 Helsinki  
Tel. 020 434 2650  
Email: [inter.helsinki@kela.fi](mailto:inter.helsinki@kela.fi)

**USEFUL LINK:**

Social Insurance Institution in Finland - [www.kela.fi](http://www.kela.fi)

## 4.4 Banking

If you are employed by the University of Helsinki, you will need to open a Finnish bank account. Monthly wages are paid into the bank account and therefore it is important for you to open an account as soon as possible. When you go to a bank to open an account, you will need to have with you at least a passport (and visa), your residence permit and some form of proof of the origins of the money coming into this account (e.g. transcript of your contract with the University stating the salary or scholarship). Remember to bring your Finnish address with you as well. Some banks may require other documents as well.

When you open an account, you'll be given a bank card (*automaattikortti*), with which you can check your balance and withdraw money from ATMs (Automatic Teller Machines) in Finland: Otto machines are for withdrawing money and Maksut machines are for paying bills. The most inexpensive way to pay your bills and transfer money (within Finland) is to use the banks' Internet banking services, which are often available in English as well as in Swedish and Finnish.

**USEFUL LINKS:**

Nordea - [www.nordea.fi](http://www.nordea.fi)

Osuuspankki - [www.osuuspankki.fi](http://www.osuuspankki.fi)

Sampo - [www.sampo.fi/english/](http://www.sampo.fi/english/)

Handelsbanken - [www.handelsbanken.fi](http://www.handelsbanken.fi)

Aktia - [www.aktia.fi](http://www.aktia.fi)

## 4.5 Taxation

### 4.5.1 Tax cards

On accepting employment in Finland, foreigners who reside in Finland for more than 6 months must request a tax card (*verokortti*). Foreigners residing in Finland for a maximum of 6 months must request a tax-at-source card (*lähdeverokortti*). The original tax card (not a copy) must be presented to the employer as soon as possible after accepting employment, so that tax can be withheld. Tax cards can be obtained at the local tax office. Application forms are available online as well. For further details and application forms, please see the website for Finnish taxation or ask your host.

#### **4.5.2 Taxation at source (for those residing in Finland for a maximum of six months)**

If people residing abroad are in Finland for a maximum of 6 months, they are obliged to pay tax in Finland on income earned in Finland. On the basis of the tax at source card, the employer deducts 35% in withholding tax. Before collecting the tax your employer may exempt € 17 per day/€ 510 per month. This deduction is applicable only if the local tax office has recorded it in your tax at source card. This tax at source is the final tax, and income subject to tax at source need not be declared in Finland. Employees receive a certificate of taxation at source from their employer and they must append it to their tax form in their home country. Besides tax, your employer will also withhold social security payments from your pay (amounting to approximately 7% all payments combined).

#### **4.5.3 Taxation for residents of Finland (for more than six months)**

If the period of residence in Finland exceeds six months, foreigners are taxed as if they were residents in Finland, and are obliged to pay tax in Finland on income earned in Finland and elsewhere and on assets in Finland and elsewhere. The tax on income comprises the following:

Municipal taxation

Sickness insurance premium

Church tax for members of the Lutheran or Orthodox churches

State tax based on the amount of income

Besides tax, your employer will also withhold social security payments from your pay (amounting to approximately 7% all payments combined).

#### **4.5.4 Tax form**

After every calendar year you have worked in Finland you have to submit an income tax form to the Finnish tax administration. You do not have to declare income you received before moving to Finland nor income you receive after moving away from the country.

USEFUL LINK:

Taxation in Finland - [www.vero.fi](http://www.vero.fi)

## 4.6. Housing

### 4.6.1 Short-term housing

The Foundation for Student Housing in Helsinki Region (HOAS) has a guest room service for researchers, students, and other people who need temporary accommodation. The guest rooms are located in the Viikki Campus area.

The University of Helsinki also has some guest rooms that offer hotel-type accommodation primarily for invited guests of the University. The contact person at the department concerned makes the reservation.

There are also some hostels that are intended both for long-term residence and competitively priced short-term accommodation, e.g. Hotel Fenno and Citykoti Apartments.

### 4.6.2 Long-term housing

Rented housing can be obtained on the private housing market. Often friends and colleagues are the best contacts when trying to find accommodation, but there are many other options. For example, many banks and insurance companies have apartments for rent. You may also use housing agents, which often have online advertisements for available housing for rent and for sale. There is also an advertising forum for housing on the university's website. If you rent a house or a flat, be sure to make a written contract with your landlord or landlady. When renting a flat, you may have to pay a deposit that is equivalent to 1-2 months rent.

The University of Helsinki owns some apartments which the University leases to its employees. The rent is usually more reasonable than in the private market. All staff members having a civil service post or another type of employment contract with the University can apply for the apartments. More information (in Finnish) and application forms are available in Alma <https://alma.helsinki.fi/doclink/7565>.

If you wish to buy a flat or a house, you usually need to finance this by private savings and a bank loan. For further details please contact your bank.

Right-of-occupancy housing is a form of housing halfway between owner-occupied and rented housing. The resident pays no more than 15% of the purchase costs, and then pays a reduced monthly rent. For additional information and the application procedure, please contact the municipal housing authorities of the locality concerned.

#### USEFUL LINKS:

Information on housing - [www.infopankki.fi](http://www.infopankki.fi) → accommodation

HOAS Guest Room Cubile – [www.hoas.fi](http://www.hoas.fi) → Applying → Guest Room → Cubile

Researchers' House

Hotel FinnApartments Fenno - [www.hotelfenno.fi/english/english.htm](http://www.hotelfenno.fi/english/english.htm)

Citykoti Apartments - [www.citykoti.com/en/](http://www.citykoti.com/en/)

University's apartments - <https://alma.helsinki.fi/doclink/7565>

## 4.7 Public transport and travel card

Helsinki, Espoo, Vantaa and Kauniainen together form an integrated regional transport area in which you can travel cheaply and easily with the Helsinki Region Travel Card. The Travel Card can be used on all public transport in the Helsinki Metropolitan Area - buses, trams, local trains, metro, as well as the Suomenlinna ferry. Travel Cards can be purchased by residents of the capital area (normal and discount tickets) as well as by non-residents who regularly use public transport in the capital area (general period tickets). The card can be loaded with travel period (time) or with value (money), or a combination of the two. The travel period can be either regional or internal. The loaded value can be used for paying both regional and internal value tickets, which is cheaper than buying a single ticket from the driver.

