Study in Lapland
Guidebook for International Students 2012 – 2013

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Lapin yliopistopaino, Rovaniemi 2012
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1 Welcome to Rovaniemi!

The city of Rovaniemi is home to two institutions of higher education: the University of Lapland (ULapland) and Rovaniemi University of Applied Sciences (RAMK). This guidebook is designed for international students who have been accepted to study at either Rovaniemi University of Applied Sciences or the University of Lapland. We would like to extend you a warm welcome, and we hope this guidebook will help you with the process of becoming an international student.

The guidebook includes general and academic information about both institutions of higher education. It is very important that you carefully read through the correct chapters and sections of this guidebook so you will know all the necessary practicalities and contact information concerning the right institution. The guidebook contains important information which you need to know before you leave your home country and after you have arrived in Rovaniemi. Practical advice and information about studying and living in Rovaniemi can be found at the end of the guidebook. This information will help you get started in a new place.

We recommend that you read this guidebook carefully and also familiarise yourself with other information which the university may have sent you. Please note that you can find more information about the University of Lapland on the Internet at www.ulapland.fi/english and about Rovaniemi University of Applied Sciences at www.ramk.fi/en.

We hope you enjoy your stay in Rovaniemi!

Best regards,
Rovaniemi University of Applied Sciences and the University of Lapland
ROVANIEMI – THE CAPITAL OF LAPLAND AND SANTA CLAUS’S OFFICIAL HOMETOWN

Rovaniemi is the administrative, cultural and educational centre of Lapland. Santa Claus has his permanent home in Rovaniemi and welcomes visitors at his office in his own village on the Arctic Circle. Rovaniemi was granted a European Union community trademark as The Official Hometown of Santa Claus in 2009.

The population of Rovaniemi has been constantly on the increase since 2000, and the number of inhabitants exceeded 60,000 in 2010. Rovaniemi is a youthful student city, and the number of students in the two universities is 10,000.

Rovaniemi offers good connections to Europe and the Barents region. The city has an international airport with a number of daily scheduled flights going via Helsinki all over the world.

Culture and arts are close to the hearts of people living in Rovaniemi. Finland’s northernmost professional theatre, the Rovaniemi Theatre, as well as the Lapland Chamber Orchestra and various dance and music groups perform at the Lappia House, which was designed by world-renowned architect Alvar Aalto. The many visiting exhibitions attract friends of the
arts to the exhibition halls of the Rovaniemi Art Museum, the Arktikum, the Regional Library of Lapland, and a number of smaller galleries. The Arktikum also houses the Provincial Museum of Lapland and the exhibitions of the Arctic Research Centre.

The Rovaniemi business structure consists predominantly of services; tourism is one of the fastest growing industries. This explains Rovaniemi’s position as a provincial administrative centre as well as why, after Helsinki, Rovaniemi is Finland’s second most popular international tourism destination.

Rovaniemi is an Arctic meeting place for international companies, students, young people, athletes, artists, researchers and tourists. The people of Rovaniemi have constructed a partnership network and cultural exchanges with various regions, the purpose of which has been to reinforce the diversity of peripheral regions and to develop a dialogue with both centres and remote areas.

We warmly welcome you to Rovaniemi!

Tuula Rintala-Gardin
Head of Tourism
City of Rovaniemi
The Finnish welfare society is built on education, culture and knowledge. We see education as a key factor in enhancing our competitiveness. The key aims of the Finnish education policy are quality, efficiency, equality and internationalisation. Therefore, the Finnish education system offers everybody equal opportunities for education, irrespective of domicile, gender, economic situation or linguistic or cultural background.

Our education system consists of:

- one year of voluntary pre-primary education,
- nine-years of basic compulsory education ("comprehensive school"),
- upper secondary education, comprising vocational and general education,
- higher education at universities and universities of applied sciences.

There are no restrictions on education in Finland: students completing one level are always eligible to continue their studies at the next level. The language of tuition is either Finnish or Swedish, as Finland is officially a bilingual country. Institutions of higher education provide close to 500 degree and non-degree programmes in English.

The Finnish higher education system consists of two complementary sectors: universities of applied sciences and universities. The mission of the universities is to conduct scientific research and provide instruction and postgraduate education based on this research. Universities of applied sciences train professionals in response to the needs of the labour market and conduct R&D which supports instruction and promotes regional development in particular.

The system of personal study plans facilitates the planning of studies and the monitoring of progress in studies and supports student guidance and counselling.

### Universities of Applied Sciences

Degree studies in a university of applied sciences provide a higher education qualification and practical professional skills. They include core and professional studies, elective studies and a final thesis. All degree studies include practical on-the-job training. There are no tuition fees for education in degree programmes.

Degree studies in a university of applied sciences generally require 210 – 240 credits (ECTS), which means 3.5 – 4 years of full-time study. This education is organized in various degree programmes.

### Universities

At universities students can study for lower (Bachelor’s) and higher (Master’s) degrees as well as scientific or artistic postgraduate degrees, which are the licentiate and the doctor-
It is also possible to study for specialised postgraduate degrees in the medical field.

In the two-cycle degree system students first complete the Bachelor’s degree, after which they may go for the higher Master’s degree. As a rule, students are admitted to study for the higher degree. Universities also arrange separate Master’s programmes with special student selection, for which the entry requirement is a Bachelor’s level degree or corresponding studies. Studies are quantified in credits (ECTS). One year of full-time study corresponds to 60 credits. The Bachelor’s degree requires 180 credits and takes three years. The Master’s degree requires 120 credits, which means two years of full-time study after completion of the lower degree.

Source:
Ministry of Education, Finland
www.minedu.fi
Centre for International Mobility CIMO
www.cimo.fi
3 Rovaniemi University of Applied Sciences (RAMK) - The North Leads the Way

RAMK is the northernmost University of Applied Sciences in Finland and in the European Union. RAMK is located in the city of Rovaniemi on the Arctic Circle in the province of Lapland. RAMK offers a modern and international learning environment with good services for students. RAMK has about 3000 students who graduate with versatile language skills and the capacity to meet the challenges of a changing work life and international environment. RAMK has nearly 300 international students annually, including international degree programme students and exchange students.

RAMK is a multidisciplinary institution of professional education offering many fields of study. Our campuses are the Ounasvaara campus, the Rantavitikka campus and the Lapland Institute for Tourism Research and Education (MTI), located in Viirinkangas. All education is offered within a 15- to 30-minute walk of the city centre. Rovaniemi is surrounded by beautiful and unique nature with many facilities for
sport, cultural hobbies and lively student activities.

Rovaniemi University of Applied Sciences is an international, networking university that is specialised as an innovative developer and influential operator in the northern environment. We promote sustainable development and the development of working life in Lapland. Our institution provides quality education that is oriented towards working life, and we carry out many research, development and innovation activities.

It is our honour to provide good student services and high quality education leading to excellent learning outcomes. An important part of our services is the tutoring system for international students. Tutors are trained to help international students with every situation that may occur during their stay at RAMK.

All staff members welcome you to study with us here in RAMK! We hope that you enjoy your studies and student life in Rovaniemi!

3.1 Rovaniemi University of Applied Sciences contact information

ROVANIEMI UNIVERSITY OF APPLIED SCIENCES (RAMK)
Tel. +358 20 798 4000
Fax +358 20 798 5497
Internet: http://www.ramk.fi/en
INFORMATION FOR INCOMING DEGREE PROGRAMME STUDENTS:

ADMISSIONS OFFICE
Jokiväylä 11 C
FI-96300 Rovaniemi, Finland
Tel. +358 20 798 5401
Admissions(at)ramk.fi
During the summer please contact admissions(at)ramk.fi

DEGREE PROGRAMME IN TOURISM
Lapland Institute for Tourism Research and Education (MTI):
Viirinkankaantie 1, FI–96300 Rovaniemi
• Programme Coordinator:
  Ms Ulla Kangasniemi
  Tel. +358 20 798 5712,
  Email ulla.kangasniemi(at)ramk.fi
• Student Affairs Officer:
  Ms Milla Loukusa
  Tel. +358 20 798 5701

DEGREE PROGRAMME IN INNOVATIVE BUSINESS SERVICES
Rantavitikka campus:
Jokiväylä 11, FI–96300 Rovaniemi
• Programme Coordinator:
  Ms Anzelika Krastina
  Tel. +358 20 798 5712,
  Email anzelika.krastina(at)ramk.fi
• Student Affairs Officer:
  Ms Kirsti Mustajärvi
  Tel. +358 20 798 5360

DEGREE PROGRAMME IN INFORMATION TECHNOLOGY
Rantavitikka campus, Jokiväylä 11,
FI–96300 Rovaniemi
• Programme Coordinator:
  Mr Aku Kesti
  Tel. +358 20 798 5339,
  Email aku.kesti(at)ramk.fi
• Student Affairs Officer:
  Ms Eija Nietula
  Tel. +358 20 798 5363
INFORMATION FOR INCOMING EXCHANGE STUDENTS:

INTERNATIONAL RELATIONS OFFICE
Jokiväylä 11, FI-96300 Rovaniemi
Email: international(at)ramk.fi

- Ms Hellevi Leppiaho,
  Head of International Relations Office
- Ms Tuovi Honkela
  Coordinator of International Relations
- Ms Sanna livari,
  Coordinator of International Relations
  Replacing
- Ms Mari Putsansuu,
  Coordinator of International Relations

INFORMATION FOR TECHNOLOGY (MECHANICAL AND PRODUCTION ENGINEERING, LAND SURVEYING, CONSTRUCTION ENGINEERING):

- International coordinator:
  Mr Juhani Angelva
  Email: juhani.angelva(at)ramk.fi

INFORMATION TECHNOLOGY:

- International coordinator:
  Mr Erkki Mattila
  Email: erkki.mattila(at)ramk.fi

FORESTRY AND RURAL INDUSTRIES:

- International coordinator:
  Ms Anne-Mari Martikainen
  Email: anne-mari.martikainen(at)ramk.fi

LAPlAND INStItUte FOR tOURISM RE-SEARCH AND eDUcAtION (MTI)
Tourism and Hospitality Management

- International coordinator:
  Ms Maria Palokari
  Email: maria.palokari(at)ramk.fi
  Replacing until end of August
- International coordinator:
  Ms Pauliina Tykkyläinen
  Email: pauliina.tykkylainen(at)ramk.fi

RUNAVITIKKA CAMPUS
Business and Administration

- International coordinator:
  Ms Outi Kivirinta
  Email: outi.kivirinta(at)ramk.fi

RUNASVAARA CAMPUS
Health Care and Sports

- International Coordinator:
  Ms Taina Liu
  Email: taina.liu(at)ramk.fi
Bachelor’s degree programmes taught in English (also for exchange students):
• Degree Programme in Tourism
• Degree Programme in Innovative Business Services
• Degree Programme in Information Technology

In addition we offer some study units taught in English in Finnish degree programmes:
• Please see: http://www.ramk.fi/en/Applying/Exchange_Students.iw3

Bachelor’s degree programmes taught in Finnish:
• Tourism Programme
• Hotel and Restaurant Management Programme
• Business Economics Programme
• Physiotherapy Programme
• Nursing and Health Care Programme
• Sports and Leisure Programme
• Rural Industries Programme
• Forestry Programme
• Construction Engineering Programme
• Information Technology Programme
• Land Surveying Engineering Programme

Master’s degree programmes taught in Finnish:
• Master’s Degree Programme in Tourism
• Master’s Degree Programme in Health Promotion
• Master’s Degree Programme in Management of Technological Competence
• Master’s Degree Programme in Business Economics
• Master’s Degree Programme in Landscape Management
3.3 Rovaniemi University of Applied Sciences’ programmes for international students

Degree programmes in English
RAMK offers three degree programmes that are taught in English. These programmes are the degree program in Tourism, the degree programme in Innovative Business Services, and the degree programme in Information Technology. The degree programme in Tourism is located at the Viirinkangas campus, and the degree programmes in Innovative Business Services and in Information Technology are located at Rantavitikka campus. All degree programmes offer high quality education leading to Bachelor’s degrees.

