



# FINNISH FOR FOREIGNERS COURSES LANGUAGE SERVICES FREQUENTLY ASKED QUESTIONS

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## COURSE SCHEDULE

### When will the spring/summer/autumn course schedule be available online?

The course schedule for the spring is posted at the beginning of December, and registration begins in January.

The course schedule for the autumn is posted in June-July, and registration begins in August-September.

The course schedule for the summer is posted in April-May, and registration begins in May.

### Where can I find the course schedule?

The link to the latest course schedule can be found on the notice board section of the front page of the Language Services website  
<http://www.helsinki.fi/kksc/language.services/english/index.html>.

Links to courses for different skill levels can be found at  
<http://www.helsinki.fi/kksc/language.services/english/suomi.html> .  
You may also pick up a printed brochure at our office.

### Where are the courses organised?

The courses are organised in a variety of locations on the University of Helsinki city centre campus. The exact address is included in the course description.



*FINNISH FOR FOREIGNERS COURSES*  
*LANGUAGE SERVICES*  
**FREQUENTLY ASKED QUESTIONS**

## **COURSE LEVELS**

### **Are 1A, 1B, 1C, 1D and 1E courses for different skill levels?**

They are parallel courses for the same skill level, organised on different days and at different times.

### **Can I attend lessons on a parallel course to substitute for absences?**

You can only attend lessons on the course for which you have been admitted. Courses may proceed at different speeds, and there is no room for extra people in the classrooms.

### **Can I take the Suomi 2 and Suomi 3 courses simultaneously?**

You cannot attend two courses for different levels at the same time. Admittance into a course always requires that studies for the previous level have been completed.

### **Can I complete levels 1-3 during the summer with the following schedule: level 1 in June, level 2 in July, level 3 in August?**

Completing the courses at such a fast pace is extremely demanding and is not recommended.

### **Which course will I have to complete to apply for Finnish citizenship? Which course will I have to complete to take the intermediate level YKI test for the National Certificate of Language Proficiency, which is required for citizenship? Does the University organise YKI tests for the National Certificate of Language Proficiency?**

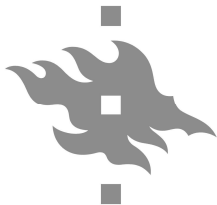
You may take the basic level test for the National Certificate of Language Proficiency after completing a level 3 course and the intermediate level test once you have completed a level 5 course. The University does not organise YKI tests. More information can be obtained from the Finnish National Board of Education, tel. 040 348 7555, or on the internet [http://www.oph.fi/english/mobility/testing\\_language\\_skills](http://www.oph.fi/english/mobility/testing_language_skills).

### **How will I know which course is appropriate for my needs?**

Read the Language Services course descriptions at <http://www.helsinki.fi/kksc/language.services/english/suomikuvaukset.html> and see how they correspond to your skill level. You may also want to examine the textbook used in the course.

### **I have studied a little Finnish in my native country. How do I know whether I should take the Suomi 1 or Suomi 2 course?**

Read the Language Services course descriptions at <http://www.helsinki.fi/kksc/language.services/english/suomikuvaukset.html> and see how they correspond to your skill level. You may also want to examine the textbook used in the course.



## FINNISH FOR FOREIGNERS COURSES LANGUAGE SERVICES FREQUENTLY ASKED QUESTIONS

**I cannot write in Finnish, but I understand well and can speak a little. What level of course would you recommend for me?**

Read the Language Services course descriptions at <http://www.helsinki.fi/kksc/language.services/english/suomikuvaukset.html> and see how they correspond to your skill level. You may also want to examine the textbook used in the course.

**How well do the courses and levels of different course providers correspond to each other? How can I find out?**

For information on the content and levels of courses offered by Language Services, please go to <http://www.helsinki.fi/kksc/language.services/english/suomikuvaukset.html>.

**What level of course do I need to complete in order to work in Finland?**

This depends on the language skills required for the job and varies greatly. For example, the target level after completing the Suomi 6 is skill level 3+ (EVK B1+/ YKI 3+), <http://www.helsinki.fi/kksc/language.services/english/taitotasokuvaukset.html#3>.