When you go to buy your first travel card from a city transport service point, you must bring a formal proof of identity with a photograph (passport, driver's license etc.) and a residency certificate. You will receive this certificate when you have notified the local register office (*maistraatti*) of your move.

Contact details for Helsinki City Transport Service points:

Rautatientori metro station, The Station Tunnel

Tel. +358 9 472 2454

Mon-Thu 7.30 am - 7 pm, Fri 7.30 am - 5 pm, Sat 10 am - 3 pm

Itäkeskus Shopping Centre, Pasaasi 2nd floor

Tel. +358 9 472 2454

Mon-Fri 10 am - 5.15 pm

### USEFUL LINKS:

Helsinki Metropolitan Area Council - [www.ytv.fi/eng](http://www.ytv.fi/eng)

Helsinki City Transport - [www.hkl.fi](http://www.hkl.fi)

Journey Planner - <http://aikataulut.ytv.fi/reittiopas/en>

## 4.8 Television license

Every household that has a television must pay an annual television license fee to the Finnish Communications Regulatory Authority (*Viestintävirasto*). You can notify the authority of your intention to use a television by phone or online. The notification must be made before starting to use the television. Approximately 90% of the funding for YLE, the Finnish national public service broadcasting company, is covered by the income from TV licenses.

TV license purchase

Tel. +358 9 613 161

Online: [https://www.tv-maksu.fi/navi1\\_1.html](https://www.tv-maksu.fi/navi1_1.html)

### USEFUL LINKS:

Finnish Broadcasting Company- [www.yle.fi](http://www.yle.fi)

Finnish Communications Regulatory Authority - [www.ficora.fi](http://www.ficora.fi)

## 4.9. Mobile phones

If there is no phone line readily available at your apartment, you may use a mobile phone. As a non-permanent resident, you must usually pay a deposit of approximately 340 euros for the mobile phone services, but this will be refunded upon departure (once you have settled all your bills).

There are several mobile phone operators in Finland. When selecting an operator, it is a good idea to compare prices and deposit sums, since there may be considerable differences. Beware of placing international long distance calls from your mobile phone while traveling abroad. This is especially true for calls placed to and from Russia, which can incur charges of several hundred euros.

### USEFUL LINKS:

Elisa – [www.elisa.fi](http://www.elisa.fi)

Sonera – [www.sonera.fi/eng](http://www.sonera.fi/eng)

## 4.10 Other issues during your stay in Finland

### 4.10.1 Voting

You have to be a citizen of Finland to be able to vote in the Finnish presidential or parliamentary elections. Citizens of other EU countries have the right to vote in

Finland in the EU (European Union) parliamentary elections. If you are in Finland during the EU parliamentary elections, you can choose whether you want to vote for a Finnish candidate in Finland or a candidate in your home country. To be able to vote, you have to be over 18 years old and to have a registered municipality of residence (*kotikunta*) in Finland 51 days prior to the Election Day. Please contact your local register office for registration.

In local elections (*kunnallisvaalit*) citizens of EU countries and citizens of non-EU Nordic Countries (i.e. Iceland and Norway) have the right to vote under the same conditions as in the EU parliamentary elections. Other residents besides Finnish citizens also have a right to vote in local elections if the persons in question are over 18 years old, have a registered municipality of residence 51 days prior to the electionday and have lived in Finland for the minimum of two years.

#### 4.10.2 Driving

Those who have a driver's licence issued by an EU/EEA country are permitted to drive a vehicle specified in their licence as long as the licence is valid. Those who have a driver's licence issued in a country that has signed a Geneva or Vienna Road Traffic Convention are permitted to drive for one year. After that they have 6 months to apply for a Finnish driver's licence. If you miss this deadline, you must take the driving test before allowed to drive again. If your driver's licence has been issued by a country that has not signed a Geneva or Vienna Road Traffic Convention, you must take the Finnish driving test before you are allowed to drive. Please see the Finnish Police website for more information.

Drinking alcohol while driving a vehicle is prohibited. Finnish regulations concerning drinking and driving are very strict. Driving with an alcohol content of 0.5 per mille in the blood or 0.22 per mille in the breath is a serious punishable offence.

Traveling conditions in Finland differ dramatically in different seasons. In the autumn it is good to adjust one's driving habits and remember that breaking and visibility conditions are clearly different than in the summer. Winter speed limits are in force throughout the country from the beginning of November to the end of February. Nevertheless, the limits can be lowered already in October and remain in force through April due to exceptional road weather conditions. Winter tires are mandatory from the beginning of December till the end of February. Winter tires can be either friction or studded tires. The depth of the winter tire thread must be at least 3 millimeters.

Basic rules for your safety

- Seat belts are compulsory for everyone
- Headlights compulsory at all times



- Use of lights in a stationary vehicle
- Drunken driving is a criminal offence
- Do not use mobile phones when driving
- Radar detectors are prohibited
- Unnecessary engine idling is prohibited
- Direction indicators must be used
- Consideration in use of the horn

USEFUL LINKS:

The Finnish Police - [www.poliisi.fi](http://www.poliisi.fi)

Finnish Road Administration - [www.tiehallinto.fi/eindex.htm](http://www.tiehallinto.fi/eindex.htm)

Liikenneturva – Expert in traffic safety - [www.liikenneturva.fi/en](http://www.liikenneturva.fi/en)

#### 4.10.3 Cycling

Finland is ideally suited to cycling. The roads are generally relatively flat, with some gently rolling hills, and the occasional steep climb. In the capital area, special cycling tracks are common, and you will need to drive in traffic only rarely. Cycling is a popular method of transport and specialist shops have a wide selection of bicycles for every need. It is compulsory to wear a cycling helmet in Finland while cycling. The use of front lights during dusk and dark is also regulated by law.

USEFUL LINKS:

Cycling in Finland - [www.visitfinland.com/cycling/eng/index.html](http://www.visitfinland.com/cycling/eng/index.html)

Liikenneturva – Expert in traffic safety - [www.liikenneturva.fi/en](http://www.liikenneturva.fi/en)

## 5. Things to take care of before you leave – checklist for departure

### Holidays

Be careful to spend all the holidays that you are entitled to before leaving.

### Keys, ID cards and passes

Make sure that you return the same keys, ID cards and passes you received when arriving at the University of Helsinki. You should have an itemized receipt.

