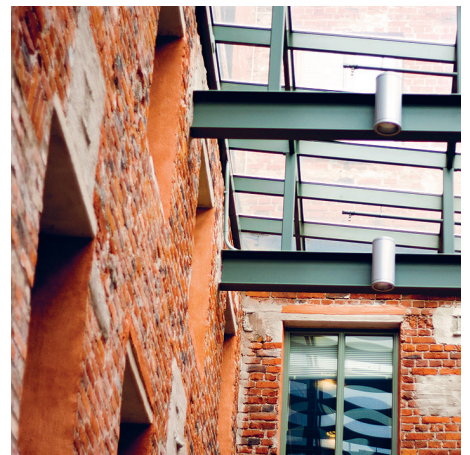
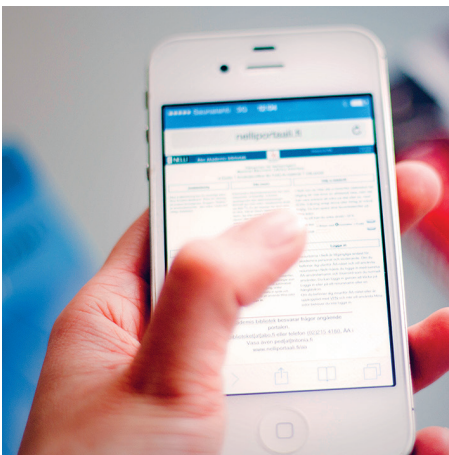


# SURVIVAL GUIDE

2015-2016





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# 1. Finland and Åbo Akademi University

## 1.1 Fast facts about Finland

**Population:** 5.4 million

**Area:** 338,424 km<sup>2</sup> (the fifth-largest country in Western Europe)

**Capital:** Helsinki (1.25 million inhabitants in metropolitan area)

**Languages:** Official languages are Finnish (spoken by 91%) and Swedish (5.4%). Sámi is an official regional language and the mother tongue of about 1,700 people, 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 (2014 extremes: coldest day in Kevajärvi -40,7 C/-41,3 F, warmest day in Pori 32,8 C/91 F)

Åbo Akademi University has a strong international profile. Out of our total student population (7 000 students) about 1 000 students are international students and out of these some 300 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 our domestic students.

Åbo Akademi University has been going through a structural reform. Since 1.1.2015 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

For more information about this reform, please see [http://www.abo.fi/personal/en/framtid\\_2013](http://www.abo.fi/personal/en/framtid_2013).

## 1.2 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 two main campuses, Åbo/Turku and Vasa/Vaasa, as well as two smaller campuses in Jakobstad/Pietarsaari and Helsingfors/Helsinki.

## 1.3 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 182,000. Founded in the 13th century, it is also the oldest city in Finland.

Åbo is one of the officially bilingual towns in Finland (approx. 5% speak Swedish). Åbo was the provincial capital of Finland until 1812, when it was moved to Helsinki/Helsingfors after Finland became an autonomous Grand Duchy of Russia.

Åbo is an important Baltic port both for 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 the beautiful archipelago with more than 20,000 islands.

For more information about Åbo, see [www.visitturku.fi/en](http://www.visitturku.fi/en).

## 1.4 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 of about 67,000, of which 25% are Swedish-speaking.

Vasa is a centre of education, both in terms of further education for Finnish students, and in terms of the fact that all future Swedish-speaking teachers in Finland get parts of their education in Vasa. Vasa is also an important centre for energy technology. In fact, a significant share of Finland's – and of all the Nordic countries' – energy technological industry is concentrated to this region.

Vasa is known as the sunniest town of Finland based on the number of sunny hours a year. The town got its name after the Swedish Royal House of Vasa (Gustav Vasa was the King of Sweden in the 16<sup>th</sup> century). Similar to Åbo, Vasa has a beautiful archipelago (Kvarken) which is also part of UNESCO's world heritage list.

For more information about Vasa, see [www.vaasa.fi](http://www.vaasa.fi) or [www.visitvaasa.fi](http://www.visitvaasa.fi).

For more information about Finland, see [www.visitfinland.com](http://www.visitfinland.com).

## 2. Getting started at the campus

### 2.1 Offices of Åbo Akademi University

#### Åbo Campus

##### *International Affairs*

Gripen (1st floor)

Tavastgatan 13, 20500 Åbo

Phone: +358 (0)2 215 4836

e-mail: [international@abo.fi](mailto:international@abo.fi)

[www.abo.fi/exchange](http://www.abo.fi/exchange)

Open: Mon-Fri 12.00-15.00

##### *Student Office (Studentexpeditionen)*

Gripen (1<sup>st</sup> floor)

Tavastgatan 13, 20500 Åbo

Phone: +358 (0)2 215 4169

e-mail: [studinfo@abo.fi](mailto:studinfo@abo.fi)

[www.abo.fi/student/en/studentexpedition](http://www.abo.fi/student/en/studentexpedition)

Open: Mon-Fri 12.00-15.00

##### *Career Services (Arbetsforum)*

Handelshögskolan

Henriksgatan 7, 20500 Åbo

Phone: +358 (0)2 215 4961

e-mail: [arbetsforum@abo.fi](mailto:arbetsforum@abo.fi)

[www.abo.fi/stodenhet/en/kontaktaoss](http://www.abo.fi/stodenhet/en/kontaktaoss)

Open: Mon-Fri 10.00-11:30, 12:30-15:00

##### *Human resources (Personalenheten)*

Main building

Domkyrkotorget 3, 20500 Åbo

Phone: +358 2 215 31 (switchboard)

e-mail: [HR@abo.fi](mailto:HR@abo.fi)

[www.abo.fi/personal/en](http://www.abo.fi/personal/en)

##### *Accessibility*

To discuss special arrangements regarding accessibility, please contact The Student Office (see above)

#### Vasa campus

##### *International Affairs*

Academill (E406)

Strandgatan 2, 65100 Vasa

e-mail: [international@abo.fi](mailto:international@abo.fi)

[www.abo.fi/exchange](http://www.abo.fi/exchange)

##### *Student Office (Studentexpeditionen)*

Academill (F4)

Strandgatan 2, 65100 Vasa

Phone: +358 (0)6 324 7115

Fax: +358 (0)6 324 7123

[www.abo.fi/student/en/studentexpedition](http://www.abo.fi/student/en/studentexpedition)

Open: Mon-Fri 10.00-15.00

##### *Academic Office (Studiekansli)*

Academill (F4)

Strandgatan 2, 65100 Vasa

[www.abo.fi/student/en/studiekansli](http://www.abo.fi/student/en/studiekansli)

##### *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](mailto:arbetsforum@abo.fi)

[www.abo.fi/stodenhet/en/kontaktaoss](http://www.abo.fi/stodenhet/en/kontaktaoss)

##### *Human resources (Personalenheten)*

Main building

Domkyrkotorget 3, 20500 Åbo

Phone: +358 2 215 31 (switchboard)

e-mail: [HR@abo.fi](mailto:HR@abo.fi)

[www.abo.fi/personal/en](http://www.abo.fi/personal/en)

##### *Accessibility*

To discuss special arrangements regarding accessibility, please contact The Student Office (see above)

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

Åbo:

Kåren

Tavastgatan 22 (3<sup>rd</sup> floor)

20500 Åbo

Phone: +358 (0)2 215 4650

[karen@abo.fi](mailto:karen@abo.fi)

[www.studentkaren.fi](http://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](mailto:karen@abo.fi)

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

Open Mon-Fri 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:

- Subsidised 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 centres, and in some shops and restaurants by showing their student card.
- Reductions in over 1,000 shops. To see the full list of the shops included in the benefits, please see <https://frank.fi/en/discounts/>.
- Basic health care at the Finnish Student Health Service (for further details, please see chapter 5.3).

#### Student Union Membership

There is a student union (Swe. *studentkår*, Fi. *ylioppilaskunta*) at every Finnish university. The student union membership is compulsory by law for all Finnish 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 degree students for the academic year 2015-2016 (58€ for one term), and 62€ for PhD students for the full academic year ([www.studentkaren.fi/english/membership-fee](http://www.studentkaren.fi/english/membership-fee)).

There are also many student associations within the university and within each faculty. These are sub-organisations of the student union, and the purpose of 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 organising e.g. meetings, parties and excursions. There are also student associations specifically for international students. For more information about all the different associations please see [www.studentkaren.fi/english/student-associations/](http://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 and Havtornen. There is also a gym and sauna in Kåren. ÅAS (in Åbo) offers free legal advice once a week together with the Student Union at the University of Turku (TYT). The Secretariat of the Student Union offers the members general help and consultation in academic, social and international affairs.

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/](http://www.studentkaren.fi/english/advice-for-students/).



### Finnish Student Card

The Finnish student card is called *studiekort* in Swedish and *opiskelijakortti* in Finnish, and is issued by the National Union of Finnish Students (FSF/SYL). To get a student card you have to be a member of ÅAS.

In order to obtain the student card you need to:

- Pay the Student Union fee.
- Register at the university.
- Order and pay the card with an electronic ordering form at [www.frank.fi/en](http://www.frank.fi/en) (note that a digital photo and a student number are required).

It normally takes about three weeks to process the cards. You have to collect your card from the Student Union Office by showing the receipt of the paid student union membership fee. The Finnish student card costs around 15€. In the beginning of the term while you are waiting for the student card, the receipt of the paid student union fee + ID can be used as proof of the membership.

The Finnish 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 your 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 subsidised 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/SFS).

For more detailed information please see [www.studentkaren.fi/english/the-student-card/](http://www.studentkaren.fi/english/the-student-card/).

## 2.3 Exchange Students

### University Registrations

The actual registration with the university is made online during the registration period 3.8-11.9 and 2.1-11.1. During other times the registration must be made in person at the

Education Service/Student Office. Before that you must obtain your personal username and password by signing a User Agreement form. This can be done at the Education Services/International affairs, in Åbo: Gripen building, Tavastgatan 13, in Vasa: Akademi, Strandgatan 2 on or after 3 August 2015. 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 Selfservice, for example your studentnumber. 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 11 September 2015 for the autumn term or 11 January 2016 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 with 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.

## Getting started at the campus

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.

### Study Counselling

If you need to consult someone about your studies, contact International Affairs or the study advisor of your department.

## 2.4 Degree Students

### University Registration

Students who have accepted the study entitlement by 15 July 2015 can register online provided that the student has a Finnish Personal Identity Code and Finnish banking codes to log into the [studyinfo.fi](http://studyinfo.fi) service with. The registration online can be made from 1 July onwards. The deadline for registration is 4 September. If a new student can not use the online registration service he or she can register in person during the registration period between 24 August and 4 September 2015. First-year degree students who have not registered by 4 September will lose their right to register. Note that a student must register every year. However, the registration procedures for new students are different than for those already enrolled. All students who have been registered during the previous year receive information via e-mail about registration as well as a registration form 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/Vasa.