## REGISTRATION

**How do I register for a course?**

An online form is used for course registration; it can be accessed by the link after each course name. N.B.! Registration is valid only when we have received a receipt of payment for the course fee.

**When can I register for a course?**

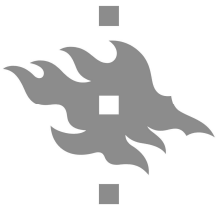
You can register for the spring and autumn courses at [http://www.helsinki.fi/kksc/language.services/english/suomi\\_ilmoittautuminen.html](http://www.helsinki.fi/kksc/language.services/english/suomi_ilmoittautuminen.html). Registration begins on the stated date and continues until the beginning of the course, or until the course is full. For summer courses, registration can be done using the above electronic form as soon as the summer schedule has been published in April-May.

**Can I register for courses before official registration begins?**

No.

**I am a member of staff at the University of Helsinki. How do I register for a Finnish course?**

See the instructions in Alma, <https://alma.helsinki.fi/doclink/7884>.



## FINNISH FOR FOREIGNERS COURSES LANGUAGE SERVICES FREQUENTLY ASKED QUESTIONS

### **I work/study at a university in the Greater Helsinki area; how can I register for a Finnish course?**

[http://www.helsinki.fi/kksc/language.services/english/suomi\\_ilmoittautuminen.html](http://www.helsinki.fi/kksc/language.services/english/suomi_ilmoittautuminen.html)

→ N.B.! If you are a *student at the Academy of Fine Arts, Sibelius Academy or the Theatre Academy* OR a *member of the staff of the University of Helsinki or Aalto University*, please [read this](#).

Courses in Finnish for students at the University of Helsinki are organised by the Department of Finnish, Finno-Ugrian and Scandinavian Studies, see <http://www.helsinki.fi/hum/skl/peruskurssit/index.htm> (in Finnish).

### **I do not have access to a computer on the date of registration; how can I register?**

You do not have to register for courses in person; someone else can register for you. You may also come to our office and fill out the electronic form on our premises. You cannot register for courses before the registration period begins.

### **What information is required for registration?**

Information required for registration includes: the name of the course, the first and last names of the participant, date of birth, place of work or study, previous education, native language, other language skills, street and email addresses, and phone number. This information is collected only for the needs of the teacher and the Language Services' own statistics.

### **How many students can register for a course?**

Normally 30 students will be admitted to a course.

### **What can I do if the course is already full? Can I go to the first lesson to see if there is room?**

Possible cancellations are always communicated through the office. You cannot attend a lesson if you have not received a confirmation of your place in the course from the office. The teacher cannot admit any new students into the course.

### **The employment and economic development office requires proof of attendance on the course; can I get a certificate from you?**

Once you have registered, paid the course fee and received a confirmation of your place on the course, we can write a registration certificate on request. The certificate will also state the number of study hours required each week.



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## COURSE FEE

### How do I pay the course fee?

You can pay the course fee through an online banking system or by visiting a bank.

### Can I pay the course fee in cash or with a bank or credit card in your office?

No.

### Will you refund me if I have paid the course fee, but the course is full?

We will refund you the entire course fee if the course is full. You must submit a receipt of payment of the course fee and the payer's account number to our office.

### I have to move to another city./My working hours will change. Will you refund me for the course fee if I inform you before the course begins?

Registration is binding. Refunds can be made only in the following cases: the course for which the student has registered is full; the course is cancelled; the student has paid too much by mistake.

### Can I change courses or continue the course next term?

If the course turns out to be too easy or difficult for you, you can change courses provided there are vacancies in a suitable course. If you leave a course after it has begun, you cannot continue it later.

### Will I receive a discount on the course fee if I am a student?

The course fee is the same for everyone. No discounts are given.