### Intellectual Property Rights

Please see page 13

### Tax card

If you continue working in Finland, you will need to give your new employer your current tax card, which you will have to request from the University's salary office.

### Leaving interview and a letter of reference

Your manager may wish to have a leaving interview with you, in order to discuss, for example, your experiences and thoughts about working at the University. If you are an official exchange teacher or researcher, you may have to fill out a feedback report.

If you have been employed by the University of Helsinki, remember to ask for a letter of reference.

Please do not forget to tell your manager and/or personnel department how you may be contacted.

### Workroom

It is polite to clean your work area and file all the papers so that "a clean table" is waiting for the following employee. Take all your personal belongings with you.

### Become a member of the Alumni of the University of Helsinki

The alumni relations of the University of Helsinki promote links between the large academic community and the alumni, friends and supporters of the University. As a former student or employee of the University, you can stay in touch with your

University and your fellow alumni. We will keep you informed of the latest research and developments at the University. Thus, as an alumnus of Helsinki University, you are a member of the largest academic network in Finland. Please see further details about the alumni relations at [www.helsinki.fi/alumni/english](http://www.helsinki.fi/alumni/english).

## 6. Things to take care of when leaving Finland

You will need to notify your landlord or landlady about your move within the agreed period of notice, which is specified in the rent contract. Take care of any deposits you may have paid when signing the contract.

If you have been covered by the Finnish social security scheme and intend to move out of Finland on a permanent basis, please remember to notify the Social Insurance Institution of Finland (*KELA*) and return your KELA card. Also notify the Finnish Population Register Centre (*Väestörekisterikeskus*) of your move. Both notifications can be done by post or online.

If you have a bank account in Finland, remember to close it.

### USEFUL LINKS:

Social Insurance Institution of Finland (*KELA*) - [www.kela.fi](http://www.kela.fi)

Finnish Population Register Centre - [www.vaestorekisterikeskus.fi](http://www.vaestorekisterikeskus.fi)

Finland Post Corporation - [www.posti.fi](http://www.posti.fi)

## 7. The University of Helsinki as an employer

### 7.1 Human Resources and Legal Affairs (*Henkilöstö- ja lakiasiain osasto*)

Human Resources and Legal Affairs is responsible for the human resources policies and practices at the University. They develop and take care of the employment matters, salaries, well-being at work, staff training and development and legal affairs. The issues discussed in this section do not apply to scholarship holders unless specifically stated, as they are not employees of the University.

Human Resources and Legal Affairs on campuses carry out the following duties:

- payment of salaries and fees
- taxation
- sick leave matters
- maternity and paternity matters
- employment contract matters

Human Resources and Legal Affairs on campuses:

Viikki Personnel Services

P.O.Box 62

Street Address: Infokeskus Korona, Viikinkaari 11, 5. Floor

Kumpula Personnel Services

P.O.Box 68

Street Address: Exactum, Gustaf Hällströmin katu 2 B, 1. Floor

Meilahti Personnel Services

PL.O.Box 20

Street Address: Töölöntullinkatu 8, 3. Floor

Centre Personnel Services  
P.O. Box 10  
Street Address: Snellmaninkatu 12, 2.Floor

## **7.2 Contract of employment**

All employees working under contract should have a written contract. From the University's side the contract is signed by the dean of the faculty, the head of the department or the director of the independent institute, depending on the faculty or the independent institution. The terms of the employment are concluded in the contract. Civil servants are appointed by the University and do not have contracts.

The general collective agreement for government employees is applied to all employees working under contract as well as to civil servants.

## **7.3 Payment of salary**

Salaries are paid on the last day of each month. Grants are also paid retroactively on the last day of the month. For those in a permanent civil service post, salaries are paid on the 15<sup>th</sup> day of the month. Holiday bonuses are paid mainly in conjunction with the July payment or on conclusion of the employment contract on the following regular payment day.

Tax cards are submitted each year directly to the relevant campus personnel service office.

## **7.4 Working hours**

Three different categories of working hours are applied at the University.

All researchers and administration staff put in office working hours (7 hours 15 minutes per day, 36 hours 15 minutes per week). Supporting staff for research and teaching put in weekly work (between 6 hours 15 minutes and 8 hours per day, 38 hours 15 minutes per week). Lunch break (30 minutes – 1 hour) is not included in working hours.

If flexible working hours are applied, an employee can define the beginning and ending time of his or her daily working hours within agreed limits. The beginning time in the morning is between 7.00 and 9.00 and the ending time in the evening between 14.45 and 19.00.

Teachers do 1600 hours of work per annum on the basis of a plan made together with one's supervisor.

## 7.5 Academic portfolio

According to a decision made by the Senate of the University, the assessment of academic competence for the purposes of analysing wage developments will be based on an academic portfolio. The portfolio procedure is also suited to the assessment of academic competence in connection with the filling of posts.

More information and instructions on academic portfolio can be found at <https://alma.helsinki.fi/doclink/42357>.

## 7.6 Annual leave

Holiday credit year: 1 April - 31 March

Holiday year: Calendar year during which the holiday credit year ends.

Holiday period: 1 June - 30 September

Holiday days: weekdays Monday-Saturday, not public holidays and some other days (Independence Day, Christmas Eve and Midsummer Eve, Holy Saturday at Easter, 1 May – *Vappu*)

Every employee is entitled to holiday with full salary. Every leave and holiday must be agreed with the immediate supervisor or manager.

Holiday cumulates every month during which person is working at least 14 days. Holiday earned per month is 2, 2.5 or 3 days, for example 2 days/month x 10 months = 20 days of holiday per year. The number of days earned can be obtained from the secretary responsible for personnel issues at the department.

Holiday taken outside holiday season is lengthened by 50%. For example, 12 days left for winter gives 6 days extra, which makes in total 18 days. The maximum number of extra days is 6. The winter holiday period ends the following April.

Holiday bonus is paid once a year in July in addition to normal salary, regardless of when the employee has planned to spend the holiday. The bonus is based on the employee's earned holidays.

## 7.7 Leave of absence (*virkavapaus/työstävapautus*)

Applications for leave of absence should be addressed to the director of your research unit and submitted to the person responsible for the unit's personnel services. The application must clearly state the reason for leave of absence.

Maternity and paternity leave are regulated in collective agreement. Applications for maternity and paternity leave are addressed to the director of your department or the dean of the faculty and submitted to the campus Personnel Services office. The dates on which the maternity or paternity leave begins and ends must also be reported to the secretary responsible for the unit's administrative processes. Maternity and paternity leave must be applied for no later than 2 months before the start of the leave.