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.

### 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](http://www.abo.fi/student/en/studiepsykolog).

## 2.5 PhD Students

### University Registration

PhD students enrol in the university at the Student 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. It should be noted that the membership benefits for PhD students are fewer than those of exchange/degree students. For more information, please see section 2.2 or [www.studentkaren.fi/english/membership-fee/](http://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. Faculties and departments vary on how study counselling for doctoral students is handled.

## 2.6 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 organisation can be any public or private enterprise, also a university. Normally students doing an internship, within a university or in another organisation, 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 within the Open University (ÖPU) and within continuing education.

A visiting student has the right to study only in the programme to which he/she has been accepted. However, if the programme 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 organising university.

## 2.7 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 just 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 programme (in Swedish). ([www.abo.fi/student/sv/undervisningsprogram](http://www.abo.fi/student/sv/undervisningsprogram))

### 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](http://www.abo.fi/student/en/etent)), but the possibility of writing an exam electronically needs to be checked with your lecturer.

There are certain general regulations regarding exams and essays, which can be found here: [www.abo.fi/student/en/regler](http://www.abo.fi/student/en/regler). Please note that departments and/or subjects may have additional regulations and guidelines. At Åbo Akademi University, cheating in an exam and plagiarising in an exam or an essay are strictly forbidden.

### Academic freedom and academic responsibility

The university has rules that must be followed. It is against the university regulations to cheat or to plagiarise in an examination or an essay. Plagiarism means that the work of someone

## Getting started at the campus

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 plagiarised, 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 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. <https://minplan.abo.fi>. To log onto MinPlan, you need your Åbo Akademi username and password.

For more information about MinPlan you can visit ÅAU's website providing useful guides for the purpose: [www.abo.fi/student/en/minplanmanualer](http://www.abo.fi/student/en/minplanmanualer).

### 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. 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 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 - 35 euros per 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*). The recommended amount of credits for one academic year is 60. The Bachelor's Degree (*kandidatexamen*) consists of 180 credits and the 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 A to E or 5 to 1 with A/5 being the highest score and E/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](http://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 euros. The order is done through the university webshop [www.abo.fi/student/en/nycklar](http://www.abo.fi/student/en/nycklar).



## 2.8 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 fill in the library card application online ([www.abo.fi/bibliotek/en/lanekort](http://www.abo.fi/bibliotek/en/lanekort) in Åbo and [www.tritonia.fi/?d=173&l=3](http://www.tritonia.fi/?d=173&l=3) in Vasa) and then visit the library to pick up your card. Remember to bring 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 library. For those studying at the Vasa Campus, course books can be found at the university 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. For libraries on the Åbo Campus, you use Alma and for books at Tritonia you use their database Tria. 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.

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 at 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](mailto:biblioteket@abo.fi)  
[www.abo.fi/bibliotek/en](http://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. 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.

The different units are:

- The Main Library (has a complete collection of all materials published in Finland since 1919)
- The ASA Library (course books, Information Studies, Women's Studies, Mathematics, Economics and Statistics, Sociology, Political Science, Public Administration)
- The Axelia Library (Department of Chemical Engineering, Department of Natural Sciences, The Accelerator Laboratory)
- The Biocity Library (Biochemistry and Pharmacy, Cell Biology, Environmental and Marine Biology, Parasitology)
- The Economics Library (Organisation and Management, International Marketing, Accounting)
- The Arts and Humanities Library (all subjects at the Faculty of Arts, including Psychology and Logopedics, as well as the Centre for Language and Communication)
- The ICT Library (Information Technologies)
- The Manuscript and Picture Unit



## Getting started at the campus

The printed material consists of over 2 million volumes. The library also 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 (<http://alma.linneanet.fi>) 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, please see: <http://www.abo.fi/bibliotek/en>.

### **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](mailto:kaupunginkirjasto@turku.fi)  
[www.turku.fi/library](http://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](http://www.turku.fi/library) or [www.vaskikirjastot.fi/en](http://www.vaskikirjastot.fi/en).

### *Vasa*

#### **Tritonia Academic Library (Vasa Campus)**

Universitetsstranden 7, 65200 Vasa

(The main library)

Phone: +358 6 324 8201

e-mail: [loans@tritonias.fi](mailto:loans@tritonias.fi)  
[www.tritonias.fi](http://www.tritonias.fi)

Tritonia offers services to a number of universities and universities of applied sciences in Vasa, including Åbo Akademi University. The library offers diverse services in Finnish, Swedish, and English. 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 Tria, 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 ([www.tritonias.fi/?d=173&l=3](http://www.tritonias.fi/?d=173&l=3)) or visiting the library. Proof of identity is required.

Tritonia has four different units:

- Tritonia Yliopistonranta (The Main Library) (Humanities, Education, Psychology, Technology, Business, Economics, Social Sciences, EU, coursebooks)
- Tritonia Raastuvankatu (Business, Economics, Restaurant and Tourism Management, Health Care)
- Tritonia Sarjakatu (Health Care, Biomedical Laboratory Science, Beauty and Cosmetics, Nursing, Radiography and Radiotherapy, Social Services, Advanced Clinical Nursing Care)
- Tritonia Allegro (in Jakobstad) (Art, Music, Education, Psychology, Business Economics)

The different units 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.tritonias.fi](http://www.tritonias.fi).

### **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](mailto: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. For further information, check the library's web page at <https://bibliotek.vaasa.fi>.

## **2.9 IT Facilities**

Åbo Akademi University has its own ICT services which provides the university's staff and students with IT services free of charge. ICT services maintains and develops programmes, gives instructions and information about the use of PCs and develops 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") is located in the ASA building:  
Fänriksgatan 3B, 20500 Åbo  
Open weekdays 8:15-16:00  
Phone: +358 (0)2 215 4777  
e-mail: [helpdesk@abo.fi](mailto:helpdesk@abo.fi).

*ICT services* in Vasa is located in Academill:  
Strandgatan 2, B-building 3rd floor  
Open weekdays: 8:15-16:00  
Phone: +358 (0)6 324 7000  
e-mail: [helpdesk-vasa@abo.fi](mailto:helpdesk-vasa@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](http://www.abo.fi/stodenhet/en/datacentralen).

### **Username and password**

After you have registered, ICT services will normally grant you a user account with access to the university's computers. The account and password information must be retrieved personally from ICT services. 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.

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.

### **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-addresses, i.e. the 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 this e-mail. Therefore, all students and staff are advised to use their abo.fi-email.

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 or 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 behaviour 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](http://www.abo.fi/stodenhet/klasser)), or contact your department.

### Wireless Networks

#### Åbo

For people with laptops or smartphones there is a wireless network called *Sparknet*. Once you have received your user account for the university computer network, you can use your e-mail address and password to access Sparknet. Sparknet covers the entire campus area and some parts of the city centre.

#### Vasa

In Vasa, students are encouraged to use *Eduroam* or the wireless network *Abo Akademi Guest*.

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 use the Eduroam network in other Eduroam organisations around the world.

## 2.10 Photocopying, Scanning & Printing

At Åbo Akademi University, printing and copying costs 3.3 cents per page (black andwhite)/25 cents per page (colour) for students. However, students have a quota of 12€ per six months (approx. 360 black and white pages). After this, students are charged per page. Students exceeding their quota will receive an invoice at the end of the period.

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.

A list of copying machines equipped with key readers can be found at the following adress: [www.abo.fi/stodenhet/mfd\\_placering](http://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 works as scanners (via e-mail). This is also described in the instructions posted at the copier.

## 2.11 Language Studies

Courses in Swedish and Finnish 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 M-buildings)  
Fabriksgatan 2, 20500 Åbo  
Phone: +358 (0)2 215 4365  
e-mail: [csk-kansli@abo.fi](mailto:csk-kansli@abo.fi)  
Office hours: Mon-Thu 9.00-12.00

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

- *Turun Iltalukio/Åbo Kvällsgymnasium*, [www.turuniltalukio.fi/](http://www.turuniltalukio.fi/)
- *Turku Summer University*, [www.turunkesayliopisto.fi](http://www.turunkesayliopisto.fi)
- *Turku Vocational Institute* (Turun Ammatti-instituutti/Åbo yrkesinstitut), [www.turkuai.fi](http://www.turkuai.fi)
- *Turku University of Applied Sciences*, [www.tuas.fi/en/](http://www.tuas.fi/en/)
- *Turun Suomenkielinen Työväenopisto*, <http://info.edu.turku.fi/tyovaenopisto/>
- *Åbo svenska arbetarinstitut*, <http://blog.edu.turku.fi/arbisp/>
- *Turku Christian Institute*, [www.turunkristillinenopisto.fi/](http://www.turunkristillinenopisto.fi/)

### Vasa

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

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

Vasa:

- *Vasa arbetarinstitut*, [www.vaasa.fi/arbisp](http://www.vaasa.fi/arbisp)
- *Vaasan suomenkielinen työväenopisto*, [www.vaasa.fi/vaasa-opisto](http://www.vaasa.fi/vaasa-opisto)
- *Vaasa Summer University*, <http://www.vaasankesayliopisto.fi>
- *Vaasan aikuiskoulutuskeskus*, [www.vakk.fi](http://www.vakk.fi)
- *The Swedish Evangelical Folk High School in Ostrobothnia*, [www.efo.fi/wordpress/en/](http://www.efo.fi/wordpress/en/)

### Courses and information available on the Internet

- <https://studyinfo.fi/wp2/en/>
- [www.yle.fi/opinportti/supisuomea](http://www.yle.fi/opinportti/supisuomea)

### 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 centres when you need a certificate of your language skills.

## 2.12 Grants and Scholarships (Apurahoja / Stipendier)

The study in Finland website, [www.studyinfo.fi](http://www.studyinfo.fi), contains a database of English-language degree and non-degree programmes, information about Finland as a study destination, Finnish higher education institutions, and practicalities concerning scholarships, admissions systems and living in Finland.

CIMO has a number of scholarship programmes for doctoral level studies and research at Finnish universities. For more information, see [www.cimo.fi](http://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, please see [www.skr.fi](http://www.skr.fi).

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

A search engine in Swedish for grants available in Finland is Luckan. To get an idea about what is available and for various links concerning different grants and scholarships, please visit [fyrk.luckan.fi](http://fyrk.luckan.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 between 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 please see:  
[www.aurora-tietokanta.fi](http://www.aurora-tietokanta.fi).

