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A WARM WELCOME!

This guidebook is written for you, the international student, to help you get accustomed to your new University as well as to the city of Tampere. We try to give you as much academic and practical information as possible — some of it you may already know and some of it you would never know you’d need. However, this is not a comprehensive guide, it is only supposed to guide you to the right direction.

In the SteXX-portal for student experiences the University of Tampere constantly receives high scores from its former and current international students. Please see the great reviews at www.stexx.eu and be assured that we’ll do our best to make your study period as successful, pleasant and rewarding as possible.

This Guide is updated annually. If you have any comments or suggestions for improving it, please email us at: intoffice@uta.fi. Your help will be greatly appreciated!

Wishing you an enjoyable stay in Tampere,
Centre for International Education
CONTACT INFORMATION

POSTAL ADDRESS
University of Tampere
FI-33014 University of Tampere

TELEPHONE
03 355 111 (switchboard)
When you make a call from outside Finland, please dial: +358 and omit the first 0.

EMAIL
Email addresses are in the form of firstname.lastname@uta.fi unless mentioned otherwise. Replace umlaut or accented letters with non-diachritic characters (e.g. ä->a. ö->o).

Check the campus addresses, telephone numbers and e-mail addresses at: www.uta.fi/en/about-us/contacts

REGISTRAR’S OFFICE
Street address: Kalevantie 4 (University Main Building)
Tel. 050 318 7000, fax: 03 219 1006
Email: aktuaari@uta.fi
Opening hours: Mon 10:00–16:00, Tue–Fri 10:00–14:00
28 May–27 July: Mon–Fri 12:00–14:00

IT SERVICES
Visiting addresses: Main Building E246 and Arvo E106
Opening hours: Mon–Thu 8:00–16:00, Fri 8:00–15:00
Email: it-helpdesk@uta.fi
Tel. 040 190 4141
STUDENT UNION TAMY
Street address: Yliopistonkatu 60 A, 2nd floor, 33100 Tampere
Ms Varpu Jutila, Specialist, International Affairs
Tel. 050 3612849
Email: international@tamy.fi
Website: www.tamy.fi

UNIVERSITY OF TAMPERE DOCTORAL SCHOOL
Street address: Ratapihankatu 55 (Atalpa Building)
Coordinator, Mr Olli Nuutinen
Tel. 050 421 1096
Email: doctoralschool@uta.fi
Room: ATALPA 222
Website: www.uta.fi/english/doctoralschool

CENTRE FOR INTERNATIONAL EDUCATION
The Centre for International Education coordinates the student, teacher and staff mobility, international degree programmes, as well as education export at the University of Tampere. The personnel includes both student mobility coordinators and coordinators of international Master’s Degree Programmes.

INTERNATIONAL OFFICE
Street Address: Kalevantie 4 (University Main Building, Room A129)
Tel: 050 318 6006
Email: intoffice@uta.fi
Opening hours: Mon–Thu 10:00–11:00 and 12:00–14:00, Fri 12:00–14:00
<table>
<thead>
<tr>
<th>Faculty of Communication Sciences</th>
<th>Faculty of Medicine and Life Sciences</th>
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<tr>
<td>Information studies, interactive media and human-technology interaction</td>
<td>Biotechnology</td>
</tr>
<tr>
<td>Ms Kirsi Tuominen Tel. 050 318 6688 E-mail: <a href="mailto:kirsi-marja.tuominen@uta.fi">kirsi-marja.tuominen@uta.fi</a> Room: PINNI B1057</td>
<td>Ms Riitta Aallos Tel. 050 318 6377 Room: ARVO E160</td>
</tr>
<tr>
<td>Language, translation and literary studies</td>
<td>Medicine</td>
</tr>
<tr>
<td>Ms Mira Pihlström Tel. 050 318 6692 Room: PINNI B4072</td>
<td>Ms Tarja Lehto Tel. 040 190 1249 Room: Arvo E160</td>
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<tr>
<td>Media and theatre</td>
<td>Occupational health care and occupational medicine</td>
</tr>
<tr>
<td>Ms Anna Vähämäki Tel. 050 318 6639 Room: Main Building E227</td>
<td>Ms Catarina Ståhle-Niemen Tel. 040 190 1664 Room: Arvo E160</td>
</tr>
<tr>
<td>Faculty of Education</td>
<td>Faculty of Natural Sciences</td>
</tr>
<tr>
<td>Ms Kirsi-Marja Varjokorpi Tel. 050 524 2544 Room: VIRTA 246</td>
<td>Ms Kirsi Tuominen Tel. 050 318 6688 E-mail: <a href="mailto:kirsi-marja.tuominen@uta.fi">kirsi-marja.tuominen@uta.fi</a> Room: PINNI B1057</td>
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<tr>
<td>Faculty of Management</td>
<td>Faculty of Social Sciences</td>
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<tr>
<td>Business and administration studies</td>
<td>Health sciences</td>
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<tr>
<td>Ms Terhi Nieminen Tel. 040 190 1480 E-mail: <a href="mailto:business.school@uta.fi">business.school@uta.fi</a> Room: PINNI A2067</td>
<td>Ms Riitta Aallos Tel. 050 318 6377 Room: ARVO E160</td>
</tr>
<tr>
<td>Politics</td>
<td>Social sciences and humanities</td>
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<tr>
<td>Ms Minna Höijer Tel. 050 318 6604 Room: PINNI A2069</td>
<td>Ms Anna Wansén-Kaseva Tel. 050 396 9642 Room: LINNA 6065</td>
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<tr>
<td>International Doctoral Programme</td>
<td>Coordinators</td>
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<tr>
<td>MDP in Biomedical Technology</td>
<td>Ms Catarina Ståhle-Nieminen 040 190 1664 ARVO E160</td>
</tr>
<tr>
<td>MDP in Public and Global Health</td>
<td>Ms Eveliina Permi 050 318 7274 LINNA 6064</td>
</tr>
<tr>
<td>MDP in Comparative Social Policy and Welfare</td>
<td>Ms Catarina Ståhle-Nieminen 040 190 1664 LINNA 6065</td>
</tr>
<tr>
<td>MDP in Gender Studies</td>
<td>Ms Terhi Nieminen 040 190 1480 LINNA 6065</td>
</tr>
<tr>
<td>MDP in Global and Transnational Sociology</td>
<td>Ms Terhi Nieminen 040 190 1480 LINNA 6065</td>
</tr>
<tr>
<td>MDP in Peace, Mediation and Conflict Research</td>
<td>Ms Terhi Nieminen 040 190 1480 LINNA 6065</td>
</tr>
<tr>
<td>MDP in Research and Innovation in Higher Education (MARIHE)</td>
<td>Ms Eveliina Permi 050 318 7274 LINNA 6064</td>
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<tr>
<td>MDP in Computational Big Data Analytics</td>
<td>Ms Eveliina Permi 050 318 7274 LINNA 6064</td>
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<td>MDP in Software Development</td>
<td>Ms Eveliina Permi 050 318 7274 LINNA 6064</td>
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<td>MDP in Human-Technology Interaction</td>
<td>Ms Eveliina Permi 050 318 7274 LINNA 6064</td>
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<tr>
<td>MDP in Internet and Game Studies</td>
<td>Ms Eveliina Permi 050 318 7274 LINNA 6064</td>
</tr>
</tbody>
</table>

**MDP in Leadership for Change**

- Ms Anna Wansén-Kaseva 050 396 9642 LINNA 6065
- Ms Terhi Nieminen 040 190 1480 LINNA 6065
- E-mail: business.school@uta.fi
- Room: LINNA A2067

**MDP in Media Education**

- Ms Anna Vähämäki 050 318 6639 LINNA 6065
- Room: Main Building E227

**MDP in Teacher Education**

- Ms Mira Pihlström 050 318 6692 PINNI B4072

**Nordic MP in Innovative Governance and Public Management**

- Ms Aino Nordling 050 318 6822 PINNI A2038
The academic year at the University of Tampere is divided into two semesters which consist of two periods each. There is a Christmas vacation of two weeks after the second period. The summer vacation begins at the end of the fourth period and continues until the beginning of the next academic year.

REGISTRATION DATES FOR NEW STUDENTS 2017-2018

All new students are required to register at the Registrar’s Office and present the documents mentioned in their Letter of Acceptance.