Application forms: <https://alma.helsinki.fi/doclink/3104>

## 7.8 Sick leave

A medical certificate must be obtained for sick leave lasting longer than five days. For sick leave lasting either 4 or 5 days, a certificate issued by a public health nurse must be obtained. Certificates are submitted directly to the campus Personnel Services. Absence due to sickness must always be reported to the immediate superior. For short absences (1–3 days) due to sickness, a notification of absence signed by the immediate superior should be submitted to the secretary responsible for the unit's personnel issues. The same procedures should also be followed when an employee is absent because of his or her sick child. An application form for notification of absence can be found at the following address: <http://www.helsinki.fi/henkos/lomake/>

Those in receipt of research grants must notify their project director of any sickness absence.

## 7.9 Occupational health care

Occupational health care services are provided for the employees of the University of Helsinki. Those who receive a grant, stipend or scholarship are not covered under the occupational health care scheme. Mehiläinen Group provides the University's occupational health care services in the capital area.

USEFUL LINK:

Mehiläinen Group - [www.mehilainen.fi](http://www.mehilainen.fi)



## 7.10 Accident insurance

Employees of the University of Helsinki are insured by the State, with the exception of those being paid out of fund accounts, who are insured by the projects themselves. In the event of an accident, an insurance certificate should be obtained from the occupational health centre. This means the patient does not pay the cost of any medical visits (or visits to an outpatient clinic), as the invoice is sent directly to the University.

The State does not insure people receiving grants. Instead, they are considered comparable to private entrepreneurs and are thus themselves responsible for their own insurance. All undergraduate and postgraduate students who are members of the Student Union of the University of Helsinki (HYY) can obtain accident insurance in connection with their HYY membership fee. Receipts for the membership fee and accident insurance must be enclosed when applying for compensation. People receiving a research grant, stipend or scholarship who are not members of HYY should obtain a voluntary insurance for working hours under section 57.1 of the Act on Accident Insurance.

## 7.11 Registry and Records Management Office

The Registry and Records Management Office (*Kirjaamo*) keeps records on both administrative and teaching staff (those in civil service posts). An extract of the Registry Office (*nimikirjanote*) can be ordered by phone, tel. 22922, and 23353 or by e-mail: [nimikirjat@helsinki.fi](mailto:nimikirjat@helsinki.fi).

The Registry and Records Management Office is the place where applications are submitted when applying for a post or any job at the University. If you are planning to do this, you have to be very careful to observe the deadline, even the given hour. Failure to do so is final and your application will not be considered.

## 7.12 Secondary occupation

### 7.12.1 For those in civil service posts

A secondary occupation means a post, paid work, occupation, trade or business which is practiced alongside the main post. Individual temporary tasks such as giving lectures and duties as a specialist are not classified as secondary occupations.

A secondary occupation is not permitted to cause any impediment to carrying out the duties of the post, to endanger trust in the fairness of post-holders in carrying out their duties, to cause a conflict of interest between the post and the secondary occupation or, as a competitive activity, to harm the employer.

Permission must always be sought for engaging in a secondary occupation if it is to use up working hours. Permission to engage in a secondary occupation is granted by the Rector. The application must be accompanied by a statement from the director of the unit. Application forms are available from the Registry and Records Management Office.

All secondary occupations except those for which permission has been granted require, however, that notification is given of the secondary occupation. Notifications of secondary occupations are submitted to the administrative director of the unit.

#### **7.12.2 For those with separate employment contracts**

Employees shall not do work for another party or engage in such activity that would, taking the nature of the work and the individual employee's position into account, cause manifest harm to their employer as a competing activity contrary to fair employment practices. During the term of employment, employees shall not engage in any action to prepare for competing activities that cannot be deemed acceptable under 7.12.1 above.

Those with employment contracts should also notify the administrative director of any secondary occupation they are engaged in.

#### **7.12.3 Entrepreneurial activity**

Entrepreneurship of staff is viewed positively, provided that it is directed elsewhere than at the University and that it does not affect working hours. Working for the employee's own company is not permitted to affect his/her ability to carry out the duties of the post or job. The company's credit card, for example, must not be used to pay invoices related to an official trip whose costs are met by the University, and the University's billing forms may not be used for the employee's own or his/her company's activities. The employee is also not permitted to use the University's post, telephone or fax for the purposes of his/her company's activities.

### **7.13 Travelling - WebTraveller**

The staff of the University of Helsinki uses an internet-based travel planning programme called WebTraveller. When ever you go on a business travel and the University of Helsinki pays your travel expenses (flight tickets, hotels, daily allowance, etc.) you will have to fill in a travel plan in WebTraveller well before the planned trip. Likewise, after the trip a travel expenses report will be filed in WebTraveller.

USEFUL LINK:

WebTraveller - <https://alma.helsinki.fi/doclink/32238>

## 7.14 Email, internet and intranet Alma

It is easy for employees of the University of Helsinki to obtain an email address. Each department and faculty has a contact person who will take care of the practical arrangements for obtaining a user account for you.

Basic services are free of charge for students and staff. There are numerous Windows workstations as well as some terminal available at the computer labs. They are all connected to the local networks and Unix systems. The labs offer a great variety of application software, printing services, and server storage capacity as well as guidance and advice.

User accounts are valid for a limited time only and must be renewed periodically. Forgotten passwords and outdated user accounts can be activated at the help desks of the IT department. Contact information at <http://www.helsinki.fi/atk/english/accounts/index.html>.

### **IT Help desk:**

tel. (09) 191 24662

[atk-neuvonta@helsinki.fi](mailto:atk-neuvonta@helsinki.fi)

### **User accounts:**

tel. (09) 191 23705 (City Centre)

tel. (09) 191 51032 (Kumpula)

[atk-luvat@helsinki.fi](mailto:atk-luvat@helsinki.fi)

The intranet of the University of Helsinki is called Alma. Alma is a tool for communications between the staff and students. It is accessible to all who have a University user account, that is, to 45,000 users.

The contents and services of Alma are placed on service windows found in tabs. A tab can be thought of as a web site and the service windows are part of it.

The tabs of your own unit, faculty (or central administration) and campus tabs are displayed at the top in Alma. You can modify your own user profile (that is, the displayed unit tabs) and return to the original settings by restoring them. You can access profile information (My profile) in the User information window on the Tools tab.