Information about research grants at Åbo Akademi University can be found at [www.abo.fi/forskning/en/finansiering](http://www.abo.fi/forskning/en/finansiering).

## 2.13 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 neighbouring area. The programme period is one term. The application form and more information can be found at: <http://www.abo.fi/student/en/Content/Document/document/27447>



## 3. State Regulations and Insurances

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 this is a guideline, 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](http://www.formin.fi)).

International students studying for a degree or participating in an exchange programme that exceeds three months need a Personal Identity Number in Finland.

### 3.1 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/](http://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 3.2.

#### Citizens of EU/EEA-countries and Switzerland

Citizens of EU/EEA-countries and Switzerland must register their right to reside (*uppehållsrätt/oleskeluoikeus*) in Finland if they intend to stay longer than 3 months. International students studying for a degree or participating in an

exchange programme that exceeds three months also need a Personal Identity Code in Finland. The application for a Finnish Personal Identity Code can be filed at the local police station. You register at the local police authority in Finland. A registration fee of 50€ will be charged at the police station. This registration of your right to reside as a student (*uppehållsrätt för studerande/opiskelijan oleskeluoikeus*) will thus be your equivalence of a residence permit for students. For the registration you will need:

- A completed application form (can be collected at the local police station)
- A valid passport or other ID accepted by the authorities
- The acceptance or appointment letter issued by the university
- A copy of your lease

Please see end of chapter for contact information to the Åbo and Vasa police stations.

#### 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 the student's or researcher's home country before arrival to Finland. Generally, the residence permit is valid for up to one year and can be extended at the local police station in Finland. 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 3.3 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](http://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 in Finland. 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 programme must show proof of acceptance to this programme 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](http://www.migri.fi)). Please check travel documents accepted by Finland by country: [www.formin.fi](http://www.formin.fi).

### 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 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, the student may also be asked to submit a study plan showing that he/she intends to finish his/her 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.

#### *Åbo police station:*

Varsinais-Suomen poliisilaitos  
Polisinrättningen i Egentliga Finland,  
Eriksgatan 40–42  
FI-20101 Åbo  
Phone: +358 (0)295 440 501 (switchboard)  
Office hours: Mon-Fri 8.00-17.00, Sat 8.00-15.00  
[www.poliisi.fi/varsinais-suomi](http://www.poliisi.fi/varsinais-suomi)

#### *Vasa police station:*

Pohjanmaan poliisilaitos  
Polisinrättningen i Österbotten  
Korsholmsesplanaden 45  
FI-65100 Vasa  
Phone: +358 (0)295 440 511 (switchboard)  
Office hours: Monday-Friday 8.00-16.15  
<https://www.poliisi.fi/pohjanmaa>

Most license services at both Varsinais-Suomi Police Department and Pohjanmaa Police Department are available by appointment only. The reservations can be made by calling the specific customer service line or online (<https://asiointi.poliisi.fi/ajanvaraus/reservations>). In the service hall at Åbo police station, there is also a computer that can be used to make the reservation. Appointments can also be reserved at service desks where you can collect ready documents at each police station using the

appointment system. The phone number for the appointment reservation line is 0295 440 501 (switchboard, Åbo) and 0295 449 389 (Vasa). The service line is open from Monday to Friday between 9:00 and 11:00.

## 3.2 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 organisation of elections, employment and taxation, health care, statistical purposes, and in judicial administration. Naturally, all information is treated confidentially.

International students studying for a degree or participating in an exchange programme that exceeds three months need a Personal Identity Code in Finland (*personnummer/henkilötunnus*). The personal identity code is issued by the Local Register Office (*magistraten/maistraatti*) 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 and for applying for certain benefits.

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](http://www.tax.fi).

For more information regarding the registration, please contact:

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

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

**N.B.** All registrations at Maistraatti/Magistraten 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 (*flyttningsanmälan/muuttoilmoitus*) must be made every time a person moves within or away from Finland. Notification

forms are available at all post offices and *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 on the Internet, see: [www.posti.fi/changeaddress/](http://www.posti.fi/changeaddress/).

### 3.3 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. 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 appropriate criteria.

#### Researchers

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. 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 in 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.

### **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 1164,75 euros a month (year 2015).

### 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. 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 more information about the social security provided by Kela/Fpa, please visit [www.kela.fi](http://www.kela.fi).

#### *The local office in Åbo:*

Kansaneläkelaitos/Folkpensionsastalten  
Street address: Eriksgatan 26, 20100 Åbo  
Postal address: PL 22, 00232 Helsinki  
Open Mon 9.00-17.00, Tue-Fri 9.00-16.00

#### *The local office in Vasa:*

Kansaneläkelaitos/Folkpensionsastalten  
Street address: Fredsgatan 24, 65100 Vasa  
Postal address: PL 22, 00232 Helsinki  
Open Mon-Fri 9.00-16.00

Kela has nationwide customer service numbers for different benefits. The service is open Monday through Friday 8.00-18.00.

Kela card, European Health Insurance Card, phone: +358 (0) 20 692 223 (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 (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.

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).

Åbo Akademi University has 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](http://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 1.18/0.71€ per day (2015).

### **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 your eligibility for reimbursements, present your personal *Kela/Fpa card* at the pharmacy or the 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](http://www.abo.fi/personal/en/olycksfall). You can also contact [HR@abo.fi](mailto: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](mailto: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](mailto:HR@abo.fi) for more information.

### **Insurance information for scholarship holders**

#### *Pension and accident insurance (obligatory)*

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 euros, which is equivalent to 3,751.07 euros (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, please visit [www.mela.fi/en/grant-and-scholarship-recipients](http://www.mela.fi/en/grant-and-scholarship-recipients).

### *Pension Insurance for Scholarship Holders (voluntary)*

ÅA 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 ÅA 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.

## 3.4 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 if 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 A (ground 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.

### **The Finnish Ministry of Justice**

On the webpage of the Ministry of Justice ([www.om.fi](http://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 this can be obtained from:

*Varsinais-Suomen Oikeusaputoimisto/  
Egentliga Finlands rättshjälpsbyrå*  
Humlegårdsgatan 1, 4th floor  
20100 Åbo

Phone: +358 (0) 29 566 0420 (switchboard)

e-mail: [turku.oikapu@oikeus.fi](mailto:turku.oikapu@oikeus.fi)

Open Mon-Fri 8.00-16.15

In Vasa this can be obtained from:

*Keski-Pohjanmaan ja Pohjanmaan/  
Mellersta Österbottens och Österbottens  
rättshjälpsbyrå*

Vasaesplanaden 20 B, 5th floor  
65100 Vasa

Phone: +358 (0)29 566 1240 (switchboard)

e-mail: [pohjanmaa.oikapu@oikeus.fi](mailto:pohjanmaa.oikapu@oikeus.fi)

Open Mon-Fri 8.00-16.15

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/](http://www.oikeus.fi/oikeusapu/en/).

### 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: Berggatan 24, 00100 Helsinki

e-mail: [yvv@oikeus.fi](mailto:yvv@oikeus.fi)

[www.ofm.fi](http://www.ofm.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](http://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*

Broholmsgatan 12 A, 00530 Helsingfors

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

e-mail: [posti@kkv.fi](mailto:posti@kkv.fi)

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

Phone: +358 (0) 29 553 6901 (in Finnish) or +358 (0) 29 553 6902 (in Swedish)

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.

## 3.5 Embassies in Finland (ambassad/suurlähetystö)

If something happens during your stay in Finland, you might need the help of your country's embassy. 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](http://www.formin.fi)).

### 3.6 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.

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](http://www.kela.fi). See also chapter 3.3 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.



# 4. Employment Issues

## 4.1 Students, Researchers, Staff

For information about working and taxation in Finland, please check: [www.intofinland.fi](http://www.intofinland.fi). The webpage is a service point of the Social Insurance Institution of Finland (Kela/Fpa) and the Tax Administration and is 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](http://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 MIGRI ([www.migri.fi/studying\\_in\\_finland/right\\_to\\_employment](http://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.

### 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](http://www.migri.fi) for more information.

## 4.2 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

## Employment Issues

Swedish language skills. Knowledge of English is usually not sufficient. This applies to part-time jobs also.

The Academic Career Services (*Arbetsforum*) is specialised in finding employment for students. Their services for students include:

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

For further information, contact:

### Åbo

Arbetsforum/Career Services  
Henriksgatan 7 (Hanken)  
Phone: +358 (0) 2 215 4116 or  
+358 (0)2 215 4961  
[www.abo.fi/arbetsforum](http://www.abo.fi/arbetsforum)  
e-mail: [arbetsforum@abo.fi](mailto:arbetsforum@abo.fi)

### Vasa

Arbetsforum/Career Services  
Strandgatan 2, F4  
Phone: +358 (0)6 3247 131  
[www.abo.fi/arbetsforum](http://www.abo.fi/arbetsforum)  
e-mail: [arbetsforum@abo.fi](mailto: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](http://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 55 J.

### Åbo

Åbo Employment Office  
Slottsgatan 52 B  
FI-20100 Åbo  
Office hours: Mon-Fri 9.00-15.45.  
Phone: +358 (0) 295 044 500 (switchboard)  
e-mail: [kirjaamo.varsinais-suomi@te-toimisto.fi](mailto:kirjaamo.varsinais-suomi@te-toimisto.fi)

### Vasa

Vasa Employment office  
Wolffskavägen 35 B  
FI-65101 Vasa  
Phone: +358 (0) 295 056 000 (switchboard)  
e-mail: [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](http://www.mol.fi).

## 4.3 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. 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](http://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 3.2). 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](http://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. (For the 2015 income year, the deadline is May 2016). 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 2015 this amount is 20,070.64 euros). Please consult the tax administration concerning any tax consequences possibly arising from the payment of the grant.

#### Åbo

Varsinais-Suomen verotoimisto/  
Egentliga Finlands skattebyrå  
Lemminkäinengatan 14-18 (DataCity)  
P.O. Box 921, FI-20101 Åbo  
Phone: +358 (0)20 612 000 (switchboard)  
Fax: +358 (0)20 613 1218  
Open: Mon-Fri 9.00-16.15

#### Vasa

Pohjanmaan verotoimisto/  
Österbottens skattebyrå  
Tvärgränden 7  
P.O. Box 226, FI-65101 Vasa  
Phone: +358 (0)20 612 001 (switchboard)  
Fax: +358 (0) 20 613 7850  
Open: Mon-Fri 9.00-16.15

Information on international taxation is also available by phone at the following enquiry number +358 20 697 024. This service is available in English Mon-Fri at 9.00-16.15.

