

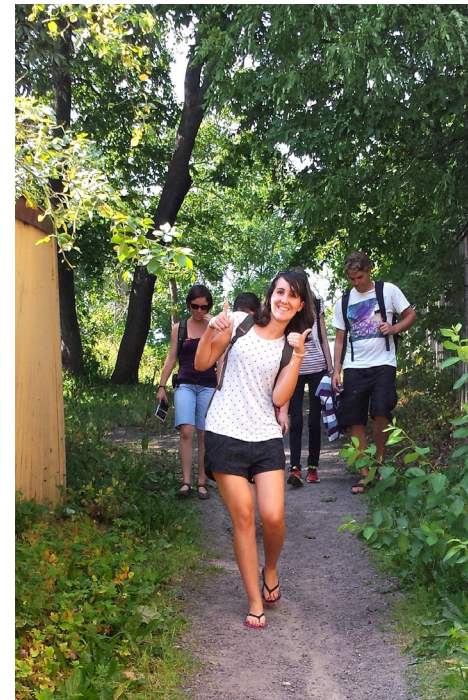


YRKESHÖGSKOLAN
NOVIA

2017–2018

SURVIVAL GUIDE

Åbo–Vasa



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Ambulance, Police, Fire Department

Poison Information Centre

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Introduction to the Survival Guide

This is your survival guide for the coming year in either Åbo or Vasa. In this booklet you will find useful information about the universities: Åbo Akademi University (ÅAU) and Novia University of Applied Sciences (Novia UAS). Be sure to notice the difference in information regarding the universities as well as the cities. In regards to this, chapters 2 and 3 separately introduce the universities. However, there are also common elements and joint endeavors between the universities, e.g. the sports offered by the universities.

We do hope that you read this booklet thoroughly; it contains a lot of useful information. At least flip through the booklet and take note of keywords and sentences that are in **bold**. Useful information can also be found in the boxed sections. This booklet is designed to be a reference guide. Links and sources are added for more in-depth information.

At this point we would like to welcome you to Finland, whether you are staying in Åbo or Vasa. Both Åbo Akademi University and Novia University of Applied Sciences look forward to your time here and your engagement with academic affairs. Please feel free to drop by your international office at both universities if you have any questions.

Studying in Finland can be an adventure, one we hope every incoming student will enjoy. This experience might differ greatly from anything else in your home country. We hope you embrace your new experiences and that you find or learn something new to bring with you back home. Do what makes you comfortable, make new friends and experience the Finnish culture!

From Åbo Akademi University and Novia University of Applied Sciences,

Welcome!

1. Finland

1.1 Finland in a nutshell

Due to the fact that Finland has two (2) official languages (Finnish and Swedish), most towns have names in both languages. For example Vasa (Swe) / Vaasa (Fin) and Åbo (Swe) / Turku (Fin). In this guide we use the Swedish names as both Åbo Akademi University and Novia University of Applied Sciences are Swedish-speaking institutions.

Population: 5.5 million (2017)

Area: 338,424 km² (the fifth-largest country in Western Europe)

Capital: Helsingfors (Swe)/Helsinki (Fin) (1.5 million inhabitants in metropolitan area 2016)

Languages: Official languages are Finnish (spoken as a first language by 88%) and Swedish (5.4%). Sámi is an official regional language and the mother tongue of about 2,000 people, who are members of the indigenous Sámi people of northern Lapland.

Form of government: Republic, parliamentary democracy

Head of State: President of the Republic, currently Mr. Sauli Niinistö

International cooperation: Member of the United Nations since 1955 and the European Union since 1995

Currency unit: Euro

Climate: Great contrasts: cold winters and fairly warm summers (2016 extremes: coldest day was in Muonio -41,2°C / -42,2°F and warmest day was in Utsjoki 29,1°C / 84,4°F)

For more information about Finland, see www.visitfinland.com.

1.2 The City of Åbo/Turku

Åbo, or Turku in Finnish, is situated on the southwest coast of Finland and is the sixth largest city in Finland with a population of approximately 186,000. Åbo is one of many officially bilingual towns in Finland (approx. 5% speak Swedish as their native language in the city).

Founded in the 13th century, Åbo is also the oldest city in Finland. It was the provincial capital of Finland until 1812, when the title was transferred to Helsingfors after Finland became an autonomous Grand Duchy of Russia.

Åbo is an important Baltic port for both goods and passenger traffic and is one of the centres for the shipbuilding industry in Finland. Other major industries include pharmaceuticals, electronics and high technology. The areas of top expertise in Åbo are biosciences, ICT, logistics and tourism.

Åbo is a large university town with more than 35,000 students. It is the official Christmas city of Finland and was the European Capital of Culture in 2011. Just outside of Åbo you find a beautiful archipelago with more than 20,000 islands.

For more information about Åbo, see www.visitturku.fi

1.3 The City of Vasa/Vaasa

Vasa, or Vaasa in Finnish, is situated on the west coast of Finland and is the regional capital of Ostrobothnia. Vasa has a population about 67,000, of which 23% are Swedish-speaking.

Vasa is a center of education, both in terms of further education for Finnish students and in terms of teacher training as most future teachers for Swedish-speaking schools in Finland get parts of their education in Vasa. The largest energy technology cluster of the Nordic countries is concentrated in the Vasa region with around 11,000 employees.

Vasa is known as the sunniest town in Finland based on the number of sunny hours a year. The town was founded in 1606 and got its name after the Swedish Royal house of Vasa (Gustav Vasa was the King of Sweden in the 16th century. Finland was a part of Sweden until 1809). The beautiful archipelago (Kvarken) outside Vasa has been on the UNESCO's world heritage list since 2006.

For more information about Vasa, see www.vaasa.fi or www.visitvaasa.fi.

1.4 Åbo Akademi University

Åbo Akademi University is the only multidisciplinary Swedish-language university in Finland. The university was founded in 1918 in order to provide higher education for the Swedish-speaking minority in Finland. The main language of teaching and administration is Swedish, but an increasing number of courses are taught in English.

Åbo Akademi University has a strong international profile. Out of our total student population (5,500 students) about 1,000 students are international students and out of these approximately 380 are international exchange students. Åbo Akademi University is one of the most international universities in Finland when looking at the student population and we are happy to be able to offer an international environment for both our international and domestic students.

As of January 2015, the university is divided into four faculties:

- Faculty of Arts, Psychology and Theology
- Faculty of Education and Welfare Studies (located in Vasa)
- Faculty of Social Sciences, Business and Economics
- Faculty of Science and Engineering

Åbo Akademi University has two main campuses, Åbo and Vasa, as well as a smaller campus in Jakobstad/Pietarsaari.

For more information, see chapter 2 and www.abo.fi

1.5 Novia University of Applied Sciences

Novia UAS offers multidisciplinary higher education with a practical orientation, training professionals for expert and development posts based on the requirements of working life and its development, on scientific research and artistic principles.

With more than 4,000 students and 300 staff members Novia UAS is the largest Swedish-language university of applied sciences in Finland. Novia UAS was founded in 2008 as a merger of earlier educational institutions. The new organization has a 150-year continuum of education and a dynamic and adaptable approach to the changing needs of society.

Novia UAS operates on four campuses in four different towns: Vasa, Åbo, Jakobstad and Raseborg, along the west coast of Finland. We have a yearly intake of about 100 exchange students as well as 250 international students who study for a degree in our degree programs in English.

Novia UAS offers education in the following study fields:

- Culture and Arts
- Business Administration
- Engineering
- Construction Management
- Marine Technology
- Natural Resources
- Health Care
- Social Services
- Beauty and Cosmetics
- Hospitality Management

For more information, see chapter 3 and www.novia.fi

2. Åbo Akademi University (ÅAU)

2.1 Offices at ÅAU

Åbo Campus

Education Services

International Affairs

Gripen (1st floor)

Tavastgatan 13, 20500 Åbo

Phone: +358 (0)2 215 3464

e-mail: exchange@abo.fi

www.abo.fi/exchange

Open: Mon-Fri 12:00-14:00

Student Office/Student Service

Desk (Studentexpeditionen)

Gripen (1st floor)

Tavastgatan 13, 20500 Åbo

Phone: +358 (0)2 215 4169

e-mail: studinfo@abo.fi

<http://www.abo.fi/student/en/vemgorvad>

Open: Mon-Fri 12:00-14:00

Career Services (Arbetsforum)

Åhuset

Gezeliusgatan 2a, 20500 Åbo

Phone: +358 (0)2 215 4961

e-mail arbetsforum@abo.fi

www.abo.fi/stodenhet/en/kontaktaoss

Open: Mon-Fri 09:30-11:30, 13:30-15:00

Research Services

Kosmorama

Domkyrkotorget 3, 20500 Åbo

Phone: +358 (0)2 215 4516

forskning@abo.fi

Human Resources

Gripen (2nd floor)

Tavastgatan 13, 20500 Åbo

Phone: +358 (0)2 215 31 (switchboard)

e-mail: HR@abo.fi

www.abo.fi/personal/en

Vasa campus

Education Services

International Affairs

Academill (E406)

Strandgatan 2, 65100 Vasa

e-mail: exchange@abo.fi

www.abo.fi/exchange

Open: Mon-Fri 12:00-15:00

Academic Office (Studiekansli)

Academill (F4)

Strandgatan 2, 65100 Vasa

www.abo.fi/student/en/

Career services (Arbetsforum)

Academill (F4)

Strandgatan 2, 65100 Vasa

Phone: +358 (0)6 324 7131

Fax: +358 (0)6 324 7123

e-mail arbetsforum@abo.fi

www.abo.fi/stodenhet/en/kontaktaoss

Research Services

Academill (F4)

Strandgatan 2, 65100 Vasa

Phone: +358 (0)40 0594894

forskning@abo.fi

Human Resources

Academill (A1)

Strandgatan 2, 65100 Vasa

Phone: +358 (0)2 215 4110

e-mail: HR@abo.fi

www.abo.fi/personal/en

Accessibility: To discuss special arrangements regarding accessibility, in Åbo please contact the Student Office (see above) and in Vasa the Academic Office (see above).

2.2 Student Union of Åbo Akademi University (Åbo Akademis Studentkår, ÅAS)

Åbo:
Kåren
Tavastgatan 22 (3rd floor)
20500 Åbo
Phone: +358 (0)2 215 4650
karen@abo.fi
www.studentkaren.fi
Open Mon-Fri 12:00-15:00

Vasa:
Havtornen
Inre Hamnen
65100 Vasa
Phone +358 (0)6 324 7225
karen@abo.fi
www.studentkaren.fi
Open Mon-Thu 12:00-15:00

The student unions are public corporations completely independent of their respective universities. **The role of the student unions is to represent their members in the university administration, to improve the position of students in the society in general and to provide the members with services ranging from consultations with lawyers to extra-curricular free time activities.**

Members of the Student Union are entitled to:

- Subsidized lunches in the student cafeterias
- Long distance bus/railway/ferry tickets at student prices in Finland
- Reductions in most theatres, concerts, exhibitions, swimming pools, sports centers and in some shops and restaurants by showing their student card
- Reductions in over 1,000 shops. For a full list of the shops included in the benefits, see <https://alennukset.frank.fi/en/discounts/>
- Basic health care at the Finnish Student Health Service (see chapter 5.3)
- Advice for members in matters related both to studies and social affairs

Student Union Membership

There is a student union (*studentkår* in Swedish, *ylioppilaskunta* in Finnish) at every Finnish university. The student union membership is compulsory by law for all degree students. Membership is optional for formal exchange students and PhD students, whereas visiting students and trainees are not eligible to join the Student Union.

The **membership fee** of the Student Union of Åbo Akademi (ÅAS) is 116€ for the whole academic year 2017-2018 (58€ for one term), and 62€ for PhD students for the full academic year. For more information, see: <http://www.studentkaren.fi/english/membership-fee/>.

There are also many **student associations** within the university and within each faculty. These are sub-organizations of the Student Union, and the purpose of

2. Åbo Akademi University(ÅAU)

their work is to bring forth the opinions of the different associations within the university. Another important purpose of the student associations is to create opportunities for students to meet new and old friends by organizing e.g. meetings, parties and excursions. There are also student associations specifically for international students. For more information about all the different associations, see www.studentkaren.fi/english/student-associations/.

ÅAS Membership Benefits

In addition to the general Student Union benefits mentioned before, ÅAS services for its members include the usage of e.g. meeting rooms for free at Kåren in Åbo and Havtornen in Vasa. There is also a gym and sauna in Kåren in Åbo. Also in Åbo, ÅAS offers free legal advice once a week together with the Student Union at the University of Turku (TYY). The Secretariat of the Student Union offers the members general help and consultation in academic, social and international affairs in Åbo and Vasa.

The Student Union also offers help in matters concerning discrimination and harassment. Their ombudsmen can be contacted by phone or e-mail and can also attend hearings in both Åbo and Vasa. For more information, please see www.studentkaren.fi/english/advice-for-students/.

The Student Union Card

The student identification card used in Finland is called Frank and is issued by the National Union of University Students in Finland (SYL, *Suomen Ylioppilaskuntien Liitto*/ FSF, *Finlands Studentkårers Förbund*). The card is your Student Union membership card and with it comes offers for all kinds of services and benefits.

Before you can order your student card you need to be registered at Åbo Akademi University (ÅAU) and a member of the Student Union of Åbo Akademi University (ÅAS). You can pay the Student Union fee at any bank in Finland. If you pay the membership fee at a foreign bank please be sure to pay all the bank fees and service charges which may occur! Please also make sure to save the receipt. In the beginning of the term while you are waiting for the student card, the receipt of paid student union fee + ID can be used as proof of your membership.

The student card can be ordered at: www.frank.fi. The price of the card is 15,10€ and you will need to upload a digital photo of yourself when you order the card as well as your student number. It usually takes about three weeks before the card is ready to be picked up from the Student Union office.

It is possible to check how the order for your card is progressing through the

link you get from Frank via e-mail when your order is received. You can also order a ISIC combination card with payment function for 31,10€, but it requires a Finnish personal identity code and a Finnish phone number. Instead you can consider buying a separate international student card via Kilroy.

Also note that your student card is validated with a new sticker every autumn after you have paid the membership fee. **The card is not valid without the annual sticker.**

Note that the international student identity card (ISIC) does not give you access to subsidized student meals or discounts in public transportation in Finland. For this you need the official student card issued by the National Union of Finnish Students (SYL/FSF). For more detailed information please see: www.studentkaren.fi/english/the-student-card/.

Instead of ordering a plastic student card, you can also download the **Frank App** for free if you have an iOS or Android phone (a Finnish social security number and phone number are also required).

2.3 Friendship Programme (only in Åbo)

During the autumn/spring it is possible to participate in a voluntary-based Friendship Programme. The programme aims at offering international visitors and local families a chance for mutual cultural exchange. With a friend from the local community it is possible to learn about Finnish culture and everyday life.

All activities within the Friendship Programme are voluntary, which means that the international visitor and his/her Friend decide on their own how much and in what way they want to spend time together. The participants of the programme are ordinary Finnish families and people of different ages living in Åbo or the neighboring area. The programme period is one term. The application form and more information can be found at <http://bit.ly/2vz4zsW>.

2.4 Exchange Students

University Registrations

The actual registration with the university is made **online** during the registration period August 1st to September 1st for the whole academic year 2017-2018 and at the latest January 12th for the spring term at <https://selfservice.abo.fi/uiss/>.

During other times the registration must be made in person at the Education Services (Student Office in Åbo, Academic Office in Vasa). **Before registering you must obtain your personal username and password by signing a User**

2. Åbo Akademi University (ÅAU)

Agreement form. This can be done at the Education Services/International Affairs (in Åbo: Gripen building, Tavastgatan 13, in Vasa: Academill, Strandgatan 2) after August 1st 2017. You will need to bring your passport or ID.

In order to be registered as present and have the right to study and receive credits, you must register at Åbo Akademi University. In order to do this, you need to log into Selfservice using your Åbo Akademi University username and password. Pay the Student Union membership fee using the Paytrail service. The payment must be done with a credit card or using Finnish online banking services. Please print a receipt of payment. You will need this until you have your student card in order to prove that you are a member of the student union.

You will find more important information in the **Selfservice portal**, for example your **student number**. Please remember to write your local address in Selfservice. If any of your data in Selfservice is wrong, please contact Education services.

If a student fails to register by September 1st 2017 for the autumn term or January 12th 2018 for the spring term, a **late registration fee** of 35 euros will be charged separately by ÅAU. Please note that this fee will not be charged in case the student has been admitted for a different period than an academic term.

Exchange students at the Åbo campus have the right to take courses from the University of Turku as well. In this case, you have to register at the other university too. Students at Åbo Akademi University wishing to take courses at the University of Turku should follow the instructions given by International Affairs. The process of acquiring a student number at the other university is handled via e-mail. Without a student number for every university where courses are taken, a transcript cannot be issued for those courses.

Study Counselling

If you need to consult someone about your studies, contact International Affairs or the study advisor of your department. There is also a study psychologist to talk to if you are experiencing motivation problems, stress or other study related issues. For more information about the study psychologist, please see www.abo.fi/student/en/studiepsykolog.

All new exchange students are expected to attend the **Orientation Course** at the beginning of the term. You will receive a lot of useful information during these days. The Orientation Course provides you with necessary information about the university, helps you to adjust to Finnish student life and to living in Åbo or Vasa.

2.5 Degree Students

University Registration

Students who have accepted the study entitlement by 14 July 2017 at 15:00 (Helsinki time) can register online provided that the student has a Finnish Personal Identity Code and Finnish banking codes to log into the www.studyinfo.fi service with.

The registration online for registered degree students can be made between August 1st and September 1st 2017 at 15:00 (Helsinki time). If a new student cannot use the online registration service he or she can register in person during the registration period between August 1st and September 1st 2017. First-year degree students who have not registered by September 1st will lose their right to register.

Note that a student must register every year. However, the registration procedures for new students is different than for those already enrolled. All students who have been registered during the previous year receive information via e-mail about registration before the start of the autumn term.

All new degree students are expected to attend the **Orientation Course** at the beginning of the term. You will receive a lot of useful information during these days. The Orientation Course provides you with necessary information about the university, helps you to adjust to Finnish student life and to living in Åbo or Vasa.

Study Counselling

Soon after the beginning of your studies you will make a **personal study plan**. Usually, the plan is discussed with your contact person at the department. If you need counselling concerning your studies, contact the study advisor of your department or your teacher tutor. There is also a study psychologist to talk to if you are experiencing motivation problems, stress and other study related issues. For more information about the study psychologist, please see: www.abo.fi/student/en/studiepsykolog.

2.6 PhD Students

University Registration

PhD students enroll in the university at the Student/Academic Office (Gripen, Tavastgatan 13 20500 Åbo/Academill, Strandgatan 2, 65100 Vasa). **Please bring your admission letter with you to registration.**

Student Union Membership

It is possible for the PhD students to join the student union, but it is not mandatory. Note that the membership benefits of PhD students are fewer than those of

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exchange/degree students. For more information, please see section 2.2 or www.studentkaren.fi/english/membership-fee/.

Study Counselling

If you need to discuss your studies, please turn to your supervisor. He/she is the best person to give you advice. Study counselling for doctoral students varies between faculties and departments.

Research Services

The personnel at Research Services helps you with all research-related questions.

2.7 International Trainees and Visiting Students

Students who arrive to Finland for an internship/Erasmus placement period are considered as employees of the host organization. The host organization can be any public or private enterprise, also a university.

Normally students doing an internship, within a university or in another organization, will not be registered as a university student and thus cannot join the Student Union and will not get the student benefits. However, trainees of a university can get access to the university library and computer services.

A visiting student must, as soon as he or she is granted a study right, visit the Student Office to **register for the academic year**. At the time of registration, the student receives a student number, but does not need to pay the Student Union fee. **The student should always be registered as present at his or her home university before enrolling at the host university.**

Those who pursue free-standing studies at **The Faculty of Education and Welfare Studies** must **follow the directions for registration given in the admission letter**. The main rule is that you should be registered as present in order to attend courses. Supplementary studies after a degree are conducted by the Centre for Lifelong Learning at Åbo Akademi University (CLL), and registration is done according to the instructions given by CLL. This also applies to those who study as extra students or as students at the Open University (ÖPU) and within continuing education.

A visiting student has the right to study only in the program to which he/she has been accepted. However, if the program includes courses that are arranged by another university, the visiting student has the right to participate in these courses and needs to register with the organizing university.

2.8 General Information Concerning Studies

Courses

The courses at Åbo Akademi University vary in length and can therefore run for, for instance, an entire term or one period (half a term). Students usually have to register for courses before attending them. This is done through the study tool MinPlan. More detailed information about all courses (course requirements, prerequisites etc.) can also be found in MinPlan or in the teaching program at: www.abo.fi/student/sv/undervisningsprogram (in Swedish).

Course Assessment and Examinations

Most courses are assessed by a written examination and/or an essay at the end of the course. Other assignments during the course are usually part of the course assessment. The lecturer should inform the course participants of the course requirements at the beginning of the course. As the courses vary in length, there are exams throughout the term.

Sometimes students are required to sign up for an exam (please check this with your lecturer). If you need to do so, you should sign up via MinPlan at least 8 days in advance (<https://minplan.abo.fi>). Some exams are available as electronic exams (www.abo.fi/student/en/etent), but you need to check with your lecturer about the possibility to write an exam electronically.

There are certain **general regulations regarding exams and essays**, see www.abo.fi/student/en/regler. Please note that departments and/or subjects may have additional regulations and guidelines.

Academic freedom and academic responsibility

The university has rules that must be followed. **It is against the university regulations to cheat or to plagiarize in an examination or an essay.** Plagiarism means that the work of someone else is presented as one's own. This includes copying from books, from the Internet as well as from other written or spoken mediums without reference to the original source.

Cheating means that you break one of the rules set for examinations. This includes completing an assignment for another person, copying other students' answers during the examination and/or bringing any books, papers or other reading material to the examination unless the teacher has given specific permission beforehand.

In the case of a suspected misconduct the case will always be investigated and the student will be heard. If the student has been found cheating in an examination or having plagiarized, the matter will be brought to the Rector who then decides on the issuing of a warning. **The consequence for exchange students is that the home university will be informed of the Rector's warning and the student will fail the course.** In more serious cases the consequence is expulsion

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for a period of time.

MinPlan

MinPlan is a study tool used at Åbo Akademi University to make individual study plans and for registering for courses and exams. MinPlan also contains information about all courses, see: <https://minplan.abo.fi>. To log into MinPlan, you need your Åbo Akademi University username and password. For more information about MinPlan, check the ÅAU's useful online guides: www.abo.fi/student/en/minplanmanualer. Note that PhD students do not use MinPlan.

Many courses require **online registration** before the start of the course. This is done through **MinPlan** (<https://minplan.abo.fi>). If the course information does not mention course registration, no registration is needed. Note that some courses have a minimum and/or maximum of participants and that there may be requirements regarding previous studies.

Transcript of Records

The department or faculty office registers all results with the central study register of the university, **Sture. International Affairs will send an official transcript of records of all passed courses to exchange students and/or their home university when requested.** Note that failed courses are not registered and will not show on the transcript. Degree and visiting students can get transcripts when needed from the faculty office or Student Office.

If a student needs an additional transcript after having finished the exchange/degree at Åbo Akademi University, a new transcript can be issued but is subject to an additional fee of 35€/transcript. Former exchange students who need additional transcripts can contact International Affairs to ask for a transcript.

Credits

All coursework are measured in credits (*studiepoäng, sp*). The recommended amount of **credits for one academic year is 60. A Bachelor's Degree (kandidatexamen) consists of 180 credits and a Master's Degree (magisterexamen) of 120 credits.** The credit system is compatible with the European Credits Transfer System (ECTS) where a year of full-time studies corresponds to 60 ECTS.

Grades

Most courses are graded. The grading system runs from **5 to 1** with 5 being the highest score and 1 the lowest passing grade. Some courses are given on a *pass/fail* basis without further grading.

JOO-studies

All Finnish universities are part of a **flexible study rights** or JOO (*joustava opinto-oikeus*) agreement which offers degree and PhD students the possibility to study at other universities in Finland. A student at Åbo Akademi University can complete studies for their degree at another Finnish university and vice versa.

JOO-studies are free of charge for students. Detailed information on flexible study rights is available on the JOOPAS webpages (www.joopas.fi) along with instructions and the application form. In order to log in, you need to have a current user ID and password of a Finnish university.

Keys

Åbo Akademi University uses an electronic access control in most of its buildings. Students can order personal keys to access specific buildings and departments for a cost of 25€. The order is done through the university webshop: <https://shop.abo.fi/c/6-studentnycklar/>.

2.9 Libraries

Library cards to the university libraries are issued by the university libraries themselves. **You can get a library card from the library by proving your identity and giving your contact information to the register.** You can also fill in the library card application online (<http://www.abo.fi/bibliotek/utlaning> in Åbo and <http://www.tritonia.fi/en/librarycard> in Vasa) and then visit the library to pick up your card. Remember to bring your ID.

Most of the university library services are free of charge, except interlibrary loans, certain book orders and information retrieval. Also, if you do not return books by the due date, you will have to pay a fine accordingly. Your borrowing rights may also be suspended if you leave the fines unpaid and for certain other reasons. Check the terms and conditions for loans of each library you borrow books from.

The books that are prescribed for any course at Åbo Akademi University in Åbo should be available at the **ASA course book library**. For those studying at the Vasa Campus, course books can be found at the **university course book library Tritonia** in Vasa. For courses given at the University of Turku, please consult their course book library. There should be several copies of each book, but please note that there are not enough copies for all course participants.

In the university libraries, most items are listed in the **library catalogue**. There are separate library catalogues for the Åbo and Vasa campuses at Åbo Akademi University.

Use the database Alma Finna for libraries on the Åbo Campus and Finna for Tritonia in Vasa.

For books in the libraries of the University of Turku, use **Volter**. You will find the information about the library catalogue and how to use it on the library's web pages.

2. Åbo Akademi University (ÅAU)

You may also want to use the database of all Finnish university libraries, **Melinda** (<http://linda.linneanet.fi>) as well as other special databases. Information about the catalogues and the databases is available on the library web pages. Online searches in the university network's catalogues and databases are free of charge and can be done in Swedish, Finnish and English. You can ask the library staff for help to get you started.