Degree and non-degree students:
1 – 31 August

Exchange and visiting students / autumn arrivals:
From 1 August or during the Orientation Course on 21-25 August
Arrival day: 21 August

Exchange and visiting students / spring arrivals:
During the Orientation Course on 2-5 January
Arrival day: 2 January
AUTUMN SEMESTER 2017

<table>
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<tr>
<th>Period I</th>
<th>4 September – 22 October</th>
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<tr>
<td>Period II</td>
<td>23 October – 15 December</td>
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</table>

General Orientation Course
21 - 25 August, bus tour on 26 August

Introduction to Academic Culture and Degree Studies (for degree students)
23 and 28 August

Changes in teaching times
Opening ceremony Tue 5 September, no teaching
Teaching ends at 16:00 on Fri 3 November and Tue 5 Dec
Christmas holiday: 18 December – 7 January

Public Holidays Autumn 2016
All Saints’ Day (Pyhäinpäivä) 4 November
Independence Day (Itsenäisyyspäivä) 6 December
Christmas Eve and Christmas Day (Jouluaatto ja Joulupäivä) 24 and 25 December
Boxing Day (Tapaninpäivä) 26 December

SPRING SEMESTER 2018

<table>
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<tr>
<th>Period III</th>
<th>8 January – 4 March</th>
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<tr>
<td>Period IV</td>
<td>5 March – 27 May</td>
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Teaching ends in May, but the academic year continues until 31 July 2018.

Orientation Course
2 - 5 January

Changes in teaching times
Teaching ends at 16:00 on Wed 24 May
Easter holiday: 28 March – 3 April
Summer holiday: from mid-May until the start of the autumn semester 2018

Public holidays, spring 2018
New Year’s Day (Uudenvuodenpäivä) 1
January Epiphany = 12th Night (Loppiainen) 6 January
Good Friday (Pitkäperjantai) 30 March
Easter Sunday (1. pääsiäispäivä) 1 April
Easter Monday (2. pääsiäispäivä) 2 April
1st of May (Vappu) 1 May
Ascension Day (Helatorstai) 10 May
Midsummer (Juhannus) 24-25 June
REGISTRATION AT THE UNIVERSITY

All new students are required to register at the University at the Registrar’s Office (Main Building, A121) and present the documents mentioned in their Letter of Acceptance. Pick up your registration forms from the International Office (Main Building, room A129). The instructions for registration are available at: www.uta.fi/admissions/admitted-students → At the University

All new exchange and degree students will need a Finnish personal identity code for UTA’s student register and for the national data warehouse in higher education. It is also needed in a variety of situations outside the university, for example at Student Health Services, banks and hospitals as a means of identification. See chapter “Moving to Finland” for instructions on how to obtain the code.

If you do not have a Finnish identity code at the time of registering at UTA, please: scan an official document stating it and send it by e-mail to the Registrar’s Office at aktuaari(at)uta.fi OR bring the document in person to the UTA Registrar’s Office as soon as possible.

ORIENTATION COURSE

You will get your Orientation Package and the programme from the International Office (Main Building, room A129). During the Orientation Course the staff of the International Office will be present at the information desk situated in the lobby of the Main Building. The Orientation Course programme is also available at: www.uta.fi/admissions/university

On the arrival day, a presentation called ‘First things first – how to get started’ will be held and your presence is highly recommended as important information on different kinds of forms to be filled in, banking services, one’s Basic User Account (BUA)
and computer labs will be dealt with. During the Orientation Course you will also receive information on the higher education system in Finland, studying and student counselling at UTA, the city of Tampere and on Finnish customs and way of life.

STUDENT UNION

Tamy International Affairs
Address: Yliopistonkatu 60 B, 2nd floor, 33100 Tampere
Email: international@tamy.fi
Tel: +358-50-3612849
Website: www.tamy.fi/en

The purpose of the Student Union of the University of Tampere (Tamy for short) is to supervise students’ interests and to protect their rights within the University and in Tampere. Tamy is both financially and administratively independent of the University but has statutory representatives in the University’s administration. Tamy also provides its members a variety of services. Student Union membership is compulsory by law for all degree students at Bachelor’s and Master’s level at Finnish universities. For exchange, visiting and post-graduate students, the membership is voluntary.

The highest decision-making body within the Student Union is called the Council of Representatives, whose members are elected through democratic elections every other year. Day-to-day decisions are made by the Executive Board, which is assisted by the specialists. The Student Union employs a Secretary General and four specialists responsible for academic, social welfare, international and organizational affairs. Whenever you need advice on studying, housing or other aspects of student life, you can contact the Student Union!

STUDENT UNION MEMBERSHIP: FEES AND SERVICES

From the students’ perspective, the Student Union’s main function is to provide student services that are completely or partially funded by the Student Union. To fund the services, the Student Union collects membership fees.

In the academic year 2017–2018, the Student Union membership fee is 116 euros for two semesters and 58 euros for one semester. The fee must be paid at the beginning of each academic term before registering, or once for the whole academic year in the beginning of the autumn term. The fee includes the Finnish Student Health Service fee which entitles you to use student health care services. For exchange, visiting and doctoral students, membership is voluntary. For exchange and visiting students, the fee and the services are exactly the same as for degree students. For post-graduate students, the annual fee is 49 euros and 24.50 euros for one term, since the benefits for them are fewer.
By paying the fee, you get a student card, which is your key to student services and discounts. In addition, a van for rent, a personal calendar, meeting rooms, legal advisory service and counselling on student-related issues are available for members – not to mention the Starting Kit of basic kitchenware for rent. The more you take advantage of these services, the more you get your money’s worth!

**STUDENT CARD AND STUDENT BENEFITS**

The Student Union membership is compulsory for all degree students at Bachelor’s and Master’s level at Finnish universities, and optional for the exchange and visiting as well as for the doctoral students.

You can collect your student card from the Student Union (Tamy) Office about three weeks after ordering the card online. A production cost of approximately 10 euros is charged upon ordering.

The student card entitles Bachelor’s and Master’s level students to Student Union services and special student benefits. By showing your student card you are entitled to student health care services in every Finnish Student Health Service (FSHS) unit in Finland. It gives you significant discounts on trains, long distance bus fares, local buses, and in a number of museums, theatres, concerts and shops. During the first weeks, the Student Certificate which you will receive from the Registrar’s Office upon registration functions as a proof of student status and entitles you to most of the the student benefits and grants you access to the services of FSHS (Ylioppilaiden terveydenhoitosäätiö, YTHS). If you wish to travel in Finland before you receive your student card, you can obtain a temporary certificate of student status for a discount on VR (Finnish Railways) trains and purchase a Matkahuolto (long-distance buses) student card (learn more at [www.vr.fi/en](http://www.vr.fi/en) and [matkahuolto.fi/en](http://matkahuolto.fi/en)). For more information on VR, Matkahuolto and travelling around Finland, please see the chapter “Transportation”.

Your student card is a chip card which functions as a library card, a key card to the University’s computer classrooms and a pre-paid card with which to pay for meals in the Juvenes student restaurants. The key card feature can be activated either at the Student Union Office or at the University IT Services. The library card feature can be activated at the University Main Library in the Linna Building. Meals can be recharged on your student card in all Juvenes restaurants and cafeterias in the University of Tampere and Tampere University of Technology campus areas.

The website of Opiskelijan Tampere association (Students’ Tampere) provides information on the various benefits and discounts for student card holders. For more information on Opiskelijan Tampere and the benefits, please see their website at: [www.opiskelijantampere.fi](http://www.opiskelijantampere.fi)
Benefits for Doctoral Students

Doctoral students are excluded from state benefits, such as discounts on public transport. Neither are they entitled to the health services provided by the FSHS. Membership entitles doctoral students to use the services of the Student Union (such as the van, Starting Kit, counselling services) and they are also entitled to discounts offered by the cooperation partners of the Student Union and any local discounts for students. In addition, the lunch prices at the University restaurants are lower for doctoral students.

IS-LIST – THE MAILING LIST FOR YOU!

IS-list is an email list for international students and internationally minded Finnish students. The IS-list provides information on current affairs, local events, courses and other useful matters in English. The list is moderated and maintained by Tamy. Instructions on how to join the list can be found below and also on Tamy’s website. For further information on the IS-list, please contact Tamy’s Specialist in International Affairs by email: international@tamy.fi

You can also like Tamy (@tamytampere) on Facebook and join the Facebook group Tamy’s International Students!

