

Orientation Handbook 2011 – 2012

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Information in this guide may change after printing without prior notice.

Welcome to the University of Helsinki

Dear International Student,

Welcome to the University of Helsinki!

We hope that you will find this Orientation Handbook to be of service to you. The guidebook contains a lot of practical information that will help you to get started with your student life here at the University of Helsinki and to navigate through daily life. You will probably find answers to many of the questions you might have in this guidebook. Just browse through the table of contents and you will see what the Orientation Handbook has to offer.

Please also look through the check-list provided below, it will help you to accomplish many of the formal things you need to do at the beginning of your studies at the University of Helsinki and it will tell you in which order to get things done, so that the process of settling in runs as smoothly as possible.

We hope that you enjoy your time here at the University of Helsinki and Good Luck with your studies!

The staff of Student Services and International Exchange Services

Check list for new international students

Below are listed some important things to remember, as well as the order in which you should accomplish things, so that settling in to life in Finland goes as smoothly as possible. (More information is available in the Orientation Handbook; the page number is listed in the brackets.)

1. Visit the Welcome Fair at the University and pick up your information package and a certificate of attendance.
2. Pay the Student Union Fee, if you have not done it already. The Student Union membership grants you access to many student discounts, that makes your life in Finland a lot cheaper. (18)
3. Attend the Orientation Course at the University/at your Faculty/at your department.
4. **EU-students:** Register your right to reside in Finland at the local police office. (49)
5. **Students from the Nordic countries:** Register yourself at the municipal register office if you stay in Finland for more than 6 months. (49)
6. **All degree students:** Register at the municipal register office (maistraatti) to receive a place of domicile (kotikunta). (53)
7. Apply for the Lyyra student card at <http://www.lyyra.fi>. (21)
8. Obtain a Metropolitan Travel Card -> a student discount certificate for the travel card is available at the Welcome Fair or the Student Services. **NB!** Degree students have to first register at the municipal register office and obtain a Finnish ID-number and place of domicile before being granted the student discount on the travel card. The student discount is only available to undergraduate and graduate students under the age of 30. (71)
9. Pick up your user account information for the University network. (29)
10. Open a bank account. (76)
11. Degree students from outside the EU/EEA countries: remember to renew your residence permit, start the renewal process in time, it takes several months before it is completed. (52)

I Finland and the City of Helsinki

FINLAND

GENERAL

Finland is a republic that became independent in 1917. The head of state is the president. Ultimate political power is vested in the 200-member unicameral parliament. The population of Finland today is about 5.3 million. Finland is rightly known as a land of forests: they cover roughly three quarters of the country's surface area of 338 000 sq. km. Other outstanding features of Finland's scenery are its many lakes and islands. Lakes and other bodies of water cover 10% of the territory. The principal archipelago lies off the southwest coast while the main lake district, centred on Lake Saimaa, is in the east. The semi-autonomous province of the Åland Islands occupies a special position as it has been declared a demilitarised area under international law.

GEOGRAPHY

Finland is situated in northern Europe between the 60th and 70th parallels of latitude. A quarter of its total area lies north of the Arctic Circle. Finland's neighbouring countries are Sweden to the west, Norway to the north, Russia to the east and Estonia to the south, across the Gulf of Finland. Much of the country is a gently undulating plateau of worn bedrock and boreal forests, presenting a striking mixture of wooded hills and waters. High rounded fells form the landscape in the most northerly part of the country, Finnish Lapland.

CLIMATE

Cold winters and warm summers mark the climate, but temperatures in winter are moderated by the influence of the Baltic Sea and west winds from the Atlantic warmed by the Gulf Stream. The mean annual temperature in the capital, Helsinki, is 6.7° centigrade. The highest daytime temperature in southern Finland during the summer occasionally rises close to 30° centigrade. During the winter months, particularly in January and February, temperatures of -15° centigrade are quite

common. In the far north, beyond the Arctic Circle, the sun does not set for 73 days, producing the white nights of summer. In the same region, during the dark winter period, the sun remains below the horizon for 51 days, creating the polar night known in Finnish as kaamos.

POPULATION

The population of Finland was 5 379 533 in April 2011. Most Finns live in urban areas. Helsinki (the capital city), Espoo and Vantaa form the Metropolitan Region, which is home to roughly a fifth of the country's total population. Other major cities are Tampere, Turku, Lahti and Oulu. Ethnically, Finland is still a very homogeneous country. The foreign community makes up about 3% of the population. The biggest groups of immigrants are from Estonia, Russia and Sweden. Among them are a considerable number of people of Finnish descent.

LANGUAGES

The Finnish language is a member of the Finno-Ugric linguistic family that includes, in one branch, Finnish, Estonian and a number of other Finnic tongues and, in the other, Hungarian, by far the biggest language of the Ugric group. The official languages of Finland are Finnish and Swedish, the latter now spoken as a mother tongue by 5.4% of the people. Another indigenous minority language is Sami, spoken by the Sami of Lapland. The official standing of Swedish has historical roots in the period when Finland was part of the Swedish realm, a status that began approximately at the beginning of the 13th century and lasted until 1809.

RELIGION

There has been complete freedom of worship in Finland since 1923. The Evangelical Lutheran Church is the country's biggest denomination. About 78% of the people are baptised as Lutherans while just about 1% belong to the Finnish Orthodox Church. Both denominations are

designated as state churches. Although Christianity probably reached Finland before the end of the first millennium, it was not until the 12th century that the Roman Catholic Church became established. This followed a missionary expedition to southwest Finland led by King Erik of Sweden with the English-born bishop Henry. The influence of the Orthodox faith spread into the country from the east.

HISTORY

Some important dates in the history of Finland:

1155 The first missionaries arrive in Finland from Sweden. Finland becomes part of the Swedish realm.

1809 Sweden surrenders Finland to Russia. The Tsar declares Finland a semiautonomous Grand Duchy with himself as constitutional monarch represented by a governor general.

1917 Finland declares independence from Russia on December 6. The new state is first recognised by the Soviet Union, France, Germany and Sweden.

1918 The Finnish Civil War is fought between the Reds and the Whites.

1919 The present constitution is adopted and Finland becomes a republic with a president as head of state.

1939 - 40 The Soviet Union attacks Finland and the Winter War is fought.

1941 - 44 Fighting between Finnish and Russian forces resumes in the campaign known as the Continuation War. A massive offensive by Soviet forces in summer 1944 forces the Finns to sue for peace. Some territory was ceded to the Soviet Union but Finland was never occupied and preserved its independence and sovereignty.

1952 The Summer Olympics are arranged in Helsinki.

1955 Finland joins the United Nations.

1983 The first World Championships in Athletics are arranged in Helsinki.

1995 Finland becomes a member of the European Union.

1999 Finland's EU Presidency (July 1 to December 31).

2000 Helsinki celebrated its 450th anniversary as one of the nine European Cities of Culture.

2006 The heavy-metal outfit Lordi gained Finland's first ever Eurovision Song Contest victory (May 20).

2006 Finland's 2nd EU Presidency (July 1 to December 31).

2007 The 52nd Eurovision Song Contest was arranged in Finland on May 12.

2008 Martti Ahtisaari, former President of Finland, is awarded the Nobel Peace Prize.

GOVERNMENT

The head of state is the President of the Republic (tasavallan presidentti) who is elected for a period of six years at a time and may serve a maximum of two consecutive terms. The current president, Tarja Halonen, the first female president in Finland, was re-elected in January 2006 for her second six-year period. The President is chosen by direct popular vote, with a run-off between the two leading candidates, if no candidate wins an outright majority on the first ballot. The government must enjoy the confidence of parliament (eduskunta) which has 200 members elected by universal suffrage every four years. After the most recent general election in April 2011, the National Coalition has 44 parliamentary seats, the Social Democratic Party 42, True Finns 39, the Centre Party 35, the Left Alliance 14, the Greens 10, the Swedish People's Party 9, the Finnish Christian League 6 and other groups (i.e. Åland Islands) 1.

FOREIGN POLICY

As one of the European Union and Nordic Countries, Finland is committed to the values of freedom, democracy and human rights. Finland is not a member of any military alliance and maintains an independent defence capability but has signed a Partnership for Peace agreement with the North Atlantic Treaty Organisation and has observer status in the Western European Union (the nascent defence arm of the European Union) and in the North Atlantic Co-operation Council. Cooperation within the Nordic Council covers a wide range of social, cultural and technical matters of interest to the five members: Denmark, Finland, Iceland, Norway and Sweden. Finland applied to join the European Economic Community in 1992 and in 1995 became a full member of the European Union. Since becoming a member of the United Nations in 1955,

Finland has taken part in many of the world organisation's peacekeeping operations.

PRESS

Finland has about 50 newspapers that are published 4 to 7 times a week and some 150 with 1 to 3 issues per week. The total circulation of all newspapers is about 2.9 million. Most newspapers are bought on subscription rather than from newsstands, only two newspapers depend entirely on newsstand sales. There are about 3150 registered periodicals.

One source for news in English is Helsinki Times. It is an independent weekly newspaper, which covers news and events in Finland. For more information please see <http://www.helsinkitimes.fi/>.

TELEVISION AND RADIO

The Finnish Broadcasting Company, YLE, is the largest national radio and television service provider. It is a non-commercial, public service broadcaster. There are two other nation-wide broadcasters, MTV3 and Nelonen (Channel 4), which are privately owned. YLE operates four television channels with national coverage, YLE1, YLE2, YLE Teema and FST5. MTV3 has ten channels and Nelonen eight, some of which you have to pay extra for.

The Finnish Broadcasting Company also transmits on six national radio channels, four in Finnish and two in Swedish, and on various regional channels including one in Sami in Finnish Lapland. In addition, there are radio stations operated by private individuals, regional and local newspapers, associations and public corporations.

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 about your intention of using a television by phone or online. The notification must be done before starting to use the television. A majority of the funding for YLE, the Finnish national public service broadcasting company is covered by the income from TV licenses.

TV-license purchase

Tel. 09-613 161

Online: <http://www.tv-maksu.fi/>

Relevant websites:

<http://www.yle.fi> (Finnish Broadcasting Company)

<http://www.ficora.fi> (Finnish Communications Regulatory Authority)

EDUCATION

All children receive compulsory basic education at comprehensive schools between the ages of 7 and 16. Education beyond the age of 16 is voluntary, taking the form of either a three-year course in upper secondary school (lukio) or a three-year course at a vocational institution. There are 16 universities with a total student population of about 168 000.

UNIVERSITY EDUCATION IN FINLAND

The foundations of the university system in Finland were laid in 1640, when the University of Helsinki was established. It was the only university in the country for almost three centuries. Today there are 16 universities in Finland; nine are traditional multi-faculty universities, two technical universities, two business schools and three art academies. In addition to the universities, there is one military academy. Two of the universities operate entirely in Swedish.

About 20 000 new university students start their studies each year. About 60% of each age group is formally eligible for university admission. The Finnish matriculation examination (ylioppilastutkinto) taken at the end of upper secondary school provides general eligibility for university education. The Finnish 3-4-year vocational qualifications also give students eligibility for placement at universities. There is a numerus clausus, i.e. restricted entry, in all fields of study. Universities decide themselves upon their selection procedure; applicants can be ranked e.g. according to the grades in the matriculation examination and/or entrance examination and/or school-leaving certificate.

The Finnish university system has undergone a major reform. The new University Act, which entered into force in August 2009, extended the autonomy of the

universities. The universities are either public-law corporations, like the University of Helsinki, or private-law foundations. The reform has also affected university finances, decision-making procedures and human resources policies.

At present, Finnish universities do not charge tuition fees, but students have to pay their housing and living expenses themselves. For Finnish citizens, these expenses are partially subsidised by the state. The state assists students with study grants, housing allowances and with guarantees on loans from private banks. The student unions charge small fees to cover their activities and to maintain student health care and other services.

Relevant websites: <http://www.minedu.fi/> (Ministry of Education)
<http://www.oph.fi/> (Finnish National Board of Education)

INDUSTRY AND ECONOMY

Last century Finland embarked on the road to industrialisation by harnessing its forest

resources. Forests are still Finland's most crucial raw material resource, although the metal, engineering and IT industries have long been Finland's leading branches of manufacturing both in terms of value added and as an employer. Today, Finland is a typical advanced industrial economy: two thirds of its total output is generated in the service sector. The net wealth of Finnish households is on the European Union average. In February 2011, the unemployment rate was 8.4%.

CURRENCY

The unit of currency is the euro (symbols: €, EUR), divided into 100 cents.

Relevant websites:
<http://www.suomi.fi/> (Public services)
<http://finland.fi> (Overall information on Finland)
<http://www.finlandlive.info/> (Online community about Finland)

CITY OF HELSINKI

Helsinki is the capital of Finland and its centre of administration, finance and culture. It has a population of about 589 000 and, together with its neighbouring municipalities, constitutes Finland's biggest economic and market region. All in all, the Helsinki region is home to 1.3 million inhabitants. It has a diverse economy and is one of the most service-intensive urban regions in Europe. Helsinki is a metropolis whose salient feature is the proximity of the sea and of unpolluted nature.

King Gustavus Vasa of Sweden (to which Finland at that time belonged) founded Helsinki in 1550. Helsinki was the base for trade and shipping, and above all, its task was to combat the thriving trade between Tallinn, on the opposite shore of the Gulf of Finland, and Russia. In 1640, Queen Christina sought to strengthen the town by shifting it southwards from its original site on the River Vantaa and thus bringing it nearer the open sea. However, this did not yet contribute greatly to the growth of the town that was sorely tried by

famines, fires, plagues, wars and periods of Russian occupation.

Not until 1748, when work began on the building of the Viaborg (Suomenlinna) naval fortifications, did Helsinki enter a more auspicious period in its history. The fortress was a tremendous building project for superpower Sweden and took decades to complete. It also infused new life into Helsinki's trade and seafaring. The 'high society' bearing influences of French culture introduced by the officers stationed at the fortress likewise had a positive effect on Helsinki life. The island fortress of Suomenlinna is a major historical monument and one of the items on the UNESCO World Heritage List.

The shared history of Sweden and Finland lasting close to six centuries ended when Sweden lost Finland to Russia in the war of 1808-09. Finland became an autonomous Grand Duchy subordinate to the Russian Emperor in 1809, and Helsinki its capital in 1812. The Emperor decided to make the town worthy of its new capital status and initiated extensive building

projects. The neoclassical or Empire-style centre of Helsinki, dating from the mid-19th century and including the Senate Square, the Cathedral and the University, is a unique architectural entity that has been preserved to the present day.

Following the rise in industrialisation and prosperity towards the end of the 19th century, Helsinki soon developed into a modern European port and city of industry with residents who spoke Swedish, Finnish or Russian. The population topped the 100 000 mark at the beginning of the 20th century, when Finnish became the dominant language. Finland gained political independence in 1917 and Helsinki became the capital of the Republic of Finland. By the end of the century, the population was more than five times that at the beginning.

The economic growth in Helsinki at the start of the new millennium relied strongly on the information industry.

The cosmopolitan, multicultural Helsinki of today is an extremely popular tourist and congress city. It is also Finland's major centre for higher education. Many international comparisons have rated it one of the most attractive cities of the world in terms of quality of life and business.

Relevant websites:

<http://www.hel.fi/> (City of Helsinki)

<http://www.hel.fi/international> (International Affairs website of the City of Helsinki)

<http://www.helsinki.fi/en/> (Portal of the City and the University)

II University of Helsinki

UNIVERSITY OF HELSINKI

The University of Helsinki (Helsingin yliopisto/Helsingfors universitet) is the oldest and largest university in Finland. It was founded in 1640 as the Academy of Turku, Turku being the former capital of Finland, which was then part of the Swedish realm. After Finland was annexed to the Russian Empire in 1809, the capital was moved to Helsinki. In 1827, the University was transferred to Helsinki, where it opened the following year under the name of the Imperial Alexander University, after the Russian Tsar Alexander the First. It was the only university in Finland until 1919.

By Scandinavian standards, the University of Helsinki is a large university, with about 43 400 members when students, teachers and other staff numbers are combined. Of the 35 200 students in the eleven faculties 64% are women. The University of Helsinki is bilingual with instruction and services offered in both Finnish and Swedish: about 6.5% of the degree students are Swedish-speakers. In some fields of study, such as law, quotas are reserved for Swedish-speaking students in an effort to guarantee equal linguistic rights for all. The total enrolment of international students, including exchange students, is presently over 2 300.

UNIVERSITY LIFE

The University of Helsinki is a combination of an older, more traditional educational institution and a modern, dynamic international university. Admission is difficult and the pace of studies is to certain extent up to the individual. One outstanding feature of studies at the University of Helsinki is the emphasis on the student's own initiative and individual work. Some of the instruction is still in the traditional lecture form, and the relationship between the student and instructor can remain quite official and hierarchical. However, many teachers and entire departments have moved towards more student-to-student and student-to-instructor discussion-orientated lessons and tutoring - and most teachers welcome active student participation. Modern teaching technology has dramatically changed the style of

teaching. Today, there are close to 20,000 computers connected to the University's networks. Diverse on-line opportunities are an essential part of everyday studies of every student of the University of Helsinki.

Finnish university students tend to be very independent. This is largely a result of their demanding upper secondary education (lukio). Many international students complain of the seemingly unfriendly class atmosphere, but you will find most Finns eager to discuss and help you, if you make the initial attempt at communication. You may find instructors, particularly professors, hard to track down. They normally hold consultation hours only one or two hours per week. However, the assistants and department office staff can often answer any questions you may have.

BUILDINGS AND FACILITIES

The University was moved to Helsinki a year after the Great Fire of Turku had destroyed most of the old Academy. New buildings for the University were erected in the centre of the new capital. The Main

Building (yliopiston päärakennus) and the Observatory were completed in 1832, while the University Library (yliopiston kirjasto) was completed in 1840. Several other buildings were erected near the Main

Building in the late 19th and early 20th century. These buildings are some of Helsinki's most beautiful sights. Make sure to visit the Main Library, and walk through the older half of the Main Building if your studies and class work do not bring you to these places. The Main Building's older half faces the famous Senate Square (Senaatintori), the site of many national ceremonies and celebrations.

Until the 1950's, the entire university was located in the centre of Helsinki. Today, the University of Helsinki has four

main campus areas: the City Centre (theology, law, arts, social sciences, and behavioural sciences), Meilahti (medicine and dentistry), Kumpula (science) and Viikki (agriculture and forestry, biological and environmental sciences, pharmacy, and veterinary medicine). Altogether, the University of Helsinki has several different locations in the city and elsewhere in Finland.

ADMINISTRATION

The central idea of the administration at the University of Helsinki is to emphasise the role of the four campuses (the City Centre, Meilahti, Viikki and Kumpula) as well as to focus on strategic leadership, quality control, effectiveness of administration and new dimensions in customer services.

The large-scale reform of the Finnish university administration, implemented on August 1, 2009, gives the universities an extensive administrative and fiscal autonomy. For more information on the administration and organisation of the university, please see the website of the University (<http://www.helsinki.fi/inbrief/>).

STUDENTS IN UNIVERSITY DECISION MAKING

The Student Union enjoys a legal status in the University. The Union is autonomous in its own affairs. This is guaranteed by the Universities Act. This same Act together with the Universities Decree regulates the representation of students at different levels of university decision making. Universities themselves decide upon the quotas of different interest groups in decision-making bodies. Student participation in the administration is considered important.

FACULTIES

The University of Helsinki has eleven faculties:

- **City Centre**

Faculty of Theology (teologinen tiedekunta)
Faculty of Law (oikeustieteellinen tiedekunta)

Faculty of Arts (humanistinen tiedekunta)

Faculty of Social Sciences (valtiotieteellinen tiedekunta)

Faculty of Behavioural Sciences (käyttäytymistieteellinen tiedekunta)

- **Meilahti**

Faculty of Medicine (lääketieteellinen tiedekunta)

- **Kumpula**

Faculty of Science (matemaattis-luonnontieteellinen tiedekunta)

- **Viikki**

Faculty of Agriculture and Forestry (maalous-metsätieteellinen tiedekunta)

Faculty of Biological and Environmental Sciences (bio- ja ympäristötieteellinen tiedekunta)

Faculty of Pharmacy (farmasian tiedekunta)

Faculty of Veterinary Medicine (eläinlääketieteellinen tiedekunta)

ALMA AND FLAMMA – THE UNIVERSITY INTRANET

The University is in the process of renewing its Intranet into a virtual desktop. The process will start during the summer 2011 and it should be completed by the end of the year 2012. The Intranet preceding

Flamma is called Alma and both Flamma and Alma will be operating side by side during the period of transition.

Alma/Flamma, the University of Helsinki Intranet, is a joint communication channel

and personal work tool for all students and staff members of the University of Helsinki. One of the basic principles is that all internal communication within the University should be done through Alma/Flamma.

You need a University of Helsinki user account to use the Intranet. Upon login you will see a layout customised according to your department, faculty, and your status at the University e.g. student. You can access your University e-mail and, for instance, the study information system WebOodi, with the same single login.

Alma/Flamma is also an information retrieval system organised according to

various topics or functions in to information channels: i.e. For Students, For Teachers etc. You can also gather links of your own interest in one place.

Alma/Flamma is also a communication channel. Through Alma/Flamma, you receive news and information about common issues on department or faculty levels, or throughout the whole University, you can discuss and exchange information in work group areas only visible to group members.

You can access Alma/Flamma from the main page of the university website (<http://www.helsinki.fi/university/>).

SOCIAL OPPORTUNITIES

Because of the individual nature of university studies, much of the institution's social life must be sought after; it is not readily apparent at first. The student organisations, as will be explained in section III (Student Union and Student Organisations), are generally very active, arranging different kinds of activities. Many activities are open to all university students and advertisements for them are posted on the large notice boards in the Main Building (päärakennus) and Porthania or online. Unfortunately, most announcements are in Finnish. Today, almost all organisations affiliated with the University of Helsinki have their own websites and e-mail lists. The full list of organisations and associations (a lot of the information is in Finnish only) you will find on the Student Union website at <http://www.hyy.helsinki.fi/english/93/>.

See section III for information on organisations for international students: especially, Tsemppi and ESN.

In order to get to know the people of your department, join the e-mail list of your department and keep an eye on the department notice boards for announcements. Often the students arrange discussions with academicians, excursions to relevant industries or museums, and even sauna evenings (saunailta), where you are guaranteed to have a good time. The Old Student House, or Vanha, as the Finns refer to it, is a centre of student nightlife with bands performing and a relaxed dress code and atmosphere. In the neighbouring New Student House (Uusi ylioppilastalo) several nations and associations have their clubrooms.

Relevant websites:

<http://www.hyy.helsinki.fi/english/> (Student Union of UH)

SYSTEM OF STUDIES

ACADEMIC YEAR

The academic year begins on August 1 and ends on July 31. The academic year is divided into four seven-week teaching periods. There is a week's break between the periods in autumn and spring. The break at Christmastime and during the summer is longer.

Teaching organised in the summer does not belong to the teaching periods. However, examinations and special courses may be arranged outside the teaching periods. The Faculties of Law, Medicine, Biological and Environmental

Sciences, Pharmacy, Veterinary Medicine and Behavioural Sciences (either entirely or partly) observe different teaching periods than those generally observed at the University.

TEACHING PERIODS OF THE 2011 - 2012 ACADEMIC YEAR

1) Autumn term, I period: September 5 to October 23

- One-week interval: October 24 to October 30

2) Autumn term, II period: October 31 to December 18

- Christmas break

3) Spring term, III period: January 16 to March 4

- One-week interval: March 5 to March 11

4) Spring term, IV period: March 12 to May 20*

* Includes Easter week and a two week intensive period at the end of the period. Courses are usually seven week long in the fourth period as well, the two week intensive period gives departments the possibility to arrange extra intensive courses.

CURRICULA

The curricula are revised every second or third year and are published in the programme books of the Faculties. These programme books are colour coded (dark green for Agriculture and Forestry, red for Social Sciences, blue for Arts...) and you can find reference copies at the Student Services (opiskelijaneuvonta). If you want a personal copy of your faculty's programme book (some of these or some parts of these are published on the web only), you can pick one up at the Student Services.

Unfortunately, the comprehensive programme books are available in Finnish and Swedish only. A good starting point to access information on the courses offered in English is the Courses in English website (<http://www.helsinki.fi/english/courses/>). You can also find courses through the electronic information system WebOodi (<http://www.helsinki.fi/weboodi/>). There you can search for courses using different criteria – one search criteria is by language of instruction. Updates on courses are posted on the individual Faculty's or Department's website or in WebOodi.

TYPES OF INSTRUCTION

There are two basic ways of completing studies at the University of Helsinki: lecture courses and book exams. Students taking a lecture course must pass a final examination at any one of the scheduled examination dates after attending the course. Students taking a book exam must pass a faculty examination (tiedekuntatentti) or a period examination (perioditentti) at any one of the scheduled dates during the academic year: usually there is one examination each month. Although there is no summer term, some departments also arrange examinations in the summer.

Language does not tend to be a problem in examinations, as many departments accept tests written in English. Students can also arrange to write a research paper or essay in place of a written examination, but this varies according to field of study. Examination dates are set before the academic year

begins and there may be multiple dates. International students often choose book exams in order to bypass a lecture series arranged in Finnish and/or to read the material at their own pace. Today almost all registrations for examinations are done in WebOodi. Be prepared to prove your identity at the test site.

Other typical ways of completing a course are seminar groups and other small groups, in which students get accustomed to independent research. Oral examinations are unusual. On-line study and examination options are growing rapidly.

One outstanding feature in studies at the University of Helsinki is the emphasis on the student's own initiative and individual work.

The languages of instruction at the University of Helsinki are Finnish and Swedish. Finnish is the main language of instruction, whereas Swedish is used in a number of degree programmes and major

subjects. Today, one of the focal areas is International Master's level programmes. A number of seminars and lecture series are offered in English on a regular basis, particularly at the Master's level. It is usually possible to complete courses through independent study when no instruction in English is available. Please note that in Foreign Language Degree Programmes translation into mother tongue (äidinkielelle) means into Finnish or Swedish.

In order to facilitate the long-term planning of studies, each student is

required to devise a personal study plan (HOPS in Finnish). The personal study plan is a valuable aid in the long-term goal-oriented planning of studies. The study plan is checked regularly, thus aiding in the monitoring of study progress. It should be pointed out that, at the University of Helsinki, the personal study plan is not considered an agreement between the student and the University. Please check the guidelines for completing the personal study plan from your Faculty, the practices vary between Faculties.

DEGREE SYSTEM

The first, lower academic degree is kandidaatti (Bachelor). The second, higher degree is maisteri (Master). Students first complete the lower academic degree, i.e. the Bachelor's degree, and then the higher academic degree, i.e. the Master's degree or, in medical studies, the Licentiate degree.

All students admitted to Bachelor's level studies at the University of Helsinki receive the right to pursue studies leading to the Master's degree. Exceptions to this rule are the programme leading to the qualification of kindergarten teacher, the Bachelor of Science degree programme in Pharmacy and the Bachelor's degree offered by the Swedish School of Social Science. There is usually no selection process in the transition from Bachelor's level studies to Master's level studies for those students who have been accepted to pursue both Bachelor's and Master's level studies. The exception to this rule is the independent Master's programmes: see below for more information. The Bachelor's degree must be completed before registering for Master's level studies, but students may also complete individual Master's level courses before fully completing the Bachelor's degree.

The basic unit of a degree programme is a study module (opintokokonaisuus). One module may contain several types of work: lectures, exercises, set book examinations, seminars, etc. In order to ensure the high quality of its degrees, the University has set minimum requirements for the scope and number of study modules. The Bachelor's degree consists of studies in the major

subject (with a minimum of 60 credits) and basic studies in at least one minor subject (25 credits). At the Master's level, the scope of advanced studies is 30 credits or more.

The Bachelor's degree (180 credits) includes a thesis with the scope of six credits. While the scope of the thesis required for the higher academic degree in medicine and veterinary medicine is 20–40 credits, the scope of the Master's thesis in all other fields is 40 credits. This requirement is due to the University's aim of emphasising the research-oriented nature of its degrees and the eligibility for postgraduate studies provided by the Master's degree (120 credits).

Furthermore, the requirement for studies in information and communication technology is a minimum of five credits, and the requirement for language studies is a minimum of 10 credits. Professional development is not neglected in the degree system: a few credits is reserved for studies in orientation into professional life.

Most fields of study offer two postgraduate degrees: a Licentiate degree, the lower postgraduate degree, and a Doctor's degree, PhD (tohtori). Ideally, a Licentiate can be completed in two years and a Doctor's degree in four. In practise, the time spent is often longer. Research and completion of a substantial thesis form the essential parts of both degrees. Usually, a student can aim at a Doctor's degree without first getting a Licentiate. In some fields, the Licentiate degree has been reorganised to make it a more profession-orientated degree.

The field of medicine has not adopted the two-cycle degree system. Whereas the higher academic degree is the Master's degree in all other fields, in medicine and veterinary medicine the higher academic degree is the Licentiate degree.

INDEPENDENT MASTER'S PROGRAMMES

Students may seek entry into independent Master's programmes after having completed the Bachelor's degree or equivalent studies. These Master's

programmes are often multidisciplinary by nature as well as planned and carried out in collaboration between faculties or even universities.

After having completed their Bachelor's degree, students may change their major subject for the Master's degree. If they obtain permission to do this, the department of the new major subject may require the student to complete a maximum of 60 credits of complementary studies.

CREDIT SYSTEM

In the credit system, the student workload is 1600 hours per year, which is worth 60 credits in completed studies. Consequently, the Bachelor's degree (180 credits) should be completed in three years and the

Master's degree (120 credits) should be completed in two years. The annual student workload of 1600 hours is the same as the annual workload of university teachers.

CREDIT TRANSFER

For those coming to the University of Helsinki with previous university experience, it might be possible to transfer some of the academic credits by submitting an application for credit transfer at the faculty. The application must include an authorised transcript and other documents when needed. Detailed course descriptions are of great help in the process. The University of Helsinki tries to give full recognition of previous class work and credit transfer usually goes quite smoothly:

the better the student's earlier programme compares with the programme offered in Helsinki, the better the transfer of credits will be.

Detailed information on credit transfer and the identification and recognition of prior learning, which might include knowledge obtained also in other ways than through formal education, is available at the faculty office. It is highly recommendable to get the transfer process under way as soon as possible.

GRADES

At the University of Helsinki there is a six-level grading scale in use. It ranges from zero (0 = fail) to five (5 = excellent). Traditions are being upheld in the grading of the Master's thesis, which is graded on a scale using the Latin language. Degree certificates are accompanied by a supplement (the Diploma Supplement), which describes the contents of the degree. The purpose of this supplement is to

improve the international comparability of degrees and facilitate mobility for either postgraduate study or employment.