Åbo

Åbo Akademi University Library (Åbo Campus)

Åbo Akademis bibliotek

Domkyrkogatan 2–4, 20500 Åbo

Phone: +358 (0)2 215 4180

e-mail: biblioteket@abo.fi

www.abo.fi/bibliotek/en

Åbo Akademi University Library is an all-around knowledge centre actively supporting research, teaching and learning. The library serves primarily teachers, researchers and students of the university, but it is also open to the general public.

The library offers access to 17,000 e-journals and 300,000 e-books and to reference databases, which are available via library and other computers in the university network or by remote login with abo.fi-user accounts.

The database Alma (<https://abo.finna.fi/?lng=en-gb>) is the online public access catalogue of the library. **Please note that some library units have open shelves whereas others have closed stacks, in which case the material must be requested via Alma.** For more information regarding the facilities of the different units, opening hours, contact information, and loaning policies, see: <http://www.abo.fi/bibliotek/en>.

Åbo Akademi University Library consists of several units which focus on different disciplines. In connection to the library units there are computers, photocopiers, reading rooms, desks, cafés and smaller rooms for groups. You can also read newspapers at the library. The facilities vary between the different units.

ÅAU Library Service Units:

Book Tower (Main Library): has a complete collection of all materials published in Finland since 1919

Arken Library: all subjects at the Faculty of Arts, including Psychology, Logopedics and gender studies, as well as the Centre for Language and Communication

ASA Library: course books, Information Studies, Law Studies, Mathematics, Economics and Statistics, Sociology, Political Science, Public Administration

Axelia Library: Department of Chemical Engineering, Department of Natural Sciences, The Accelerator Laboratory

Archive Collections: Manuscripts and pictures (the printed material consists of over 2 million volumes)

For contact details, see:

<http://www.abo.fi/bibliotek/en/Content/Document/document/36529>

Turku City Library (*Åbo stadsbibliotek/Turun kaupunginkirjasto*)

Slottsgatan 2 (The main library)

Phone: +358 (0)2 262 0624

e-mail: kaupunginkirjasto@turku.fi

<http://www.turku.fi/en/turku-city-library>

Anyone can borrow books from the Turku Public Library free of charge. In order to obtain a library card, you have to fill in an application and present proof of identity. This you can do at the library or online. If books and other materials are not returned by the due date, overdue fees are charged. It is also possible to borrow different types of recordings and electronic material from the public libraries. The public library also offers a variety of newspapers.

You can find more information online where you also find their electronic catalogue Vaski. The main library offers free wifi. In addition to the main library, there are thirteen other units in the city area, as well as other libraries belonging to the same network and using the same library card. For further information: <http://www.turku.fi/en/turku-city-library> or <https://vaski.finna.fi/?lng=en-gb>.

Vasa

Tritonia Academic Library (Vasa Campus)

Universitetsstranden 7, 65200 Vasa (The Main Library)

Phone: +358 6 324 8201

e-mail: loans@tritonia.fi

www.tritonia.fi

2. Åbo Akademi University (ÅAU)

Tritonia offers diverse services in Finnish, Swedish, and English to a number of universities and universities of applied sciences in Vasa, including Åbo Akademi University. As a public academic library, the library is open for everyone. The printed collections and electronic material primarily serve teaching and fields of research at the universities and universities of applied sciences.

The library uses the digital catalogue Finna, where you can find books, journals and other material, reserve books, renew your loans etc. More information on how to use the catalogue is available on the library website. Anyone can get a library card by filling in an online form (<http://www.tritonia.fi/en/librarycard>) or visiting the library. Proof of identity is required.

Tritonia Library Service Units:

Tritonia Yliopistonranta (The Main Library)

Tritonia Allegro (in Jakobstad)

Tritonia libraries also offer services such as reading rooms, computer, photocopiers, cafés and group study rooms. The facilities vary between the units. For more information about the different units, contact information, loaning policies etc., please see www.tritonia.fi.

Vaasa City Library (*Vasa stadsbibliotek/Vaasan kaupunginkirjasto*)

Biblioteksgatan 13, 65100 Vasa (The Main Library)

Phone: +358 (0)6 325 3533

e-mail: bibliotek.feedback@vasa.fi

<https://bibliotek.vaasa.fi>

Anyone can borrow books from the Vaasa City Library free of charge. In order to obtain a library card you have to visit the library and present proof of identity. If books and other materials are not returned by the due date, overdue fees are charged. It is also possible to borrow different types of recordings and electronic material from the public libraries. The public library also offers a variety of newspapers.

Computers can be used in all libraries. In addition to the main library, there are five other units in the city area, as well as other libraries belonging to the same network (Lakia) and using the same library card.

2.10 IT Facilities

Åbo Akademi University has its own ICT services which provide the university's staff and students with IT services free of charge. ICT services maintain and develop programs, give instructions and information about the use of PCs and develop data processing within the university in general.

The PCs and terminals managed by the university are linked to a local university computer network and to the catalogue databases of the university library. Registered students, staff, researchers and also visiting researchers can get access to the IT facilities at the university. **In order to use the computer network you will need a user account, which is supplied by ICT services.**

ICT services in Åbo
(Helpdesk: "Oraklet")

ASA building

Fänriksgatan 3C, 20500 Åbo

Open weekdays 8.15-11.00, 13.00-16.00

Phone: +358 (0)2 215 4777

email: helpdesk@abo.fi

ICT services in Vasa

Academill B, 3rd floor

Strandgatan 2, 65100 Vasa

Open weekdays: 8.15-12.00,

Tue & Wed 8.15-12.00, 13.00-16.00

Phone: +358 (0)2 215 4777

e-mail: helpdesk@abo.fi

If you need help with computer-related problems, or if you suspect you have opened a file containing a virus on a university computer, please contact ICT services. Various kinds of software, including virus protection, word-processing and spreadsheets, are available for home/personal use at low prices or for free at ICT services. For more information, contact ICT services or visit:

www.abo.fi/stodenhet/en/datacentralen.

Username and password

Registered students are granted a user account with access to the university's computers. Your username and password for the IT services at Åbo Akademi University are personal and you must not give your personal account information to anyone else.

Your username and password are used within the university for a number of services requiring a login, such as email, the local web, MinPlan, the study register, certain library services etc.

E-mail

Once you have received your user account for the university network (see above), you should be able to use your own ÅAU e-mail account. **It is recommended that you use this Finnish e-mail account while staying in Finland.** The abo.fi e-mail address you get with your user account are used by the university, including International Affairs, to contact you regarding study matters.

General information from the university is also sent to the abo.fi e-mail. Therefore, **all students and staff are advised to use their abo.fi e-mail**. Your department and various student associations may have mailing lists that you can ask to be added to in order to receive information about events and other news that may interest you.

Computer labs

The university has computer labs aimed at the university's own students and staff to use for working and studying. You should not disturb other people working in the computer classroom. For example, talking with your friends and on your mobile phone, as well as playing computer games are not suitable behavior in the computer rooms. For more details on where the student computers are situated, check the website of the ICT services (www.abo.fi/stodenhet/klasser) or contact your department.

Wireless Networks

Eduroam is available to students in both Åbo and Vasa who have acquired a user account and password from the ICT facilities. Eduroam is a worldwide roaming access service developed for the international research and education community. Åbo Akademi University is a member of Eduroam. Eduroam offers a safe and easy wireless connection to the Internet free of charge. University members can see the Eduroam network in other Eduroam organizations around the world.

2.11 Photocopying, Scanning & Printing

At Åbo Akademi University, printing and copying is subject to charge. The value system used is Krediter. The price for 1 black-and-white A4 page is 1 Krediter, 1 color page 8 Krediter. However, students have a **quota** of 400 Krediter, which is reset per six months. After this, students are charged per page. Students who have exceeded their quota can buy a digital top-up card for more quota via the ÅAU webshop (<https://shop.abo.fi/>). Staff at the university is not charged for printing and copying.

At the Åbo campus, **copying machines** for students are available in the libraries and several other places. At the Vasa campus, a copying machine for students can be found in Academill, G-house, 4th floor (outside the computer rooms). You have to register a key to use the copier. Every copier equipped with a key reader should have instructions posted how to do this. Almost any contactless smart card will work as a copy key, e.g. the HID or Indala keys to the buildings will work fine. For a list of copying machines equipped with key readers, see www.abo.fi/stodenhet/mfd_placering.

You can check your printing and copying info (e.g. used quota) here: <https://print.abo.fi> (info accessible to all users). The copiers also work as scanners (via e-mail). This is also described in the instructions posted at the copier.

2.12 Language Studies

Courses in Swedish are held at the Centre for Language and Communication at Åbo Akademi University.

There is a limited amount of seats on the courses, which tend to be very popular, so be sure to check the registration procedures and sign up for the course(s) you want to take well in advance.

Åbo

Centre for Language and Communication

Arken (B and G buildings)

Fabriksgatan 2, 20500 Åbo

Phone: +358 (0)2 215 4365

e-mail: csk-kansli@abo.fi

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

The Open University

The Centre for Lifelong Learning at ÅAU

Fabriksgatan 2, 20500 Åbo

e-mail: opu@abo.fi

The following institutions may offer courses in Swedish and/or Finnish as a foreign language in Åbo:

- *Turun Itälukio/Åbo Kvällsgymnasium*, www.turunitalukio.fi/
- *Turku Summer University*, www.turunkesayliopisto.fi/en
- *Turku Vocational Institute (Turun Ammatti-instituutti/Åbo yrkesinstitut)*, www.turkuai.fi/en
- *Turku University of Applied Sciences*, www.tuas.fi/en/
- *Turun Suomenkielinen Työväenopisto*, <https://opistopalvelut.fi/turku/index.php?!=en/>
- *Åbo svenska arbetarinstitut*, <http://blog.edu.turku.fi/arbis/info-in-english/>
- *Turku Christian Institute*, www.turunkristillinenopisto.fi/

2. Åbo Akademi University (ÅAU)

Vasa

Centre for Language and Communication
Academill (B2)
Strandgatan 2, 65100 Vasa
Phone: +358 (0)6 324 7394
e-mail: csk-vasa@abo.fi

The Open University
The Centre for Lifelong Learning at ÅAU
Strandgatan 2, 65100 Vasa
e-mail: opu@abo.fi

The following institutions may offer courses in Swedish and/or Finnish as a foreign language in Vasa:

- *Vasa arbetarinstitut*, www.vaasa.fi/en/arbis
- *Vaasan suomenkielinen työväenopisto*,
<http://www.vaasa.fi/en/vaasa-opisto-0>
- *Vaasa Summer University*, <http://www.vaasankesayliopisto.fi/home-en-us/>
- *Vaasa Adult Education Centre Vamia*
<http://aikuislaskoulutukset.vamia.fi/en/frontpage>
- *The Swedish Evangelical Folk High School in Ostrobothnia*,
www.efo.fi/wordpress/en/

Courses and information available on the Internet:

Studyinfo: <https://studyinfo.fi/wp2/en/>

Finnish, basics: <http://yle.fi/aihe/oppiminen/suomen-kielen-alkheet>

Language Skill Certificates

Certificates of Finnish or Swedish skills are sometimes needed when e.g. applying to a university as a degree student. Contact the language centers when you need a **certificate of your language skills**.

2.13 Grants and Scholarships

The study in Finland website (www.studyinfinland.fi) contains a database of English-language degree and non-degree programs, information about Finland as a study destination, Finnish higher education institutions, and practicalities concerning scholarships (*apurahoja/stipendier*), admissions systems and living in Finland.

The Finnish National Agency for Education has a number of scholarship programs for doctoral level studies and research at Finnish universities. For more information, see www.cimo.fi.

The Finnish Cultural Foundation (*Suomen Kulttuurirahasto/Finlands kulturfond*) awards grants to individuals, working groups and organizations in the arts, science and various fields of cultural life through its Central Fund and 17 regional funds. For further information, see www.skr.fi/en.

The National Union of Finnish Students (SYL) website includes a database of grants available for students: <http://apurahat.syl.fi>.

Luckan is a search engine in Swedish for grants available in Finland. To get an idea about what grants are available and for various links concerning different grants and scholarships, visit www.fyrk.fi for more information.

Some private foundations and institutions offer grants for students pursuing a university degree. Furthermore, universities might participate in externally funded projects offering scholarships for degree studies. Information on this type of funding is usually available from the universities web pages.

The Aurora database enables you to browse different opportunities for funding in the fields of science, art and culture. The database holds information about sponsors situated both in Finland and abroad. Applying for a grant is possible for native Finns and people residing in Finland. There are around 800 different sponsors stated in Aurora and the database is updated frequently when new funding opportunities arise. For more information, see: <http://www.aurora-tie-tokanta.fi/index/index/refc/lang>.

For information about research grants and scholarships at Åbo Akademi University, see <http://www.abo.fi/forskning/en/forskarrorlighet> and <https://www.abo.fi/student/aastipendier>.

2.14 The Finnish Student Health Service (FSHS)

The Finnish Student Health Service, FSHS, (*Studenternas hälsovårdsstiftelse SHVS/Ylioppilaiden terveydenhoitosäätiö YTHS*) offers basic health care services, i.e. general, mental, and oral health services, for students who are members of a Finnish Student Union (i.e. Kåren at Åbo Akademi University, see chapter 2.2). **All services at FSHS, except for dental care and specialists, are free of charge.**

N.B. FSHS is not available to students of Novia University of Applied Sciences. Novia students are referred to their own healthcare services, see chapter 3.11.

Appointments with public health nurses, physiotherapists, general practitioners and specialists (e.g. gynecologists and dermatologists) are offered. The range of services does not include inpatient care, mother and child clinics or out-of-hours/weekend emergency services. Students are entitled to use the services of all 13 FSHS health care centers in Finland.

Note, however, that **FSHS services are not available to doctoral students.**

For further information on how to book an appointment, see www.yths.fi/en.

FSHS Åbo

Kyrkogatan 13

phone: +358 (0) 46 710 1050

www.yths.fi/en

FSHS Vasa

Hovrättsplanaden 15 C

phone: +358 (0)46 710 1097

www.yths.fi/en

FSHS is open from Monday to Thursday 8:00-15:00, on Friday 8:00-14:00, and closed on weekends and national holidays. To make an appointment call: +358 (0)46 710 1050 (Åbo) or +358 (0)46 710 1097 (Vasa).

In acute cases please call in the morning, between 8.00-9.00. When FSHS is closed contact your closest health care center. **When FSHS is closed** you can call the emergency service in order to ask advice concerning your need for treatment:

Åbo

TYKS, T Hospital

Savitehtankatu 1

Phone: +358 (0)2 313 8800

Vasa

Vasa Central Hospital

Sandviksgatan 2-4, Y building

Phone: +358 (0)6 213 1111

To check and cancel your appointments you can also use the Self student online service. To book or change an appointment you need an appointment ticket, which you can get from a FSHS nurse or doctor during an assessment of the need for treatment or an appointment.

If you have a Finnish online banking ID or a mobile ID, you can check out the service and complete the authentication to start using the Self service. If you do not have a Finnish online banking ID or a mobile ID, bring your passport to your first appointment at FSHS for the online authentication. For more information, see: <http://www.yths.fi/en/myfshs>.

The **penalty fee for no-show appointments** (35€) will be charged for any appointments, group sessions and examinations that you do not cancel and do not arrive for, even if the appointment would have been free of charge. You can cancel your appointment by 12:00 noon on the business day before the appointment without having to pay the penalty fee.

3. Novia University of Applied Sciences (Novia UAS)

3.1 Offices of Novia UAS

Campus Åbo

International Office

Henriksgatan 7, 2nd floor
20500 Åbo

Phone: +358 (0)44 7623127

e-mail: international@novia.fi

Open: Mon-Fri 9.00-15.00

Student Services (Studerandeservice)

Henriksgatan 7, 2nd floor
20500 Åbo

Phone: +358 (0)44 7623122

e-mail: studentservices@novia.fi

Open: Mon-Fri 8.00-9.30 and 11.30-13.00

Accessibility: accessible for wheel-chairs

Campus Åbo/Hertig Johans parkgata (Aboa Mare)

Student Services (Studerandeservice)

Auriga Business Center 2nd floor
Hertig Johans parkgata 21, 20100 Åbo

Phone: +358 (0)2 432 3124

e-mail: studentservices@novia.fi

Open: Mon, Wed and Thu 8.30-15

Campus Vasa

International Office

Wolffskavägen 33, 1st floor
behind the Student Services office
65200 Vasa

Phone: +358 (0)44 7805156

e-mail: international@novia.fi

Open: Mon-Fri 8.00-15.00

Student Services (Studerandeservice)

Wolffskavägen 33, 1st floor, room 131
65200 Vasa

Phone: +358 (0)6 328 5000

e-mail: studentservices@novia.fi

Open: Mon-Fri 8.00-15.30

Accessibility: accessible for wheel-chairs

3.2 Student Union at Novia UAS (Novium)

The Student Union at Novia University of Applied Sciences – Novium, (in shortened form called Novium) is the Student Union for all students at Novia. **Novium guards the students' rights and works for that all students are treated fairly.**

Novium takes care of that all new students get tutors and that all members get their student card and access to considerable student benefits (see link to [frank.fi](#) later in this chapter). In addition to the general benefits mentioned later in the text, Novium also offers free legal advice to students through a lawyer who is located in Åbo. Note that even though the reception is located in Åbo, all students can reach the free legal advice by calling number: +358 (0)2 276 9614 during the opening hours that are Tuesdays between 18.00-19.00.

If you ever feel that you are treated unfairly, harassed, discriminated or unsuitably criticized, the Student Union can offer you help. Novium has a harassment agent who you can reach by sending an e-mail with your concerns to [hej\(a\)novia.fi](mailto:hej(a)novia.fi). It is the student affairs secretary who handles this and this person is an expert and sworn to secrecy.

Offices:

Åbo
Henriksgatan 7
20500 Åbo

Student affairs secretary Mikaela Lindeman (part time)

mikaela.lindeman@novia.fi

Phone: +358 44 780 5092

The office is on the 2nd floor and the opening hours are Mon and Wed 11-13 and whenever the door is open and Mikaela is there.

Raseborg
Raseborgsvägen 9
10600 Ekenäs

Information secretary Andreas Hindrén (part time)

info-novium@novia.fi

Phone: +358 44 762 3690

Office is open: Mondays 09.30-12.30 & Thursdays 12.00-14.00

3. Novia University of Applied Sciences (Novia UAS)

Vasa

Wolffskavägen 33
65200 Vasa

Secretary General Jonas Sandberg

jonas.sandberg@novia.fi

Mobile: +358 50 527 2284

Tutor Secretary Julia Dahlkvist

julia.dahlkvist@novia.fi

Mobile: +358 50 527 2355

The office is on the 1st floor and the opening hours are Mon-Fri 8:00-16:00.

Student Union Membership

The membership fee of the Student Union Novium is 35 € for the academic year and 25 € for one term.

As a member in Novium you can (among other things)

- Become a tutor
- Become a student representative
- Run and vote in Council Elections
- Get cheaper sport activities (see chapter 10.2 Sports)
- Get student prices on lunches
- Get a calendar
- Get cheaper train- and bus tickets
- Get discounts in over a thousand shops

Finnish Student Card

The Finnish student card is called *studiekort* in Swedish and *opiskelijakortti* in Finnish, and it is issued by the national, politically independent nonprofit organization for students at universities of applied sciences – SAMOK, *Suomen Opiskelijakuntien liitto*, previously *Suomen Ammattikorkeakouluopiskelijoiden Liitto*.

In order to get the student card you need to:

1. Register at the university of applied sciences.
2. Order and pay for the student card with and electronic ordering form at <https://frank.fi/en>.
3. Collect it from the Student Union office closest to you. It normally takes about three weeks to process the cards.

The student card proves your Student Union membership and entitles you to all their benefits. Every autumn your student card is validated with a new sticker after you have paid the membership fee. Note that the card is not valid without the annual sticker. If there are any concerns about the student card, please contact the information secretary.

3.3 Friendship Programme (only in Åbo)

During the autumn/spring it is possible to participate in a voluntary-based Friendship Programme. The programme aims at offering international visitors and local families a chance for mutual cultural exchange. With a friend from the local community it is possible to learn about Finnish culture and everyday life.

All activities within the Friendship Programme are voluntary, which means that the international visitor and his/her Friend decide on their own how much and in what way they want to spend time together. The participants of the programme are ordinary Finnish families and people of different ages living in Åbo or the neighboring area. The programme period is one term. The application form and more information can be found at <http://bit.ly/2vz4zsW>.

3.4 Exchange Students

UAS Registration

When an international student has been admitted for an exchange he or she is automatically registered in the **student register Winha** and is entitled to the same student service as Novia students. Being registered also means that the exchange students are covered by the same accident and liability insurance during studies/practical placements and on their way to and from the university or the work place as Novia students.

There is no course registration. The teachers who will have exchange students attending their courses are informed by the International Office. If there are changes to the original program (the Learning agreement) exchange students have to check with the teacher in charge of the course if it's possible to attend.

Exchange students in Åbo and Vasa can choose courses offered at the other universities and UAS in respective town thanks to the JOO-agreement (more information in chapter 3.7)

3. Novia University of Applied Sciences (Novia UAS)

Study Counselling

There are student counsellors at each campus that you can turn to if you need help or guidance in study related matters.

Campus Åbo & Aboa Mare:

Peter Edelsköld (peter.edelskold@novia.fi)

Vasa

Wolffskavägen 33: Petra Autio (petra.autio@novia.fi)

Alere: Silvia Ekman (silvia.ekman@novia.fi)

Novia works for accessible studies for all students. Accessibility concerns premises, libraries, teaching materials and special aids. Students with special needs should have the same opportunities to participate in all different activities.

3.5 Degree Students

UAS Registration

When an international student has been admitted for degree studies he or she is automatically registered in the **student register Winha** and is entitled to the same student service as Novia students. Being registered also means that the student is covered by the same accident and liability insurance during studies/practical placements and on the way to and from the university or the work place as Novia students.

The second year the student has to register his/her attendance him/herself. He or she will get information by email from the Student Services about the procedure. **A student must register attendance (presence) or non-attendance (absence) for every academic year /every term. The registration must be done either for the full academic year or only for the autumn term during the time 1 May - 10 September.** Regarding the spring term, the student has the right to change his/her attendance / non-attendance registration during the time 1 December - 10 January. Attendance registration guarantees the student's enrolment and right to attend courses.

There is no course registration. If a degree student wants to take other courses than those included in the Degree Program he or she has to check with the teacher in charge of the course if it's possible to attend.

Study Counselling

There are student counsellors at each campus that you can turn to if you need help or guidance in study related matters (see chapter 3.4).

3.6 International Trainees and Visiting/Free Mover Students

Students who arrive to Finland for an internship/Erasmus placement period and visiting students are registered in the **student register Winha**. They are covered by the same accident and liability insurance during studies/practical placements and on their way to and from the university or the work place as Novia students.

There is no course registration. The teachers who will have visiting students attending their courses are informed by the International Office. If there are changes to the original program (the Learning agreement) visiting students have to check with the teacher in charge of the course if it's possible to attend.

Trainees will have a teacher tutor who is counselling and guiding the trainee throughout the internship.

3.7 General Information Concerning Studies

Some degree programs divide the academic year into **five semesters**, some degree programs only into **two semesters**. Courses can therefore run for an entire term or just for two months. The degree structure and the competencies (learning outcomes) as well as the objectives of the modules and courses are described in the curriculum. Each study module and course is given a code, a name and the extent of studies in number of credits (cr). As a rule, a course comprises at least three (3) credits. A realization plan is attached to the course and study module plans. The curricula and the schedules of each degree program are found on **intranet**. Curricula and schedules for the degree programmes at Campus Åbo/Hertig Johans parkgata can be found on Aboa Mare's Intranet *www.aboamare.fi* (username and password: *aboamare*).

The curriculum of the degree program provides the basis for a student's individual study plan. The aim of the plan is to make individual solutions possible. The individual study plan is discussed and revised annually and authorized by the Head of the Degree Program.

WinhaWille is a web connection to the student register program **WinhaPro** and is an important tool for students in monitoring their own academic progress. WinhaWille can be accessed via intranet <https://intra.novia.fi>. Each student logs in with his/her Novia username and password. Via WinhaWille you can sign up for language courses and for retaking examinations, print (an unofficial) Transcript of Records, make address changes, evaluate courses and register for attendance/non-attendance for the next academic year.

Course Assessment and Examinations

The assessment of completed courses is based on the study module or course descriptions and the realization plan. The student demonstrates achievement of

3. Novia University of Applied Sciences (Novia UAS)

the competences or learning outcomes by completing the assignments, examinations or other requirements or combinations of these as stated in the realization plan.

Grades

For assessment the grading scale 1 – 5 is used according to the following distribution: 1 (satisfactory), 2 (most satisfactory), 3 (good), 4 (very good) and 5 (excellent). A performance which cannot be approved is failed (0).

As the courses vary in length there are exams throughout the term. At Novia UAS cheating in an exam and plagiarizing in an exam or an essay are strictly forbidden.

Academic freedom and academic responsibility

Novia UAS has rules that must be followed. It is against the UAS regulations to cheat or to plagiarize in an examination or an essay. Plagiarism means that the work of someone else is presented as one's own. This includes copying from books, from the Internet as well as from other written or spoken mediums without reference to the original source. In the document *Writing instructions for thesis* on intranet there are rules for the use of different kinds of sources.

Cheating means that you break one of the rules set for examinations. This includes completing an assignment for another person, copying other students' answers during the examination and/or bringing any books, papers or other reading material to the examination unless the teacher has given specific permission beforehand.

In case of suspected misconduct the case will always be investigated and the student will be heard. If the student has been found cheating in an examination or having plagiarized, he or she can be given a written warning by the President and will fail the course.

Transcript of Records

The credits are entered by the teacher or the Student Services into the student register Winha within three weeks after the end of the course or study module. While enrolled at the UAS a student can get a certified transcript of the study records over completed studies at the Student Services. Students can also check their progress in WinhaWille. After the exchange a Transcript of Records will be sent to the exchange/visiting student or trainee and/or to his/her home institution.

Credits

All coursework is measured in **credits (studiepoäng)**. **The recommended amount of credits for one academic year is 60.** The extent of a Bachelor's Degree vary from 210 (3,5 years of study) to 270 (4,5 years of study) credits. The credit system is compatible with the European Credit Transfer System (ECTS)

where a year of full-time studies corresponds to 60 ECTS.