Studies take place in a modern environment and among dozens of different nationalities. No matter whether students want to stay in Finland or go abroad, they are able to work in various fields after graduating from Rovaniemi. About half of the students come from Finland and the other half from abroad. In addition, RAMK attracts many exchange students every semester. The internationally oriented and highly motivated staff members are professionals in their fields who make studies even more interesting.

Exchange studies
RAMK offers a wide variety of study units in English for incoming exchange students. This is due to our English programmes. We also offer some unique courses that are related to the region and especially to Lapland. As an incoming exchange student, you can choose courses from one school. In addition, you can choose general studies which are available to students of all campuses. Campuses and studies for exchange students are as follows:
Ounasvaara Campus
- School of Health Care (Nursing and Physiotherapy) and Sports

Rantavittikka Campus
- School of Technology
- School of Forestry and Rural Industries
- School of Business and Administration

Viirinkangas Campus, The Lapland Institute for Tourism Research and Education (MTI)
- Tourism and Hospitality Management

For more information on
- International degree programmes: www.ramk.fi/edp
- Exchange studies: www.ramk.fi/en → applying → exchange students

3.4 Studying at Rovaniemi University of Applied Sciences

Studying at RAMK includes contact teaching at the school, practical training and independent, online or virtual studies. Adult education is mainly implemented as multi-format education which may include evening and weekend studies.

The curriculum presents the study units of the degree programme and their objectives. Based on the curriculum, students compile an individual study plan (ISP) in which they plan the progress and manner of completing their studies in detail: e.g., they choose their line-specific studies and elective courses. In the individual study plan, credit may be given for previous studies and work experience.

The structure of studies
A degree programme is an entity with one or more lines of study. Students are accepted to study in a degree programme or a line of study. A study unit is a basic unit in terms of content and structure. Several study units belonging to the same subject form a study module.

Basic studies develop students’ study skills and language skills and provide them with basic knowledge needed in research and development work. Students also become familiar with the core concepts and theoretical and professional principles of their field.

Professional studies familiarise students with the entities and applications of professional work and their scientific principles. Advanced professional studies in a Master’s degree programme deepen students’ application of theory in practice, as well as their project leading skills, R&D skills and social skills. The goal of elective courses is to deepen and supplement student’s professional know-how.

Supervised practical training that enhances professional skills familiarises students with the main practical tasks associated with their field and the application of knowledge and skills in working life.

The bachelor’s thesis indicates students’ readiness to apply their knowledge and skills in specialised tasks or the development of working life related to their professional studies. The goal of the Master’s thesis completed in conjunction with a Master’s degree programme is to develop and indicate the abil-
ity to apply research data and use selected methods to outline and solve problems in working life and readiness to work independently in a demanding, specialised job.

**Credits**

The European Credit Transfer and Accumulation System (ECTS) is used to define the extent of a given study unit. ECTS credits are based on the workload students need to complete in order to achieve expected learning outcomes. Learning outcomes describe what a learner is expected to know, understand and be able to do after successful completion of a process of learning. One academic year corresponds to 60 ECTS credits, requiring an average of 1600 hours of study. One semester is 30 ECTS credits.

**Assessment and the grading system**

Assessment of students’ competence is based on the objectives and learning outcome presented in the curriculum. The performance requirements for study units may include examinations and various written and oral exercises. Students have two opportunities to repeat a failed study unit and one opportunity to raise the grade of a completed study unit. Study unit examinations are arranged in conjunction with the study units and on general examination dates. Students must sign up in writing for examinations held on general examination dates at least two weeks in advance. The performance requirements and principles of assessment for each study unit are given in the curriculum. Study units are graded on a scale of:

- excellent (5)
- good (3-4)
- satisfactory (1-2)
- failed (0)

A study unit may also be graded as pass (P) – fail (F).

**The WinhaWille student interface in the student register**

Students can use the eHOPS tool and the WinhaWille student interface in the student register to monitor their own individual study plan and study performance and update their contact information. Study credits and partial credits can also be printed out using WinhaWille. Registering as an attending or non-attending student and registering for study units is also done using WinhaWille.
Diploma supplements (DS) and transcripts of records

RAMK provides a diploma supplement and a transcript of records in English for all graduates of bachelor’s degree programmes and all graduates of master’s degree programmes. Both are appended to the original degree certificate. This is in accordance with the European Commission’s goal of improving international transparency and facilitating the academic and professional recognition of qualifications (diplomas, degrees, certificates, etc.). The goal of RAMK is also to provide more international opportunities for working or studying abroad by using a clear document which contains the basic information about the individual in question.

The transcript of records is an official document in which a student’s studies are recorded. In the transcript students will find all completed courses with credits and grades. RAMK also provides official transcripts of records for all exchange students. An official transcript will be sent to the international office of the exchange student’s home institution at the end of each semester (January/June).

Source:
RAMK Study Guide 2011–2012
www.ramk.fi

3.5 Important academic information

The 2012 – 2013 academic year

The academic year begins officially on 1 August and ends on 31 July. Entrance exam is
given between September and mid-June. The exact dates may vary from one degree programme to another. The opening ceremony for the academic year is on 7 September 2012. Christmas vacation is weeks 52 and 1. In addition, there are various national public holidays.

For new exchange students
- The autumn semester begins 3 September and ends 20 December 2012.
- The spring semester begins 7 January and ends 24 May 2013.

Orientation
A compulsory orientation week provides important information. That is why it is very important for you to be present from the very beginning! Attending the orientation week is also important because the student tutors will help new international students with all practicalities during the first days and weeks. You will meet your student tutor during the orientation week at the latest.

Orientation for:
- degree programme students is during the first week, 3 September 2012 at 10.00 am at your own campus.
- exchange students for the autumn semester is 3 – 7 September 2012 at Rantavitikka campus, and for the spring semester 7 – 11 January 2013 at Rantavitikka campus.

Pick-up service for exchange students
- 3 September 2012 (autumn semester)
- 7 January 2013 (spring semester)

Please note that the pick-up service is not available for degree programme students.

THE UNIVERSITY CALENDAR

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 1</td>
<td>Beginning of the academic year</td>
</tr>
<tr>
<td>September 3–7</td>
<td>Orientation programme for exchange students and degree programme students</td>
</tr>
<tr>
<td>September 7</td>
<td>Beginning of courses</td>
</tr>
<tr>
<td>December 20</td>
<td>End of the autumn semester</td>
</tr>
<tr>
<td>January 7</td>
<td>Beginning of the spring semester</td>
</tr>
<tr>
<td>January 7 –11</td>
<td>Orientation programme for exchange students</td>
</tr>
<tr>
<td>May 24</td>
<td>End of the spring semester</td>
</tr>
<tr>
<td>July 31</td>
<td>End of the academic year</td>
</tr>
</tbody>
</table>
Important forms and deadlines
There are certain important forms which need to be returned to RAMK (either the Admissions Office or the International Relations Office) before your arrival. Forms and deadlines may vary if you are a degree programme student or exchange student. Exact deadlines are mentioned in the original form sent to you with the information package. Please check the table below to see what forms must be taken care of before and after your arrival.

<table>
<thead>
<tr>
<th>Degree programme students</th>
<th>Exchange students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pick-up confirmation</td>
<td>Send the Pick-up Confirmation form to RAMK’s International Office through SoleMOVE.</td>
</tr>
<tr>
<td>Confirmation of acceptance</td>
<td>Send the Study Confirmation Form to RAMK’s International Office through SoleMOVE.</td>
</tr>
<tr>
<td>Registration form</td>
<td>All exchange students will be registered automatically by RAMK’s International Office. You do not need to send a registration form.</td>
</tr>
<tr>
<td>Certificates of previous studies</td>
<td>Original certificates Bring the original certificates with you when you start your studies. Please do not send them by post!</td>
</tr>
<tr>
<td>Certificates (continued)</td>
<td>Copies of your certificates If you are applying with a Finnish secondary school degree (Matriculation or Vocational degree), please send officially notarised copies of the certificates by post to RAMK’s Admissions Office.</td>
</tr>
<tr>
<td><strong>Degree programme students</strong></td>
<td><strong>Exchange students</strong></td>
</tr>
<tr>
<td>-------------------------------</td>
<td>-----------------------</td>
</tr>
<tr>
<td><strong>Student card application</strong></td>
<td>You can apply for a student card during your first days at RAMK. Bring 4 recent passport photographs of yourself.</td>
</tr>
<tr>
<td><strong>Accommodation application</strong></td>
<td>Please read Section 5.3 Accommodation to learn more about accommodation options.</td>
</tr>
</tbody>
</table>

### 3.6 Camos - student union of RAMK

Camos is the Student Union of Rovaniemi University of Applied Sciences. It is here to promote the interests of students in RAMK, city of Rovaniemi and via national league, also in nation-wide decision making. Camos was found in 2006. Ever since, our student union has been a strong influencer of student’s everyday life. We organize parties, cultural and sport events for the fulfilment of your spare time. We take care of your interests and make the voice of students heard in the city.

Every member of the Student Union has a right to vote and run as a candidate in the elections of the Board of Representatives. The Board of Representatives holds the highest authority in the Student Union. The Board of Executives is responsible of the everyday activities of the Student Union. The Board of Representatives chooses the Board of Executives. Everyone who is interested in the Student Union and its activities are warmly welcome to join! Contact the office or the board members! Exchange students can apply for the student card from Camos by filling in an online form. The link is found at the information package in the acceptance email. The student card will be given to the exchange student during the orientation week after paying the 17 € student card fee. If you are interested in the activities that Camos offers, visit the Camos office in Rantavitikka campus!
Welcome to the University of Lapland in Rovaniemi, Finland—a great choice!