## COURSE BOOKS

### Which textbook is used in the course?

- Suomi 1: *Suomi sujuvaksi 1* (Kenttälä), Chapters 1–11
- Suomi 2: *Suomi sujuvaksi 1* (Kenttälä), Chapters 12–20
- Suomi 3: *Suomi sujuvaksi 2*
- Suomi 4: *Suomi sujuvaksi 2*
- The books used in the courses Suomi 5 and Suomi 6 can be bought from the teacher during the first lesson.

The teacher's own learning material is used in the other courses.



## FINNISH FOR FOREIGNERS COURSES LANGUAGE SERVICES FREQUENTLY ASKED QUESTIONS

### **Where can I buy the course book?**

The course books are available from bookshops that sell various textbooks. The Gaudeamus bookshop (address: Vuorikatu 3) offers a 10% discount on the books *Suomi sujuvaksi* to students registered for courses at Language Services.

## TEACHING LANGUAGE

### **Is the language of teaching English/Russian?**

The teaching language is Finnish. The courses have been constructed so that no other languages are needed. You can, however, ask the teacher for assistance in another language when he or she circulates around the classroom supervising pair or group work, or on breaks and after class. English is used as a support language only in the course Finnish for False Beginners.

## COMPLETING A COURSE

### **Will a final examination be held at the end of the course? Is it compulsory?**

A final examination will be held at the end of the course (as well as an interim examination in the intensive courses 1+2 and 3+4). The examination is not compulsory. You must, however, pass the examination to obtain credits and a course certificate. Should you not pass the final examination, you will receive an attendance certificate if you have been present for at least 75% of the lessons.

### **Can I retake the final examination if I do not pass it the first time?**

You can retake the examination once within one year of completing the course. After that, you must take the course again.

### **I did not pass the final examination./My final grade was low. Can I proceed to the next level?**

Yes, but you should definitely study and review the material before the next course begins so that you will be successful in your studies at the next level.

### **Can I take the examination without participating in the course?**

You cannot take the examination without participating in the course.



## FINNISH FOR FOREIGNERS COURSES LANGUAGE SERVICES FREQUENTLY ASKED QUESTIONS

### **Will I receive a course certificate?**

You will receive a course certificate and earn credits if you have passed the final examination. Should you not wish to take the final examination, you will receive an attendance certificate if you have been present for at least 75% of the lessons.

### **Can I include the credits that I earn in my studies at the University of Helsinki or another university? What should I do to have the credits registered?**

The credits can be included in your other studies. If you are a student of the University of Helsinki, please submit your student number to the Language Services office, and we will register the credits. Students of other universities must submit their course certificate to the academic affairs office of their university to have the credits registered.

### **For what purpose is the course certificate needed or can be used?**

The certificate indicates the target level and content of the course as well as the credits and grade, if any. Your employer or educational institution or the local employment and economic development office may request the certificate as proof that you have completed the course.

## INDEPENDENT STUDIES

### **Do you offer online courses?**

The Language Services' online course for beginners, called *Tavataan taas!*, is available at <http://donnerwetter.kielikeskus.helsinki.fi/finnishforforeigners/>.

### **Can I study Finnish as distance learning through you?**

Language Services does not offer distance learning courses. For links relating to independent study, please visit our website at <http://www.helsinki.fi/kksc/language.services/english/linkit.html> → Online teaching materials → Finnish.

### **Does the University offer opportunities for the independent study of Finnish?**

Language Services' course participants can study at the University's Aleksandria Learning Centre (<http://www.helsinki.fi/aleksandria/english>). The teacher will provide the course participants with the necessary pass.



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## **OTHER**

**Will I receive a student card/student status if I participate in one of your courses?**

The student card is available only to students of the University of Helsinki faculties. Language Services' courses are open to all and do not entitle the participants to student status.

**Does Language Services provide housing, etc.?**

Language Services cannot assist course participants in housing or similar arrangements.

**Will you send me a letter of invitation so that I can apply for a visa? Can you assist me in applying for a visa?**

As participation in our courses is not considered full-time study, you will not be granted a visa in order to take a Language Services course.