Contents and services aimed at the entire University are in service channels that are accessible via the bar on the left side of Alma. Alma contains several service channels designed for studies, teaching and research support, information and library services, issues related to administration and personnel and information and news relevant to the entire University.

Alma is trilingual. The Finnish and Swedish versions are coordinated with each other so that content without translation is displayed in the same language irrespective of the language option. The English version will be a separate entity and briefer than the Finnish and Swedish versions. Not much is available in English at present, but more is coming.

The IT department will deal with questions related to technical and other problems. The e-mail for assistance is [alma-neuvonta@helsinki.fi](mailto:alma-neuvonta@helsinki.fi), tel. (09) 191 24662.

#### USEFUL ADDRESSES:

Aleksandria Learning Centre, Fabianinkatu 28: computer lab, 3<sup>rd</sup> floor: user account office

Physicum, Gustaf Hällströmin katu 2 a: computer lab and user account office

Infosenter, Viikinkaari 11: computer lab and user account office

Biomedicum, Haarmaninkatu 9: room A113b user account office

## 8. Staff services

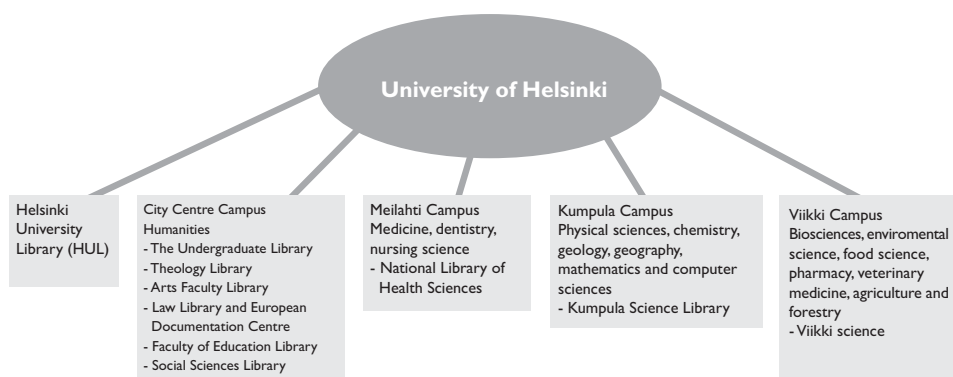
### 8.1 Libraries

The principal libraries of the University of Helsinki are open to everybody, although the right to borrow items applies only to residents of Finland over the age of 15. The libraries provide user guidance in information search and retrieval. Libraries' information services are usually free of charge.

Helsinki University Library, which is also the National Library of Finland, functions as a service and development centre for Finnish libraries with a duty to promote both national and international co-operation. It is also responsible for acquiring and preserving the national heritage in the form of publications as well as maintaining its collections of research material and for providing access to them.

The University of Helsinki possesses Finland's oldest and most extensive collection of scientific literature, about four million volumes in all. This constitutes a good third of all the academic collections in the country. The Slavonic Collection has the most extensive collection of Russian books, newspapers, prints and manuscripts outside Russia. It is frequented by foreign visitors from around the world.

The University of Helsinki offers its library services on the four campus areas: City Centre, Kumpula, Meilahti and Viikki.



Searches for material can be made via the libraries' joint HELKA database. The collections also include a considerable volume of online resources acquired for general use.

University staff and students can access the libraries' online resources from any computer linked to the university network. Staff and students can also access the same

resources from a home PC outside the university network via the remote connection service. Customers can access the online resources from any of the customer PCs in the libraries.

Helsinki has also well-stocked city libraries which contain English-language books, newspapers, periodical, records and videotapes,

**USEFUL LINK:**

Helsinki University Library - [www.lib.helsinki.fi/english/index.htm](http://www.lib.helsinki.fi/english/index.htm)

## **8.2 Language Centre**

The University of Helsinki Language Centre is the largest tertiary language-training institute in Finland. It is responsible for providing instruction in foreign languages and in the national languages of Finland (i.e. Finnish and Swedish) to non-language majors in all faculties and on all four campuses of the University. In addition to offering courses designed to prepare students to meet the faculty-specific language requirements, the Language Centre gives elementary and intermediate courses, as well as specialised courses, in about fifteen languages every year.

The Language Services unit of the Language Centre organises language training for the personnel of the University of Helsinki, offers translation and language revision services for University employees and units, and provides open-enrolment and tailored courses to clients outside the University.

The Language Centre works in close cooperation with the departments of the University of Helsinki and the language centres of other universities in Finland and abroad.

**USEFUL LINK:**

Language Centre - [www.helsinki.fi/kksc/english/index.html](http://www.helsinki.fi/kksc/english/index.html)

## **8.3 Aleksandria Learning Centre**

The Aleksandria Learning Centre (address: Fabianinkatu 26) is a service centre for both students and teachers of the University of Helsinki. Experts in teaching, information service and information technology provide consultation and advice on the use of Aleksandria's state-of-the-art facilities. The Aleksandria Learning Centre houses four different units: the Language Centre, the Educational Centre for Information and Communication Technologies, the Undergraduate Library and the Information Technology Department.

The Language Centre Self-Access Centre offers facilities and materials for independent study in more than 40 languages. Language tutors in six languages are available for consultation once a week. The self-access staff will assist in finding materials or using the equipment. Most AV materials connected with Language Centre course assignments are available in the Self-Access Centre. Self-access services can also be used by the staff of the University of Helsinki.

The Educational Centre for Information and Communication Technologies (*Opetusteknologiakeskus*) offers the teaching staff of the University of Helsinki support services in the use of ICT in teaching.

**USEFUL LINK:**

Aleksandria Learning Centre - [www.helsinki.fi/aleksandria/english/](http://www.helsinki.fi/aleksandria/english/)

## **8.4 University Sport Services**

The University Sport Services (*Yliopistoliikunta*) provides a full range of easy-access sports services near your place of work. Sports facilities in the Administration Building (address: Fabianinkatu 20 C), Kumpula Sports Centre (address: Vainö Auerin katu 11) and Viikki Sports Centre (address: Talonpojantie 8) are open every day. At other facilities customer service is open in the evenings (Mon – Fri).