GRADING REVISION

If you feel that you have been treated unfairly in the grading of an examination, seminar paper, thesis work etc., you should first contact the appropriate teacher: the

request for revision can be done orally or in writing. If the grade has been given by the Faculty Council, you have to submit a written request. You have to submit the request within 14 days after you had the possibility of receiving detailed information on the grade and on the grounds for grading. The same process is also applied to recognition of a student's previous studies. However, if you are not satisfied with the teacher's or the Faculty Council's decision, you may submit a request for revision to the Board of Examination Appeals (oikeusturvalautakunta). Again, this has to be done within 14 days from when you were informed of the decision.

More information can be found in the Alma intranet > Students > Studies and

teaching > Regulations on examinations, grading and appeals, from autumn 2011 the Flamma intranet > Contents and Services > For Students.

Any mail addressed to the Board of Examination Appeals should be sent to the Registry of the University of Helsinki.

Registry (kirjaamo)
P.O. Box 33 (Yliopistonkatu 4)
00014 University of Helsinki

Board of Examination Appeals

Chairperson: Professor Jarno Tepora
Secretary: Lawyer Hannele Markkanen,
tel. 09-191 22655,
hannele.markkanen@helsinki.fi

TRANSCRIPTS

In the WebOodi information system you can see your credits in real time. If the transcript is not complete and there are courses missing, please contact the department that arranged the course. Normally courses should be registered in a few weeks and within a month at the latest.

HOW TO ORDER YOUR TRANSCRIPT BY E-MAIL?

You can order the unofficial transcript through WebOodi, www.helsinki.fi/weboodi. The readout will appear on the first page of WebOodi within a couple of hours. You will receive a notification that the ordered transcript is ready to your University e-mail address, firstname.lastname@helsinki.fi.

OFFICIAL TRANSCRIPT

Attending students can receive one official transcript free of charge per term, issued in Finnish, Swedish or English, at the Student Services. For contact information and

opening hours of the Student Services, please see <http://www.helsinki.fi/neuvonta/>. Do not forget to check that you have all of your courses registered before you take the free official transcript. For additional transcripts, you have to pay 4.00 euro per readout. You cannot pay the transcript payment in cash at the Student Services: it has to be paid in advance. The preferable way to pay the fee is at the following UniCafe student cafés (not the restaurants):

- Main Building (Fabianinkatu 33)
- Physicum (Gustaf Hällströmin katu 2, in Kumpula)
- Biocentre 1 (Viikinkaari 9, in Viikki).

For further information on how to order transcripts by mail, and the prices, please see <http://www.helsinki.fi/neuvonta/english/transcript.htm>.

LANGUAGE STUDIES

International students are strongly advised to learn at least the basics of either Finnish or Swedish - preferably at the beginning of their studies. This might e.g. help in finding a job in Finland. It is also part of the degree requirements in some faculties that international students will study at least some Finnish or Swedish. Check the requirements from your faculty.

DEPARTMENT OF FINNISH, FINNO-UGRIAN AND SCANDINAVIAN STUDIES

Finnish Language and Culture / Finnish for International Students

University Main Building
(Fabianinkatu 33), 5th floor
Postal Address: P.O. Box 3
00014 University of Helsinki
Tel. 09-191 22889, fax 09-191 22074
skk-info@helsinki.fi

Office hours: Tue 10:00-12:00 and Thu 13:30-15:00

Finnish Language and Culture is a section of the Department of Finnish, Finno-Ugrian and Scandinavian Studies. It offers Finnish courses for beginners and students that are more advanced as well as for students who already have a solid command of spoken and written Finnish. More information is available from the Finnish Language and Culture Office and at <http://www.helsinki.fi/fus/>.

Swedish for International Students courses are arranged by the Language Centre. For more information on the Language Centre, see below.

LANGUAGE CENTRE

Kielikeskus

P.O. Box 4 (Fabianinkatu 26)
Study Advisers
Tel. 09-191 22690, 191 23359
LC-info@helsinki.fi

Study advisers are available for consultation on Mon-Thu 10:00-14:00 at the Language Centre (City Centre Campus), and on Tuesdays 9:00-11:00 during teaching periods in A-building room 171 (Viikki Campus).

COURSES FOR INTERNATIONAL STUDENTS

The University of Helsinki Language Centre organises on the first hand language courses that are required for the completion of degrees, i.e. courses in foreign languages and courses in the second national language of Finland (Swedish or Finnish). The language studies and number of credits required of international students vary from faculty to faculty. Therefore, please check the language requirements of your faculty from your Faculty's Study Affairs Office.

Other languages

The Language Centre offers a variety of language courses at different levels. These courses are open for all international students too. **Exchange students, however, do not have a right to attend any of the English courses** offered by the Language Centre. Please note that at the elementary level teaching is given mainly in Finnish. This applies to study materials, too. At the more advanced level, teaching and materials are in the language in question.

Finnish as a foreign language

Basic, intermediate and advanced Finnish courses are offered by the Department of Finnish, Finno-Ugrian and Scandinavian Studies at the Faculty of Arts. For more information, please see above.

REGISTRATION

You will find more information about the courses and the registration on the website: <http://www.helsinki.fi/languagecentre>. Registration is obligatory.

INDEPENDENT STUDIES IN THE ALEKSANDRIA LEARNING CENTRE

The Language Centre Self-Access Centre offers facilities and materials for

independent study in over 50 languages. The services are available for both degree and exchange students. Language tutors in eight languages are available for consultation once a week. You will find

more information about the language tutors, self-access learning and learning resources on the Language Centre website.

WEBOODI

WebOodi is an electronic information system where you as a student can: complete the annual registration to the university, see degree requirements, browse through study guides and courses on offer, register for courses and examinations, check your credits and order an unofficial transcript of your credits, and give course feedback. You can also update your contact information through WebOodi; as a student you must make sure that your address and phone number are up-to-date in the student register. In some faculties and departments WebOodi is also used as a tool to make a personal study plan (PSP, HOPS in Finnish). If this function is in use at your department, you will see a link to the personal study plan in the main menu of WebOodi.

WebOodi can be found at www.helsinki.fi/weboodi and you can use it both from home and on campus. You log in

to WebOodi with the same user name and password, which you use to log in to your university email account and the university intranet.

Instructions for using WebOodi can be found within the system. On the website of the ICT Driving Licence you will also find an introduction to WebOodi and its functions <http://www.helsinki.fi/tvt-ajokortti/english/material.htm> > The Computer Environment at the University of Helsinki > Planning your studies with WebOodi and Alma.

Some departments might not use WebOodi at all for registration to their courses and exams. More information on how to register for courses and exams can be found on the website of the department, in the study guide, on the notice board of the department or in the department office. If you cannot find the course you are looking for in WebOodi, contact your faculty or department office.

ICT DRIVING LICENCE

The ICT (Information and Communication Technology) Driving Licence (3 credits) is a course designed in cooperation with the University of Helsinki's Faculties, the IT Department and the Libraries.

The goal of the course is to make sure that each new student has the necessary ICT knowledge as well as the following skills:

1. Introduction to the use of computers
2. Computer environment at the University of Helsinki
3. Modifying and presenting data
4. Information retrieval
5. Information security and privacy protection.

To pass the course, the student has to do the following:

1. Study the course goals for each of the five ICT Driving Licence modules.
2. Take the entry level tests: the non-monitored tests (5 tests altogether) give the

student an estimate of his/her skills and instruct the student either to:

- a) Take the monitored examination directly (if the student has studied the on-line learning material in advance), or
 - b) Study the on-line course material on his/her own and then take the monitored examination, or
 - c) Participate in instruction arranged by his/her faculty, study the on-line course material and then take the monitored examination.
3. Take the ICT Driving Licence examination
 4. Answer the self-assessment questionnaire and give feedback about the course.

The examination dates and times vary according to the Faculty the student is registered in. Taking an examination usually requires advance registration. For

JOO AGREEMENT

All Finnish universities are parties to the Flexible Study Right Agreement (JOO), which provides undergraduate, graduate and post-graduate students of Finnish universities the opportunity to include courses or a block of minor studies from other universities into their degrees. With some restrictions, the national JOO agreement also applies to exchange students. It should be emphasised, however, that it is not acceptable for exchange students to complete all their studies at an institution, which they are not registered at.

The institutions within the JOO agreement are the following:

- Aalto University
- Academy of Fine Arts
- Lappeenranta University of Technology
- National Defence College
- Sibelius Academy
- Swedish School of Economics and Business Administration
- Tampere University of Technology
- Theatre Academy
- University of Eastern Finland
- University of Helsinki
- University of Jyväskylä
- University of Lapland
- University of Oulu
- University of Tampere

- University of Turku
- University of Vaasa
- Åbo Akademi University

Further information on the JOO agreement is available at the faculty study offices and at www.joopas.fi.

HOW TO APPLY:

1. First, go to your faculty's study office and discuss your studyplans with a study adviser responsible for the JOO application process in the faculty. The studies you apply for must be integrated into your programme at the University of Helsinki.
2. Different universities have different application procedures and dates. Most of the universities use the electronic application system JOOPAS but on some occasions you need to fill in the printable application form. You will find further information, the electronic application system and printable application form at www.joopas.fi.
3. The application is first processed in the faculty. If it is approved, it is sent to the target institution for consideration. The final decision is made there.
4. The right to complete courses is always granted for a fixed period. The study right is valid for a maximum of two academic years.

SUMMER STUDIES

Although there is no summer term, some instruction is arranged during the summer (June to August), and many departments and libraries operate through the summer vacation period. Some departments arrange examinations in the summer. In addition, the Open University arranges a number of courses included in the university degree requirements: unfortunately, the majority of these courses are not taught in English. The Language Services of the University offers Finnish courses for international students also in the summer, as does the Helsinki Summer University.

OPEN UNIVERSITY

Avoin yliopisto
P.O. Box 4 (Fabianinkatu 33)
00014 University of Helsinki
Tel. 09-191 22244, fax 09-191 22662
studentinfo@helsinki.fi
http://www.avoin.helsinki.fi/open_university/

Office hours: Please see the website of the Open University.

LANGUAGE SERVICES

Kielipalvelut
P.O. Box 4 (Vuorikatu 5A, 3rd floor)

00014 University of Helsinki
Tel. 09-191 23234, fax 09-191 22753
kielikeskus-kielipalvelut@helsinki.fi
<http://www.helsinki.fi/kksc/language.service/s/english/index.html>

Office hours: Mon-Fri 10:00-15:00

HELSINKI SUMMER UNIVERSITY

Helsingin kesäyliopisto
Kaisaniemenkatu 4A
00100 Helsinki
Tel. 020 779 2400, fax 020 779 2401
info@kesayliopistohki.fi
<http://www.kesayliopistohki.fi/>

Office hours: Please see the website of the Helsinki Summer University.

Helsinki Summer University offers e.g. Finnish courses for foreigners, language courses, university level courses and further education courses in various fields. Helsinki Summer University is **not affiliated with the University of Helsinki**.

HELSINKI SUMMER SCHOOL

Helsinki Summer School is a three-week academic event organised every August by the universities in Helsinki, Finland. Each year we give advanced degree students from over 60 countries an unforgettable learning experience that combines high quality academics with a wide range of cultural and social activities.

Our multidisciplinary courses aim at stimulating thought and intellectual development in an open and diverse environment. The organising faculty and the staff of HSS will be working with you to make sure that your stay in Helsinki will be as pleasant for you as it has been for previous participants of Helsinki Summer School. A city known for design, technology and its vibrant cultural life, Helsinki is sure to be the experience of a lifetime.

A consortium of all seven universities in the Helsinki Metropolitan Area supports Helsinki Summer School: the University of Helsinki, the Aalto University, the Hanken School of Economics, the Sibelius Academy, the Theatre Academy, the Academy of Fine Arts, and the National Defence University.

In summer of 2011, HSS will be offering 18 multidisciplinary courses designed for university and college students from all over the world. The language of study is English and the credits are transferable.

There are two stages in the application procedure. First, you submit the online application form. At the second stage, we will notify you of your acceptance by e-mail and ask you to pay the registration fee (50 euro for degree and exchange students at the University of Helsinki) within seven days. More information on prices, the application process, courses, accommodation, etc., you will find on the Helsinki Summer School website at www.helsinki Summerschool.fi.

NECESSARY SUPPLIES FOR STUDIES

COPY CARDS AND EXPRESS PRINT

Pikapainot

Tel. 09-701 0230 (switchboard)

- Pikapaino Keskusta (Vuorikatu 3)
- Pikapaino Viikki (Viikinkaari 11)
- Pikapaino Meilahti/Biomedicum (Haartmaninkatu 8)

For opening hours, please see the website of the Helsinki University Print, http://www.yliopistopaino.fi/en/contact_information.

The Helsinki University Print maintains hundreds of copiers throughout the University to be used by anyone studying or working here. All machines are operated with copy cards (kopiokortti), a magnetic stripe card. **Copy cards** are sold in the Express Print shops, in University Libraries and in the Yliopistokirjakauppa shops. It is possible to purchase cards with different copy quantities. More efficient machines (with sophisticated features), can be found in the Express Print shops. You can operate them with your copy card or have your documents copied by staff.

BOOK SHOPS

Yliopistokirjakauppa

Porthania (Yliopistonkatu 3)
Tel. 010 405 4390, fax 010 405 4392
porthania@yliopistokirja.fi
<http://www.suomalainenkirjakauppa.fi/yliopistokirjakauppa/>
Mon-Thu 9:00-18:00, Fri 9:00-17:00

Akateeminen kirjakauppa

Keskuskatu 1/Pohjoisesplanadi 39
Tel. 09-12141 (switchboard)
tilaukset@akateeminen.com
<http://www.akateeminen.com/>
Excellent selection of foreign books, magazines, and papers.

Suomalainen kirjakauppa

Aleksanterinkatu 23
Tel. 010 405 4200
helsinki.aleksi@suomalainenkk.fi
<http://www.suomalainen.com/>
Foreign books, magazines, and newspapers.

COMPUTER SHOPS

There are dozens of shops and department stores in Helsinki that sell computers. Some retailers might even give student discounts, when you show your Lyyra card.

ENROLMENT AND REGISTRATION

FIRST YEAR DEGREE STUDENTS

At the beginning of their first year at the University of Helsinki, all students enrol at their faculty's office. When enrolling, you are asked to fill in a Student Registration Form and the data you provide will be filed at the University's Student Register. All undergraduates and graduates (i.e. those without a Master's degree) are required to pay the annual Student Union membership fee and submit the bank transfer receipt. You are advised to take a photocopy of the receipt and the letter of acceptance, as these serve as a temporary certificate of your student status, while your registration is being processed. You will need them at various offices and service points at the University.

For postgraduate (Licentiate/PhD) students the Student Union fee is voluntary.

Note: If you have both an undergraduate/graduate and a postgraduate study right, then you have to pay the Student Union fee for undergraduate students.

More information on the Student Union fee and the amounts to be paid can be found on the Student Union website, <http://www.hyy.helsinki.fi/english/61/>.

REGISTRATION FOR EXCHANGE STUDENTS

Exchange students are automatically enrolled at the University of Helsinki once they have been accepted to study at UH.

For exchange students the Student Union fee is voluntary, but it is highly recommended that you become a member of the Student Union. By paying the Student Union fee you can access the student health care (does not apply to doctoral students), you can order a student card (the cost is 16.10 euro), you get discounts when eating at the Unicafe student cafeterias etc. For more information on the benefits of a Student Union membership, please see the website of the Student Union at <http://www.hyy.helsinki.fi/english/63/>.

You will receive more information on how to pay the Student Union fee together with your acceptance letter. You can pay the Student Union membership fee by bank transfer or in cash on the 1st and 2nd of September 2011 at the Welcome Fair of the University of Helsinki. At the Welcome Fair you can also present the original receipt to verify your previous payment.

SECOND YEAR AND BEYOND - DEGREE STUDENTS

Registration for attendance (or non-attendance) is obligatory for all students: undergraduates, graduates and

postgraduates in their second year and beyond. Registration for the upcoming academic year starts at the beginning of May and runs until August 31. After this date, you will have to re-enrol (See the section: Removal from Student Register). More information is available at the Student Services.

After you have completed your annual registration, you can collect your faculty's study guide, the student calendar and tags for your Lyyra student card at one of the offices of the Student Services. Tags for Lyyra cards will be available from August 1. Please note that the syllabus may not be in a book-form at all: some faculties publish programme information on the web only.

Further information on registration, the right to pursue studies, etc. is available in Alma (the intranet of the University of Helsinki) > In English > Students > Studies and teaching and in Flamma (from autumn 2011) > Contents and Services > For Students. Please note that you have to be a registered student of the University of Helsinki to access Alma and Flamma: you need a user identifier and a password to log in.

WEBODDI REGISTRATION

WebOodi (<http://www.helsinki.fi/weboodi/>) is the **preferable way of registering** as it is done fully on-line: **your registration is valid immediately**. If you have a user ID of the University of Helsinki and an Internet banking agreement with Nordea, Pohjola Bank, Sampo Bank, or Aktia, the easiest way to pay and register is via WebOodi. WebOodi will guide you through the registration process.

OTHER AUTOMATIC REGISTRATION OPTIONS

Automatic registration can be carried out from May 1 to August 31. Pay the Student Union (HYY) fee at a bank, with an ATM (maksut) or at home with an on-line bank service (<http://www.hyy.fi/maksu>, the page is in Finnish and Swedish). Your annual registration is automatically registered after the transaction at the Student Register, if you use your own **student number** as the reference number. The Lyyra student cards carry a student number (01+), as do, for example, transcripts. Students who use the

student number as a reference number **need not to register in person** at the Student Services or at some other offices on the campuses.

PAYMENT WITHOUT A STUDENT NUMBER AND PAYMENT FROM ABROAD

From May 1 to August 31 you may pay the Student Union fee by using the **general reference number** on the bank transfer. After paying the fee, you have to register yourself for attendance, no later than August 31, at the Student Services or at some other office that accepts registrations. In addition, those who pay the fee from abroad by international money transfer, have to remember to register as described above.

REGISTERING FOR NON-ATTENDANCE

Students who register for non-attendance must also inform the Student Services: this must be done between May 1 and August 31.

YEAR TAG FOR YOUR LYYRA STUDENT CARD

After registering you may collect the year tag (the annual registration tag) for your Lyyra student card at the Student Services. From August 15 to early September there is also a separate service point in the University's Main Building (Fabianinkatu 33) where you can collect the tag.

REMOVAL FROM THE STUDENT REGISTER AND RE-ENROLMENT

Students who have not registered for attendance or non-attendance by August 31, will be removed from the student register. More information on how to re-enrol is available at the Student Services. There is a re-enrolment fee of 35 euro.

REIMBURSEMENT OF THE STUDENT UNION FEE

If you have registered for a full academic year, but for some adequate reason cannot study in the second term, you may ask the Student Union to return half a year's fee to

you. At the Student Union Customer Service (Mannerheimintie 5 A, 2nd floor) you need to show your Lyra card and a cancelled registration stamp on your receipt of the Student Union fee or a bank account statement (tillote). You receive a

cancellation stamp at the Student Services. Please note that this should be done by January 15 at the latest. You should collect the money no later than January 31. More information is available at the Student Services.

ACT ON THE NORMATIVE DURATION OF STUDY

An amendment to the Universities Act limiting the duration of studies leading to a Bachelor's degree and a Master's degree came into effect on August 1, 2005. The act sets a limit to how long a time an individual degree student can spend on studies leading to a degree.

The act pertains to:

- new students, who have begun their studies in the 2005 - 2006 academic year or later,
- students, who have first begun their studies before the 2005 - 2006 academic year, but are given a new right to pursue degree studies in 2005 - 2006 or later.

An optimal duration has been imposed on the completion of degree studies. Various degrees have varying time limits. The regular duration of a combined bachelor's and master's degree is five (5) years: the first degree, a Bachelor's degree, should be completed in three (3) years, and after the

first degree, the Master's degree in two (2) years. In Dentistry, Medicine, Psychology and Veterinary Medicine there are diverging optimal durations.

Circumstances below are not included in the duration of degree studies:

- national military service
- maternity, paternity or parents' leave
- a maximum of two academic years (four terms) of absence from studies, if the student has registered as not attending.

If the degree is not completed within the defined time limit, the student may apply for an extension. The application for extension must include a realistic schedule for completing the degree. The attached study plan must indicate study modules the student plans to complete and a timetable for the completion of them.

More information is available at the faculty offices.

ETAPPI – CHECKPOINT SYSTEM

The University of Helsinki uses a system of checkpoints (ETAPPI-järjestelmä in Finnish) to support smooth study progress and, consequently, the timely completion of degrees.

In this system of checkpoints, study progress is monitored by assessing the accumulation of credits. The faculties determine the minimum number of credits required at each checkpoint. Study progress is supported by means of a personal study plan and supervision.

The study progress checkpoints are the following:

1. The first assessment is done at the conclusion of **the third teaching period** during the first year of studies leading to the

Bachelor's degree (which takes three years to complete).

2. The second assessment takes place **three years** from the commencement of studies leading to the **Bachelor's** degree.

3. The third is carried out about **four years** from the commencement of studies leading to the **Bachelor's** degree.

4. The first checkpoint for Master's level studies is **two years** from the commencement of studies leading to the **Master's** degree.

5. The second checkpoint for Master's level studies is **three years** from the commencement of studies leading to the **Master's** degree.

At each checkpoint, students are offered personal study guidance by their

faculties and departments. Students are informed of the assessment of their study progress well in advance in the spring to allow them enough time to update their study plans and receive study guidance before the deadline for registration for the following academic year. At checkpoints two to five an approved study plan is a requirement for registering as an attending student for the following academic year.

In the fields of Veterinary Medicine, Dentistry and Medicine, where students

take longer to graduate due to the broad scope of their degrees, the faculties will determine when study progress is checked.

The Etappi checkpoint system will be renewed at the beginning of the year 2012. For further information, please see the Alma Intranet > Students > Studies and teaching > Study Progress and from autumn 2011 the Flamma Intranet > Contents and services > For students.

MONITORING OF POSTGRADUATE (PHD) STUDIES

The University of Helsinki launched the monitoring of postgraduate students' study progress in 2007 (Decision of the University Senate on June 7, 2006 and Rector's Decision No. 234/2006). Consequently, the faculties monitor the progress of their postgraduate students through the Student Register. By the monitoring of the study progress and supervision that is offered, the University hopes to support and promote the smooth progress of postgraduate

studies and completion of degrees. The monitoring system applies to all postgraduate students enrolled at the University of Helsinki, with the exception of students completing specialists' degrees at the Faculty of Medicine. The monitoring of study progress has no effect on the right to pursue a degree at the University.

LYYRA - STUDENT CARD

Membership of the Student Union (HYY) provides you with many benefits and services. One of the major benefits of membership is a student card and all the services you can enjoy with it. HYY's membership card is a Lyyra student card.

The Lyyra student card is a plastic laminated smart card with

- Your picture
- Your name
- Your date of birth
- An abbreviation of the faculty you study in
- Student Union's membership tag that must be renewed each year when you register again
- University sports tag (if you have purchased one, also to be renewed each year)
- Student nation tag (if you belong to one).

The Student Card is a smart card, which combines the national student card (SYL card) and the University Library card (HELKA card) as well as an account based

electronic cash facility. Lyyra card's payment feature allows you to pay with your student card for goods and services in all the service points of UniCafe restaurants and Old Student House.

An updated list of all the service points where you can use your student card for purchases is available at www.lyyra.fi. As a member of the Student Union, you will get discounts on most purchases made with your Student Card.

The Lyyra-campus a.k.a. Lyyra's online service is a virtual meeting point for the higher education community, where you among other things can:

- keep track of your Lyyra card transactions and transfer money to your Lyyra account from your online bank
- find the local and national student benefits that you are interested in and rate them
- look for a rental flat or roommate or leave your own housing ad
- look for and find your student friends, make new friends and set up groups

- read messages from the university community and its partners for news on the latest benefits and what's going on in the student world

- discuss and ask about all subjects related to students and studying
- and much more!

You are entitled to a student meal discount by showing your student card. When paying your meal and other purchases with the Student Card you get also an extra discount in the cafeterias inside the University (UniCafes). You will find the card valuable when you compare the UniCafes' meal prices to Helsinki's restaurants. Using your Student Card as a payment card is easy.

You can load credit on your Lyyra account at the website <http://www.lyyra.fi/> or at the cash registers of the UniCafe restaurants.

What's more, you'll (with the exception of postgraduate/PhD students) have convenient access to the services provided by the Finnish Student Health Service (FSHS) – consultations with general practitioners are free of charge, while specialist physician services are provided at a low cost. In addition, it qualifies you for discounts on school supplies, travel, local transportation and event admissions. To receive various student discounts in Helsinki and elsewhere in Finland, you must present your Student Card. With this card, you receive discounts on long distance railway and bus travel (with the exception of postgraduate/PhD students),

at the theatre, opera, concerts, and even in some stores.

HOW DO I GET MY STUDENT CARD?

It is recommendable to apply for a student card upon arrival in Helsinki, when the university registration and the Student Union membership are completed.

Order the LYYRA card from www.lyyra.fi. You'll need a digital photo to order the card. The price of the card is 16.10 euro (a Lyyra-ISIC combination card is 36.60 euro). After ordering the card you can log into the portal and find out more about your membership benefits. If you're a foreign student and don't have a Finnish ID number, you'll need to have a student number to order the Lyyra card. The University will provide you with a student number.

1. Fill in the application form in the website <http://www.lyyra.fi>. You will find all the information you need on the site. The instructions are also in English.

2. You should get your card within 3 weeks if everything is in order with your card order. You can follow the progress of your card order in your personal Lyyra-campus profile.

3. Collect your card at the Student Card Office (New Student House, Mannerheimintie 5 A). Check office hours at <http://www.hyy.helsinki.fi/english/>.

4. If you have questions about the Student Card, you can send an enquiry to lyyra@hyy.fi or call 050 551 6146.

STUDENT SERVICES

STUDENT SERVICES ON THE CAMPUSES

Opiskelijaneuvonta kampuksilla

City Centre Campus

(Main Building, ground floor)
P.O. Box 3 (Fabianinkatu 33)

00014 University of Helsinki
Tel. 09-191 22244
Fax 09-191 22662
studentinfo@helsinki.fi

Office hours: Mon 10:00-16:30, Tue 10:00-15:30, Wed 9:00-16:30, Thu & Fri 10:00-15:30

In the summer (June - middle of August):
Mon & Wed 10:00-15:30, Tue, Thu & Fri 10:00-15:00

Kumpula Campus

PL 44 (Jyrängöntie 2)
00014 University of Helsinki
Tel. 09-191 50066 and 191 50065
Fax 09-191 50070
sci-info@helsinki.fi

Office hours: Mon-Fri 10:00-15:00 or by appointment.

For changes in the opening hours, please see <http://www.helsinki.fi/neuvonta/english/>.

The offices of the Student Services are located on two of the four campuses of the University of Helsinki. They act as gateways to the services at the University and they can help you find the right person or office. Annual registrations are also carried out at the Student Services.

The Student Services supply faculty programme books and student calendars (in Finnish and Swedish) upon proof of university acceptance and Student Union membership payment. You may also acquire transcripts, certificates of attendance, discount coupons for transportation and travel, as well as authorised certificates for various purposes at the Student Services.

CHANGE OF ADDRESS

Since your contact information for university use is always obtained from the Student Register, you have to take care that your contact information is up to date. The easiest way to change your address is through WebOodi. If you do not have a user ID for the networks of the University, you can give your new address by e-mail (studentinfo@helsinki.fi) or phone (tel. 09-191 22244 or 191 50066) to the Student Services.

CHANGE OF PERSONAL IDENTITY (I.E. SOCIAL SECURITY) NUMBER

The University of Helsinki gives all international students a temporary identity number to be used exclusively within the University. If you obtain the official identity number, you should give the number on the certificate (from Maistraatti, see Section IV) to the Student Services immediately. This change cannot be made through WebOodi.

A good idea is first to contact the Student Services, if you are not quite sure where to look for the information.

DISABLED STUDENT SERVICES

Vammaisten opiskelijoiden palvelut

Disabled Student Adviser
P.O. Box 3 (Fabianinkatu 33)
00014 University of Helsinki
Tel. 09-191 22796, fax 09-191 22662
vammaisneuvonta@helsinki.fi

The Student Services offers services for disabled students who may need help with the arrangements for participating in examinations etc.

CAREER SERVICES

Urapalvelut

P.O. Box 3
(Main building, Fabianinkatu 33, ground floor)
FI-00014 University of Helsinki
Tel. 09-191 22125, fax 09-191 22143

urapalvelut@helsinki.fi
<http://www.helsinki.fi/urapalvelut/english>
and <http://www.aarresaari.net/english>

Office hours: Mon-Fri 13:00-15:00 (or by appointment)

The aim of the Career Services is to ease students' transition into the working life. We provide services for students, recent graduates and Alumni members of the University of Helsinki. Our services for students include advice and information on job hunting, career planning, internships in Finland and abroad, graduate destinations etc. Career management skills training (Curriculum for Career –course) is available for international degree students and staff. You'll find up-to-date information about events and workshops as well as the latest job openings on the Career Services' website.

INTERNATIONAL EXCHANGE SERVICES

Kansainvälisen vaihdon palvelut

P.O. Box 3 (Fabianinkatu 33, ground floor)
FI-00014 University of Helsinki
Fax +358-9-191 22176

Consultation hours of the Student Exchange Coordinators: Mon-Thu 10-15:30.

The International Exchange Services provides services for both incoming and outgoing exchange students at the University of Helsinki.

E-mail addresses and phone numbers of the coordinators

erasmus@helsinki.fi, tel. +358-9-191 22441/22178 (Erasmus exchanges; incoming/outgoing)

nordplus@helsinki.fi, tel. +358-9-191 22178/22441 (Nordplus/Nordlys exchanges; incoming/outgoing)

studentexchange@helsinki.fi, tel. +358-9-191 22177/22241 (University-wide agreements / other programmes, incoming)

ulkomailloopiskelu@helsinki.fi, tel. +358-9-191 22177/22241 (University-wide agreements / other programmes, outgoing)

UH Intranet-site for outgoing exchange students:

<https://alma.helsinki.fi/doclink/63794>
(Students > Studies and teaching > Study Abroad)

In Flamma (from autumn 2011) > Contents and Services > For Students.