On special grounds stated in the realization plan, certain modules and courses can be assessed on a pass/fail scale.

JOO-studies

Thanks to the **flexible study rights agreement**, called JOO agreement, students in Åbo and Vasa can choose courses offered by the other universities and UAS in respective town. Students in Åbo can choose courses offered by Åbo Akademi University, Turku University, Turku University of Applied Sciences, Diaconia UAS and HUMAK UAS. Students in Vasa can choose courses offered by Novia University Applied Sciences, Åbo Akademi University in Vaasa, University of Vaasa, Vamk UAS and Hanken School of Economics in Vaasa. The courses are free of charge for students but have to be approved by the Head of the Degree Program in which the exchange/visiting student is registered.

Keys

Åbo

Since Novia is moving from Nunnegatan to Henriksgatan there are some uncertainties with the keys. Students are therefore advised to go to the Student Services office for information about the key and opening hours for Henriksgatan.

At Campus Åbo/Hertig Johans parkgata students can collect a keycard from the janitor's office. There is a 30 € deposit that can be paid in cash to the janitor. When returning the key a refund of 20 € is paid. With the keycard you can access Aboa Mare when the doors of the Auriga building are closed. The doors are open Monday to Friday between 08.00 and 16.00. After 21.00 the building must be empty.

Please note that the key is personal and you should immediately let the Student Services know if it is lost or stolen.

Vasa

Students don't need a key to enter the building on Wolffskavägen 33. The front door to the main building is open 7.45 - 16.30 (exceptions occur during holidays and weekends).

At the building Alere you can go to the Student Services office for information about the key and opening hours.

3.8 Libraries

The library at Campus Åbo/Henriksgatan is situated on the first floor in the ASA building at Fänriksgatan 3 A. The opening hours are Monday-Thursday 12-20 and Friday 12-16. On weekdays from 9 to 12 you can access the library with your HID key. From the Book tower (main library) at Domkyrkogatan 2-4 you can pick up books (other than course books) that you have reserved.

At Campus Åbo/Hertig Johans parkgata there is a **reference library with a librarian available from 13.00-16.00 on Wednesdays.**

In Vasa the Novia library is a part of Tritonia, that is a joint library and learning centre for Novia University of Applied Sciences in Vaasa, Åbo Akademi University in Vaasa, University of Vaasa, Vamk UAS, and Hanken School of Economics in Vaasa.

For more information about library catalogue search and electronic information resources please visit <https://www.novia.fi/library/start>. In connection to the libraries there are computers, photocopiers, reading rooms, desks and smaller rooms for groups. You can also read newspapers at the library.

Turku City Library (Åbo stadsbibliotek/Turun kaupunginkirjasto)

Slottsgatan 2 (The Main Library)

Phone: +358 (0)2 330 000 (daytime) and +358 (0)2 262 0624 (evening)

e-mail: kaupunginkirjasto@turku.fi

www.turku.fi/library

Anyone can borrow books from the Turku Public Library free of charge. In order to obtain a library card, you have to fill in an application and present proof of identity. This you can do at the library or online. If books and other materials are not returned by the due date, overdue fees are charged. It is also possible to borrow different types of recordings and electronic material from the public libraries. The public library also offers a variety of newspapers.

You can find more information online where you also find their electronic catalogue Vaski. The main library offers free wifi and computers can be used around the library. In addition to the main library, there are thirteen other units in the city area, as well as other libraries belonging to the same network and using the same library card. For further information, check the library's webpage at www.turku.fi/library or www.vaskikirjastot.fi/en.

Vaasa City Library (Vasa stadsbibliotek/Vaasan kaupunginkirjasto)

Biblioteksgatan 13, 65100 Vasa (The Main Library)

Phone: +358 (0)6-325 3533 (The Main Library)

e-mail: bibliotek.feedback@vasa.fi, <https://bibliotek.vasa.fi>

Anyone can borrow books from the Vaasa City Library free of charge. In order to obtain a library card you have to visit the library and present proof of identity. If books and other materials are not returned by the due date, overdue fees are charged. It is also possible to borrow different types of recordings and electronic material from the public libraries. The public library also offers a variety of newspapers.

Computers can be used in all libraries. In addition to the main library, there are five other units in the city area, as well as other libraries belonging to the same network (Lakia) and using the same library card. For further information, see <https://bibliotek.vaasa.fi>.

3.9 IT Facilities

Novia uses a helpdesk system. **If you are experiencing problems related to Novia computers or printers, servers, network or firewalls, an email can be sent to helpdesk@novia.fi.** The email has to contain at least: your name, your username **but newer the password**, the building and campus where the problem is occurring and a detailed explanation of the problem. **There are IT-planners at every campus that you can turn to if you have acute IT problems. You find their contact details on intranet: <https://intra.novia.fi/services/it-en>.**

Username and Password

When an exchange/degree/visiting/Free Mover student or trainee has been registered in the student register the IT services create a **user account** for the student. He or she gets two copies of the IT user agreement and one of the copies must be signed and returned. The user agreement contains a username, an email address and a temporary password. **The temporary password has to be changed on the first login which has to be done on a Novell-connected computer at Novia or through the password change page at intra.novia.fi.**

Once the password has been changed it can be used to access the following resources: computers at Novia, the intranet*, O365.fi, Moodle**, WinhaWille, wireless network (eduroam login requires that you add @novia.fi at the end of your username) and HAKA-services.

*) Intranet contains detailed information for enrolled students and services such as the elibrary.

***) Novia uses Moodle (moodle.novia.fi) as the virtual learning platform. Most teachers use Moodle and email to communicate with students outside class. Some courses require, in addition to user name and password, a key that you will get from the teacher.

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Forgotten passwords may be reset by sending an email to helpdesk@novia.fi. The new password is sent by SMS if a Finnish mobile number is registered in WinhaWille. Otherwise you may visit your local Student Services to get a new password, but remember to bring identification.

Microsoft Office 365

Microsoft's Office 365 cloud service has been enabled for Novia UAS students and staff. Office 365 ProPlus service gives students and staff the opportunity to download the Office suite for free and install it on their own private computer at home. Login through portal: <http://o365.novia.fi>. Username when logging in: `username@edu.novia.fi` (for students), `username@novia.fi` (for staff).

The following programs are included in the Microsoft Office package: Word, Excel, PowerPoint, OneNote, Access, Publisher, Outlook, Skype for Business, InfoPath, OneDrive for business

Computer labs

You find information about all computer labs at Novia UAS at intranet: <https://intra.novia.fi/services/it-en/utrustning-och-program-en-us>. The computers in the computer classes can be used when there is no teaching.

Wireless Networks

There are two wireless networks available at Novia; “eduroam” and “Novia”. Eduroam (education roaming) is the secure, world-wide roaming access service developed for the international research and education community. (<https://www.eduroam.org>). **You are encouraged to always use eduroam when possible.** Once connected to eduroam you won't need to reenter your credentials and it works at multiple universities. **When logging in to eduroam be sure to use: “username”@edu.novia.fi, not the email!** No other login name will work! We recommend you use the automated installers at <https://cat.eduroam.org> to set up the connection. If you for some reason are unable to connect to eduroam please send a detailed explanation to helpdesk@novia.fi or visit your local IT-planner. As a backup there is a wireless network named “Novia”. This network will require you to re-enter your credentials at set intervals. To log in to Novia only use your regular username.

3.10 Scanning & Printing

Printing will start working one day after the first successful login. All printouts will automatically be grayscale and double-sided.

	grayscale	color
A4	7c/side	15c/side
A3	14 c/side	30c/side

The print management software used at Novia is called **PaperCut**. **Students are automatically given 2,5 € per month (35 single page grayscale printouts) plus 5 € when beginning their studies.**

More credit can be bought at the Student Affairs Office.

Printers are found at:

- Campus Åbo/Henriksgatan 2nd and 3rd floor
- Campus Åbo/Aboa Mare 2nd floor, opposite the notice board
- Campus Vasa/Wolffskavägen 33 2nd floor, Aula and Teachers Hall
- Campus Vasa/Technobothnia 2nd floor Aula, 3rd floor Aula
- Campus Vasa/Alere 1st floor, room B120 at the main entrance

The printers also work as scanners (via e-mail). Photocopying is only possible from an USB stick.

3.11 Language Studies

In Åbo, Novia UAS collaborates with the Swedish Adult Education Center (Arbis). Through this collaboration, foreign students at Novia can participate in language courses in Swedish.

In Vasa, Novia collaborates with ÅAU regarding language courses in Swedish for foreign students. Please contact the international office for more information.

3.12 Student Health Services for Students at Novia UAS

During your studies you are eligible for the following student health services:

- Medical care and first aid
- Health check of all new students during the first year of study and, if necessary a new health check during the study time
- Doctors' reception at the UAS
- Health and contraception reception at the health center
- Dentistry (fees according to special regulation)

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- Immunizations
- Psychological services

N.B. The information in this chapter only applies to students of Novia University of Applied Science. Students at Åbo Akademi University are referred to their own healthcare services, see chapter 2.14.

Åbo

Turku Health Care Services, Health Care for Students
Tavastgatan 10, 3rd floor, 20500 Åbo. Phone (02) 266 1570
Information is available in Finnish, Swedish and English.

Nurse for Novia UAS

Student Health Care nurse: Terhi Sui, phone (02) 266 1265, reachable Mon - Fri 12.15 - 12.45. The nurses' telephone advice and appointment, Mon-Thu, 08.00 - 15.30 and Fri 08.00 - 14.00, phone (02) 266 1570. Nurses' reception without appointment Mon-Fri, 08.15 - 11.00, other times by appointment only.

Doctor

Doctor's reception Mon-Thu, 08.00 - 15.30, Fri, 08.00 - 14.00, phone (02) 266 1570. The doctor's phone hours and reception only by appointment.

Other Health Services

Dental care. Appointments and telephone advice Mon-Fri 8.00 - 16.00 phone 02 2660644.

Emergency in the evenings, at weekends and midweek holidays, phone (02) 313 1564. Assessment of the need for care and appointment from. 9.00 - 10.30.

Psychology Unit. Appointments and advice at 08.30 - 16.00, phone (02) 266 1062, free of charge. Referral by a public health nurse or physician is needed.

Laboratory Services Appointments and advice, phone (02) 313 6321, free of charge.

Radiology Appointments and advice, phone (02) 313 2945, (02) 313 2922. Make an appointment for yourself, a referral is needed, free of charge.

Turku Region's accident and emergency hospital TYKS T-Hospital, Savitehtaankatu 1, Turku. Centralized telephone, tel (02) 313 8800, subject to charges.

The Health Care Services for seafarers and students at Aboa Mare is also situated at Tavastgatan 10, 3rd floor.

Medical certificate for service at sea has to be done in the Occupational health care (pre-sea examination), Tavastgatan 10, or on the private sector (periodic examination)

Vasa

The Public Health Nurses at Novia are Gunvi Hietamäki and Katarina Holm. They are located at Wolffskavägen 27-31 (Alere) on the 4th floor.

Opening hours: Mon-Thu 08:00-15:30, Fri 08:00-14:00

Reception without appointment: Mon-Fri 08:00-10:00. Other times according to arrangement.

Advice on health care related issues by phone: Mon-Fri 10:30 -11:00

Gunvi Hietamäki, phone +358 (0)40 673 1051 (gunvi.hietamaki@vaasa.fi)

Katarina Holm, phone +358 (0)40 661 6356 (katarina.holm@vaasa.fi)

Students can also make an appointment to see the nurse online at:

<https://tunnistus.suomi.fi/VETUMALogin/app>, after the students have been registered as clients of Student Health Care services.

Doctor. Doctor's reception: Tuesdays, Wednesdays and Thursdays at Wolffskavägen 27-31 (Alere). You can make an appointment with nurse Gunvi Hietamäki or Katarina Holm.

Psychologist. You can book an appointment to Novia's psychologist Jannike Höglund by contacting student nurse Gunvi Hietamäki or Katarina Holm. Our psychologist is located at Kyrkoesplanaden 28, 2nd floor.

Study psychologist. Novia shares a Study Psychologist with Åbo Akademi and Hanken, who works in Swedish, Finnish and English. She helps students with issues that relate to their studies. For help with other kinds of difficulties, please contact nurse Gunvi Hietamäki (see above) for assistance. The Study Psychologist Sara Klingstedt sees students at Wolffskavägen 33 as of autumn 2017. Appointments by e-mail: sara.klingstedt@novia.fi (+358 (0)46 9216121).

Student Priest. Need someone to talk to? Student priest Tia-Maria Nord is here for you! To make an appointment for individual conversation - write to tia.nord@evl.fi or send a text message to 044 4808 327. All discussions are strictly confidential.

Vasa health stations and service areas: Open Monday - Thursday 8:00 - 16:00, Friday 8:00 - 14:00.

Kyrkoesplanadens Health Centre, Kyrkoesplanaden 26, phone (06) 325 1666 (North of downtown, Vasklot, Sandom, Sandviken, Högbacken, Sunnanviken)

Sandviken Health Centre, Sandviksgatan 6, phone (06) 325 2040 (south of the center, Sandviken, Högbacken, Sunnanvik)

Damnbrunnen Health Centre, Smedsbyvägen 14-16, phone (06) 325 1703 (Brändö, Hemstrand, Vöråstan (Lärkan) Skogsberget, Stenhaga, Roparnäs, Ornnäs, Melmo) phone (06) 325 1770

Gerby Health Centre, Tallmarksvägen 5, phone (06) 325 1711 (Gerby, Storviken, Västervik, Infjärden)

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Korsnästågets Health center, Fräsaregatan 2, phone (06) 325 1691
(Korsnäståget, Gamla Vasa, Orrnäs, Runsor, Kråklund)

Note that in the evenings, at night and at weekends, emergency health care is given at the Accident & Emergency Clinic of the Vaasa Central Hospital's Y building. If you are not sure whether your symptoms require emergency care, please call your own Health Centre during office hours and outside these hours call the emergency care helpline at 06 213 1001.

Other health services

Laboratories

Damnbrunnen Health Center, Smedsbyvägen 14-16, Monday - Thursday 08.00 – 15.00, Friday 8.00 – 14.00 (by referral only) & Vaasa Central Hospital, Hieta-lahdenkatu 2-4, first floor, Monday - Friday 7.00 – 15.00 (by referral only)

Radiology

Damnbrunnen Health Centre Smedsbyvägen 14-16, level one, Monday - Friday 8:00 - 14:30 (by referral only)

Mental health services

- Vaasa mental station Horisont (students older than 25 years old), Vasae-splanaden 20 B, 2nd floor. Appointment hours: Monday 8.00 – 16.00, Tuesday - Friday 9.00 – 16.00. Phone hours Monday - Friday 10.00 – 12.00. Phone: +358 (0)40 809 6983
- Youth Station Klaara (13-25 years), Kyrkoesplanaden 28. Appointment hours: Monday- Friday 10.00 – 18.00 Tuesday -Friday 9.00 – 16.00. Phone: +358 (0)6 325 2850, e-mail: nuorisoasema@vaasa.fi
- Mental Health Agency - Vaasa Central / by referral only, Sandviksgatan 2-4. Appointment hours: Monday to Thursday 8.00 – 16.00, Friday 8.00 – 15.30. Phone: +358 (0)6 323 2272
- Psychiatric clinic in Roparnäs / by referral only , Seriegatan 2, Appointment hours: Monday - Friday 8.00 – 16.00. Phone +358 (0)6 323 2392
- Protection home, Magasingatan 12. Open around the clock. Phone: +358 (0)6 312 9666

Private medical centers:

- Mehiläinen Rådhusgatan 13. Phone +358 10 414 0100
- Promedi Oy, Glimmervägen 1 (Stenhaga). Phone: +358 6 357 7700
- Terveystalo, Storalånggatan 28-30 2nd floor. Phone +358 30 6000

Dentist

Appointments are made by phone: +358 (0)6 3200 245. Students that are registered in Vasa have the right to use the municipals dental service. Students under 18 years have free dental care, elderly pay according to municipal binding rates. For more information contact the dental clinic or Novia's public health nurse.

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Here is a quick guide to the bureaucratic procedures you need to know about depending on the duration of your stay in Finland. Remember that these are guidelines, if you feel unsure or need more information about the different procedures, please contact the authorities in question (which are mentioned in the chapters). Also check the website of the Finnish Ministry of Foreign Affairs (www.formin.fi).

International students studying in Finland need a Personal Identity Number. The number is to be reported to the University as soon as possible.

All international employees at Åbo Akademi University are encouraged to be in contact with Personnel Services (HR@abo.fi) to clarify which documents and registrations are needed while working in Finland. International employees at Novia UAS should contact ann-christine.fant@novia.fi.

4.1 Residence Permits

Citizens of Nordic Countries

Citizens of Nordic countries do not need to register their right to reside in Finland due to inter-Nordic agreements, nor do they need to provide proof of funding for their stay in Finland. However, Nordic citizens studying in Finland for three months or more should notify the Local Register Office (*magistraten/maistraatti*) as soon as possible after arrival in order to obtain a Personal Identity Code in Finland (www.maistraatti.fi/en/).

For the registration, a passport or other photo identification is needed. More information about the civil registration process is found in chapter 4.2.

Citizens of EU/EEA-countries and Switzerland

Citizens of EU/EEA-countries and Switzerland must register their right to reside (*uppehållsrätt/oleskeluoikeus*) in Finland at the Finnish Migration Service (www.migri.fi) if the intend to stay longer than 3 months. International students studying for a degree or participating in an exchange program that exceeds three months also need to notify the Local Register Office (*magistraten/maistraatti*) to obtain a Personal Identity Code in Finland.

For the registration at the Local Register Office, a passport or other photo identification is needed. More information about the civil registration process is found in chapter 4.2.

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Citizens from non-EU/EEA-countries

If your stay in Finland lasts for more than three months, a residence permit (*uppehållstillstånd/oleskelulupa*) must be obtained from the Finnish diplomatic mission in your home country before arrival to Finland.

Generally, the residence permit is valid for up to one year and can be extended at the Finnish Migration Service. An application for an extension of the residence permit should be made well before the current permit expires. It usually takes one to two months to process the first application. However, extension of the residence permit may take longer.

Please note that you need to provide proof of funding and proof of valid health insurance each time you apply for a residence permit. See below for further details on how to apply for a residence permit. Please see chapter 4.3 for information on insurance.

How to Apply for a Residence Permit

The first application for a residence permit must be made to the diplomatic mission representing Finland in your home country. The application for a Finnish Personal Identity Number can be filed together with the application for a residence permit. Along with the completed application/registration form, the following enclosures are needed:

- A valid passport (or other officially accepted travel document)
- Certificate of registration with the Finnish university/acceptance letter (visiting scholars: other relevant proof showing the reason for your stay) or employment contract/certificate of employment if employed
- Proof of funds or scholarship to cover the expenses in Finland
- A valid health insurance for the entire study period (only needed for students from non-EU/EEA countries).

Residence permit applications can be submitted electronically. Information on residence permits for certain type of work (researcher/traineeship/visiting teachers) can be found here: www.migri.fi/working_in_finland/an_employee_and_work.

If you are financing your studies yourself, you should have a minimum of 6720€ deposit in your bank account to cover expenses during one year, that is, 560€/month of stay in Finland. The bank account does not have to be Finnish. However, there should not be any conditions attached to this account. In other words, you should be able to use this money and transfer it to Finland at any time. A new proof of funding is required at the beginning of each academic year.

A student who has been granted a scholarship or who is taking part in an exchange program must show proof of acceptance to this program from the sponsor.

More information on the residence permits is available at the Finnish mission in your country and on the website of the Finnish Immigration Service (www.migri.fi). Please check travel documents accepted by Finland by country: www.formin.fi.

How to Submit Your Application to the Finnish Immigration Service

From the beginning of 2017, the Finnish Immigration Service (Migri) will accept all applications submitted by foreign nationals related to residence permits, travel documents and citizenship matters in Finland.

The e-service Enter Finland (<https://enterfinland.fi/eServices>) is the easiest way to fill in your application and take care of your application matters. You will then have three months to prove your identity. If you are applying with a paper form, you can find the forms at http://www.migri.fi/our_services/application_forms.

When you have completed your application, please book an appointment at one of Migri's service points.

If you apply abroad, you need to visit a Finnish mission (embassy or consulate) to prove your identity. You cannot book an appointment at a mission through Migri's appointment system.

How to Submit Your Application to the Finnish Immigration Service

- Visit the online appointment system (<https://migri.vihta.com>)
- After you have completed your application in Enter Finland, you will see a link which will take you directly to book an appointment for proving your identity.
- Choose the appointment based on what it is you are applying for.
- Choose the service point you want to visit (http://www.migri.fi/contact_information/service_points)
- To book an appointment, you need your personal details as well as your e-mail address or your mobile phone number.
- You will receive a confirmation of your appointment by e-mail or text message.

Extension to a Residence Permit

When applying for an **extension of the residence permit**, all the enclosures that were submitted along the first apply for residence permit must be submitted

4. State Regulations and Insurances

again. Additionally, you need to enclose a Transcript of Records to show that your studies have progressed as planned. If the studies have not proceeded as planned, you may also be asked to submit a study plan showing that you intend to finish your studies.

N.B. When you apply for an extension of a residence permit, make sure that you get a certificate that states that you have applied and that your application is now being processed. This certificate will work as a proof that you are legally in Finland if your original residence permit ends before your extension has been decided.

Service points of the Finnish Immigration Service:

Reso (close to Åbo)

Nallinkatu 8

21200 Reso

Office hours: Mon-Wed, Fri

8:00-16:15

Vasa

Korsholmsesplanaden 45

65100 Vasa

Office hours: Mon-Wed, Fri

8:00-16:15

4.2 Civil Registration

The Population Information System is maintained by local register offices (*magistraten/maistraatti*) and keeps record of the Finnish population data. **Everyone residing in Finland for periods exceeding three months is registered with this system.** The information collected by the Population Information System is used for purposes like organization of elections, employment and taxation, health care, statistical purposes, and in judicial administration. Naturally, all information is treated confidentially.

International students studying need a Finnish Personal Identity Code (*personnummer/henkilötunnus*). The personal identity code is issued by the Local Register Office and requires registration at this office. **The registration has to be done personally.**

When registering at the Local Register Office, your information (including name, date of birth, nationality, family relationships and address) will be entered into the Finnish Population Information System. The personal identity code is a means of identification which is more specific than a name. **The personal identity code is needed in a variety of situations in Finnish everyday life: for the payment of salaries, in bank transactions, for paying with a debit/credit card, for applying for certain benefits and nowadays also at the university for other reasons than studies.**

Foreign citizens staying in Finland for less than one year can also be entered into the Population Information System, if this is necessary in order to be able to stay or work in Finland. In this case, it is possible to get a personal identity code. The Local Register Office makes the decisions concerning the issuance of personal identity codes. For the registration you will need a passport, a valid residence permit and, if applicable, a marriage certificate and birth certificates for the children. Please note that the documents must be legalized (Apostille/Grand Legalization) and translated. An official notification of move is needed whenever your address changes, including when your residence in Finland ends.

Employees can get their Finnish personal ID at the tax office if they are going to work in Finland for a short period. The Finnish Tax Administration is entitled to enter information into the Population Register System and distribute identity codes jointly with Local Register Offices if the matter concerns foreigners who arrive for temporary periods, i.e. less than one year, to work in Finland. You can get a personal identity code at a tax office on the condition that you need it for tax-related purposes. More information can be found on: www.tax.fi.

For more information regarding the registration, please contact:

Åbo

Local Register Office of
Southwest Finland
Lounais-Suomen maistraatti/
Magistraten i Sydvästra Finland
Auragatan 8
P.O. Box 372
FI-20101 Åbo
Phone: +358 (0)29 553 9441
(switchboard)
info.turku@maistraatti.fi

Vasa

Local Register Office of West Finland,
Länsi-Suomen maistraatti/
Magistraten i Västra Finland
Wolffskavägen 35
P.O. Box 208
FI-65101 Vasa
Phone: +358 (0)29 553 9451
(switchboard)
info.lansi-suomi@maistraatti.fi

N.B. All registrations at the local register office are free of charge. You can also register at the local tax office or at the Kela/Fpa office in Åbo and in Vasa.

Change of Address Notification

A Change of Address Notification (*flyttanmälan/muuttoilmoitus*) must be made every time a person moves within or away from Finland. Notification forms are available at all post offices and the Local Register Office (*magistraten/maistraatti*), and are also printable from the Internet.

The notification can also be made by calling the nationwide change of address-service line +358 (0)295 535 535 (local call charge/mobile charge, queuing is subject to charge), Mon-Fri 08:00-16:00 (service also in English). You can also fill in the notification online, see: www.posti.fi/changeaddress/.

4.3 Insurances (Social, Medical, Private)

Social Insurance

The Finnish Social Insurance Institution (*Folkpensionsanstalten (Fpa)/Kansaneläkelaitos (Kela)*) is responsible for providing most of the Finnish social security benefits. The objective of the Finnish Social Security is to guarantee an adequate basic income in all life situations. **Eligibility for Finnish social security benefits is based on residence in Finland.** The residence is considered permanent if a person moves to Finland for family reasons, or has a regular employment relationship in Finland for at least two years. **Exchange students are not considered to be permanently residing in Finland.**

Students

Students moving to Finland simply to study are not generally entitled to Finnish social security. If you move to Finland temporarily from an EU/EEA country or Switzerland, you will be entitled to basic health care through a European Health Insurance Card granted in the country of origin.

You may, however, become entitled to Finnish social security if you are staying here for reasons other than your studies or if your circumstances change during the time you are here so that the conditions of permanent residence are fulfilled, e.g. through marriage to someone living permanently in Finland.

If you work while studying in Finland, your social security coverage is determined in the same way as it is for workers in general. If you work for at least 4 months while studying in Finland and meet the condition regarding the terms of employment, you qualify for coverage under the Finnish social security system for the duration of your employment.

Students moving to Finland from another Nordic country gain social security coverage in Finland if they are residents in Finland according to the population register. If you move to Finland for over three months, please register with the Local Register Office. Following registration, you are covered by the Finnish social security system. Financial aid benefits from Finland are, however, only available to students who live permanently in Finland for some other reason than attending a school. The benefits can be received by those living permanently in Finland and who meet the criteria.