By paying the sports fee (12 euros / 1 month, 20 euros / 3 months, 32 euros / 6 months or 49 euros / 12 months) you can participate in all instructed training options on a weekly schedule and use the gyms. Additional payments are required for courses, massage, and for fitness testing or programmes. When paying the fee you will have to prove that you are a member of the staff. If you do not have an identity card of the University of Helsinki, please ask for a certificate from your host department stating that you are a visiting teacher or researcher at that department for the period in question.

**USEFUL LINK:**

Sport Services - <https://liikunta.halvi.helsinki.fi/yol/web/> (in Finnish)

## **8.5 Helsinki University Press**

The Helsinki University Press is the publishing unit of the University of Helsinki. The University Press produces printed communication materials and electronic publications. The services include printing, express printing, publishing consultation and visual design.

The Helsinki University Press has installed copying machines in departments throughout the University to be used by anyone studying or working here. All machines are operated with copying cards (*kopiokortti*). Copying cards are sold in the Copying Centre and in every Gaudeamus Shop. The Copying Centre itself provides you with whatever assistance you need in copying.

## 8.6 Staff and student cafeterias

Cafeterias on all campuses provide meals at fair prices. Their menus take lactose-free, vegetarian and vegan diets, among others, into account. If in doubt about the ingredients in any particular dish, please ask the staff.

## 8.7 University Communications

The University of Helsinki's University Communications (*Viestintäosasto*) is in charge of University communications and their development in collaboration with those in charge of communications at the different faculties and their departments. Its duties include the University's internal and external communications, corporate image and visual appearance, media relations, marketing communications and shared communication tools. University Communications' tasks comprise strategic operations, centralized services, campus services and projects.

University Communications publishes the "Yliopisto" magazine and "Universitas Helsingiensis", a quarterly appearing mostly in English, but with thematic issues in other languages as well.

You can find the updated Power Point Presentation of the University of Helsinki on the University's Intranet at <https://alma.helsinki.fi/doclink/43936> in Finnish, Swedish and English. University Communications publishes also general instructions for those preparing to defend their Doctoral dissertation at the University of Helsinki. *En Route to the Doctorate* can be found at [http://www.helsinki.fi/viestinta/english/university\\_services.htm](http://www.helsinki.fi/viestinta/english/university_services.htm).

### USEFUL LINKS:

Power Point Presentation on the University of Helsinki - <https://alma.helsinki.fi/doclink/43936>

En Route to the Doctorate - [www.helsinki.fi/viestinta/english/university\\_services.htm](http://www.helsinki.fi/viestinta/english/university_services.htm)

Universitas Helsingiensis magazine - [www.helsinki.fi/viestinta/english/university\\_services.htm](http://www.helsinki.fi/viestinta/english/university_services.htm)



## 8.8 IT Department

The IT Department makes it easier for you to work at the University by offering high quality services in information and communication technology. The department maintains the common IT infrastructure at the University and aims at developing common lines of action and setting new standards. It assists faculties and departments in organizing their own IT support and services.

## 8.9 Helsinki University Museum

It is worth your while to visit the Arppeanum, the Helsinki University Museum. It houses collections from the times of Swedish and Russian rule until modern times. The museum is closed on Mondays. Address: Snellmaninkatu 3.

USEFULL LINK:

Helsinki University Museum - [www.museo.helsinki.fi/english/index.htm](http://www.museo.helsinki.fi/english/index.htm)

## 8.10 Courses for staff and international staff exchanges

Human Resources and Legal Affairs offer courses for University staff e.g. in administration issues, leadership, etc. Most of these courses are in Finnish. Information can be found at <https://alma.helsinki.fi/tab/3593>.

University of Helsinki staff members may enroll, free of charge, in the Language Services' Finnish for Foreigners courses, provided that they are not filled. Information on the courses can be found at <http://www.helsinki.fi/kksc/language.services/english/suomi.html>.

Based on the bilateral agreements that the University of Helsinki has signed with a number of foreign universities, it is possible to apply for a short-term exchange. The list of the partner universities can be found at <https://alma.helsinki.fi/doclink/33086>. Staff exchanges are meant for persons who are employed by the University of Helsinki.

USEFUL LINKS:

Courses for Staff - <https://alma.helsinki.fi/tab/3593>

Finnish for Foreigners - [www.helsinki.fi/kksc/language.services/english/suomi.html](http://www.helsinki.fi/kksc/language.services/english/suomi.html)

## 8.11 Discounts

The staff of the University of Helsinki may get some discounts in shops and cafeterias near the City Centre Campus. E.g. Kalevala Koru (address: Unioninkatu 25) and Marimekko (address: Pohjois-Esplanadi 2) give the staff a discount of 10%. Kaisaniemen Apteekki (Pharmacy) and the cafeterias in the Kluuvi Shopping Centre also give discounts. It is worthwhile to carry your ID card with you!

## 9. A short survival guide

To survive in Finland and to understand the behaviour of the Finns you might like to know something about our character and the way we live here up in the North.

### **Sauna**

The fact that there are 5.2 million Finns and 1.7 million saunas says it all. Sauna is still an important part of Finnish way of life. There are saunas everywhere in Finland. As a general rule women and men bathe separately, except within the family.

### **Be on time**

Both at work and in social life, Finns are punctual and expect you to be so. A major exception is that lectures begin with the "academic quarter" - that is, quarter of an hour past the hour.

### **Keep talking...**

Finns are known not to be great talkers; it is said that we talk only when we really have something to say. There are exceptions of course! The fact that moments of silence occur in a conversation should not discourage you from talking. To us these breaks in the conversation are quite natural; it does not mean that we are angry with you or embarrassed.

### **...and listen, too**

When talking, Finns feel that everybody should have their say in turn.

### **Smoking**

Smoking is forbidden in public places such as offices, shops, buses, cinemas, etc. It is not allowed to smoke at the counter in bars, restaurants and pubs. You should not smoke in a private home either, unless you obtain permission.

### **Dress and clothing**

For daily wear at the university, lecturers normally wear casual suits, sport coats or sweaters. You may need formal attire (dark suit or dress) on occasion, including receptions, the opening ceremony of the academic year, and invitations to the homes of your host professor or colleagues.

**Take off your shoes**

We normally take off our outdoor shoes when coming in. This is understandable when you think of what the weather is like most of the year. When you visit a Finnish home pay attention to this - naturally your host family might allow their guests exceptions from this habit. For more formal celebrations bring a pair of lighter shoes to wear inside.

**Visiting**

Bringing a flower, a box of chocolates or a small gift for your hosts and their younger children is a nice act of courtesy when you go visiting.