Website for incoming students

<http://www.helsinki.fi/exchange/>

INTERNATIONAL ADMISSIONS SERVICES

Hakijapalvelut

Mr Robert Ramberg
Admissions Adviser

Admissions Services
P.O. Box 3 (Fabianinkatu 33, 1st floor)
FI-00014 University of Helsinki

Consultation hours:

Tue-Fri 12:00-15:30 (during application periods)

Tue-Fri 12:00 -14:00 (outside application periods)

At other times consultation by appointment

Tel. +358-9-191 22604
Fax +358-9-191 22291

admissions@helsinki.fi
<http://www.helsinki.fi/admissions>

Responsibilities:

- Customer service for applicants for degree programmes and free-mover visiting students (email, telephone and personal visits)
- Production and development of application materials (printed and on-line guides)
- Development of admissions information on the Web
- Development of the application and admission procedures

INTERNATIONAL STAFF SERVICES

International Staff Services
Kansainvälinen henkilöstöhallinto
P.O. Box 3
(Administration Building, Yliopistonkatu 4,
3rd floor)
FI-00014 University of Helsinki

Fax +358-9-191 23993

int-staff@helsinki.fi
www.helsinki.fi/intstaff and
<https://alma.helsinki.fi/tab/147722>

International Staff Services at the University
of Helsinki provides assistance and

services for all international personnel at
the University of Helsinki. This includes
personnel coming to work in Finland from
abroad and going to work abroad from
Finland. The main objective of the services
is to distribute information and assist in the
preparation and practical matters of living in
Finland/abroad. The services are available
online, via e-mail, phone and also in person
at the administration building on the central
campus as well as in the Töölö Towers.

The services are available for all
international personnel working for the
University of Helsinki in Finland or abroad,
regardless of the length of their
employment or the source of funding.

STUDY OFFICES OF THE FACULTIES

Each faculty has its own Study Office
(opintotoimisto/kanslia), where the Study
Advisers (opintoneuvojat) are available for
consultation on issues concerning curricula,
examinations, degrees and course
requirements. The International
Coordinators (kansainvälisten asioiden
suunnittelijat) listed below are available for
international students. If you are unable to
contact your faculty personnel during
consultation hours, please make an
appointment. **Summer hours may vary:**
check your faculty's website for them.

FACULTY OF AGRICULTURE AND FORESTRY

Maatalous-metsätieteellinen tiedekunta

International students: the International
Coordinator, Ms Sari Mikkola is available
for consultation by appointment at the
Infocentre (Infokeskus) in Viikki,
tel. +358 (0)9 191 58247, [mmtdk-
international@helsinki.fi](mailto:mmtdk-international@helsinki.fi).

Study Office
P.O. Box 62
(Viikinkaari 11, Infokeskus, 3rd floor)
00014 University of Helsinki
Tel. +358 (0)9 191 58449
<http://www.helsinki.fi/af-faculty/>

Office hours: Mon-Fri 12:00-14:00

FACULTY OF ARTS

Humanistinen tiedekunta

Consultation for international students, tel.
+358 (0)9 191 22382, [hum-international
@helsinki.fi](mailto:hum-international@helsinki.fi), by the International Student
Adviser, Ms. Päivi Piispa. For consultation
hours, please see the faculty website.

Study Office
P.O. Box 3 (Fabianinkatu 33)
00014 University of Helsinki
Main Building, 2nd floor
Tel. +358 (0)9 191 22382, 191 22348
<http://www.helsinki.fi/hum/english/>

FACULTY OF BEHAVIOURAL SCIENCES

Käyttäytymistieteellinen tiedekunta

International students: the International
Relations Officer, Mr Turka Lavaste is
available for consultation by appointment,
tel. +358 (0) 9 191 20504, [kaytt-
intl@helsinki.fi](mailto:kaytt-intl@helsinki.fi).

Study Office
P.O. Box 9 (Siltavuorenpenger 5 A, 2nd
floor)
00014 University of Helsinki

Tel. +358 (0)9 191 20509, 191 20510
kaytt-neuvonta@helsinki.fi
<http://www.helsinki.fi/behav/english/index.htm>

Office hours: Mon, Tue & Thu 12:00-15:00,
Wed 14:00-17:00

FACULTY OF BIOLOGICAL AND ENVIRONMENTAL SCIENCES

Bio- ja ympäristötieteellinen tiedekunta

International students: International Affairs Officer, Ms Heli Kinnunen, is available for consultation on Mon-Fri 12:00-15:00 or by appointment (call or send an e-mail), tel. +358 (0)9 191 57567, bio-sci@helsinki.fi.

Faculty Office

P.O. Box 56 (Biokeskus 1, Viikinkaari 9)
00014 University of Helsinki
Tel. +358 (0)9 191 57570
<http://www.helsinki.fi/bio/faculty/>

Office hours: Mon-Fri 12:00-15:00

FACULTY OF LAW

Oikeustieteellinen tiedekunta

Exchange and International Master's Degree Programme: Study Secretary, Ms Mervi Muru is available for consultation Tue, Wed, Thu 9:00-11:30, tel. +358 (0)9 191 23204, law-incomingstudents@helsinki.fi, llm-info@helsinki.fi.

International cooperation: International Affairs Coordinator, Ms Teija Isotalo is available for consultation Tue and Thu 9:00-11:30, tel. +358 (0)9 191 22148, law-international@helsinki.fi.

Faculty Office

(room P357)
P.O. Box 4 (Yliopistonkatu 3, Porthania, 3rd floor)
00014 University of Helsinki
Tel. +358 (0)9 191 22477
<http://www.helsinki.fi/law/>

Office hours: Mon-Fri 9:00-12:00

FACULTY OF MEDICINE

Lääketieteellinen tiedekunta

International students: the Academic Affairs Officer (undergraduate admissions and international affairs), Ms Niina Tapanainen is available for consultation by appointment, med-studentaffairs@helsinki.fi, tel. +358 (0)9 191 26627.

Study Office

P.O. Box 20 (Tukholmankatu 8B, 5th floor)
00014 University of Helsinki
Tel. +358 (0)9 191 26620
<http://www.med.helsinki.fi/english/>

Office hours: Mon-Thu 9:00-11:00 and
12:00-15:00, closed on Fri

FACULTY OF PHARMACY

Farmasian tiedekunta

International students: the International Affairs Officer, Ms Heli Kinnunen, is available for consultation on Mon-Fri 12:00-15:00 or by appointment (call or send an e-mail), tel. +358 (0)9 191 57567, pharmacy-int@helsinki.fi.

Faculty Office

P.O. Box 56 (Biokeskus 1, Viikinkaari 9)
00014 University of Helsinki
Tel. +358 (0)9 191 59137
<http://www.helsinki.fi/pharmacy/>

Office hours: Mon-Fri 12:00-15:00

FACULTY OF SCIENCE

Matemaattis-luonnontieteellinen tiedekunta

International students: the Planning Officer of Academic Affairs is available for consultation Mon-Fri 10:00-15:00, tel. +358 (0)9 191 50062, sci-info@helsinki.fi.

Study Office

P.O. Box 44 (Jyrängöntie 2)
00014 University of Helsinki
Tel. +358 (0)9 191 50065
<http://www.helsinki.fi/facultyofscience/>

Office hours: Mon-Fri 10:00-15:00 (or by appointment)

FACULTY OF SOCIAL SCIENCES

Valtiotieteellinen tiedekunta

International students: the International Coordinator, Ms Marianne Järveläinen is available for consultation Wed 13:00-15:00 tel. +358 (0)9 191 24807, soci@helsinki.fi.

A list of contact persons for international students in the various departments of the Faculty of Social Sciences is available at http://www.helsinki.fi/socialsciences/studying/current/exchange_coordinators.html.

Study Office

P.O. Box 54 (Unioninkatu 37)
00014 University of Helsinki
Tel. +358 (0)9 191 24812, fax 191 24835
<http://www.helsinki.fi/socialsciences/>

Office hours: Mon-Fri 9:00-11:00 and 12:00-14:45

SWEDISH SCHOOL OF SOCIAL SCIENCE

Svenska social- och kommunalhögskolan

International students: the International Planning Officer is mainly available for consultation Tue-Thu 12:00-15:00, but also by appointment, tel. +358 (0)9 191 28406, sskh-international@helsinki.fi.

Study Office

P.O. Box 16 (Snellmangatan 12)
00014 Helsingfors universitet
Tel. +358 (0)9 191 28412
<http://sockom.helsinki.fi/international/>

FACULTY OF THEOLOGY

Theologinen tiedekunta

International students: Planning Officer has consultation hours on Thursdays from 12:30-14:00 or by appointment (call or send an e-mail), tel. +358 (0)9 191 24016, theology@helsinki.fi.

Study Office

P.O. Box 33 (Aleksanterinkatu 7)
00014 University of Helsinki
Tel. +358 (0)9 191 22699, fax 191 22106
<http://www.helsinki.fi/teol/english/>

Office hours: Mon, Tue, Thu & Fri 10:00-11:30 and 12:30-14:00 (closed on Wed)
Phoning hours: Mon, Tue, Thu & Fri 9:15-10:00

FACULTY OF VETERINARY MEDICINE

Eläinlääketieteellinen tiedekunta

International Students: International Planning Officer, Ms Janna Koivisto is available for consultation by appointment, tel. +358 (0)9 191 57156, mobile +358 (0)50 4154480, int-vet@helsinki.fi.

Study Office

P.O. Box 66 (Agnes Sjöbergin katu 2)
00014 University of Helsinki
Tel. +358 (0)9 191 57158, fax. 191 57161
<http://www.vetmed.helsinki.fi/english/index.htm>

Office hours: Mon-Thu 9:00-15:00

VARIOUS SERVICES AT THE UNIVERSITY

UNISPORT

UniSport provides everything an active, or one about to become that, person requires. We offer sports in a convivial academic atmosphere near your home and places of work or study. UniSport service points are located at Aalto University's Töölö and Otaniemi campus sports centres and at the University of Helsinki's City Centre,

Kumpula, Meilahti and Viikki campus sports centres.

OUR SERVICES

Group training

A fun group makes all the difference. Even the toughest of tempos seems manageable and the instructor makes sure the workout targets exactly what it is supposed to. Choose from aerobics and other fitness

classes, yoga, feldenkrais and a variety of different dances.

Gym

High quality gyms at the administration building, Kumpula Sports Center and Meilahti Sports Centre as well as a smaller gym at the Viikki Sports Centre are open during customer service hours.

Ball sports

Choose from badminton, squash, volleyball, basketball, indoor football (futsal), tennis, ultimate, etc. Play with a friend, join our open trainings or book a time for your own team.

Club activities

Interested in sports club activities and competing? The university's sports clubs are the right option for you. A number of martial art clubs and ball sports clubs train at our facilities. Contact them to find out schedules for beginners' courses and weekly trainings.

Wall climbing

Challenge yourself in wall climbing at the Kumpula Sports Centre!

COURSES

Courses in various sports guarantee an easy way of getting to know new sports or leaning more - from jazz dance to snowboarding! The courses are chargeable.

INDIVIDUAL SERVICES

Personal instruction

You can also book times for fitness testing and individual workout programs.

Massage

Relax and enjoy a massage, shiatsu or aroma therapy.

CUSTOMISED SERVICES

Ask for customised services for groups or individuals in any sports from our selection.

THE SPORTS FEE AND PER-VISIT FEES

The sports fee card and per-visit payments will give you access to top quality gyms, a full range of group training and you can participate in guided and general practices

in ball sports. Check out our offering and prices and find the one for you! www.unisport.fi.

GETTING STARTED

Visit one of our sports centres and try it out! Remember to bring proof of your student or staff status. Our customer service staff will register you in our system and you can start booking services online.

SPORTS FACILITIES AND CUSTOMER SERVICE

Tel: 09-191 22151 (Mon-Fri 8:45-22:00, enquiries regarding all facilities)

www.unisport.fi

info@unisport.fi

Centre Campus

- Administration building (Hallintorakennus), Fabianinkatu 20 C
- Porthania, Yliopistonkatu 3

Kumpula Campus

- Kumpula Sports Centre (Kumpulan liikuntakeskus), Väinö Auerin katu 11

Meilahti Campus

- Meilahti Sports Centre (Meilahden liikuntakeskus), Meilahdentie 2 B

Otaniemi Campus

- Otahalli Sports Centre, Otaranta 6

Töölö Campus

- School of Economics (Kauppakorkeakoulu), Ilmarinkatu 1

Viikki Campus

- Viikki Sports Centre (Viikin monitoimitalo), Maakaari 3
- Viikki Teacher Training School (Viikin normaalikoulu), Kevätkatu 2

Please check opening hours from our website or by phone.

OUR OFFERING IS SURE TO HAVE SOMETHING FOR EVERYONE.

Take a fancy to one sport, or boldly fall in love with several at once. It's all good!

CENTER FOR INFORMATION TECHNOLOGY

The Center for Information Technology provides students with computer facilities. In order to be able to make the most of the services (e.g. have access to the University Intranet) you need to have a user account.

Center for Information Technology web page: www.helsinki.fi/atk/english/.

User account

A user account is the key to the University's IT services. The user account includes a user ID and password, an e-mail address, disk space on a server, a printing quota of 400 sheets per term and access to various programs. The foreign students should contact the User accounts offices of the Center for Information Technology to get a user account. Alternatively new students can also activate their accounts by using Finnish Internet bank account or an electronic Finnish Identity Card.

User accounts offices

- City Center Campus: Learning Center Aleksandria, Fabianinkatu 28, 2nd floor, room 233
- Kumpula Campus: Physicum, Gustaf Hällströmin katu 2a, D wing, 2nd floor, room D220
- Meilahti Campus: Biomedicum, Haartmaninkatu 8, ground floor, room BP08b
- Viikki Campus: Info Centre Korona, Viikinkaari 11, 3rd floor, room 314

Opening hours:

www.helsinki.fi/atk/english/accounts/servicepoints.html

Further information about user accounts:
www.helsinki.fi/atk/English/accounts/

Rules for the use of University of Helsinki information systems

All users of the University's computer facilities have to follow a set of rules that you should acquaint yourself with: www.helsinki.fi/atk/English/rules.html.

Fresmen pages

The purpose of the freshmen pages is to introduce the Center for Information Technology services to new students and to

lower the threshold to start using these services.

www.helsinki.fi/atk/english/freshmen/

Help and guidance

The Center for Information Technology's task is to help and guide staff and students at the University in all issues with computers that are related to studying, teaching, or research.

www.helsinki.fi/atk/English/guidance/

IT Helpdesk

- helpdesk@helsinki.fi
- Tel. (09) 191 55555
- Mon-Fri 8:00-17:00
- www.helsinki.fi/helpdesk

In person

- City Center Campus:
Learning Center Aleksandria, Fabianinkatu 28, 2nd floor, room 233
Learning Center Minerva,
Siltavuorenpenger 5A, K2 floor
- Viikki Campus: Info Center Korona,
Viikinkaari 11, 3rd floor, room 314

For more information on contact information, opening hours and facilities as well as exceptions to customer service, see www.helsinki.fi/atk/English/clabs/helphours.shtml.

Laptop Helpdesk

The Center for Information Technology provides guidance and support for students in laptop related problems. The specific focus of the laptop helpdesk is to assist laptop users with software and hardware-related issues.

Contact information: Learning Center Aleksandria, Fabianinkatu 28, 2nd floor, room 231.

www.helsinki.fi/atk/English/guidance/laptop/

ICT Driving Licence

The ICT (Information and Communication Technology) Driving Licence (3 credits) is a course designed in cooperation with the University of Helsinki's Faculties, the Center for Information Technology and the Libraries. The goal of the course is to make sure that each new student has the necessary ICT knowledge.

Every faculty has its own schedule for carrying out the ICT Driving Licence.

Contact your faculty to get more information about the schedules.

For more information, see:
www.helsinki.fi/tvt-ajokortti/english/.

Computer labs

There are numerous Windows workstations available at the computer labs. A great variety of application software, printing services (a printing quota of up to 400 sheets per term (August 1 to January 31 and February 1 to July 31)), and server storage capacity as well as guidance and advice are available at the labs.

Available applications include text processors, web browsers, statistical analysis programs and many other programs. Some of the computer labs also have scanners and multimedia computers with graphics and desktop publishing applications.

Use of applications and printers should always be university-related - commercial use is strictly prohibited.

A student can also apply for a keycard to use some computer labs outside the opening hours. For more information, see: www.helsinki.fi/atk/english/accounts/keycards.html

Addresses and opening hours: www.helsinki.fi/atk/english/clabs/openinghours.shtml.

HUPnet

Helsinki University Public network (HUPnet) is a network, which everyone who has an account in university can log in to with his/her own computer. No special software is required. The connection to the Internet and to the University network is opened via web browser authentication.

HUPnet can be used wirelessly through WLAN or with an ethernet network adapter. Connection points at the University are marked with a HUPnet-logo.

www.helsinki.fi/atk/yhteydet/hupnet/index_en.html

Software distribution service

Enrolled students of the university can also download some applications for personal use from the Software distribution service. These include SPSS, SAS, F-Secure Antivirus (FSAV Client Security), VPN software, ArcGIS and others.

License agreements and registration codes as well as the installation packages can be found at: www.helsinki.fi/atk/ohjelmistojakelu/.

LEGAL AID FROM LAW STUDENTS' ASSOCIATION (Pykälä ry)

Committee for Legal Help
(Oikeusapuvaliokunta)

Aid and advice in legal matters are free of charge for students and available by mail, e-mail, telephone or in person. The Committee for Legal Help doesn't prepare documents but it can counsel in these matters and look through drafted documents.

Consultation hours during the academic term: Mon and Wed 17:00-19:00. Summer consultation hours will be announced in the spring on the law students' association's web page: <http://www.pykala.fi>.

Please contact us:
E-mail: oikeusapu@helsinki.fi
Tel: (09) 278 5005
Address: Mannerheimintie 3 B, 5th floor, 00100 Helsinki (Old Student House)

EQUALITY COMMITTEE

Tasa-arvotoimikunta

Human Resources and Legal Affairs
P. O. Box 33 (Yliopistonkatu 4, 3rd floor)
Tel. 09-191 24292, fax 191 23993
tasa-arvovastaava@helsinki.fi
alma.helsinki.fi/doclink/96613
<http://www.helsinki.fi/henkos/tasa-arvo/index.htm> (in Finnish)

Chairperson: 1st Vice-Rector, Ulla-Maija Forsberg

Equality issues at the University of Helsinki are coordinated by the Equality Adviser. The main task of the Equality Committee of the University of Helsinki is to promote equality within the University. The Committee comprises 13 members and 13 deputy members. The 1st Vice Rector, Ulla-Maija Forsberg, chairs the Committee. The University of Helsinki Equality and Diversity Plan 2010-2012 is available in English on the Committee's website.

HARASSMENT SITUATIONS

In harassment situations, sexual or otherwise, students may turn to the Student Union's (HYY's) Secretary for Social Affairs, Ms Sofia Lindqvist (tel. 050 5439605) or Secretary for Cultural Affairs Mr Ville Sinnemäki (tel.050 5372831). Harassment contact persons can also be contacted by e-mail at: hairintayhdyshenkilo@hyy.fi. The e-mail reaches both of them. More information: <http://www.hyy.helsinki.fi/english/122>.

Staff members may contact the Equality Adviser. You may also acquire instructions on how to function in harassment situations from the Equality Adviser.

CHILDCARE

Lapsiparkki

The Student Union offers short-term childcare for its members' children at Vironkatu 1. The Student Union Crèche Lapsiparkki is open Mon-Thu 8:00-16:00 and Fri 8:00-14:00. The maximum time per child is three hours and the fee is 3 euro

per hour. The child has to be a minimum of six months to attend the child care. You should reserve a place very early in advance from the nanny at lapsiparkki@hyy.fi. The crèche is often fully booked, so please remember to cancel your reservation, if you do not need the child care! Otherwise you might have to pay for it. For more information contact the nannies, Mrs Marika Dolivo and Mrs Katariina Haikala-Tikander at lapsiparkki@hyy.fi, tel. 050 303 8333 or the Secretary for Social Affairs of the Student Union, Mrs Katja Långvik, katja.langvik@hyy.fi, tel. 050 543 9608.

UNIVERSITY CHAPLAIN

Yliopistopappi

If you need someone to talk to you can make an appointment with the university chaplain, the Reverend Leena Huovinen (leena.huovinen@evl.fi, tel. 050 301 9613) or the Reverend Laura Mäntylä (laura.mantyla@evl.fi, tel. 050 591 9874).

HELSINKI UNIVERSITY LIBRARY

Welcome to use the information and library services of the University of Helsinki!

The Helsinki University library offers the most extensive collections of printed and electronic materials in Finland. Majority of the printed collections are available to all individuals for local use. Information about collections and availability of materials is available on the HELKA online catalogue at <http://www.helsinki.fi/helka/english>.

A HELKA library card is required to borrow library materials, as well as for online reservations and renewals. The card can be applied for at any HELKA library service desk, where the applicant must present a valid identification. A Finnish personal identity number is also required. Foreign students of the University of Helsinki will receive this number from the student registration office, whereas other foreign nationals should contact the local register office (maistraatti). Please note that the borrower is always responsible for the

library material until it has been returned to the library it was borrowed from. If loans are not returned or renewed by the due date, a daily overdue fee will be charged. Furthermore, borrowing privileges are subject to temporary withdrawal if loans are significantly late (usually 14 days), or the amount of unpaid fees is 15 euro or more.

Online library resources, such as databases, are accessible from library computer stations. NELLI information seeking portal at <http://www.nelliportaali.fi> provides a single interface to manage electronic materials from a wide range of information resources. Please note that the use of electronic materials may be restricted; terms of use of individual materials are available online - please contact your librarian if necessary. Remote access to online resources is available only to the students and staff of the University of Helsinki, either through NELLI Portal or a VPN connection.

The libraries provide information skills training in the academic fields of the

university. Information specialists can be consulted on designated office hours or by appointment, in most cases free of charge. Courses on academic information seeking are also available in English. For more information, please refer to the libraries' information skills training web pages at <http://www.helsinki.fi/library/training/>.

The libraries also supply computer stations and study rooms, both for quiet independent studying and for group work.

LIBRARY LOCATIONS AND CONTACT INFORMATION

The Helsinki University Library comprises the City Centre, Kumpula, Meilahti and Viikki campus libraries. For more information, please refer to the library's web pages, at <http://www.helsinki.fi/library/>.

City Center Campus Library provides services in 11 libraries. In 2012 the City Centre Campus Library will open in the new Kaisa Building in Kaisaniemi. The library serves all interested in the fields of humanities and social sciences.

The Undergraduate Library provides material and information services primarily for the City Centre undergraduate students.

Access: Fabianinkatu 32
Tel. (09) 191 23920 (Mon-Fri 10:00-18:00)

The other libraries of the City Centre Campus Library care for materials mainly in their own subject area. More information about libraries and their locations on the City Centre Campus:
<http://www.helsinki.fi/library/citycentre/about/libraries.html>.

Kumpula Science Library provides user services in the fields of physics, geologic and atmospheric sciences, chemistry, geography, mathematics and statistics, computer science and astronomy. The library offers information literacy courses at basic and discipline-specific levels.

Access: Gustaf Hällströmin katu 2
(Kumpula, Helsinki)
Web page:
<http://www.helsinki.fi/library/kumpula/>

Tel. (09) 191 50881 (Information and renewals)

The Meilahti Campus Library Terkko is the faculty library and information service centre of the University of Helsinki's Faculty of Medicine. Terkko also provides medical and professional information services for the Helsinki University Central Hospital and serves as the Information Service Centre for the World Health Organisation in Finland.

Access: Haartmaninkatu 4
Web page:
<http://www.helsinki.fi/library/terkko/>
Tel. (09) 191 26643 (Information and renewals)

Viikki Campus Library's primary target groups are students and staff on Viikki Campus. The collections and services are available to anyone. The library focuses on the following subject areas: ecology and environmental sciences, food sciences and nutrition, veterinary medicine, pharmacy, agricultural sciences, forest sciences, molecular biosciences, economics and social sciences.

Access: Viikinkaari 11, Viikki Info Centre, Helsinki
Web page:
<http://www.helsinki.fi/library/viikki/>
Tel. (09) 191 58040 (Information and renewals)

The National Library of Finland has extensive collections in the fields of humanities and social sciences and large collections of periodicals, manuscripts, microfilms, maps, music, and other special materials. The collections include:

- National Collection
- Slavonic Library - collection dates from the time of the Russian Empire
- Music Library and the Finnish National Sound Archive
- American Resource Center - operated by the United States Embassy in Helsinki in partnership with The National Library of Finland.

Access: Unioninkatu 36
Web page: <http://www.nationallibrary.fi>
Tel. (09) 191 23196

NON-UNIVERSITY LIBRARIES AND CULTURAL CENTRES

HELSINKI CITY LIBRARY

The extensive services and collections of Helsinki City Library are available to everyone and free of charge. The library is part of the HelMet library network (Helsinki Metropolitan Area Libraries) consisting of all the public libraries in the capital region. Customers have access to both national and international library networks and can very often find materials unavailable, reserved or in use in the university libraries. You are never far from a public library; apart from the main library in Itä-Pasila, there are nearly 40 branch libraries in Helsinki.

LIBRARY SERVICES

To obtain a HelMet Library card and user ID, you need a valid identification card with your photograph and date of birth. In addition, you need to give your address in Finland. A **HelMet Library Card** can be used for borrowing books and other materials from the Helsinki, Espoo, Kauniainen and Vantaa City Libraries.

In addition to lending books, public library services include information retrieval, newspapers and magazines, audio books, language cassettes and CDs, DVDs, Blu-Ray discs, console games, video cassettes, sheet music, recordings as well as e-books.

The City Library has more than one hundred thousand books in English and subscribes to over 200 newspapers and magazines in English. Items may also be borrowed through the interlibrary lending service, if they are not available in any HelMet Library or in the scientific and special libraries in the capital region. In addition to free-of-charge workstations, you have access to several Finnish or foreign databases online. For opening hours and further information, see the web page of Helsinki City Library, <http://www.lib.hel.fi/en-GB/>.

LOAN PERIODS

The loan period is 7 or 28 days depending on the type of material borrowed. Loans can be renewed three times in succession if the items are not reserved. Items on loan

can be reserved for a small fee. Material borrowed from Helsinki City Library may be returned to any HelMet Library. A fine is charged for overdue loans. User Regulations are available in the libraries and on the libraries' website.

VIRTUAL LIBRARY

You can also use library services on the Web. From the website <http://www.helmet.fi> you have access to the catalogue database of books and other materials. You can search for information; reserve items and renew your loans. Online help is also available.

PASILA LIBRARY, MAIN LIBRARY

Rautatietäisenkatu 8, Itä-Pasila
Entrance from Kellosilta 9

Telephones

09-310 8511 Switchboard
09-310 85001 Information Service
09-310 85901 Lending Office
09-310 85426 Newspapers and magazines

Opening hours: Mon-Thu 9:00-20:00, Fri 9:00-18:00, Sat 10:00-16:00, Sun closed
In the summer: Mon-Thu 9:00-20:00, Fri 9:00-18:00, Sat-Sun closed

The collection contains books, newspapers and magazines in several languages including more than twenty thousand books in English. As the Multilingual Library in Finland, the library has books in over sixty languages. The book stacks of HelMet Libraries are situated in Helsinki Main Library. Workstations for using internet email and other software are also available, as well as a wireless net connection.

RIKHARDINKATU LIBRARY

Rikhardinkatu 3

Telephones

09-310 85013 (information and material inquiries)
09-310 85913 (loans)
09-310 85908 (newspapers and magazines)

Opening hours Mon-Thu 9:00-20:00, Fri 9:00-15:00, Sat 10:00-16:00, Sun 12:00-16:00 (except May-August and December closed on Sundays)

The library contains a British Collection with material about Great Britain and its culture. This collection is a donation from the former British Council Library. In addition, the library's specialities include a large selection of Swedish fiction and books on the arts. The library also has a large collection of fiction and other material from a multitude of other countries.

LIBRARY 10

Elielinaukio 2 G

Main Post Office

Tel. 09-310 85000

Opening Hours Mon-Thu 9:00-22:00, Fri 12:00-18:00, Sat-Sun 12:00-18:00, Lobby opens at 8:00 on weekdays.

The Library 10 is a combination of music and IT. The Library 10 has a collection of over 40 000 music recordings and a wide array of music books, sheet music and videos. The library also has magazines and newspapers in English, books on IT, publishing and media, and a countries and travel area. The library's well-equipped customer workstations can be used in processing images, sounds as well as videos. Also using your own laptop in the library is easy. Wireless network and peripherals on loan such as scanners and headphones enable a customer to build a workplace according to one's needs.

LIBRARY OF THE PARLIAMENT

Eduskunnan kirjasto

Aurorankatu 6

FI-00102 Eduskunta

Telephones

09-432 3423 (Reference and Archival Services)

09-432 3432 (Information service)

Fax 09-432 3495

library@parliament.fi

<http://www.parliament.fi/library>

For up-to-date opening hours, please see the Library of Parliament website.

The Library of Parliament not only serves the Parliament but also serves anyone who needs information concerning Parliament, law or society. The collections include materials on the European Union and the United Nations, the Council of Europe, the OECD as well as other international organisations. The Archive of Parliament is part of the Library of Parliament. Electronic information resources are available via the Library's website.

LIBRARY OF SERVICE CENTRE FOR DEVELOPMENT COOPERATION (KEPA)

Kehitysyhteistyön palvelukeskuksen (Kepa ry) kirjasto

Töölöntorinkatu 2

00260 Helsinki

Tel. 09-584 23 231

kirjasto@kepa.fi

www.kepa.fi/international/english/kepa-finland/library-lahde

For up-to-date opening hours, please see the KEPA website.

The Service Centre for Development Cooperation (KEPA) library is a specialized library concerned mainly with the field of development. The library's online catalogue is available on the website.

CENTRE FOR INTERNATIONAL MOBILITY (CIMO)

Kansainvälisen liikkuvuuden ja yhteistyön keskus CIMO

P.O. Box 343

00531 Helsinki

<http://www.cimo.fi> (CIMO)

[http://www.studyinfinland.fi/](http://www.studyinfinland.fi)

cimoinfo@cimo.fi

Telephone service: 020 690 501 (Tue-Wed 13:00-16:00 and Thu 13:00-17:00)

Information Centre: Hakaniemenranta 6, 00530 Helsinki (Tue-Wed 13:00-16:00 and Thu 13:00-17:00)

Are you interested in pursuing higher education studies or practical training in Finland? Do you wish to know more about scholarship opportunities in Finland? CIMO's web service www.studyinfinland.fi

contains a database of English-language degree and non-degree programmes, information about Finland as a study destination, our higher education institutions, and practicalities concerning scholarships, admissions systems and living in Finland.

CIMO operates under the Finnish Ministry of Education. It administers scholarship and exchange programmes and is responsible for implementing EU education, training, culture and youth programmes at national level in Finland. CIMO also promotes and organises international trainee exchanges. In addition, CIMO advances teaching of Finnish language and culture in universities abroad.