Researchers and PhD Students

If you move to Finland temporarily from an EU or EEA country or Switzerland, you will be entitled to basic health care through a European Health Insurance Card granted in the country of origin.

Researchers supported by a grant are not considered as workers within the meaning of the social security agreements, even if their grant corresponds in

amount to the salary that would be paid for comparable research work.

A researcher or doctoral candidate who is not employed by Åbo Akademi University is consequently not covered by the university's insurances. The researcher himself/herself is liable for taking out and paying for necessary insurance policies. Necessary insurance policies refer to among others: accident insurance, travel insurance, unemployment insurance and pension insurance.

Just as with researchers from other countries, your coverage under the Finnish social security system depends on whether you are considered to be moving permanently to Finland (meaning at least for 2 years). In case the research lasts e.g. a year and is later on prolonged by another year, the researcher is entitled to social benefits as of when the condition of two years research has been fulfilled, i.e. when the decision that the research will continue has been made.

If you will be working in Finland for at least 2 years, you will normally be covered by the Finnish social security system as soon as you move to Finland. The duration of your employment in Finland is checked by consulting your employer or your employment contract. If a period of employment originally intended to last less than 2 years ("temporary employment") lasts longer than 2 years ("permanent employment"), you will be covered by the Finnish social security system from the date on which your employment became permanent.

Employed Persons from EU/EEA -countries or from Switzerland

Employment Relationship Lasting Less than 4 Months

If you are going to be working in Finland for less than 4 months, normally, you will not be covered under the Finnish social security system. However, if contributions are being paid on your behalf to the Finnish earnings-related pension system, you are entitled to the child home care allowance (basic allowance and supplement) and to medical treatment in the public system.

Employment Relationship Lasting Between 4 Months and 2 Years

If you are going to be working in Finland between 4 months and 2 years, you will be entitled to health insurance benefits, the child home care allowance and the child benefit from the beginning of your employment as long as the minimum requirements regarding the weekly working hours and the wage are met. You will also accrue rights to national pensions and survivors' pensions, and will be covered by the Unemployment Security Act.

Employment Relationship Lasting at least 2 Years

You will have full coverage under the Finnish residence-based social security system and will be eligible for all Kela benefits either as soon as you move to Finland or as soon as your employment is confirmed to last more than 2 years.

4. State Regulations and Insurances

Employed Persons from Countries with a Social Security Agreement

You may have a right to social security on the basis of a social security agreement. Finland has such **agreements with the other Nordic countries and with the United States, Canada, Australia, Chile, Israel and India**. Further, Finland has made a separate arrangement concerning social security with **the Province of Quebec**. With Australia, Finland also has an agreement covering medical treatment during a temporary stay in the other signatory country.

If you move to Finland from another Nordic country for the purpose of employment, you will be subject to most of the same rules that apply to workers moving to Finland from another EU/EEA country or from Switzerland.

Workers moving to Finland from the United States, from Canada (including the Province of Quebec), from Chile or from Israel are eligible for benefits covered by the relevant bilateral social security agreement regardless of the length of their residence in Finland. Finnish benefits not covered by the agreement are available to them only if they take up permanent residence in Finland.

In Finland, the new social security agreement between Finland and India only covers pensions awarded under the statutory earnings-related pension scheme. It does not cover national pensions or any other benefits provided by Kela.

Everyone who moves to Finland for the purpose of employment and comes from a country that has a social security agreement with Finland will, however, start to accrue rights towards an earnings-related pension as soon as they begin working, and will be insured against employment accidents. If they work in Finland for at least 4 months, they will also be covered by the health insurance and unemployment security systems.

Employed Persons from other Countries

The social security coverage of employees moving to Finland from some other country than an EU/EEA country, Switzerland or a country with a social security agreement with Finland is determined solely by reference to the intended length of their residence. To qualify for benefits from Kela, you must have a contract of employment for at least 2 years. However, you will obtain health insurance cover as soon as you begin employment if you will work for at least 4 months and you meet the condition regarding the terms of employment.

The condition regarding the terms of employment is satisfied if you work at least 18 hours a week and your pay is consistent with the terms of the relevant collective agreement. Where no collective agreement exists, monthly pay must be at least 1187€/month (Kela/Fpa 2017).

How to Claim

Persons moving to Finland on a permanent basis must apply for coverage under the Finnish social security system by filing the Kela/Fpa form Y 77e. The applicant will be issued a written decision on the coverage under the applicable social security system. **Note that Kela decisions are always issued in Finnish or Swedish only.** If the person is considered to be eligible for residence-based social security, he/she will be awarded a personal **Social Insurance Card called Kela card.**

If you are covered by Finnish social security, any accompanying family members are usually also covered. However, if an employee or student moves to Finland on a temporary basis and is not covered by Finnish social security, his or her family members are not covered either. If you qualify for coverage under the Finnish social security system based on employment, the coverage is for the duration of your employment, and does not apply accompanying family members.

For information about the social security provided by Kela, see www.kela.fi.

The local Kela office in Åbo

Kansaneläkelaitos/
Folkpensionsastalten

Address: Eriksgatan 26,
20100 Åbo

Open Mon-Fri 9.00-16.00

Postal address: PL 22, 00232 Helsinki

The local Kela office in Vasa

Kansaneläkelaitos/
Folkpensionsanstalten

Address: Fredsgatan 24
65100 Vasa

Open Mon-Fri 9.00-16.00

Postal address: PL 22, 00232 Helsinki

Kela has nationwide customer service numbers for different benefits. The service is open Monday through Friday 9.00-15.00.

- Kela card, European Health Insurance Card, phone: +358 (0) 20 634 2650 (To place an order for a personal Kela Card or European Health Insurance Card)
- Moving to or from Finland, phone: +358 (0) 20 634 0200 (open Mon-Fri 9.00-16.00) (Social security when moving to or from Finland and in other international situations)

Health Insurance

Students (and in some cases unpaid trainees) who intend to stay in Finland for more than three months need to take out **private health insurance** prior to applying for a residence permit. **Please note that this does not apply to EU-citizens, or citizens from Norway, Iceland, Switzerland and Liechtenstein. Students from Quebec, Canada, are also exempted from the health insurance requirement.**

4. State Regulations and Insurances

The Health Insurance must meet following criteria:

- The insurance deductible must not exceed 300 euros.
- Your insurance must cover medical expenses in the amount of 100,000 euros if your studies in Finland last less than two years.
- Your insurance must cover medical expenses in the amount of 30,000 euros if your studies in Finland last two years or longer.
- Do not take out regular travel insurance. It is meant for holiday trips lasting less than three months.
- You must have insurance for your entire stay in Finland. Your insurance must be valid at the time of your arrival in Finland. Take out a one-year insurance policy if you intend to study in Finland for one year or longer. Be sure to renew your insurance prior to expiry.
- Do not terminate your insurance policy, or you will have to cover medical and hospital expenses yourself if you become ill.
- The insurance must be issued by a trustworthy and financially sound company.

Note that a **valid insurance is a prerequisite for a residence permit.**

If your stay is at least two years, it is sufficient that the insurance policy covers pharmaceutical costs (up to 30,000 Euros). The above mentioned health insurance is not necessarily available in all countries. In that case an international insurance company should be consulted.

MARSH Student Insurance Program (SIP)

SIP is a special insurance package covering people residing abroad on a temporary basis. SIP has been specially designed for students, scientists, members of educational staff and accompanying family members (husband, wife, or children).

Both Åbo Akademi University and Novia USA have partnered with the Student Insurance Program (SIP) provider MARSH and we recommend this insurance package to exchange students from outside the EU/EEA area.

The insurance can also be bought by EU students if they wish to have private health insurance during their stay in Finland. This insurance has been pre-approved by the Finnish Immigration Service. This pre-approval will result in a quicker decision on your application for a residence permit. For more detailed information about the type of coverage you will need and its cost, please see the insurance provider's website: www.sipinsurance.eu. Please note that any communication or questions about this insurance should be directed to the insurance provider. The SIP policy is valid worldwide. The price of the insurance is 1.17/0.70€ per day (excluding tax) (2016).

Finnish National Health Insurance

If you are covered by the Finnish social security system you are entitled to Finnish National Health Insurance benefits. Some of the expenses covered are:

- A share of private doctors' fees
- A share of the costs for examinations and treatments prescribed by a private doctor
- A share of fees of private dentists and the costs of examinations prescribed by them
- A share of your medical costs
- A share of your illness-related transportation costs

To qualify for reimbursement, the treatment provided must be medically necessary due to illness, pregnancy or childbirth. The National Health Insurance scheme also provides Sickness Allowances (compensation for loss of income during incapacity for work) and Partial Sickness Allowances.

You must be covered under the NHI scheme in order to qualify for reimbursement of medical expenses. To prove your coverage and eligibility for reimbursements, present your personal *Kela/Fpa card* at the pharmacy or medical clinic.

Insurances for employees at Åbo Akademi University

Accident Insurance

Compensation in the event of accidents at work and occupational diseases of employees are paid by the insurance company *If*. For further information, see: www.abo.fi/personal/en/olycksfall. You can also contact HR@abo.fi.

Collective Life Insurance

In the event of the death of an employee, his/her relatives can get economic support corresponding to the collective life insurance of the employees. For further information, see: <http://www.abo.fi/personal/livforsakring>. You can also contact HR@abo.fi.

Travel Insurances

The employee is insured in the event of an accident during work travel, provided that a travel plan has been drawn up. In certain instances, such as posting abroad, which means the work journey extends over 3 months, additional insurance may be required. Please contact HR@abo.fi for more information.

Insurances for employees at Novia University of Applied Sciences

Accident insurance

Compensation in the event of accidents at work and occupational diseases of employees are paid by the insurance company *Folksam*. For further informations, contact ann-christine.fant@novia.fi.

4. State Regulations and Insurances

Collective Life Insurance

In the event of the death of an employee, his/her relatives can get economic support corresponding to the collective life insurance of the employees. For further information, contact ann-christine.fant@novia.fi.

Travel Insurances

The employee is insured in the event of an accident during work travel. In certain instances, such as posting abroad, which means the work journey extends over 3 months, additional insurance may be required. For further information, contact ann-christine.fant@novia.fi.

Insurance information for scholarship holders

Pension and accident insurance (mandatory)

Scholarship holders are insured in LPA as of 1.1.2009. A precondition is that the scholarship work continues for at least four months and that the scholarship amount is a minimum of 1,250.36€, which is equivalent to 3,751.07€ (in 2015) when converted into annual earnings. The scholarship holders contract the insurance themselves, but the payer of the scholarship is obliged to inform LPA about the scholarship.

Scholarship holders are to apply for this obligatory insurance within three months after commencing the scholarship work. The insurance covers work pension and accidents. For more information, see www.mela.fi/en/grant-and-scholarship-recipient.

Pension Insurance for Scholarship Holders (voluntary)

ÅAU has contracted pension insurance for Scholarship Holders with the company Aktia Livförsäkring. The insurance applies to scholarship receivers of at least five months and who are given a letter of authority to join the insurance policy.

Accident Insurance

Scholarship holders enrolled at ÅAU are insured in the event of an accident in the same way as other students are. The insurance covers accidents in laboratory or field work or in other practical learning activity caused by circumstances characteristic of the teaching form in question.

4.4 Legal Advice

If you are a victim of a legal offence you should contact a person or an institution close to you, for example the Student's Lawyer, one of the offices mentioned below, or the Police Station where you can find information about reporting a crime. In acute situations, call the national emergency number 112.

Students' Lawyer

Students can get legal advice free of charge from the student lawyer of the student unions in Åbo. You can turn to the legal counsellor in matters of inheritance, housing (e.g. tenancy agreements), taxation, employment etc. Please notice that writing or making contracts don't belong to the counsellor's work description, but they can give you useful legal advice. The lawyer is available during the academic year.

Visit or call for consultation during consultation hours only, every Tuesday between 18 and 19. Address: Student Union of the University of Turku (TYY), Yo-talo, Rektorsåkersgatan 4 B (second floor), phone: +358 (0) 45 843 3428. Students in Vasa can call the lawyer during consultation hours.

Stadga Student Legal Advising

Stadga is a student association run by law students at Åbo Akademi University. They offer legal advice the first Tuesday of the month, at *Luckan*, Auragatan 1, Åbo, from 16.00 to 18.00. Right of inheritance, work contracts and housing contracts is their main area of expertise, but potentially they can assist you with any matter related to the Finnish law. The service is free of charge for members of ÅAS, but subject to a fee for other people. You should make your appointment in advance by contacting abo@luckan.fi.

The Finnish Ministry of Justice

On the webpage of the Ministry of Justice (www.om.fi) you can find general information about the legal system in Finland.

State Legal Advice

You can get legal advice from any of the municipalities if you are of Finnish nationality, you are residing in Finland or the case is processed in Finland. In Åbo and Vasa this can be obtained from:

Åbo

Varsinais-Suomen Oikeusaputoimisto/
Egentliga Finlands rättshjälpsbyrå
Universitetsgatan 24
20100 Åbo
Phone: +358 (0) 29 566 0420
e-mail: varsinais-suomi.oikapu@oikeus.fi

Vasa

Keski-Pohjanmaan ja Pohjanmaan
Oikeusaputoimisto/ Mellersta
Österbottens och Österbottens rätts-
hjälpbyrå
Vasaesplanaden 20 B, 5th floor
65100 Vasa
Phone: +358 (0)29 566 1240
e-mail: pohjanmaa.oikapu@oikeus.fi

Legal advice is free of charge for students having a net income of 600€ monthly or less. For those earning more than 600€ the cost of legal aid is charged according to your income. More information in English about the charges and services of legal aid is found at: www.oikeus.fi/oikeusapu/en/.

4. State Regulations and Insurances

The Non-Discrimination Ombudsman

The Non-Discrimination Ombudsman (*Diskrimineringsombudsman/ Yhdenvertaisuusvaltuutettu*) is an authority with the basic task of advancing the status and legal protection of ethnic minorities and foreigners as well as equality, non-discrimination and good ethnic relations in Finland.

In addition, the Non-Discrimination Ombudsman will, together with other officials, supervise that everyone is treated equally regardless of their ethnic background. In the Finnish legislation, discrimination based on ethnicity is explicitly prohibited in employment (including self-employment), education and in any form of public service, e.g. social services, public health care, social security benefits, housing, and the right to buy or keep real estate property.

The Non-Discrimination Ombudsman, or his office, helps persons who have faced discrimination by giving recommendations, instructions and advice. The office may also direct you to other authorities in order to ensure that the serious crime of discrimination will be dealt with accordingly. Contact information:

Office of the Non-Discrimination Ombudsman

Visting adress: Bangårdsvägen 9,

00520 Helsinki

e-mail: yvv@oikeus.fi

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

Phone: +358 (0) 29 566 6817

Customer service: Mon-Fri 10.00-12.00

Private Lawyers

To find private lawyers, visit the home page of the Association of Finnish Lawyers (*Finlands Juristförbund/Suomen Lakimiesliitto*) at www.lakimiesliitto.fi. Generally, the legal fees are very high.

The Finnish Consumer Agency and the Consumer Ombudsman

The Finnish Consumer Agency (*konsumentverket/kuluttajavirasto*) and the Consumer Ombudsman (*konsumentombudsman/kuluttaja-asiamies*) supervise compliance of the Consumer Protection Act. The main purpose of this act is to prevent any inappropriate marketing directed at the consumers. A victim of illegal or deceptive advertising and/or unreasonable contract terms should contact the Consumer Ombudsman. For more information, contact the Consumer Agency:

Konsumentverket/Kuluttajavirasto

Broholmögatan 12 A, 00530 Helsingfors

phone: +358 (0) 29 505 3000 (switchboard)

e-mail: posti@kkv.fi

www.kkv.fi

Advisors are on call at the national phone number Mon-Fri 9.00-15.00. If you prefer a personal contact, you can make an appointment with an advisor via the national phone number for consumer advisory services.

4.5 Embassies in Finland

If something happens during your stay in Finland, you might need the help of your country's embassy (*ambassad/suurlähetystö*). You can find embassies from 62 countries in Finland, and many more are situated in the Nordic region. A list of embassies in Finland and the surrounding countries is available at Ministry of Foreign Affairs of Finland's website (www.formin.fi).

4.6 Governmental Aid for Studies

There are two main criteria that need to be fulfilled in order to be eligible for Finnish governmental aid for studies:

- The residence in Finland needs to be permanent
- The reason for the residence in Finland needs to be some other than studies

Additional eligibility criteria depend on the applicant's nationality:

Citizens of a Nordic Country

The governmental study aid will be granted from the student's home country. In order to be eligible for Finnish governmental study aid, the Nordic citizen has to reside in Finland for some other reason than studying and the person's municipality of residence needs to be registered to Finland.

Citizens of the EU/EEA -countries

Generally, Finnish governmental study aid is not granted to citizens of the EU/EEA countries. However, if they originally have come to Finland to work, they are entitled to governmental study aid under certain conditions. The same applies to their family members.

Citizens of Non-EU/EEA Countries

Finnish governmental study aid may be granted to citizens of non-EU/EEA countries if the person has a permanent residence permit (code P), a continuous (A) residence permit, or a P-EY permit (for non-EU/EEA citizens who have lived in Finland for a longer period). A person with a residence permit for students (B) is not eligible for Finnish governmental study aid.

4. State Regulations and Insurances

When you apply for governmental study aid, remember to fill in and enclose the “Appendix for foreign residents” form with the application form. For more information about Finnish governmental study aid and to get the application forms, please contact the local Kela/Fpa office and visit the website www.kela.fi. See also chapter 4.3 for more information about Kela/Fpa.

Please note that if you are eligible for Finnish governmental study aid you should be aware of the different conditions concerning working alongside your studies and taxation of the grants received.

5. Employment Issues

5.1 Students, Researchers, Staff

For information about working and taxation in Finland, please check: www.intofinland.fi. The webpage is a service point of the Social Insurance Institution of Finland (Kela/Fpa) and the Tax Administration intended for foreign workers in Finland.

International Exchange or Degree Students

If you are a **Nordic or EU/EEA** national, you do not need any special permits for working in Finland during your studies. There are no restrictions as to how many hours per week you are allowed to work, but you should take care that work does not get in the way of your study progress.

Non-EU students can work within certain limits on a student residence permit (www.studyinfinland.fi/living_in_finland/before_your_arrival/residence_permits) if the work is practical training included in the degree or if the amount of part-time work does not exceed *25 hours a week*. The number of working hours is not restricted weekly, but the restriction concerns each term, so that you can work periodically according to the current situation. During holidays, i.e. during summer and Christmas holidays, you can work full-time without hourly restrictions.

For more information about work regulations concerning international students, see the web service of the Finnish Immigration Service: (www.migri.fi/studying_in_finland/right_to_employment).

If the employment is part of the student's thesis or is a compulsory trainee period in the student's field of study, the person might be allowed work without limitations on the basis of the residence permit for students. Because the study-related work cases differ from each other greatly, each case will be handled by the local Employment Office in cooperation with the employer in question. For further information, contact the local Employment Office.

International PhD Students Conducting Research

International PhD students who are in the process of conducting research for their licentiate or doctoral thesis on behalf of, or in cooperation with, an institution or a company that pays the student for the work, should generally have a residence permit for scientific research. This grants unlimited working rights. For further information on the researcher employment, check with both your university and your employer, as well as with the local employment office.

5. Employment Issues

International Visiting Scholars and Teaching Staff

International visiting researchers and any teaching staff who have been invited to conduct research or do academic work in Finland will get a residence permit, or will be registered on the basis of their right to reside for scientific research, which does not restrict right to work.

Short Time Visitors

A non-EU researcher (or lecturer) coming to Finland for research/teaching purposes based on an agreement or an invitation for a maximum of 3 months may conduct research during the period of validity of the visa or the visa free period. A residence permit is needed for a stay of more than 3 months.

Family Member's Right to Work

If you have been granted a residence permit on the basis of family ties, you will have an unlimited right to work in Finland. The right to work will also be entered on your residence permit card. Check www.migri.fi for more information.

5.2 Getting a Job

People who do not speak Finnish or Swedish have a reduced competitive strength on the labour market due to the lack of Finnish or Swedish language skills. Knowledge of English is usually not sufficient. This applies to part-time jobs also.

The **Academic Career Services (*Arbetsforum*)** helps students transition from student life to employment. They offer the following services for students at Åbo Akademi University:

- Information about available jobs
- Career guidance
- Information on the job application customs in Finland
- Facilities for students to write their job applications, CVs etc.
- Information about trainee programs

For further information, contact:

Åbo

Arbetsforum/Career Services
Å-huset, Gezeliusgatan 2
Phone: +358 (0)2 215 4116
or +358 (0)2 215 4961
www.abo.fi/arbetsforum
e-mail: arbetsforum@abo.fi

Vasa

Arbetsforum/Career Services
Strandgatan 2, F4
Phone: +358 (0)6 3247 131
www.abo.fi/arbetsforum
e-mail: arbetsforum@abo.fi

There is also a service called **Aarresaari**. It is a nationwide Academic Career Service, where you can find further useful tips concerning job opportunities in Finland. Visit www.aarresaari.net for more information.

At the **Employment Office** (*arbetskraftsbyrå/työvoimatoimisto*) researchers and students can search for job opportunities. The office will give you information about jobs available based on qualifications and experience, which in practice means that you need at least some basic knowledge of Finnish. They will also provide you with information about permission to work in Finland and about Finnish legislation concerning employment.

Employment Services are available by appointment at the employment services unit, Slottsgatan 52 B, Åbo.

Åbo

Åbo Employment Office
Slottsgatan 52 B

FI-20100 Åbo

Office hours: Mon-Fri 9.00-15.45

Phone: +358 (0) 295 025 500

(switchboard)

kirjaamo.varsinais-suomi@te-toimisto.fi

Vasa

Vasa Employment Office
Wolffskavägen 35 B

FI-65101 Vasa

Office hours: Mon-Wed 9.00-16.00

Phone: +358 (0) 295 025 500

(switchboard)

[Kirjaamo.pohjanmaa@te-toimisto.fi](mailto:kirjaamo.pohjanmaa@te-toimisto.fi)

N.B. The Academic Career Services Offices at ÅAU also have the same information about nationwide job opportunities as the Employment Office. Vacant jobs can be sought nationwide at the website of the Ministry of Labour: www.mol.fi.

5.3 Taxation

The category of tax liability in Finland depends on the duration of the work in Finland and whether or not the employer has a registered status in Finland. **If you are paid for the work you do in Finland, you usually have to pay income tax in Finland.** Your tax percentage depends on how long you stay – for six months or for longer.

Tax Treaties

Finland has tax treaties with more than 70 countries. International tax treaties are made to avoid double taxation in situations where a person receives income from another country than his/her home country. In general, tax treaties usually provide that wages should be taxed in the country where the work is done.

5. Employment Issues

Some of the tax treaties include special exemptions for students (and in some cases teachers). To qualify for a tax-treaty exemption, it is additionally required that you (immediately before your arrival to Finland) lived in the country that has made the tax treaty with Finland. Information about these treaties is available at the tax office and the website of Finnish tax administration: www.tax.fi.

Persons Staying in Finland for a Maximum of 6 Months

Finnish employers collect a **final 35-percent tax at source** on the pay of a foreign employee who only stays in the country for six months or less. The tax rate is the same for all levels of income, including small incomes.

Besides tax, your employer will also withhold social security payments from your pay (amounting to approximately 7%, all payments combined), unless you have the certificate E 101 of a posted employee. If you are regarded as a posted employee, your social security insurance has been taken care of in the country where you come from. Because the 35-percent tax is a final tax, you are normally not expected to submit an income tax return in Finland.

During the first couple of days in Finland, please visit the local tax office. You need a Finnish personal identity code (see chapter 4.2). The tax office will issue you a tax-at-source card (fill out the application form no. 6201e, Application for tax-at-source card) and instructions for requesting the personal identity code. Give the tax-at-source card to your employer.

After you have finished your employment, your employer will issue you a certificate covering the full period of your employment during the relevant calendar year(s), showing your income and the tax withheld. We recommend that you keep the certificate. You may have to present it to the tax authorities of your country of residence.

If you are employed by a company from another country than Finland, and that employer is paying your salary, you will not have to pay tax on your income in Finland. You will only have to submit an income tax return in your home country, and pay the appropriate taxes in your home country.

Persons Staying in Finland Longer than 6 Months

If you stay in Finland for longer than six months, you will have to **pay tax on your earned income in Finland**. It does not make a difference if your employer is Finnish or foreign or if you receive a part of your wages from a Finnish employer and another part from a foreign employer. There are exemptions to this rule, when certain requirements are fulfilled. See www.tax.fi for more information. **The tax rate in Finland is progressive.**

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

have the certificate E 101 of a posted employee.

If you are regarded as a posted employee, your social security insurance has been taken care of in your home country. In addition, you will be expected to submit a Finnish income tax return.

During the first couple of days in Finland, please visit the local tax office. You need a Finnish personal identity code. Apply for a tax card (fill out the application form no. 5042a, Application for tax card for foreigners and persons who have been living abroad). Give the tax card (*skattekort/verokortti*) to your employer. The employer will tax your income according to the card.

After every calendar year you have worked in Finland, you have to **submit an income tax return** to the Tax Administration. You will receive a Pre-Completed Tax Return form to your home address. You do not have to declare income you received before moving to Finland nor income you receive after moving away from the country. Forms and instructions are available in English.

The tax office will assess your taxes and send you a statement showing the final amounts of taxes imposed. This statement will show if you will be receiving a refund or alternatively, if you will have to pay more tax because of insufficient withholding. Instructions for appeal will also be included in the statement.

Scholarships

Grants paid at the universities normally count as taxable income for the grant recipient, provided that the total annual amount exceeds the annual amount of the (Finnish) State Grant for Artists (in 2017: 20,309.40€). Please consult the tax administration concerning any tax consequences possibly arising from the payment of the grant.