## 4.4 Trade Unions (fackföreningar/ammattiliitot)

An important function of Finnish trade unions 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 organisations 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' organisations, 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/](http://www.pardia.fi/in_english/)

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

*Akademiska Informationsspecialister/ Informaatioalan Akateemiset*  
[www.informaatioalanakateemiset.fi/](http://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](http://www.yll.fi/en)

Finnish Union of University Researchers and Teachers (*Förskarförbundet/Tieteentekijöiden liitto*) [www.tieteentekijoidenliitto.fi/en](http://www.tieteentekijoidenliitto.fi/en)

Academic Engineers and Architects in Finland (*Teknikens Akademikerförbund/Tekniikan Akateemiset*) [www.tek.fi/en](http://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](http://www.oaj.fi/cs/oaj/public_en)

## 5. Health Care

### 5.1 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](http://www.europa.eu).

### 5.2 Municipal Health Care Centres

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 centre treatment is arranged within three months and specialised 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 centres in Åbo. The health care centres are open from Monday to Friday 8.00-16.00, closed on weekends and on national holidays. The city of Turku's Welfare Division provides medical advice over the phone, call 02-10023. You can call there on weekdays from 8.00-15.00. Your call will be answered by a trained nurse. If there is no immediate life threatening situation, patients requiring urgent treatment should first attend their local health centre between 8.00-15.30. Your postcode determines your local health centre. For an appointment to see a doctor, call +358 (0)2 231 4543.

The hearing-impaired have their own service for the evaluation of medical care, counselling and making an appointment at a health centre. This can be contacted during office hours by texting +358 (0)44 907 3824.

For more information see [www.turku.fi](http://www.turku.fi) > Health.

#### *Vasa*

There are six municipal health care centres in Vasa. The health care centres 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:

Mon-Sun 16:00 (14:00)-8:00, visit the Accident & Emergency Clinic (Vaasa Central Hospital), Y-building, Hietalahdenkatu 2-4, Vasa. Appointments are not made, patients are examined in order of arrival and type of illness. 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 centre services, primary health care includes maternity and child welfare clinics, school health care, medical rehabilitation and dental care. Local authorities also provide specialised medical care through the municipal hospital districts. Primary health care is provided by municipal health care centres. 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 organise occupational health care and occupational rehabilitation for employees (see chapter 5.5).



### 5.3 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 2.3)). All services at FSHS, except for dental care, are free of charge.

Appointments are offered with public health nurses, physiotherapists, general practitioners and specialists (for example gynaecologists and dermatologists). 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 15 FSHS health care centres in Finland.

Note, however, that FSHS services are not available to doctoral students. For further information on how to book an appointment, please see [www.yths.fi/en](http://www.yths.fi/en).

In Åbo, FSHS is located on Kyrkogatan 13, phone: +358 (0) 46 710 1050, [www.yths.fi/en](http://www.yths.fi/en)

In Vasa, FSHS is located on Hovrättsplanaden 15 C, phone: +358 (0)46 710 1097, [www.yths.fi/en](http://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 own health centre.

When FSHS is closed you can call the emergency service in order to ask advice concerning your need for treatment:

#### Åbo

Tyks, T-hospital, Savitehtaankatu 1  
Phone: +358 (0)2 313 8800

#### Vasa

Vaasa Central Hospital, Sandviksgatan 2-4, Y-building  
Phone: +358 (0)6 213 10 01.

FSHS online cancelling service is available at [www.yths.fi/en/appointments](http://www.yths.fi/en/appointments). This service allows you to check all your appointment times and to cancel general health and oral health appointments if necessary. Use your online banking ID or mobile ID to log on to the system. The penalty fee for no-show appointments (25€) 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.

### 5.4 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*), and 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) centre, providing 24/7 specialised medical care and treatment to those who have suddenly fallen ill or sustained an injury. It's located at Keramiksfabriksgränd 1. You can also call the advice centre, +358 (0)2 313 8800.

Vaasa Central Hospital (*Vasa centralsjukhus/Vaasan keskussairaala*), address: Sandviksgatan 2-4, phone +358 (0)6 213 1001, is the district hospital for the municipalities of the Ostrobothnian coastal district. Webpage: [www.vaasankeskussairaala.fi/In\\_English/Frontpage](http://www.vaasankeskussairaala.fi/In_English/Frontpage).

If treatment of an illness or continued examinations requires it, the doctor at the health care centre, occupational health care centre 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](http://www.turku.fi) (City of Åbo), or for TYKS at [www.vsshp.fi/en/4830](http://www.vsshp.fi/en/4830) (Turku University Hospital) and [www.vaasankeskussairaala.fi/In\\_English/Frontpage](http://www.vaasankeskussairaala.fi/In_English/Frontpage) (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.

## 5.5 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 specialises 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/](http://www.terveystalo.com/en/) or by calling +358 (0)30 63 33250.

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

## 5.6 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 Vasa. Below you will find a list of the biggest private clinics:

### Åbo

Mehiläinen Turku/Åbo  
Köpmansgatan 8  
Phone: +358 (0)2 414 0111  
[www.mehilainen.fi](http://www.mehilainen.fi)

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

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

Neo (orthopedics & dentist) Turku/Åbo  
Joukahaisgatan 6  
[www.neoturku.fi](http://www.neoturku.fi)

### Vasa

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

Terveystalo Vaasa/Vasa  
Storalånggatan 28-30  
Phone: +358 (0)30 6000  
[www.terveystalo.com](http://www.terveystalo.com)

### 5.7 Crisis Prevention

The Finnish Student Health Service (FSHS) offers mental counselling and crisis therapy for students.

#### Åbo

Treatment need assessment and appointment: Appointments from Mon-Thu can be made between 8.00-15.00, Fri between 8.00-14.00 on +358 (0)46 710 1050. In acute cases please contact between 8.00-9.00.

Where to call the FSHS health centre in Åbo is closed: in the evenings and at weekends contact the emergency service of the City of Turku health centre on +358 (0)2 10023 or +358 (0)2 313 8800. You can also find some useful information on the FSHS webpage [www.yths.fi](http://www.yths.fi).

#### Vasa

Treatment need assessment and appointments for students: call the general health service number on +358 (0)46 710 1097 from Mon-Thu between 8.00-15.00 and on Fri between 8.00-14.00. Consultations/appointments with a psychologist or psychiatrist is also available if necessary via the service number.

When the FSHS health care centre in Vasa is closed: please contact your own health centre Mon-Thu between 8.00-16.00 and on Fri between 8.00-14.00. In the evenings, nights and weekends: Vaasa Central Hospital ([www.vaasankeskussairaala.fi/](http://www.vaasankeskussairaala.fi/)), Sandviksgatan 2-4, Y-building, +358 (0)6 2131001. Emergency psychiatric services available at the Psychiatry Outpatient Clinic of Vaasa Central Hospital, Seriegatan 2: you need a referral for that. You can contact to on-call nurse any time, 24/7 and get counselling and information, +358 (0)40 516 2174 (local call fee)

#### 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 Åbo. For more information please contact: Crisis Prevention Centre - The Finnish Association for Mental Health, Mariegatan 6b, 3rd floor. Phone: +358 (0)2 233 3442 or +358 (0)40 8223 961. Open Mon-Fri 9.00-16.00.

The national crisis hotline offers immediate support for people in a crisis and their loved ones. Please call +358 (0) 1019 5202. Open Mon-Fri 9.00-7.00, Sat-Sun and holidays 15.00-07.00. Check also [www.mielenterveysseura.fi](http://www.mielenterveysseura.fi).

### 5.8 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. In Åbo there is unfortunately not a single pharmacy open 24/7, and only one pharmacy is open 7.00-23.00 every day: Universitetsapoteket/Yliopiston apteekki, Universitetsgatan 25; phone: +358 (0)300 20200.

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

- Kuppis apotek/Kupittaa apteekki, Kommunalsjukhusvägen 20, phone: +358 (0)2 251 7222, [www.kupittaaapteekki.fi](http://www.kupittaaapteekki.fi)
- Slottsapoteket/Linnan apteekki, Köpmansgatan 10, phone: +358 (0)2 275 0400, [www.linnanapteekki.fi](http://www.linnanapteekki.fi)
- Nummisbackens apotek/Nummenmäen apteekki, Tavastlandsvägen 24, phone: +358 (0)2 276 4740, [www.nummenmaenapteekki.fi](http://www.nummenmaenapteekki.fi)
- St. Henriks apotek/Pyhän Henrikin apteekki, Kalevavägen 41, phone: +358 (0)2 275 2150, [www.pyhahenrik.fi](http://www.pyhahenrik.fi)
- Domkyrkoapoteket/Tuomiokirkkoapteekki, Eriksgatan 5, phone: +358 (0)2 279 1200, <http://turuntuomiokirkkoapteekki.fi/>

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

- Vasa centralapotek/Vaasan keskusapteekki, Hovrättsplanaden 20, phone: +358 (0)6 - 319 1100, [www.apocentral.fi](http://www.apocentral.fi)

- Kyrkoapoteket/Kirkkoapteekki,  
Hovrättsplanaden 9, phone: +358 (0)6 319 6400, [www.vaasankirkkoapteekki.fi/](http://www.vaasankirkkoapteekki.fi/)
- Brändö apotek/Palosaaren apteekki,  
Brändövägen 19, phone: +358 (0)6 317 3218, [www.palosaarenapteekki.com](http://www.palosaarenapteekki.com)
- Gamla apoteket/Vanha apteekki,  
Vasaesplanaden 13, phone: +358 (0)6 357 5300, [www.vanha-apteekki.fi](http://www.vanha-apteekki.fi)
- Dragnäsbäck Apotek/Vetokannaksen apteekki, Gerbyvägen 14,  
phone: +358 (0)6 321 2775, [www.vetokannaksenapteekki.fi/](http://www.vetokannaksenapteekki.fi/)

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

## 5.9 Summary

If you become ill during your stay in Finland and you do not recognise 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](http://www.yths.fi/en).

### Health Centre Centre 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)2 100 23 (Åbo) or +358 (0)6 213 1001 (Vasa). During work hours (Mon–Fri 8.00–16.00), please contact your own municipal health care centre or Student Health Service (if you are eligible to be treated there) for guidance.

## 6. Welfare Benefits

### 6.1 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 all municipal and private day care centres and family day care centres 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](http://www.turku.fi) > English > Education > Child care/Pre-school. Other languages are offered by private day care centres (in 2015 Russian, English and French available).