Please note that in order to apply for trainee exchange programmes in Finland, you have to contact the appropriate contact organisation in your home country. If you wish to inquire further, or need to clarify something, please do not hesitate to contact CIMO's Information Services by telephone or e-mail (see contact details above).

FULBRIGHT CENTER

Hakaniemenranta 6
00530 Helsinki
Tel. 09-5494 7400 (9:00-15:00)
fax 09-5494 7474
office@fulbright.fi
<http://www.fulbright.fi/>

Information service Tietosilta is open for visitors on Tue-Wed 13:00-16:00 and on Thu 13:00-17:00.

In the information service Tietosilta, you can find reliable information on U.S. and Canadian education and receive help from experts in educational and testing issues.

Through its scholarship programs for Finnish and U.S. citizens, the Fulbright Center offers excellent study, research and professional development possibilities in the U.S. and Finland.

DEUTSCHE BIBLIOTHEK

German Library

Pohjoinen Makasiinikatu 7
00130 Helsinki

Tel. 09-669 363, fax 654 010
deutsche.bibliothek@kolumbus.fi
<http://www.deutsche-bibliothek.org/wp/>

For up-to-date opening hours, please see the website of the Deutsche Bibliothek.

The German library has an extensive collection with volumes on German language literature, linguistics and study of literature and the history and geography of the German speaking countries. In addition, Deutsche Bibliothek has a German language Fennica collection.

INSTITUT FRANÇAIS

French Cultural Institute

Kaapelitehdas C 2
Tallberginkatu 1 C 135
FI-00180 HELSINKI
Tel. 09-2510 210
kirjasto@france.fi
<http://www.france.fi/>

For up-to-date opening hours, please see the website of the French Cultural Institute.

The Centre Culturel Français offers a wide range of French courses for all levels and organises the international French language tests and diplomas TCF, DELF and DALF. The Centre also has a library and houses the Campus France agency that gives advice on studying in France.

ISTITUTO ITALIANO DI CULTURA

Italian Cultural Institute

Vuorimiehenkatu 11 B (Office)
Ullankatu 3 A 2 (Library)
00140 Helsinki
Tel. 09-68113321, fax 68113333
biblioteca.iichelsinki@esteri.it
<http://www.iichelsinki.esteri.it>

For up-to-date opening hours, please see the website of the Italian Cultural Institute.

The Italian Cultural Institute offers a wide range of Italian courses for all levels. Furthermore, it gives information about studying and travelling in Italy. The Institute also has a library.

RUSSIAN CENTRE OF SCIENCE AND CULTURE

Nordenskiöldinkatu 1
00250 Helsinki
Tel. 09-436 0040, fax 09-444 784
finland@ruscentercenter.ru;
helsinki@ruscentre.org
<http://fin.rs.gov.ru/fin/>

For up-to-date opening hours, please see the website of the Russian Centre.

The Russian Scientific and Cultural Centre offers information on various aspects of today's Russian life. It also organises cultural and scientific exhibitions, concerts etc. The Russian Centre of Science and

Culture also has a library and offers language courses for students of all levels.

CENTRO CULTURAL LATINOAMERICANO

Latin-American Cultural Centre

P.O. Box 254
00121 Helsinki
info@culturazo.org
<http://www.culturazo.org/>

The Latin-American Cultural Centre promotes Latin-American culture and cultural exchange between Finland and Latin-American countries.

III Student Union and Student Organisations

STUDENT UNION OF THE UNIVERSITY OF HELSINKI

STUDENT UNION OF THE UNIVERSITY OF HELSINKI

Helsingin yliopiston ylioppilaskunta (HYY)

Mannerheimintie 5 A (2nd floor)

00100 Helsinki

Tel. +358 50 551 6146

Fax +358 9 1311 4216

international@hyy.fi

www.hyy.fi

WHAT DOES THE STUDENT UNION DO?

The purpose and task of the Student Union (HYY) is to represent the students of the University of Helsinki, look after their interests, and foster their academic, social and intellectual endeavours. HYY provides its members with a variety of services and represents them in various administrative and political forums. In addition, there are 250 student organisations working under the Student Union. HYY provides services for these organisations as well.

MEMBERSHIP

By being a member of the Student Union you gain several important discounts as well as many services, for example on housing, health care and legal advice.

Every undergraduate (Bachelor's degree) and graduate (Master's degree) student registered at the University of Helsinki automatically becomes a member of the Student Union. Postgraduate and exchange students can join HYY voluntarily. Services and the membership

fee for postgraduates are different. The annual membership fee (89.00 euro in 2011-2012) is obligatory for all undergraduates and graduates. You are required to show the receipt of the membership payment when registering at the Student Services of the University of Helsinki at the beginning of the new academic year. You will also need the receipt for receiving your programme book and student calendar at the pick-up point for guidebooks and as well as when you pick up your annual registration tag for your national student card (Lyyra Card) from the Member Services of the Student Union. Voluntary fees for student nation (osakunta) membership and development co-operation projects may also be paid at the same time.

The forms for paying the membership fee and instructions on how to make the payment can be found at <http://www.hyy.fi/> and at the Member Services of the Student Union, Mannerheimintie 5 A, 2nd floor (Office hours Mon 10:00 - 17:00, Tue to Fri 10:00 - 15:00, check current office hours www.hyy.fi). Forms are also available at the Student Services in the Main Building of the University, Fabianinkatu 33.

If you are unable to pay the membership fee via bank transfer, you can pay it in cash on the 1st and 2nd of September, 2011, at the Welcome Fair of the University of Helsinki. At the Welcome Fair you can also present the original receipt to verify your previous payment.

SECRETARY FOR INTERNATIONAL AFFAIRS

The Student Union employs a full-time Secretary for International Affairs, nominated by the Executive Board. You are welcome to consult him in all issues concerning your stay and studies in Finland.

Mr Juha Töyrylä
Mannerheimintie 5 A, 2nd floor.
00101 Helsinki
Tel. +358 50 543 8450,
Fax +358 9 1311 4216
international@hyy.fi

SERVICES FOR MEMBERS

The Student Union has a unique standing as regards to the University of Helsinki. Practically all extracurricular services are arranged by the Student Union. HYY provides each student with a variety of services. These services are available to you upon presentation of your Student Card.

STUDENT CARD

To receive various student discounts in Helsinki and elsewhere in Finland, you must present your student card. With Lyyra Card, you will receive discounts on long distance travel in trains and buses, at the theatre, opera, concerts, plays, cinema as well as in some stores. If you pay with your Lyyra Card, the Student Union will also subsidise your meals and other purchases on campus with an extra discount. You can find detailed information on how to acquire your Lyyra Card in section II of this guidebook and at www.lyyra.fi.

STUDENT CAFETERIAS

One of the most important services provided by HYY is the student cafeterias. Discounts on student meals are available to you in all of the UniCafe cafeterias around the university. You can find UniCafe at www.unicafe.fi.

STUDENT HOUSING

HYY is a founding partner of Helsinki Student Housing Foundation (HOAS), the largest student dormitory owner in and around Helsinki. See www.hoas.fi for more information.

HYY also maintains the Student Unions' Housing Service, arranging private market apartments directly for students, without a commission. The apartments are all located in the metropolitan area and they vary in size, location and rent. The housing service operates through Lyyra services. See <http://www.lyyra.fi/asunnot/> for more information.

STUDENT HEALTH CARE

HYY is also a founder of the Finnish Student Health Services YTHS/FSHS and NYYTI. The Student Union membership fee

includes a health care contribution, which entitles you to health care services provided by the Finnish Student Health Service, FSHS (in Finnish YTHS). Basic health care is provided free and in the case of more specialised treatment at a very low cost. You need to present a valid student card to receive service at FSHS. Address: Töölönkatu 37 A, 00260 Helsinki, tel. 046 710 1466, www.fshs.fi. You can also consult the healthcare staff by email.

Nyyti is a voluntary association for preventive mental health care for students. Trained volunteers are ready to listen and talk. You can send messages during semesters through Nyyti's web service at www.nyyti.fi. Address: Rikhardinkatu 4 B, 2nd floor, 00130 Helsinki.

LEGAL ASSISTANCE

In case of legal problems, such as counselling on documents and agreements, you can consult Pykälä, the Law Students' Association. This service is also paid by HYY. Office hours: Mon and Wed at 17:00 to 19:00. Mannerheimintie 3 B 5th floor, 00100 Helsinki, tel. (09) 278 5005, email: oikeusapu@helsinki.fi. See also www.pykala.fi.

CULTURAL ACTIVITIES

Vanha, as the Old Student House is known in Finnish, is the cultural heart of the Student Union. Vanha is a venue for concerts and clubs. From time to time HYY organises its own clubs and parties at Vanha. Most events have lower entrance fees for students.

The 250 sub-organisations of HYY also organise a wide variety of parties and other social programme. If interested in organising events, you may also join the Committee for Cultural Affairs of the Student Union.

SUPPORT FOR STUDENT ORGANISATIONS

There are some 250 sub-organisations within the Student Union. HYY supports its organisations by providing them financial assistance, clubrooms and other facilities.

HYY has a large number of equipments to borrow. All members of HYY can found an organisation. For more information, please contact the Secretary for Organisational Affairs, Emi Maeda (jarjestosihiteeri@hyy.fi)

PAPERS AND HANDOUTS

The student papers, Ylioppilaslehti in Finnish and Studentbladet in Swedish, are sponsored by the Student Union and

delivered to every HYY member as well as distributed on campuses. From time to time the papers have articles and announcements also in English. You can read them at www.ylioppilaslehti.fi and www.stbl.fi. HYY also publishes a student calendar, information leaflets, surveys and other material for its members.

IMPORTANT EVENTS DURING THE YEAR IN HYY

The Student Union has several events and traditions during the academic year:

- **1.-2.9. Welcome Fair** at the Porthania building for all the international students. See you there!

- **2.-6.9. Orientation week for international students** is an important channel for the Student Union to tell international students about our activities.

- **5.9. Opening Carnival** takes place on the city centre campus in the Main Building of the University and in Porthania, where different organisations present themselves. The carnival ends with a party in the Old Student House with a live band performing.

- **26.11. Anniversary Ball** (Vuosijuhla) of the Student Union Anniversary is a formal evening ball. It takes place on 26th November in the Great Hall of the Old Student House (Vanha). All HYY members are welcome to join the

traditional dinner and celebration. The dinner card costs around 70 euro.

- **6.12. Independence Day** (Itsenäisyyspäivä) is traditionally celebrated with a torchlight procession from Hietaniemi War Veterans' Cemetery to the Senate Square in the city centre. The Finnish Independence Day celebration is not a carnival but a solemn occasion.

- **30.4/1.5. May Day (Vappu)** is the largest university students' celebration that starts each year on May Day Eve (Vappuaatto), April 30. The following morning, May 1, tens of thousands of students gather in the park Kaivopuisto for a long picnic.

- **13.5. Flower Day** (Flooran päivä) on May 13, the students meet at Kuntähti field located in Kumpula. The occasion celebrates the anniversary of the Finnish national anthem, Maamme.

DECISION-MAKING IN HYY

Members of the Student Union have the opportunity to exercise their power every second year in autumn in the Student Union elections. Each Student Union member has a right to vote. The Representative Council selected in the elections is the highest decision-making body of the Student Union. It usually meets once a month, making decisions on important issues such as the Student Union's budget, major agreements and all large-scale projects. In the elections, every Student Union member may run for the representative council.

Once a year, the Representative Council appoints a new Executive Board of 7 to 13 members. The Executive Board is in

charge of the practical work and executive power in the Student Union and usually meets once a week during the academic year. Some of the work of the Executive Board is arranged through various committees. All students interested in the committees' activities are welcome to join in at any point during the year.

CENTRAL OFFICE

Apart from the elected bodies of student representatives, the Central Office personnel carry out a significant part of the Student Union's work. The office is located at the New Student House:

Mannerheimintie 5 A, 2nd floor, tel. 050 551 6146. The fulltime office personnel take care of daily routines. The secretary general leads the office. Two secretaries for academic affairs, two for social affairs, one for international affairs, one for the member organisations, one for cultural affairs, one PR Officer and three office secretaries assist the committees, the student organisations and individual members.

COMMITTEES

Voluntary committees are an important part of the Student Union's work. Committees are working groups concentrated on a specific field of interest. They are funded by the Student Union. All students are welcome to join in the committees' activities at any time. The best way is to go to one of the committee meetings. For more information, see the Student Union's Committees at <http://www.hyy.fi/>.

- ESN Committee (Erasmus Student Network) takes special care of international students from the moment they arrive in Finland. ESN arranges parties, excursions and other programme in order to promote the integration of international students into Finnish student life. Check out the website at blogs.helsinki.fi/esn-hyy and join the group for new ESN students on Facebook!
- Committee for Educational Affairs works for better study conditions. The committee concentrates particularly on the development of studies and

research locally, nationally and internationally.

- Committee for Cultural Affairs organises the major parties and celebrations of the Student Union as well as other cultural activities.
- Committee for Environmental Affairs diffuses information on environment and environmentally friendly living. The committee has published a guide for recycling and environmentally friendly consuming in Finland. <http://blogs.helsinki.fi/hyy-ymp/>
- Committee for Development Co-operation governs the development projects of the Student Union; one in Zambia on Womens' legal advice and another in Indonesia on sustainable livelihood and farming. It keeps up conversation on development co-operation and developing countries by organising events, lectures and excursions related to development co-operation. It also publishes its own paper each year. <http://blogs.helsinki.fi/kehy-valiokunta/>.
- Committee for Finno-Ugric Co-operation supports Finno-Ugric minorities in their efforts on preserving their languages and cultures.
- Committee for Tutor Issues supports and trains tutors from different faculties. The committee organises different events throughout the year for tutors and international tutors, as well.
- Committee for Organisational Affairs aims at improving the services and facilities offered by the Student Union for its member organisations.

STUDENT ORGANISATIONS OF THE STUDENT UNION (HYY)

HYY provides its members with a fun student life. The student organisation culture in Helsinki and Finland is exceptionally rich and diverse. Approximately 250 various student organisations operate within HYY (subject and faculty organisations, student nations, recreational organisations, societal organisations, etc.), and they organise thousands of events every year. Join the fun and get to know other exchange students as well as Finnish students!

You can find more information on these organisations listed here and on the others as well at www.hyy.fi. Your tutor can tell you more, too.

Department and faculty organisations represent students of different study subjects and bring them together in several events. Mostly the membership for these organisations is free. The language of these associations is mainly Finnish or Swedish. However, all organisations welcome international students as new members.

There are fifteen student nations (osakunta) affiliated with the University. Four of them are Swedish-speaking organisations. Originally, the student nations were founded by students coming from the same part of Finland, and they are among the oldest organisations in Finland. Today, all nations are open to any student interested in their activities and clubs. Although most activities take place in Finnish or Swedish, the nations are eager to take international students as members. Students join the nation of their choice by paying a membership fee. You can be a member of only one nation at a time. A tag indicating your nation is attached on your Lyyra student card.

In addition to department and faculty organisations and student nations, there are international organisations, sports clubs, game clubs, interest clubs, choirs, orchestras, theatre and circus groups, and political and religious organisations operating under the umbrella of the student union.

INTERNATIONAL ORGANISATIONS

ESN (Erasmus Student Network) - ESN-HYY is one of the committees of the Student Union. Active Finns and international students work in ESN on a voluntary basis to make life easier for incoming international students. ESN can help you in your everyday problems and in getting the most out of the student life in Helsinki. ESN organises Café Lingua nights and coordinates Buddy Project. Club e-mail esn-helsinki@helsinki.fi. Check out the website at blogs.helsinki.fi/esn-hyy and join the group for new ESN students on Facebook!

AEGEE is Europe's biggest interdisciplinary student association with over 13 000 members in 200 university cities in 40 countries. The main goal of the association is to improve co-operation and mobility among students through local activities and cultural exchanges. Web <http://www.aegEE-helsinki.org>.

AIIESEC HELSINKI UNIVERSITY. AIIESEC is the world's largest student organisation enabling young people to develop their leadership potential, gain practical working

experience with international internships, conferences, workshops and to be part of a global network. Learn more on <http://www.aiesec.fi/hy/>.

CSSA-UH - Chinese Students and Scholars Association at University of Helsinki, an association open for all Chinese students and scholars in Helsinki enriches their lives - culture, science, sports etc., and promotes communication. Web bbs.cssa-uh.org/ (news, blogs and chats). Email: board.cssa.uh@gmail.com.

At the University of Helsinki **Debating Society**, we meet weekly to debate on current issues and fun topics. We train ourselves to reason and to speak. Our ultimate goal is to be able to speak anywhere, anytime, on any topic, in front of any audience. Find us at <http://www.helsinki.debating.org>.

Thespians Anonymous is an active, non-profit amateur drama group that promotes English language, culture & drama. We offer you the opportunity to test your limits, explore all aspects of theatre and learn more about yourself. We perform in English in Spring & Autumn. Check www.thespiansanonymous.org

TSEMPPI is an organization for internationally-minded students and researchers at the University of Helsinki. We organize social events, inform about studying and work opportunities, and promote the interests of international students. Join Tsemppi at www.tsemppi.com and look us up on Facebook!

VARIOUS ORGANISATIONS

Animalia - Do you love animals and are interested in animal rights? Animalia's volunteer group participates in Animalia's campaigns and also organises its own fun and informative events. If you are interested to join, a good place to start is Animalia's website: www.animalia.fi/in-english. You can also contact animaliainternational@animalia.fi.

EOL (Eteläsuomalaisen Osakunnan Laulajat) is an artistically ambitious

chamber choir formed of students and former students from the Helsinki metropolitan area, singing mostly unaccompanied classical choral music, with a certain focus on Renaissance polyphony.
<http://kamarikuoroel.net/>

Helsinki University Shorinji Kempo Club HUSK - Shorinji Kempo is a technically diverse martial art that offers exercise and effective self-defence. Training sessions are held in English and Finnish. The basic course is offered at the beginning of the academic terms. www.helsinki.fi/jarj/shorinji

HYAL – HYAL is a nonpartisan organisation which connects subject organisation actives from eight different faculties. We act in the Student Union of the University of Helsinki HYY, and operate as a discussion and information forum between subject organisations. We stand for academic freedom and students' rights. We act in the interest of organisations within HYY. More information: www.hyal.fi or hallitus@hyal.fi.

HYPÄ - "For a while I didn't do anything but study, work, and sleep a little." (a quote from a student work life survey) Helsinki University students working in the service sector is an organisation cooperating with the trade union PAM in helping students if they're having troubles in their work life. hypa.fi

HYY:n Elokuvaryhmä - Video nights, flea markets, movie parties, trips to film festivals – all this and a lot more is included in the activities of the Film Club. For over a decade we've brought film freaks together and have supported the status of Film and tv studies in the university. More info at leffaryhma.wordpress.com

Hämäläis-Osakunnan Laulajat (HOL), the renowned mixed choir, rehearses on Tuesdays in Kamppi. In addition, there are concerts, camps, trips, and parties, and we always have fun, too! We recruit all year around. Especially men are needed! Interested? Please visit www.hamalais-osakunta.fi/kerhot/hol.

The Independent Left is the home of leftist green students for global equity, peace and sustainability. Within the Student Union we work to improve the livelihood and equal opportunities of students, and for fair decision-making. Contact us via e-mail: sitvas-toiminta@helsinki.fi

LAPSELLISET - students with a family at the University of Helsinki. Lapselliset is the student organization for students with children. We arrange cozy get-togethers once a month for people in the same situation. Join our mailing list by sending "subscribe hyy-perheelliset" to majordomo@helsinki.fi and contact our board at lapselliset-hallitus@helsinki.fi.

Opiskelijakansantanssijat - Interested in Finnish culture and dance? Opiskelijakansantanssijat ry (OKT) is a Finnish folk dance society. We arrange teaching in folk dance as well as informal dance sessions. International students welcome! Info (so far only in Finnish) available at <http://www.helsinki.fi/jarj/okt/>.

Students' Mission Assembly (www.opiskelijoidenlahetyслиitto.net) is an organization for people interested in international Christian mission. It holds events every week on Thursday at 18.00 in the Mission Church (Tähtitorninkatu 18), with music, lectures and discussion. Mostly in Finnish. Welcome!

Valkotakit is a traditional medical student orchestra and our members are also students from other faculties. We play classical music but also newer pieces and have our own concert every year. Players relax in annual crab-festival and other get-togethers. More information merit.jarvela@helsinki.fi

YLIOPPILASMIEKKAILIJAT RY / STUDENTFÄKTARNA RF -Fencing club (foil, sabre, épée) for university students and other well-behaving persons. Members of all standards, group footwork on Tuesdays 7pm at Töölön kisahalli. www.ylioppilasmiekkailijat.fi / kirsi.luoma@helsinki.fi

DEPARTMENT AND FACULTY ORGANISATIONS

FACULTY OF AGRICULTURE AND FORESTRY

Maatalous-metsäylioppilaiden liitto (MMYL) - Represents the students of the Faculty of Agriculture and Forestry by working for campus and curricula improvement. An umbrella organisation for all clubs in the Faculty.
Web <http://www.helsinki.fi/jarj/mmyl/>

Lipidi - Students of nutrition.
Web <http://www.lipidi.fi/>

Markkina-Agraarit – Markkina-Agraarit, M-A, is a club for the students of agricultural economics and marketing which operates under Sampsa.
Web <http://www.helsinki.fi/jarj/ma/>

Metsäylioppilaat - Students of forestry.
Web <http://www.mm.helsinki.fi/ainejarj/myo/>

Oikos - Students of home economics and nutrition.
Web <http://www.helsinki.fi/jarj/oikos/>

Sampsa - Sampsa is for agriculture students and is divided into five smaller groups.
Web <http://www.sampsary.fi/>

Svenska Studenters Agro-Forst Förening - Swedish-speaking students of the Faculty. Web <http://www.agro-forst.fi/>

Viri Lactis is a small and cozy organization for food science students. Viri was found by dairy science students in 1947, so milk is of our special interest. We arrange events and excursions throughout the year. Department of Food and Environmental Sciences. Info: virilactis.org and Facebook-group.

VOLUNTAS - Voluntas is a subject and benefit organisation for marketing students operating in Viikki. Web <http://www.voluntas.fi>

Vuorovaikeutus - Students of environmental economy. Web <http://www.helsinki.fi/jarj/vuorovaikeutus/>

Ympäristötieteiden Opiskelijat (MYY) - Students of environmental science: conservation, fishery science, limnology, land use economics, and microbiology.
Web <http://www.helsinki.fi/jarj/myy/>

FACULTY OF ARTS

Aistimus – Subject organisation for Aesthetics students. Web www.helsinki.fi/jarj/aistimus

Aspekti - Subject organisation for General Linguistics and Language Technology students, playground for twisted linguists.
Web www.ling.helsinki.fi/aspekti

Bouffe - For all the Frenchies out there, we are for you! Bouffe is a student organization of students in French philology and we organize parties and other get-togethers for all those interested in the French language and/or culture. For more info, go to www.helsinki.fi/jarj/bouffe and you'll know how to find us. Bienvenue à tous et à toutes!

Daina - Students of Baltic philology and Lithuanian and Latvian studies.
Web <http://www.helsinki.fi/jarj/daina/>

Dilemma - The organisation of Philosophy students.
Web <https://blogs.helsinki.fi/dilemma-ry/>

Divina Compagnia – We are Italian Philology students. E-mail stivale-lista@helsinki.fi.

Eidos - Students of art history.
Web <http://www.helsinki.fi/jarj/eidos/>

Fibula - Students of archaeology. Web <http://www.helsinki.fi/jarj/fibula/>

Historicus - Swedish-speaking history students. Web <http://www.historicus.fi/>

Humanisticum – Humanisticum is the umbrella organisation for all the student

organisations in the Faculty of Arts. We organise various kinds of events e.g. parties, seminars, excursions, &c. Please contact our responsible for international affairs at aino.mt.jones@helsinki.fi and welcome aboard! Web blogit.helsinki.fi/humanisticum

Karavaani - Students of Asian and African languages and cultures.

Web <http://www.helsinki.fi/jarj/karavaani/>

Katharsis - Students of comparative literature.

Web <http://www.helsinki.fi/jarj/katharsis/>

Kouki - Organisation for students studying translation and interpretation.

Web <http://www.helsinki.fi/jarj/kouki/>

Kronos - Students of Finnish, Scandinavian and general history. Web <http://blogs.helsinki.fi/kronos-ry/>

Mana - Students of cultural and social anthropology.

Web <http://blogit.helsinki.fi/Mana/>

Mythos - Students of comparative religion.

Web http://www.helsinki.fi/~jrj_myth/

Nefa (Helsinki) - Students of folklore and ethnic studies.

Web <http://blogs.helsinki.fi/nefa-helsinki/>

Putkinotko - Students of Finnish literature.

Web <http://www.helsinki.fi/jarj/putkinotko/>

Ráidu – Subject organisation for Sámi research.

Repliikki - Students studying theatre science.

Web <http://www.helsinki.fi/jarj/repliikki/>

Rupla - Students of Slavonic languages.

Web <http://www.helsinki.fi/jarj/rupla/>

Saga - A bilingual organisation for students of Nordic languages.

Web <http://blogs.helsinki.fi/saga-ri/>

Setenta - Students of Spanish, Portuguese, Catalanian and Basque languages. Web <http://www.helsinki.fi/jarj/setenta/>

Siula is the organisation for students of Finnish and Finno-Ugrian studies. Do you want to study Finnish, learn to speak it better or just have some linguistic fun in good company? Would you like to have a beer or two with joyful and warm people? Contact us and join our club! For further information, see www.siula.org.

SUB - The student organization for the students of English and everyone interested in the English language! We organize all sorts of events and advocate issues that really matter to our students. For more information, visit our homepage: www.helsinki.fi/jarj/sub. We welcome international students!

Symposion - Students of classical philology.

Web <http://www.helsinki.fi/jarj/symposion/>

Synkooppi - Students of musicology. Web <http://www.synkooppi.fi/>

Umlaut - Students of German philology.

Vastakarva – Subject organisation for female studies at the University of Helsinki.

VIETTI – a multi-disciplinary organisation which gathers together all students interested in research of Russia and Eastern Europe.

FACULTY OF BEHAVIOURAL SCIENCES

Aikuiskasvatuksen kilta - A guild for those interested in adult education.

Web <http://www.helsinki.fi/jarj/akk/>

Allofoni - Students of phonetics and speech communication.

Web <http://www.helsinki.fi/jarj/allofoni/>

Conodus is an organisation for all students in the faculty of behavioural sciences. All 13 subject organisations in the faculty belong to Conodus. By belonging to your subject organisation you also belong to Conodus. Conodus works to improve the conditions for students in the faculty. Web www.conodus.fi

Didacta - Swedish-speaking students of pedagogics.

Web <http://www.helsinki.fi/jarj/didacta/>

Ebe - Future kindergarten teachers.

Web <http://www.ebe.fi/>

Foni - Students of logopedics.

Web <http://www.helsinki.fi/jarj/foni/>

Helsingin aineenopettajiksi opiskelevat

HAO is the student association for all teacher trainees and everyone interested in teaching and education. Join HAO to meet other student teachers and to keep in touch with interesting events in the field of education. Join us on our website www.helsinki.fi/jarj/hao. We are also on Facebook.

Intelligenzia - Students of cognitive science.

Web <http://www.intelligenzia.org.helsinki.fi/>

Kompleksi - Students of psychology. Web

<http://www.kompleksi.org/>

Kopeda - Students of home economics education. Web <http://kopeda.fi/>

Peduca - Welcomes students of education, adult education and primary education. Web <http://www.peduca.fi/>

Phenomena –We are teacher students and educational psychology is our major subject.

Web www.helsinki.fi/jarj/phenomena

Tekstiilit - Handicrafts.

Web <http://tekstiilit.tumblr.com/>

FACULTY OF BIOLOGICAL AND ENVIRONMENTAL SCIENCES

Helix - Students of biochemistry and molecular biology. Web <http://etax.org.helsinki.fi/>

NATURA - Environmental ecology students in Lahti. Web <http://natura.nettisivu.org/>

Svenska Naturvetarklubben - Swedish-speaking students of biology and geography.

Web <http://www.helsinki.fi/jarj/snvk/>

Symbioosi - Students of biology. Arranges excursions for experiencing our dear Mother Earth.

Web <http://www.symbioosi.org/>

FACULTY OF LAW

Juristklubben Codex - Swedish-speaking students of law. Web <http://www.codex.fi/codex.php>

ELSA Helsinki – Are you here to study law? Founded in Vienna in 1981, ELSA is a non-political organization whose local groups help law students develop their existing skills, acquire new skills and meet fellow students and legal professionals throughout Europe. Web www.elsa-helsinki.fi, www.elsa.org.

Justus – Justus is the subject organisation for law students in Vaasa. Web www.justuswasa.fi

Pykälä, the law student's association in Helsinki University, looks after the rights of the law students as its top priority. Pykälä organizes plenty of parties and other free time activities and thus creates many opportunities for meeting new people. www.pykala.fi/ulkosuhteet/for-exchange-students

FACULTY OF MEDICINE

Hammaslääketieteen kandidaattiseura - Students of dentistry. Web <http://www.hlks.fi/>

Lääketieteen kandidaattiseura (LKS) - Medical students. Web <http://www.kandiseura.fi/>

Medicinarklubben Thorax rf - Swedish-speaking students of medicine, dentistry and veterinary medicine. Web <http://www.thorax.fi/>

FACULTY OF PHARMACY

Yliopiston farmasiakunta (YFK) - YFK (Yliopiston farmasiakunta) is the local association for the pharmacy students in the university of Helsinki. Our aim is to connect our students and we arrange different kind of activities which we warmly welcome our exchange students to join! For more information visit www.yfk.fi.

FACULTY OF SCIENCE

GEYSIR - Students of geophysics.

Web
<http://www.geophysics.helsinki.fi/geysir/>

HYK - Students of chemistry.
Web <http://www.helsinki.fi/jarj/hyk/>

HYPY - Students of wood and polymer chemistry.

Lambda – Lambda is the organisation for theoretically oriented data processors, linguists and mathematicians.
Web <http://lambda.cs.helsinki.fi>

Limes ry is an organization for the students of Kumpula campus in the University of Helsinki. We organize parties, sissis and sauna nights etc. Free membership for international students! More info: www.limes.fi.

Maantieteen opiskelijat ry (MaO) – Geography students association. Established 1971, MaO has supported and brought together geography students in the University of Helsinki to celebrate good times! Find us at Kumpula campus and in the internet:
<http://blogs.helsinki.fi/maantieteenopiskelijat-ry/>

Matlu - The faculty umbrella organisation of the Faculty of Science.
Web <http://www.helsinki.fi/jarj/matlu/>

Matrix - Students of mathematics. Web <http://matrix.org.helsinki.fi/>

Meridiaani –The subject organisation for astronomy students.