Åbo

Lounais-Suomen verotoimisto/
Sydvästra Finlands skattebyrå
Lemminkäinengatan 14-18 (DataCity)
P.O. Box 921 , FI-20101 Åbo
Phone: +358 (0)29 512 001
(switchboard)
Fax: +358 (0)29 512 6107
Open: Mon-Fri 9.00-16.15
different opening hours during
summer months

Vasa

Länsi-Suomen verotoimisto/
Västra Finlands skattebyrå
Tvärgränden 7
P.O. Box 226, FI-65100 Vasa
Phone: +358 (0)29 512 001
(switchboard)
Fax: +358 (0)29 512 6101
Open: Mon-Fri 9.00-16.15
different opening hours during
summer months

Information on international taxation is also available by phone at the following enquiry number +358 29 497 024. This service is available in English Mon-Fri at 9.00-16.15.

5. Employment Issues

5.4 Trade Unions

An important function of Finnish trade unions (*fackföreningar/ammattiliitot*) is to run unemployment funds and to provide earnings-related unemployment benefits. These are typically much higher than the basic unemployment allowance provided by Kela/Fpa. Most unions provide legal advice on employment issues for their members.

Finnish unions are occupation-based. There are three main levels: Local trade unions, national federations of local trade unions, and confederations. Collective agreements covering the whole workforce are concluded between the federations.

Labour market organizations have a great deal of influence. Negotiations on salaries, wages and labour legislation are conducted between the government and the representatives of employees' and employers' organizations, which is referred to as the tripartite system.

At least the following unions are represented or have local unions in ÅAU:

The Association of Finnish University and Research Establishment Staff (*Universitetens och forskningsektorns personalförbund YHL ry/Yliopistojen ja tutkimusalan henkilöstöliitto*) http://www.pardia.fi/in_english/

The Finnish Union of University Professors (FUUP) (*Professorsförbundet/Professoriliitto*) www.professoriliitto.fi

Akademiska Informationsspecialister/Informaatioalan Akateemiset www.informaatioalanakateemiset.fi/ (in Finnish/Swedish only)

The Finnish Union of University Lecturers (*Förbundet för undervisningssektorn vid universiteten/Yliopiston opetusalan liitto*) www.yll.fi/en

Finnish Union of University Researchers and Teachers (*Forskarförbundet/Tieteentekijöiden liitto*) www.tieteentekijoidenliitto.fi/en

Academic Engineers and Architects in Finland (*Teknikens Akademikerförbund/Tekniikan Akateemiset*) www.tek.fi/en

Laboratorie- och överingenjörerna vid Universiteten r.f. / Laboratory and head engineers at the University (ULI)

Trade Union of Education in Finland (*Undervisningssektorns fackorganisation/Opetusalan ammattijärjestö OAJ*) www.oaj.fi/cs/oaj/public_en

Trade Union for Engineers in Finland (*Ingenjörerna i Finland r.f., DIFF*)
www.diff.fi/

The Union of Health and Social Care Professionals in Finland (*Sociali- ja terveydenhuoltoalan ammattiliitto/ Social- och hälsovårdens fackorganisation, Tehy*) <http://www.tehy.fi>

6. Health Care

6.1 The European Health Insurance Card

The idea of the European Health Insurance Card is to simplify the transfer of the health insurance of a European citizen to another European country where he/she is residing.

Citizens of the EU/EEA-countries are thus entitled to emergency medical care or to medical care required by a pre-existing health condition at the same costs as permanent residents of Finland. The requirement is that the person is covered by health insurance in his/her home country. You need to look into these matters in your home country.

More information about the European Health Insurance card can be found at www.europa.eu.

6.2 Municipal Health Care Centers

Everyone who lives in Finland is entitled to health care and medical treatment. In emergency situations, treatment is provided immediately. In non-urgent cases the need for care is assessed and treatment is provided within a specified time. Health care center treatment is arranged within three months and specialized medical care within six months.

**In emergency cases, such as sudden illness,
unconsciousness or life-threatening,
always call 112.**

Åbo

There are six municipal health care centers in Åbo. The health care centers are open from Monday to Friday 8.00-15.00, closed on weekends and on national holidays.

The specific phone numbers for the district health stations can be found on: <https://www.turku.fi/en/health-and-social-services/appointments-and-advice/appointment-booking-phone>. Here you can find the number to call to make an appointment.

The **joint emergency helpline** will assess your situation and give you advice on how to proceed. To contact the helpline, call **+358 (0)2 313 8800**.

The hearing-impaired have their own service for the evaluation of medical care, counselling and making an appointment at a health center. This can be con-

tacted during office hours by texting +358 (0)44 907 3824.

For more information see www.turku.fi/en> Health and Social Services.

Vasa

There are six municipal health care centers in Vasa. The health care centers are open from Monday to Thursday 8:00-16:00 and Friday 8:00-14:00.

If you need urgent medical care outside the before mentioned times:

In the evenings, at nights and on weekends, visit the Accident & Emergency Clinic (Vaasa Central Hospital), Y-building, Sandviksgatan 2-4, Vasa. Appointments cannot be made or cancelled, patients are examined in order of arrival and urgency. For medical advice, call +358 (0)6 213 1001.

If you are not sure whether your symptoms require emergency care, please call your Health Centre during office hours and outside these hours call the emergency care helpline at +358 (0)6 213 1001.

In addition to health center services, primary health care includes maternity and child welfare clinics, school health care, medical rehabilitation and dental care. Local authorities also provide specialized medical care through the municipal hospital districts.

Primary health care is provided by municipal health care centers. Children under school age are attended to by child welfare clinics and school children by school health care. Local authorities can, if necessary, acquire health services from the private sector.

Employers organize occupational health care and occupational rehabilitation for employees (see chapter 6.4).

6.3 Hospitals

In Åbo there are three public hospitals:

- The Turku University Hospital (Åbo universitetscentralsjukhus ÅUCS/Turun yliopistollinen keskussairaala TYKS)
- Turku City Hospital (Åbo stadssjukhus/Turun kaupunginsairaala)
- Turunmaa Hospital (Åbolands sjukhus/Turunmaan sairaala). Some private clinics also provide hospital treatment.

T Hospital (*T-sjukhuset/T-sairaala*) is the Turku region's accident and emergency (A&E) center, providing 24/7 specialized medical care and treatment to those who have suddenly fallen ill or sustained an injury.

6. Health Care

Address: Keramiksfabriksgatan 1. Phone: +358 (0)2 313 8800.

Vaasa Central Hospital (*Vasa centralsjukhus/Vaasan keskussairaala*), is the district hospital for the municipalities of the Ostrobothnian coastal district. Address: Sandviksgatan 2-4. Phone: +358 (0)6 213 1001. Webpage: www.vaasankeskussairaala.fi/en/.

If treatment of an illness or continued examinations requires it, the doctor at the health care center, occupational health care center or the private doctor can refer you to hospital care or hospital examinations. Thus patients generally come to the hospital district's hospitals with a referral from a doctor.

In case of acute, severe cases one can come to the on-duty emergency wards and the hospitals' wards for first aid even without a referral.

Specialized medical treatment fees depend on the unit. The fees are either outpatient clinic fees, bed day fees or appointment fees. More information on payment policies is available at www.turku.fi (City of Åbo), or for TYKS at www.vsshp.fi/en/4830 (Turku University Hospital) and www.vaasankeskussairaala.fi/en/ (Vasa Central Hospital).

A payment corresponding with the cost of producing the service is collected from other than Finnish permanent residents, including persons younger than 18 years of age, unless an international contract to which Finland is bound to states otherwise.

Residents of EU/EEA countries have to present the European Health Insurance Card.

It is sufficient for residents of the Nordic countries to present a passport or identification card.

Persons from other countries than those of the EU or which are parties in the above mentioned contracts have to pay fees corresponding with the real costs both for immediate and non-immediate care.

6.4 Occupational Health Care

Occupational health care services are available to all working individuals, and it is part of the primary health care. Occupational health care services specialize in health and work issues. It involves maintaining occupational safety and helping the workforce maintain its health and ability to work in co-operation with workplaces.

All employers in Finland have a duty to organize occupational health care services. Occupational health care services cover only the employee, not his/her family.

Occupational health care services for employees at Åbo Akademi University are provided through Terveystalo. Employees can use Terveystalo's services at general practitioner level and concerning acute matters. Appointments can be booked online at www.terveystalo.com/en/ or by calling +358 (0)30 6000.

For more information about occupational health care arrangements for the staff at Åbo Akademi University, see: www.abo.fi/personal/en/arbetshalsovard.

6.5 Private Clinics

In case you need to (or want to) consult a private doctor, the basic consultation fee is about 100€. If you are entitled to Kela/Fpa benefits, doctor's fees can be partially refunded to you by the Social Insurance Institution. There are several private clinics in Åbo and Vaasa.

Below a list of the biggest private clinics:

Åbo

Mehiläinen Turku/Åbo
Köpmansgatan 8
Phone: +358 (0)10 414 0200
www.mehilainen.fi

Terveystalo Turku/Åbo
Aningaisgatan 13
Phone: +358 (0)30 6000
www.terveystalo.com

Terveystalo Pulssi Turku/Åbo
Humlegårdsgatan 9-11
Phone: +358 (0)30 6000
www.terveystalo.com

Neo (orthopedics & dentist) Turku/Åbo
Joukahaisgatan 6
www.neoturku.fi

Vaasa

Mehiläinen Vaasa/Vaasa
Rådhusgatan 13
Phone: +358 (0)10 414 0200
www.mehilainen.fi

Terveystalo Vaasa/Vaasa
Storalånggatan 28-30
Phone: 358(0)30 6000
www.terveystalo.com

Promedi
Glimmergränden 1
Phone: +358 (0)06 357 7700
<http://www.promedi.fi>

6. Health Care

6.6 Crisis Prevention

The Finnish Student Health Service (FSHS) offers mental counselling and crisis therapy for students at **Åbo Akademi University in Vasa and in Åbo**.

The Turku Health Care Services' Psychological Unit offers mental counselling and therapy for **Novia UAS students in Åbo**

The Public Health Nurse at Novia UAS in Vasa can book appointments for counselling sessions for **Novia UAS students in Vasa**.

For more information about mental health, Åbo Akademi students are referred to chapter 2.14 and Novia students are referred to chapter 3.11.

Crisis Prevention Aid

To alleviate the psychological/social problems of foreigners and their families, the Finnish Association for Mental Health has a Crisis Prevention Centre in Vasa and Åbo. For more information please contact:

Åbo

Crisis Prevention Centre - The Finnish Association for Mental Health

Mariegatan 6b, 3rd floor

Phone: +358 (0)40 8223 961 (Mon-Fri 10.00-15.00)

Email: toimisto@turunkriisikeskus.fi

Vasa

Crisis Prevention Centre - The Finnish Association for Mental Health

Korsholmsesplanaden 44, 2nd floor

Phone: +358 (0)44 979 2439 (Mon-Thu 10.00-15.00)

Email: info@pohjanmaankriisikeskus.fi

The National Crisis Hotline - The Finnish Association for Mental Health

Offers immediate support for people in a crisis and their loved ones.

Please call +358 (0) 10 195 202

Open Mon-Fri 09.00-07.00, weekends 15.00-07.00

Crisis service for foreigners - The Finnish Association for Mental Health

Please call +358 (09) 4135 0501

Open Mon-Thu 9.00-12 & 13-15, Fri 9-12.

Check also www.mielenterveysseura.fi

6.7 Pharmacies (*apotek/apteekki*)

In Finland, practically **all medicines are sold only at pharmacies** (*apotek/apteekki*). These include e.g. painkillers. Medication that is prescription-free in other countries often requires a prescription in Finland. However, painkillers, vitamins and micronutrients (Calcium, Magnesium, etc.) are available without a prescription. **Vitamins and micronutrients are also sold in grocery stores.**

Pharmacies are normally open: Mon-Fri 9.00-18.00 and Sat 9.00-15.00.

The pharmacies situated in the center of **Åbo** or close to the student apartments are:

- Universitetsapoteket/Yliopiston apteekki, Universitetsgatan 25, phone: +358 (0)300 20200, <https://www.yliopistonapteekki.fi/>, **open 7.00-23.00 every day**
- Kuppis apotek/Kupittaa apteekki, Kommunalsjukhusvägen 20, phone: +358 (0)2 251 7222, www.kupittaaapteekki.fi
- Slottsapoteket/Linnan apteekki, Köpmansgatan 10, phone: +358 (0)2 275 0400, www.linnanapteekki.fi
- Nummisbackens apotek/Nummenmäen apteekki, Tavastlandsvägen 24, phone: +358 (0)2 276 4747, www.nummenmaenapteekki.fi
- St. Henriks apotek/Pyhän Henrikin apteekki, Kalevavägen 41, phone: +358 (0)2 275 2150, www.pyhahenrik.fi

The pharmacies situated in the center of **Vasa** or close to the student apartments are:

- Vasa centralapotek/Vaasan keskusapteekki, Hovrättsplanaden 15, phone: +358 (0)6 319 1100, www.apocentral.fi
- Kyrkoapoteket/Kirkkoapteekki, Hovrättsplanaden 9, phone: +358 (0)6 319 6400, www.vaasankirkkoapteekki.fi/
- Brändö apotek/Palosaaren apteekki, Brändövägen 19, phone: +358 (0)6 317 8923, www.palosaarenapteekki.com
- Gamla apoteket/Vanha apteekki, Vasaesplanaden 13, phone: +358 (0)6 357 5300, www.vanha-apteekki.fi

The Finnish social security card (Kelakortti/Fpa-kort) should be presented in order to get a partial refund of the medication cost.

6. Health Care

6.8 Summary

If you become ill during your stay in Finland and you do not recognize the symptoms you are having, check the Student Health Service website (even if you are not eligible to be treated there). Their website has an extensive catalogue of diseases, their symptoms and treatments in English, www.yths.fi/en.

Health Care Centre's On-Call Service

If you are unsure about the need for professional medical care (illness, bruises, etc.) you can contact the Health Care Centre's On-Call service (24/7). The professionals will assess your need for medical care and guide you to it if needed, phone: +358 (0)2 313 8800 (Åbo) or +358 (0)6 213 1001 (Vasa).

During work hours (Mon–Fri 8.00–16.00), please contact your own municipal health care center or Student Health Service (if you are eligible to be treated there) for guidance.

7. Welfare Benefits

7.1 Child Day Care

Child Day Care Services

Day care, pre-school education and playground activities are arranged for children under school age (7 years). Day care offers an environment where the child is able to play, learn and participate in everyday routines. The premises, equipment and materials of day care are tailored to suit the age and needs of the child.

An early childhood education plan is the guideline for all municipal and private day care centers and family day care centers follow. The following day care alternatives are available:

- Municipal day care centre
- Private day care centre
- Family day care or three-family day care
- Play club activities

Åbo

Municipal services are **offered in Finnish and Swedish**. Please see: www.turku.fi > English > Daycare and education > Child care and early childhood education.

Private day care centers offer day care in English, French and Russian (2017):

Daycare Daisy (Finnish/English)
 Studentbyn 25B (Student village)
 20540 Åbo
 email: daycare@daisy.fi
www.daisy.fi

L'Hexagone (Finnish/French)
 Slottsgatan 64
 20100 Åbo
 Phone: +358 (0)400 914 235
 email: info@hexagone.fi
www.hexagone.fi/

Wendy House (Finnish/English)
 Fjärde linjen 3
 20100 Åbo
 Phone: +358 (0)45 113 0803
 email: leikkikoulu@wendyhouse.fi
<http://www.wendyhouse.fi/index.php/fi/>

Miskatalo (Finnish/Russian)
 Hantverkaregatan 12
 20100 Åbo
 Phone: +358 (0)50 409 0292
 email: info@miskatalo.fi
www.miskatalo.fi

Trivium Kiddy Care (Finnish/English)
 Lemminkäinenengatan 32
 20520 Åbo
 Phone: +358 40 147 7314
 email: jennifer.brazier28@gmail.com

7. Welfare Benefits

Vasa

For information about municipal day care centers and family day care in Vasa please check the website of the City of Vasa:

<http://www.vaasa.fi/en/services/day-care>

There is also a Finnish/English day care center in Vasa:

Vaasa English Playschool (Finnish/English)

Björnvägen 11

65350 Vasa

Phone: +358 (0)6 315 1411

www.vaasaenglishplayschool.fi/

Pre-School

Pre-school education is aimed at children who will start their compulsory school education the following year. In 2017–2018 this concerns children born in 2011. Pre-school education is free of charge. Day care, if needed, is liable to charge.

For more information about pre-school education in Åbo, see <http://www.turku.fi/en/daycare-and-education/child-day-care-pre-school-education-and-play-club-activities/preschool>

For more information about pre-school education in Vasa see <http://www.vaasa.fi/en/services/preschool-education-enrolment>

Baby-sitting

The Mannerheim League for Child Welfare (*Mannerheims Barnskyddsförbund/Mannerheimin Lastensuojeluliitto* MLL) offers you help with child care. The League's child care service is meant to meet temporary and short term needs for child care assistance. The Mannerheim League for Child Welfare has a pool of babysitters. They are trained and suitable to work with children. Qualified babysitters hold a valid license issued by MLL. Further information: www.mll.fi/en/short_term_child_care_services/

7.2 Schools

Everyone living in Finland receives free basic education provided by the local authority.

Basic Education, Grades 1–9

The Ministry of Education has accepted the grounds for the basic education curriculum. The municipal basic education curriculum for grades 1-9 is based on those grounds, and all schools in the Åbo and Vasa regions follow the curriculum.

Basic education is given in the schools of Åbo in Finnish at 33 schools, in Swedish at 4 schools and in English at the Turku International School (www.tis.utu.fi). In addition to the schools administrated by the City, the University of Turku Normal School and Steiner School also operate in Turku.

Vasa City maintains 20 Finnish-speaking and 6 Swedish-speaking schools that provide basic education. Basic education is also offered at the Swedish-speaking state school Vasa Övningskola (teacher training school) and the private schools Vaasa Christian School and Vaasa Rudolf Steiner School.

For more information about basic education in Åbo, see <http://www.turku.fi/en/daycare-and-education/basic-education>

For more information about basic education in Vasa, see <http://www.vaasa.fi/en/services/primary-education-classes-1-6>

Upper Secondary Education

Upper secondary education is given in the schools of Åbo in Finnish at 6 schools, in Swedish at Katedralskolan i Åbo and in English at the Turku International School (www.tis.utu.fi).

In addition to the upper secondary schools administrated by the City, also the University of Turku Normal School and Steiner School operate in Turku.

In Vasa upper secondary education is given in Finnish at Vaasan lyseon lukio and in Swedish at Vasa gymnasium, Vasa Övningskola (incl. IB program) and Vasa svenska aftonläroverk.

Turku International School

Turku International School was founded in 2003 and is primarily aimed for international children living either temporarily or permanently in Åbo. Additionally, Finnish children returning home after several years abroad attend this school.

Language competence tests are organized by the school for non-native English-speakers. The English language test is obligatory. The school offers grades 1–9 in basic education as well as upper secondary education based on the International Baccalaureate Diploma Program.

For more information and application, please contact the Head of School Mr. Vesa Valkila (vesa.valkila@utu.fi) or see: www.tis.utu.fi

7. Welfare Benefits

7.3 Social Benefits for Families

Families are supported in Finland through various forms of services and income transfers. The municipality of residence (*hemort/kotikunta*) gives access to municipal services, such as child day care and health care services.

Most social security benefits are provided by Kela/Fpa, the Finnish Social Insurance Institution of Finland. Eligibility for Finnish social security benefits is based on residence in Finland. If you intend to move to Finland permanently, you will normally be covered by the Finnish social security system and will qualify for Kela benefits as soon as you move to Finland.

Coverage under the Finnish social security system is applied for by filing the Kela form Y 77e. **Students moving to Finland for the sole purpose of studying are considered to be resident in Finland temporarily. The exception to this are students moving from another Nordic country who can gain social security coverage in Finland if they are recorded in the Finnish population register as resident in Finland.**

Here are some examples of family benefits:

- The child day care fee is determined by the family's size and earnings. Low-income families are not required to pay any fees. Financial assistance is also available for private care if a child under school age is cared for by a private day care provider.
- Maternity and child welfare clinics attend to women who are expecting or have given birth to a child, as well as children under school age.
- Parental allowances: Expectant mothers and mothers who have given birth receive maternity allowance, which is usually determined on the basis of the mother's earnings. Fathers can apply for paternity allowance for the period of paternity leave taken after the child has been born. After the period of maternity allowance has come to an end, one of the parents can apply for parental allowance. The parental allowance period ends when the child is about nine months old.
- Kela/Fpa pays a monthly child benefit for children under the age of 17 residing in Finland.

For a complete list of benefits for families with children, see www.kela.fi. All benefits for families with children can be applied for on Kela's website.

8. Housing

There are several alternatives for arranging your accommodation in Åbo and/or Vasa. Please note that most visiting scholars stay in the guest house or guest apartments of the host university. These apartments need to be booked by the host department well in advance. However, the Student Village Foundation also houses visiting staff and their families regularly, if there is room in the foundation's apartments.

8.1 Housing in Åbo

Student Village Foundation (TYS)

The Student Village Foundation of Turku, *Turun Ylioppilaskyläsäätiö (TYS)/Studentbystiftelsen i Åbo*, is an independent foundation that provides housing for students in Åbo and Rauma.

Student Village Foundation of Turku

Inspektorsgatan 4

20540 Åbo

Phone: +358 (0)2 275 0200

e-mail: rentalservice@tys.fi

servicedesk@tys.fi

www.tys.fi/en

Open Mon-Thu 09:00-16:00, Fri 09:00-15:00

(Note that the office has different opening hours during June, July and August)

The rent for **TYS flats and rooms** varies from 222-600€/month depending on the type of flat. The rent includes electricity, water, heating and internet. When living in a TYS flat you will have saunas, laundries and common rooms at your disposal.

An **online application for housing** must be submitted to the housing office no less than six weeks before the beginning of the studies in Finland. For all fixed-term leases with a duration under 12 months, the Student Village Foundation charges an admission fee of 60€.

Before signing the lease, a **refundable deposit** of 300€ (450€ for family housing) is to be paid. Please note that the sum is a deposit and cannot be used as payment for rent. The deposit is refunded to the tenant when he/she gives up the room or apartment, provided that it is in good condition.

Note that researchers or PhD students are offered rentable flats with basic furniture, which does not include mattresses or lamps. Also note that TYS has in-

8. Housing

come limits for researcher and PhD students. These are 1605€/month for single persons and 2130€/month for people with families. Please note that priority is given to basic degree students.

For more information, please read the *Tenant's guide* - a guide to living in a TYS flats The guide is available in Finnish, Swedish and English. You should also read the *Service Guide*. All the guides can be found on the TYS home page www.tys.fi. Please note that housing payments might vary from year to year so be sure to check the latest information from TYS.

Retrodorm

The city of Åbo rents **apartments** for exchange students at Åbo Akademi University in Retrodorm, situated in Luolavuori. Exchange students at Novia UAS can't apply for these apartments. The rooms are furnished single rooms. Most rooms have their own toilet, but **showers and kitchen are shared with others**. The rent is 280 €/month (including water, electricity and internet).

Retrodorm

Virvoitusvägen 3, 20720 Åbo

Phone: +358 (0)40 673 1251

e-mail: retrodorm@turku.fi

www.retrodorm.fi

8.2 Housing in Vasa

The Student Housing Foundation in Vasa (VOAS)

The Student Housing Foundation in Vasa, VOAS, offers housing for students in Vasa. The rent varies depending on the type of flat and location. For more information please visit their website, where you can also apply for housing.

VOAS

Olympiagatan 3 B, 65100 Vasa

Phone: +358 (0)6 327 6530

e-mail: asuntotoimisto@voas.fi

www.voas.fi/

Open Mon-Tue 10.00-17.00, Wed-Fri 10-15.30

Lärkan

Åbo Akademi University and Novia UAS have an agreement with Lärkan to provide a certain number of **apartments or rooms for exchange students**. Lärkan offers student apartments 1.2 km from the university, close to the railway station and the city center. The rent varies between 250€ and 400€ depending on the

type of housing. For more information, please visit their website, where you can also **fill in a housing application**.

Lärkan

Realia Isännöinti Oy

Fredsgatan 16 A, 65100 Vasa

Phone: +358 (0)10 228 8100

e-mail: isp.vaasa@realia.fi

<http://studiebostader.fi/?lang=en>

8.3 Private Market Flats

If you prefer to rent a flat elsewhere in Åbo or Vasa, get in touch with any of the housing agencies. Please note that flats on the **private market** are often rented for a minimum of one year and are rarely furnished. There are housing agencies that specialise in serving students, for instance:

Opiskelijoiden Vuokravälitys in Åbo

Slottsgatan 35a, 20100 Åbo

Phone: +358 (0)40 840 1390

e-mail: turku@ovv.com

www.ovv.com

You can try www.vuokraovi.com, which also has information in English.

In addition, you can check the advertisements in the local newspapers *Turun Sanomat* (Åbo), *Åbo Underrättelser* (Åbo), *Vasabladet* (Vasa) and *Pohjolainen* (Vasa) under *vuokrattavana/uthyres*, or you can put your own request to rent a flat in any of these newspapers. **Social media** can also be of help, there are groups for the purpose of finding flats for rent e.g. on Facebook.

The Student Union also has a few rental flats in Åbo mainly for students. Contact them for further information.

Buying a Flat

A foreigner living in Finland has the right to buy a flat. The statutes of certain housing associations may prohibit transfer of its shares to foreigners. If you encounter any such restrictions, you can apply for special permission from the Advisory Committee for Foreigners' Investments of the Ministry of Trade and Industry. You can also contact a real estate agent or lawyer to assist you in such matters. Foreigners' rights to land and house ownership are restricted only in exceptional situations.

8. Housing

8.4 Practical Matters Related to Housing

There are various **guides to student housing** in Finland for international students, which might be helpful even if you do not live in an official student accommodation. Three guides are listed here:

Finland's Student Housing Ltd, www.soa.fi/en

Turun Ylioppilaskyläsäätiö, www.tys.fi/en/tenant

VOAS <http://guide.voas.fi/?page=Rules+and+regulations>

The Starting Package (exchange students only)

The Student Union of ÅAU (ÅAS) and Novia UAS (Novium) provide a starting package service for exchange students in Åbo and Vasa. **Exchange students at ÅAU may borrow this package, which contains household items, after having paid the Student Union Fee. Exchange students at Novia UAS can borrow the starting package without having paid the Student Union Fee. You pay 70€ for the package, of which 50€ is a deposit.**

The package includes a pillow, blanket, two curtains (only in Åbo), a cooking pot, a sharp cutting knife, a dinner and a soup plate, a glass and a mug, cooking items (spatula/ladle), a knife, fork, spoon, teaspoon, and a can opener.