**News in English**

The most important foreign western newspapers can be bought in Finland or read in the libraries. [Http://virtual.finland.fi/news](http://virtual.finland.fi/news) provides information on both Finnish and international affairs. The biggest newspaper in Finland, Helsingin Sanomat, publishes an English edition at <http://www.helsinki-hs.net>.

**USEFUL LINKS:**

The Finnish Sauna Society - [www.sauna.fi/englanti/englanti.html](http://www.sauna.fi/englanti/englanti.html)

News in English - <http://virtual.finland.fi/news>

Helsingin Sanomat - [www.helsinki-hs.net](http://www.helsinki-hs.net).

Living in Finland - [www.cimo.fi/dman/Document.php/~public/Julkaisut+ja+tilastot/English/Living-in-Finland-2003.pdf](http://www.cimo.fi/dman/Document.php/~public/Julkaisut+ja+tilastot/English/Living-in-Finland-2003.pdf)

## 10. How to get help

In order to obtain more information while you are still in your own country, you can turn to the nearest Finnish Embassy or Consulate. At the University of Helsinki your closest contacts will certainly be your colleagues in the host department. Your colleagues and the secretarial staff at the host department always do their best to foresee and prevent the greatest shocks and hardest knocks, and they will continue to do so during your visit. Naturally, for special matters, you will have to turn to the pertinent authorities, but this you will learn by and by.

The staff exchanges coordinator (tel. 191 22934) at the Academic Affairs Unit is there particularly to help the guests who arrive from partner universities (bilateral agreements), but has a lot of valuable information for other guests as well.

The 'Orientation Handbook', which is updated every year and meant for international students, contains useful information also for teachers and researchers.

USEFUL LINK:

Orientation Handbook – [www.helsinki.fi/admissions/ohb/contents11.htm](http://www.helsinki.fi/admissions/ohb/contents11.htm)

## 11. Useful addresses and web sites

**The Researcher's Mobility Portal** – <http://europa.eu.int/eracareers>

### **The University of Helsinki:**

University of Helsinki – [www.helsinki.fi/university/](http://www.helsinki.fi/university/)

University of Helsinki, 365 years - [www.helsinki.fi/yliopistonhistoria/english/index.html](http://www.helsinki.fi/yliopistonhistoria/english/index.html)

### **What to do before arrival:**

Ministry of Foreign Affairs of Finland - [www.formin.fi/english](http://www.formin.fi/english)

Directorate of Immigration - [www.uvi.fi/en](http://www.uvi.fi/en)

European Health Insurance Card – [http://ec.europa.eu/comm/employment\\_social/healthcard/index\\_en.htm](http://ec.europa.eu/comm/employment_social/healthcard/index_en.htm)

### **Schools and day-care:**

The City of Helsinki Educational Services - [www.edu.hel.fi](http://www.edu.hel.fi)

The English School - [www.eschool.edu.hel.fi](http://www.eschool.edu.hel.fi)

Maunula Primary School - [www.mauna.edu.hel.fi](http://www.mauna.edu.hel.fi)

Ressu Comprehensive School - [www.ressuy.edu.hel.fi](http://www.ressuy.edu.hel.fi)

The International School - [www.ish.edu.hel.fi](http://www.ish.edu.hel.fi)

### **Employment:**

Directorate of Immigration - [www.uvi.fi](http://www.uvi.fi)

Ministry of Labour Employment Services - [www.mol.fi/mol/en/index.jsp](http://www.mol.fi/mol/en/index.jsp)

Aarresaari Academic Career Services - [www.aarresaari.net/english/index.htm](http://www.aarresaari.net/english/index.htm)

### **Medical Care:**

National Agency for Medicines: [www.nam.fi/english](http://www.nam.fi/english)

### **Intellectual Property Rights:**

IPR University Center - [www.iprinfo.com](http://www.iprinfo.com)

IPR Helpdesk - [www.ipr-helpdesk.org](http://www.ipr-helpdesk.org)

### **Immigration Formalities:**

The Finnish Police - [www.poliisi.fi](http://www.poliisi.fi)

**Local police offices:**

Helsinki  
Viljatie 2 B  
00700 Helsinki  
Tel. +358 9 189 3220

Espoo  
Nihtisillankuja 4  
02630 Espoo  
Tel. +358 9 525 4739

Vantaa  
Kielotie 21  
01300 Vantaa  
Tel. +358 9 873 0463

Directorate of Immigration  
[www.uvi.fi/en](http://www.uvi.fi/en)  
Tel. +358 9 476 5500 (Switchboard)  
Email: [ulkomaalaisvirasto@uvi.fi](mailto:ulkomaalaisvirasto@uvi.fi)

**Finnish Population Register and Local Register Offices:**

Finnish Population Register Centre - [www.vaestorekisterikeskus.fi](http://www.vaestorekisterikeskus.fi)

Local Register Office - [www.maistraatti.fi](http://www.maistraatti.fi)

Finland Post Corporation - [www.posti.fi](http://www.posti.fi)

**Local Register Offices:**

Helsinki  
Albertinkatu 25  
00181 Helsinki  
Mon-Fri 08.00-16.15  
Te. +358 9 695 441

Espoo  
Itätuulentie 2 A  
02101 Espoo  
Mon-Fri 08.00-16.15  
Tel. +358 9 502 4270

Vantaa  
Kielotie 15  
01301 Vantaa  
Mon-Fri 08.00-16.00  
Tel. +358 9 836 2480

**Social Security:**

Social Insurance Institution in Finland - [www.kela.fi](http://www.kela.fi)

KELA Office for International Affairs  
Street address: Valimotie 1 B, 00380 Helsinki  
Postal address: PL 72, 00381 Helsinki  
Tel. 020 434 2650  
Email: [inter.helsinki@kela.fi](mailto:inter.helsinki@kela.fi)

**Banks:**

Nordea - [www.nordea.fi](http://www.nordea.fi)  
Osuuspankki - [www.osuuspankki.fi](http://www.osuuspankki.fi)  
Sampo - [www.sampo.fi/english/](http://www.sampo.fi/english/)  
Handelsbanken - [www.handelsbanken.fi](http://www.handelsbanken.fi)  
Aktia - [www.aktia.fi](http://www.aktia.fi)

**Taxation:**

Taxation in Finland - [www.vero.fi](http://www.vero.fi)