This guide is intended to help international students prepare for studies at the University of Lapland. We know from experience that living on the Arctic Circle presents its own set of challenges. It is quite a brave venture to move all the way up here. This has been our homeland for generations; we are here to help you find ways to not only survive but really enjoy your stay. The climate has always been harsh, and that has created a strong sense of community where people are dependent on each other. There are many things that have made Lapland well known in the world: the indigenous Sámi people, Santa Claus, the Midnight Sun, and the aurora borealis. After your stay in Rovaniemi we hope you also leave with the feeling that Lapland should also be known for its friendly people.

The main language of instruction at the University of Lapland is Finnish. Although we strongly appreciate international students who have learned some Finnish prior to their study
period, it is seldom possible for international students who will be staying here for only a short time to take courses taught in Finnish. Therefore, we offer a number of courses in English. In addition, some degree programs are given fully in English. You can find the latest course information at www ulaapland fi/studies and https://weboodi ulaapland fi/oodi/.

The young men and women who make up our student body come from all corners of Finland and the globe. Although our primary goal is to educate these future professionals and researchers, we also want our students to enjoy themselves while studying here. Our lively Student Union, combined with the numerous cultural opportunities and outdoor recreation and sports facilities available in Rovaniemi, help make this a great place to live.

Originally established in 1979 to provide higher education opportunities for people living in northern Finland, the university has now become an important educational institution for the entire country. The University of Lapland has produced every fourth lawyer, every third university-educated expert in art and design, close to ten percent of the social scientists, and many talented educational professionals here in Finland. We warmly welcome you to our campus to join our vibrant community of 4,500 students, about 300 international students, and 600 staff members. With excellent student support services and modern facilities for living and study, the University of Lapland is the perfect choice for studying in the North. Congratulations!

Outi Snellman,
Director of International Relations

Jaana Severidt,
Head of International Student Services
4.1 University of Lapland contact information

UNIVERSITY OF LAPLAND, Lapin yliopisto
Erasmus code: SF ROVANIE01
Erasmus Charter: 29314-IC-1-2007-1-FI-ERASMUS-EUCX-1

Address: PO Box 122, FIN-96101 Rovaniemi, Finland
Tel: +358-16-341 341 (switchboard)
Fax: +358-16-362 941 (International Office)

University www site: www.ulaaplnd.fi
International Relations www site: www.ulaaplnd.fi/intl
International studies www site www.ulaaplnd.fi/studies

INTERNATIONAL RELATIONS
Yliopistonkatu 8, 96300 Rovaniemi
Fax +358 16 362 941
International.relations@ulaaplnd.fi

- Ms Outi Snellman
  Director of International Relations
  Tel. +358 40 501 0209
  outi.snellman@ulaaplnd.fi

- Ms Jaana Severidt
  Head of International Student Services
  Tel: +358 40 772 6510
  jaana.severidt@ulaaplnd.fi

- Ms Päivi Martin
  International Coordinator
  Tel. +358 40 484 4465
  paivi.martin@ulaaplnd.fi

INTERNATIONAL STUDY COORDINATOR
Arctic Studies Program ASP
- Tel. +358 40 350 8771, isc@ulaaplnd.fi

STUDENT SERVICES
Enrollment for degree students
Yliopistonkatu 8, 96300 Rovaniemi
Fax. +358 16 362 930
ilmotautuminen@ulaaplnd.fi

INTERNATIONAL COORDINATORS
FACULTY OF ART AND DESIGN
- Ms Virpi Nurmela
  Tel. +358 40 484 4396
  artinter@ulaaplnd.fi

FACULTY OF EDUCATION
FACULTY OF LAW
- Mr Jani Suokanerva
  Tel. +358 40 484 4040
  educationinter@ulaaplnd.fi
  lawinter@ulaaplnd.fi

FACULTY OF SOCIAL SCIENCES
- Ms Minna Nousiainen
  Tel. +358 400 813 867
  socialinter@ulaaplnd.fi
4.2 Faculties and Majors

**Faculty of Art and Design**
- Art Education
- Audiovisual Media Culture
- Clothing Design
- Graphic Design
- Industrial Design
- Interior and Textile Design

**Faculty of Education**
- Adult Education
- Primary Teacher Training
- Education
- Media Education

**Faculty of Law**
- Bachelor of Laws
- Master of Laws

**Faculty of Social Sciences**
- Administrative Science
- Applied Psychology
- International Relations
- Management
- Political Science
- Public Law
- Rehabilitation Science
- Social Work
- Sociology
- Tourism Research

**Separate Units of the University**
- Arctic Centre
- Language Centre
- Library
4.3 The University of Lapland’s programmes for international students

International courses taught in English are an important part of the education provided by the University of Lapland, and are provided in all of our faculties. However, sometimes international students study alongside Finnish students and the teaching is partly bilingual. Where the teaching is in Finnish, guidance and directions are also given in English (for example in the Faculty of Art and Design).

Exchange students
Many of our courses which are taught in English are intended for the ever growing number of international students who travel to Rovaniemi each academic year. Exchange students are free to take courses from all of the faculties’ major and minor programmes and the Language Centre, and can also choose from the non-degree programmes listed below. Some of these courses have been organized within, or between, faculties to provide students with an opportunity to complete thematically based non-degree programmes. However, in the Faculty of Art and Design, exchange students must choose one of the non-degree modules.

Non-degree programmes open to international students at the University of Lapland are:
- Arctic Studies Program
- Circumpolar Studies Program
- Community, Art and Environment Studies
- Cultural Industries
- Gender Studies
- Intercultural Communication Programme
- Media Education – Bridging Studies

The Faculty of Art and Design offers the following non-degree study modules for art students:
- Art Education
- Audiovisual Media Culture
- Graphic Design
- Industrial Design
- Textile and Clothing Design

Degree students
The University of Lapland offers a variety of degree programmes at various academic levels that are open to international applicants. Some of these programmes may have a few courses in their curriculum that are offered only in Finnish. However, it is possible for international students to complete these degree programmes entirely in English with specialized study plans and teacher assistance. Degree students may also enrol in non-degree programmes, which can be used as a minor programme to complement their major degree programme. The degree programmes open to international applicants at the University of Lapland are:

Bachelor’s Programmes
- Political Science
- (Political Science/International Relations)

Master’s Programmes
- Applied Arts
4.4 The System of Study

Studying at a Finnish university is sometimes very different from studying elsewhere. The possible combinations of major and minor subjects are numerous, and students need to take responsibility for planning their own studies. At the beginning, it might be confusing to organise a schedule or coordinate all the courses. However, when students get used to the system, it is possible to create an individual study plan within a given framework. "Academic freedom" means various things: it refers to the independence of the universities, but it also refers to the individual student's studies. Students are responsible for creating their own study plan and monitoring their own progress. Student and teacher tutors will help you get started with your studies. In the following sections, you will find some basic information about the system of study in the University of Lapland.

Courses

The basic unit of a study programme is the course. A typical course consists of a series of lectures and a written assignment or exam. Typically, lecture series do not last the whole semester. Often they are held within a period of one or two weeks. After the lectures students have at least two chances to take the written exam for the course. The first is usually held within two weeks after the end of the lectures and the second within a month. The student receives the grade for the course about four weeks after returning the assignment or taking the exam.
Please note that some courses may have a “book exam” only, meaning that there are no lectures and the student takes an exam based on individual study of a set of books from the curriculum. Please see www.ulapland.fi/studies for more information on courses. There you will also find the aims and requirements for each course, the name of the teacher, schedule, etc.

Teaching methods
Lecturing is the most commonly used teaching method. However, lectures do not usually cover the entire content of the course, and students are required either to take a written exam or write an essay in order to complete the course. Other forms of teaching are seminars, workshops and exercises. Seminars consist of lectures at the beginning of the course and seminar meetings at which students present their seminar paper. A workshop is basically the same as a seminar but done as group work. Exercises are usually practical assignments and are very common in teacher training, for example. One popular teaching method is excursions, where students follow a planned programme and attend lectures. Excursions usually also include additional written assignments. The teaching method for a course may also be a combination of two methods; it is always mentioned in the course description.

Instruction in the Faculty of Art and Design can be divided roughly into theoretical courses, seminars, studio practice, workshops and projects. Theoretical courses are based on lectures and/or literature, and include written examinations and essays. In seminars, workshops, and studio practice, the number of students varies between 12 and 18, depending on the subject, and accordingly the number of places available for exchange students is limited. Fine art courses require 90% attendance and workshops 80% attendance for successful completion of the courses. All courses require independent work.

The university also hosts several visiting teachers each year. Information on their teaching is made available prior to the visits. Usually these courses can compensate for some parts of the courses in the regular curriculum.

Written exams
Please note that there is no specific exam period at the end of the semester; exams are held throughout the academic year. There are two types of written exams: course exams and general exams.

Course exams are held after the completion of a course. The lecturer will inform the students of the date, time and place of the exam. There are at least two possible dates, so that one can try again if one fails the first time. Advance registration is usually not required.

General exams for each faculty are held once a month. On these days, a student can take a book exam based on individual study of a set of books or other material from the course catalogue. Please note that when registering, the student must select the books he/she is planning to study according to the list provided in the course catalogue/Weboodi. In a general exam the student needs to cover all the selected books at once. The registration
deadline is 10 days before the exam date; registration must be done through the WebOodi student information system.

In the Faculty of Law written examinations are held on general examination days. Please see the list of examination dates and the examinations which can be taken on each date on the faculty web page. Exchange students should, however, always contact the tutor in charge of the course before taking any examination in order to negotiate about the required reading and the date and time for the examination. Please note that all students are required to register for the written examinations. This can be done using the registration form at least 10 days before the examination. You should bring the form to the study secretary or international coordinator in the faculty. Paper forms can be found in the faculty.

**Programmes**

There are three levels of studies: basic, intermediate and advanced, and two kinds of programmes: major and minor. In major programmes students are required to complete basic and intermediate courses in order to get a Bachelor’s degree and advanced courses in order to get a Master’s degree. In short minor programmes, only basic level studies are required; in long minor programmes, both basic and intermediate level work must be completed.
Credits
At the University of Lapland, credits are used to define the extent of a given course. Lectures, exercises, seminars and other forms of instruction (e.g., the writing of essays, lecture journals, preparation for examinations, etc.), as well as independent research, are all taken into consideration when the number of credits for each course is being calculated. Please note that a credit does not refer to the duration of a course, but to the estimated total amount of work required: that is, one credit represents approximately 26 – 27 hours of work by the student. The estimated work load for a full time student in one academic year is 60 ECTS credits, meaning 30 ECTS credits per semester.

Within the academic calendar some courses may be completed in less than one period, with credits awarded in due time, while other courses may extend over several study periods with credits being awarded at the end of the semester or the academic year. In accordance with the establishment of the European Higher Education Area, the University of Lapland has fully adopted the ECTS credit system.