The Starting Package Office in Åbo

Rektorsåkersgatan 4B (basement)

<http://www.tyy.fi/en/students/starting-package-storage>

e-mail: startingpackage@utu.fi

limited opening hours, check their website for closer details

The Starting Package in Vasa

Academill, room C224, Strandgatan 2.

e-mail: vl-havtornen@abo.fi

havtornen@studentkaren.fi

For more information, see www.studentkaren.fi/english/starting-package/

Electricity

The electric current in Finland is 230 V, 50 Hz. The power sockets (plugs) are according to European standards (two-pin continental sized).

Home Insurance

Regardless of where you live, home insurance is recommended. In case of any damage to the apartment caused by carelessness or, for example, home appliances (e.g. water damage), the tenant must compensate the owner of the apartment for the repair costs. If the tenant has home insurance, the costs will usually be paid by the insurance company. Additionally, home insurance will cover the

belongings of the tenant. In case of e.g. burglary, the home insurance will cover any possessions stolen (excess required).

Internet Connection – Student Village Foundation Accommodation in Åbo

There is an internet connection in all the Student Village Foundation apartments. When signing the lease, you are required to sign an internet connection agreement and you can use the internet straight away with a network cable. **Please note that you might need to bring or acquire a network cable or a WiFi router yourself.** Further information on tariffs, general regulations and agreements you can find at: http://www.yok.fi/eng_index.php.

Internet Connection – Privately Rented Flat

You can get an Internet connection with a student discount through your host university (most commonly ADSL). Contact ICT services (see chapter 2.11) for further information. It is illegal to access the internet through someone else's wireless network without the owner's permission.

Eduroam

Eduroam is a worldwide roaming access service developed for the international research and education community. Åbo Akademi University and Novia UAS are members of Eduroam. Eduroam offers a safe and **easy wireless connection to the Internet free of charge.** University members can use the Eduroam network in other Eduroam organizations around the world.

Lost keys

You usually do not need a key to lock the door of a flat in Finland. This means that you might accidentally forget the keys in your room/flat and lock yourself out.

Lost keys – Student Village Foundation Accommodation in Åbo

If you live in a flat or room provided by the Student Village Foundation in Åbo, you can get a **spare key** from their offices during office hours. It is free of charge, but you must be able to prove your identity. The spare key must be returned as soon as possible. **If you lock yourself out after office hours or during the weekend and you cannot wait until the morning of the next weekday, you can call the following number: +358 (0)10 620 2016. Door opening is chargeable.** The fee can be paid to the service man immediately or it can be charged later. The caretaker on duty will immediately require seeing some proof of identity and will only open the door to the apartment's official tenant(s). Please check with your landlord how you can get a spare key (Lärkan, VOAS, Retrodorm etc.).

Lost Keys – Privately Rented Flat

Always call the caretaker or the caretaker company. You can find the address and **telephone number of the caretaker (or company) on a notice board by the entrance of the building.** You have to prove your identity. Charges for opening the

8. Housing

door vary between companies and depending on the time of the day or night.

Laundry – Student Village Foundation Accommodation in Åbo

There are washing machines in the Student Village and in other student accommodations. Please check the different terms of usage and instructions for the laundry room that you are entitled to use.

The usage of the machines in the Student Village Foundation accommodations is paid by mobile phone. The price is around 2€/per use. Please note that prepaid accounts need to have a certain amount of money stored in order to pay the laundry service. If the reservation hasn't been taken to use in 15 minutes after its start, the machine becomes available for others to use.

All laundry reservations are made online. You can access the **online reservation** from the Student Village Foundation's webpage: <http://booking.tys.fi/auth/login>. If you are unable to use your reserved slot, please cancel it on the webpage.

Laundry - Privately Rented Flat

Finland does not have the usual laundry/laundromat service that exists in many countries. Usually apartment buildings have a laundry room where tenants can do their laundry. These are reserved only for the use of tenants of the building or group of buildings. Pretty much all other laundry services are dry cleaners.

Example of a dry cleaner service: Sol Pesupalvelu

Åbo

Köpmansgatan 11, phone +358 (0)40 779 7243

Gertrudsgatan 3, phone +358 (0)40 779 7242

Kristinegatan 6, phone +358 (0)40 779 7241

Skansgatan 10 (Shopping Centre Skanssi), phone +358 (0)40 779 7276

Vasa

Storalånggatan 40, phone +358 (0)40 779 7232

Repairs – Student Village Foundation Accommodation in Åbo

If you live in a Student Village Foundation flat and your residence is in need of repair (for example if the faucets leak or the door locks are broken), you should fill in a request for repair form, which is available online: www.tys.fi. Try to be as precise as possible when identifying the defect. **Please note that replacing light bulbs is the responsibility of the resident.** Special light bulbs are sold, for example, at the housing office. In case of emergency repair in the Student Village Foundation flats in Åbo, contact the caretaker company *G4S Oy*, phone +358 (0)20 428 2000.

Repairs – Privately Rented Flat

You can call the caretaker or the caretaker company of your building. The

contact information is available on the noticeboard of your building, usually placed by the building's main entrance.

8.5 Recycling

Recycling is common in Finland and especially the paper recycling rate is among the highest in the world. Recycling is the one of the easiest ways to **protect the environment**. In addition to recycling paper, glass, metal, and cardboard, normal mixed waste should be sorted into burnable waste and landfill waste. Sometimes composting is also available for bio-waste.

Note that most bottles and cans can be returned to grocery stores and you will then receive some money back in return.

Most residential buildings or groups of buildings have their own **recycling bins** in the yard or the residential area. If your building does not have recycling bins, you can usually find them next to bigger supermarkets as well. On the different containers or next to them, there are usually instructions on what you can put where. A complete waste guide in English can also be found here: www.tys.fi/en/recycling-waste.

If you don't recycle, although we strongly recommend that you do, please make sure that you do not put your garbage in containers where it does not belong (e.g. all household garbage in the recycling bin for paper).

Åbo

Turun Ekotori
Rautakatu 12, Itäharju 20520 Åbo
phone +358 (0)44 700 7400
www.turunekotori.fi

Open Mon-Fri 08.00-18.00, Sat 10.00-15.00

Accepts small amounts of hazardous waste (e.g. batteries, fluorescent lamps, different solvents).

Topinoja waste treatment centre
Långholmsgatan 7, 20380 Åbo
Hazardous waste from households and electrical and electronic scrap
For additional information see: <http://www.lsjh.fi/en/>

Vasa

Vasa has a slightly different recycling system where cardboard is not recycled separately but sorted with burnable waste (see http://www.stormossen.fi/Daily_waste for a more extensive guide).

9. Travel and Transport

Åbo and Vasa are both fairly small cities and distances are short. It is easy to get around on foot or by bike. Note, however, that you should not walk in the marked bicycler's lane, but in the lane marked for pedestrians. For your own safety, cross the street only when the lights are green and remember to wear a reflector tag when it is dark. For longer distances, the public transport systems are at your service.

9.1 Biking

It is often faster to go by bike than by car in Åbo and Vasa. Remember to install a light on your bike and use it when it's dark, and also make sure your bike has reflectors. Both are regulated by law and you can get fined if you ignore these regulations. We also recommend you wear a helmet and always lock your bike to prevent it from being stolen. Note that bikers are only allowed to bike on the sidewalk when it is specifically marked that bikers are allowed (bike lane or combined bike/pedestrian lane). At other times bikers must keep to the road and follow regular traffic rules.

At the tourist information offices you can ask for a map of the biking lanes in the city:

Visit Turku

Auragatan 4

20100 Åbo

Phone: +358 (0)2 262 7444

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

Map: <http://opaskartta.turku.fi/>

Visit Vaasa

Rewell Center

65100 Vasa

Phone: +358(0)6 325 1145

<http://www.visitvaasa.fi/fi/Pages/etusivu.aspx>

Map: <http://kartta.vaasa.fi/IMS/>

Most of the bicycle shops sell second hand bikes as well as new ones. You can also find used bikes at recycling centers. You can also find used bikes at flea markets (such as Turun Ekotori in Åbo, see chapter 8.5) or online flea markets on Facebook. The police arrange an auction twice a year where they sell unclaimed found/stolen bikes. If you only wish to rent a bike for the day, contact the tourist information.

9.2 Buses, Taxi, Car Rental and Trains

City buses

Bus stops are marked by yellow/black or blue/white signs. The yellow ones indicate bus stops for the Åbo/Vasa City Transport Service and the blue ones for long distance buses. The numbers given at the bus stops with a yellow sign indicate which buses stop there.

To get on a bus, wait at the right bus stop and be prepared to signal, by waving your hand, to the driver that you want to get on the bus. You must always get on the bus through the doors closest to the front.

To get off the bus, press the 'stop' button at a reasonable distance beforehand to indicate to the driver that you wish to get off. You should always get off through the doors in the middle or back of the bus.

Students are eligible for discounts prices on bus cards. However, you have to be registered as a student and present either a valid student card or stamped form from the university. Bus cards can be bought at the bus office, Föli in Åbo and Vasa Lokaltrafik in Vasa. Please keep in mind that many students collect their bus cards at the beginning of the academic year and that the queues might be long. Prepare, if possible, the necessary papers in advance.

Åbo

Åbo Lokaltrafik

Auragatan 5

20100 Åbo

Open: Mon-Fri 8.00-18.00,

Sat 9.00-14.00

www.foli.fi/en

Vasa

Vasa Lokaltrafik

Hovrättsplanaden 11

65100 Vasa

Open: Mon-Fri 11.00-16.30

<http://www.vaasanpaikallisliikenne.fi/English>

Bus timetables are found online, in printed form at the local transport service office and sometimes at the bus stops.

Åbo

Online Brahe Trip Planner: <http://reittiopas.foli.fi/bin/query.exe/3engn>

Vasa

Online trip planner: <http://bussit.vaasa.fi/bussit/web>

For more information about costs, timetables, routes etc., please visit their offices or websites.

9. Travel and Transport

Long Distance Buses

With a Finnish student card or a student card issued by VR and Matkahuolto, exchange and degree students get a **50% reduction on long distance bus fares** if they travel for a minimum distance of 80 km. **PhD or visiting students cannot buy tickets at reduced student rates.**

The main bus stations in Åbo and Vasa are:

Åbo

Åbo Bus Station
Aningaisgatan 20
20100 Åbo

Vasa

Vasa Bus Station
Bangatan 1
65100 Vasa

For more information about timetables, fares and routes, visit Matkahuolto at: www.matkahuolto.fi/en. You can also find cheap tickets from Onnibus at: <http://www.onnibus.com/en/index.htm>. Both companies offer routes between the bigger cities in Finland.

Trains

All railway traffic in Finland is handled by the state owned railway company VR (www.vr.fi). **Exchange and degree students with a Finnish student card, or a student card issued by VR and Matkahuolto, have the right to a discount on long distance fares.** The discount varies between 30% and 50% depending on the time and route you wish to travel. Students also get a 50% discount on one-way tickets and serial tickets with local trains.

Please note that if you cannot present a Finnish student card or a student card issued by VR and Matkahuolto onboard the train, you will have to buy a new ticket for the full price. **Note that PhD and visiting students cannot buy discounted student tickets.**

Åbo

Åbo Railway Station (*Turun rautatieasema/Åbo järnvägsstation*)

Bangårdsgatan 37, 20100 Åbo

Kupittaa/Kuppis Railway Station, (*Kupittaa rautatieasema/Kuppis järnvägsstation*)

Joukahainengatan 6., 20520 Åbo

Vasa

Vasa Railway Station (*Vaasan rautatieasema/Vasa järnvägsstation*)

Bangatan 1, 65100 Vasa

For more information about the opening hours of the train stations, ticket prices, timetables etc., please visit VR's website: www.vr.fi.

Taxi

Taxis in Finland are more expensive than in many other countries. To get a taxi you should call and order one. Flagging taxis in the streets is rare and may not work. You can also get a taxi from the taxi stations.

Phone number to taxi companies:

In *Åbo*, call +358 (0)2 10041, or visit www.taksiturku.com

In *Vasa*, call +358 (0)6 100 411 or +358 (0)600 300 11, or visit www.taksivaasa.fi

Car Rental

To be able to rent a car in Finland you must be at least 20 years old and have had your driving license for at least one year prior to renting. For more information, please contact the car rental companies directly, for instance:

Autovuokraamo Sixt, <http://fi.sixt.com>

Avis car rental, www.avis.fi

Budget, www.budget.fi

Hertz, www.hertz.fi

Europcar, www.europcar.fi

9.3 Temporary Accommodation

Åbo

The webpage www.visitturku.fi/en has a collection of places to stay in *Åbo* and in the neighboring areas.

Vasa

See the website: www.visitvaasa.fi/en

In addition to **hotels**, there are **hostels**, **Airbnb**, **B&B's** and **companies offering apartments** for longer stays. You may also be able to find **cottages for rent in the archipelago**.

If you plan to travel in the rest of Finland, we recommend you have a look at www.visitfinland.com for tips on where to stay, how to travel there and things to see and do.

10. Services

10.1 Bank Services

There are several banks (*bank/pankki*) operating in Åbo and Vasa, for example:

Aktia, www.aktia.fi

Liedon osuuspankki (Åbo), www.poppankki.fi

Kyrönmaan osuuspankki (Vasa), www.poppankki.fi

Nordea, www.nordea.fi

Osuuspankki, www.op.fi

Danske Bank, www.danskebank.fi

Ålandsbanken, www.alandsbanken.fi

Cash Withdrawal

You can use Finnish bank/credit cards and also foreign credit cards to withdraw money from self-service cash machines – ATMs – known as ”Otto”, (*bankautomat/pankkiautomaatti*) that are open round the clock. Please check with your own bank for possible charges when withdrawing money.

International Credit and Payment Cards

The main international credit and payment cards accepted in Finland are **Visa and Master Card** and some of the brands’ sub cards like **Visa Electron and Maestro**. These cards are accepted in major department stores and restaurants. Please check beforehand with the place where you wish to do your purchase if they accept the card you want to use. Also note that **most transactions require that you use your PIN code to verify the transaction**.

Money Exchange

You can change money in most banks in Finland. Please note that not all currencies will be immediately available. For more information, visit your own bank in Finland. You can also visit the money exchange bureau Forex in Åbo:

Forex

Eriksgatan 13, 20100 Åbo

Open Mon-Fri 8.30-20.00 and Sat 10.00-17.00

www.forex.fi

Office Hours

Most banks are usually open Mon-Fri 9.30/10.00-16.30. Some banks have branch offices that are open until 19.00. Please note that all banks are closed on Saturdays and Sundays. Please **check the exact opening hours for your bank** at their website.

Opening a Bank Account

If you are an EU/EEA citizen and in stay in Finland for less than a year you do not need to open a bank account, especially if you have online/internet banking with your bank in your home country.

In order to **open a Finnish bank account**, you need to have an active address in Finland. Please fill in and send the change of address notification before trying to open a bank account in Finland. You might also need a Finnish Personal Identity Code and proof of reason for staying in Finland.

Service fees vary from bank to bank but opening a bank account is free of charge in some banks. Comparing the banks is often difficult, but most of them offer students and young people under 26 self-service packages free of charge. These include an ATM-card, usually Visa Electron, for cash withdrawals. For additional services, a fee will be charged. Price lists are available at the bank counters and online. **In case you are unsure or encountering problems, ask if your tutor can join you for the bank meeting.**

Paying Bills

Cheques are not used in Finland. During your stay, there will be many different fees and bills, like your rent, that you are required to pay. This is mainly done through internet banking, which is the easiest and cheapest way to pay your bills. Some banks offer direct payments for monthly bills. Ask you bank for further information. The fee for a payment made at the bank counter by a bank official varies.

10.2 Post

The mail in Finland is handled by a government owned company called *Posti*. The main post offices (*Posti/Post*) in Åbo and Vasa are:

Åbo

Posti/Post

Eriksgatan 19, 20100 Åbo

Open: Mon-Fri 8.00-20.00

Sat 10.00-15.00

Vasa

Posti/Post

Hovrättsplanaden 23, 65100 Vasa

Open: Mon-Fri 8.00-19.00

Sat 10.00-15.00

For information about opening hours, postal codes and prices, check the webpage: www.posti.fi.

Stamps can be bought at most grocery stores, kiosks, bookshops and department stores. A first class stamp (international and for mail weighing less than 50 g) costs 1.40€ regardless. A second class stamp costs 1.30€. For bigger mail, please use the postal office to assure that your mail is delivered.

10.3 Telephones

There are no public payphones in Finland. Instead, almost everyone has a mobile phone.

Mobile Phones

The major operators in Finland are *Telia*, *Elisa* and *DNA*. The operators' tariffs, service fees and campaign offers may vary significantly, so it is advisable to just ask around at the different operator offices. For more information ask any shop selling mobile phones.

For exchange students, the easiest and most reasonable option is to get a pre-paid connection. These pre-paid connections can be bought in any R-Kioski and in the operator specific shops. These do not require deposits or any official documents.

International Calls

If both you and the recipient have access to a computer connected to the internet, then **Skype** (www.skype.com) and similar programs are excellent options for making international voice calls for free.

With fixed or mobile phones, you can make direct calls to most countries from Finland. For a list of countries, codes and charges, please check the telephone directory.

Number Inquiries

There are two service numbers for national number inquiries:

- 118 (Prices depend on service provider, see <http://www.118.fi/> for further information in Finnish).
- 020202 Service (www.fonecta.fi)

There is only one service number for international number inquiries:

- 020208

10.4 Internet Connection

Once you have your username and password for the computer services offered by the university you can use the **WiFi available on campus** (Eduroam). There are also other places where you can get internet access for free or for a low cost:

Åbo

- *Luckan*, Auragatan 1 B. Open Mon-Tue 11.00-17.00, Wed 11.00-19.00, Thu-Fri 11.00-16.00, <http://abo.luckan.fi>
- *Sokos Wiklund*, Eriksgatan 11, Open Mon-Fri 08.00-21.00, Sat 09.00-21.00, Sun 12.00-18.00.
- *Åbo City Library* Slottsgatan 2, the internet can be used free of charge. For longer sessions you need to book in advance. A library card is required to make the booking. Please see www.turku.fi/library

Vasa

- *Galleria Wasa*, Vasaesplanaden 17. Open Mon-Fri 10.00-17.30, Sat 10.00-14.00
- *Vasa City Library*, Biblioteksgatan 13. Open
- *McDonald's*, Hovrättsplanaden. Open Mon, Tue, Thu 10.00-22.00, Wed, Fri, Sat 10.00-05.00, Sun 11.00-22.00
- *Hesburger*, Handelsplanaden 11. Open Mon-Thu 10.00-21.30, Fri-Sta 10.00-04.30, Sun 12.00-18.00.

10.5 Eating and Drinking

Students can get **cheap lunches at the student restaurants on campus**.

Eating out is fairly expensive in Finland. Some restaurants serve **lunch on weekdays for 7-10€**. In the city center of Åbo and Vasa (and along the river Aura in Åbo) there are many nice restaurants, some of which also serve lunches. There are also several cafés that offer coffees, cakes, sandwiches and sometimes salads.

For tips about cafés and restaurants, visit the tourist information offices or have a look at their websites (Åbo: www.visitturku.fi, Vasa: www.visitvaasa.fi), or **talk to some of the local students**. They may have some good advice!

If you're in Åbo, don't miss the river boats that lie mostly on the east side of the riverbank between the bridges Aurabron (Auransilta) and Kvarnbron (Myllysilta). Some of them offer food whereas others function as bars.

10. Services

Student Cafeterias and Lunch Restaurants

Åbo

On the **Åbo ÅAU campus** there are five student restaurants that serve lunches on weekdays. These are:

- *Café Arken*, Arken building/Fabriksgatan 2
- *Café Fänriken*, ASA building/Fänriksgatan 3
- *Café Gadolinia* (Gado), Gadolinia building/Porthansgatan 3-5 (also late lunch)
- *Café Kåren*, Kåren/Tavastgatan 22
- *Café AurÅra*, Novia/Henriksgatan 7

For more information about opening hours, lunch menus etc., see www.studentlunch.fi

There are also similar restaurants on the University of Turku Campus. These are:

- *Ravintola Assarin Ullakko*, Finnish Student Union Building/Rektosåkersgatan 4 A (lunch also on Saturdays)
- *Ravintola MacchiaVelli*, Educarium/Assistensgatan 5
- *Ravintola Dental*, Dental/Lemminkäinenkatu 2
- *Ravintola Mikro*, Kinakvarngatan 13
- *Ravintola Tottisalmi*, FSHS/Kyrkovägen 13

For more information about opening hours, lunch menus etc., see: <http://www.unica.fi/en/>

Vasa

On the **Vasa ÅAU campus** there are two student restaurants that serve lunches on weekdays. These are:

- *Restaurang Alexander*, Academill/Strandgatan 2
- *Café Ann-Mari*, Academill/Strandgatan 2

There are also similar restaurants on Brändö that serve student lunches:

- *Novia Student lunch (Café Novia)*, Novia UAS/Wolffskavägen 33
- *Café Techno*, Technobothnia/Brändö
- *Cotton Club and Buffet*, Yliopistonranta 2
- *Tervahovi*, Vaasa University/Wolffskavägen

Juvenes has five restaurants and two cafés around the campus area at Brändö:

- *Ravintola Alere*, Wolffskavägen 27-31
- *Café Alere*, Wolffskavägen 27-31
- *Ravintola Mathilda*, Wolffskavägen 31
- *Ravintola Erkki*, Wolffskavägen 34
- *Ravintola Alma* (for staff), Wolffskavägen 34
- *Café Wolff's Street*, Wolffskavägen 30
- *Café Oskar*, Wolffskavägen 34

For more information about opening hours, lunch menus etc., see:

www.abo.fi/student/sv/dagenslunch

The lunches include a warm meal, salad buffet, bread and a beverage. To get the lunch for the student price of 2.60€ you have to present your Finnish student card or a Kela/Fpa meal subsidy card. Without any of these cards you will have to pay the full meal price. There is always a vegetarian and/or a vegan option available.

10.6 Other Services

Both Åbo and Vasa offer most services that you need in your daily life. If you need help with finding a company/store offering the service that you need, you can use www.fonecta.fi. The website is in Finnish only but is very easy to use. You enter the name of city you're interested in in the box marked "Paikkakunta". In the other box, marked "Yrityksen nimi tai hakusana", you write a search word in Finnish (e.g. 'kahvila' for 'café') or the name of a specific company you're looking for. Press Enter and the site should give you the search results.

Shopping

There are a few things that may be good to know when doing your shopping, both groceries and other things. The words '**ale**' (short for *alennusmyynti*), '**tarjous**', '**erikoishinta**', '**erbjudande**' and '**rea**' (short for *realisation*), mean '**sale**', '**special offer**', '**discount**' etc. In grocery stores, items with **tags reading -30%** are on discount. This can be due to closeness to the expiration date or that the item will no longer be available in the store.

The opening hours of shops vary so check the opening hours of your local food store. Most department stores and grocery stores are open from 9.00/10.00 to 19.00/21.00 during weekdays, from 9.00/10.00 to 17.00/18.00 on Saturdays, and from 12.00 to 18.00 on Sundays. Some small shops that sell only groceries are allowed to stay open to 23.00 every day. Bookshops, clothes shops etc. are open

10. Services

from 9.00/10.00 to 17.00/20.00 weekdays, from 9.00/10.00 to 14.00/18.00 on Saturdays and 12.00 to 18.00 on Sundays.

N.B. On **public holidays** (see list at the end of this guide) some shops are closed and on the eve of a public holiday they close at the same time as on Saturdays. If a public holiday falls on a Saturday, some shops are open on the following Sunday. Grocery stores are usually open even on public holidays, but with a narrower timeframe. Most shops also post information about holiday hours in advance.

The following shops are **grocery stores**:

- *Sale*
- *S-Market*
- *Prisma (also department store)*
- *K-Market*
- *K-Extra*
- *K-Supermarket*
- *K-Citymarket (also department store)*
- *Lidl*
- *Minimani (Vasa only)*
- *Tokmanni*

The bigger shops are usually slightly cheaper than the smaller ones, but the smaller ones are also often open longer than the bigger ones. To find your nearest grocery store, check these webpages:

- <https://www.s-kanava.fi/web/s/myymalat-ja-palvelut> (Sale, S-Market, Prisma)
- http://www.kesko.fi/en/customer/stores/#grocery_trade (K-Market, K-Supermarket, K-Citymarket)
- <http://www.lidl.fi/fi/myymalahaku.htm> (Lidl)
- <http://minimani.fi/myymalat> (Minimani)

Note that **grocery bags cost about 10-20 cents**, but they are roomy, sturdy and reusable. They also double nicely as trash bags. You pack your own bags when you pay at the cashier in the grocery store.

Alcohol is not sold in grocery stores except for beer and cider. All other alcoholic beverages are sold at **Alko** (www.alko.fi/en/shops/). Alcohol is not sold in stores before 9.00 and after 21.00.

The age limit for the purchase of beer and wine is 18, for stronger drinks 20. Most bottles and cans can be returned to grocery stores and in return you will get some money back (*pant/pantti*). Note that bottles bought from Lidl can only be returned to Lidl.

Second Hand Shops

There are second hand shops in both Åbo and Vasa. For temporary Sunday flea markets check your local newspaper or the newspaper *Turkulainen* (in Åbo) under *Kirpputorit*. You can also look for flea market groups on Facebook. At www.kirppikset.info/ you can look for flea markets and second hand shops in different cities. Many of the second hand shops sell clothes, but some also have kitchen utensils and furniture for instance.

Lost Property

Åbo

The Lost Property Office
(*Hittegodsbyrån/Löytötavaratoimisto*)
Police Station
Eriksgatan 40–42
20100 Åbo
Phone: +358 (0)295 445 179
Email: loytotavara.turku.lounais-suomi@poliisi.fi

Vasa

The Lost Property Office
(*Hittegodsbyrån/Löytötavaratoimisto*)
Police Station
Korsholmsesplanaden 45
65100 Vasa
Phone: +358 (0)295 415 517

The **Lost Property Office** holds everything found in public areas. Some department stores, hotels, and companies also have their own 'lost and found' departments.