SUBSCRIBE [list name] [First name] [Last name]

For example: a person called Ida International would send an email to listserv@uta.fi with one line in the body of the message saying: SUBSCRIBE is-list Ida International.
Leave the subject line of your email empty and delete any signatures you may have.
STUDENT TUTORING

At the University of Tampere, a student tutor is assigned to all exchange, visiting and degree students at Master’s and Bachelor’s level. Tutors are fellow students of UTA, who have volunteered to guide new students through their first weeks. Please note that your tutor may be giving guidance to more than one international student at the same time.

The student tutor can guide you with issues related to the process of getting started at the UTA, for example registering at the university, finding your way around the campus and enrolling for courses. Basically the tutors are there to make it easier for the new international students to settle down in a new country and culture.

More information on student tutors can be found at: www.uta.fi/admissions/university → Student tutors
IT SERVICES FOR STUDENTS – HOW TO GET STARTED

**IT Helpdesk**

The IT Administration provides all IT Services at the UTA. Please contact the IT Helpdesk in all issues concerning user accounts, passwords and key cards.

Visiting addresses: Main Building E246, Arvo E106  
Opening hours: Mon–Thu 8:00–16:00, Fri 8:00–15:00  
Email: it-helpdesk@uta.fi  
Tel: +358 40 190 4141

**BASIC USER ACCOUNT (BUA)**

Each student of the University of Tampere gets a Basic user account. The Basic user account is required to login to the electronic services for students, the University intranet and the computers in the computer labs.

You can find your email address and change the password of your Basic user account at NettiKatti electronic service. A direct link to NettiKatti can be found on the front page of the UTA website (click Students & staff at the upper right corner of the window).

**OFFICE 365 SERVICE**

The Office 365 service includes an email account, a storage space, Microsoft Office applications and collaboration tools. A link to the Office 365 service can be found at the University main page (click Students & staff at the upper right corner of the window).

The University email address (lastname.firstname.x@student.uta.fi) is your official email address to which you will receive all messages concerning your studies. You can redirect your messages to another address at NettiKatti service.

When contacting teachers or staff members, please use your University email address to ensure that spam filters do not block your mail and that the recipient can reliably identify you. Using the University email address in all communication at the University is highly recommended.

**COMPUTER LABS AND KEY CARDS**

There are computer labs in each building of the University. A print quota of 400 sheets per academic year is included in the Basic user account. Additional quota can be purchased online at printshop.tampere3.fi or at the Ricoh info booth (Main building, A025). Your student card must be activated at a printer to release your print jobs.
A key card is required to enter and exit the computer labs. A student card must be activated at the Student Union (Tamy) or at the IT Helpdesk. Doctoral students and researchers can get a separate key card at the IT Helpdesk.

If you misplace your student card, immediately cancel it at the IT Helpdesk or send a request to it-helpdesk@uta.fi.

**WIRELESS NETWORK**

Eduroam is an encrypted, international wireless network to which the students of different universities can log in using the user ID of their own organization. Students of the University of Tampere can log in using their Basic user account and domain (e.g. ab12345@uta.fi) and the password of the Basic user account.

**UNIVERSITY INTRANET**

The University intranet can be found at intra.uta.fi. Login with the Basic user account is required. On the intranet, you can join different sites to receive announcements of topical subjects.
WEB TOOLS FOR STUDIES

Student’s Desktop

Student’s Desktop provides a set of web tools for managing your studies. It also includes a Student Bulletin for study-related news and notifications. The Student's Desktop can be found at studentsdesktop.uta.fi.

From Student’s Desktop you can access other study-related web tools, for example NettiOpsu, Moodle and Electronic Exam Service.

In NettiOpsu you can enrol for courses and exams organised on set examination dates.

Moodle is a browser based studying platform used on several courses as a part of teaching. At Moodle, the students can carry out course assignments and get direct feedback of them. The teacher will provide the required details at the beginning of each course. A direct link to Moodle can also be found on the front page of the UTA website.

Many of the exams can be taken electronically at the University. The Electronic Exam Service can be found at tenttis.uta.fi/login. For further information on exams and the Electronic Exam Service, please see the chapter “Taking Exams” under “Studies”.

Further Information

Please find further information on the IT services in the intranet at intra.uta.fi/portal/en_GB/group/info-center/ict-services. A Basic user account is required to log in.
UTA IN SOCIAL MEDIA

Facebook pages and groups
  • University of Tampere:  
    www.facebook.com/universityoftampere
  • UTA Centre for International Education:  
    www.facebook.com/utainternational
  • UTA Incoming Exchange Students:  
    www.facebook.com/groups/utaincomingexchangestudents/
  • UTA International Degree Students:  
    www.facebook.com/groups/internationaldegreestudents

LinkedIn
  • www.linkedin.com/edu/university-of-tampere-12285

Instagram
  • www.instagram.com/unitampere/
  • www.instagram.com/utaintoffice/

Twitter
  • www.twitter.com/UniTampere
SYSTEM OF STUDY

From the beginning of academic year 2017-2018 you can find all the information related to the system of study online on UTA Study Guide at studyguide.uta.fi.

Curricula Guides: www10.uta.fi/opas/ → In English

Teaching Schedules: www10.uta.fi/opas/teaching

Student’s Desktop: studentsdesktop.uta.fi

Electronic Exam Service: tenttis.uta.fi

Finnish universities are either independent corporations under public law (Universities Act 558/2009) or foundations under the Foundations Act (Foundations Act 109/1930). This guarantees the universities autonomy on education and research. Universities are primarily financed from public funds. In addition to the national legislation, there are institutional regulations governing degrees and the assessment of studies.

At the University of Tampere, degree programmes and study modules are regulated by the General Regulations on Degrees, and other studies completed at the University are evaluated according to the Regulations on the Assessment of Studies. These regulations are available at: studyguide.uta.fi > Essential Information > Study-Related Decrees and Legislation.

DEGREE SYSTEM

A degree consists of credits (in Finnish opintopiste), whereby a first-cycle university degree, a Bachelor’s Degree, comprises of 180 credits and a second-cycle university degree, a Master’s Degree, of 120 credits (except for Master of Science in Psychology, the extent is 150 credits and for Licentiate of Medicine, 360 credits). Finnish credits are ECTS compatible, i.e. one Finnish credit corresponds to one ECTS credit.

Third-cycle (doctoral) studies in Finland consist of two degrees: Licentiate’s and Doctoral, the lower of these being the Licentiate’s degree. A Doctoral degree can also be achieved without first becoming a Licentiate. The requirements for a Doctorate degree include writing an extensive Doctorate dissertation and defending it in a public debate. Doctoral studies can be pursued only after the completion of a second-cycle degree or equivalent.
DEGREE PROGRAMMES AT UTA

The majority of the degree programmes at UTA are conducted in Finnish. For those who wish to study in English, UTA provides a selection of international Master’s Degree programmes. The list of both the Finnish and international degree programmes offered at UTA can be viewed at: studyguide.uta.fi > Essential Information > Studying at Uta > Study Possibilities.

Students admitted in the 25 degree programmes offered in Finnish at UTA gain the right to study for both the first-cycle (Bachelor) and a second-cycle (Master) degree. In these programmes, students complete a Bachelor’s degree in a broad-based Bachelor’s programme during which they opt for a certain specialization area for their Master’s studies.

In international Master’s degree programmes (MDP) admitted students gain the right to study for a Master’s Degree in English. There are annually about 10–15 MDPs open for applications. For more information, please see: www.uta.fi/admissions/masters-degree-programmes.

In all the degree programmes, students make a personal study plan called HOPS with their supervisor. The student updates and reflects on her/his personal study plan throughout her/his studies. The study plan supports students in planning and making choices on their studies and in developing and growing into and as an academic professional. In addition, the study plans provide useful information for the degree programmes, the faculties and the University in order to improve study guidance and counselling and develop services.

At the final stage of their Master’s degree studies, the students write a thesis based on independent research in a chosen area of their specialization. In Finnish degrees, Master’s thesis is a relatively large project and it usually requires a whole year of the student’s studies. After having written the Master’s thesis, the students take a maturity test, where they write an essay based on their thesis. The topic will be set by the examiner and the students usually get a few topics from which to choose.

Students have to complete their studies according to the target times set by the law. The target times are viewable at: studyguide.uta.fi > Essential Information > Right to Study and Target Times for the Completion of the Degree.