Resonanssi - Students of physics. Web <http://resonanssi.org/>

Spektrum – Subject organisation for Swedish-speaking students of Mathematics, Physics, Chemistry and computer science. Web: www.helsinki.fi/~fyl_spek/

Synop - Students of meteorology. Web <http://www.atm.helsinki.fi/synop/>

TKO-äly - Students of computer science. Web <http://www.cs.helsinki.fi/group/tkoaly/index.shtml>

Vasara - Students of geology. Web <http://blogs.helsinki.fi/vasara-ry/>

FACULTY OF SOCIAL SCIENCES AND THE SWEDISH SCHOOL OF SOCIAL SCIENCE

Kannunvalajat - Students of the Faculty of Social Sciences. Represents all the students and coordinates club activities. Parties and international opportunities. Newsletter Tutkain and information leaflet Kannukka. The mailing list for International Social Science Students is kannunews@valt.helsinki.fi.

Web <http://www.kannunvalajat.fi/>

Borderline – Organisation for social psychology students within Soc&Kom.

Habitus –Our organisation is for people interested in Sociology. The organisation functions within Soc&Kom.

Web sockom.helsinki.fi/Habitus/index.html

J-Komm – Journalistföreningen vid Soc&Kom is a subject organisation for students of Journalism at Soc&Kom.

Web sockom.helsinki.fi/j-komm/

Kansantaloustieteen opiskelijat (KTTO) - Students of economics.

Web <http://blogs.helsinki.fi/ktto-ry/>

Kehityksmaatutkimuksen opiskelijat (KEHO) - Students interested in the developing countries.

Web <http://www.helsinki.fi/jarj/keho/>

Kontakti - Students of sociology.

Web <http://blogit.helsinki.fi/kontakti/>

Mana - Students of culture-, and social anthropology.

Web <http://blogit.helsinki.fi/Mana/>

Media - Students of communication.

Web <http://www.mediary.fi/>

Moodi - Students of statistics.

Web <http://blogs.helsinki.fi/moodi-ry/>

Octavia - Subject organisation for social work students at Soc&Kom.

E-mail: sskh-octavia@helsinki.fi

Polho - Students of political history.

Web <http://blogit.helsinki.fi/polho/index.htm>

Politicus - Swedish-speaking students of the Faculty of Social Sciences. Web <http://www.valt.helsinki.fi/blogs/politicus/>

Statsvett –Statsvett is an organisation for Soc&Kom students whose major or minor subject is political science.

Status ry - Students of social psychology. Interaction over all borders. Web <http://blogs.helsinki.fi/statusjarj/>

Stigma - Students of social politics. Web <http://blogit.helsinki.fi/Stigma/>

Studentorganisationen vid Soc & Kom - Students of the Swedish School of Social Science. Web <http://www.studorg.org/>.

Stydi is an association for social work students at the University of Helsinki. Stydi organizes different kinds of events and activities for you. For any questions about Stydi or its activities, don't hesitate to contact us. For more information visit our website at blogs.helsinki.fi/stydi-ry.

Taso - Students of economic and social history. Web <http://blogs.helsinki.fi/taso-ry/>

VOO - Students of Political Science. Web <http://web.voo.fi/>

FACULTY OF THEOLOGY

Teologian Ylioppilaiden Tiedekuntayhdistys (TYT) - Teologian Ylioppilaiden Tiedekuntayhdistys (TYT) is a vibrant association for theology students. Find more information about the oldest student association in Finland and discover the most original upcoming events from <http://www.tyt.fi/>.

FACULTY OF VETERINARY MEDICINE

Eläinlääketieteen kandidaattiyhdistys ry - Students of Veterinary science. Web <http://www.eky-ry.fi/>

IVSA Finland is a chapter of the International Veterinary Students' Association. The aim of IVSA Finland is to improve interactions between Finnish and international vet students. We organise excursions to universities abroad and host many local events. If you are an internationally-minded vet student, we are here for you! Visit us at www.ivsa.fi.

STUDENT NATIONS

OYV - The Student Nations are student organisations, which offer their members a wide range of activities and facilities including sports, clubs, associations, parties, balls and trips. All UH students are welcome to join the nations. For more information, please visit: <http://www.osakunta.fi/node/59>.

ETELÄSUOMALAINEN OSAKUNTA (ESO) - 1905¹

Eteläsuomalainen Osakunta is an independent student organisation. Our home region is Uusimaa. We are open to students from all academic fields and we cherish diversity. Our activities range from academic parties to scientific evenings and excursions.

Web: <http://www.etelasuomalainenosakunta.fi/>

ETELÄ-POHJALAINEN OSAKUNTA (EPO) - 1908

This nation was originally founded by students from the southern part of the Northwest region of Finland called Pohjanmaa. Web <http://epo.osakunta.fi/>

HÄMÄLÄIS-OSAKUNTA (HO) - 1653

HO represents the part of Finland surrounding Tampere. Web <http://www.hamalais-osakunta.fi>

KARJALAINEN OSAKUNTA (KO) - 1905

This nation represents the area of eastern Finland called Karjala (Carelia) on the border of Russia. Web <http://www.helsinki.fi/jarj/ko/>

¹ The year of foundation.

KESKISUOMALAINEN OSAKUNTA (KSO) - 1931

Students from Central Finland are best represented in this nation.

Web <http://www.kso.fi>

KYMENLAAKSON OSAKUNTA (KYO) - 1933

Kymenlaakson Osakunta, the youngest of the student nations at the University of Helsinki, is a home to students from all faculties. Its welcoming atmosphere, versatile activities and tremendous parties continuously attract new members. Why don't you give it a try too!

<http://kymenlaakson.osakunta.fi>

NYLANDS NATION (NN) - 1643

This Swedish-speaking nation for people from around the Helsinki area is the oldest of all the student nations. Web address is <http://www.nylandsnation.com/>.

POHJOIS-POHJALAINEN OSAKUNTA (PPO) - 1907

PPO represents students from the northern parts of Finland. Web <http://ppo.osakunta.fi/>.

SATAKUNTALAINEN OSAKUNTA (SATO) - 1652

The area around the historical town of Rauma on the west coast is represented in SatO. Web

<http://www.satakuntalainenosakunta.fi/>.

SAVOLAINEN OSAKUNTA (SAVO) - 1905

SavO used to represent those students from the eastern part of Finland called Savo. Web <http://www.helsinki.fi/jarj/savo/>

VARSINAISUOMALAINEN OSAKUNTA (VSO) - 1906

Members of VSO were originally from the area surrounding Turku. Web <http://www.varsinaissuomalainen.fi/>

VASA NATION (VN) - 1908

This nation represents Swedish-speakers from the area surrounding Vaasa.

Web <http://vasa.nation.fi/>

WIIPURILAINEN OSAKUNTA (WIO) - 1653

Southern Karjala residents originally formed WiO. Web <http://www.helsinki.fi/jarj/wio/>

ÅBO NATION (ÅN) - 1643

Swedish speakers from the area around Turku are represented in this nation.

Web <http://www.helsinki.fi/jarj/abo/>

ÖSTRA FINLANDS NATION (ÖFN) - 1924

Eastern Finland's Swedish-speaking nation. Web <http://www.ofn.fi/>

IV Living in Finland

RESIDENCE PERMIT AND RIGHT TO RESIDE IN FINLAND

GENERAL REQUIREMENTS

A residence permit (oleskelulupa) is necessary for foreigners wishing to stay in Finland for more than three (3) months. Residence permits must be obtained in advance (For EU/EAA regulations, see below) from the nearest Finnish embassy or consulate. The reason for entry must be clearly stated.

Foreigners coming to Finland as tourists will usually not be granted a residence permit in Finland. Only in exceptional cases can a residence permit be granted after you have already entered Finland.

EU/EEA citizens staying in Finland for more than three months, can register their right to reside only once in Finland. The local police grant this permit.

Citizens of the Nordic countries are registered at a Register Office if they stay in Finland longer than six months.

RESIDENCE PERMIT FOR STUDIES

The type of residence permit needed depends on the nationality of the student.

CITIZENS OF THE NORDIC COUNTRIES

Citizens of the Nordic countries (Sweden, Norway, Denmark, and Iceland) do not need a residence permit; they are registered at the Register Office if their stay in Finland lasts for longer than six months. The contact information for the local register offices can be found in the section Population Registration.

EU-CITIZENS AND CITIZENS OF LIECHTENSTEIN AND SWITZERLAND

EU citizens and citizens of Liechtenstein and Switzerland do not need a residence permit, but they have to register their right

to reside in Finland if their stay lasts for longer than three months. The registration is done at the local police office; for the contact information, please see the section Renewing your residence permit.

The following documents must be presented when registering the right to reside:

- certificate of attendance from the University
- account of applicant's means of support
- proof of having adequate health insurance cover
- national identity card or passport
- the fee is 47 euro (May 2011).

MEMBER STATES OF THE EUROPEAN UNION

In addition to Finland, the Member States of the European Union (EU) include:

Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and the United Kingdom.

Similar regulations on the right of free movement that apply to citizens of EU Member States also apply to those of Iceland, Liechtenstein, Norway and Switzerland. The citizens of these States are compared to EU citizens.

NON-EU CITIZENS

A foreign student must acquire a residence permit if his or her studies in Finland last for more than three months. If the studies last for less than three months, no residence permit is needed. The student can then conduct his or her studies within the period of validity of his or her visa or while an agreement on the abolition of visas is valid. For further information on applying for a visa, the validity periods of visas and visa

application fees, as well as a list of countries whose citizens do not need visas, see the Ministry for Foreign Affairs website: <http://formin.finland.fi/english/> (Services > Foreign nationals arriving in Finland).

Is a visa needed first?

A visa is needed if the student has to participate in an entrance exam in Finland prior to being accepted at the educational institution and if he or she is a citizen of a country that has not signed an agreement on the abolition of visas with Finland. For information on visa applications, please see the Ministry for Foreign Affairs website. Since the visa allows for only a short stay, the student must usually return to his or her home country after the entrance examination in order to apply for the actual residence permit.

On what grounds may a residence permit be granted?

Below is a list of obligatory documents that you need when you apply for a residence permit:

- Letter of Acceptance or Enrolment Certificate which includes information on the duration of studies, the language of study and the degree aimed for.
- Bank statement or other proof of means of support.
- Proof of comprehensive health insurance cover.

A residence permit may be granted for study purposes at a post-comprehensive-school educational institution. Such institutions are mainly universities and vocational institutions. A residence permit can also be issued for studies at some other educational institution leading to a degree or vocational qualification.

A residence permit may be granted for studies in the Finnish or Swedish language if the studies are conducted at university level and lead to a degree. Language courses lasting for a few months at private language schools do not constitute sufficient grounds for granting a residence permit. Exceptions include situations in which the student has already been accepted for studies at a Finnish educational institution and he or she wishes to familiarise him- or herself with the Finnish language and culture prior to starting the studies.

Residence permits are not generally issued for studies at folk high schools, Christian colleges or similar institutions where studies do not lead to a degree or vocational qualification. A residence permit can, however, be obtained with special justification. This could consist of, for instance, the need to supplement studies pursued in the applicant's home country, further studies connected with a vocational qualification or special training available in Finland.

Exchange students

A residence permit may be granted for exchange students who are temporarily supplementing their studies at an educational institution abroad with at most one academic year at a Finnish university or polytechnic, vocational institution or upper secondary school.

A residence permit may be granted for exchange students who are participating in an approved exchange programme. For more information, please contact your own educational institution or Finnish educational institutions.

Persons under 18 years of age are usually granted residence permits only if they come to Finland as exchange students through approved organisations or as a part of an official exchange programme between schools and municipalities. Coming to Finland also requires a written consent from the parent(s) or guardian(s).

Student's health insurance

Citizens of third countries arriving in Finland for the purpose of studying are required to have health insurance, if the period of study lasts for more than three months. The requirement is the same for degree-seeking and for visiting/exchange students.

The term "third-country national" in this context refers to a person who is not a citizen of either one of the EU countries or a citizen of one of the following countries: Norway, Iceland, Liechtenstein or Switzerland. Students from Quebec (Canada) are also exempted from the health insurance requirement.

Health insurance is one of the obligatory requirements for obtaining a residence permit for studies and the health insurance must be valid upon entry to Finland. Students applying for an extension

of their residence permit must also have valid health insurance.

The type of health insurance policy a student needs depends on his/her duration of studies in Finland that, in turn, affects the right of domicile in Finland.

Third-country nationals studying in Finland for less than two years:

A student who enters Finland to study for less than two years is not usually granted the right of domicile, i.e. a home municipality in Finland, and therefore is not entitled to municipal health care services. Consequently, the student must have private insurance which covers the cost of medical treatment up to 100 000 euro.

Third-country nationals studying in Finland for at least two years:

A student who enters Finland to study for at least two years is usually granted the right to domicile, i.e. a home municipality in Finland and is therefore entitled to municipal health care services. Consequently, the student must have private insurance which covers the cost of medical treatment up to 30 000 euro (primarily medication costs). In order to be granted a home municipality in Finland, a student must register at a local population registration office (maistraatti). Requirements for the right of domicile are the following: the student has a residence permit at least for the period of one year and the duration of studies in Finland is at least two years. Documents verifying the duration of studies are available at the Student Services of the University of Helsinki.

Please note that the right to use Finnish Student Health Service (FSHS) does not exempt a student from having to take out health insurance.

Health insurance must be obtained prior to applying for a residence permit. The insurance must be valid for the duration of studies. The insurance policy must be issued by a reliable and financially sound company or institution. Foreign countries and international insurance companies offer a wide range of insurances. There are several international insurance companies that offer health insurance policies: check

their websites for details and contact them directly for further information on prices and coverage.

Student's income

The Finnish government does not usually fund the stay of foreign students in Finland. The applicant must show that his or her income is secured with a scholarship, a grant or other funds with which the student can support him- or herself during the academic year. Students must be able to prove that they have at their disposal at least 500 euro a month or 6000 euro for a year. If the educational institution offers free tuition, accommodation and meals, the required amount can be reduced.

The funding of a student participating in an exchange programme between a Finnish and a foreign university may be arranged through the exchange programme. EU citizens may choose the way they indicate their financial situation during their stay in Finland.

Is a student allowed to work while studying?

Students are permitted to do a limited amount of paid work under a residence permit issued for studies if the work in question is practical training included in the studies or final project work. Part-time employment is also possible, if the working time comes to an average of 25 hours per week at most. There are no limitations on working hours in full-time employment during holidays, specifically the summer and Christmas holidays.

Earnings from part-time work during term-time may be included for funds required for a residence permit at the discretion of the authorities. This is not, however, possible in the case of a first residence permit.

The regulations above do not apply to EU citizens: they have no restrictions on working hours during their studies.

How long is a residence permit valid?

A residence permit granted to a student is temporary by its nature. If the studies last for more than a year, the residence permit is usually granted for one year at a time. A temporary residence permit bears the letter B. An extension of the permit requires that:

- the student is still registered at the educational institution,
- he/she is a full-time student,
- he/she has completed the required courses in the institution's study programme.

If the student has poor study performance, an extension of the residence permit may be denied.

The application for an extension of the residence permit is submitted to the police.

What happens after the studies are completed?

After completing the studies, the student may remain in Finland if he or she can be granted a new residence permit on other grounds. The permit may be granted, for example, for continuing studies (within the same field) or based on family ties or employment.

A foreigner who has received a degree in Finland can also get a residence permit for search for work. The permit can be granted for six months.

Can the decision be appealed against?

You may appeal against the decision made on a residence permit application to an Administrative Court. Instructions on how to appeal are appended to the decision.

RENEWING YOUR RESIDENCE PERMIT

Residence permits for students are normally valid for one year from the issue date: the date of expiration is printed on the permit. If you are studying for several years, a new residence permit is required for each year. When you apply for a new residence permit, you will need:

- The appropriate form.
- An official bank slip showing 6 000 euro on your bank account or some other proof of your financial situation. Students sponsored by an educational organisation, foundation etc. must show a certificate from the appropriate organisation.

- Registration certificate (opiskelutodistus) from the Student Services.

- Also be prepared to show a proof of a "normal" progress in studies. An up-to-date transcript or, for example if one is a thesis student with just a few or no credits earned, a supervisor's letter is acceptable.

- Two passport photographs (not older than 6 months).
- Proof of comprehensive health insurance cover.
- Your passport.

These documents should be submitted at the **local police office** dealing with residence permits. Please note that the office might stop giving out queue numbers at 14:00. Offices for Helsinki, Espoo and Vantaa are listed below (the telephone numbers are for the international section or for the unit dealing with residence permits):

Helsinki (8:00-16:15):
 Viljatie 2 B
 00700 Helsinki
 Tel. 071 877 3220 (Mon-Fri 9-11)

Espoo (8:00-16:15):
 Nihtisillankuja 4
 02630 Espoo
 Tel. 071 87 30281

Vantaa (8:00-16:15):
 Kielotie 21
 01300 Vantaa
 Tel. 071 87 36780 (Mon-Fri 9-11)

Please note that in Helsinki you should submit your residence permit application several months before the permit runs out and it may take a very long time to process your residence permit application (six to seven months for non-EU students). Elsewhere the average processing time is shorter. For more information, see <http://www.migri.fi/> (Finnish Immigration Service) or <http://www.poliisi.fi/> (Police).

POPULATION REGISTRATION

Basic information on people residing in Finland is recorded in the Population Information System. Information that is registered includes e.g. name, date of birth, nationality, family relationships and address. Under Finnish legislation, all foreign citizens residing in Finland for a period longer than one year are required to register their details in the Population Information System. The registration takes place at a local Register Office (maistraatti). The information registered is used for such purposes as elections, taxation, health care, judicial administration and statistical procedures.

A Finnish municipality of residence is registered for foreigners who have moved to Finland if they intend to stay here permanently and if they also have a residence permit for at least one year. Degree students, who study in Finland for at least two years, are usually granted a home municipality. Having the right of domicile, i.e. a home municipality, entitles degree students to for example municipal health care services.

To register at the population register office, bring your passport/formal identity card with a photograph as well as a valid residence permit with you. Citizens of the Nordic countries do not need a residence permit. For EU-citizens and citizens of Liechtenstein and Switzerland the residence permit is the registration certificate confirming your right of residence, issued by the local police station in Finland. For non-EU citizens the first residence permit is usually obtained in the home country before arriving in Finland. For more information on the different kinds of residence permits, please see the section Residence permit and right to reside in Finland.

More information in English is available at the Population Register Centre website at <http://www.vaestorekisterikeskus.fi/>.

WHAT IS A PERSONAL IDENTITY CODE?

Foreign citizens who reside in Finland permanently or whose stay exceeds one year is given the same kind of personal identity code as a Finnish citizen has. You

will receive your personal identity code from the local Register Office. The personal identity code is used for identification purposes in banks, hospitals, schools, institutions, by various authorities etc.

A personal identity code is a series of numbers, consisting of the person's date of birth, a unique identifying number and a single-digit control character. The unique identifying number differentiates persons born on the same day. An uneven number is issued for men and an even number for women. The control character is either a number or a letter.

For example, in the personal identity code 131052-308T

- 131052 = date of birth
(date/month/year)
- 308 = unique identifying number
- T = control character.

Foreigners residing in Finland for a short time only may also obtain a personal identity code, if it is needed for employment purposes. However, no municipality of residence is registered for them in Finland and therefore they do not necessarily have the same rights as persons residing in Finland permanently.

For more information, see <http://www.maistraatti.fi/>.

REGISTER OFFICES

Register Offices are local population register authorities. You will find the address and telephone number of your local Register Office online at <http://www.maistraatti.fi/>.

LOCAL REGISTER OFFICES

Helsinki

Helsingin maistraatti
Albertinkatu 25
00180 Helsinki
Tel. 07187 30191
Mon-Fri 9:00-16:15

Espoo & Kauniainen

Espoon maistraatti
Itätuulentie 1, ground floor
02100 Espoo
Tel. 07187 30201
Mon-Fri 9:00-16:15

HOUSING

Finding suitable accommodation in the Helsinki Metropolitan Area can be challenging. Student housing in the area is organised mainly by a student housing foundation called Helsingin seudun opiskelija-asuntosäätiö (HOAS).

HOAS HOUSING

HOAS maintains about 8 000 flats for nearly 17 000 students in Helsinki and the neighbouring towns. HOAS housing usually consists of a private room with a shared kitchen and bathroom. HOAS flats are unfurnished. HOAS also offers family accommodation. The monthly rent for a single room ranges from 210 euro to 350 euro, and for a family flat from 470 euro to 850 euro. The rent includes water, electricity (in most apartments) and a fixed line Internet connection HOASnet. There are additional payments for car parking, laundrettes, and sauna.

HOAS processes applications throughout the year. You can fill in the application form at HOAS website <http://www.hoas.fi/>. An application is valid for a period of four months. If you have not been granted housing within that period, you must remember to renew it yourself. If your situation changes, you should contact HOAS to cancel your application. If you wish to change information in your application, you should fill in the Update Application Form on the website. Do not submit a new application.

HOAS website is fully available in English. The site has information about the apartments, application process, facilities etc. are described in detail. There is also a flea market from where you may find ads about furniture for sale etc. You may contact the Customer Service (vuokrausneuvonta@hoas.fi) in all matters related to applying for housing. HOAS has two offices: Kamppi and Leppävaara, which handle issues related to tenancy, e.g. tenancy agreements, termination of

tenancy, keys, sauna reservations, and parking spaces.

The HOAS offices deal with a huge number of students. Autumn is the busiest time of the year, and HOAS is not always able to arrange housing for all applicants. Housing offers are sent to applicants about one month before the tenancy period begins.

HOAS offers rooms and apartments also for shorter periods. These apartments are fully furnished and the service is maintained by the Guest Room Services (guestroom@hoas.fi).

HOAS (Foundation for student housing in the Helsinki region)

Helsingin seudun opiskelija-asuntosäätiö
Pohjoinen Rautatiekatu 29
00100 Helsinki

Telephones

09-549 900 (Customer service)
09-5499 0200 (Guest room services)
Fax 09-5499 0345

vuokrausneuvonta@hoas.fi (Customer service)
<http://www.hoas.fi/>

- Kamppi Local Office is open from Mon-Fri 9:00-16:00.
- Leppävaara Local Office is open Mon-Fri 13:00-16:00 and on the first weekday of the month 10:00-16:00.
- Phone service is available in the Kamppi office from 9:00-16:00 every weekday and in the Leppävaara office from 9:00-12:00 every weekday.

HOW TO APPLY FOR HOAS HOUSING?

A rule of thumb is that the sooner you submit your application the better your chances will be in getting student housing. The early autumn is the "worst" time since there are more students applying for housing than the student housing organisations can accommodate. The

description below mainly refers to the application procedure with HOAS. However, similar procedures are followed by other housing organisations.

WHEN TO APPLY?

You may apply for student housing as soon as your study place has been confirmed, but no sooner than four months before you need the apartment. You will be offered housing either near your place of study or within easy access by public transport.

HOW TO APPLY?

For HOAS you may apply by submitting an application at HOAS website. HOAS will send you a letter or an e-mail to inform you whether your application has been accepted or rejected within a week after receiving the application. The application processes vary: for instance, some organisations use paper applications.

At HOAS, the application is valid for four months. You should renew your application before it expires if you still are in need of housing, otherwise it will be terminated automatically. If you wish to renew or update your application, do not fill in a new application but fill in the "Update application" form at HOAS website.

UNDERGRADUATE AND GRADUATE STUDENTS

HOAS and other types of student housing is mainly for full-time undergraduate and graduate students (studies up to completing a Master's degree). The progress of your studies and your right to student housing will be checked on a regular basis. For example, university students are expected to earn 25 credits per calendar year.

POSTGRADUATE STUDENTS

For postgraduate students (studies beyond the Master's degree) studying in Helsinki, HOAS offers housing in East Vantaa only. Postgraduate students must present a statement of the studies by their professor.

FAMILY APARTMENTS

At HOAS, family apartments are for couples, of which, at least, one applicant is a full-time student. In addition, single parents can apply for family apartments if they are full time students.

Friends (including siblings) can apply together for a friends' apartment and all applicants must be full-time students. HOAS tenants who are in the final stages of their studies can apply for studio apartments. The tenancy agreement for studio flats is made for a fixed term of two years. A single applicant may apply for a room in a shared apartment or for a small one-bedroom apartment in East Vantaa.

FINANCIAL INFORMATION

The financial credit information of each applicant will be checked. If the applicant has a registered entry of an outstanding debt the applicant will either be asked to provide Hoas with further documentation about it. The applicants must enter full details of their income and assets on their application.

CONTACT FROM HOAS

Hoas will contact you immediately when suitable housing becomes available. If you have given your email address, HOAS e-mails the tenancy agreement. If the tenant does not have an e-mail address, the agreement will be sent by mail. If you wish to cancel the agreement, you should contact HOAS as soon as possible by emailing to vuokrausneuvonta@hoas.fi, and give reasons why you wish to refuse the agreement. You can turn down the agreement for housing once with a good reason. If you refuse housing twice, your application will be terminated.

HOUSING DEPOSIT

When confirming the tenancy agreement, you must pay a deposit of 260 euro (room) or 500 euro (apartment) to HOAS's account. Please note that it is your responsibility to pay all the international transaction fees. Your bank can advise you on this matter. You can pay the deposit by a bank transfer only: cash, cheques and credit card payments are not accepted. In order to confirm the tenancy agreement you must provide HOAS with a receipt of the paid deposit and a "Written confirmation" form by the deadline given. Please note that if you do not act in time, the agreement will be terminated and the room or apartment offered to another applicant.

LYYRA RENTALS

Lyyra Rentals is a free on-line housing service where you can search for apartments, look for flat mates and leave rental adverts. The service is aimed for students and private market house owners who wish to rent their flats to students. The size and the rent vary greatly depending on the apartment type and location. Usually the apartments are single room flats or shared apartments with two-three bedrooms. Because the service is free, there are also students offering their flats for short term rentals during their exchange period.

The service is offered also in English, but a majority of the adverts are in Finnish. Most of the landlords do understand English, so do not hesitate to contact them if you see a flat that interests you. To contact landlords you need to register to the Lyyra web service.

There is also a housing guide in Lyyra. There you will find information on legal and other matters concerning rental agreements and housing customs in Finland.

You can find Lyyra rentals at <http://www.lyyra.fi/asunnot/>.

OTHER OPTIONS

Nations or faculty organisations own a number of dormitories. The student must be a member of such an organisation or a student of the faculty to be considered. For more information, see the housing website of the Student Union at <http://www.hyy.helsinki.fi/english/36/>.

You can also search for housing on the private market at www.vuokraovi.com. The website is a national online service for conveying information about available rental properties and rental needs.

NET GUIDE ON INTERNATIONAL STUDENT HOUSING

If you are looking for a student apartment in Finland, a good website to start with is <http://www.opiskelija-asunnot.fi/en/>. From this page you can access the websites of various student housing associations in Finland or at least find the necessary contact information. On the website you can also find basic information on student

housing in Finland, and links to other useful websites. The site also talks about intercultural housing and living - with hints on what to take into account when living in international student dormitories.

HOSTELS

Academica Summer Hostel
(open in the summer 1.6.-1.9.)
Hietaniemenkatu 14
Tel. +358-9-1311 4334
Fax +358-9-441 201
hostel.academica@hyy.fi
<http://www.hostelacademica.fi/>

Eurohostel
Linnankatu 9,
00160 Helsinki
Tel. +358-9-622 0470
Fax. +358-9-622 04747
eurohostel@eurohostel.fi
<http://www.eurohostel.fi/>

Hostel Erottajanpuisto
Uudenmaankatu 9,
00120 Helsinki
Tel. +358-9-642 169
Fax +358-9-680 2757
info@erottajanpuisto.com
<http://www.erottajanpuisto.com/>

Stadion Hostel
Pohjoinen Stadiontie 4
00250 Helsinki
Tel. +358-9-477 8480
Fax +358-9-477 84811
info@stadionhostel.fi
<http://www.stadionhostel.fi/>

Traveller's home - Matkamajoitus
Lönnrotinkatu 16 D
00120 Helsinki
Tel. +358-44-211 9526
info@matkamajoitus.fi
<http://www.matkamajoitus.fi/>

Information about hostels in other parts of Finland can be obtained from:

Suomen Retkeilymajajärjestö (SRM)
Tel. 09-565 7150
info@srm.fi
<http://www.hostellit.fi/>

STUDENT HEALTH CARE

FSHS - FINNISH STUDENT HEALTH SERVICE

YTHS – Ylioppilaiden terveydenhoitosäätiö

The Finnish Student Health Service (FSHS) provides preventive health care and medical care, mental health care and oral health care for students enrolled at universities and tertiary-level science and art schools. FSHS is a nationwide organisation with offices in 15 Finnish cities. FSHS is financed by the Social Insurance Institution of Finland, the student unions, municipalities and the Ministry of Education. FSHS is a non-profit organisation.

In order to have access to the FSHS services, you must be a Student Union (HYY) member and you must pay the health care fee as part of the Student Union membership fee. Also in order to use the services of FSHS, you must have a valid Lyyra card for undergraduate/graduate students (Student Union ID card) with you.

Please note that postgraduate/PhD students are not entitled to the services of FSHS.

There is a variety of medical aid and health care services including dental services available at the FSHS health centres with the exception of hospital treatment. Our services are available on weekdays during office hours. See the FSHS website at <http://www.fshs.fi> for more information.

Emergency care is available at municipal health centres and at hospitals. In the event of an accident or emergency, you should first seek help from a municipal health centre nearest to you.

FSHS Töölö

Töölönkatu 37 A

00260 Helsinki

<http://www.fshs.fi>

GENERAL MEDICAL SERVICES

- Treatment need assessment and appointments Mon-Fri 8:00-15:00, tel. 046 710 1027.

- Telephone consultation with a physiotherapist is available Mon-Fri 11:00-12:00, tel. 046 710 1503.

- Patient Office 8:00-15:30 2nd floor in Töölö FSHS.

- Please **cancel** your appointment **at the latest a day before** the appointment through our answering machine tel. 046 710 1028 or using the form at <http://www.fshs.fi/cancelling>.

ORAL HEALTH CARE

- Treatment need assessment and appointments Mon-Fri 8:00-14:00, tel. 046 710 1032.

- Advice over the phone Mon-Fri 8:00-11:00, tel. 046 710 1033.

- Please **cancel** your appointment **at latest a day before** the appointment through our answering machine tel. 046 710 1034 or using the form at <http://www.fshs.fi/cancelling>.

MENTAL CARE

- Treatment need assessment and appointments Mon-Fri 9:00-11:00, tel. 046 710 1029.

- Advice over phone Mon-Fri 8:00-15:00, tel. 046 710 1030.

- Urgent treatment need assessment and appointments Mon-Fri 8:00-15:00, tel. 046 710 1027.