The grading system
Finnish universities use numeric grading scales. At the University of Lapland, the scale used is from 5 (excellent) to 1 (sufficient). Please note that some courses are given only on a pass/fail basis without any further grading. In this case the mark ‘pass’ appears on the transcript. Every course and examination taken is recorded on

<table>
<thead>
<tr>
<th>Ulapland grading scale</th>
<th>European grade definition*</th>
<th>The US scale *</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excellent</td>
<td>5</td>
<td>A A</td>
</tr>
<tr>
<td>Very good</td>
<td>4</td>
<td>B A-, B+</td>
</tr>
<tr>
<td>Good</td>
<td>3</td>
<td>C B</td>
</tr>
<tr>
<td>Satisfactory</td>
<td>2</td>
<td>D C+</td>
</tr>
<tr>
<td>Sufficient</td>
<td>1</td>
<td>E C</td>
</tr>
<tr>
<td>Fail</td>
<td>F</td>
<td>F F</td>
</tr>
</tbody>
</table>

(*= not official equivalents)
the student’s personal transcript. See the table comparing our grading scale with other grading scales.

**The OODI Student Information System - Registering for courses and exams**

OODI is a national student information system that supports studies and teaching. Students can check their personal data and credits, change their contact information and the conditions under which the data can be released for other use, browse study guide information, register for courses and general exams, order an “unofficial” transcript of studies to be sent by e-mail, enrol in the university, and pay the student union fee. It is also possible to give feedback on courses through the WebOODI system. You will get acquainted with the system during the orientation week, after which you can register for courses.

**Student numbers and transcripts of records**

Each student has a personal student number. Degree students receive their study certificate with their student number during the first days of their studies from the Student Services Office. Exchange students receive their study certificates with their student number during the first days of their studies from the International Office. This requires registration at the University. Students must use this number when registering for exams and on the exam answer forms.

The transcript is an official document in which students’ studies are recorded. In the transcript students will find all completed courses with credits and grades either on the 5-1 scale or pass/fail. The University of Lapland issues only one transcript for its students (studies in all faculties and units are recorded in one document). Students can get an unofficial transcript through the WebOODI system as an e-mail. The official transcript is given directly to students at the end of the exchange period if all courses are recorded on the transcript. If not, the document will be sent by the end of January/mid June to the students or to their home university.

### 4.5 Important academic information

**The 2012 – 2013 academic year**

The academic year at the University of Lapland comprises two semesters. The autumn semester is 1 August to 31 December; the spring semester runs from 1 January to 31 July. The opening ceremony for the academic year is always on the first Monday in September. Teaching during the academic year is divided into five teaching periods.

**Teaching Periods 2012-2013:**

1. period: 29.8. - 27.10.2012 (8.5 weeks)
2. period: 29.10. - 19.12.2012 (7.5 weeks)
3. period: 9.1. - 2.3.2013 (7.5 weeks)
4. period: 11.3. – 31.5.2013 (11 weeks)
5. period: Summer school / Possibility to take a monthly exam / Holiday
Arrival
We recommend that you arrive on Saturday September 1 or Sunday September 2, 2012 for the autumn semester or on Monday January 7, 2013 for the spring semester. Your student tutor will contact you before your arrival, and you can arrange the first meeting together. Usually you will meet the tutor at your accommodation upon your arrival. Note that the tutors are prepared to meet you on the dates mentioned above. If you wish to arrive earlier, please consult your tutor and remember to check when the tenancy agreement for your accommodation starts.

Instruction in the departments begins
- in the autumn semester: during weeks 36–37/2012
- in the spring semester: during weeks 1–3/2013

An Orientation Programme
of three to five days for new incoming international students is arranged twice a year at the beginning of each semester. It is highly recommended that the student arrives in Rovaniemi at the beginning of the semester in order to be able to participate in the orientation programme and optimise his/her study opportunities. Orientation for international students begins in the autumn semester on Monday September 3, 2012 on the University campus, and in the spring semester on Tuesday, January 8, 2013 on the University campus.
Important Forms and Deadlines
There are certain important forms which you must return to the University of Lapland’s Student Services (for degree students) or International Office (for exchange students) **before** your arrival. Forms and deadlines may vary depending on whether you are a degree student or an exchange student. Please check the table below to see what forms and deadlines apply to you.

<table>
<thead>
<tr>
<th></th>
<th>Degree Students</th>
<th>Exchange Students</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Arrival Information</strong></td>
<td>Send the Arrival Information Form to the International Office</td>
<td>Send the Arrival Information to the International Office through SoleMove by <strong>31 July 2012</strong> / <strong>2 December 2012</strong>.</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:international.relations@ulapland.fi">international.relations@ulapland.fi</a></td>
<td></td>
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<tr>
<td></td>
<td>fax +358 16 362 941 by <strong>31 July 2012</strong>.</td>
<td></td>
</tr>
<tr>
<td><strong>Confirmation of Accepting the Study Place</strong></td>
<td>Send the Confirmation of Accepting the Study Place to Student Services, P.O. Box 122, FI-96101 Rovaniemi or by fax +358 16 362 930 by <strong>31 July 2012</strong> at 16:15.</td>
<td>Confirm the Study Place to the International Office through SoleMove by <strong>31 July 2012</strong> / <strong>2 December 2012</strong>.</td>
</tr>
<tr>
<td><strong>Registration and Student Union Fee</strong></td>
<td>Registration as an attending or non-attending student for academic year 2012-2013 should be sent to Student Services, P.O. Box 122, FI-96101 Rovaniemi or by fax +358 16 362 930 by <strong>31 July 2012</strong> at 16:15.</td>
<td>Send the Registration Form to the International Office <a href="mailto:international.relations@ulapland.fi">international.relations@ulapland.fi</a> by <strong>31 July 2012</strong> / <strong>2 December 2012 at the latest!</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Please note that you must pay the Student Union membership fee before enrolment by 31 July 2012 at the latest and include the receipt with the registration form.</strong></td>
<td>If you have not sent your Registration Form by this date, <strong>your ICT user account will not be ready in the orientation week, and you will not be able to register for courses.</strong> In this case it will take a few weeks after your arrival.</td>
</tr>
<tr>
<td>Degree Students</td>
<td>Exchange Students</td>
<td></td>
</tr>
<tr>
<td>--------------------------------------------------------------------------------</td>
<td>--------------------------------------------------------</td>
<td></td>
</tr>
</tbody>
</table>
| **Certificates**  
Bring the original certificates with you when you start your studies. The International Coordinator at the Faculty will check your certificates. | You can pay and apply for the Student Card during the orientation week. For more information see www.lyy.fi |
| **Student Card**  
Pay the Student Union membership fee before registering. For more information see www.lyy.fi |  
| **Accommodation**  
Please read Section 5.3 Accommodation to learn more about accommodation options.  
Please note that it is very important to arrange the accommodation before your arrival! |  
Apply for DAS Housing as soon as possible! Online application at www.das.fi. For all housing-related issues please contact Dasaspa@das.fi. |
| **Accommodation**  
Please read Section 5.3 Accommodation to learn more about accommodation options.  
Please note that it is very important to arrange the accommodation before your arrival! |  
Online application at www.das.fi.  
For all housing-related issues please contact Dasaspa@das.fi. |
4.6 The University of Lapland’s Student Union (LYY)

The Student Union is a public corporation designed to uphold students’ rights and make sure that the students’ voice is heard everywhere at the university and in the surrounding society. All Bachelor’s and Master’s degree students are automatically members of the Student Union and must pay the membership fee before registering (Universities Act (645/97/40). The fees for the 2012-2013 academic year are: 90 € for the full academic year, 45,50 € for the autumn semester, 47 € for the spring semester, and 16 € for the student card.

Membership in the Student Union is voluntary for exchange students. International exchange students are entitled to join the Student Union if their studies and stay in Finland last longer than 3 months, if the purpose of their study is completion of a basic university degree (Bachelor’s or Master’s degree), and if their studies in Finland are free of any tuition fees. After paying the fee, the student receives the official student card and is entitled to subsidised lunches in University restaurants, services of the Finnish Student Health Care Service (YTHS), services provided by the Student Union, discounts on train tickets and long-distance bus tickets, discounts at youth hostels, museums, theatres, concerts, swimming pools, shops, ski resorts, restaurants, etc.

Visiting and postgraduate students do not have to pay the membership fee, unless they want to have the Finnish student card. Visiting and postgraduate students are not entitled to the above-mentioned benefits but are entitled to counselling and services of the Student Union. For more information on the Student Union of the University of Lapland, please visit www.lyy.fi.
5 What do you need to take care of before arriving in Finland?

5.1 The residence permit

EU citizens

EU citizens and citizens of Liechtenstein and Switzerland do not need a residence permit, but they must register their right to reside in Finland if their stay lasts longer than three (3) months. Students register their right to reside in Finland at the local police department (poliisi) in Rovaniemi.

For the registration form and more information, see: www.poliisi.fi.

- Fill in the application form (EU1 registration form) and submit it along with the relevant attachments mentioned at the end of the form and on the webpage.

The Rovaniemi Police Department is located at Hallituskatu 1-3.

Citizens of the Nordic countries

Citizens of the Nordic countries (Sweden, Norway, Denmark and Iceland) need to register their right at a local register office (maistraatti) if they stay in Finland longer than three (3) months.

For more information see: www.maistraatti.fi.

- Contact information of local registration office (maistraatti): Hallituskatu 5C

Non-EU citizens

A student who has been accepted to study at a Finnish educational institution must apply for a residence permit in advance through a Finnish diplomatic mission. The permit is to be applied for in the country in which the student resides legally. In practice this means the home country of the applicant, or the country which has granted him/her a residence permit.

Please check the information from the Finnish Immigration service on the following pages.
To apply for a residence permit, the student fills in the application form and submits it, along with relevant appendices, to the Finnish diplomatic mission. Check the required appendices from following pages.

The applicant must remain abroad while waiting for the decision on the permit application. The first residence permit is issued by the Finnish Immigration Service, which receives the application from the Finnish diplomatic mission. The application form for a residence permit and more information may be found on the Finnish Immigration Service’s webpage at www.migri.fi.

Rovaniemi University of Applied Sciences and the University of Lapland provide the above information only as general guidance regarding residence permits and visa issues and are in no way responsible for official rules and regulations regarding their distribution. As immigration policy is subject to change, all international applicants should consult the Finnish Immigration Service for up-to-date information regarding residence permits and the rules and regulations concerning them.

5.1.1 NOTICE TO EXCHANGE STUDENTS (NON-EU)

from the Finnish Immigration Service/Immigration Unit
(March 2012)

CONGRATULATIONS ON OBTAINING A STUDY PLACE!

When you plan to study in Finland for more than three months, you will need a residence permit. EU citizens and citizens of Liechtenstein and Switzerland do not need a residence permit or visa

Submitting a residence permit application

Apply for a residence permit as soon as you have received an acceptance letter from a Finnish educational institution.

- Submit your application electronically at www.migri.fi -> E-services. You can also submit the application to a Finnish embassy in your home country or in a country in which you are legally residing. Applying electronically is the fastest way to get the decision to your application.