In Åbo there are also some private lost and found companies who work with certain bars, restaurants and bus companies for instance. Everything that is found in these places can be picked up from the private lost property offices.

Åbo

Private Lost Property Office in Åbo
(*Varsinais-Suomen Löytötavaratoimisto Oy*)
Satakundavägen 1
20810 Åbo
www.vslt.net

If your luggage was lost or damaged during the flight to Finland, contact the information desk at the airport immediately upon arrival. Look up the contact information of the airline in question through the website of the specific airport you arrived at. All this information is available at the website of the *Finnish Civil Aviation Administration*: www.finavia.fi.

11. Recreation

11.1 Culture

Åbo and Vasa offer a great variety of cultural experiences that you can discover during your stay. There are **choirs, theatres, cinemas, dance theatres and performances, museums, and orchestras and bands who give concerts, as well as festivals and other cultural events.** If you need help with finding events and things to do, contact the **tourist information** offices or have a look at their websites. You can also ask around among your local friends or check with the Student Union or your subject's student association as they sometimes organize trips to the theatre or cinema.

The **city of Åbo** has rather good information about cultural events and e.g. museums on their website as well. The **city of Vasa's** website offers some links to cultural events to. It may also be a good idea to like the cities on Facebook and get updates about upcoming events that way.

Åbo:

Visit Turku: www.visitturku.fi

Student Union ÅAS: www.studentkaren.fi

City of Åbo: www.turku.fi

www.facebook.com/turunkaupunki

Vasa:

Visit Vaasa: www.visitvaasa.fi

Student Union ÅAS: www.studentkaren.fi

City of Vasa: www.vaasa.fi

www.facebook.com/vaasankaupunki

Remember to ask about student discounts. Sometimes it is possible to get a discount by showing your Finnish student card.

11.2 Sports at ÅAU and Novia UAS

Åbo

CampusSport Turku-Åbo is a collaboration between the universities and universities of applied sciences in Åbo. The collaboration extends to Åbo Akademi University, Novia University of Applied Sciences, the University of Turku, Turku University of Applied Sciences and Diaconia University of Applied Sciences. **The member fee is 60€ per academic year and 40€ for a semester.**

CampusSport organizes sport services for students and staff. It offers you instructed group exercises, five gyms, ball sports and different courses. There are over 100 hours of sport opportunities every week! The exercise schedule and registration information can be found on the CampusSport website: www.campusport.fi. Please also visit the website or their Facebook <https://www.facebook.com/campusportturku> for more information. You can also contact the sport instructor at the university:

Nanne Lindblad, Sports Instructor
Sports Office
Gadolinia-building
Porthansgatan 3, 20500 Åbo
Phone number: +358 (0)2 215 4654/+358 (0)40 5599 465
email: mlindbla@abo.fi

Vasa

In Vasa the sport activities are arranged by the ÅAU and students from other universities in Vasa are also welcome to take part of the sport activities. The sports fee in Vasa is 30€/academic year or 20€/term.

Most activities are offered against a small fee that you pay each time you participate (e.g. 2€/class. Some **sport activities** are organized by the student union/university. The activities include, for instance, Zumba, body pump, capoeira, yoga, salsa, badminton, and football. There are also **gyms**, both on campus and public ones where students at ÅAU can get a discount.

For more information, see: <http://www.abo.fi/student/motionvasa> or the Facebook page: <https://www.facebook.com/vasamotion/>. You can also contact the sport instructor at the university:

Anki Stenkull-Aura, Sports Instructor
Sports Office
Academill, room B 211
Strandgatan 2, 65100 Vasa
Phone number; +358 (0)6 324 7161/+358 (0)50 3677 914
email: astenkul@abo.fi

11.3 Other Sporting Activities

If you prefer to join a local team or club, have a look at the city website for more information on what's available:

Åbo: <http://www.turku.fi/en/leisure/sports>

Vasa: <http://www.vaasa.fi/en/services/sports>

11. Recreation

There are also **jogging tracks** (some with outdoor exercise equipment) and **fields and parks** where you can play football, volleyball etc. free of charge. For more information on where you can find these, visit the city websites or ask for a map at the tourist information or the city sports office:

Åbo

Åbo City Sports Services Centre
(*Åbo Stads Idrottsbyrå*)
Blombergsgatan 4/Hippovägen 6
20720 Åbo

Vasa

Leisure Services Department
(*Fritidsverket*)
Vasaesplanaden 20 B, 3rd floor
65100 Vasa

11.4 Other Free Time Activities

There are plenty of other free time activities you can do while in Finland. Again, check the website of your city to see what they can offer, and **ask your tutor or other locals for tips**. There are also **student associations** for different activities, such as choirs and folk dancing, which international students are welcome to join. Have a look at the Student Union's website for more information about the student associations, see: <http://www.studentkaren.fi/english/student-associations/>

You can also have a look at the **adult education centers in town**, which offer courses in various fields: languages, singing, drawing, handicraft, dance etc. A small fee is charged for most courses.

Åbo

Åbo Svenska Arbetarinstitut (*Arbis*)
Kaskisgatan 5 (5th floor)
20700 Åbo

Phone: +358 (0)44 907 4737

Email: arbis@turku.fi

<http://blog.edu.turku.fi/arbis/info-in-english/>

Vasa

Åbo Svenska Arbetarinstitut (*Arbis*)
Kyrkoesplanaden 15
65100 Vasa

Phone: +358 (0)6 325 3504

<https://www.vaasa.fi/en/arbis>

Open 8.00-16.00

12. Associations

Finland has sometimes been referred to as the promised land of registered associations. Finland has approximately 135 000 (2016) registered associations and many social occasions are organized through associations.

12.1 Student Associations

The student life can and should be a lot of fun! There are many student clubs and associations within each department or faculty. These clubs and associations arrange seminars, social events and excursions. For complete information on ÅAS: www.studentkaren.fi; <http://www.studentkaren.fi/english/student-associations/>

Novium: <http://www.novium.fi/>

ESN

The Erasmus Student Network (ESN) is an international student organization active in 37 countries. Its purpose is to help international students during their stay in another country. ESN sections in Åbo and Vasa organize a wide range of activities for international students throughout the academic year. The sections want to make all international students feel welcome and offer them unique Finnish experiences such as ski and skating events, sauna evenings, trips to neighboring countries and parties. The organized events are open to all internationally minded people.

For more information check the ESN Finland website: www.esnfinland.eu/

ESN ÅA, joint for ÅAU and Novia UAS:

- <https://www.esnfinland.eu/esn-abo-akademi>
- <https://www.facebook.com/EsnAboAkademi>
- <https://www.facebook.com/public/Aura-Esn-Aa>

ESN Vaasa, joint for higher education institutions in Vasa:

- <https://www.esnfinland.eu/esn-vaasa>
- <https://www.esnvaasa.net/>
- <https://www.facebook.com/esnvaasa>

ELSA - Åbo

The *European Law Students' Association (Elsa)* offers international activities for law students and young lawyers. Co-operation with other branches of *Elsa* as well as with other international student organizations in Åbo is seen in seminars,

12. Associations

conferences and various parties and get-togethers. *Elsa* has also been involved in mentoring law students from abroad. For further information, see <http://elsa-turku.fi/>.

ISHA Turku

International Students of History Association (ISHA) is an international, independent, non-profitable network for all who are interested in history and related subjects. The main goal of the organization is to develop contacts between history students in different countries, in order to break the traditional interpretation of historiography for the benefit of a more international and broader viewpoint. *ISHA-Turku* is a collective organization of history students at Åbo Akademi University and the University of Turku. For more information, see <https://ishaturku.wordpress.com/>.

ISTU - International Students of Turku Universities

A joint network of the Student Unions of the Universities in Åbo organizes activities primarily for international degree students. They host pub night regularly and function as a platform for other events. For more information, check out their Facebook page www.facebook.com/isturku.

ISAV – International Students’ Association of Vaasa

ISAV (International Students’ Association of Vaasa) is a young non-profit organization which aims to support international degree and PhD students. Culture and career are their main focuses. The goal is to increase and improve the interaction among and between the international students and the Finnish society by facilitating student-to-student and company-to-student interactions. For more information, see: https://www.facebook.com/ISAVaasa/info?tab=page_info and <http://www.isav.fi/>.

12.2 Religious Communities

University chaplains, one on each campus, are at your disposal. They also offer free counseling. For more information, please contact:

Åbo

Mia Pusa (ÅAU)

e-mail: mia.pusa@evl.fi

Phone: +358 (0)40 341 7296

Hours: Tuesdays 13.00-15.00 at

Kären, Tavastgatan 22, 3rd floor

Vasa

Camilla Brunell (ÅAU)

email: camilla.brunell@evl.fi

Phone: +358 (0)44 480 8327

Hours: Thursdays 13.00-15.00

Academill, room A114, A-staircase

Laura Kajala (Novia UAS)

e-mail: laura.kajala@evl.fi

Phone: +358 (0)40 341 7308

In addition to the university chaplains, the following congregations and religious organisations can be sought out for spiritual advice or comfort.

Evangelical Lutheran Mission of Turku (for students)

(*Opiskelija- ja koululaislähetys, OPKO*)

Ylioppilastalo B, 2nd floor, Rektorsäkersgatan 4 B

email: turunhallitus@opko.fi

www.opko.fi/opiskelijat/turku/international-students

Logos Ministries of Finland

(*Kansan Raamattuseura, KRS*)

Hannu Välimäki

email: hannu.valimaki@sana.fi

phone: +358 (0)20 768 1687

http://www.kansanraamattuseura.fi/sinulle/ uutishuone/in_english

Young Women's Christian Association (YWCA)

(*Turun NNKY*)

This association arranges e.g. Host Family Programs for international students

Lilla Tavastgatan 12 A, 20500 Åbo

email: turun.nnky@pp.inet.fi

phone: +358 (0)400 821 905

www.ywca.fi

Young Men's Christian Association (YMCA)

(*Turun NMKY*)

Sirkkalagatan 27, 20700 Åbo

Open: Mon-Thu 10.00-16.00, Fri 10.00-14.00

www.tunmky.fi

12. Associations

Churches and Other Religious Congregations in Åbo

There are several churches in Åbo. Some of them are:

- *Adventist Congregation*, Universitetsgatan 29 A
- *Baptist Congregation*, Lilla Tavastgatan 16
- *Church of Latter Day Saints (Mormons)*, Tallbackaplan 18
- *Free Church*, Tureborgsgatan 10
- *Islamic Congregation*, Universitetsgatan 7
- *Jehovah's Witnesses*, Kastalgatan 4
- *Jewish Congregation and synagogue*, Brahegatan 17 B
- *Orthodox Church of St. Alexandra*, Universitetsgatan 19 B
- *Pentecostal Congregation*, Allégatan 6 B
- *Roman Catholic Church*, Ursinsgatan 15 A
- *The United Methodist Church in Turku*, Ekmansgatan 4

Churches and Other Religious Congregations in Vasa

There are several churches and religious congregations present in Vasa, please consult the web for information on alternatives and activities.

- *Sion Congregation i Vasa*, www.sion.fi
- *Vasa Mission Covenant Church*, www.vasamissionskyrka.fi
- *Vasa Baptist Congregation*, www.baptist.fi/vasa
- *Vasa Methodist Congregation*, <http://vasa.metodistkyrkan.fi/>
- *Salvationarmy, Vasasection*, <http://www.fralsningsarmen.se/vasakaren/>

12.3 Other Associations

Atheist/Agnostic or Sceptical Associations

Freethinkers Union (*Turun vapaa-ajattelijat*), see www.vapaa-ajattelijat.fi/turku
Skepsis ry (critique of paranormal), www.skepsis.fi

Environmental Organisations

Turun Luonnonsuojeluyhdistys (Environmental protection), Martinsgatan 5,
<http://www.sll.fi/site-actions/english>
Maan Ystävät (Friends of the Earth) Aurinkotehdas, Kyrkovägen 6–10,
<http://www.maanystavat.fi/english>

LGBT Associations

The Sexual Equality association (SETA) is a nationwide association for sexual minorities. For further information contact: *Turun Seudun Seta* Fredsgatan 1 c B 22, www.seta.fi (nationwide) and www.tusetta.fi (local association for Åbo). *Q Union* is an organization for lesbian, gay, bisexual and transgendered students at the universities in Åbo. *Q Union* organizes a multitude of free time activities, such as parties, excursions, trips and cultural events. Please check the website www.homoglobiini.fi for more information.

Associations for people with disabilities

There are several associations for people with different types of disabilities, for example MS, impaired hearing or vision, and mobility disabilities. More information about the associations can be found on www.turkukaikille.info where you can also find useful information regarding accessibility to many public and private services in Åbo.

Scouts

You can get in touch with the different scout groups in Åbo by contacting the local Scout Office (*Partiotoimisto*) at Västerlånggatan 13, Phone +358 (0)50 312 9420. Questions concerning nationwide scouting can be directed to partiotoimisto.turku@partio.fi. See also www.lounaissuomenpartio.fi. *Akateeminen partiokilta ry* is an association for scouts studying at the universities in Åbo. For more information, see <http://tyyala.utu.fi/partiokilta/>.

13. Further reading: Useful websites

General information:

General information about Finland

<http://finland.fi/>

<http://wikitravel.org/en/Finland>

Finnish Tourist Board

www.visitfinland.com

General information about Åbo

www.turku.fi/en

General information about Vasa

www.vaasa.fi/en

Weather information and forecast

www.foreca.fi/en

www.fmi.fi

Yle News - Finland's English-language news desk

<http://yle.fi/uutiset/news/>

Studying in Finland:

Studies at Åbo Akademi University

www.abo.fi/student/en/

International Affairs of Åbo Akademi University

www.abo.fi/exchange

Studies at Novia University of Applied Science

<https://www.novia.fi/novia-uas/>

International Affairs at Novia University of Applied Science

<https://www.novia.fi/exchange-students/international-office/>

Finnish National Agency for Education

www.studyinfinland.fi

Culture:

Culture in Åbo

www.visitturku.fi/en

Event calendar for Åbo

www.turkucalendar.fi/

Culture in Vasa

www.visitvaasa.fi/en

Event calendar for Vasa

<http://vaasaregion.fi/info/leisure-activities/calendar/>

Åbo Akademi University on social media:

International affairs

www.facebook.com/internationalaboakademi

Åbo Akademi University

www.facebook.com/aboakademi

<https://twitter.com/aboakademi>

www.youtube.com/user/aboakademi

Download our app:

<https://www.abo.fi/public/app>

Novia University of Applied Sciences on social media:

<https://www.facebook.com/pages/Yrkeshogskolan-Novia-Novia-UAS/338863860018>

<https://twitter.com/noviauas>

<https://www.youtube.com/user/NoviaUAS>

<https://www.youtube.com/user/NoviaUAS>

Apps:

- Emergency Service: 112 Suomi
- Northern Lights: My Aurora Forecast – Northern Lights & Aurora Borealis Alerts
- Weather in Finland: The Finnish Meteorological Institute's Weather
- Maps: Finland Offline Map + City Guide Navigator,
- Unsold, delicious food from quality restaurants: ResQ Club

14. Miscellaneous

14.1 Finnish Manners and Customs

Greeting

When Finns introduce themselves to people they have not met before, they often shake hands. When Finns meet friends or people they know, they simply just say “Hello”. Younger people sometimes greet each other with a hug.

Punctuality

Most Finns are punctual both at work and in their social life. When you are off to meet somebody you might want to arrive five minutes early rather than five minutes late. A mobile phone comes in handy if you are delayed, and it’s polite to let your contact know that you will arrive late.

Queuing

Waiting for your turn when queuing is an unwritten rule in Finland. Finns can be strict about queuing and you should never try to cut the line. However, you should be aware that “queuing” does not solely refer to standing in line. It generally refers to almost any situation where there are people waiting for their turn to do something. Most importantly it means waiting for one’s turn and showing respect for those who came before you. Queuing systems with numbered note-sized pieces of paper are quite common.

Telephone Etiquette

There are no public telephones in Finland, but practically everyone has a mobile phone. It is considered impolite to use a mobile phone in situations where it could be disturbing to others, e.g. in lecture halls, meetings, concerts, theatres, churches, or libraries. On the other hand, people often use their mobile phones in public transportation.

Gender Equality

There is a high degree of equality between genders in Finland. Today most women work outside the home and women hold advanced positions in all the spheres of politics and working life. The Finnish society and legislation is based on equality and, for example, parental leave, social benefits and family structure highlight its importance.

Religion

Finland has freedom of religion and about 70% belong to the Evangelical Lutheran Church. However, many Finns are quite secular and religious beliefs are considered to be a very private matter.

13. Further reading: Useful websites

Food

Nowadays, the Finnish cuisine is a mixture of European, Scandinavian and Russian influences. Traditional Finnish food is most commonly eaten on holidays, but there are still some dishes that are eaten throughout the year.

Finns usually eat a rather sturdy breakfast as well as a proper meal for lunch. Lunch is normally served from 11.00-14.00, and dinner around 17.00-19.00. Restaurants serve dinner until late in the evening, but the kitchen usually closes half an hour before the official closing time.

There are several student restaurants at both the Åbo and Vasa campuses, which serve lunch for an affordable price (2.60€ with a Finnish student card) on weekdays. For more information, please see chapter 10.5.

During the year there are several instances when you can sample traditional Finnish foods associated with holidays.

- *Runebergskakelse /Runebergin leivos*, served on February 5th every year, in honor of Finland's national poet Runeberg
- *Fastlagsbulle/Laskiaspulla*, served 46 days before Easter holidays
- *Memma/Mämmi*, served during the Easter holidays
- *Struva & Mjöd/ Tippaleipä & Sima*, served May 1st
- *Julbord/Joulupöytä*, served December 24th for Christmas

Drinks

Finnish tap water is drinkable and has been proven to be purer than many brands of bottled water. It is quite common to drink milk with food as well, also among grown-ups.

The drinking culture differs slightly from other European countries when it comes to alcohol, although the consumption of alcohol per person per year is at a European average. Note that only beer and cider can be bought in regular food stores, whereas other alcoholic beverages are only sold at the Alko stores.

As a fun fact it can be mentioned that some of the Finns are the biggest consumers of coffee in the world and drink as much as five cups of coffee a day.

Tipping

Tipping is not compulsory in Finland and service is included in restaurant bills. Tips are sometimes given when eating in restaurants, but it is not very common when e.g. buying a drink or paying your taxi driver. People usually tip only when the food or service is outstanding. You will not be considered rude if you do not tip.

Smoking

According to Finnish law, smoking is forbidden in all public places, even in bars and restaurants. Normally Finnish people do not smoke inside. This includes

both homes and public buildings. Smokers usually go outside, even in the winter. When visiting a Finnish home, smokers should always ask where they are allowed to smoke.

Sauna

The sauna (*bastu/sauna*) is an important part of Finnish society. There are over 1.7 million saunas in Finland and almost every house has one. Additionally, saunas are especially popular at summer cottages. However, the importance of the sauna differs from one region to another.

A Finnish sauna is usually heated up to 80-100 °C (176-212 °F). Be sure to take a quick shower or dip in the sea/lake before going into the sauna. You stay in the sauna as long as you are comfortable with, and then go for a swim in the sea or a roll in the snow in the winter. Traditionally, you are naked in the sauna, but that is sometimes overlooked when foreigners are present. There are usually separate turns for women and men, but not within the family.

To learn more about the Finnish sauna, health aspects, history and recommended bathing procedures, visit the website of the Finnish Sauna Society www.sauna.fi and most importantly, try it yourself!

14.2 How to Deal with Culture Shock

Culture shock, though not always as dramatic as the term might imply, is a perfectly normal and temporary reaction when adjusting to a new culture. Not everyone experiences a cultural shock. However, for some people the shock may be quite severe while for others it is easier to cope with.

When living and studying in a new culture, the integration period can last for a while. Surrounded by new people, customs, values and environment; as one is constantly receiving new information, it is quite common to feel a bit out of place. Individual expectations affect how one reacts to a new country, so try to be open-minded.

Culture shock is not entirely a negative phase to go through. It can be a significant learning experience, after which you are more aware of aspects of your own culture as well as the new culture you have entered. Realizing that you might go through this phase when studying abroad and recognizing the symptoms will help you coping with it. Common symptoms include homesickness, depression, difficulty to concentrate and irritability. Culture shock can also cause physical symptoms such as nausea, insomnia and loss of appetite.

14. Miscellaneous

Stages of Adaptation

When you are experiencing culture shock there are four basic identifiable stages of adaptation. Not everyone goes through these exact stages, but it is quite common to have these feelings when dealing with the positive as well as the negative aspects of a new culture.

1. *Euphoria*

The new environment is exciting and you are enthusiastic and curious about the new country and its culture. Your own home culture with its habits is still fresh and active in your mind.

2. *Conflict*

Feelings of isolation and loneliness are common as you become more aware of the cultural differences. They seem more obvious and maybe frustrating. Familiar things, such as food from home and being with other students from your own country offer comfort. You might reject everything around you and feel hostility towards the new culture. Comparing this new culture to your own is common, and many things seem to be much better at home.

3. *Gradual Recovery*

You accept the differences and similarities as you become more familiar with the new culture and new situations. You may feel relaxed and more confident in dealing with different aspects of the new culture.

4. *Acceptance*

As you become more involved in different social activities and get to know the people and places around you, you will adapt to the new culture and create some sense of belonging. You may not even realise how well you have adjusted to the new culture until you return to your home country. Then you may experience a reverse culture-shock.

Coping

When you are experiencing culture shock, it is important that you deal with it in a constructive way. When you find yourself in the middle of strange surroundings and people you do not know, it is advisable to pursue “a normal life”. Explore your new surroundings and locate useful places such as the post office, shop, bank, the Finnish Student Health Service Centre and the hospital. Get settled in your apartment and make it cozy.

Introduce yourself to your neighbors and fellow students or researchers. Other newcomers are in the same situation and you can support each other. Make the best of your time abroad by getting to know Finnish students as well. Take part in different social activities organized by the student associations, e.g. ESN (Erasmus Student Network), ISTU (International Students of Turku Universities) and ISAV (International Students' Association of Vaasa).

If you are having a hard time coping in the new environment, do not hesitate to talk about it with friends, colleagues, your tutor, teachers or study advisors. Talk to your family and keep in touch with your friends back home. If you feel that you need professional help, please contact the Finnish Student Health Service (see chapter 6).

Keep an open and curious mind. If the Finnish social customs puzzle you, do not be afraid to ask questions and get to know the culture, customs and values better. Also keep in touch with your own culture (for instance a list of churches, temples and mosques can be found in chapter 12.2).

Throughout this period of cultural adaptation, remember to take good care of yourself. **Adapting to a new country, culture and social customs can sometimes be a complex and difficult process but in the end, experiencing new cultures is rewarding and enriching. Relax and fully enjoy your exchange period!**

14.3 Festivities and Public Holidays

N.B. 2017-2018

On public holidays some shops are closed or have shorter opening-hours. On the eve of the holiday they usually close at the same time as on Sundays. During public holidays the universities are closed, and public transportation follows the timetables for Sundays.

Almost all days on the following list are public holidays. In case they are not, but still are celebrated in some way, it is noted in the text.

November 4: All Saints' Day (*Alla helgons dag/ Pyhäinpäivä*)

On All Saints' Day, people light candles on the graves of their loved ones. Halloween-like events also occur but are not traditional.

November 12: Father's Day (*Farsdag/ Isänpäivä*)

December 6: Independence Day (*Självständighetsdagen/Itsenäisyyspäivä*)

The Independence Day is a solemn celebration of Finnish independence. Some people light two candles in the windows between 18.00 and 20.00. A Presidential Independence Day Reception is organized in the Helsinki Presidential Palace on December 6, where the president acts as host for some 2000 guests. It is quite common for people to say that they are attending the ball when in reality they are watching it live on TV.

December 13: Lucia Day (*Luciadagen/Lucian päivä*)

Lucia Day is not a public holiday, but one of the most traditional Scandinavian festivities, celebrated in the Swedish-speaking parts of Finland, as well as in Sweden and Norway, in memory of the Italian Saint Lucia. In Åbo, you can witness the Saint Lucia procession in the Cathedral.

In Vasa, you can witness the crowning of Saint Lucia in the Bragegården before the actual day. On the 13th of December you can follow the procession through the centre of the town and join in the traditional Christmas dances in the town hall of Vasa afterwards.

December 24-25: Christmas Eve and Day (*Julafton/Jouluaatto, Juldagen/ Joulupäivä*)

Christmas is celebrated on Christmas Eve, although it is not a public holiday, and is traditionally spent with family and close friends at home, whereas Christmas Day (public holiday) celebration traditions vary somewhat throughout the country.

December 26: Boxing Day (*Annandag jul/Tapanin päivä*)

Boxing Day is a public holiday.

December 31-January 1st: New Year's Eve & Day (*Nyårsdagen/Uudenvuodenpäivä*)

Note that only the New Year's Day is a public holiday but the celebrations take place already in the evening of New Year's Eve, which is not a public holiday.

January 6: Epiphany (*Trettondagen/Loppiainen*)

A Christian holiday that marks the end of the religious Christmas time.

February 13: Shrove Tuesday (*Fastlagstisdag/Laskiainen*)

Shrove Tuesday is not a public holiday but is quite widely celebrated among students. The main event in Åbo is the sledging competition on Vårdberget/ Vartiovuori.

March 29-April 2: Easter (*Påsk/Pääsiäinen*)

Easter is celebrated in a fairly calm manner, and shops are closed throughout Easter except on Easter Saturday.

May 1: May Day (*Vappen/Vappu*)

A big day of celebration among students and workers. The night before, April 30th, is also celebrated. Current and former students of all ages are wearing student overalls and their traditional white student caps and thousands of people gather on Vårdberget/Vartiovuori and Puolalabacke/ Puolalanmäki in Åbo to celebrate. In many bigger university towns picnics are organized on May 1. April 30th is not a public holiday, whereas May 1 is.

May 10: Ascension Day (*Kristi himmelfärdsdag/ Helatorstai*)

A Christian holiday that celebrates Christ's ascension to heaven. There are no special celebrations.

May 13: Mother's Day (*MorsdagÄitienpäivä*)**May 20: Whitsunday/Pentecost** (*Pingst/ Helluntai*)

A Christian holiday where the event of the holy spirit descending to the apostles is remembered. There are no special celebrations.