DURING THE SUMMER

- See the FSHS website for more information about our services at summer time.

APPOINTMENT CANCELLING

Please inform us if you cannot make it to your appointment at the agreed time. The earlier you let us know, the more likely it is that someone else can use the service in your place and our queues are that much shorter. If you need to cancel, please do so no later than the weekday before the appointment (Mon-Fri) by 12 noon. If you cancel later than the previous weekday, you will be charged the appointment fee. If you do not cancel and also do not come for the appointment, you will be charged the appointment fee and an additional charge

of 15 euro. The fee of 15 euro is charged also when the appointment is free of charge.

The appointment fee and the fee of 15 euro should be paid at the FSHS health centre. If the fees are not paid at the health centre, a reminder will be sent. A fee of 5 euro will be charged for the reminder.

FIRST YEAR DEGREE STUDENTS

- Health check-ups and dental check-ups for first year degree students: You will receive an information letter by e-mail during your first academic year.

STD (SEXUALLY TRANSMITTED DISEASES)

A physician or a nurse will provide a referral for some STD tests and an HIV infection test performed free of charge by the health centre laboratory. See also Health Issues on the FSHS website.

FSHS HEALTH CENTRES

It is important to remember that, after having paid the health care fee, you are entitled to use the **services of all FSHS health centres in Finland**, regardless of

where you live and study. Remember to take your Lyyra card with you. This is especially convenient on the vacation periods, when students may be staying quite far from their regular place of residence. Contact information of the other FSHS health centres can be found at the FSHS website.

WHEN FSHS HEALTH CENTRE OF HELSINKI IS CLOSED

If you should require acute treatment when the FSHS health centre of Helsinki is closed, please contact your municipal health centre or **the public health consultation phone tel. 09-10023**. The consultation is available in Finnish, Swedish and English and is open 24 hours in every day of the year. Service costs the price of a normal telephone call.

Please note that FSHS does not pay any further medical examinations or treatment in hospital policlinics, even if an FSHS doctor has issued the referral. It is important that you have your individual insurance for that.

HEALTH CARE SERVICES AND HEALTH INSURANCE

Health care services

More information on health care services outside of the Student Health Care Services, which were introduced in the section above, can for example be found on the Infopankki website, <http://www.infopankki.fi/> > Health.

A foreigner who is not a permanent resident of a municipality in Finland must pay the actual cost of treatment when using public health care services. Therefore it is very important that you have a private health insurance to cover the costs of emergency treatment and hospitalisation. EU-citizens should have their EU Health Insurance Card.

For more information about health care services or advice about how to treat illnesses, you can always call the Health Counselling Service (09) 10023. The service is also available in English and it operates around the clock. The service is confidential and enquiries are answered by experienced nurses and health care

professionals. The cost of the call is based on the operator's charge plus the local network fee.

Health insurance

All **non-EU citizens** are required to have health insurance when applying for a residence permit. For more information, see the section Residence Permit and Right to Reside in Finland.

All **EU citizens** should make sure they have acquired a European Health Insurance Card, which gives access to medical care during a temporary residence in another EU/EEA country or in Switzerland. Residents of an EU/EAA country are entitled to medical care while staying temporarily in another EU/EEA country or in Switzerland. The European Health Insurance Card serves as proof of such entitlement.

Anyone, covered under his or her home country's social security system, who intends to travel to an EU/EEA country or to

Switzerland on holiday, for the purpose of study, on a secondment (temporary work) or to seek employment can apply for the card. The card is available free of charge.

More information about the European Health Insurance Card, can be found at <http://ec.europa.eu/social/main.jsp?langId=en&catId=509>.

KELA BENEFITS – RESIDENCE-BASED SOCIAL SECURITY

To be eligible for social security benefits, the general rule is that you must be living in Finland permanently. Please note that students, who have come to Finland only to study, are usually considered to be here only temporarily and are thus generally not covered under the residence-based social security system.

MORE INFORMATION

Regarding residence-based social security, more detailed information is available on the website of the Finnish Social Security Institution - Kela, at <http://www.kela.fi/> > in English.

In To service point

Salomonkatu 17, doorway A, 2nd floor
P.O. Box 82, 00601 Helsinki
Opening hours: Mon-Fri 9:00-12:00 and 13:00-16:00
info@intofinland.fi
<http://www.intofinland.fi>

In To is the service point of the Social Insurance Institution of Finland (Kela) and the Finnish Tax Administration for those coming to work or study in Finland. It gives advice and instructions on social security and taxation matters.

Please note that the In To service point does not have a telephone service.

STUDENT FINANCIAL AID

Finnish citizens studying at higher educational institutions are eligible for financial aid, which consists of a grant, a state-guaranteed loan and housing supplement. The study grant (opintoraha) amounts to 298 euro per month and does not have to be repaid. The student loan guaranteed by state (opintolaina) is applied for at a bank and its repayment begins after the completion of studies. The amount of the loan is 300 euro per month. The amount of the housing supplement (asumislisä) depends on the rent and the form of housing. Those students who have other (sufficient) income or progress poorly in their studies are not eligible for the aid and the aid can be required to be repaid.

INTERNATIONAL STUDENTS

International students who do not have a Finnish citizenship can get financial aid for studies in Finland if they live in Finland on a permanent basis and they have come to Finland for a purpose other than studying.

They have to be registered as permanent residents in the Finnish population register system and the purpose of residence in Finland is determined by reference to such matters as the residence permit, registration or acceptance to an educational institution.

Please note that international students from the European Union countries are not eligible for the Finnish state study support if studying is their only reason for coming to Finland.

RESIDENCE PERMIT STATUS

A residence permit under the A, P or P-EY entry is always a prerequisite for the state study support. International students who have been granted a student residence permit under the entry B are not eligible for the study support. For more information, see <http://www.kela.fi/> (In English > Students).

GRANTS AND SCHOLARSHIPS

Although international students are generally not eligible for the state study support, there are other grants and scholarships available. Financial help (apurahat) is available mainly for post-graduate research projects. For information about what is available, see for example the Säätiöpalvelu website (www.saatiopalvelu.fi in Finnish) and the University Intranet. For undergraduate and graduate students, the availability of scholarships and grants is limited and you cannot count on financing your studies by the means of the grants and scholarships.

Before going anywhere else, you should have a discussion with your supervisor, or if you do not have one, with a professor or a teacher in your own department. In addition, your fellow students might have some good ideas. It is very hard for anyone outside your field of study to give hints or suggestions on suitable grants or scholarships to apply for. However, below you will find information designed to make the start a little bit easier.

GRANTS AWARDED BY THE UNIVERSITY OF HELSINKI

The University of Helsinki offers the following grants for its students:

I. Get Your Master's Thesis Written! Grants

- Offered once a year, application time during the Autumn semester, please see the intranet Alma (Students > Support for studies > Grants and scholarships) and from autumn 2011 Flamma > Contents and Services > For Students, for exact dates.
- For individual students for an intensive one-week period at Hyttiälä, Lammi, Tvärminne, Värriö or Kilpisjärvi research stations. (In special cases a two-week period is possible.)
- The grant covers room and board.
- Further information in the Alma intranet (Students > Support for studies > Grants and scholarships) and from autumn 2011 Flamma Intranet > Contents and Services > For Students.

II. Chancellor's Travel Grant

- Announcement published at the turn of the year, closing date in January-February.
- For researchers and teachers as well as post-graduate students at the University for congress or other academic travel abroad.
- No fixed grant.
- Application instructions available in ALMA Intranet (Support for Teaching and Research > Research Services > Chancellor's Travel Grant).
- Further information available from hutraelgrant@helsinki.fi.

III. Dissertation Completion Grants

- Available round the year.
- Grants for finishing doctoral dissertations.
- 1-3 months, 1200 euro a month.
- Instructions and application form available in ALMA Intranet (Support for Teaching and Research > Research Services > University Research Funds > Dissertation Completion Grants).
- Further information available from Ms Eija Pallasoja, tel. 09-191 22649, eija.pallasoja@helsinki.fi or Mr Marko Niemi, tel. 09-191 23146, marko.t.niemi@helsinki.fi.

IV. Financial Aid for PhD dissertation printing costs

- Available round the year.
- The maximum financial aid per person is the amount that the doctoral candidate has used to cover the expenses of printing the dissertation, up to 1000 euro.
- Application forms available in ALMA Intranet (Support for teaching and research > Research services > University Research Funds > Financial aid for dissertation printing costs).
- Further information, tel. 09-191 22976.

V. Grants for young researchers by The Research Foundation

- The Research Foundation of the University of Helsinki provides support for primarily young researchers to promote research work at the University

of Helsinki. (Applicants must be 30 years of age or younger.)

- Grants are available for recent graduates with a Master's degree for research work leading to a doctoral dissertation at the University of Helsinki.
- Call for applications in January. Grants are awarded in late March.
- 21 000 euro
- Further information and application guidelines available at <http://www.helsinki.fi/tiedesaatio/grants/index.htm>.

VI. Grants by the University of Helsinki Funds

- The University of Helsinki Funds are based on donations by private individuals and various organizations.
- Grants and scholarships are available for gifted and successful students, researchers and teachers of the University of Helsinki once a year.
- Application period is usually in January. Grants are awarded late March.
- Further information: <http://www.helsinki.fi/funds/>.

TURA DATABASE

A funding database in Finnish up-dated continuously, TURA includes information on about 800 organisations sponsoring research. The use of TURA is restricted to the students and researchers of the University of Helsinki only. It is forbidden to forward or publish information acquired from the database.

TURA consists of three parts

1. The actual database on research funding including a search option.
2. Diversified financiers section on the funding options offered by the Academy of Finland, TEKES, European Science Foundation and the European Union.
3. Bulletin board on current information on research funding.

Usually each section of the database includes the following information:

- Name of the organisation (as the title)
- Field of research/study (Tieteenala)
- Type of research (Käyttötarkoitus)
- Special requirements (Erityisohdot)
- Application procedure (Hakumenettely)
- Closing date (Haku päättyy or erääntymispäivämäärä)

- Amount (Jaettava summa)

TURA database can be found in the Alma intranet (Students > Support for studies > Funding databases and search engines) and from autumn 2011 in the Flamma intranet (Contents and Services > For Students).

RESEARCHPROFESSIONAL.COM

The University of Helsinki has subscribed to the ResearchProfessional funding database. Although you can browse the funding opportunities from a computer on the University's own network without a username and password, you are encouraged to sign up for your own individual account. This will help you to work more simply and efficiently with the online service and enables the following:

- Automated email alerts - customized according to your shifting preferences
- Access from home or conferences - no need to be on the university network
- Personal web space - you can establish a profile on the website and review only material matching your criteria when you sign in
- Bookmarks and magazines - store interesting items for future reference, add notes and email to colleagues.
- Subscriptions to email newsletters - a number of services are available as email newsletters.

With an account, you can start and stop email services at will. You can sign up at <http://www.researchprofessional.com/>.

CIMO SCHOLARSHIPS

Centre for International Mobility CIMO
Kansainvälinen liikkuvuuden ja yhteistyön keskus CIMO
P.O. Box 343
Hakaniemenranta 6, 5th floor
00531 Helsinki

Telephone counselling 020 690 501 (Tue-Wed 13:00-16:00 and Thu 13:00-17:00)
cimoinfo@cimo.fi
<http://www.cimo.fi/>
<http://www.studyinfinland.fi>

Information Centre Tue-Wed 13:00-16:00 and Thu 13:00-17:00

CIMO has a number of scholarship programmes for Doctoral level studies and research at Finnish universities. They are targeted at all academic fields, with the exception of the scholarships for advanced-level degree students of the Finnish language, which are specific to that particular field.

Note: CIMO does not have any scholarship programmes or other financial assistance available for Bachelor's or Master's level degree studies in Finland, or post-Doctoral students. Neither are there any grants for beginner's-level studies of Finnish or Swedish.

You will find more information on the scholarships available on the Tuition and scholarships website of CIMO, http://www.studyinfinland.fi/tuition_and_scholarships.

NATIONAL UNION OF FINNISH STUDENTS (SYL)

The National Union of Finnish Students (SYL) website has a database in **Finnish**

for grants and scholarships at <http://apurahat.syl.fi/>.

The grants and scholarships are listed in alphabetical order by the organisation responsible for the grant or by field of study or research.

HOW TO APPLY FOR A GRANT?

1. Make sure that you satisfy all the requirements set for the applicant.
2. If a specific form is required, you should absolutely use it.
3. Find out in which language you are expected to write the application.
4. Make sure that all necessary information is given on the application.
5. The application should be clear in every detail.
6. Do not chatter. A research plan or explanation how you use the grant is often enough.
7. Submit the application before the closing date.

PLANNING A CAREER AND FINDING A JOB IN FINLAND

Finding a job and planning a career are often challenging tasks, especially in a foreign country. Career Services guides you when you're developing your career management skills. We offer a Curriculum for Career –course for international degree students and staff. Update your skills on our courses and events, or visit our customer service for more information.



There are four steps to successful career management:

- Self-assessment: Recognize your personal qualities, interests, skills and values.
- Career opportunities: Explore your options in the labour market.
- Decision making: Make career decisions and plans to achieve your goals.
- Job-hunting skills: Write a good resume and succeed in an interview.

Our services are also available in English. You'll find more information on our intranet and internet pages:

In English:

Alma > Students > Studies and teaching > Studies and employment)
 From autumn 2011 Flamma > Contents and Services > For Students
 Internet: www.helsinki.fi/urapalvelut/english

In Finnish:

Alma > Opiskelu, tuet ja palvelut > Opinnot, opetus ja tutkimus > Opinnot ja työelämä.

From autumn 2011 Flamma > Sisällöt ja palvelut > Opiskelijalle.

HOW TO GET STARTED WITH JOB HUNTING IN FINLAND?

Finding a temporary job is often a matter of luck and/or right connections – and a working knowledge of Finnish. Be persistent and don't give up if you don't succeed at first.

- Look for a job you have education or other competence for. Don't forget the competence you have gained through your hobbies, volunteering etc.
- Think of possible places of work and opportunities for international students: international companies and projects, embassies, etc. Use your imagination and be creative, for instance a Chinese student may be a good coach for a person about to leave for China in business.
- Look for a place of work where your colleagues are educated and know foreign languages.
- Make a good CV (curriculum vitae) in good English.
- Save your CV to CV Net (Cv-netti) at <http://asiointi.mol.fi/cvhaku/>.
- Sending open applications and phoning the employers afterwards is much more effective than just filling in an application form. Remember that only 30% of vacancies are announced publicly.
- Be energetic and daring – not humble, aggressive or arrogant!
- Emphasize your skills: language skills, computing skills, knowledge of various cultures, etc. Hiring an international student will for instance enrich the organization's working culture and improve the staff's language competence.
- There are several language courses in Finnish available for international students. Join in - even a little Finnish is very helpful, both in job hunting and in your student life in general.
- Don't forget the competence you may have gained through your hobbies, volunteering etc.

- Keep an eye on the website of the Career Services, <http://www.helsinki.fi/urapalvelut/english/>. Also, see Alma intranet: Students > Studies and Teaching > Studies and employment and from autumn 2011 Flamma intranet: Contents and Services > For Students.

REMEMBER NETWORKING

The most efficient way to find a job is networking, especially with Finns: ask all your friends, colleagues, teachers etc. for hints about job opportunities. Another efficient way to find a job is to contact actively the organizations where you would like to work. In advance, think what you can offer them (i.e. what you have done before), the skills you have, and what kind a work you would like to do.

HELSINKI REGION EMPLOYMENT AND ECONOMIC DEVELOPMENT OFFICES

The general website for employment services is www.mol.fi/mol/en.

Helsinki

Mikonkatu 7, 3rd and 4th floor
Tel. 010 60 40100
<http://www.mol.fi/toimistot/helsinki/> (in Finnish and Swedish only)

The employment office in Mikonkatu specialises on academic employment services, offering for example EURES services and academic job advisors.

Espoo

Itätuulenkuja 2 A (Tapiola)
Tel: 010 604 0105
<http://www.mol.fi/toimistot/espoo/> (in Finnish and Swedish only)

Vantaa

Vernissakatu 8 A
Tel. 010 604 0108
<http://www.mol.fi/toimistot/vantaa/> (in Finnish and Swedish only)

TAXATION

UUSIMAA REGIONAL TAX OFFICE

Uudenmaan verovirasto

<http://www.vero.fi/>

Tel. 020 697 024 (International Affairs)

Helsinki Area Tax Office

Pääkaupunkiseudun verotoimisto

Postal address: P.O. Box 400, 00052 Vero

Visiting address: Rajatorpantie 8 A, Myyrmäki (1st floor)

Visiting hours: Mon-Fri 9:00-16:15

International taxation 020 698 064

BRANCH OFFICES

Kaisaniemi

Vuorikatu 14

Visiting hours: Mon-Fri 9:00-16:15

Tapiola

Länsituulentie 4, Espoo

Visiting hours: Mon-Fri 9:00-16:15

In To

Salomonkatu 17, doorway A, 2nd storey

PO Box 82, 00601 Helsinki

Opening hours: Mon-Fri 9:00-12:00 and 13:00-16:00

www.intofinland.fi

In To is the service point of the Social Insurance Institution of Finland (Kela) and the Finnish Tax Administration for those coming to work or study in Finland. It gives advice and instructions to those moving to the Helsinki Metropolitan Area about the matters that first arise on coming to Finland.

Please note that the In To service point does not have a telephone service.

For assistance, call the service number for international affairs or visit your local tax office.

NON-RESIDENTS

Taxation at source for those residing in Finland for a maximum of six months

If persons, residing abroad, stay in Finland for a maximum of 6 months, they are obliged to pay tax in Finland from income earned in Finland. They must obtain a tax-at-source card from a tax office. Based on the card, the employer deducts 35% as withholding tax. Before collecting the 35% tax, the employer can deduct from salary a non-resident's deduction (=17 euro per day or 510 euro per month). This provides that the deduction is mentioned in the tax-at-source card issued by the local tax office. 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.

Furthermore, a sickness insurance premium of 2.01% (in 2011) is usually collected if the employment in Finland lasts for at least four months. In addition the employee usually has to pay 4.50% pension and unemployment insurance fees.

Note: There may be further exceptions to tax liability in double taxation agreements, which Finland has concluded with approximately 70 countries. These contracts may contain exceptions to tax liability for students and trainees. If in doubt, contact your local tax office.

If your pay from Finland constitutes 75% or more of your total annual gross earned income and you are a resident of an EU/EEC country, you can after the income year, claim a progressive taxation instead of the flat 35% tax. You can present this claim by filling the income tax return in Finland by the middle of May next year. You must enclose a certificate from the tax authority of your home country showing your total annual gross income (form 6148).

Summary: Obtain a tax-at-source card. Once the employer has withheld the tax at source your taxation ends there.

RESIDENTS

Taxation for persons residing in Finland for more than six months

The period of six months is calculated starting from the first day a student came to Finland. A temporary absence from Finland after arrival is irrelevant. This six months period is calculated irrespective of the calendar years. If the period of residence in Finland exceeds six months, foreigners are taxed as residents in Finland, and are obliged to pay tax in Finland on both income earned in Finland and elsewhere. The tax on income consists of the following:

- Municipal tax in 2011: Helsinki 18.50%, Espoo 17.75% and Vantaa 19.00%.

- Sickness insurance premium is 2.01%. If your stay in Finland is shorter than 4 months or if you have a certificate of a posted employee A1/E101 this premium is usually not collected.

- Church tax: Tax to be paid by the members of the Finnish Evangelical Lutheran Church or the Finnish Orthodox Church. The church tax rate varies between 1-2%.

- Progressive state tax on income exceeding 15 600 euro.

- No wealth tax on assets is collected starting from year 2006.

- For 2011, total taxes in Helsinki, including sickness insurance premium (excluding church tax), on an annual earned income of 1 500 euro is approximately 1.0%, on an annual income of 7000 euro is approximately 2%, on an annual income of 14 000 euro is approximately 7.5% and on an annual income of 22 000 euro is approximately 14.0%.

- In addition, the employee has to pay 4.50% pension and unemployment insurance fees. If you have a certificate of a posted employee A1/E101 these fees are not collected.

Note: Finland has concluded double taxation agreements with approximately 70 countries. These contracts may contain exceptions to tax liability for students and trainees. If in doubt, contact your local tax office.

TAX CARD

On taking employment in Finland, foreigners who reside in Finland for more

than 6 months must request a tax card (verokortti) from a tax office. The original tax card should then be presented to their employer so that tax can be withheld.

When applying for a tax card you need to give an estimate of how much you will earn in the calendar year (January to December), so that the tax office can assign you a tax percentage.

You will also need the Finnish social security number that can be obtained from local register offices (maistraatti).

Helsinki Local Register Office

Helsingin maistraatti

P. O. Box 309 (Albertinkatu 25)

00181 Helsinki

Tel. 07187 30191

TAX RETURN

A pre-completed tax return (veroilmotus) concerning income for each year is sent in April of the following year. The tax return is to be submitted to the tax authorities of the municipality of residence only if there are errors or missing information. If the information is correct and you do not have anything to add, you do not need to submit the tax return to the tax office. In that case, the tax decision and information about residual taxes or tax refund attached to your tax return is final.

Tax forms must include all income earned in Finland and elsewhere for the period of residence in Finland. If the period of residence in Finland was originally intended to be no more than 6 months, you need to give information about income taxed according to tax at source in the tax return form.

The final taxation is calculated by the end of October, at which time those taxpayers, who have submitted the tax return to the tax office, receive either demands for payment of remaining taxes or tax refunds, an explanation of their taxation, and instructions for appeal.

For more information, see <http://www.vero.fi>.

SUMMARY

Contact the tax office once you have obtained a social security number. Estimate the income you will earn this calendar year.

Give the tax card to your employer. Check your income in tax return by the middle of May next year. The taxation certification regarding taxation for the previous year will be posted to your home address in September/October only if you have

submitted the tax return to the tax office. The taxes owed and the tax refunds are due in the beginning of December each year.

SCHOOLS AND DAY CARE

There are some state run and private international schools and private international day care centres in the Helsinki area. Please contact the appropriate schools and day care centres for further information. Below are links to the websites of some of the international schools as well as to the City of Helsinki Education Department and Social Services.

Relevant websites:

<http://www.edu.hel.fi> (City of Helsinki Education Department)

http://www.hel2.fi/social_service_department/ (Social services)
<http://www.eschool.edu.hel.fi> (English School)
<http://www.mauna.edu.hel.fi/> (Maunula Primary School)
<http://www.ressuy.edu.hel.fi> (Ressu Comprehensive School)
<http://www.edu.vantaa.fi/isv/> (International School of Vantaa)
<http://ish.edu.hel.fi/> (International School of Helsinki)

VOTING

You have to be a citizen of Finland to be able to vote in the Finnish presidential or parliamentary elections. In the EU (European Union) parliamentary elections, citizens of other EU countries have the right to vote in Finland. 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. You should contact your local register office for registration. A prerequisite for the right to vote is that you enrol with the voting register in Finland. In local elections (kunnallisvaalit) citizens of other EU

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

For more information, please see <http://www.vaalit.fi/53561.htm>.

ADVICE AND HELP FOR PEOPLE MOVING TO FINLAND

FINNISH IMMIGRATION SERVICE

Maahanmuuttovirasto

Lautatarhankatu 10 (Customer Service)
(P. O. Box 18), 00581 Helsinki

Tel. 071 873 0431 (Switchboard)
Fax 071 873 0730

maahanmuuttovirasto@migri.fi (Registry Office, for sending additional information regarding matters pending at the Finnish Immigration Service)
<http://www.migri.fi/>

General inquiries by telephone

Monday to Friday, 9:00-15:00, tel. 071 873 3400. (The cost of the phone call is the local network charge from a fixed line)

phone and when calling from a mobile phone it is the mobile phone charge agreed on with your operator.)

Customer service

Lautatarhankatu 10, 00580 Helsinki
Monday-Friday 9:00-15:00

Requested details and other documents can be submitted in person during office hours from 8:00 to 16:15.

Please note, no applications can be submitted directly to the Finnish Immigration Service. Applications must be submitted at the local police: for more information, see the section Residence permit and right to reside in Finland in this handbook.

APPLICATION FEES (JANUARY 1, 2011)

Subject to change. For the complete list, see <http://www.migri.fi/netcomm/content.asp?path=8,2755,2764>.

- First residence permit for studies: 250 euro
- Residence permit or extension of residence permit for studies submitted to the Finnish Immigration Service by the police: 80 euro
- Residence card or registration of the right to reside in Finland submitted to the Finnish Immigration Service by the police: 47 euro
- Transfer of residence permit to another travel document: 47 euro

VIRKA INFO - INFORMATION SERVICES OF THE CITY OF HELSINKI

Visiting address: City Hall, Pohjoisesplanadi 11-13 or Sofiankatu 1
Postal address: P. O. Box 1, 00099 City of Helsinki

Virka-info tel. information service
(09) 310 11 111 Mon-Fri 9-15
virkainfo@hel.fi
<http://www.virka.fi/en/info>

Virka Info is a public information service that answers questions about the City of Helsinki and its services at the information desk of the City Hall lobby, as well as by the phone and e-mail. In addition to Finnish

and Swedish, service is also available in several other languages.

The Virka Info Public Information service desk is open Mon–Fri 9–19, Sat–Sun 10–16.

Information services for immigrants

Virka Info is specialized in helping immigrants with questions concerning work, education, housing, residence permits, general legal justice, social and health services and any other question connected with living in Finland.

An appointment to see a consultant can be made by phone or in person.

Virka Info information for immigrants is open Mon-Fri 9-19.

INFOPANKKI - INFO BANK

www.infopankki.fi

Info Bank is a web portal that contains basic information about Finnish society and culture, permits needed by those settling in Finland, housing, studying Finnish, finding employment and starting a business, education, health care, social services, getting help in a crisis, cultural and leisure services, and NGOs and associations, as well as links to websites where you will find additional information. Information is available in 15 different languages.

OMBUDSMAN FOR MINORITIES

Vähemmistövaltuutettu
Visiting address: Mikonkatu 25, 00100 Helsinki
Postal address: P.O.Box 26
FI-00023 Government, Finland
Tel. 071 878 0171
Fax 071 878 8672
Customer service/consultation number:
071 878 8666, Mon-Fri 10:00-12:00
ofm@ofm.fi
www.ofm.fi

The Ombudsman for Minorities is an authority with the basic task of advancing the status and legal protection of ethnic minorities and foreigners as well as equality and non-discrimination and good ethnic

relations in Finland. The jurisdiction of the Ombudsman only covers the supervision of ethnic discrimination: it does not cover discrimination based merely on language, sexual orientation, ideology or disability. Preventing discrimination on these grounds still belongs to other authorities, mainly the highest supervisors of legality and, in working life, to occupational safety and health authorities. The Ombudsman also acts as the national rapporteur on trafficking in human beings.

The grounds of discrimination covered by the Ombudsman for Minorities are racial and ethnic origin, which includes both traditional and new ethnic minorities in Finland. The duties of the ombudsman include: promoting good ethnic relations; and improving the status and rights of ethnic minorities, foreigners and immigrants in society; the implementation of equality; the prohibition of discrimination according to ethnic origin and implementing the principle of equal treatment regardless of ethnic background; initiatives, drawing up reports, proposals and recommendations and issuing public statements on discrimination based on ethnicity and the status and rights of foreigners and ethnic minorities in Finland co-operation between public authorities and organisations working in the field of combating and preventing ethnic discrimination.

The Ombudsman provides independent counselling and advice to victims of discrimination. The Ombudsman can provide both legal advice and assist the victim in reporting the incident to the appropriate authorities. If the Ombudsman considers a complaint as being of principle importance for the prevention of discrimination on grounds of ethnic origin, he can help the victim by providing legal assistance.

REFUGEE ADVICE CENTRE

Pakolaisneuvonta ry.

Kaisaniemenkatu 4 A, 6th floor
00100 Helsinki
Tel. 075 7575 100, fax 075 7575 120
pan@pakolaisneuvonta.fi
<http://www.pakolaisneuvonta.fi/>

The Refugee Advice Centre (RAC) is a non-governmental organisation founded in 1988 by other Finnish NGOs. RAC provides legal aid and advice to asylum seekers, refugees and other immigrants in Finland.

SOS CENTER - CRISIS PREVENTION FOR FOREIGNERS

Maistraatinportti 4 A, 4floor
00240 Helsinki
Tel. 09-413 50501

The crisis services are open on weekdays
9:00-15:00

The SOS center helps foreigners and their family members living in Finland in different crisis of life. The center serves adult clients. Help is short term therapeutic conversation help. It is important to make an appointment beforehand. You will find more information on the website of the SOS Center at http://www.mielenterveysseura.fi/en/sos_crisis_center/.

LEGAL AID OFFICE

Helsingin oikeusaputoimisto

Porkkalankatu 13 G
00180 Helsinki
Tel. 010 3660120 (Appointments)
helsinki.oikapu@oikeus.fi

The Legal Aid Office offers legal aid for persons living in Finland, entirely or partly free of charge, depending on the client's income. You can have advice, documents or assistance during a trial both in civil and criminal cases. More information is available at <http://www.oikeus.fi/8852.htm>.

FOOD AND SHOPPING

STUDENT CAFETERIAS

The cheapest meals in town are served in the 19 student UniCafe restaurants run by the Student Union. Show your Lyra Card to get the discount during the lunch time hours: normally between 10:30 and 14:30 (these might vary). Check the UniCafe website for updates and menus (ruokalistat): <http://www.unicafe.fi/>.

See appendix D for a Menu and grocery guide.

- **University Main Building**, Yliopiston pääarakennus, Fabianinkatu 33
- **Porthania**, Yliopistonkatu 3
- **Olivia**, Siltavuorenpenger 5
- **Valtiotiede**, Unioninkatu 37
- **Rotunda**, University Library, Unioninkatu 36
- **Metsätalo**, Fabianinkatu 39
- **Topelias**, Unioninkatu 38
- **Ylioppilasaukio**, Mannerheimintie 3B
- **Biokeskus**, Viikinkaari 9
- **Chemicum**, A.I. Virtasen aukio 1

For the rest of the UniCafe restaurants, see the Unicafe website.

FOOD AT REASONABLE PRICES

In the shops mentioned below, you can buy food and everyday goods at reasonable prices. Many shops are also open on Sundays.

Alepa

Limited selection, reasonable prices.

K-shops/Citymarket

Good quality, reasonable prices: especially Pirkka label products.

Lidl

Good quality, reasonable prices, not the regular Finnish selection.

S-Market/Prisma

Good quality, reasonable prices: especially Rainbow label products.

Siwa

Small local shops with limited selection, reasonable prices.

Valintatalo

Limited selection, reasonable prices.

Many others: look around!