- **Due to biometrics, fingerprints are collected from all applicants.** All students are required to visit a Finnish embassy in person to give their fingerprints, no exceptions are made. Your application will not be processed before you have given biometric details at the embassy.

- Take the originals of all your documents with you to the embassy even if you have submitted your application electronically.
The Finnish Immigration Services makes an order for a biometric residence permit card if a positive decision is made. It takes one to two weeks on an average for the card to arrive at the embassy. It is not possible to expedite the delivery.

Livelihood
Your livelihood must be secured either with a deposit in your own bank account or with an official scholarship/grant.

- You are required to have 500 euros for each month you intend to stay in Finland, i.e. 6,000 euros for a one year residence permit.
- A written guarantee of sponsorship from a private person such as family member, friend or employer is not accepted.

Health insurance
During your stay in Finland you must be covered by a private health insurance at all times.

- For studies lasting less than two years, your health insurance must cover the costs of medical treatment up to a minimum of 100,000 euros. Please note that the coverage must include both accident and illness related medical expenses individually up to 100,000 euros.
- The health insurance is required to have no deductible.
- Your health insurance must be valid on the date you arrive in Finland and cover the entire time you intend to spend in Finland.
- Do not acquire a travel insurance since this is often meant for trips lasting a maximum of three months and is therefore inadequate.

- Do not terminate your health insurance, otherwise you will be responsible yourself for medical costs if you fall ill or have an accident.

Application form and appendices
Fill in carefully and sign the application form OLE_OPI. Don’t forget to mention accurate contact details and the estimated date of your arrival in Finland. Use the following list of obligatory appendices as a checklist when preparing your application:

1. Original acceptance letter from a Finnish educational institution
2. Certificate of a health insurance indicating the following information:
   - The name of the insured person
   - The insurance coverage and amounts of benefit
   - The validity period of the insurance.
   - The geographical area in which the insurance is valid
3. Documentation of a secured livelihood
   - A bank statement indicating a sufficient deposit in a bank account under your name. A joint account with another person is not accepted.
   - An official certificate of a grant/scholarship from a government, an organisation or an educational institution. A bank statement is not needed if the scholarship fully covers the requirement of funds
4. Passport and a passport photo
   - Make sure your passport is valid for the duration of your stay in Finland.
5. **If you are under 18 years of age, you are required to have written consent for moving to Finland from your guardians.** Your legal guardian also must sign your application form.

If your appendices are not in Finnish, Swedish or English, you must have them translated into one of these languages by an authorised translator. **Take the originals of all the documents with you to the embassy.**

**Important information**
To ensure a swift process, remember to submit your application as early as possible and carefully follow the instructions above regarding the appendices to your application.

**Do not acquire airline tickets in advance.**
It cannot be guaranteed that the decision will be ready before your flight to Finland, especially if your application is incomplete or submitted late. You must wait for the decision abroad. If you arrive in Finland before the decision to your residence permit application is made, you must cancel your application and reapply in Finland. The processing fee (250 EUR) will be charged again and your new application will be placed at the end of the application queue.

Due to the large number of applications, individual requests for an expedited process can not be taken into consideration. All residence permit applications based on studying are decided on as urgent and in the order of their arrival at the Finnish Immigration Service. E-mail or telephone inquiries will not expedite your residence permit application process.

**5.1.2 NOTICE TO DEGREE STUDENTS (NON-EU)**

from the Finnish Immigration Service/Immigration Unit (March 2012)

**CONGRATULATIONS ON OBTAINING A STUDY PLACE!**
When you plan to study in Finland for more than three months, you will need a residence permit. EU citizens and citizens of Liechtenstein and Switzerland do not need a residence permit or visa.

**Submitting a residence permit application**
Apply for a residence permit as soon as you have received an acceptance letter from a Finnish educational institution.

- Submit your application electronically at www.migri.fi -> E-services. You can also submit the application to a Finnish embassy in your home country or in a country in which you are legally residing. Applying electronically is the fastest way to get the decision to your application.
- **Due to biometrics, fingerprints are collected from all applicants.** All students are required to visit a Finnish embassy in person to give their fingerprints, no exceptions are made. Your application will not be processed before you have given biometric details at the embassy.
- Take the originals of all your documents with you to the embassy even if you have submitted your application electronically.
The Finnish Immigration Services makes an order for a biometric residence permit card if a positive decision is made. It takes one to two weeks on average for the card to arrive at the embassy. It is not possible to expedite the delivery.

Livelihood
Your livelihood must be secured either with a deposit in your own bank account or with an official scholarship/grant.

- You are required to have 6,000 euros per year at your disposal.
- A written guarantee of sponsorship from a private person such as family member, friend or employer is not accepted.

Health insurance
During your stay in Finland you must be covered by a private health insurance.

- If your studies in Finland last two years or longer, your health insurance must cover medical expenses up to a minimum of 30,000 euros. Remember to apply for a home municipality at your local registry office after arriving in Finland in order to receive public health care.
- If your studies last less than two years, the insurance must cover both sickness and accident related medical treatment up to a minimum of 100,000 euros.
- The health insurance is required to have no deductible.
- Your health insurance must be valid on the date you arrive in Finland and for at least one year from the estimated date of your arrival in Finland.
- Do not acquire a travel insurance since this is often meant for trips lasting a maximum of three months and is therefore inadequate.
- Do not terminate your health insurance, it must be valid at all times in Finland.

Application form and appendices
Fill in carefully and sign the application form OLE_OPI. Don’t forget to mention accurate contact details and the estimated date of your arrival in Finland. Use the following list of obligatory appendices as a checklist when preparing your application:

1. Original acceptance letter from a Finnish educational institution
2. Certificate of a health insurance indicating the following information:
   - The name of the insured person
   - The insurance coverage and amounts of benefit
   - The validity period of the insurance
   - The geographical area in which the insurance is valid
3. Documentation of a secured livelihood
   - A bank statement indicating a sufficient deposit in a bank account under your name. A joint account with another person is not accepted.
   - An official certificate of a grant/scholarship from a government, an organisation or an educational institution. A bank statement is not needed if the scholarship fully covers the requirement of funds.
4. Passport and a passport photo
A residence permit for studies is granted primarily for one year at a time. Make sure your passport is valid for a minimum of one year.

5. If you are under 18 years of age, you are required to have written consent for moving to Finland from your guardians. Your legal guardian also must sign your application form.

If your appendices are not in Finnish, Swedish or English, you must have them translated into one of these languages by an authorised translator. Take the originals of all the documents with you to the embassy.

Important information
To ensure a swift process, remember to submit your application as early as possible and carefully follow the instructions above regarding the appendices to your application.

Do not acquire airline tickets in advance.
It can not be guaranteed that the decision will be ready before your flight to Finland, especially if your application is incomplete or submitted late. You must wait for the decision abroad. If you arrive in Finland before the decision to your residence permit application is made you must cancel your application and reapply in Finland. The processing fee (250 EUR) will be charged again and your new application will be placed at the end of the application queue.

Due to the large number of applications, individual requests for an expedited process cannot be taken into consideration. All residence permit applications based on studying are decided on as urgent and in the order of their arrival at the Finnish Immigration Service. E-mail or telephone inquiries will not expedite your residence permit application process.

5.2 Insurance

EU citizens
Students and researchers moving to Finland from an EU/EEA country, Switzerland or a country that has a social security agreement with Finland are normally not covered by the Finnish social security system, because their residence in Finland is of a temporary nature. However, they are entitled to necessary medical treatment in Finland by presenting a European Health Insurance Card. The card is issued by the competent authority of one’s home country.

Citizens of the Nordic countries
Persons moving temporarily to Finland from another Nordic country can normally prove their entitlement to medical treatment with an identity card. However, you can just as well get a European Health Insurance Card, which is valid also in Finland.

Non-EU citizens
For students coming from other than EU/EEA countries, having health insurance became compulsory from the 1st of September 2007. That means that to get the residence permit a student must have valid health insurance that covers medical treatment in Finland. This concerns students who are applying for a residence permit or an extension of the residence permit.
permit after the change in the law was implemented. Please read also the previous section 5.1 Residence Permit.

**Important information about insurance:**
- For EU citizens it is important to acquire at least European Health Insurance Card to get necessary medical treatment in Finland.
- For Non-EU citizens it is compulsory to have insurance to acquire a residence permit.
- For more information on insurance, see: www.migri.fi
  www.kela.fi

The University of Lapland has adopted a mandatory insurance policy for all its international students by the Rector’s decision on January 24th, 2005. In order to register at the University of Lapland, all international students are required to show proof of valid insurance throughout their stay in Rovaniemi. By proof, the University of Lapland means a valid insurance card or equivalent document in English. The insurance must meet the following requirements: it must be valid throughout the stay and it must cover health, accidents and preferably liability issues. For citizens of the EU, the European Health Insurance Card is a sufficient document.

Students are strongly advised to purchase good medical and accident insurance before arriving in Finland; one good option, which has been negotiated by the Finnish universities, is the Marsh Student Insurance Program SIP.

**Marsh Student Insurance Program SIP, Insurance for International Students**
Marsh SIP insurance is available for international students who study in Finland. For more information, please see www.studyinfinland.fi. To buy Marsh SIP insurance, please go to www.marsh.be/sip. This website allows you to purchase health insurance online with a credit card.

**5.3 Accommodation**

Please note that it is very important to arrange accommodation before you come to Finland. The beginning of each semester is quite a busy time and student housing fills up quickly. That is why it is important to be on time with your accommodation application. Staying at a hotel is expensive in Finland. Please check the table below to see what kinds of accommodation options are available.

**DAS**
Domus Arctica -säätiö (DAS) is a Student Housing Foundation that offers accommodation in the city of Rovaniemi for Finnish and foreign students. DAS apartment buildings are situated in four different parts of the city. The areas are called Kuntotie, Rovala, Asemarinne and Rantavitikka. All these areas are situated at a maximum of 3.5 kilometers from the University of Lapland or Rovaniemi University of Applied Sciences. You can find more information about DAS accommodation and the housing areas at www.das.fi.
Degree and Exchange Students
All foreign and Finnish students can apply for accommodation in DAS apartments continuously. Most of these apartments are not furnished. It is very important to apply as soon as possible, because the applications are handled on a “first come, first served” basis. First-year students always have priority in August and September. Please note that in autumn DAS receives many more applications than there are apartments available.

Furnished Apartments – Especially for Exchange Students
DAS has furnished and shared apartments which are reserved for exchange students in the Kuntotie and Rovala areas. Kuntotie is a larger area with two buildings; Rovala is smaller and accommodates fewer people.

In shared apartments you either have a single bedroom or share a double bedroom with another person. You share the kitchen, bathroom and toilet with other people who are the same gender as you and who live in the same apartment.

The prices vary depending on the area and the type of flat. For example, in Kuntotie rent varies from 160 - 300 € / month. The rooms contain basic furniture, including a bed, a mattress, and a desk and chair. The kitchen contains a kitchen table, chairs, an oven and fridge/freezer. There are no dishes, cutlery, cooking utensils, curtains, pillows, blankets, sheets or towels in the rooms.