A joint graduation ceremony for graduates of the University of Tampere is held twice a year, in June and in December. Attending the ceremony is voluntary. For more information on graduating, please see: studyguide.uta.fi > Graduating.
BASIC ELEMENTS OF THE DEGREE

Course Unit
All teaching is planned, arranged and taken in course units. Course units comprise of a certain number of credits, usually five or a number divisible by five. Usually a course unit includes both taught classes and an exam on set books. Course units may include lectures, exercises, seminars, group work, practical work and written assignments. Course units form larger entities called study modules (see below).

The largest single course unit in a degree programme is a Master’s thesis, usually worth 40 credits. Bachelor’s thesis comprises usually 10 credits.

Study Modules and Their Level in Curriculum
The basic structure of a degree is based on study modules, which consist of a certain number of completed course units on each study level.

The study modules basic studies (perusopinnot) and intermediate studies (aineopinnot) are compulsory for the Bachelor’s degree and the module advanced studies (syventävät opinnot) is included in the Master’s degree. The study modules usually consist of 25, 35 and 80 credits. After finishing any one of them the student requests for an overall grade which makes the module a completed part of the degree.

The learning outcomes for basic, intermediate and advanced studies are as follows:

• having completed one’s basic studies, the student will be familiar with the general principles of the study field, its scientific principles and research, and hence have a broad knowledge base to further her/his studies.

• having completed one’s intermediate studies, the student will be familiar with the scientific terminology of her/his field of study, including the most important theoretical and methodological concepts and the most significant research results of the field.

• having completed one’s advanced studies, the student will have a good overall knowledge of her/his field, the ability needed in seeking and applying scientific knowledge and methods and with skills needed in possible doctoral studies. Scientific research is a major part of one’s advanced studies.

In addition to the above mentioned studies, students are also required to take general studies and free choice studies in order to complete their degree:

• Free choice studies may be of one study discipline or interdisciplinary and may include course units from almost any faculty at UTA, depending on the faculty’s own policy.

• General studies usually consist of studies in language and communication and specific course units related to general study skills.

In addition, a study module supporting internationalisation can be included in any degree programme. The internationalisation module can be completed for example in the form of a mobility period or foreign language studies. In the degree programme curricula, the internationalisation module does not have the same formal status as the course units and modules that must be completed in order to earn a degree. Instead,
the internationalisation module is a secondary way of grouping together completed course units so that they form a separate thematic module. For further information studyguide.uta.fi > Internationalisation > Go International at Your Home University > Internationalisation Module

HOW TO PLAN YOUR STUDY SCHEDULE

When it comes to the annual study schedule, the students are independent – there is no ready-made schedule for them. In Finland this is called “freedom of study” but this freedom also requires responsibility from the student. Choosing course units and planning the annual schedule without overlapping lectures may sometimes be difficult and time-consuming. Remember that you can always ask for help from your study coordinator.

For certain course units, freedom of studies occurs as a possibility to choose the way of completing them (see further in Chapter “Ways of Completing a Course Unit”). Also free choice studies included in a degree structure give students some freedom in planning the content of their degree.

CURRICULA

The requirements of a degree programme are set in the curriculum available at: www10.uta.fi/opas/ → In English. The exchange and visiting students study according to learning agreements which the student, her/his home university and UTA have agreed upon. The curricula contain details of the learning outcomes, contents of studies, teaching methods, information on evaluation and lists of study material. The Curricula Guides also tell the recommended year for completing a specific course unit, the course descriptions and the requirements for completing a course unit. The curricula do not contain information on teaching times. English translations of curricula of some Finnish Degree Programmes are also available but it does not mean that teaching is available in English. For contact teaching in English and other foreign languages you must always check the Teaching Schedules (see below).

If you have any doubts on how to fulfil the requirements of a specific course unit, please do not hesitate to contact the lecturer in charge of the course unit.

TEACHING SCHEDULES

The teaching schedules of course units taught in English or in other foreign languages are available at: www10.uta.fi/opas/teaching. Study schedules for the autumn semester are updated and finalized annually in May and for the spring semester in October–November. The study schedules will be updated throughout the academic year, so be sure to check the schedules regularly for possible changes and new courses units. If you cannot find the information you need, please contact the International Coordinator of the relevant faculty. A list of the International Coordinators can be found at: studyguide.uta.fi > Internationalisation → Centre for International Education.
If there is no teaching offered in English for the course unit you are interested in, it may be possible to complete it in English by independent studying or by writing an essay in English or by taking an examination on set books. Please read the course unit description in the curriculum and contact the teacher (or the relevant International Coordinator) for alternative possibilities to complete the course unit. The University of Tampere is open to alternative solutions, especially when it comes to international students. The Finnish teaching schedules are accessible at: www10.uta.fi/opas/.

FINNISH LANGUAGE COURSES FOR INTERNATIONAL STUDENTS
The Language Centre of the University offers Finnish language courses for international students. For more information on the courses, please see the chapter “Services”.

AGREEMENTS FOR EXCHANGE AND VISITING STUDENTS
A preliminary study plan will be filled in along with the exchange and visiting students’ application form. In addition, a Learning Agreement (Erasmus Students) or other study agreement non-Erasmus students) should be signed at the student’s host faculty upon arrival.

Requirements for Erasmus+ Students
Erasmus+ students need to fill in an ECTS Learning Agreement (LA), which has been developed in order to ensure that studies abroad would be accredited at their home university.

The student’s home university will provide the Learning Agreement form. The LA needs to be approved and signed by the International Coordinator of the student’s host faculty at UTA upon arrival in and before leaving Tampere.

Requirements for Other Exchange and Visiting Students
Whereas the ECTS Learning Agreement is compulsory for Erasmus students, UTA encourages also other students to fill in a corresponding agreement on their studies and have it signed by the International Coordinator of their host faculty upon arrival. The student’s home university may have their own, specific form for this purpose. Alternatively, the Study Programme form of UTA can be used. It is downloadable at: studyguide.uta.fi > Essential Information > Forms.

CROSS-INSTITUTIONAL STUDYING IN TAMPERE REGION
International exchange, visiting and degree students of the University of Tampere can also take studies in the two other institutions of higher education in Tampere: Tampere University of Technology (TUT) and Tampere University of Applied Sciences (TAMK). You should check beforehand that studies taken in these universities will be approved by your home university. TUT and TAMK are both Erasmus eligible.
Please note that these studies will not show on your UTA transcript. Instead, you will get a separate transcript from each institution upon request. The maximum amount of cross-institutional studies is limited to 40 per cent of one’s exchange studies per semester and for degree students to 10–12 credits per semester.

The up-to-date study modules with instructions on how to apply are available in the beginning of each academic year at: www.unipolitampere.fi/studying.

ACCESS TO COURSES

At the University of Tampere signing up for taught classes is usually required. Students sign up using a course enrolment service on NettiOpsu which can be found on Student’s Desktop and at studentsdesktop.uta.fi. For instructions on signing up for a particular course unit, please see the teaching schedule. If you cannot find the information there, contact the relevant International Coordinator to find out about your possibilities to sign up for the course unit. Both the teaching schedules and the Curricula Guides also provide information on who can attend the course units.

There are limited places in many taught classes and the order in which students are admitted will be determined by queuing regulations. These regulations may vary from one faculty to another, but generally admission is determined by issues such as the number of credits the student has on record so far and whether or not she/he is a degree student of the programme.

Exchange/visiting students’ studies should mainly consist of course units offered by their own faculty but they can also choose some course units from other faculties provided that they meet the course unit requirements (for example previous or equivalent courses taken, knowledge of the language of instruction) and that there are still places left. For some course units the attendance of exchange and visiting students is restricted.

WAYS OF COMPLETING A COURSE UNIT

Attending classes and seminars is not the only way to complete courses. Here are some examples of possible requirements for completing a course unit and of assessment criteria:

• participation in classroom work and an examination consisting of e.g. a written paper and/or an oral examination
• participation in classroom work, reading a set of text books and an electronic exam or a written exam at the end of the course or on a set examination day
• participation in classroom work and work assignments, e.g. a reflective course diary or an essay on the topic(s) defined by the lecturer
• a written exam, an electronic exam or an essay based on independent study

The requirements for the completion of course units can be seen in the curricula.
ACTS OF CHEATING AND PLAGIARISM

At UTA, the following acts of cheating and plagiarism are always regarded as serious offences:

• Any attempt to check a document or listen to a recording during an examination, unless it has been specifically stated that you can use, for example, dictionaries.
• Any attempt to read what another candidate in the examination room is writing, whether or not you make use of it in your own answer.
• Any attempt to seek information or communicate with anyone inside or outside the examination room during an examination.
• Plagiarism, i.e. using direct or paraphrased quotations or ideas from other sources, including both printed references and the internet, in your own writing without duly acknowledging it.