DELICACIES AND SPECIAL FOODS

Stockmann's Food Department

Aleksanterinkatu 52

Excellent selection, occasional bargains.

Thai Market

Yrjönkatu 25

Food and spices from Asia.

Vii-Voan

Hämeentie 3

A good selection of Oriental food and spices. On Hämeentie there are several other ethnic food shops as well.

Behnford's

WTC Plaza (Keskuskatu 7 B)

U.S. and U.K imports and others: Vegemite and Marmite available!

TAX FREE PURCHASES

If you plan to study in Finland for a shorter time and would like to save money on some of your larger purchases, you can buy items tax-free at most department stores and some shops (Look for a "tax free for tourists" sticker on the door!). If you present a foreign passport, you will receive a slip, which will entitle you to a percentage refund upon leaving the country. Remember that the customs officials may ask you to produce the sealed items you declare for reimbursement.

CLOTHING AND FURNITURE

Clothing to get through the three cold seasons (and the warm one, too) can be found in the stores listed below. Furniture for reasonable prices can be bought at second hand shops and flea markets. There are also two Ikea stores near Helsinki in Espoo and Vantaa, for contact information and instructions on how to get

there, see <http://www.ikea.com/fi/> > Services in English.

For one-stop shopping, check out the shopping centres in Helsinki and the surrounding area.

CLOTHING AND OTHER THINGS AT REASONABLE PRICES

Tarjoustalo

Not the latest fashion, but cheap. Also sells household items.

Vilhonkatu 5

Hämeentie 111

Turunlinnantie 4 (Itäkeskus)

Anttila

Reasonably priced fashion and household items.

Salomonkatu 13 (Kamppi)

Itäkatu 3-5 (Itäkeskus)

Seppälä

Reasonably priced fashion.

Keskuskatu 1 B

Mannerheimintie 20 (Forum)

KappAhl

Reasonably priced fashion.

Aleksanterinkatu 21

Mannerheimintie 20 (Forum)

H&M

Reasonably priced fashion.

Aleksanterinkatu 48

Mannerheimintie 20 (Forum)

There are dozens of others! Talk with your fellow students to find the best places to shop for clothes. Look for sales!

DEPARTMENT STORES IN THE CENTRE

Stockmann

Aleksanterinkatu 52, especially on the "Crazy Days" (Hullut päivät) in October and April.

City Sokos

Mannerheimintie 9

SHOPPING CENTRES IN THE HELSINKI AREA

Forum

Mannerheimintie 20 (Helsinki)

Kamppi

Urho Kekkosen katu 1 (Helsinki)

Itäkeskus

Itäkatu 1-7 (Helsinki)

Jumbo

Vantaanportinkatu 3 (Vantaa)

Sello

Leppävaarankatu 3-9 (Espoo)

Iso Omena

Piispansilta 11 (Espoo)

SECOND HAND SHOPS AND FLEA MARKETS

UFF

<http://www.uff.fi/>

Fredrikinkatu 36

Hämeentie 4

Iso Roobertinkatu 4-6

Mannerheimintie 104

Runeberginkatu 4 C

Turunlinnantie 12

Hietalahti flea market

At the west end of Bulevardi

Almost anything, at reasonable prices, outdoors on the market square.

Salvation Army Flea Market

Pelastusarmeijan kirpputori

<http://www.pelastusarmeija.fi>

Helsinki

Koulutanhua 6

Malmniraitti 1

Mannerheimintie 90

Vantaa

Liesikuja 1

Itäinen Valkoisenlähteentie 15 (outlet flea market)

Recycling Centre

(Clothes, furniture and other stuff)

Kierrätyskeskus

<http://www.kierrätyskeskus.fi/>

Kyläsaarenkatu 8 (Large things!)

Lönnotinkatu 45

Matinpurontie 8 (Espoo)

Horsmakuja 6 (Vantaa)

CLIMATE AND SURVIVAL TIPS FOR WINTER

CLIMATE

Finland's climate is milder than that of many other areas of the same latitude. However, owing to the humid atmosphere and sea winds, it always feels colder in Helsinki than the temperature might suggest. Although the temperature may on some days exceed even 30 degrees centigrade in the warmest summer months, in southern Finland the long-term average is between 14 and 18 degrees centigrade for July and between -6 and -13 degrees centigrade for February. The annual precipitation in the south is about 700 millimetres. The ground is covered with snow three to five months in the south and up to seven months in the north. The average depth of the snow varies between twenty and eighty centimetres and lakes are frozen six months a year. During the summer, it never really gets dark, and in the north, the sun does not set. In the winter, the days are six hours long in the south, and in the north, the sun cannot be seen for two months (kaamos).

SOME SURVIVAL TIPS FOR WINTER CLOTHING

Do not take chances with the winter cold! Warm winter clothing should not be considered a luxury. Seek advice from those familiar with the climate. Look for comfort and simplicity in clothing. In order to withstand slush, snow, sleet and rain as well as the sand and salt used on icy sidewalks and roads, winter boots should be waterproof, warm, lightweight and stain repellent. Winter clothing essentials might include a down (or polyester) coat or parka, mittens or gloves, a wool hat or earmuffs and long underwear. Dressing in "layers" is advisable, since you will often move from well-heated buildings into the wet and cold and then back.

WIND CHILL FACTOR

Take into consideration the wind chill factor. High winds blowing on a cold day lower the temperature even further and a temperature of -20 degrees centigrade with a wind of 10 kilometres per hour (that is quite normal for Helsinki) feels like -25 degrees. Ears, fingers, toes or cheeks that have been exposed to freezing temperatures for even a short period may be severely damaged. If any part of your body should lack feeling or become pale or slightly blue, seek medical help immediately. Helsinki is a windy city - round the year!

TRANSPORT AND TRAVEL

TRANSPORT IN THE HELSINKI REGION

TRAVEL CARD

The Travel Card is an electronic card, which makes it easy to use public transportation in the Helsinki Metropolitan Area. You can either buy a personal travel card (advisable if you use public transportation regularly) or a multi-user travel card. A multi-user travel card can be used by any person holding the card who

belongs to the same customer group. A personal travel card can only be used by the owner of the card.

WHERE TO BUY THE CARD

A Travel Card can be purchased at any of the public transport service points. The card payment is 5.00 euro. The validity of the card is 5 years from the date the card is sold. You will need a passport or an ID card to prove your identity.

LOADING

The Travel Card can be loaded at over 300 locations throughout the Helsinki Metropolitan Area. You can load your Travel Card at any loading point regardless of your resident municipality or the period (internal or regional) you want to load on your card. All loading points display the Travel Card sign. You can load 14 - 366 days of travel period and/or value of a minimum of 5 and maximum of 400 euro onto your Travel Card. You can load the period so that it will be valid from the day the card is loaded or from a chosen day during the subsequent 60 days. You can also load two consecutive periods on your Travel Card. The interval between the periods i.e. the end of the first period and the beginning of the next period can be 0 - 60 days. The periods are priced separately.

PRICES

The complete list of fares in Helsinki you can find on the Helsinki Region Transport website, <http://www.hsl.fi/EN/>. Choose "Tickets and fares" in the menu on top.

STUDENT DISCOUNT

A student discount is available for undergraduate and graduate students under the age of 30. Students aged 30 or over must receive Student Financial Aid from the Finnish Social Security Institution (Kela) in order for them to be granted the student discount.

Degree students have to register as permanent residents of the municipality at the Register Office (see the section Population Registration) before the student discount can be granted. Before buying the travel card you need to obtain a certificate proving your degree student status, which is available at the Student Services.

Exchange students need to obtain a certificate proving the exchange student status before buying the travel card. This certificate is available at the Student Services as well.

TRANSFERS

A single ticket is valid for an hour. A ticket that is bought from a ticket machine or a driver has the last validity time on it. A mobile ticket and a single ticket that is paid with the value of the Travel Card (value card) have a transfer time of one hour. A

tram ticket provides a transfer time of one hour on the tram lines. With the Suomenlinna ticket there is no right to transfer, it is a return ticket valid only on the Suomenlinna ferry. The right to transfer on the feeder lines of the metro and on the north-eastern feeder lines is 80 minutes from the time stamped on the ticket.

INSPECTIONS

Persons that travel without a valid ticket will be charged a penalty fee of 80 euro and the price of a single ticket. You must have a valid ticket also on the platform area of the metro.

LOST CARDS

You can inquire about a lost card by phone 09-4766 4000 (Mon-Fri 7:00-19:00, Sat-Sun 9:00-17:00) or by visiting one of the service points of HSL (Helsinki Region Transport).

SERVICE POINTS

HSL service points

- Rautatientori Metro Station (at the Central Railway Station): Mon-Thu 7:30-19:00, Fri 7:30-17:00, Sat 10:00-15:00
- Itäkeskus Metro Station: Mon-Fri 10:00-17:15

Espoo municipal service points

- Espoon keskus: Kirkkojärventie 4
- Espoonlahti: shopping centre Lippulaiva, Espoonlahdenkatu 4-6
- Kalajärvi: Ruskatalo, Ruskaniitty 4
- Leppävaara: shopping centre Sello (Library), Leppävaarankatu 9
- Matinkylä: shopping centre Iso Omena, 3rd floor, Piispansilta 11 S
- Tapiola: Espoo Cultural Centre, Kulttuurialue 2

Vantaa municipal service points

- Tikkurila: Tikkurila bus terminal, Ratatie 7
- Korso: LUMO, Urpiaisentie 14
- Myyrmäki: Myyrmäkitalo, Kilterinraitti 6

LOST PROPERTY

Helsinki Region Transport forwards lost items to Suomen Löytötavarapalvelu, Mäkelänkatu 56, 00510 Helsinki. Tel. 0600 41006 (1.97 euro/min. + local network

charge), fax 0600 14108 (1.99 euro per fax).

Relevant websites:
<http://www.hsl.fi/EN/>

TAXIS

To order a taxi in Helsinki, call 0100 0700 (1.15e/call + 0.164e/10 sec + local network charge) if the need for a fare is immediate, for advance bookings the number is 0100 0600. The cost of an advance order is 6.40 euro (April 2011), and it will be added to the fare as shown by the meter.

For taxi rates please see the website of Taksi Helsinki, <http://www.taksihelsinki.fi/htdeng/page.aspx> (> Taxi rates). There is also a rate calculator on the website that helps you to estimate the cost of the trip. Have the pick-up address ready when you call, also mention if you have any special requests for the ride (e.g. you need a mini bus, you have a lot of luggage etc.). Also mention if you are planning on paying with a Visa Electron card.

The central taxi reservation number in Espoo and Vantaa is 0100 7300.

DRIVING IN FINLAND

DRIVING LICENCE PERMIT

If you would like to obtain a driving licence while in Finland, you will find more information on the website of the Police <http://www.poliisi.fi/> (> Licences > Driving Licences). The site gives comprehensive information on the driving licence and the application process.

DRUNKEN DRIVING AND DRUGS

In Finland, under the Penal Code, the driver of a motor vehicle is guilty of drunken driving if he/she has a minimum of 50 mg of alcohol per 100 ml of blood, or a minimum of 0.22 mg per litre of exhaled air. The limits for aggravated drunken driving are, respectively, 120 mg (blood) and 0.53 mg (exhaled air).

A driver can also be guilty of drunken driving or aggravated drunken driving when under the influence of other intoxicants than alcohol if his/her driving ability is impaired or seriously impaired.

For more information, see the website of the Police at <http://www.poliisi.fi/> (> Traffic > Drunken driving and drugs).

HELSINKI BY BIKE

Using a bike is the cheapest - and often the fastest - way to move around within the Metropolitan area. A great help in finding bicycle routes is the Journey Planner for Cycling which can be found on the Helsinki Region Transport (HSL) website (<http://pk.hsl.fi/en>). **Remember to wear a helmet!**

BICYCLE RENTALS

Greenbike, Bulevardi 32,
tel. 050-550 1020,
http://www.greenbike.fi/vuokraus_eng.html.
The shop also sells second hand bikes.

RAILWAYS

Around the year, VR, Finnish Railways offers undergraduate and graduate students studying in Finland reduced-fare travel on long-distance trains. There is a 50 per cent discount for single tickets. When purchasing and using the student ticket, the Finnish Lyyra student card, valid for the current academic term, must always be shown. A special travel permit issued by Finnish Railways (the cost is 8.00 euro) can also be used in the case of a new student without a student card. Further information is obtainable from the Student Services or directly from:

VR Ltd, Finnish Railways
Information in English, tel. 0600 41 902
(1.00 euro + local network charge)
<http://www.vr.fi/en/>.

LONG DISTANCE COACHES

Undergraduate and graduate students are granted a 50 per cent discount on long distance coaches if the trip covers at least 80 km and the ticket is purchased in advance. In order to benefit from this discount the student must present a valid Student Union Membership card of the type that features the MH logo or obtain the necessary MH (Matkahuolto) Student Card. A certificate or student card given by the educational establishment and a photograph are needed for the card. The MH Student Card costs 8.00 euro and has

to be renewed at the beginning of each academic year. Further information is available at MH offices in the coach terminals.

Matkahuolto

MH inquiries service:

Tel. 0200 4000 (1.71 euro/min + local network charge) Mon-Fri 8:00-19:00,
<http://www.matkahuolto.fi/en/>.

TRAVELLING BY BOAT

Boat lines - the floating hotels - operating regularly between Finland and other countries may grant discounts to students. In order to receive the discount, you must present valid proof of your student status: i.e. a student card or some other proof. Very often, they have special price campaigns, when they do not offer any discount. In addition, the amount of the discount varies from one company to another. The two major companies are

Viking Line (<http://www.vikingline.fi/>) and TallinkSilja (<http://www.tallinksilja.com/>).

KILROY TRAVELS HELSINKI

Kaivokatu 10 D (Kaivopiha)

00100 Helsinki

Tel. 0203 545769

helsinki@kilroy.fi

<http://travels.kilroy.eu/>

Opening hours: Mon-Fri 10:00-18:00

KILROY travels is a full service travel agency specialised in student travelling with complete travel bureau services. It provides the cheapest possible flights, hotels, trains, adventure trips, study tours, student and youth tours as well as regular flight, train and boat tickets. Travel information is also available. KILROY issues International Student Identity Cards (ISIC) and IYTC cards.

MAIL, TELEPHONE AND BANKING

MAIL

Stamps can, among other places, be purchased at post offices and R-kiosks. Stamps are also available at the Yliopistokirjakauppa shop in Yliopistonkatu 3. For more information, see <http://www.posti.fi/english/>.

There are two kinds of letterboxes; a blue and a yellow. In places where both letterboxes are found side by side, first class letters should go in the blue box and second class letters in the yellow box. In locations with just the yellow letterbox, both first and second class letters should be placed in the yellow box.

Main Post Office

Elielinaukio 2F

Tel. 0200 71000

Office hours

Downstairs Mon-Fri 7:00-21:00, Sat-Sun 10:00-18:00

Upstairs Mon-Fri 8:00-19:00, Sat 10:00-17:00, Sun 12:00-17:00

Poste restante Mon-Fri 9:00-18:00

There are dozens of branch offices in Helsinki: for the one nearest to you see <http://www.posti.fi/english/thepostsservices/postofficesearch/>.

TELEPHONE

Please note that any information on charges and prices given below is subject to change.

EMERGENCY CALLS: 112

(Police, ambulance, fire department and/or social worker)

How to make an emergency call:

1. If you can, make the call yourself to make sure that the information got through.
2. First, tell what has happened.
3. Tell the exact address and municipality or town.
4. Answer the questions put to you.
5. Act according to the instructions given to you.
6. End the call only when you have been given permission to do so.

REGULAR PHONE

A regular home phone (lankapuhelin) is not recommendable for the high price of the phone and connection when compared to a mobile phone. However, if you wish to have more information on this option, please see for example <http://www.elisa.com/en/>.

MOBILE PHONES

A mobile phone may be the best solution to your communication needs. They are a relatively cheap way of communicating in Finland, especially if you tend to move often or want to keep in touch with your family and friends. There are several providers of mobile phone networks: DNA, Columbus, Saunalahti, Sonera and others. New operators come and go with every passing year and companies merge to form a new brand: these are just a few examples.

For more information visit a phone shop and see which one offers the best deal on phones and network solutions. The prices of new phones vary from 40 euro to several hundred euros, depending on the model and additional features. Normally you would first buy a phone and then choose your operator freely. However, a new trend in Finland is the phone-plus-airtime packages. With a monthly charge, you can have a state-of-art cell phone and a certain amount of airtime. If you just need a phone for communication and SMS messages, a second-hand GSM will do fine - and they are cheap. Some operators (e.g. Sonera, Kolumbus, Saunalahti and DNA) also offer **prepaid** subscriptions. To get started, buy a prepaid starting package, which normally costs round 20 euro and includes varying amount of airtime. The prepaid subscription's coverage area is the whole Finland, but you cannot usually make international calls. What you have to do is buy a starting package, install the SIM card (included in the package) in your mobile phone, key in the PIN and PUK codes provided when the phone asks you to do so, and you are all set to make calls. Obviously, the starting package also includes the number of your new subscription. When the airtime included in a prepaid starting package is coming to an end, the user service will notify you of this. You can recharge your subscription with more airtime by purchasing a refill voucher

from a prepaid dealer. It is also possible to reload airtime from the Internet.

A WORD OF WARNING!

Using the mobile phone for international calls in Finland can become very expensive: especially for the receiving person! The charge per minute can be several euro. Telephone calls are normally billed on one-month cycle and can add up to a large total - the first bill is usually a shocker! Use the phone wisely and remember to pay all bills due before you leave the country.

CALLING

Calls from Finland

- Dial the international prefix (e.g. 00, 990, 994, 996 or 999)
- The country code (without the general prefix 0)
- The area code (without the general prefix 0 or to Spain without 9)
- The subscriber's number

Calls to Finland

To call Finland from abroad first dial the international prefix of the country you call from, second the country code to Finland (358), third the area code without the prefix 0, and fourth the subscriber's number.

Calls in Finland

To make an automatic call in Finland, the area code is used with the prefix 0. For number enquiries dial 118, please note that calling number enquiries is usually expensive.

Area Codes in Finland

02 Turku and Pori
03 Häme
05 Kymi
06 Vaasa
08 Oulu
09 Helsinki
013 North Karelia
014 Central Finland
015 Mikkeli
016 Lapland
017 Kuopio
018 Åland
019 Uusimaa
Mobile Phones: 041, 044, 045, 046, 049, 040, 050, 0400, 0500 and many more.

CHEAP INTERNATIONAL CALLS ON THE INTERNET

The cheapest way is to use your PC for calling. You must have a computer with a soundcard, microphone and loudspeakers. A more recommendable combination is a headset (headphones) with a microphone. Nearly all programmes for Internet calls work on the same principle:

1. Fill in user registration on the web page
2. Download the programme
3. Buy phoning time
4. Make the call

Check out the following on the web (this list is by no means exhaustive):

- <http://www.net2phone.com/>
- <http://www.callserve.com/>
- <http://voice.yahoo.com/>
- <http://www.phonehog.com/>

SKYPE

Skype is a programme for making free calls over the Internet to anyone else who also has Skype. It is free, and easy to download and use, and works with most computers. For more information, see <http://www.skype.com/>.

MONEY AND BANKING

HOW TO OPEN A BANK ACCOUNT?

Normally you need your passport (or some other type of official identification document), a registration certificate from the university, possibly your official Finnish personal identity number (henkilötunnus) and an address in Finland. Some banks may require a statement from your bank in your home country: this seems to be quite rare, however. All banks operate throughout Finland, some examples of banks are Nordea (www.nordea.fi/), Sampo Pankki (www.sampopankki.fi/), Pohjola Pankki (www.pohjola.fi/) and Aktia (www.aktia.fi/). When you open an account, you will be

given a bank card (automaattikortti), by which you can check your balance and withdraw money from ATMs (Automatic Teller Machines) in Finland: Otto (withdraw) machines are for withdrawing money and maksut (payments) machines are for paying bills. When a bank account is opened, most banks offer service packages for their customers. A record of your bank transactions, including ATM use, usually comes once a month. **Note:** Major credit cards are accepted throughout the city.

PAYING BILLS

Bills are largely paid on the Internet on-line bank services or on bank transfers in Finland. You can move the money directly from your account to your billers with a transfer. Banks have ATMs that can complete these transfers automatically, which cuts down considerably on bank time and charges. Even then, you are charged a few cents, but it is still much cheaper when compared to the option below.

If you do not use the on-line service or a machine, bank-to-bank transfers are the most common way to pay your bills. These transfers, to pay, for example, your rent, can be made for fees that can be very high: the so-called processing fee can be as high as 8.00 euro! Check the rates with your bank! And use an ATM or the internet instead...

MONEY EXCHANGE

If you want to save, change your currency free of charge at Forex or a similar service. Three central locations in Helsinki are the Railway Station (Rautatieasema), the Stockmann department store and Pohjois-Esplanadi 27. In addition to Forex, there are several similar places operating along the same principles.

LEISURE ACTIVITIES

Check

For what's going on in the City of Helsinki:

<http://www.helsinki.fi/>

For various attractions:

<http://www.visitfinland.com/>

For Finnish Art: <http://www.fng.fi/>

CAISA

International Cultural Centre
Helsingin kansainvälinen
kulttuurikeskus

Entrance via Mikonkatu 17 C or Vuorikatu
14 or Kaisaniemi metro station
Postal address P.O. Box 4771, 00099
Helsinki City
Tel. 09-310 37500 (information)
Fax 09-310 37511
caisa.tiedotus@hel.fi
<http://www.caisa.fi/>

Mon-Fri 9:00-18:00 and during the events,
Galleries Mon-Fri 10:00-18:00

Caisa is an International Cultural Centre in the heart of Helsinki. Caisa's main goal is to support the multicultural development of the city by promoting the interaction of people from various cultures, and by providing information to all its visitors about different cultures as well as about Finnish society. Caisa organises events open to the public, such as cultural festivities and evenings, discussion forums, exhibitions and concerts. Caisa also provides for its visitors free access to the Internet in the Caisa's IT-workroom.

Please also check out INFOPANKKI at <http://www.infopankki.fi>, a web-based service, which provides information and links in 15 languages to most areas of life in Finland.

FAMILIA

Multi-cultural Association Familia Club Ry

Monikulttuuriyhdistys Familia Club ry
Vilhonkatu 4 B 15
00100 Helsinki
Tel. 09-738 628
familia@familiaclub.fi

<http://www.familiaclub.fi>

Open on weekdays from 9:00 to 16:00, Familia offers a unique opportunity to meet people from different parts of the world and learn about various cultures and customs. The club arranges club nights, courses (e.g. Finnish language courses), Play Groups for Children, cultural evenings, discussion groups, group outings etc.

TOURIST AND TRAVELLER INFORMATION

HELSINKI CITY TOURIST & CONVENTION BUREAU

Pohjoisesplanadi 19
Tel. 09-3101 3300, fax 09-3101 3301
tourist.info@hel.fi
<http://www.visithelsinki.fi/>

May 15-September 14 Mon-Fri 9:00-20:00,
Sat and Sun 9:00-18:00
Other times Mon-Fri 9:00-18:00, Sat and
Sun 10:00-16:00

ESPOO TOURIST INFORMATION

Keskustorni 10th floor, Tapiola
Tel. 09-8164 7230
tourist@espoo.fi
<http://www.visitespoo.fi/>

Mon-Fri 9:00-16:00

VANTAA TRAVEL CENTRE

Ratatie 7, Tikkurila
01300 Vantaa,
Tel. 09-8392 2133, fax 09-8392 2371
matkakeskus@vantaa.fi
<http://www.vantaa.fi/>

CONCERTS

Finland's oldest events site, Lippupalvelu, provides you with tickets for concerts, entertainment, cultural events and sporting events in the city. You must register for membership to reserve tickets on-line. See the monthly programme available at Lippupalvelu. Show your Lyyra card for possible student discounts. For more information, see: <http://www.lippupalvelu.fi>.

THEATRES

Kansallisteatteri

Finnish National Theatre
Läntinen Teatterikuja 1
Tel. 010 733 1331 (tickets)
<http://www.kansallisteatteri.fi>

Helsingin Kaupunginteatteri

Helsinki City Theatre
Ensi linja 2
Tel. 09-394 022 (tickets)
<http://www.hkt.fi>

Svenska Teatern

Swedish-speaking Theatre
Bulevarden 23-27 (until the end of 2011)
Norra Esplanaden 2 (from Spring 2012)
Tel. 09-6162 1411 (tickets)
<http://www.svenskateatern.fi>

Lilla Teatern

Plays mostly in Swedish
Eriksgatan 2
Tel. 09-3940 310 (tickets)
<http://www.hkt.fi/lillateatern/>

KOM-teatteri

KOM Theatre
Kapteeninkatu 26
Tel. 09-6841 841 (tickets)
<http://www.kom-teatteri.fi>

Ryhmäteatteri

Group Theatre
Pengerkatu 11 and Helsinginkatu 25
Tel. 09-718 622 (tickets)
<http://www.ryhmateatteri.fi>

Ylioppilasteatteri

Student Theatre
Aleksanterinkatu 23
Tel. 045 348 1555 (tickets)
<http://www.ylioppilasteatteri.fi>

Q-Teatteri

Q-Theatre
Tunturinkatu 16
Tel. 09-4542 1333
<http://www.q-teatteri.fi>

This list is by no means exhaustive. For more information on theatre performances in Helsinki and elsewhere in Finland, please see <http://www.tinfo.fi/>.

OPERA

Suomen Kansallisooppera

Finnish National Opera
Helsinginkatu 58
Tel. 4030 2211 (tickets)
<http://www.opera.fi/>

MUSEUMS AND ART EXHIBITIONS

HELSINGIN KAUPUNGINMUSEO

Helsinki City Museum
Sofiankatu 4 (Office)
Tel. 09-310 36630
<http://www.helsinginkaupunginmuseo.fi>

Helsinki City Museum has various divisions at different addresses with varying opening hours (see the Museum's website for details and opening hours), such as:

- Burgher's House
- City Museum
- Hakasalmi Villa
- Sederholm House
- Street Museum
- Tram Museum
- Tuomarinkylä Manor Museum
- Worker Housing Museum

The admission to all museums and exhibitions of the Helsinki City Museum is free.

HELSINGIN TAIDEMUSEO

<http://www.taidemuseo.fi/>

Art Museum Meilahti

Tamminiementie 6
Tel. 09-310 87031

Art Museum Tennis Palace

Salomonkatu 15
Tel. 09-310 87001

Kluuvi Gallery

Unioninkatu 28 B, courtyard, 4th floor
Tel. 09-310 87039

For up-to-date opening hours, please see the website of Helsinki taidemuseo.

Public Art

There are about four hundred outdoor sculptures, environmental works and historical monuments in Helsinki. The

oldest works date from the late 19th Century, and there are some individual monuments of an even earlier provenance.

SUOMEN KANSALLISMUSEO

National Museum of Finland
Mannerheimintie 34
Tel. 09-4050 9544 (ticket office)
kansallismuseo@nba.fi
<http://www.nba.fi/en/nmf>

Tue 11:00-20:00, Wed-Sun 11:00-18:00,
Mon closed

The museum presents Finnish life from prehistoric times to the present.

AMOS ANDERSONIN

TAIDEMUSEO

Amos Anderson Art Museum
Yrjönkatu 27
Tel. 09-684 4460
museum@amosanderson.fi
<http://www.amosanderson.fi/>

Mon, Thu and Fri 10:00-18:00, Wed 10:00-20:00, Sat and Sun 11:00-17:00, Tue closed

The Amos Anderson Art Museum specialises in 20th century Finnish art. It also arranges a large number of exhibitions on special themes, covering both contemporary and more traditional art. Most of the dozen or so special exhibitions held every year concern the visual arts, but applied arts and cultural history are also covered.

FINNISH NATIONAL GALLERY

Ateneum

Museum of Finnish Art
Kaivokatu 2
Tel. 09-173 361 (Switchboard)
<http://www.ateneum.fi/>

Tue and Fri 10:00-18:00, Wed and Thu 10:00-20:00, Sat and Sun 11:00-17:00,
Mon closed

Ateneum houses large collections of both old and modern art. The Art Museum of the Ateneum includes Finnish art from the 18th century to the 1960s as well as foreign works of art from the latter half of the 19th

century to the 1960s (van Gogh, Gauguin, Munch, etc.) The Ateneum Museum is part of the Finnish National Gallery, which has the largest collection of paintings, sculpture, drawings, watercolours and graphics in Finland.

Sinebrychoff

Museum of Art
Bulevardi 40
Tel. 09-1733 6460
<http://www.sinebrychoffintaidemuseo.fi/>

Tue and Fri 10:00-18:00, Wed and Thu 10:00-20:00, Sat and Sun 11:00-17:00,
Mon closed

Kiasma

Museum of Contemporary Art
Mannerheiminaukio 2
Tel. 09-1733 6501
<http://www.kiasma.fi/>

Tue 10:00-17:00, Wed and Thu 10:00-20:30, Fri 10:00-22:00, Sat and Sun 10:00-17:00, Mon closed

TIEDEKESKUS HEUREKA

Finnish Science Centre Heureka
Tiedepuisto 1
Tel. 09-85 799
Tikkurila (Vantaa)
<http://www.heureka.fi/>

Opening hours vary; please see the centre's website for up-to-date information. Note: You need a valid Lyyra student card to receive the student price ticket!

Local trains: H, I, K, N, R and Z.

WHAT ELSE?

For more information on smaller and unique museums, contact the Helsinki City Tourist & Convention Bureau, Pohjoisesplanadi 19 (see above). There are excellent museums also in Espoo, Järvenpää, Kerava, Tuusula and Vantaa. For more information, contact the local tourist offices. For suggestions, see <http://www.museot.fi/>.

MOVIES

All films are shown in the original language with Finnish and/or Swedish subtitles. The majority of films are foreign with a high percentage of Hollywood features. A weekly

programme is available in every cinema. Prices vary from 8.50 to 14 euro. Matinee showings tend to be cheaper.

OUT-OF-DOORS

Vast areas of forest and waterways as well as traditional public rights of access provide excellent opportunities for enjoying the great outdoors. The term "public rights of access" refers to specific rights everyone has when moving about no matter who owns the land in question.

EVERYBODY HAS THE RIGHT TO

- Walk, ski or cycle freely in the countryside, except in gardens, in the immediate vicinity of people's homes, and in fields and plantations which could easily be damaged.
- Stay or set up camp temporarily in the countryside, a reasonable distance from homes.
- Pick wild berries, mushrooms, and flowers, as long as they are not protected species.
- Fish with rod and line.
- Row, sail or use a motorboat on waterways, with certain restrictions; swim or wash in inland waters and the sea.
- Walk, ski and fish on frozen lakes, rivers and the sea.