Information on the application process:
For exchange students the application deadline for the 2012 autumn semester / 2012-2013 academic year is mid-July 2012, and for the spring semester mid-November 2012. Your online application must arrive at the DAS office by the deadline!

ROVANIEMI UNIVERSITY OF APPLIED SCIENCES (RAMK)
Degree programme students
• Väylätie dormitory (first-year students)
• DAS (Domus Arctica Säätiö)
• Housing companies, private sector

Exchange students
• DAS (Domus Arctica Säätiö)
• Housing companies, private sector

UNIVERSITY OF LAPLAND (ULAPLAND)
Degree programme students
• DAS (Domus Arctica Säätiö)
• Housing companies, private sector

Exchange students
• DAS (Domus Arctica Säätiö)
• Housing companies, private sector
It is very important to apply as soon as possible, since the applications are handled on a “first come, first served” basis.

To apply for a DAS apartment, you must fill in the online application at www.das.fi.

**Contact information:**
- **Address:** Domus Arctica-säätiö
  Ylikorvantie 28 A,
  FI–96300 Rovaniemi, Finland
- **Email:** dasaspa(at)das.fi
- **Internet:** www.das.fi (online application)
- **Tel.:** +358 20 7699 180
- **Fax:** +358 20 7699 188

For all issues related to DAS accommodation, please contact DAS customer service directly: dasaspa@das.fi

**Väylätie Dormitory (Reserved for first-year degree programme students at RAMK)**
The Väylätie dormitory is located in Virinkangas about 2 kilometers from the Rovaniemi city centre. All rooms are in apartment units with 4 rooms and a shared kitchen and bathroom. Please note that there are no single rooms available; all rooms are for two people. Rent is 150€ / month. All rooms are furnished and include cutlery, dishes, cooking utensils, curtains, pillows, and blankets. You can rent bed linen if you wish. The sauna and laundry facilities can be used free of charge. There is no Internet access in the Väylätie dormitory.
The application deadline for accommodation in Väylätie dormitory is July 11th.

For more information about the Väylätie dormitory, see www.ramk.fi → Applying → General Information → Accommodation.

Contact information:
accommodation(at)ramk.fi

Other options
You can also look for an apartment from the City of Rovaniemi, housing companies (estate agencies) or the private sector. These apartments are usually unfurnished. However, you can buy furniture at low prices from second-hand shops.

The rent for private apartments varies depending on the area and the condition of the apartment. Apartments are usually more expensive in the Viirinkangas-Rantavitikka area and the city centre area than, for example, in Ounasrinne or Korkalovaara. Please keep in mind that you can rent an apartment together with a friend or friends.

For more information on apartments with housing companies and the private sector, see: www.vuokraovi.com ; www.kas.fi

IMPORTANT!
Please note that every tenant must sign a tenancy agreement with the landlord. Only one person can live in an apartment per tenancy agreement. The tenant has no right to let people who are not mentioned in the tenancy agreement live in the flat without the landlord’s (for example DAS or the Väylätie dormitory) permission. Your friends are not allowed to live in your apartment. You will lose your tenancy agreement and the right to live in your apartment if you do not follow the tenancy agreement.

In case of questions, always contact the housing office. For more information about multicultural student housing in Finland, see: http://www.opiskelija-asunnot.fi/en/studenthousing/.

If you have not agreed with your student-tutor about your arrival at the dormitory, it is important to make arrangements to get the keys to your accommodation! Be sure to contact your landlord well in advance so he/she knows when you will come to pick up your keys. Also remember to have all the necessary documents with you!

Depending on the furniture and other furnishings in the dormitories, it may be a good idea to take a sleeping bag with you. The first days can be quite busy, and it may take a day or two before you have time to go shopping. There are some second-hand shops in Rovaniemi where you can buy dishes, curtains, etc. at a lower price. Your student-tutor will help you locate all the necessary shops.
6 Arrival and First Weeks

6.1 Arrival to Finland and Rovaniemi

How do I get to Rovaniemi?
The first thing you need to do is to find your way to Helsinki. Any travel agent or airline should be able to get you a flight to Helsinki from just about anywhere. The next step is to get from Helsinki to Rovaniemi. There are several ways to do this.

Travelling by plane is the easiest way. Before leaving you can check the schedule, price and availability of seats on the Internet at:

- www.finnair.fi, www.blue1.com,
- www.airbaltic.com or
- www.norwegian.com

The second alternative is to travel by train. The trip takes about 12 hours. There is a direct bus service from the Helsinki - Vantaa airport to the train station, so that is no problem. The train schedule, price information and basic information about the Finnish railways are available on the Internet at www.vr.fi.

The third way to travel to Rovaniemi is by long-distance bus. You can find more information about bus schedules and prices on the Internet at www.matkahuolto.fi.

Note that you can only get a student discount with a Finnish Student card. You can only obtain your card after registering at your university and paying your Student Union membership fee.
The fourth way is to arrive by your own car. It takes about 12 hours to drive from Helsinki to Rovaniemi. The E4 highway leads directly from Helsinki to Rovaniemi. Please keep in mind that under Finnish law it is compulsory to use winter tyres between 1 December and 28 February. It is important to pay attention to the weather, and especially in Lapland roads are snowy and slippery in winter. That is why people living in Lapland often use winter tyres until late spring. Please note also that you need your own parking place for your car. In Finland it is forbidden to park anywhere except in designated parking places. For more information please visit:

- www.autoliitto.fi/in_english/
- www.tiehallinto.fi/alk/english
- www.liikennevakuutuskeskus.fi → in English
- http://smartmotorist.com

How do I get to my accommodation?
After arriving in Rovaniemi, you will need to find your way to your accommodation. Please keep in mind that there are no bus connections from the airport, and that is why a taxi is the easiest choice. The Airport taxi costs around 10 € / person, and a normal taxi is around 25-30 €. If you arrive by train, a taxi is the easiest choice. The taxi costs approximately 15 € during the daytime and a few Euros more in the evenings and night-time. There are also bus connections from the train station or from the city centre to the accommodation. For more information visit www.rovaniemi.fi.

How do I get to the university and to the orientation?
There will be an orientation session for new international students during the first week of the semester. Please read the section entitled Important Academic Information in either Chapter 3 or 4, depending on whether you are a student of RAMK or ULapland. The whole first week will be full of important information, so it is important for you to be present from the very beginning! You will also meet the student tutors.

International student tutor
Each international student gets a student tutor who will help with all practicalities especially during the first days and weeks. The tutors are volunteers who are trained for their duties. Your student tutor will help you familiarize yourself with the university, study practicalities, accommodation, the city, etc. Even though the tutors are here to help you, please read this guidebook carefully and prepare for your stay in Rovaniemi. If you have any problems and you wish to have help and guidance with various matters, the student tutors will help you.

6.2 Arrival checklist
It is most likely that your first few days and weeks will be busy. It is worth familiarising yourself with the arrival checklist below. The checklist includes the most important things you need to take care of before and after your arrival in Rovaniemi. Your student tutor will also help you with all the practicalities upon your arrival.
Before:
- Residence permit, page 36
- Insurance, page 41
- Accommodation, page 42
- Finances, international credit card, etc, page 57

First days:
- Familiarise yourself with your accommodation
- Find the way to the university
- Participate in the orientation program
- Familiarize yourself with necessary facilities and services at the university (the study affairs office, student services, the international office, etc.)
- Familiarise yourself with the nearest grocery store
- Visit the nearest post office and file a notification of change of address

First week(s):
- Sign the tenancy agreement (if not done earlier)
- Pay the first month’s rent (and the deposit if necessary)
- Get a mobile phone and Internet connection if necessary
- Open a bank account if necessary
- Obtain a student card
- Obtain a library card
- Locate the student health centre
- Familiarise yourself with the town
7 Good to Know About Studying and Living in Finland and Rovaniemi

7.1 Finland, Lapland and Rovaniemi

Finland

Finland is the northernmost country in the world after Iceland and the fifth largest country in Europe in terms of area. It is a country that has always been an important gateway between the east and the west. Finland is a Nordic democracy with a population of 5.2 million inhabitants. Finland is the northernmost member state of the European Union.

Finland shares a border with Sweden on the west and with the tip of Norway in the north; it has a long border with Russia in the east, and Estonia lies to the south across the Gulf of Finland. Finland has 625 miles of coastline. The archipelago to the south and southwest of the country contains around 30,000 islands, and is one of the world’s most beautiful marine areas. Finland is also a land of lakes: almost 200,000 at the last count. Two-thirds of the country is covered by forest, which we like to call our “green gold”.

The climate is not as cold as Finland’s location might suggest, partly because of the warming influence of the Gulf Stream. In the summer months, Lapland basks in 24 hours of daylight. In winter, a blue-tinged darkness falls for about two months. This sunless period is called kaamos, the polar night. During kaamos in Rovaniemi, the sun rises above the horizon for only a couple of hours each day. Although the sun is out of sight for weeks, the snow on the ground reflects the light of the moon and the stars. Sometimes the aurora borealis (the northern lights) flickers across the Arctic sky in nuances of green, red and yellow.

The development of the Finnish economy has been rapid since World War II. Today the main manufacturing areas of Finland are the wood and metal industries, computers and communications equipment, chemicals, textiles and construction. The best-known Finnish products are probably Nokia mobile phones. More than 90 per cent of industrial establishments are privately owned by Finnish investors.

Finland, like the other Scandinavian countries, is known for its highly developed social welfare system, e.g., free medical care and education. The political system of Finland is also similar to that of the other Scandinavian countries. Finland works in close partnership with its Nordic neighbours: Sweden, Norway, Denmark and Iceland. Finland is a parliamentary republic with a multiparty political system. Two
hundred members are elected by proportional representation to the unicameral Parliament for a four-year period. Governments are usually formed by coalitions of several of the many political parties. The President is elected by the people for a six-year term. The Government is appointed by the President and it must enjoy the confidence of the Parliament. The current President of the Republic is Mr Sauli Niinistö. Finland declared itself a free and independent state on 6 December 1917. Finland joined the European Union on 1 January 1995.

Finland is officially a bilingual country. Its official languages are Finnish and Swedish. Finnish is spoken by 93% of the population, while Swedish is spoken as a first language by some 6% of Finns. In Lapland, the Sami language is also spoken by 2000 indigenous Sami people.

**Lapland**

Lapland is the northernmost province of Finland and the European Union. It represents about one-third of the total area of the country (about 99,000 km²). It is also a very sparsely populated area with only 2.1 people/ km². Lapland is known for its treeless fells and wildlife. In southern Lapland the forests of pine and spruce trees are endless. Further north the trees become sparser. In Northern Lapland, on the fells, there are no trees at all.

The seasons are very pronounced in Lapland. During the six months of winter there is a lot of snow, and sometimes the temperature can drop to −40 °C. The spring, when the days are longer, is very short. Summers can be very warm with daylight 24 hours a day.