#### *Daycare Daisy (Finnish/English)*

Studentbyn 25B (Student village)

20540 Åbo

Manager Päivi Vilppula, phone: +358-2-2323362,

email: [daycare@daisy.fi](mailto:daycare@daisy.fi)

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

#### *Wendy House (Finnish/English)*

Fjärde linjen 3

20100 Åbo. Phone: +358 (0)2 333 1686 or +3584

113 0803, email: [leikkikoulu@wendyhouse.fi](mailto:leikkikoulu@wendyhouse.fi)

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

#### *Trivium Kiddy Care (Finnish/English)*

Lemminkäinenkatu 32

20520 Åbo

Phone: +358 40 730 9029

#### *L'Hexagone (Finnish/French)*

Slottsgatan 64

20100 Åbo

Phone: +358 (0)400 914 235 or +358 (0)40 556 5109

email: [info@hexagone.fi](mailto:info@hexagone.fi)

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

#### *Miskatalo (Finnish/Russian)*

Hantverkaregatan 2

20100 Åbo

Phone: +358 (0)44-522-4668

email: [info@miskatalo.fi](mailto:info@miskatalo.fi)

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

#### *Vasa*

For information about municipal day care centres and family day care in Vasa please check the website of the City of Vasa: [www.vaasa.fi/en/services/day-care](http://www.vaasa.fi/en/services/day-care)

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

#### *Vaasa English Playschool (Finnish/English)*

Björnvägen 11

65350 Vasa

Phone: +358 (0)6 3151411

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

#### Pre-School

Pre-school education is aimed at children who will start their compulsory school education the following year. In 2015–2016 this concerns children born in 2009. Pre-school education is free of charge. Day care, if needed, is liable to charge.

Please check [www.turku.fi](http://www.turku.fi) > Education or [www.vaasa.fi](http://www.vaasa.fi) > Service Guide for more information.

#### 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/](http://www.mll.fi/en/short_term_child_care_services/)



## 6.2 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 Turku and Vaasa regions follow the curriculum.

Basic education is given in the schools of Turku in Finnish at 33 schools, in Swedish at 4 schools and in English at the Turku International School ([www.tis.utu.fi](http://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.

Vaasa City maintains 20 Finnish-speaking schools and 6 Swedish-speaking schools that provide basic education. There are also the Swedish-speaking state school Vasa Övningsskola and the private schools Vaasa Christian School and Vaasa Rudolf Steiner School.

Please check [www.turku.fi](http://www.turku.fi) > Education or [www.vaasa.fi](http://www.vaasa.fi) > Service Guide > Teaching and Education for more information.

### Upper Secondary Education

Upper secondary education is given in the schools of Turku in Finnish at 6 schools, in Swedish at Katedralskolan i Åbo and in English at the Turku International School ([www.tis.utu.fi](http://www.tis.utu.fi)). In the Turku International School, the courses are in English and the exam taken at the end of secondary education is the International Baccalaureate. 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 Vaasa upper secondary education is given in Finnish at Vaasan lyseon lukio and in Swedish at Vasa gymnasium. In addition to the upper secondary schools administrated by the City, also the Åbo Akademi University Vasa

Övningsskola (incl. IB-programme) and Steiner School operate in Vaasa.

### Turku International School

[www.tis.utu.fi](http://www.tis.utu.fi)

Turku International School was founded in 2003 and is primarily aimed for international children living either temporarily or permanently in Turku. Additionally, Finnish children returning home after several years abroad attend this school. Language competence tests are organised 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 Baccalaureat Diploma Programme. For more information and application, please contact the Head of School Mr. Vesa Valkila ([vesa.valkila@utu.fi](mailto:vesa.valkila@utu.fi)).

## 6.3 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 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 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 being 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](http://www.kela.fi). All benefits for families with children can be applied for on Kela's website.

## 7. 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.

### 7.1 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](mailto:rentalservice@tys.fi)

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

Open Mon-Thu 9.00-15.45, Fri 9.00-14.45

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

The rent for TYS flats and rooms varies from 222 to 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 income 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 on living in 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](http://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 Turku rents apartments for exchange students in Retrodorm, situated in Luolavuori. The rooms are furnished single rooms. Most rooms have their own toilet, but share showers and a kitchen with others. The rent is 280 €/month (including water, electricity and internet).

##### *Retrodorm*

Virvoitusvägen 3, 20720 Åbo

Phone: +358 40 673 1251

e-mail: [retrodorm@turku.fi](mailto:retrodorm@turku.fi)

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

#### TVT Asunnot

The City of Turku offers some furnished shared apartments for students. The rent is 400€/month and includes electricity, water, furniture and internet access.

##### *TVT Asunnot Oy*

Hantverkaregatan 3, 20100 Åbo

Phone: + 358 2 262 4888

e-mail: [asuntohakemukset@tvf.fi](mailto:asuntohakemukset@tvf.fi)

[www.tvtasunnot.fi/students/](http://www.tvtasunnot.fi/students/)

Open: Mon 10.00-17.00, Tue-Fri 10.00-16.00

## 7.2 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](mailto:asuntotoimisto@voas.fi)

[www.voas.fi/en](http://www.voas.fi/en)

#### Lärkan

Åbo Akademi University has 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 centre. 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](mailto:isp.vaasa@realia.fi)

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

## 7.3 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

Tavastgatan 14, 20500 Åbo

Phone: +358 (0)2 233 8308

e-mail: [turku@ovv.com](mailto:turku@ovv.com)

[www.ovv.com](http://www.ovv.com)

You can try [www.vuokraovi.com](http://www.vuokraovi.com), which also has information in English.

For furnished apartments, have a look at

[www.kalustettuasunto.fi](http://www.kalustettuasunto.fi) and [www.forenom.fi/](http://www.forenom.fi/).

In addition, you can check the advertisements in the local newspapers *Turun Sanomat* and *Åbo Underrättelser* (Åbo) and *Vasabladet* (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.

## 7.4 Practical Matters Related to Housing

There are various guides on 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](http://www.soa.fi)

*Turun Ylioppilaskyläsäätiö*, [www.tys.fi](http://www.tys.fi) > Tenant

VOAS [www.voas.fi/guide/index.html](http://www.voas.fi/guide/index.html)

### The Starting Package (exchange students only)

TTY, ÅAS and Turku University of Applied Sciences all provide a starting package service for exchange students in Åbo. Exchange students

may borrow this package, which contains household items, after having paid the Student Union Fee.

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. You pay 70€ for the package, of which 50€ is a deposit. For more information, please visit their website.

*The Starting Package Office in Åbo*

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

e-mail: [startingpackage@utu.fi](mailto:startingpackage@utu.fi)

For exchange students in Vasa, a similar service is provided by the Student Union at Åbo Akademi University. The same conditions apply to the starting package in Vasa as in Åbo. The price is 70€, of which 50€ is a deposit. For more information, please see [www.studentkaren.fi/english/starting-package/](http://www.studentkaren.fi/english/starting-package/).

*The Starting Package in Vasa*

e-mail: [startingpackage@abo.fi](mailto:startingpackage@abo.fi)

## 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 for any possessions stolen (excess required).

## Internet Connection – Living in a 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. Further information on tariffs, general regulations and agreements you can find on [www.yok.fi](http://www.yok.fi).

## Internet Connection – Living in a 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.

## Sparknet and Eduroam

SparkNet is the largest wlan (Wireless Local Area Network) in Finland. SparkNet is accessible for all public officials in Åbo and personnel and students of institutions of higher education. You can connect to SparkNet using your abo email address and password. For further information and a complete list of coverage areas, see [www.sparknet.fi](http://www.sparknet.fi). Sparknet is not available in Vasa.

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 use the Eduroam network in other Eduroam organisations around the world. The coverage of the wireless Eduroam on campus increases continuously but it is still in early stages.

## Lost keys – Living in a Student Village Foundation Accommodation

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.

If you live in a flat or room provided by the Student Village Foundation in Åbo, you can get a spare key from their respective 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 caretaker will charge you to open your door. This 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 – Living in a 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 door vary between companies and depending on the time of the day or night that you are in need of the spare key.

### **Laundry – Living in a 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 TYS's webpage: <http://booking.tys.fi/auth/login>. If you are unable to use your reserved slot, please cancel it from the same webpage.

### **Laundry - Living in a 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 – Living in a 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](http://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)204 28 2000.

### **Repairs – Living in a 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.

## 7.5 Recycling

Recycling is quite common in Finland. In fact, 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. Please note that Vasa has a slightly different recycling system where cardboard is not recycled separately but sorted with burnable waste (please see [www.stormossen.fi/dagligt\\_avfall](http://www.stormossen.fi/dagligt_avfall) for a more extensive guide). 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](http://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).

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

### *Turun Ekotori*

Kyrkovägen 10  
phone +358 (0)44 700 7400

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

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

*Topinoja waste treatment centre* accepts hazardous waste from households and electrical and electronic scrap. Långholmsgatan 7, Åbo, [www.tsj.fi/etusivu\\_en](http://www.tsj.fi/etusivu_en).



## 8. Travel and Transport

Both Åbo and Vasa are fairly small cities and distances rarely get too long. You can often get around on foot or by bike. Note, however, that you should not walk in the marked bicyclist's lane, but in the lane marked for pedestrians. For your own safety, cross the street only when the light is green and definitely wear a reflector tag when it is dark. For longer distances the public transport systems are at your service.

### 8.1 Biking

By bike you can go almost anywhere in Åbo/Vasa, and often much faster than by car. 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:

#### *Turku Touring*

Auragatan 4  
20100 Åbo  
Phone: +358 (0)2 262 7444  
<http://opaskartta.turku.fi/> (Åbo)

#### *Vasa Tourist Information/Vaasan Seudun Matkailu*

Rådhusgatan 30  
65100 Vasa  
Phone: +358 (0)6 325 1145  
<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 centres. At least in Åbo, the police also keeps an action in the autumn where

they sell unclaimed found/stolen bikes. If you only wish to rent a bike for the day, contact the tourist information.

### 8.2 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.

Bus timetables are found online, in printed form at the local transport service office, and sometimes at the bus stops. The city of Åbo also offers an online trip planner service: Brahe Trip Planner <http://reittiopas.turku.fi/en/>. For more information about costs, timetables, routes etc., please visit the local transport service office or their websites:

#### *Åbo*

Åbo Lokaltrafik  
Auragatan 5  
20100 Åbo  
Open: Mon-Fri 8.00-18.00, Sat 9.00-14.00  
[www.foli.fi/en](http://www.foli.fi/en)

#### *Vasa*

Vasa Lokaltrafik  
Hovrättsplanaden 11  
65100 Vasa  
Open: Mon-Fri 11.00-16.30  
[www.vaasanpaikallisliikenne.fi](http://www.vaasanpaikallisliikenne.fi)

## Travel and Transport

In order to get a student discount you have to show proof of being a formal exchange or degree student. This is either done by showing your official student card or a signed and stamped form from Åbo Akademi University.