IT IS FORBIDDEN TO

- Disturb other people or damage property.
- Disturb breeding birds, or their nests or young.
- Disturb reindeer or game animals.
- Cut down or damage living trees, or collect wood, moss or lichen on other people's property.
- Light open fires on other people's property, except in an emergency.
- Disturb the privacy of people's homes, by camping too near them, or making too much noise, for example.
- Leave litter.
- Drive motor vehicles off road without the landowner's permission.
- Fish or hunt without the relevant permits.

More information is available at <http://www.environment.fi/everymansright/>.

RESTAURANTS AND COFFEE SHOPS

In Helsinki, there are hundreds of restaurants licensed to sell alcohol as well as dozens of coffee shops. See the wine list and be amazed: the price of a wine bottle can be four times higher than in an Alko shop (see below). The restaurants range from small, intimate eating stops to conference and congress centres and crowded pubs. Bar and restaurant guides list some choices, but ask for local advice or wander around and you may find places far more fascinating than those listed. Tipping is not common in Finnish restaurants and nightclubs, although it is standard that cloakroom attendants expect 2 to 5 euro for taking your coat.

REFRESHMENTS

All alcoholic beverages, except medium strength beer (kolmosolut, often at its cheapest in a 12-pack called in Finnish mäyräkoira, a dachshund), cider, "alco-pops" and "light wines" (all max. 4.7% alc.), are sold exclusively in ALKO shops, fronting a monopoly owned by the state. Mild alcoholic beverages (wines and strong beer and cider) are sold to 18-year-olds, but to buy spirits you have to be 20. Be prepared to show your ID. Alko shops are open Mon - Fri 10:00 - 20:00 and Sat 9:00 - 18:00. Alcohol in Finland is either quite or extremely expensive (depending where you come from...).

Visit the nearest Alko store or Alko's website (<http://www.alko.fi/frontpage>) to marvel at the prices. You cannot find anything stronger than 22% on the pages, not because they are not selling strong stuff, but because listing the prices of vodka, gin, whisky etc. would be considered advertising - and that is strictly against the law. Cheers!

TSEMPPI'S SURVIVAL GUIDE FOR NEW INTERNATIONAL STUDENTS AND RESEARCHERS

The following is a guide to the things you will need to do before and after you arrive in Helsinki. It was written by members of Tsemppi, the organization for internationally-minded students and researchers. We hope this gives you useful information about living and studying in Helsinki, and we look forward to seeing you at our events offered this fall and winter.

Please note that you should also check the university's studying pages as they provide you with official and essential information about other matters when starting your studies at the University of Helsinki. There are also several useful manuals, which you may have received during Orientation Week. You can also find some useful resources on the University of Helsinki Orientation website: [/www.helsinki.fi/orientation](http://www.helsinki.fi/orientation).

THINGS TO DO BEFORE YOU ARRIVE:

1. FIND TSEMPPI ON FACEBOOK AND VISIT OUR WEBSITE

Moving to another country and starting your studies at a new university is a great adventure, but you might face some challenges on the way. Remember, you're not alone! There have been others who have gone through the same process as you; they can provide support and help you get settled in!

We at Tsemppi help new international students adjust to life in Finland and involved at the university as quickly and smoothly as possible. There are also other people and institutions that provide assistance, from your study coordinator, to the student union and other student organizations. While you might get to know them in time, we're here to help with any problems you might have from the beginning! Most student organizations communicate via mailing lists or through facebook, so get the latest updates about what's going on with Tsemppi through our Facebook groups. The 'Tsemppi' group is

intended for all, and the 'Tsemppi PhD' group concentrates more on doctoral students and postdoc researchers. You can also find information about us on www.tsemppi.com.

2. ARRANGE HOUSING

The Foundation for Student Housing in the Helsinki Region (HOAS) owns quite a bit of real estate in the Helsinki area. They offer affordable housing to students, including single/shared/family apartments and studio flats.

Note: You should do this as early as possible! It may take some time for HOAS to find accommodations for you, and they work on a first come first serve basis. For more information about their apartments and the application process, go to the HOAS website: <http://www.hoas.fi>.

While HOAS is by far your best bet, it is also possible to find apartments on the private market. You can either sublet from an individual apartment owner, or rent from a rental agency. Contract length and terms depend on particular agreements. You'll find both open-ended month-to-month and longer term one or two year contracts. But beware! It can be very difficult to find housing on the private market. Most apartments in Finland are owner-occupied and the Helsinki market is extremely competitive!

The best place to find affordable housing from the private market is the web page of the Lyyra housing service from the student union, where private housing is offered (www.lyyra.fi/asunnot). You can leave a notice that you are looking for an apartment, search for a shared apartment or a flat. The Student Union also has some additional information about housing on their website: www.hyy.helsinki.fi/english/36

Remember that if you are offered a place to rent, DON'T TURN IT DOWN thinking that you will probably find something better; in all likelihood, you will not find another place right away and having a roof is essential in a country where

temperatures get well below zero in the winter.

3. MANDATORY HEALTH INSURANCE

Health insurance is now mandatory for international students, for more information about exactly what type of insurance is required for you, check the following link: <http://www.helsinki.fi/studying/insurances/>.

4. GET YOUR LYYRA CARD

The Lyyra Card (official student card) serves as your student ID card in Finland. You'll need to show it to get student discounts in numerous shops and businesses in Finland. It also serves as your library card and provides a convenient payment system for the UniCafe student cafeterias. You'll be using it a lot, so be sure to order one! You can order your card from the Lyyra website. There are thousands of students ordering the card once the semester has started, so make sure to order it before coming to Finland but after you have paid the student union's membership fee. Being a member of the student union is not mandatory if you are an exchange student or PhD student, but it brings many benefits, not the least health care in the student union's health services (for all except PhD students, sorry!), which is definitely a big plus.

You'll need to have paid the student union's membership fee, and submit a digital photograph. The cards will be ready in late-September/early-October. Once your card is ready (they will send you an email to let you know), you can pick it up from Lyyra customer service at the Student Union's central office in the New Student House (Finnish: Uusi ylioppilastalo or just Uusi), Mannerheimintie 5A, 2nd floor. More information about the card and how to order one can be found at: www.lyyra.fi

5. PACK WARM CLOTHES

The average temperature in Helsinki in September is between 8 and 15 degrees Celsius - and it only gets colder from there! But no worries, there are plenty of stores where you can buy warm clothes, second-hand and new. More information about the weather in Helsinki can be found on the English pages of the Finnish Meteorological Institute: <http://www.fmi.fi>.

THINGS TO DO ONCE YOU ARRIVE IN HELSINKI:

1. GET A FINNISH IDENTIFICATION NUMBER

Foreigners planning on staying in Finland for more than one year need to register with the Local Register Office (Maistraatti). Aside from being a legal requirement, registering will give you a Finnish ID number (Finnish: Henkilötunnus). You will need this number for most of the paperwork you will have to fill out once in Finland, so be sure to do this as soon as possible after arriving. You can find your local office on the Maistraatti website: www.maistraatti.fi/en.

For non-EU/EEA citizens and citizens of Nordic countries:

- Bring your passport (with your valid visa if you are from outside the European Union) and your new address in Finland (so this should be done after you have arranged housing). If you're coming with your family bring your marriage certificate and the birth certificates of your children.
- Go to the Helsingin Maistraatti (population registration office) at Albertinkatu 25. Fill out, sign and hand in the form labelled "The Registration Information of a Foreigner" (Finnish: Ulkomaalaisen Rekisteröinti-ilmoitus). People there speak English, so do not hesitate to ask them in case some question arises.
- Fill out, sign, and hand in the form labelled "Notification of Moving/of Change of Address" (Finnish: Muuttoilmoitus).
- Remember the ID number they give you. You will need this number frequently during your stay in Finland.

For European Union nationals:

- Go to the Alien's Police in Malmi (Viljatie 2) and register your right of residence. You have three months to do this, but as you need to be registered in order to get a lot of other stuff done (getting the student discount for public transport most importantly), do it as early as possible! Take a valid ID card, your enrolment or acceptance letter from the university and money to pay the registration fee with you. Go early in the morning, as the queues are long.
- After having done that (do not forget to take proof that you registered your right of

residence with you), follow the steps above (i.e., Maistraatti visit).

2. GET A HELSINKI TRAVEL CARD

To avoid unnecessarily high transportation costs, it's important to get a Helsinki travel card as soon as possible. There is a reduced rate for Helsinki residents, as well as for students (though the latter doesn't apply to doctoral students). Go to the Helsinki Region Transport (HSL, Helsingin Seudun Liikenne) service point under the main railway station. Bring your passport, and if you already have it, proof of your registration in the population system and your Finnish ID number.

If you plan to travel regularly outside of Helsinki city limits, and want to pay with time, you can get an extended regional card (it's the same card, just covers more than one region). It's more expensive, but you will need this option if you live in Espoo or Vantaa. As a rule of thumb, if you take public transit to school each day then paying by time is a much better deal, but if you mostly walk to the university then it may make more sense to load money onto your card and only pay per use. For more transportation related information check out the Helsinki Region Transport (www.hsl.fi) and the public transit Journey Planner (www.reittiopas.fi).

3. GET A BANK ACCOUNT

Once you have your Finnish ID number, you should apply for a bank account as soon as possible, as electronic payments are used heavily (read: almost solely) in Finland. You will find banks throughout downtown, the largest being Nordea (www.nordea.fi), Sampo (www.sampo.fi) and Osuuspankki (www.osuuspankki.fi).

Most often when you open a basic checking account, the bank will provide you with a free Visa-Electron card – a debit card you can use to access your account at businesses in Finland and a few other European countries. To open an account, you'll probably need:

- Your passport.
- A registration certificate from the university.
- An address in Finland.
- Your Finnish ID number (see above). In the past, the Nordea branch opposite from the University main building has the ID

number found on your university enrolment certificate, so bring this with you.

- Some banks may require a statement of introduction from your bank in your home country.

4. GET A MOBILE PHONE

In Finland your phone and your operator contract are separate, so you buy your own phone and are generally free to move between operators at will. If you are not bringing a mobile phone with you, you'll find many places to buy phones throughout downtown, for example in the shopping complex around the Old Student House (Finnish: Vanha Ylioppilastalo). Be sure to also ask about used phones. You should browse the different operators for the best contract deals. If you don't already have a phone, many operators offer package deals that include a phone. You can check the websites of the main mobile phone operators in Finland:

- Telia-Sonera: www.sonera.fi
- DNA-Finland: www.dnainland.fi
- Saunalahti: www.saunalahti.fi
- Elisa: www.elisa.fi

Another option is to buy a prepaid SIM card. R-Kioski shops sell a variety of prepaid cards; it's worth taking a bit of time and talking to the shop-keeper about the different cards (DNA, Elisa, etc), since they charge different rates per minute.

5. STOCK YOUR FRIDGE

Most grocery stores in Finland belong to one of two large retailing cooperations. The S-group operates a number of super markets in and around Helsinki: Alepa (the equivalent of "sale" in Finnish), S-markets (slightly larger), and Prisma (the S-group's hypermarket). The other main retailing group is the K-group. They operate K-markets of all sizes - from one to four Ks, indicating the size of the store. A quadruple-K market is also known as a CityMarket. The K-group also operates the more general department store Anttila.

A good option for cheap toiletries and household supplies is Tarjoustalo ("Sale House"), which is located in the Itäkeskus Shopping Centre and in the Kaisaniemi metro station. If you would like to buy rare foods and delicacies, visit Stockmann Herkku under Stockmann, which is rather pricey but a high quality place. The area

around Sörnäinen (two metro stops east from Kaisaniemi) has a good selection of shops for ethnic groceries.

6. HEALTH CARE

The Finnish Student Health Service (FSHS, or YTHS in Finnish) covers all undergraduate and graduate students, including exchange students (provided they are members of the student union), who have a Lyyra Card, which entitles you to care from the Finnish Student Health Service. Unfortunately, doctoral students are not covered. Most basic health requirements, including dental care, are offered. You will have to pay a small deductible for many of the services. For more information about health care services, locations, and coverage, check the FSHS website: www.fshs.fi/en.

Emergency treatment and hospital care are not covered, and we recommend that you obtain additional coverage for these. Students from EU/EEA countries and Switzerland should bring a European Health Card or an E106 form, proving that they are covered by the health care system of their own country. They will then be entitled to the same health care benefits as Finnish citizens. Students from outside the EU/EEA need to have private health insurance.

7. APPLY FOR A KELA CARD

If studying is not the only reason you've come to Finland (for example, if you have a family, a job contract of more than four months, or you have Finnish citizenship), you should apply for a KELA card, which entitles you to many different benefits, from community health care to (in some cases) monthly study allowances. For eligibility requirements and benefit details, check their website: www.kela.fi.

8. SIGN UP FOR FINNISH CLASSES

Some faculties might require you to complete a certain number of credits of Finnish language studies. Even if they don't, Finnish is crucial if you eventually decide to seek work in Finland. We're not kidding -- without Finnish language skills, finding even a part-time job is can be a major challenge! Registration usually takes place during the first two weeks of September and the courses are divided

between different types of students (exchange, International Master's students, etc.). Check the web pages of the faculty for more information: www.helsinki.fi/sup/sky_engl.

Please note that, generally, you have to go to the Department of Finnish (5th floor of the Main Building) and register for Finnish classes by adding your name to the list of the different Finnish classes that are offered. Even though it might be possible to join a Finnish class even without having registered beforehand, it is strongly recommended to do so as classes fill up quickly and those having registered are given priority over those simply showing up to first class.

If you miss the registration period, or if all the classes are full, it should still be possible to make some arrangements. Degree students are usually given priority when registering for Finnish classes required for their degree. A good idea is just to go to the class anyway and try your luck, since there are always a number of people who don't show up or drop out.

9. GET THE MOST OUT OF ORIENTATION WEEK

Attend the mandatory Orientation Course for new international students (at the beginning of September; your welcome pack will have more detailed info about the time and place). Although the course is intended for undergraduate/graduate students, doctoral students new to Finland may also find it worthwhile. The course provides you with valuable information about all the official procedures at the University, and where to go if you need help finding more information. Not only that, but you get credits for attending, which in some of the Master degrees is required for the degree.

You should also participate in a tutor group. You will be placed in a group according to your faculty, and your tutor will show you around and explain how things really work! It's a great opportunity to get to know both new and old students from your faculty/department. While you could look up some of the information you'll get, there's a lot that you can only get from other students!

10. COME TO TSEMPPI'S FIRST EVENTS OF THE YEAR

The program of Tsemppi's first meeting of the year will be packed with especially useful information for new international students. Be sure to join us, and get to know other internationally-minded students and researchers! The Tsemppi Welcome party is also worth checking out, it's a good place to meet both the new international students and the older members of Tsemppi. More information about the Tsemppi program will be posted in late summer. For location and program details please check the Tsemppi website or our Facebook page.

11. CONTACT YOUR FACULTY / DEPARTMENT'S STUDENT ORGANISATION

You should ask your tutor or advisor about getting in touch with your department's student organization. Most organizations have a website and mailing list where they post information about what's going in the department, for example, special classes, conferences, department events/parties, and traineeships. At the moment a lot of the information is only in Finnish, but some have posted some in English too and most organizations have someone responsible for international students.

They can also help you get a pair of overalls (Finnish: haalari), the 'official' party uniform of all Finnish students. Your department's organization is also a great place to start meeting fellow Finnish students! For a list of faculty and department organizations, and their websites, check the HYY website: www.hyy.helsinki.fi/english/11. And if you find organizations from your department or which match your interests, remember to sign up for their mailing list. This way you will automatically receive information about their events!

12. GET YOUR IT ACCOUNT AND EMAIL ADDRESS

Students at the University of Helsinki are provided with an IT account and email address. You should go to User Account Office at the Aleksandria Learning Centre, or a computer lab close to your department, and sign up for your account. You will be given a user name and password that you

can use to access university computers and your email account. Information about the Aleksandria Learning Centre, its location and opening hours, can be found at: www.helsinki.fi/aleksandria/english.

13. GET YOUR NIGHT-ACCESS KEY

A number of the University's computer labs, including Aleksandria in the city centre, are available for use after-hours. In order to get access to these facilities, you need a magnetic access key. For more information on getting a key: www.helsinki.fi/atk/english/accounts/keycards.

14. GET A GYM SUBSCRIPTION

The University of Helsinki provides excellent sports facilities and classes to its students for very reasonable prices. Access to the University's gyms and various activities/classes (e.g., aerobics, salsa dancing, squash, yoga) for an entire year costs 85 euro (May 2011). For this price you get an unlimited access to the gyms and classes. You can also pay for shorter time periods.

The University Sports Service (Yliopistoliikunta) has facilities in all four of the University's campuses: the City Centre, Kumpula, Viikki and Meilahti. The opening hours for the different facilities are different on each campus. Opening hours and class schedules can be found on the English pages of the University Sports Services website: <http://yliopistoliikunta.helsinki.fi>.

In order to participate in the classes and use the facilities, go to one of the sport centres in any of the campuses and sign up. Once you've paid, they will give you a sticker to put on your student card, or, if you don't have it yet, a separate card. There's a computer close to entrance of the sport centre. Before going to gym, you will have to scan your card at the computer and select what activity you'll be participating in. For the individual and group sport classes you can register in advance. Using the same user name and password that you use for your email account, you can register for sports classes online on their website. You can also register at any of the sport centres, at the counter. Note, if you don't participate in the class you registered for you will be charged a fee, so remember to

cancel in advance if you can't make it to the class!

ONCE YOU'VE SETTLED IN:

1. FIND OUT WHAT'S GOING ON IN FINLAND AND THE WORLD

Once you've taken care of all the very important things mentioned above, you may want to look for some English language news and entertainment. The following is a short list of English language media in Finland:

- YLE News in English: www.yle.fi/news/
- Helsingin Sanomat International Edition: www.hs.fi/english/
- Helsinki Times: www.helsinkitimes.fi
- SixDegrees English Language Magazine: www.6d.fi/

2. GET INVOLVED WITH STUDENT ORGANIZATIONS

Besides the faculty and department organizations mentioned above, the Student Union (Helsingin Yliopiston Ylioppilaskunta, aka HYY) has dozens of organizations for students with common interests, including a number of internationally-oriented groups. The following is a list of some of the Student Union's international organizations:

- Tsemppi: www.tsemppi.com
- AIESEC: www.aiesec.org/finland/hy
- AECEE: www.aegee-helsinki.org
- ISHA - International Students of History Association:
www.valt.helsinki.fi/blogs/ISHA/index.htm
- University of Helsinki Debating Society:
www.helsinkidebating.org
- HYKY - Helsinki's Youth and Student UN Society: www.helsinki.fi/jari/hyky
- CSSAUH - Chinese Students and Scholars Association of Espoo:
<http://sites.google.com/site/cssa-espoo/>

A full list of the Student Union's organisations can be found at: www.hyy.helsinki.fi/english/93.

3. RENEW YOUR RESIDENCE PERMIT

If you're from outside the EU, you'll need to renew your residence permit for each year of your studies. Foreign (non-EU/EAA) students staying more than 3 months need to renew their visa, which is usually only valid for one year at a time. Processing the renewal application may take 4-6 months, so the application should be filed well before the old visa expires. Your passport will remain with you while the application is processed. To renew your visa, you'll need:

- A valid passport.
- Proof of 6000 euro in your bank account or a certificate from your sponsoring organisation demonstrating financial support for the next year.
- A registration certificate (Finnish: opiskelutodistus), which you can get from Student Services in the main building.
- A completed application form for a residence permit for studies (OLE_OPI).
- Proof of progress in studies – e.g., transcript or letter from supervisor.
- Applications can be made at the Malmi police station, located Viljatie 2. Get there early, you will need to queue to apply and it may take several hours.
- Several months after applying, call the police to check on the status of your visa (they will not call you). If it's ready, you can go and pick it up.

TSEMPPIÄ!

Appendix B

LIST OF ABBREVIATIONS

a	(approbatur)	= grade
aman.	(amanuenssi)	= amanuensis
ass.	(assistentti)	= assistant
aud.	(auditorio)	= auditorium
cl	(cum laude approbatur)	= grade
dos.	(dosentti)	= docent
h	(huone)	= room
ke	(keskiviikko)	= Wednesday
kh	(kollokviohuone)	= colloquium room
kk	(kuukausi)	= month
kl	(kevätlukukausi)	= spring term
ko	(koulutusohjelma)	= degree programme
krs	(kerros)	= floor
ks	(kielistudio)	= language lab
l	(laudatur)	= grade
L	(luento)	= lecture
la	(lauantai)	= Saturday
leht.	(lehtori)	= lector, lecturer
lk	(lukukausi)	= term, semester
ls	(luentosali)	= auditorium
lkv, lv	(lukuvuosi)	= academic year
ma	(maanantai)	= Monday
ov	(opintoviikko)	= (old Finnish) credit
op	(opintopiste)	= (ECTS) credit
pe	(perjantai)	= Friday
pv	(päivä)	= day
R	(ryhmäopetus)	= teaching in a group
rh	(ryhmätyöhuone)	= working group room
sh	(seminaarihuone)	= seminar room
sl	(syyslukukausi)	= autumn term
sl+kl	(syys- ja kevätlukukausi)	= autumn and spring term
sl/kl	(syys- tai kevätlukukausi)	= autumn or spring term
su	(sunnuntai)	= Sunday
sv	(suuntautumisvaihtoehto)	= line of study
t	(opetustunti)	= teaching hour
ti	(tiistai)	= Tuesday
to	(torstai)	= Thursday
tuntiop.	(tuntiopettaja)	= teacher
vk	(viikko)	= week
vs, vsn	(viransijainen)	= (official) substitute
vt	(viikkotunti)	= hours per week
vt.	(virkaatekevä)	= acting
Y	(yleisopinnot)	= general studies
ylia.	(yliassistentti)	= senior assistant

ADDRESSES OF SOME UNIVERSITY LOCATIONS

A	(A-building) Latokartanonkaari 9, Viikki
A7	Aleksanterinkatu 7
B	(B-building) Latokartanonkaari 7, Viikki
Biocenter 1	Viikinkaari 9, Biokeskus 1, Viikki
Biocenter 2	Viikinkaari 5, Biokeskus 2, Viikki
Biocenter 3	Viikinkaari 1, Biokeskus 3, Viikki
C	(C-building) Latokartanonkaari 5, Viikki
Chemicum	A.I. Virtasen aukio 1, Kumpula
D	(D-building) Latokartanonkaari 11, Viikki
E	(E-building) Latokartanonkaari 3, Viikki
ECO	Economicum, Arkadiankatu 7
EE	(EE-building) Agnes Sjöbergin katu 2, Viikki
Exactum	Gustaf Hällströmin katu 2 B, Kumpula
F (+ number)	Fabianinkatu
Fr	Franzeninkatu 13
HR	Hallintorakennus = Administration Building
HYY	Mannerheimintie 5A = New Student House
Infocenter	Viikinkaari 11, Infokeskus Korona
K6	Kirkkokatu 6, Tieteiden talo
P (+ number)	Porthania = Porthania, Yliopistonkatu 3 (First digit indicates the floor, e.g. P607 is on the 6th floor of Porthania.)
Physicum	Gustaf Hällströmin katu 2, Kumpula
PR	Päärakennus = University Main Building, Fabianinkatu 33 (Usually, Main Building auditoriums are marked as Is1 (New Side) or aud XII (Old Side), with no indication of the building.)
Ra	Ratakatu 6 A
SP (+ number)	Siltavuorenpenger
SSKH	Snellmaninkatu 12 / Yrjö-Koskisen katu 3
U (+ number)	Unioninkatu

Appendix C

CALENDAR OF EVENTS

AUGUST

1 Official start of the academic year and autumn term

SEPTEMBER

1 to 2 Welcome Fair and Orientation Course for new international students

5 Opening ceremony and student carnival

19 to Oct. 2 Helsinki Region Welcome Week

OCTOBER

10 Aleksis Kivi's Day - celebrating the Finnish national writer

24 United Nations Day

30 Last day of DST (Daylight Saving Time)

TBA Rector's reception for international students and scholars

NOVEMBER

5 All Saints' Day

6 Swedish Day (Svenska dagen)

13 Father's Day

26 Student Union's 143rd anniversary

DECEMBER

6 Independence Day

13 Santa Lucia Day - from the Swedish Tradition

24 to 26 Christmas

28 Holy Innocents' Day

31 New Year's Eve

JANUARY

1 New Year's Day

6 Last day of Christmas (Epiphany)

9 to 10 Orientation Course for new international students

16 Spring term begins

FEBRUARY

5 Runeberg's Day - celebrating the National poet

14 Valentine's Day

28 Kalevala Day - celebrating the Finnish National epic and Finnish culture

MARCH

8 International Women's Day

19 Minna Canth's Day – day for equality

25 DST begins

APRIL

6 Good Friday

8 Easter Day

9 Easter Monday + Mikael Agricola's Day - celebrating the Father of the Finnish language

27 National Veteran's Day

30 Vappu Eve - a student carnival, starting with the crowning of the statue of Havis Amanda in the Harbour Market Square at 18:00

MAY

1 Vappu Day - a holiday for students and workers

12 Snellman's Day - Finnish philosopher

13 Mother's Day

13 Flower Day - Celebrating the end (?) of spring

17 Ascension Day

27 Whit Sunday

JUNE

4 Flag Day of Defence Forces

22-23 Midsummer - the Finnish national holiday celebrating summer outdoors

JULY

31 The official end of the academic year

Appendix D

MENU AND GROCERY GUIDE

aamiainen breakfast	katkarapu shrimp, prawn
alkoholi alcohol	keitto soup
alkoholiton non-alcohol	kerma cream
anjovis anchovy	kevyt light
appelsiini orange	kevätkääryle spring roll
astianpalautus A place where you return plates, forks, knives etc. after eating.	kiinankaali celery cabbage
aurajuusto (also sinihomejuusto) blue cheese, Roquefort	kiisseli stewed juice thickened with potato flour
banaani banana	kinkku ham
broileri broiled chicken	kirjolohi rainbow trout
burgeri (hampurilainen) (ham)burger	kirsikka cherry
dippi dip	kiusaus a type of casserole (usually anchovy or ham with sliced potatoes)
Feta Greek white cheese	(muna)kokkeli scrambled eggs
gratiini gratin	kookos coconut
gulassi goulash	kotikalja (non-alcoholic) beer like drink
hampurilainen hamburger	krepit crêpes
hapan sour	kukkakaali cauliflower
hapanimelä sweet and sour	kuningatar(hillo) a mixture of raspberry and blueberry jam
hapankorppu (thin) crisp bread	kurkku cucumber
hauduttaa simmer, steam	kuuma vesi (kuumaa vettä) hot water for tea or cocoa
hedelmä fruit	laji course, dish, sort
herkku delicacy	lammas, lampaanliha mutton
herkkusieni champignon, mushroom	lasagne lasagne
herne pea	lehtisalaatti lettuce
hillo jam	leike escalope, cut
hiutale flake	leikkeleet cold cuts
hunaja honey	leipä bread
härkä, häränliha beef	liha meat
höystö ragout	linssi lentil
iso big, large	lohi salmon
jauheliha minced meat (normally a mixture of beef and pork)	lounas lunch
jugurtti youghurt	lämmin warm
juoma drink	maito milk
juures, juurekset vegetable, vegetables	makaroni macaroni, pasta
juusto cheese	makea sweet
kaali cabbage	makkara sausage
kahvi coffee	maksa liver
kahvila café, cafeteria	mandariini tangerine
kala fish	mansikka strawberry
kalapuikko fish finger	margariini margarine
kalkkuna turkey	marinoitu marinated
kampela flounder	marja berry
kana chicken	mausteinen spicy, hot
(kanan)muna egg	meetwursti Bologna (salami) sausage
kaneli cinnamon	mehu juice (normally about 50% water)
karamelli sweet, candy	munakoiso eggplant, aubergine
kastike sauce, dressing	(tomaatti) murska crushed tomatoes
kasvis- Whatever begins with this word is vegetarian, but it may contain cheese or egg. See the end of this list.	mustikka blueberry, bilberry
	muusi mash(ed potatoes)

nalkki frankfurter, wiener
 nauta, naudanliha beef
 noutopöytä self-service buffet
 nuudeli noodle
 näkkileipä (thick) crisp bread
 ohra barley
 ohukaiset, ohukkaat thin pancakes
 omena apple
 paistos something baked, e.g. a pie.
 paahtopaisti roast beef
 pannukakku thick pancake
 pala slice, cut
 paneroitu breaded
 ...pannu something roasted or fried
 paprika (sweet) pepper
 papu bean
 parsaa asparagus
 pasta pasta
 pata casserole
 pekoni bacon
 perhe- family-size, large (e.g. pizza)
 peruna potato
 pieni small
 pihvi steak
 piirakka pie (sweet or salty)
 pinaatti spinach
 pizza (or pitsa) pizza
 piimä sour milk
 porkkana carrot
 poro reindeer
 porsas, porsaanihiha, possu pork
 puolukka lingonberry
 pulla bun
 punajuuri red beetroot
 punaviini red wine
 purjo(sipuli) leek
 puuro porridge
 pyre purée
 pyttipannu fried diced meat or sausage,
 onions, (mushrooms) and potatoes
 pyörykät (meat, fish, etc.) balls
 päärynä pear
 rahka curd
 ranskankerma sour cream
 raparperi rhubarb
 rapea crisp
 rasvaton non-fat
 ravintola restaurant (normally licensed)
 riista game
 riisi rice
 rouhe crushed
 rullat rolls
 ruoka food, meal
 ruokakerma cream for cooking

salaatti salad (usually green salad)
 savu-, savustettu smoked
 sei, seiti coalfish, coley
 sieneni mushroom (wild)
 sika, sianliha pork
 silakka Baltic herring
 silli herring
 sinappi mustard
 siskonmakkara (-keitto) pork sausage
 (soup)
 sitruuna lemon
 smetana sour cream
 sokeriton sugar-free
 sose mash
 suklaa chocolate
 suolainen salty
 suolakurkku pickled cucumber
 suuri large
 sämpylä bread roll
 talon of the house
 tee tea
 teevesi hot water for tea or cocoa
 tomaatti tomato
 tonnikala tuna
 torttu (sweet) tart, pie
 tulinen hot, spicy
 täyte filling
 täytetty, täytteiset filled with
 uuni baked in oven
 vadelma raspberry
 valkosipuli garlic
 valkoviini white wine
 vanilja vanilla
 veri blood
 vesi water
 vihannes vegetable
 viillockki fricassee
 vispikerma whipping cream
 voi butter
 vuoka casserole
 vähä- low in (something): e.g. low-calorie
 wokki wok
 yrtti herb

Some useful abbreviations

- G = gluten-free
- K = vegetarian
- L = lactose-free
- V = contains garlic
- VE = vegan
- VL = low-lactose