Autumn is famous for the beautiful colours of the trees before the leaves fall. People who have not experienced a Nordic winter before may have a lot of questions in mind. To help you come to terms with the winter season, it might help you to think of it not as a long, monotonous period of darkness, cold and snow, but as a sequence of distinct phases, each with its own special atmosphere. With friendly people around you and by taking things as they come, you will find the winter in Rovaniemi a richly rewarding experience.

**Rovaniemi – The Heart of Lapland**

Rovaniemi is Lapland’s energetic capital city. On the Arctic Circle at the junction of two great rivers, the Kemijoki and the Ounasjoki, the city which has grown round the Ounasvaara Hill recreation area is a part of nature itself. Rovaniemi is located in the middle of rugged and beautiful nature. Eight distinct seasons provide a wide range of attractive features and offer excellent settings for a wide variety of activities. Each season offers an opportunity to experience the town in a totally different light.

Located on the route to the markets of Northern Europe and Northwest Russia, Rovaniemi is the logistical hub of Northern Finland. It is a dynamic and growing city with a strong, diverse business structure and international expertise. The city has a highly-educated work force: in proportion to the total
population (60,000), the number of creative professionals in Rovaniemi is the third highest in Finland.

Source: City of Rovaniemi
www.rovaniemi.fi

7.2 Student life and services in RAMK and U Lapland

Student health care
Please read through Section 5.2 Insurance to learn more about insurance and health care in Finland. It is important to take care of the necessary insurance before you arrive in Finland. During your stay at RAMK or U Lapland you are entitled to use the student health care services. Please check the table on the next page to see what kind of services you are entitled to.

Mental Health Care Services
During weekdays, contact the Student Health Care Nurse (if you are a student at RAMK) or FSHS (if you are a student at Ulapland). During nights or weekends, if you need emergency help, contact the hospital emergency unit (Lapin keskussairaalan Päivystyspoliklinikka, Address: Ounasrinteentie 22, Rovaniemi, Telephone: from 8:00-22:00: 016 328 2140, and from 22:00-8:00: 016 328 2100 (First Aid Station).

Mental Health support services online: http://www.e-mielenterveys.fi/en/

Facilities
Both universities have modern facilities and study environments. The institutions have various kinds of auditoriums, classrooms, compu-
ter rooms, laboratories, work premises and environments for studying. Students from both universities can use the Lapland University Consortium Library, which consists of several libraries on different campuses, as well as the Arctic Library, which is located in the Arctic Centre. The universities also include student restaurants, kiosks, photocopying facilities, etc.

Student unions and ESN Lapland
Both institutions have a student union. RAMK’s student union is called CAMOS, and ULapland’s student union is called LYY. Student unions are designed to support the students’ rights and to make sure that the students’ voice is heard in the institution and surrounding society.

HEALTH CARE SERVICES AVAILABLE FOR STUDENTS

Rovaniemi University of Applied Sciences (RAMK)

As a student of RAMK you are entitled to use the services of the student health care nurse (terveydenhoitaja) who has an office at Kansankatu 8, 2nd floor.

If you need to see a doctor there is a public health care centre (terveyskeskus) and hospital (sairaala) with a first aid station, as well as private clinics.

For more information please read Section 5.2 Insurance.

In addition to this, ALL international students need to have valid health insurance (please see Section 5.2 Insurance).

University of Lapland (ULapland)

As a student of ULapland you are entitled to use the services of the Finnish Student Health Service (FSHS). FSHS will provide most of the medical care you might need during your stay in Rovaniemi.

Visits to the nurse and general practitioner are free of charge, and if you need to see a specialist (for example, a dentist) the fee is modest.

Please note that FSHS does NOT cover emergency or hospital treatment or other treatment exceeding basic health care or treatment during evenings or weekends when FSHS is closed. To use the services of FSHS you must be a member of the student union. The office of FSHS is located on the campus. For more detailed information, please see www.fshs.fi.

In addition to this, ALL international students need to have valid health insurance (please see Section 5.2 Insurance).
As a member of the student union you are entitled to many benefits, such as the services provided by the student union and its companies, as well as all the discounts provided by the student card.

The Erasmus Student Network (ESN) operates under LYY. ESN Lapland arranges various interesting activities and excursions for the international students as well as for Finnish students interested in meeting and socialising with international students. The meetings of ESN are held in English, and students are warmly welcome to share their ideas and opinions.

For more information on student unions and ESN Lapland please visit:
- CAMOS: www.camos.fi
- LYY: www.lyy.fi
- ESN: www.lyy.fi, ESN Lapland in Facebook

Student card and discounts
As a student you are entitled to a variety of benefits and discounts. The most common discounts for students are on the student lunch at university cafeterias and discounts on train and long-distance bus tickets. Some shops, restaurants and services offer various discounts for students. In most cases discounts require a student card, which can be obtained through the student unions.

Please note that doctoral Students are not entitled to the same benefits and discounts as undergraduate students.

Sport services at RAMK and ULapland
Sport services are intended for students of RAMK and ULapland. All sport services are available with the Sportpass. Some of the services are free of charge (with Sportpass), and others are subject to a modest fee. Various indoor and outdoor activities are available. Please read more about sport services at:
- www.lyy.fi
- www.ulapland.fi/sportservices
- www.ramk.fi/sportservices

Finnish Friend programme
RAMK and ULapland organize international friend activities between international students and local people each semester. Participation in the activities is voluntary and free of charge for both the students and the locals, and there are no limitations or obligations. Generally the idea is to introduce Finland, Lapland and Finnish culture to international students coming to Rovaniemi. The student and his/her local friend(s) meet according to their own schedules and organize activities together. Finnish Friend activities are a wonderful opportunity for the student to integrate into the Finnish culture and way of life while local people get to know new cultures and enrich their language skills. Students can sign up for this activity during the orientation week. More information is available on the Universities’ web pages.

Other free-time activities
Rovaniemi is surrounded by beautiful nature, and there are lots of things to do throughout the year. Since the city is close to nature, it is
easy to go hiking, skiing, swimming, cycling, fishing or downhill skiing. Various gyms and sport centres also offer many exciting sport services.

Ounasvaara is a hill and recreational area right beside the city of Rovaniemi. Ounasvaara has signposted and well-maintained trails with numerous spectacular landscapes for townspeople and visitors. There are almost 50 different activities available at Ounasvaara, and the number is growing. In wintertime you can go downhill and cross-country skiing, tobogganing and snowshoeing. In summertime hiking, hurtling down the slopes on the summer bobsleigh and golf are activities to enjoy.

Rovaniemi is also a city of culture, and there are many things to see, visit and experience. You can go to museums, exhibitions, theatres, the cinema, the library, concerts and familiarize yourself with various kinds of architecture.
As Rovaniemi, and Lapland in general, is a tourist destination, there is a huge variety of exotic things to experience: for example, husky sleigh rides, snowmobiling, and visits to reindeer farms. To find out more you can see what the local safari companies offer. You can easily enjoy the northern nature on your own as well. To learn more about national parks, trekking trails and open huts, see the links below:

- www.visitrovaniemi.fi
- www.outdoors.fi

There are various events, information sessions, lectures, theme days and shows organized by various organizations. Student life is really active in Rovaniemi, and ESN and the student tutors organize all kinds of events throughout the year.

Shopping

Shopping is not a problem in Rovaniemi. There are various grocery stores, supermarkets, home-furnishing -, hardware -, and clothing shops in the city. There are also several second-hand shops around the city where you can shop at lower prices. These can be good places to look for the things you need (dishes, curtains, etc.) for your accommodation.

Second Hand Stores

There are several second-hand shops in the city.

- **Tuhattori**  
  Harrikatu 2
- **Varastotien kirppis**  
  Varastotie 8

- **Rovaniemen Kontti - Kierrätystavaratalo**  
  Teollisuustie 13
- **Valtakadun kirppis**  
  Valtakatu 35
- **Revontulikirppis**  
  Kairatie 3

**Transportation in Rovaniemi**

After you have arrived in Rovaniemi it is worth considering whether you should buy a bicycle. Since Rovaniemi is a fairly small town, locations are quite near. That is why a bicycle is an easy way to get from one place to another. You can get help from your student tutor when you go to buy a bicycle. You can, of course, also use public transportation (buses) if you wish.

**Bicycles**

Having your own bicycle is very handy in Rovaniemi. The following shops in the city centre usually sell used bikes:

- **Mountain Bike Center**  
  Ruokasenkatu 10
- **Tuhattori**  
  Harrikatu 2

**Mobile phone and internet connections**

It is easy to get a prepaid mobile phone and Internet connection in Finland. For example, the Väylätie dormitory and some of the DAS buildings do not have Internet connections. In those cases a prepaid Internet connection comes in handy. Your student tutors will help you with these matters after you have arrived in Finland.
7.3 Notification of move & registration of foreigners

Notification of change of address
According to Finnish legislation, you must always submit a notification of change of address if you move into a new home or if you stay temporarily at another address (for example, a friend or relative’s home or summer cottage) longer than three months. The notification can be made at the earliest one month in advance of the move or within seven days from the date on which you move. The easiest way to submit your notification of change of address is to fill in the form which you can pick up at the local post office or local register office (maistraatti).

Registration of foreigners
Basic data on foreigners residing in Finland are entered in the Population Information System. Registered information includes the person’s name, date of birth, nationality, family relationships and address. The Finnish municipality of residence is registered for a foreigner who has moved to Finland if he or she plans on staying here permanently (for example, to study for a Bachelor’s or Master’s degree) and if he or she has a residence permit for at least one year. Citizens of Nordic countries do not need residence permits.

Under the law, a foreigner is required to register the same information as a Finnish citizen if he or she resides in Finland for at least one year. The registration takes place at the local register office. The registered information is used, amongst other things, in the organisation of elections and for taxation, health care, administrative and statistical purposes.

A foreigner residing temporarily in Finland can also receive a personal identity number if he or she needs one, for example, in order to work. The only requirement is that the person must have a residence permit for a period of at least one year. However, a municipality of residence will not be registered for him or her, nor will he or she necessarily enjoy the same rights as a person who resides in Finland permanently. A person moving from another Nordic country must present an Inter-Nordic Migration Form to the local register office. Citizens of Nordic countries are not required to report to the local register office unless they plan on residing in Finland for a period exceeding one year. In this case, the person who is moving is required to register as a foreigner in addition to making a notification of change of address, unless he or she has already been assigned a personal identity number in Finland.

If you are a Permanent Resident of Finland you are covered by public health insurance. You are entitled to use public health services in Finland if you have a municipality of residence (kotikunta) in Finland. The municipalities organise public health services for their residents. As a Permanent Resident of Finland you can, for instance, apply for a refund from the Social Insurance Institution (Kela) for the cost of many kinds of medicine.