**Housing:**

Information on housing - [www.infopankki.fi](http://www.infopankki.fi) → accommodation  
HOAS Guest Room 'Cubile' – [www.hoas.fi](http://www.hoas.fi) → Applying → Guest Room → Cubile  
Researchers' House  
Hotel FinnApartments Fenno - [www.hotelfenno.fi/english/english.htm](http://www.hotelfenno.fi/english/english.htm)  
Citykoti Apartments - [www.citykoti.com/en/](http://www.citykoti.com/en/)  
University's apartments – <https://alma.helsinki.fi/doclink/7565>

**Public Transport and Helsinki City Transport Service points:**

Helsinki Metropolitan Area Council - [www.ytv.fi/eng](http://www.ytv.fi/eng)  
Helsinki City Transport - [www.hkl.fi](http://www.hkl.fi)  
Journey Planner - <http://aikataulut.ytv.fi/reittiopas/en>



Rautatientori metro station, The Station Tunnel

Tel. +358 9 472 2454

Mon-Thu 7.30 am - 7 pm, Fri 7.30 am - 5 pm, Sat 10 am - 3 pm

Itäkeskus Shopping Centre, Pasaasi 2nd floor

Tel. +358 9 472 2454

Mon-Fri 10 am - 5.15 pm

**Television licence:**

TV-license purchase

Tel. +358 9 613 161

Online: [https://www.tv-maksu.fi/navi1\\_1.html](https://www.tv-maksu.fi/navi1_1.html)

Finnish Broadcasting Company: [www.yle.fi](http://www.yle.fi)

Finnish Communications Regulatory Authority: [www.ficora.fi](http://www.ficora.fi)

**Mobile phones:**

Elisa – [www.elisa.fi](http://www.elisa.fi)

Sonera – [www.sonera.fi/eng](http://www.sonera.fi/eng)

**Driving and cycling:**

The Finnish Police - [www.poliisi.fi](http://www.poliisi.fi)

Finnish Road Administration – [www.tiehallinto.fi/index.htm](http://www.tiehallinto.fi/index.htm)

Liikenneturva – Expert in traffic safety – [www.liikenneturva.fi/en](http://www.liikenneturva.fi/en)

Cycling in Finland - [www.visitfinland.com/cycling/eng/index.html](http://www.visitfinland.com/cycling/eng/index.html)

Liikenneturva – Expert in traffic safety - [www.liikenneturva.fi/en](http://www.liikenneturva.fi/en)

**Things to do when leaving Finland:**

Social Insurance Institution of Finland (*Kela*) - [www.kela.fi](http://www.kela.fi)

Finnish Population Register Centre - [www.vaestorekisterikeskus.fi](http://www.vaestorekisterikeskus.fi)

Finland Post Corporation - [www.posti.fi](http://www.posti.fi)

**Human Resources and Legal Affairs:**

Human Resources and Legal Affairs on campuses:

Viikki Personnel Services

P.O.Box 62

Street Address: Infokeskus Korona, Viikinkaari 11, 5. Floor

Kumpula Personnel Services

P.O.Box 68

Street Address: Exactum, Gustaf Hällströmin katu 2 B, 1. Floor

Meilahti Personnel Services

PL.O.Box 20

Street Address: Töölöntullinkatu 8, 3. Floor

Centre Personnel Services

P.O. Box 10

Street Address: Snellmaninkatu 12, 2.Floor

**Academic portfolio:**

<https://alma.helsinki.fi/doclink/42357>

**Occupational Health Care:**

Mehiläinen Group - [www.mehilainen.fi](http://www.mehilainen.fi)

**Travelling:**

WebTraveller – <https://alma.helsinki.fi/doclink/32238>

**Email, internet and intranet Alma:**

User accounts:

tel. (09) 191 23705 (City Centre)

tel. (09) 191 51032 (Kumpula)

[atk-luvat@helsinki.fi](mailto:atk-luvat@helsinki.fi)

IT Helpdesk:

tel. (09) 191 24662

[atk-neuvonta@helsinki.fi](mailto:atk-neuvonta@helsinki.fi)

Aleksandria Learning Centre, Fabianinkatu 28: computer lab, 3<sup>rd</sup> floor: user account office

Physicum, Gustaf Hällströmin katu 2 a: computer lab and user account office

Infosenter, Viikinkaari 11: computer lab and user account office

Biomedicum, Haarmaninkatu 9: room A113b user account office

**Services for the Staff:**

Helsinki University Library - [www.lib.helsinki.fi/english/index.htm](http://www.lib.helsinki.fi/english/index.htm)

Language Centre - [www.helsinki.fi/kksc/english/index.html](http://www.helsinki.fi/kksc/english/index.html)

Aleksandria Learning Centre - [www.helsinki.fi/aleksandria/english/](http://www.helsinki.fi/aleksandria/english/)

University Sports Services - <https://liikunta.halvi.helsinki.fi/yol/web/> (in Finnish)

Power Point Presentation on the University of Helsinki - <https://alma.helsinki.fi/doclink/43936>

En Route to the Doctorate - [www.helsinki.fi/viestinta/english/university\\_services.htm](http://www.helsinki.fi/viestinta/english/university_services.htm)

Universitas Helsingiensis - [www.helsinki.fi/viestinta/english/university\\_services.htm](http://www.helsinki.fi/viestinta/english/university_services.htm)

Helsinki University Museum - [www.museo.helsinki.fi/english/index.htm](http://www.museo.helsinki.fi/english/index.htm)

Finnish for Foreigners - [www.helsinki.fi/kksc/language.services/english/suomi.html](http://www.helsinki.fi/kksc/language.services/english/suomi.html)

Courses for Staff – <https://alma.helsinki.fi/tab/3593>

**A Short Survival Guide:**

The Finnish Sauna Society - [www.sauna.fi/englanti/englanti.html](http://www.sauna.fi/englanti/englanti.html)

News in English - <http://virtual.finland.fi/news>

Helsingin Sanomat - [www.helsinki-hs.net](http://www.helsinki-hs.net).

Living in Finland - [www.cimo.fi/dman/Document.phx/~public/Julkaisut+ja+tilastot/English/Living-in-Finland-2003.pdf](http://www.cimo.fi/dman/Document.phx/~public/Julkaisut+ja+tilastot/English/Living-in-Finland-2003.pdf)

Orientation Handbook – [www.helsinki.fi/admissions/ohb/contents11.htm](http://www.helsinki.fi/admissions/ohb/contents11.htm)

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