Please note that students’ writings are routinely checked for correct references and bibliographic information. If you use phrases from textbooks or the internet without specifically stating these in the way normally considered good academic practice, you will be deemed guilty of plagiarism. If you are uncertain about how to indicate the references, please consult your teacher, supervisor or international coordinator before submitting your paper.

Possible consequences of cheating

• If you are caught cheating during an examination you will be removed from the room and the suspected fraud will be brought to the attention of the relevant dean or director of an independent institute. Even if the cheating is identified later, the same procedure applies.
• If you are proven to have pursued studies fraudulently and are again suspected of fraud, the matter will be brought to the attention of the Rector for a decision.
• In case you are an exchange student, your home university will be notified.

At UTA the Turnitin Originality Check software is used to help teachers correct referencing practices, to check the originality of theses and dissertations, and to ensure sound scientific practice.

TAKING EXAMS

TYPES OF EXAMS

There are basically two types of exams: Exams on lectures and exams based on independent study of the course literature.

Exams on lectures and other contact teaching

Exams of lectures and other forms of contact teaching are often arranged in the classroom at the end of a lecture series. For more detailed information, please check
the teaching schedule of the course. If the teaching schedule does not include this information, it will be announced by the lecturer.

**Exams based on independent study of the course literature**

Many course units require studying some of the course literature independently in order to be completed. It is not unusual that the requirements of a taught course unit also include an exam on set books to be taken on a set examination day or as an electronic exam. Some course units also consist completely of independent study. Exams on independent studies are either electronic exams or traditional pen and paper exams.

**Summer Exams**

Students can also take summer exams in many subjects, either on set examination days or as electronic exams. Information on studies during summer is to be found at: studyguide.uta.fi > During Your Studies > Taking Studies > Summer Studies.

**WAYS OF TAKING EXAMS**

**Electronic exams**

The University of Tampere Electronic Exam Service is an information system, which makes it possible to take exams electronically. At tenttis.uta.fi you will find a list of exams, which can be taken electronically and instructions on how to sign up for and take an electronic exam. Please note that the list includes all exams, also those only available in Finnish. By logging into the service with your Basic user account (BUA), you can make a reservation, check any earlier reservations you have made and cancel them if needed. Please note that any special arrangements must be mentioned on the sign-up form.

**Traditional pen and paper exams**

Traditional pen and paper exams are taken on set examination dates (also called general examination dates) usually arranged once a month. The examination dates of each faculty can be found on the teaching schedules website: www10.uta.fi/opas/teaching. To be able to take such an exam, students must sign up through Student’s Desktop at least seven (7) days before the exam. For some subjects, no electronic sign-up is possible. In that case, the students sign up by filling in a form and a specific envelope and by leaving the envelope in a specific box at the faculty in question.

If the course unit requirements include literature in Finnish, feel free to contact the teacher in charge to find out if Finnish books could be replaced with English ones. Please note that any special arrangements must be mentioned on the sign-up form or as previously mentioned, in Student’s Desktop. Also note, that both alternatives may not be available for your course unit. Please check the teaching schedule at: www10.uta.fi/opas/teaching. or contact the lecturer in charge for the specific unit or your international coordinator for more detailed information.
EXAMINATION RULES AND INSTRUCTIONS

There are certain rules you must follow when taking an exam: Anything that could be considered cheating or plagiarism is strictly forbidden (see above). All studies taken at the University are evaluated according to the Regulations on the Assessment of Studies, see: studyguide.uta.fi > Essential Information > Study-Related Decrees and Legislation > Regulations on the Assessment of Studies.

Rules for electronic exams

When taking an electronic exam, the student consents to audio and video surveillance and to the usage of information systems in order to confirm their identity. The rules governing the use of information systems apply for electronic examinations. Instructions for an electronic exam can be found at: studyguide.uta.fi > During Your Studies > Taking Studies > Examinations > Electronic Exam Service. Please read them carefully before taking an electronic exam!

Rules for examinations on a set examination day

Instructions for traditional pen and paper exams on set books are as follows:

• Before the exam, wait outside the lecture hall. The supervisor of the exam (not necessarily the teacher of your course) will come outside the lecture hall and call students by their name (in alphabetical order). When you hear your name, take the question papers or envelope from the supervisor and go into the lecture hall.

• Sheets of paper will be available at the end of the rows and you can take as many as you think you need.

• Find a seat in the lecture hall. Do not sit right next to anyone if there is room in the lecture hall but leave an empty seat in between. Leave your bag and coat on the floor at the side of the lecture hall. Only take the things you need for writing the exam, for instance a pen or a pencil and an eraser. Water bottles are also allowed.

• Do not open the question envelope or look at your questions until the supervisor gives permission to do so. You must wait until everyone is seated, and only after everyone is ready, the supervisor will give the permission to start.

• During the exam, do not speak or leave the lecture room without permission. If you need anything, go to the supervisor and ask for assistance.

• You will have four hours to complete your exam. The exact time when you must be finished will be written on the blackboard (or whiteboard) after the exam has started. You are usually allowed to leave the exam only after 20 minutes has passed from the start of the exam. After that, you can leave any time you want to. Remember to write your name on each of your answer papers!

• When you are finished, bring your answers as well as the question papers to the supervisor. You need to return the question paper even if you have not answered any of the questions. When you hand in your papers, you need to show the supervisor your ID, such as your UTA student card or your passport.

Whichever way you take your exams, we wish you the best of luck!
GRADING

GRADING SCALE
The grading scale 1–5 used at UTA is convertible into ECTS grades A–E as follows:

<table>
<thead>
<tr>
<th>ECTS Grade</th>
<th>University of Tampere Grade</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>5</td>
<td>EXCELLENT in Finnish erinomainen</td>
</tr>
<tr>
<td>B</td>
<td>4</td>
<td>VERY GOOD in Finnish kiitettävä</td>
</tr>
<tr>
<td>C</td>
<td>3</td>
<td>GOOD in Finnish hyvä</td>
</tr>
<tr>
<td>D</td>
<td>2</td>
<td>SATISFACTORY in Finnish tyydyttävä</td>
</tr>
<tr>
<td>E</td>
<td>1</td>
<td>SUFFICIENT in Finnish välttävä</td>
</tr>
</tbody>
</table>

In addition, the dichotomy pass/fail (HYV/HYL) is sometimes used in course evaluation to indicate that the student has/has not fulfilled the requirements of a course mentioned in the curriculum. The grading scale of theses and dissertations may be different and depends on the faculty.

Grading of Study Modules
The grading scale of study modules is the same as that of course units (see table above). The overall grade is based on the average grade of the courses included in the study module. In a degree certificate a verbal assessment is used instead of the numerical grading.

At UTA, study modules, course units and other study entities are classified according to the type and level of studies as follows:

- **General Studies**
- **Basic Studies**
- **Intermediate Studies**
- **Advanced Studies**
- **Language and Communication Studies**
- **Practical Training**
- **Postgraduate Studies**
- **Study Module**

In Finnish:

- Yleisopinnot
- Perusopinnot
- Aineopinnot
- Syventävät opinnot
- Kieli- ja viestintäopinnot
- Harjoittelu
- Jatko-opinnot
- Opintokokonaisuus
TRANSCRIPT OF ACADEMIC RECORDS

All students receive a transcript of academic records which includes all passed course units and study modules taken at UTA. The transcripts are available both in English and in Finnish at the Registrar’s Office (see “Contact Information”). Students can browse their academic records and order a transcript in Student’s Desktop at: studentsdesktop.uta.fi. The transcript is official only when printed, stamped and signed by a University official at the Registrar’s Office.

TRANSCRIPT ORDER FORM FOR EXCHANGE AND VISITING STUDENTS

To get the official transcript sent to your home address in your home country after the exchange period, exchange and visiting students must fill in the Transcript Order Form a few days before leaving. The Transcript Order Form can be filled in online. The form is available at: studyguide.uta.fi > Essential Information > Forms → Incoming exchange and visiting students. Please make sure to write down your home address and the name of the country on the form.

The transcript of your academic records will be sent to the address you give on the Transcript Order Form. The service is free of charge.