You should always register as a permanent resident of Finland to ensure that you get a municipality of residence and can use public health care!
For more information on the notification of change of address and registration of foreigners, please visit:

- www.maistraatti.fi and www.posti.fi
- Local Register Office (maistraatti) in Rovaniemi: Hallituskatu 5 C

### 7.4 The cost of living, money and financial support for students

#### Financial support

International students can apply for grants, scholarships or other financial aid in their home countries from, e.g., their home institution. International students can also apply for a state grant in Finland or scholarships from CIMO, the Centre for International Mobility, under certain circumstances.

For further information on financial support for students, please visit:

- www.kela.fi
- www.studyinfinland.fi

#### The cost of living

The cost of living in Finland is comparable to the rest of Europe on average. For basic expenses such as food, rent and transportation, an undergraduate (Bachelor’s or Master’s) student will need 600 – 900 € / month, which will be spent roughly as follows (all figures are in euros):

- Rent (dormitory type accommodation) 163 – 329
- One/two-room apartment (private sector) 450 and up
- Food (including lunch at school) 250
- Transport by local bus 50
- Leisure activities, other personal expenses 130

The living expenses of doctoral students are higher (about 1200-1800 € per month) because they are not entitled to the same benefits as undergraduate students. Monthly expenses depend on your personal spending habits (food, social life, travelling, books and other materials, sports equipment, etc.). Depending on the type of accommodation, you should be prepared to pay your deposit and first month’s rent through the bank before your arrival. It is good to remember that, when travelling, unexpected expenses always come up, so bring along a little extra money to be on the safe side. You must also be prepared to buy some items, for example, for your apartment.

#### Money and bank account

The legal currency in Finland is the euro (EURO, €), which is divided into 100 cents (sentti, ct). International debit and credit cards are accepted in most shops and services in Finland.

In Finland nearly all payments are made through the bank. Opening a bank account is a simple operation, but it is nonetheless worth asking the student tutors for help. The employees of the banks normally speak at least some English, but it is good to have the student tutors along in case you need a translator. Always make a reservation beforehand and in-
form the bank employee that you would like to have service in English. (Nordea telephone: +358 200 3000)

You will need the following documents:

- Your passport (please note that the passport is the only official ID in Finland),
- Your letter of acceptance from the University / Study certificate (once you receive it, keep it and bring it with you to Finland),
- Your address in Rovaniemi.

If you do not wish to open a bank account in Finland, there are plenty of cash machines (ATMs) around that will work with a credit card. You need to be careful about choosing this option, though. Before you leave you can discuss with your own bank what the best option for you is. If you wish to use a credit card, make sure that your card will work internationally. You also need to find out about any service or commission fees that may apply when you use your card internationally.

7.5 Working in Finland

Getting a job in Finland can be challenging. Most of the places require the employee to speak Finnish. Below is some information about working in Finland for citizens of the Nordic Countries, EU citizens, and non-EU citizens.

Citizens of the Nordic Countries
A citizen of a Nordic country can live, work and study in Finland (or in another Nordic country) as long / much as he/she wants without a residence permit, but he/she must fill in a notification of change of address (Muuttoilmoitus).

EU citizens
An EU citizen can live, work and study in Finland as long / much as he/she wants if the stay lasts less than three (3) months. If the stay is longer than three months, an EU citizen must register his/her right to reside in Finland. After registering, an EU citizen can live, work and study in Finland as long / much as he/she wants. There are some exceptions to this rule with the new EU citizens. Please contact the local police office for further information.

Non-EU citizens
If a student from a non-EU country is studying in Finland for more than three months he/she needs to get a residence permit before arriving in Finland. With the residence permit students can work if the work is directly related to the studies (practical training) or if the work is part-time (max. 25 hours per week). During periods when there is no teaching in the institution, students can work full-time. For further information, please contact the local police office or a Finnish Embassy.

For more information, please visit:

- www.mol.fi
- www.migri.fi
7.6 Weather and clothing

Autumn and Spring
The weather in Rovaniemi varies in autumn and spring. For example in August and May it can be quite warm during the day and you can often wear jeans and a t-shirt or long-sleeved shirt. However, the nights can be surprisingly cold. In autumn and spring a wind-proof jacket is highly recommended. It is also good to have a raincoat or umbrella because it can rain quite a bit during these seasons.

Winter
In winter time (November - April) the significance of warm clothing cannot be over-emphasised. It can get really cold in Rovaniemi. In February 1999 the temperature near Rovaniemi dropped to -52 Celsius degrees, which was a record in Finland. If it's of any comfort, the temperature rarely gets that cold here. But temperatures of -20°C or even -30°C are very common between December and March. The best way to dress is to wear clothes in layers: a long-sleeved undershirt and long underpants, pants and a shirt over these, and a warm coat on top. And don’t forget a hat, gloves and warm winter boots or shoes!

In the winter it is best to wear clothes made of natural materials, such as wool and cotton. Thick-soled, insulated shoes or boots are essential. Your winter coat should be a quilted one or wind-proof with a lining. It is a good idea to have some wool sweaters and extra pants in your closet: it is comforting to know you have something extra to put on if we happen to have a cold snap.

Summer
Summer is usually warm and sunny in Finland, but it can be occasionally rainy. During the daytime temperature can be around 25 de-
degrees Celsius, and shorts and a t-shirt are suitable clothes. During the night-time you may need a long-sleeved shirt and trousers.

It is a good idea to bring as many clothes as you can with you because clothing prices in Finland tend to be high. There are lots of clothing shops in Rovaniemi and also some second-hand shops where you can buy clothes at a lower price. Be aware of the weather before you arrive, and prepare yourself with the necessary clothing.

For more information on weather in Finland, please visit:
- www.fmi.fi
- www.oreca.fi
- www.yr.no

**7.7 Emergency help**

**General emergency number**
112

**Police**
112

**Lapland police switchboard**
+358 71 876 0321

**Finnish Student Health Service**
- Psychologist
  +358 46 876 9196

**The Mother and Child Home and Shelter of Lapland**
- Crisis hotline 24 h
  +358 40 553 7508

**Health care services**
- Lapland Central Hospital (22:00-8:00)
  +358 16 328 2100
- Rovaniemi Health Centre (8:00-22:00)
  +358 16 328 2140

**Mental health and substance abuse services**
- Youth Psychiatric Polyclinic, Lähteentie 15 A
  +358 16 346 924
- Rovaniemi A-Clinic, Sairaalakatu 1
  +358 16 322 2427
- Romppu (Rovaniemi clinic for young substance and drug users),
  Maakuntakatu 29–31 A 4
  +358 40 487 3030
- City of Rovaniemi, Mental Health Services,
  Sairaalakatu 1
  +358 40 481 4942

**Helpline services**
- Rovala Settlement / Crime victims hotline
  - Lapland office
    +358 400 979 175
  - National service
    +358 203 16116
- Mannerheim League for Child Welfare
  Child and youth phone
  +358 800 120 400
- Free From Drugs
  +358 10 804 550
- Helpline for victims of bullying
  +358 800 97474
- Rape Crisis Centre Tukinainen /
  Crisis hotline
  +358 800 97899
Help with social problems
- The Mother and Child Home and Shelter of Lapland / Crisis hotline 24 h
  +358 40 553 7508
- Family Counseling Center, Rovaniemi Parish
  +358 16 335 5250
- City of Rovaniemi, Social Office, Jaakonkatu 3
  +35816 322 2538

Crisis debriefing
- The Mother and Child Home and Shelter of Lapland / Crisis hotline 24 h,
  Lähteentie 5
  +358 40 553 7508

Student pastor
- Rovaniemi Parish
  +358 40 178 1018

Information on the Web
- www.traumaterapiakeskus.com
- www.rikosuhripaivystys.fi
- www.apua.info

7.8 Other Practical Information

Alcohol and Narcotics
Alcoholic beverages are sold in state-owned shops called Alko (www.alko.fi). Medium strength beer (4.7 per cent by volume), mild ciders and very mild wines are also sold in grocery stores.

Finland has a zero tolerance policy on drugs. The importation, selling, use and possession of narcotics are prohibited by law and punishable by a prison sentence. Any violation of this prohibition may result in deportation. We will also contact the student’s home institution.

Sexual Minorities
SETA (www.seta.fi) is a Finnish national human rights organization which works for legal equality and social justice for lesbians, gay men, bisexuals and trans-people. It is the central organisation for sexual minorities, with chapters all over Finland. SETA is a member of ILGA (International Lesbian and Gay Association) and IGLYO (International Gay and Lesbian Youth).

The Rovaniemi Section has meetings, parties and groups for young people. To find out more, please contact:
- The Rovaniemi Section of SETA:
  Rovaniemenseta ry
  info@rovaniemenseta.fi
  www.rovaniemenseta.fi

Names
In Finland you will use only one first name and one last name (family name). If necessary, decide before coming to Finland which of your last names will be used when you are to be listed alphabetically.
8 Survival Finnish
(English – Finnish)

Useful phrases
Good morning! Hyvää huomenta!
Good afternoon! Hyvää iltapäivää!
Good night! Hyvää yötä!
Hello! Hei / Terve!
Goodbye! Näkemiin!
Excuse me / I'm sorry! Anteeksi
Thank you! Kiitos!
My name is… Minun nimeni on…
What time is it? Mitä kello on?
It is one o'clock. Kello on yksi.
I don't understand. En ymmärrä.
I love you! Rakastan sinua!
Cheers! Kippis!

Shopping
Milk maito
Coffee kahvi
Tea tee
Yoghurt jogurtti
Butter voi
Bread leipä
Fish kala
Beef naudanliha
Chicken kana
Meat liha
Onion sipuli
Vegetables vihannekset
Fruit hedelmä
Pasta pasta
Rice riisi
Sugar sokeri
Salt suola
Toothpaste hammastahna
Toothbrush hammasharja
Shampoo shampoo

At the university
Academic year lukuvuosi
Semester lukukausi
Lecture luento
Library kirjasto
Degree programme koulutusohjelma
University yliopisto
University of Applied Sciences ammattikorkeakoulu
Study guide opinto-opas
Assessment arviointi
Credit opintopiste
Student opiskelija
## 9 Web links

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<td>virtual.finland.fi</td>
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<td>Finnish Meteorological Institute</td>
<td><a href="http://www.fmi.fi">www.fmi.fi</a></td>
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<td>Train</td>
<td><a href="http://www.vr.fi">www.vr.fi</a></td>
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<td><a href="http://www.matkahuolto.fi">www.matkahuolto.fi</a></td>
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<td><a href="http://www.migri.fi">www.migri.fi</a></td>
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<td>Finnish Immigration Service</td>
<td><a href="http://www.poliisi.fi">www.poliisi.fi</a></td>
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<td><a href="http://www.maistraatti.fi">www.maistraatti.fi</a></td>
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<td>Domus Arctica Foundation (DAS)</td>
<td><a href="http://www.das.fi">www.das.fi</a></td>
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<td><a href="http://www.vuokraovi.com">www.vuokraovi.com</a></td>
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<td>Multicultural student housing guide</td>
<td><a href="http://www.soa.fi/en/studenthousing/">www.soa.fi/en/studenthousing/</a></td>
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