### Long Distance Buses

With their Finnish student card, or with 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 Bus Station  
Aningaisgatan 20  
20100 Åbo

Vasa Bus Station  
Bangatan 1  
65100 Vasa

For more information about timetables, fares and routes, please see [www.matkahuolto.fi/en](http://www.matkahuolto.fi/en). You can also find cheap tickets at [www.onnibus.fi](http://www.onnibus.fi) and at [www.xn--bus-tla.fi/en/front-page](http://www.xn--bus-tla.fi/en/front-page) (Åbo).

### 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.

In Åbo, call +358 (0)2 10041

In Vasa, call +358 (0)6 100 411 or +358 (0)600 300 11

### Car Rental

To be able to rent a car in Finland you must be at least 20 years old and have had your driving licence 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](http://www.avis.fi)

Budget, [www.budget.fi](http://www.budget.fi)

Hertz, [www.hertz.fi](http://www.hertz.fi)

Europcar, [www.europcar.fi](http://www.europcar.fi)

Transwell, [www.transwell.fi](http://www.transwell.fi)

### Trains

All railway traffic in Finland is handled by the state owned railway company VR ([www.vr.fi](http://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 45% and 55% 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 Railway Station  
(*Turun rautatieasema/Åbo järnvägsstation*)  
Bangårdsgatan 37, 20100 Åbo

Kupittaa/Kuppis Railway Station,  
(*Kupittaan rautatieasema/Kuppis järnvägsstation*)  
Joukahainengatan 6., 20520 Åbo

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](http://www.vr.fi).

## 8.3 Accommodation

The webpage [www.turkutouring.fi](http://www.turkutouring.fi) has a collection of places to stay in Åbo and in the neighbouring areas. For Vasa, see the website of the tourist information in Vasa: [www.visitvaasa.fi](http://www.visitvaasa.fi). In addition to hotels, there are also hostels, 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](http://www.visitfinland.com) for tips on where to stay, how to travel there and things to see and do.



## 9. Services

### 9.1 Bank Services

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

- Aktia, [www.aktia.fi](http://www.aktia.fi)
- Liedon osuuspankki (Åbo), [www.poppankki.fi](http://www.poppankki.fi)
- Kyrönmaan osuuspankki (Vasa), [www.poppankki.fi](http://www.poppankki.fi)
- Nordea, [www.nordea.fi](http://www.nordea.fi)
- Osuuspankki, [www.op.fi](http://www.op.fi)
- Danske Bank, [www.danskebank.fi/en-fi](http://www.danskebank.fi/en-fi)
- Ålandsbanken, [www.alandsbanken.fi](http://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.

#### 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 most transactions require that you use your PIN code to verify the transaction.

#### Money Exchange

You can change money in most banks in Finland. For more information, visit your own bank in Finland. You can also visit the money exchange bureau Forex in Åbo:

Eriksgatan 13, 20100 Åbo

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

[www.forex.fi](http://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 half a year or 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.

Service fees vary from bank to bank but opening a bank account is generally free of charge. 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 and the possibility to pay bills online. For additional services, a fee will be charged. Price lists are available at the bank counters and online.

#### 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. The fee for a payment made at the bank counter by a bank official varies.

### 9.2 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

Eriksgatan 19, 20100 Åbo

Open: Mon-Fri 8.00-20.00, Sat 10.00-14.00

#### Vasa

Hovrättsplanaden 23, 65100 Vasa

Open: Mon-Fri 8.00-19.00

## Services

For information about opening hours, postal codes and prices, check the webpage: [www.posti.fi](http://www.posti.fi).

Stamps can be bought at most kiosks, bookshops and department stores. A first class letter (less than 50 g) costs 1.00€ regardless of the destination.

### 9.3 Telephones

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

#### Mobile Phones

The major operators in Finland are *Sonera*, *Elisa*, *Saunalahti* 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](http://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 [www.118.fi/info](http://www.118.fi/info) for further information in Finnish).

020202-Service ([www.fonecta.fi](http://www.fonecta.fi))

There is only one service number for international number inquiries: 020208 (4.01€/min + local call charge).

### 9.4 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 (SparkNet and 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>
- *Cyber Café*, Tavastgatan 12, Eriksgatan 15 (In Hansa shopping centre, 1<sup>st</sup> floor) and at Mariegatan 2, Open Mon-Fri 9.00-21.00, Sat-Sun 10.00-21.00. [www.cybercafe.fi/en](http://www.cybercafe.fi/en)
- *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](http://www.turku.fi/library) > Using the library, for more information.

#### 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*, Hovrättsesplanaden. Open Mon, Tue, Thu 10.00-22.00, Wed, Fri, Sat 10.00-05.00, Sun 11.00-22.00

### 9.5 Eating and Drinking

In Finland, eating out is fairly expensive. Some restaurants serve lunch on weekdays for 7-10 euros. However, students can get much cheaper lunches at the student restaurants on campus. In the city centre of Åbo and Vasa (and along the river Aura in Åbo) there are many nice restaurants, some of which also serve lunches (around 7-10 euros). 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 ([www.visitturku.fi](http://www.visitturku.fi) and [www.visitvaasa.fi](http://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.

### Student Cafeterias and Lunch Restaurants

#### Åbo

On the Åbo campus there are five student restaurants that serve lunches for 2.60 euros on weekdays. These are:

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

For more information about opening hours, lunch menus etc., please see [www.studentlunch.fi](http://www.studentlunch.fi).

There are also similar restaurants on the campus of the University of Turku. In the ICT building (Joukahainengatan 2-3), there is a student restaurant called *Sodexo* and *Tottisalmi* is located in the Student Health Care building (Kyrkovägen 13).

#### Vasa

On the Vasa campus there are two student restaurants that serve lunches for 2.40-2.60 euros on weekdays. These are:

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

For more information about opening hours, lunch menus etc., please see: [www.abo.fi/student/sv/dagenslunch](http://www.abo.fi/student/sv/dagenslunch).

The lunches include a warm meal, sallad 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.

## 9.6 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](http://www.fonecta.fi). The website is in Finnish only but is very easy to use. In the yellow field marked "Yritykset" ('companies') you write the name of the 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. 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 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) all 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.

## Services

The following shops are grocery stores:

- *Sale*
- *S-Market*
- *Prisma (also department store)*
- *K-Market*
- *K-Extra*
- *K-Supermarket*
- *K-Citymarket (also department store)*
- *Siwa*
- *Valintatalo*
- *Euromarket*
- *Lidl*
- *Minimani (also department store)*
- *Halpa-Halli*

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:

- [www.s-kanava.fi](http://www.s-kanava.fi) > Toimipaikat (Sale, S-Market, Prisma)
- [www.kesko.fi/fi/Kaupat-ja-palvelut/K-ryhman-kaupat/Ruokakaupat/](http://www.kesko.fi/fi/Kaupat-ja-palvelut/K-ryhman-kaupat/Ruokakaupat/) > Kaupat (K-Market, K-Extra, K-Supermarket, K-Citymarket)
- [www.lahikauppa.fi/fi/kaupat/kauppahaku/](http://www.lahikauppa.fi/fi/kaupat/kauppahaku/) (Siwa, Valintatalo, Euromarket)
- [www.lidl.fi/cps/rde/www\\_lidl\\_fi/hs.xsl/myymalahaku.htm](http://www.lidl.fi/cps/rde/www_lidl_fi/hs.xsl/myymalahaku.htm) (Lidl)
- [www.minimani.fi/myymalat](http://www.minimani.fi/myymalat) (Minimani)
- [www.hhnet.fi](http://www.hhnet.fi) (Halpa-Halli)

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/](http://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 and bottles from Alko can only be returned to Alko.

## 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/](http://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

The Lost Property Office  
(Hittegodsbyrån/Löytötavaratoimisto)  
Åbo Police Station  
Eriksgatan 40–42  
20100 Åbo  
Phone: +358 (0)295 445 179

The Lost Property Office  
(Hittegodsbyrån/Löytötavaratoimisto)  
Vasa 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. At least 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.

Varsinais-Suomen Löytötavaratoimisto Oy  
(Private Lost Property Office)  
Martinsgatan 7  
20810 Åbo  
[www.vslt.net](http://www.vslt.net)

If your luggage was lost or damaged during the flight to Finland, 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](http://www.finavia.fi).



# 10. Recreation

## 10.1 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 organise 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:*

*Turku Touring:* [www.visitturku.fi](http://www.visitturku.fi)

*Student Union ÅAS:* [www.studentkaren.fi](http://www.studentkaren.fi)

*City of Åbo:* [www.turku.fi](http://www.turku.fi) > Culture

*City of Åbo:* [www.facebook.com/turunkaupunki](https://www.facebook.com/turunkaupunki)

*Vasa:*

*City of Vasa:* [www.vaasa.fi](http://www.vaasa.fi) > Leisure > Culture

*Vaasan Seudun Matkailu Oy:* [www.visitvaasa.fi](http://www.visitvaasa.fi)

*Student Union ÅAS:* [www.studentkaren.fi](http://www.studentkaren.fi)

*City of Vasa:* [www.vaasa.fi](http://www.vaasa.fi) > Leisure > Culture

*City of Vasa:* [www.facebook.com/vaasankaupunki](https://www.facebook.com/vaasankaupunki)

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

## 10.2 Sports

When it comes to sports, there are both local teams and clubs you can join, and sport activities organised by the student union that are open to all its members. To be able to participate in the sport activities organised by the student union you need to pay the sports fee (22 euros). Most activities are offered against a small fee that you pay each time you participate (e.g. 2 euros/time). For more information about the sport activities organised by the student union/university, please see [www.abo.fi/student/en/motion](http://www.abo.fi/student/en/motion) (choose Åbo or Vasa in the menu to the left). 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 Åbo Akademi University can get a discount.

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

- *City of Åbo:* [www.turku.fi](http://www.turku.fi) > Sports and Outdoor Activities
- *City of Vasa:* [www.vaasa.fi](http://www.vaasa.fi) > Leisure > Sports

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 websites of the cities, or ask for a map of them at the tourist information or the city's sports office:

*Åbo*

Åbo City Sports Services Centre

(Åbo Stads Idrottsbyrå)

Blombergsgatan 4/Hippusvägen 6

20720 Åbo

*Vasa*

Leisure Services Department

(Fritidsverket)

Vasaesplanaden 20 B, 3rd floor

65100 Vasa



### 10.3 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.

You can also have a look at the adult education centres in town. These centres offer courses in various fields: languages, singing, drawing, handicraft, dance etc. Most of the courses are given against a small fee.