FEEDBACK AND STUDENT SURVEYS

We want to offer you a pleasant stay and valuable learning experiences as an international student at UTA. The University of Tampere constantly works on improving its educational performance and other services. Therefore, we would appreciate your feedback regarding studies, guidance, counseling and other student services. The electronic feedback form is available at: studyguide.uta.fi > Essential Information > Forms → Other Forms.

As part of the University’s feedback system, also a student survey will be carried out regularly. With the survey, we want to gather feedback on your experiences of the services and courses we have to offer here at the University of Tampere. When you receive a questionnaire, we hope you will take the time and fill it in so we can keep on improving our services!

You can also always give feedback directly to teachers and professors. In some faculties there is an open-doors policy, but it is always a good idea to schedule an appointment beforehand if you wish to discuss things in more detail. Email is often the best way to contact any staff member of the University.
The Language Centre (in Finnish Kielikeskus) is an independent institute within the University. It offers both compulsory (for degree students) and optional courses in the two official languages of Finland, Finnish and Swedish, as well as in foreign languages.

In the academic year 2017-2018 instruction is offered in the following languages: Finnish for Finns and Finnish as a foreign language, Swedish, English, French, German, Russian, Spanish, Chinese and Latin. An additional dozen or so languages can be studied in the Self-Access Centre (see below). Finnish language courses are taught in English and offered from the beginner’s level (survival course) to advanced level. The language of instruction of other language courses is usually Finnish, but some courses may be taught in English. Exchange students can take part in such courses only if there are places available as some of the courses are compulsory for degree students which gives them priority.

FINNISH LANGUAGE COURSES FOR INTERNATIONAL STUDENTS
The Finnish language courses offered by the Language Centre range from elementary to advanced level and are open to all degree students of the University of Tampere. Elementary level Finnish course is compulsory for some international degree students. Two short Finnish courses, Survival Course and Follow-up Course, are intended for exchange students only. Please note that the Finnish language courses begin right after the Orientation Course and therefore you should sign up for them beforehand through NettiOpsu, which you can find on Student’s Desktop at studentsdesktop.uta.fi. In order to do so, you will need to register at the university as early as possible to obtain your Basic User Account BUA which might take a
couple of days to be activated (see “IT Services for Students” for details). If you cannot enrol in time for the Finnish language course, you should go to the first class to see whether there still are available places in the group.

It is also possible to study Finnish outside the university in Adult Education Centres. These courses have tuition fees and enrolment is required. More information can be found at www.finnishcourses.fi → Find Courses → Tampere region.

THE INTERCULTURAL COMMUNICATION STUDIES PROGRAMME

The overall aim of the Intercultural Communication Studies Programme is to improve participants’ intercultural communication competence by increasing their understanding of the role of culture in communication, and by developing their skills for intercultural interaction. The program consists of a variety of courses ranging from 1-5 credits. A total of 15 credits is needed to complete the program; however, individual courses can also be taken. See more information in the Language Centre’s study guide.

SELF-ACCESS CENTRE

The Self-Access Centre (Pinni B Building, 5th floor) provides opportunities for self-study in more than 20 languages, including English, French, German, Spanish, Chinese, Russian, Arabic and Finnish as a foreign language. Students can improve their language skills at their own pace and in their own time with the help of interactive computer programmes, books, games, audio and video material and a satellite TV. In addition, through the ‘Language Link’ service, students can find other students to practice a language with. A supervisor is always on hand to give advice on choosing suitable material.

For information on the Self-Access Centre, lists of available material and language learning links, please see: www.uta.fi/kielikeskus/en/sac/index.html
UNIVERSITY LIBRARY

Linna Library
Kalevantie 5 (Linna building),

Arvo Library, Department Library for Health Sciences
Arvo Ylpön katu 34 (Arvo building)

Email: kirjasto@uta.fi
Website: www.uta.fi/kirjasto/en
For opening hours, please see the website.

Library card
Your student card also functions as a library card after you have activated it. You can do so at the Library’s customer service desk. If you do not have a student card, you can pick up a separate library card. Please remember to bring along an official ID.

Library materials
You can find the Library’s printed and electronic collections through the library search service Andor and library collections’ catalogue Tamcat. To access e-resources from home log in with your Basic user account. You can find more information on the library website: libguides.uta.fi/andorguide/english

Textbooks
Books required to complete course units are listed in the curricula. All other textbooks can be found in Linna library, except for the ones for health sciences, which are located in Arvo library. The loan period is 14 days. There are also short loan copies of textbooks that you need to return already the next opening day of the Library by 10 a.m.

Borrowing or returning books and renewing loans
You can borrow and return books by using the self-service machines or by coming to the Library’s customer service desk. If you need a book that has already been borrowed by someone else, you can reserve it either online through Tamcat or by contacting the customer service. Loans can be renewed through Tamcat or by contacting Library’s customer service. Please note that you will get a fine if you return the books late. For more information how to use library services: libguides.uta.fi/usethelibrary
Library as your working space
Library offers a peaceful study environment. There are many reading areas, computers you can use and a wireless network so you can bring your own device with you. Linna and Arvo libraries also have group work rooms you can reserve online to study together with your colleagues. The Silent Reading Room in Linna and at the Learning Center in Arvo are accessible 24/7 with your student card.

Ask a Librarian
The librarians are happy to help you, so visit the service desks, send email or try the library chat service!

Library Orientation
The Library offers short orientations in English at the beginning of each semester. During the orientation you will receive useful information on the library services and electronic resources available for you. You can sign up for the Library Orientation during the General Orientation Course.
You find more information about library services and guidance from library web pages: www.uta.fi/kirjasto/en/index.html and library guides libguides.uta.fi/etusivu/english
Unipoli Sport – the joint sports services of the three higher education institutions in Tampere (TAMK, TUT and UTA) offers a wide range of high-quality sports services for university students in Tampere. Unipoli Sport aims to improve the well-being of students by making it possible to use the facilities of all three institutions.

SPORTS FACILITIES ON THREE CAMPUSES WITH JUST ONE PRICE!

Unipoli Sport campuses are the main campus of the University of Tampere, the Kauppi campus of the Tampere University of Applied Sciences and the Hervanta campus of the Tampere University of Technology. There are versatile sports activities such as group exercise classes, ball games, recreation courses, individual services, tournaments, etc. Additionally gyms, a tatami, stretching rooms, climbing wall, mini skate ramp, a tennis and a beach volley court offer opportunities for various sports activities.
Also outdoor sports are supported by the three institutions. Join us – even if you have not done sports before! Remember to plan your weekly schedule so that you have enough time for both sports and relaxation! For more information on Unipoli Sport’s fees, services and activities online at: www.unipolisport.fi.

After having paid the Unipoli Sport fee at your own university, you can also use the sports facilities of the two other institutions. Access rights need to be requested personally at the institutions in question. For more information, please see: www.unipolisport.fi.

Please note that neither the University of Tampere nor Unipoli Sport has an insurance policy for those taking part in the sports activities. You should therefore purchase your own accident insurance policy!

The city of Tampere also has many sports facilities for all sports enthusiasts. Please visit the website of the city of Tampere for more information at: www.tampere.fi/en/culture-and-leisure/sports.

**UNIVERSITY RESTAURANTS**

All student union members can have lunch at University restaurants and cafeterias at a reduced price, around 2–3 euros, by showing their student card. All restaurants are open from Monday to Friday and some also on Saturdays. In addition to the ones on the UTA campus, there are also student restaurants on the campus of the Tampere University of Applied Sciences and on the campus of the Tampere University of Technology. You are entitled to have lunch at student price at any university restaurant and cafeteria in Finland by showing your Finnish student card or, Kela’s meal subsidy card if you are are not a member of the Student Union.

**Main Building Restaurants**
- Juvenes University Restaurant, Vegebar and Fusion Kitchen (2nd floor)
- Juvenes Alakuppila (snacks and refreshments, ground floor)
- Juvenes Café Campus (snacks and refreshments, 2nd floor)

**Restaurants in Pinni Buildings**
- Juvenes Café Pinni (Pinni A Building, ground floor)
- Amica Restaurant Minerva (Pinni B Building, 2nd floor)

**Restaurants in Linna Building**
- Sodexo Restaurant Linna (1st floor)

**Restaurants on Kauppi campus**
- Juvenes Restaurant Arvo, address: Lääkärinkatu 1
- Juvenes Café Lea, address: Lääkärinkatu 1
You can load meals on your student card and use it as a prepaid card at the Juvenes restaurants.