June 22–23: Midsummer's Eve and Day (*Midsommar/Juhannus*)

Midsummer is celebrated on Midsummer's Eve which is not a public holiday, although shops may close earlier than usual. Midsummer's Day is a public holiday. The cities may feel emptier than usual as many Finns spend Midsummer at their summer cottages.

14.4 Glossary of University Terms

English–Finnish–Swedish

Applying

Academic year	Lukuvuosi	Läsår
Admission criteria	Valintaperusteet	Urvalsgrunder
Admission/entrance requirement	Pääsyyvaatimus	Inträdeskrav
Application	Hakemus	Ansökan
Application deadline	Hakuajan päättyminen	Sista ansökningsdatum
Application form	Hakulomake	Ansökningsblankett
Application period	Hakuaika	Ansökningstid
Application procedure	Hakumenettely	Ansökningsprocedur
Basic degree/first degree	Perustutkinto	Grundexamen
Degree programme	Koulutusohjelma	Utbildningsprogram
Degree requirements	Tutkintovaatimukset	Examenskrav
Entrance examination	Valintakoe	Urvalsprov
Faculty	Tiedekunta	Fakultet
Field of education/ branch of study	Koulutusala	Ämnesområde
School leaving certificate	Päästötodistus	Slutbetyg
Financing	Rahoitus	Finansiering
Matriculation examination	Ylioppilastutkinto	Studentexamen
Open university	Avoin yliopisto	Öppna universitetet
Postgraduate degree (after Master 's level)	Jatkotutkinto	Postgradual examen
Postgraduate education	Jatkokoulutus	Postgraduala studier
Postgraduate student	Jatko-opiskelija	Foktorand/licentiand
Research grant	Tutkimusapuraha	Forskningsstipendium
Scholarship/grant	Apuraha	Stipendium
Semester/term	Lukukausi	Termin
Study guide	Opinto-opas	Undervisningsprogram

Study programme	Opinto-ohjelma	Utbildningsprogram
University/academic degree	Korkeakoulututkinto	Högskole-examen
University/institute of higher education	Korkeakoulu/yliopisto	Högskola/universitet

Registration

Register/enroll	Ilmoittautua	Att skriva in sig
Registration form	Ilmoittautumislomake	Inskrivningsblankett
Registration period	Ilmoittautumisaika	Inskrivningsperiod
Study register	Opintorekisteri	Studentregister
Transcript of records	Opintosuoritusote	Studieutdrag
Tuition fee	Lukukausimaksu	Terminsavgift

Studying

Advanced studies	Syventävät opinnot	Fördjupade studier
Book examination	Kirjatentti	Boktent
Course credit	Kurssi, opintojakso	Kurs
Degree	Opintopiste	Studiepoäng
Department	Tutkinto/oppiarvo	Examen/(lärograd)
Department	Laitos	Institution
Elective studies	Vapaat opinnot	Fritt valbara studier
Essay	Essee	Essä/uppsats
Examination/test	Koe, tentti	Tentamen
Examination	Kuulustelu	Tentamenstillfälle
Examiner	Kuulustelija	Examinator
Field of research	Tutkimusala	Forskningsområde
Final examination	Loppukuulustelu, loppuentti	Sluttentamen
Grade	Arvosana	Vitsord
Guest lecture	Vierailuluento	Gästföreläsning
Intermediate studies	Aineopinnot	Ämnesstudier
Lecture	Luento	Föreläsning

14. Miscellaneous

Lecture hall	Luentosali	Föreläsningssal/ auditorium
Major subject	Pääaine	Huvudämne
Master's thesis	Pro gradu-tutkielma, gradu	Avhandling pro gradu
Maturity test	Kypsyysnäyte	Mognadsprov
Minor subject	Sivuaine	Biämne
Natural sciences	Luonnontieteet	Naturvetenskaper
Optional	Vapaasti valittava	Fritt valbar
Proseminar	Proseminaari	Proseminarium
Reading room	Lukusali	Läsesal
Reform of degree structure	Tutkintorakennemuud- istus	Examensreform
Research	Tutkimus	Forskning
Science	Tiede	Vetenskap
Studies	Opinnot	Studier
Study module	Opintokokonaisuus	Studiehelhet/modul
Subject	Aine, oppiaine	Ämne
Summer university	Kesäyliopisto	Sommaruniversitet
Teacher	Opettaja	Lärare
Teacher education	Opettajankoulutus	Lärodbildning
Textbook	Kurssikirja	Kursbok
Thesis	Tutkielma	Avhandling
Voluntary	Vapaaehtoinen	Frivillig

Abbreviations

Autumn semester	sl, Syyslukukausi	ht, Hösttermin
Credit	Opintopiste	sp, Studiepoäng
Hours per week	vt, Viikkotunti	h, Veckotimmar
Lecture hall	ls, Luentosali	aud, Föreläsningssal/ auditorium
Semester/term	lk, Lukukausi	Termin
Spring semester	kl, Kevätlukukausi	vt Vårtermin

Documents

Diploma Supplement	Korkeakoulututkinto- todistuksen liite	Betygsbilaga (för in- ternationellt bruk)
Degree Certificate	Tutkintotodistus	Examensbetyg
Degree Thesis/Degree project	Lopputyö	Examensarbete
Degree regulations	Tutkintoasetus/Tut- kintomääräys	Examensstadga
Certificate	Todistus/Asiakirja	Intyg
Extract from the study register	Opintosuoritusote	Studieprestationsut- drag
Transcript of records	Opintorekisteriote	Studieregisterutdrag
Study Certificate	Opintotodistus	Studieintyg

Master's Degree	Ylempi korkeakoulu- tutkinot	Högre yrkeshögskole- examen
Degree Thesis/De- gree Project	Opintonäyte	Lärdomsprov
Master's Degree The- sis	Opintonäyte ylempää korkeakolututkintoa varten	Lärdomsprov för högre YH examen
University of Applied Science	Ammattikorkeakoulu	Yrkeshögskola
Bachelor's Degree	Ammattikorkeakoulu- tutkinto	Yrkeshögskoleexa- men
Bachelor's Studies	Ammattikorkeakou- luopinnot	Yrkeshögskolestudier

Places at the University

Computing Centre	ATK-keskus	Datacentralen, DC
Course Book Library	Kurssikirjasto	Kursboksbiblioteket
Faculty library	Tiedekunnan kirjasto	Fakultetsbiblioteket
Faculty office	Tiedekunnan kanslia	Fakultetskansliet

14. Miscellaneous

FSHS (Finnish student Health Service)	YTHS (Ylioppilaiden terveydenhoitosäätiö)	SHVS studenternas hälsovårdsstiftelse
International Office	Kansainväliiset palvelut	Internationella enheten
Language Centre	Kielikeskus	Centret för språk och kommunikation
Library	Kirjasto	Biblioteket
Main Building	Päärakennus	Huvudbyggnaden
Student Service Office	Opiskelijapalvelut	Studiebyrå
Student Village	Ylioppilaskylä (Yökylä)	Studentbyn

Others

Acting	Viransijainen (vs. or vt.)	Ställföreträdande
Administration	Hallinto	Förvaltning
Archives	Arkisto	Arkiv
Copy card	Kopiokortti	Kopieringskort
Copying machine	Kopiokone	Kopieringsmaskin
Degree	Tutkinto	Examen
Degree system	Tutkintojärjestelmä	Examenssystem
Employment office	Työvoimatoimisto	Arbetskraftsbyrå
Excerpt	Ote	Utdrag
Form	Lomake	Blankett
Foundation	Säätiö	Stiftelse
Health centre	Terveyskeskus	Hälsovårdscentral
International student	Ulkomaalainen opiskelija	Internationell student
Job/profession	Ammatti	Yrke
Leave of absence	Virkavapaa	Tjänsteledighet
Library card	Kirjastokortti	Lånekort
Ministry for Foreign Affairs	Ulkoasiainministeriö	Utrikesdepartementet
Office/bureau	Virasto, toimisto	Byrå
Personnel/staff	Henkilökunta	Personal

Publication	Julkaisu	Publikation
Rector	Rehtori	Rektor
Research and Education Services	Tutkimus- ja koulutuspalvelut	Forsknings- och utbildningsservice
Researcher/scientist	Tutkija	Forskare
Social Insurance Institution of Finland	Kansaneläkelaitos (Kela)	Folkpensionsanstalten (Fpa)
Social security number	Henkilötunnus	Personbeteckning
Student card	Opiskelijakortti	Studiekort
Student nation	Osakunta	Nation
Student union	Ylioppilaskunta	Studentkår
Subject association	Ainejärjestö	Ämnesförening
Tax Administration	Verohallinto	Skatteförvaltningen
University services	Yliopistopalvelut	Universitetsservice

Personnel Titles

Curator	Amanuenssi	Amanuens
Docent/senior lecturer	Dosentti	Docent
Head of Academic and Student Affairs	Opintopäällikkö	Studiechef/utbildningskoordinator
Head of Education (for the study programme in...)	Koulutusvastaava	Utbildningslinjeansvarig
Head of Department	Osastonjohtaja	Avdelningschef
Head of Degree Program	Koulutusohjelmavastaava	Programansvarig/ Utbildningsansvarig
Head of International affairs	Kansainvälisen osaston vastaava	Chef för internationella ärenden
International Coordinator	Kansainvälinen koordinaattori	Internationell koordinator
Coordinator	Koordinaattori	Koordinator
Course Coordinator	Kurssivastaava	Kursansvarig

14. Miscellaneous

Officer with various administrative affairs	Planerare/koordina- tor	Högskolesekreterare
Dean	Dekaani	Enhetschef/ Dekanus
Student Counsellor	Opinnohjaaja	Studiehandledare
Student Affairs Officer	Opintosihteer	Studiesekreterare
Study Advisor	Opintoneuvoja	Studierådgivare
President/ CEO	Rehtori	Rektor/VD
Professor	Professori	Professor
Senior Lecturer	Akatemialehtori	Akademilektor
Principal Lecturer	Ylempi opettaja	Överlärare
Lecturer	Luennoitsija	Föreläsare
University Teacher	Yliopistonopettaja	Universitetslärare
Part-time Teacher	Tuntiopettaja	Timlärare

Degrees

For a complete list of degree programs and their names at ÅAU, please see:
<http://www.abo.fi/ansok/en/utbildningar>

For a complete list of degree programs and their names at Novia UAS, please see:
<https://www.novia.fi/degree-students/bachelor-degree-programmes/curricula/c2017>

14.5 Glossary of Other Useful Words and Expressions

Please note that Finnish and Swedish use three additional letters:

- Å, å is pronounced like in the English word FOR
 Ä, ä is pronounced like in the English word CAT
 Ö, ö is pronounced like in the English word EARN

Useful phrases

Swedish	Finnish	English
God morgon!	Hyvää huomenta!	Good morning!
God dag!	Hyvää päivää!	Good day!
God kväll!	Hyvää iltaa!	Good evening!
God natt!	Hyvää yötä!	Good night!
Hej!	Hei!/Moi!/Terve!	Hello!
Välkommen!	Tervetuloa!	Welcome!
Tack	Kiitos	Thank you
För all del	Ole hyvä/Olkaa hyvä	You are welcome
Förlåt/Ursäkta	Anteeksi	Excuse me
Hur mår du?	Mitä kuuluu?	How are you?
Tack, bra	Kiitos, hyvää.	Fine, thank you.
Får jag presentera...	Saanko esitellä...	May I introduce...
Trevligt att träffas!	Hauska tutustua!	Nice to meet you!
Vem är du?	Kuka sinä olet?	Who are you?
Vad heter du?	Mikä sinun nimesi on?	What is your name?
Varifrån kommer du?	Mistä sinä olet kotois- sin?	Where are you from?
Jag är från Tyskland.	Minä olen kotoisin Saksasta.	I come from Ger- many.

14. Miscellaneous

What day is it today?

Vilken dag är det i dag?	Mikä päivä tänään on?	What day is it today?
Måndag	Maanantai	Monday
Tisdag	Tiistai	Tuesday
Onsdag	Keskiviikko	Wednesday
Torsdag	Torstai	Thursday
Fredag	Perjantai	Friday
Lördag	Lauantai	Saturday
Söndag	Sunnuntai	Sunday

Which month is it now?

Vilken månad är det nu?	Mikä kuukausi nyt on?	Which month is it now?
Januari	Tammikuu	January
Februari	Helmikuu	February
Mars	Maaliskuu	March
April	Huhtikuu	April
Maj	Toukokuu	May
Juni	Kesäkuu	June
Juli	Heinäkuu	July
Augusti	Elokuu	August
September	Syyskuu	September
Oktober	Lokakuu	October
November	Marraskuu	November
December	Joulukuu	December
Vår	Kevät	Spring
Sommar	Kesä	Summer
Höst	Syksy	Autumn/Fall
Vinter	Talvi	Winter

Siffror/Numerot/Numbers

En/ett	Yksi	1
Två	Kaksi	2
Tre	Kolme	3
Fyra	Neljä	4
Fem	Viisi	5
Sex	Kuusi	6
Sju	Seitsemän	7
Åtta	Kahdeksan	8
Nio	Yhdeksän	9
Tio	Kymmenen	10
Elva	Yksitoista	11
Tolv	Kaksitoista	12
Tretton	Kolmetoista	13
Fjorton	Neljätoista	14
Femton	Viisitoista	15
Sexton	Kuusitoista	16
Sjutton	Seitsemäntoista	17
Arton	Kahdeksantoista	18
Nitton	Yhdeksäntoista	19
Tjugo	Kaksikymmentä	20
Tjugoett	Kaksikymmentäyksi	21
Trettio	Kolmekymmentä	30
Fyrtio	Neljäkymmentä	40
Femtio	Viisikymmentä	50
Sextio	Kuusikymmentä	60
Sjuttio	Seitsemänkymmentä	70
Åttio	Kahdeksänkymmentä	80
Nittio	Yhdeksänkymmentä	90

14. Miscellaneous

(Ett)hundra	Sata	100
Tvåhundra	Kaksisataa	200
Femhundra	Viisisataa	500
(Ett)tusen	Tuhat	1000
Tvåtusen	Kaksituhatta	2000
En miljon	Miljoona	1 million
Fem miljoner	Viisi miljoonaa	5 million

Vädret/Sää/The weather

Soligt	Aurikoinen	Sunny
Molnigt	Pilvinen	Cloudy
Halvklart	Puolipilvinen/ puoliselkeä	Scattered clouds
Regn	(Vesi)sade	Rain
Snöfall, snö	Lumisade, lunta	Snowfall, snow
Regnskurar	Sadekuuroja	Shower (of rain)
Snöslask	Lumiräntä	Slush (slushy weather)
Temperatur	Lämpötila	Temperature
20 grader (varmt)	20 astetta	20 degrees
Minus 10 grader (-10)	Miinus 10 astetta	Minus 10 degrees
Hetta	Helle	Heat, hot weather
Köld, kyla	Pakkanen, pakkassää	Cold weather

Resande/Matkustaminen/Travelling

Buss	Linja-auto / Bussi	Bus
Bil	Auto	Car
Flyg	Lentokone	Airplane
Tåg	Juna	Train
Vilken buss går till Åbo?	Mikä bussi menee Turkuun?	Which bus goes to Åbo/Turku?

När går tåget?	Milloin juna lähtee?	When does the train leave?
Ändstationen	Päätepysäkki	End stop
Järnvägsstation	Rautatieasema	Railway station
Flygfält	Lentoasema	Airport
Busshållplats	Bussipysäkki	Bus stop
Den här / det här	Tämä	This
Den där / det där	Tuo	That
Öppen	Auki	Open
Stängd	Kiinni / Suljettu	Closed
Dra	Vedä	Pull
Tryck	Työnnä	Push
Trevlig resa!	Hyvää matkaa!	Have a pleasant journey! / Bon voyage!

Mat och dryck/Ruokia ja juomia/Food and drink

Restaurang	Ravintola	Restaurant
Mat	Ruoka	Food
Meny	Ruokalista	Menu
Bröd	Leipä	Bread
Smör	Voi	Butter
Gröt	Puuro	Porridge
Soppa	Keitto	Soup
Sås	Kastike	Sauce
Låda	Laatikko	Casserole
Gryta	Pata	Stew
Stekt	Paistettu	Fried
Kokt	Keitetty	Boiled
Rå	Raaka	Raw
Kött	Liha	Meat
Biff	Griskött	Steak

14. Miscellaneous

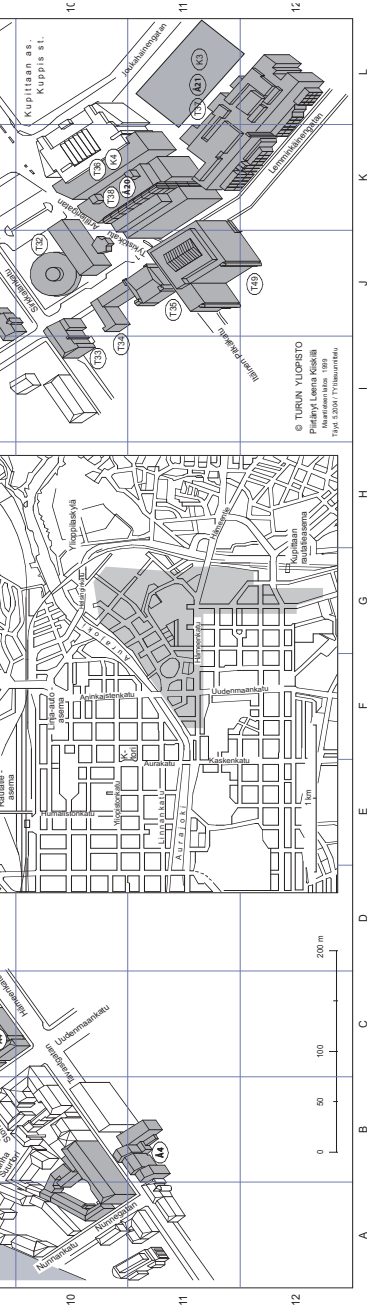
Griskött	Sianliha/ porsaanliha	Pork
Nötkött	Naudanliha	Beef
Fisk	Kala	Fish
Lax	Lohi	Salmon
Skaldjur	Äyriäisiä	Shellfish
Kyckling	Kana	Chicken
Kalkon	Kalkkuna	Turkey
Grönsaker	Vihanneksia	Vegetables
Vegetarisk mat	Kasvisruoka	Vegetarian food
Morot	Porkkana	Carrot
Paprika	Paprika	Pepper
Tomat	Tomaatti	Tomato
Gurka	Kurkku	Cucumber
Sallad	Salaatti	Lettuce
Citron	Sitruuna	Lemon
Nötter	Pähkinöitä	Nuts
Äppel	Omena	Apple
Banan	Banaani	Banana
Apelsin	Appelsiini	Orange
Vindruvor	Viinirypäleitä	Grapes
Päron	Päärynä	Pear
Jordgubbar	Mansikoita	Strawberries
Blåbär	Mustikoita	Blueberries
Potatis	Peruna	Potato
Ris	Riisi	Rice
Pasta	Pasta	Pasta
Nudlar	Nuudeleita	Noodles
Choklad	Suklaata	Chocolate
Vanilj	Vanilja	Vanilla
Äppelpaj	Omenapiirakka	Apple pie

Dryck	Juoma	Drink
Vatten	Vesi	Water
Juice	(Tuore)mehu	Juice
Mjölk	Maito	Milk
Kakao	Kaakao	Hot chocolate
Te	Tee	Tea
Kaffe	Kahvi	Coffee
Grädde	Kerma	Cream
Socker	Sokeri	Sugar
Öl	Olut	Beer
Rödvin	Punaviini	Red wine
Vitt vin	Valkoviini	White wine
Frukost	Aamiainen / Aamupala	Breakfast
Lunch	Lounas	Lunch
Middag	Päivällinen/ Illallinen	Dinner
Förrätt	Alkuruoka	Starter
Varmrätt/huvudrätt	Pääruoka	Main course
Efterrätt	Jälkiruoka	Dessert
Varm	Lämmin	Warm
Kall	Kylmä	Cold
Mycket	Paljon	Much
Litet	Vähän	Little
Mera	Enemmän	More
Nota	Lasku	Bill
Kan jag få notan-		
Kan jag få notan, tack?	Saanko laskun, kiitos?	May I have the bill, please?
Smaklig måltid!	Hyvää ruokahalua!	Bon appétit! / Enjoy your meal!

15. Maps

15.1 Åbo Campus Map





Åbo Akademis campus

Åbo Akademi University campus



- Å1 Huvudbyggnaden, Main building (C9)
Domkyrkotorget 3
- Å2 Gripen (C9)
Tavastgatan 13
- Å3 Kosmorama (C9)
Domkyrkotorget 3
- Å4 Kären (B11)
Tavastgatan 22
- Å5 Geologium (C9)
Domkyrkotorget 3
- Å6 Geohuset (C9)
Akademigatan 1
- Å7 Åhuset (B7)
Gezelusgatan 2a
- Å8 Domvillan (B7)
Gezelusgatan 2
- Å9 Tryckerihuset (C7)
Gezelusgatan 2
- Å10 Sibeliusmuseum (C6)
Biskopsgatan 17
- Å11 Humanisticum (C6)
Biskopsgatan 13
- Å12 Teologium (C6)
Biskopsgatan 16
- Å13 Teologiska annexet (C7)
Biskopsgatan 16
- Å14 Boktornet, Book Tower (D7)
Domkyrkogatan 2-4
- Å15 Gårdlinia (D6)
Porthansgatan 3
- Å16 Novia (D7)
Henriksgränd 7
- Å17 Axelia 1 & 2 (D5)
Biskopsgatan 8
- Å18 Arken (D3)
Fabriksgränd 2
- Å19 ÅSA-huset (E3)
Fäningsgatan 3b
- Å20 Biocity (K11)
Artilleriegatan 6
- Å21 ICT-huset (L11)
Joukkahainiegatan 3-5
- Å22 Agora (G4)
Vattenborgsvägen 5

15. Maps

Novia UAS Campus Åbo

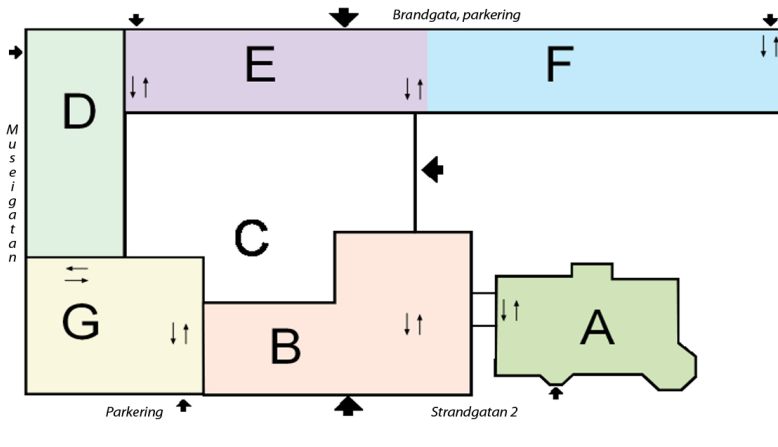
Address: Henriksgatan 7,
20500 Åbo.

4th floor	Personnel
3rd floor	Teaching Facilities
2nd floor	Student Services Novium Teaching Facilities Meeting Room
1st floor	Café Auditorium Teaching Facilities

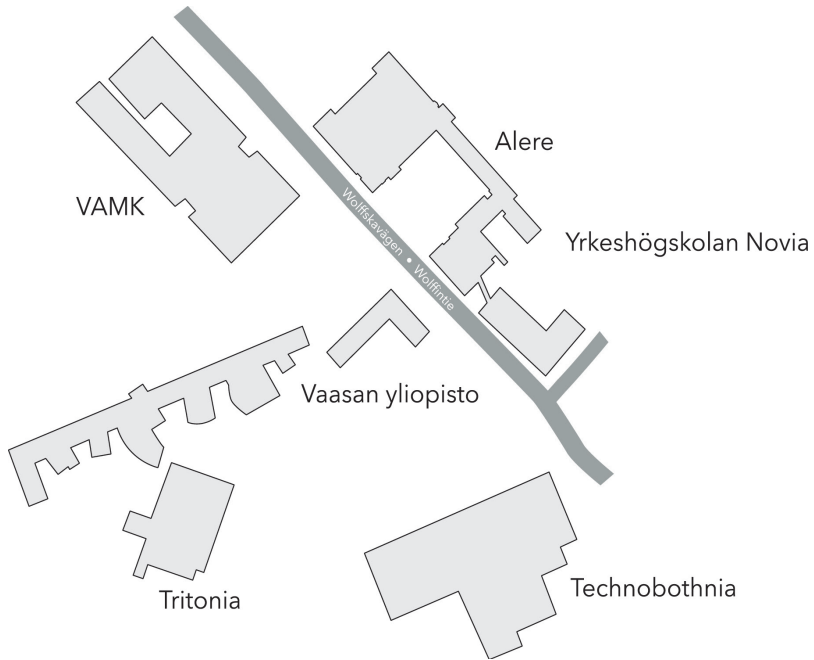
15.2 Vasa Campus Maps

Åbo Akademi University in Vasa

Academill, Strandgatan 2, Vasa



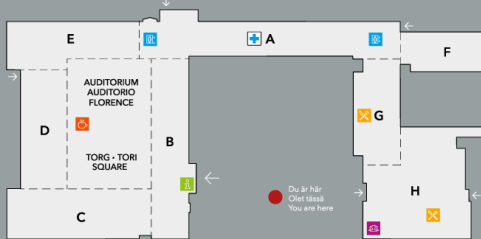
Novia University of Applied Sciences in Vasa



ALERE



Social- och hälsovård • Sosiaali- ja terveystieteiden Social and Health Care



A B C D E H
Undervisningsrytymmen
Opetustilat
Classrooms

A B E
Personal
Henkilöstö
Staff

F
Dramasal
Draama-sali
Drama Hall

G
Novias administration
Novian hallinto
Novia Administration



W30 Novias studerandeservice • Student Services
W30 VAMK opiskelijapalvelut • Student Services

- Info
- Restaurang • Ravintola • Restaurant
- Café • Kahvila • Café
- Auditorium • Auditorio Wrede
- Hiss • Hissi • Lift
- Studerandehälsövärd
Opiskeluterveydenhuolto
Student Health Care