#### *Åbo*

Åbo Svenska Arbetarinstitut (*Arbis*)

Kaskisgatan 5 (5th floor)

20700 Åbo

<http://blog.edu.turku.fi/arbisp/>

#### *Vasa*

Vasa Arbis

Kyrkoesplanaden 15

65100 Vasa

[www.vaasa.fi/arbisp](http://www.vaasa.fi/arbisp)

# 11. Associations

Finland has sometimes been referred to as the promised land of registered associations. Finland has some 133 000 (2012) registered associations and many social occasions are organised through associations.

## 11.1 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 specific student unions, see: [www.studentkaren.fi](http://www.studentkaren.fi).

### ESN

*The Erasmus Student Network (ESN)* is an international student organisation active in 37 countries. Its purpose is to help international students during their stay in another country. ESN sections in Åbo and Vasa organise 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 neighbouring countries and parties. The organised events are open to all internationally minded people. For more information check the ESN Finland website: [www.esnfinland.eu/](http://www.esnfinland.eu/).

### ELSA

*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 organisations in Åbo is seen in seminars, 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 organisation 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 organisation of history students at Åbo Akademi University and the University of Turku. For more information, see [www.isha-international.org/Section/Turku](http://www.isha-international.org/Section/Turku).

### ISTU - International Students of Turku Universities

A joint network of the Student Unions of the Åbo Universities organises 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](http://www.facebook.com/isturku).

## 11.2 Religious Communities

There are two university chaplains, one on each campus, who are there to help the students at the university if they feel like talking to someone. For more information, please contact:

*Ms. Mia Pusa (Åbo)*

e-mail: [mia.pusa@evl.fi](mailto:mia.pusa@evl.fi)

Phone: +358 (0)40 341 7308

Reception hours and location: Tuesdays 12.00-14.00 at Kåren, Tavastgatan 22, 3rd floor

*Ms. Tia-Maria Nord (Vasa)*

e-mail: [tia-maria.nord@evl.fi](mailto:tia-maria.nord@evl.fi)

Phone: +358 (0)44 480 8327

Office hours: Thursdays 13.00-15.00 room A114 in the A-staircase in Academill

**Young Women's Christian Association (YWCA)** (Turun NNKY), Lilla Tavastgatan 12 A. Phone: +358 (0)400 821 905, [tnnky@saunalahti.fi](mailto:tnnky@saunalahti.fi), [www.ywca.fi](http://www.ywca.fi). This association arranges Host Family

## Associations

Programs for international students, among other things.

**Young Men's Christian Association (YMCA)** (Turun NMKY), Sirkkalagatan 27. Phone +358 (0)10 835 4100, [www.tunmky.fi](http://www.tunmky.fi).

### 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 the Latter Day Saints (Mormons)*, Tallbackaplan 18
- *Free Church Congregation*, Tureborgsgatan 10
- *Islamic Congregation*, Universitetsgatan 7, [www.rabita.fi](http://www.rabita.fi).
- *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

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

## 11.3 Other Associations

### Atheist/Agnostic or Sceptical Associations

*Freethinkers Union (Turun vapaa-ajattelijat)*, see [www.vapaa-ajattelijat.fi/turku](http://www.vapaa-ajattelijat.fi/turku) (in Finnish)

*Skepsis ry (critique of paranormal)*, [www.skepsis.fi](http://www.skepsis.fi)

### Environmental Organisations

*Turun Luonnonsuojeluyhdistys* (Environmental protection), Martinsgatan 5, [www.sll.fi](http://www.sll.fi)

*Maan Ystävät*, (Friends of the Earth)  
Aurinkotehdas, Kyrkovägen 6–10,  
[www.maanystavat.fi](http://www.maanystavat.fi)

### 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](mailto:partiotoimisto.turku@partio.fi). See also [www.lounaissuomenpartiopiiri.fi](http://www.lounaissuomenpartiopiiri.fi).

*Akateeminen partiokilta ry* is an association for scouts studying at the Åbo universities. For more information see <http://tyyala.utu.fi/partiokilta/>.

### 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](http://www.seta.fi) (nationwide) and [www.tuset.fi](http://www.tuset.fi) (local association for Åbo).

*Homoglobiini* is an organisation for lesbian, gay, bisexual and transgendered students at the universities in Åbo. *Homoglobiini* organises a multitude of free time activities, such as parties, excursions, trips and cultural events. Please check the website [www.homoglobiini.fi](http://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](http://www.turkukaikille.info) where you can also find useful information regarding accessibility to many public and private services in Åbo.

## 12. Further reading: Useful websites

### General information:

General information about Finland

<http://virtual.finland.fi/>

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

Finnish Tourist Board

[www.visitfinland.com](http://www.visitfinland.com)

General information about Åbo

[www.turku.fi/english](http://www.turku.fi/english)

General information about Vasa

[www.vaasa.fi/en](http://www.vaasa.fi/en)

The current Weather in Åbo (on campus)

[http://at8.abo.fi/cgi-bin/en/get\\_weather](http://at8.abo.fi/cgi-bin/en/get_weather)

Finnish Meteorological Institute

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

This is Finland

[www.finland.fi](http://www.finland.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/](http://www.abo.fi/student/en/)

International Affairs of Åbo Akademi University

[www.abo.fi/exchange](http://www.abo.fi/exchange)

CIMO - Finnish National Agency

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

### Culture:

Culture in Åbo

[www.visitturku.fi/en](http://www.visitturku.fi/en)

Event calendar for Åbo

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

Culture in Vasa

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

### Åbo Akademi University on social media:

International affairs

[www.facebook.com/internationalaboakademi](https://www.facebook.com/internationalaboakademi)

Åbo Akademi University

[www.facebook.com/aboakademi](https://www.facebook.com/aboakademi)

<https://twitter.com/aboakademi>

[www.youtube.com/user/aboakademi](https://www.youtube.com/user/aboakademi)

Download our app:

[www.abo.fi/public/en/app](http://www.abo.fi/public/en/app)





# 13. Miscellaneous

## 13.1 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, church, 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 many 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 77% belong to the Evangelical Lutheran Church. However, many Finns are quite secular and religious beliefs are considered to be a very private matter.

### 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 9.4.

### 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 off-licence store Alko.

As a fun fact it can be mentioned that some of the Finns are the biggest consumers of coffee in the world. We 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 (Swe. 'bastu', Fin. '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](http://www.sauna.fi) and most importantly, try it yourself!

## 13.2 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; one is constantly receiving new information, so 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. Realising that you might go through this phase when studying abroad and recognising 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.

### 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 may

be 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 cosy. Introduce yourself to your neighbours 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 organised by the student associations, e.g. ESN (Erasmus Student Network) and ISTU (International Students of Turku Universities). 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 5.3).

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 11.2).

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!

## 13.3 Festivities and Public Holidays

### N.B. 2015-2016!

On public holidays all shops are closed (with very few exceptions) and on the eve of the holiday they close at the same time as on Saturdays. During public holidays the universities are closed, and public transportation follows the timetables for Sundays. Since some of the public holidays fall on a Saturday, many shops stay closed on the following Sunday also.

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.

### **October 31 - 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 8 - Father's Day** (*Farsdag/Isänpäivä*)

### **December 6 - Independence Day**

(*Självständighetsdagen/Itsenäisyyspäivä*)

The Independence Day is a solemn celebration of Finnish independence. People light two candles in the windows between 18.00 and 20.00.

A Presidential Independence Day Reception is organised in the Helsinki Presidential Palace on December 6, where the president acts as host for some 2000 guests.

### **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.

### **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 31st - 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 9 - 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 25–28 – 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, especially the night before, April 30th. 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 in Åbo to celebrate. In many bigger university towns picnics are organised on May 1. April 30<sup>th</sup> is not a public holiday, whereas May 1 is.

### **May 5 -Ascension Day**

*(Kristi himmelfärdsdag/ Helatorstai)*

A Christian holiday that celebrates Christ's ascension to heaven. There are no special celebrations.

### **May 8 - Mother's Day** *(Morsdag/Äitienpäivä)*

### **May 15 - 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 24–25 – 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.

## 13.4 Glossary of University Terms

English–Finnish–Swedish

### Applying

academic year	lukuvuosi	läsåår
admission criteria	valintaperusteet	urvalsgrunder
admission requirement	pääsyyvaatimus	inträdeskrav
application	hakemus	ansökan
application deadline	hakuajan päätyminen	sista ansökningsdatum
application form	hakulomake	ansökningsblankett
application period	haku aika	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	doktorand/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	kurssi, opintojakso	kurs
credit	opintopiste	studiepoäng



degree	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, loppudentti	sluttentamen
grade	arvosana	vitsord
guest lecture	vierailuluento	gästföreläsning
intermediate studies	aineopinnot	ämnestudier
lecture	luento	föreläsning
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	tutkintorakenneuudistus	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	lärarutbildning
textbook	kurssikirja	kursbok
thesis	tutkielma	avhandling
voluntary	vapaaehtoinen	frivillig

## Degrees

Bachelor of Arts	humanististen tieteiden kandidaatti	kandidat i humanistiska vetenskaper
Bachelor of Arts (Education)	kasvatustieteen kandidaatti	pedagogie kandidat
Bachelor of Arts (Psychology)	psykologian kandidaatti	psykologie kandidat
Bachelor of Health Sciences	terveystieteiden kandidaatti	kandidat i hälsovetenskaper
Bachelor of Laws	oikeusnotaari	rättsnotarie
Bachelor of Science	luonnontieteiden kandidaatti	kandidat i naturvetenskaper
Bachelor of Science (Economics and Business Administration)	kauppatieteiden kandidaatti	ekonomie kandidat
Bachelor of Science (Pharmacy)	farmaseutti	farmaceut
Bachelor of Science (Technology)	tekniikan kandidaatti	teknologie kandidat

Bachelor of Social Sciences	valtiotieteiden kandidaatti	politics kandidat
Bachelor of Theology	teologian kandidaatti	teologie kandidat
Doctor	tohtori	doktor
Licenciate	lisensiaatti	licenciat
Master of Arts	filosofian maisteri	filosofie magister
Master of Arts (Education)	kasvatustieteen maisteri	pedagogie magister
Master of Arts (Psychology)	psykologian maisteri	psykologie magister
Master of Health Sciences	terveystieteiden maisteri	magister i hälsovetenskaper
Master of Science	filosofian maisteri	filosofie magister
Master of Science (Economics and Business Administration)	kauppatieteiden maisteri	ekonomie magister
Master of Science (Technology)	diplomi-insinööri	diplomingenjör
Master of Social Sciences	valtiotieteiden maisteri	politics magister
Master of Theology	teologian maisteri	teologie magister