BOOKS AND STUDY SUPPLIES
You can order course books, dictionaries, stationery, dissertations and UTA and Tampere University Press publications from Juvenes Print online bookstore at: verkokauppa.juvenes.fi/?lang=en
In Juvenes Café Campus you can buy UTA fan products and basic office supplies and also reload your Tampere City Public Transport travel card.
STUDENT ASSOCIATIONS AND NETWORKS

STUDENT ASSOCIATIONS AT UTA

Students of the University of Tampere have founded student associations according to their field of study. The easiest way to reach them is via internet. A list of contact persons can be collected at the Services Office of Tamy or at the student associations’ notice boards at the University faculties. Participating in the student associations’ activities helps to balance your studies and free time. Join the parties, excursions, sports and cultural events. Please note that some of the associations might only operate in Finnish but this does not mean you are not welcome to join them: the reason behind the choice of language can be the lack of international students! If there is a student association you find interesting, please do not hesitate to contact them!

For further information about the student associations of UTA and their contact information, and a list of different hobby and subject associations can be found on Tamy’s website at: tamy.fi/en/associations.

ACTIVITIES FOR INTERNATIONAL STUDENTS – ESN AND AIESEC

ESN FINT, Erasmus Student Network at the University of Tampere, organizes free-time activities, such as trips, sauna evenings and simple hang-outs mainly for foreign students, but welcomes all internationally-minded students, no matter where they are from, to join in. Enthusiastic volunteers are especially needed at the beginning of each semester to help in organizing events for incoming international students.

ESN is a Europe-wide network for exchange students and they announce their activities on the IS-list and their own members’ list. Membership fee is 5 euros for the duration of two years. For more information, please visit: www.esnfint.org.
AIESEC is an international student organization for students interested in business, social sciences, education or languages. Present in over 110 countries and areas with 60 thousand members, AIESEC is the biggest international student organization. AIESEC focuses on offering and finding traineeships, seminars and educational courses related to topics in business and personal skills, as well as parties all around the world. For further information and contact details, please see the AIESEC website at aiesec.fi/en.

OPISKELIJAN TAMPERE (STUDENT’S TAMPERE)

Opiskelijan Tampere is a cooperative organ established by the student unions in Tampere, providing student-specific information on living in Tampere. Their website provides information on student benefits, available jobs as well as cultural and other free-time activities. At their online marketplace, you can find bargains or donate unnecessary items to somebody else. Opiskelijan Tampere also rents out furnished shared apartments for international students. For more information, visit their website at: www.opiskelijantampere.fi or Facebook: www.facebook.com/opiskelijantampere.
THINGS TO DO BEFORE LEAVING UTA

CERTIFICATES AND CONFIRMATIONS

Many of the exchange/visiting students have different kinds of certificates, confirmations or forms from their home university which must be signed and stamped at UTA by the host faculty and/or by the International Office (Main Building, room A129). Please remember to take care of all documents at least a few days before leaving since it might take a couple of days to get the signatures/stamps from the people in question. The documents may not be signed earlier than one week before the date of departure.

At UTA, the following dates are written on your certificates:

Start of studies: first day of Orientation or the day of arrival if later than beginning of Orientation
Latest day confirmed: end of teaching period.

TRANSCRIPT OF RECORDS

To get a transcript of your records after your exchange period, exchange/visiting students must fill in a Transcript Order Form, which also functions as a change of address form for the University. Do not forget to update your contact information also in Student's Desktop as the university has no way of contacting you without up-to-date contacts! The transcript of your academic records will be sent to the address in your home country stated on the Transcript Order Form. The form is available at: studyguide.uta.fi > During Your Studies > Exchange Students Leaving Finland. The Registrar’s Office will send you the transcript free of charge as soon as all your credits have been registered. If there is a delay in crediting, please contact the relevant teacher directly. If you wish to have the transcript before you leave, you can request one at the Registrar’s Office. You can also get an unofficial transcript in PDF format and order an official transcript by mail on Student’s Desktop at: studentsdesktop.uta.fi.
TOAS FLATS

Please, leave your flat in a clean and good condition and pay all rents in time. It is important to maintain good relations with TOAS since there will be new international students coming to Tampere the following semester who also wish to get rooms from TOAS. Please note that potential cleaning costs will be deducted from your TOAS deposit.

OTHER IMPORTANT ISSUES

- Those who have registered with the Local Register Office should file an official notification of move.
- The possible Finnish bank account should be closed, other possible service agreements terminated and invoices paid.
- If you have any remaining tickets on your Tampere Regional Transport bus card, you should return it to the Service Point in order to be refunded.
ECTS
PRACTICAL GUIDE
STUDENT HOUSING

Housing for students in Tampere is mainly administered by the Tampere Student Housing Foundation TOAS (Tampereen seudun opiskelija-asuntosäätiö TOAS in Finnish) which maintains and rents out student accommodation. All students accepted to the University receive instructions on how to apply for a flat with their Letter of Acceptance.

Housing situation may be difficult in the autumn. In order to improve the situation, the International Office has made arrangements with Opiskelijan Tampere association via the INT Housing programme especially for students who will be staying only for the autumn semester.

It is also possible to search for accommodation in the private market or for example Pirkan Opiskelija-asunnot, but the rents are usually higher and the apartments are not furnished. It also has to be noted that the accommodation situation in the autumn is worse on the private market.
TOAS ACCOMMODATION

TOAS Housing Office
Address: Iidesaukio 1, 33100 Tampere
Opening hours: Mon–Fri 9:00–15:30
and the first and last working day of the month 8:15–18:00
Tel: +358 (0)800 955 60
Fax: +358 (0)3 249 5227
Email: toasoffice@toas.fi
Website: www.toas.fi/en

Application periods for TOAS accommodation
• from middle of May to June for the autumn semester
• from middle of October to November for spring semester
NOTE! The application period might be closed earlier if there are too many applications.

TOAS has a quota of furnished flats (with a bed, mattress, desk, chair and a bookshelf) reserved for international students. In a shared TOAS apartment you will have your own individual bedroom, and you'll share the kitchen and the bathroom with 1-3 other students of the same gender as you. The room doors have locks, so you have your own privacy.

Room reservations are made by TOAS in the order the applications are received. The applicant receives information on how to pay the deposit and the reservation fee together with the housing offer. Housing offers will be sent via email. By paying the deposit, the applicant approves the offer and it will be considered a contract. If the applicant fails to pay the deposit by the deadline, the offer will expire and the room in question will be offered to the next applicant on the waiting list. TOAS withholds the right to cancel the offer/contract in case the applicant has not been accepted to study at the University of Tampere.

Rental agreements for quota rooms are fixed-term tenancy agreements: for degree students from the beginning of August till the end of May and for exchange students from August till December. For exchange students arriving for the spring term, the agreement will be signed from January till the end of May. Each tenant must sign their tenancy agreement in person at the TOAS housing office upon his/her arrival. Fixed-term tenancy agreements cannot be terminated during the contractual period. If there is a need to extend the rental agreement, it can be done by filling in the extension form which TOAS will send each tenant prior to the end of their tenancy agreement. With the same form the student can provide his/her banking details to TOAS in order to receive his/her deposit after moving out. The deposit will be refunded the following month after the tenancy agreement has ended (if the flat check-up is approved, all rents have been paid and keys returned to the TOAS housing office on time).
The basic equipment does not include bed linen nor kitchen utensils and dishes. If any furniture is missing from the flat, the tenant should contact TOAS maintenance department. Each TOAS building has its own laundry facility, sauna and a common room. Every TOAS building also has an internet connection free of charge. Smoking in both the flats and the staircase is strictly forbidden. Please note that each tenant is responsible for the cleanliness of the communal areas, their own room and for maintaining silence at night.

INT HOUSING

INT Housing is a shared programme of the Opiskelijan Tampere (Student’s Tampere) association, the three higher education institutions at Tampere and the City of Tampere. INT Housing provides accommodation for international students arriving for the autumn semester.

The rental agreements with INT Housing are fixed-term agreements. The apartments available for students are shared family apartments for 2–6 students of the same gender with single or shared rooms, shared common spaces and possibly a private sauna. The rents vary between 225 and 475 euros/month, depending on the room type, location and the number of flatmates. The apartments are located around Tampere within reach of public transport services.