### Places at the University

ICT services	ICT-palvelut	ICT service
Course Book Library	kurssikirjasto	kursboksbiblioteket
Faculty library	tiedekunnan kirjasto	fakultetsbiblioteket
Faculty office	tiedekunnan kanslia	fakultetskansliet
FSHS (Finnish student Health Service)	YTHS (Ylioppilaiden terveydenhoitosäätiö)	SHVS (studenternas hälsovårdsstiftelse)
International Affairs	kansainväliset palvelut	Internationella ärenden
Language Centre	kielikeskus	Centret för språk och kommunikation
Library	kirjasto	biblioteket
Main Building	päärakennus	huvudbyggnaden
Student Service Office	opiskelijapalvelut	Studiebyrå
Student Village	Ylioppilaskylä (Yo-kylä)	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	lånkort
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 adviser	opinto-ohjaaja	studiehandledare
student card	opiskelijakortti	studiekort
student nation	osakunta	nation
student union	ylioppilaskunta	studentkår
subject association	ainejärjestö	ämnesförening
Tax Administration	Verohallinto	Skatteförvaltningen
University services	Yliopistopalvelut	Universitetsservice

## Abbreviations

autumn semester	syyslukukausi (sl)	hösttermin (ht)
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

## Persnnel Titles

departmental coordinator	amanuenssi	amanuens
curator		
docent/senior lecturer	dosentti	docent
Head of Academic and Student Affairs	opintopäällikkö	studiechef/utbildnings-koordinator
Head of Education (for the study programme in...)	koulutusvastaava	utbildningslinjeansvarig
lecturer	lehtori	lektor
part-time teacher	tuntiopettaja	timlärare
professor	professori	professor
senior lecturer	akatemialehtori	akademilektor
study advisor	opintoneuvoja	studierådgivare
university teacher	yliopistonopettaja	universitetslärare

## 13.5 Glossary of Other Useful Words and Expressions

### Swedish-Finnish-English

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

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 kotoisin?	Where are you from?
Jag är från Tyskland.	Minä olen kotoisin Saksasta.	I come from Germany.

### 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

**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
(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



**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

**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

## 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	Pihvi	Steak
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

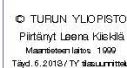
Jordgubbar	Mansikoita	Strawberries
Blåbär	Mustikoita	Blueberries
Potatis	Peruna	Potato
Ris	Riisi	Rice
Pasta	Pasta	Pasta
Nudlar	Nuudeleita	Noodles
Glass	Jäätelö	Ice cream
Choklad	Suklaata	Chocolate
Vanilj	Vanilja	Vanilla
Äppelpaj	Omenapiirakka	Apple pie
Dryck	Juoma	Drink
Vatten	Vesi	Water
Juice	(Tuore)mehu	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, tack?	Saanko laskun, kiitos?	May I have the bill, please?
Smaklig måltid!	Hyvää ruokahalua!	Bon appétit! / Enjoy your meal!

## Resande/Matkustaminen/Travelling

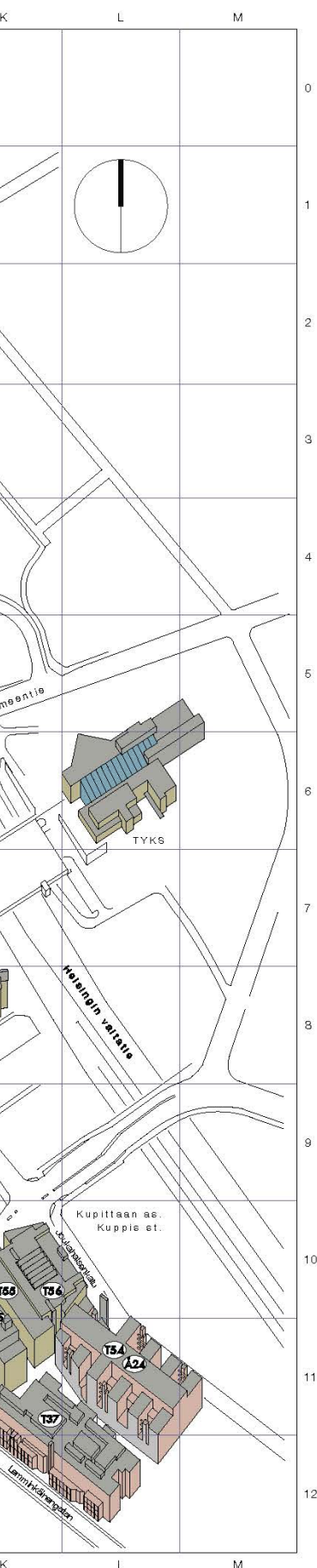
Buss	Linja-auto / Bussi	Bus
Bil	Auto	Car
Flyg	Lentokone	Airplane
Tåg	Juna	Train
Vilken buss går till Åbo?	Mikä bussi menee Turkuun?	Which bus goes to Åbo/Turku?
När går tåget?	Milloin juna lähtee?	When does the train leave?
Ändstationen	Päätepysäkki	End stop
Järnvägsstation	Rautatieasema	Railway station
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!







## 14.1 Åbo Akademi University - Åbo campus

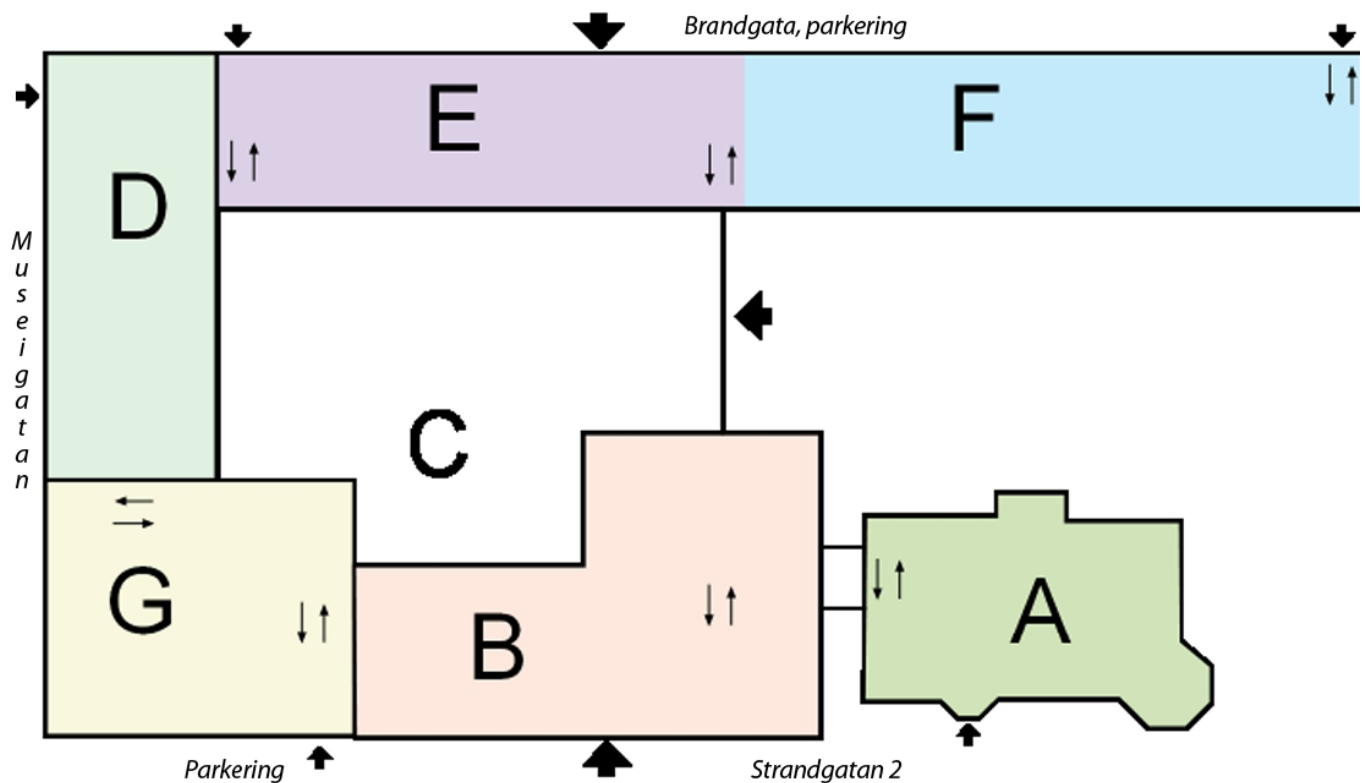


- Å1** Main Building Domkyrkotorget 3 (C9)
- Å2** Gripen, Tavastgatan 13 (C9)
- Å3** Kosmorama, Domkyrkotorget 3 (C9)
- Å4** Kåren, Tavastgatan 22 (B11)
- Å5** Geologicum, Domkyrkotorget 1 (C9)
- Å6** Chemicum, Akademigatan 1 (C9)
- Å8** Domvillan, Gezeliusgatan 2 (B7)
- Å9** Tryckerihuset, Gezeliusgatan 2 (C7)
- Å10** Sibeliusmuseum, Biskopsgatan 17 (C6)
- Å12** Humanisticum, Biskopsgatan 13 (C5)
- Å13** Teologicum, Biskopsgatan 16 (C7)
- Å14** Teologiska annexet, Biskopsgatan 16 (C7)
- Å15** Boktornet, Domkyrkogatan 2–4 (D7)
- Å16** Reuterska huset, Henriksgatan 9 (D7)
- Å17** "Ett hem", Biskopsgatan 14 (C6)
- Å18** Gadolinia, Porthansgatan 3 (D6)
- Å19** Handelshögskolan, Henriksgatan 7 (D7)
- Å20** Domus, Biskopsgatan 10 (D5)
- Å21** Axelia I och Axelia II, Biskopsgatan 8 (D5)
- Å22** Arken, Fabriksgatan 2 (D3)
- Å23** ASA, Fänriksgatan 3 (E4)
- Å24** ICT Building, Joukahainengatan 3 (L11)
- Å25** BioCity, Artillerigatan 6 (K11)
- Å26** Agricola, Henriksgatan 1 b (E5)
- Å27** Uniprint, Kaserngatan 2

## 14. Campus maps

### 14.2 Åbo Akademi University - Vasa campus

#### Academill, Strandgatan 2, Vasa



- A** Åbo Akademi University in Vasa, central administration
- B** Department of Political Science  
Department of Social Science  
ICT Services  
Center for Lifelong Learning
- C** Auditoriums
- D, E, F** Department of Education
- G** Media City  
Computer facilities

General Emergency Number

Ambulance, Police, Fire Department

112

Poison Information Centre

09-471 977



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