Additional information on the programme and the application form can be found on Opiskelijan Tampere’s websites: [opiskelijantampere.fi/en/int-housing](opiskelijantampere.fi/en/int-housing)

Opiskelijan Tampere also organizes temporary accommodation for students who do not manage to find accommodation on time. Despite the difficulties in the Autumn Semester, a majority of the international students usually find a flat, and usually there are no problems with housing issues during the Spring.

Information on student accommodation on the UTA website is available at: [www.uta.fi/admissions/pre-arrival-information](www.uta.fi/admissions/pre-arrival-information)

KITCHENS AND COOKING

Each accommodation has a kitchen and every student is entitled to use it. There are, however, no kitchen utensils in the kitchens, so you should bring your own cups, plates and cutlery, etc. Those international students who are members of the Student Union can also borrow dishes and utensils (starting kit) from Tamy for a deposit.

Rent a Starting Kit

The deposit for a starting kit is 20 euros and after returning the dishes clean and undamaged, the student will be refunded 17 euros. The Secretary for International Affairs at Tamy is in charge of the starting kits. The basic package includes a sauce pan or a frying pan, soup plate, dinner plates and small plates, glasses and mugs, cutlery, a kitchen knife and a spatula. Most of the kitchenware is second-hand and the number of kits in stock varies throughout the year. The stock is operated on a first come, first served basis and it cannot be guaranteed that everyone gets a set. Note that bed linen or bedding are not included in the Starting Kit.
TOAS practicalities for tenants

• During a fixed-term tenancy agreement tenants cannot apply for a different TOAS flat unless under exceptional circumstances.
• Rent must be paid through a bank account. TOAS provides a rental invoice that is valid throughout the tenancy period. If the invoice is lost, a new one can be picked up from the TOAS office.
• Every TOAS building has an internet connection free of charge.
• It is forbidden to accommodate anyone in one’s room.
• Smoking in both the flats and in the staircases is strictly forbidden.
• Silence is to be respected between 10pm and 7am.
• A lost key costs 50 euros and an additional 150 euros will be charged for the lock change.
• If you lock yourself out of your apartment, you can borrow a spare key from the TOAS office during office hours. Outside office hours, contact the buildings maintenance company. Their contact information can be found on the notice board of each building. Maintenance company services cost approximately 25-80 euros.
• It’s the tenants responsibility to buy and replace light bulbs as well as fuses and fire alarm batteries.
• Urgent faults (i.e. waterleaks/-damages) must be immediately reported to the maintenance company. Phone number can be found on the notice board.
• Pests are very uncommon in Finland. If you find some contact TOAS immediately. Ignoring the responsibility of reporting a problem may cause liability regarding repair/disinfecting costs.
• Fault report: If there is something broken in the apartment, fill in the fault report on the TOAS website and the maintenance company knows to come and fix the problem.
HEALTH CARE

EMERGENCY TELEPHONE NUMBER

112

Ambulance
Fire Brigade
General Alarm
Police

HEALTH INSURANCE

Note that the University of Tampere is not responsible for any medical charges incurred by its students! When you participate in events organized by the University or student associations you should have a medical insurance.

EU NATIONALS

When moving to another country within EU/EEA area or Switzerland a European Health Insurance Card should be applied for. Card gives EU nationals access to medically necessary state-provided healthcare under the same conditions and at the same cost (free in some countries) as people insured in that country. Cards are issued by your national health insurance provider. A person without any type of insurance card has to cover the costs of public health care services her/himself. For more information on the European Health Insurance Card, please see: www.ec.europa.eu/social/main.jsp?catId=559.

Students coming from any of the Nordic countries are entitled to health care services according to the Nordic Social Security Agreement. Finland has social security agreements with some other countries as well. For more information: www.kela.fi → in English → Our Services → International situations → From other countries to Finland → Social security agreements. The right to health care services will be certified with either a passport or a separate form.
If you do not have a European Health Insurance Card nor a relevant valid form and do not have an insurance policy, you will be charged full costs for the services used (i.e. the actual expense of the medical care given), see Non-EU Nationals below.

For up-to-date information, please see the website of the city of Tampere at: www.tampere.fi/en/social-and-health-services. Private health insurance is also highly recommended to EU/EEA nationals as Finnish national medical insurance does not cover, for example, the costs of possible repatriation.

**NON-EU NATIONALS**

If you are a non-EU/EEA national, you are required to take out an insurance policy when you apply for a residence permit. Without insurance, the expenses might be very high: A whole day in a hospital would cost hundreds of euros to a patient without health insurance, and therefore, health insurance must be valid throughout the entire study period.

For a study period of less than two years, the student must have a private insurance which covers the costs of medical treatment up to 100,000 euros. If the study period is longer than two years, the student will usually have access to the national health care system in Finland. In such cases, the sufficient coverage of the insurance will be up to 30,000 euros (also doctor’s fees and costs of treatment and examination are covered). For more information on insurances, please see the website Finnish Immigration service: www.migri.fi/studying_in_finland/filling_in_the_application/insurance. See also: www.uta.fi/admissions/admitted-students.
STUDENT HEALTH SERVICES

The Finnish Student Health Service, FSHS (in Finnish Ylioppilaiden terveydenhoitosäätiö, YTHS), provides health care services (only daytime Mon – Fri) for Bachelor’s and Master’s level students as well as exchange and visiting students who have paid their Student Union (Tamy) membership fee. Doctoral students are not entitled to FSHS services. FSHS has health service units in 15 university cities in Finland. To use these services, you must have a valid student card and a Finnish personal identity code (see pages 17-18 for more information).

There are two FSHS units in Tampere, one next to the Linna Building and the other in Hervanta on the campus of the Tampere University of Technology. The services provided include free medical examinations and consultations, free vaccinations and general medical treatment. A small fee is charged for dental treatment and appointments with specialists. FSHS provides basic health care services (including dental care and mental health care services) but does not include special health care
services, such as reproductive health services. FSHS is closed in the evenings and on weekends.

Please note that an additional fee of 35 euros will be charged if you do not cancel your appointment on time. More information on cancelling appointments, fees, contacts, etc. can be found at: www.yths.fi/en.

**OTHER HEALTH SERVICES**

As FSHS is closed in the evenings and on weekends. If you need medical attention during such times (remember the insurance!), you should contact either some private clinic or the municipal health services. If you are in urgent need of medical treatment, you should go to the Emergency Clinic Acuta, located at the Tampere University Hospital or call the emergency number 112. The emergency service is not free of charge, so make sure you have a proper health insurance.

More information on health services provided by the city of Tampere can be found at: www.tampere.fi/en/social-and-health-services.

For Pharmacies, see the chapter “Running Errands”.

**Municipal Health Service**

Information and advice every day 7:00-22:00, tel: +358 3 100 23

**Emergency Clinic Acuta at the Tampere University Hospital**

Open 24 h
Tel: +358 3 311 611
Address: Teiskontie 35, K-Building (entering from Teiskontie, turn to Kuntokatu and then to Ensitie which leads to the entrance)
Website: www.pshp.fi/en
RESIDENCE PERMITS AND REGISTRATION OF STAY

Foreign nationals must generally register their stay in Finland. For up-to-date information on entry to Finland, please always see the website of the Finnish Immigration Service (Maahanmuuttolaitos): www.migri.fi

NON-EU/EEA NATIONALS

Students coming from outside the EU, countries within the European Economic Area (EEA) or from outside the other Nordic countries usually need a residence permit in order to stay in Finland for a longer period of time, that is, for 90 days or longer. A residence permit allows one to live, stay and travel in Finland and to leave and re-enter the country during the validity of the permit. The applicant has to have a passport or other valid travel document in order to be issued a residence permit. The first residence permit must be applied for in person at the Finnish embassy or consulate in the applicant's home country. As biometric authentication has generalized, 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. Applications will not be processed before the biometric details have been given at the embassy. The final decision is always made by the Finnish Immigration Service.

When applying for a residence permit, a financial statement is also required. Students will be requested to show that they have sufficient funds to support themselves during their stay in Finland. The Finnish Immigration Service has estimated the income requirement to be 560 euros per month or 6720 euros per year. One is required to show a statement of sufficient funds annually. In addition, students must attach a copy of their comprehensive health insurance coverage to the application. Comprehensive insurance coverage refers to an insurance that covers the types of treatment and costs that are otherwise covered by municipal services and the health insurance system. Please, see the chapter “Health Care” for more information.
A residence permit for students is usually granted for one year at a time. If your studies last for more than a year, you must apply for an extension. The extension is to be applied for from the Finnish Immigration Service who decide whether or not you fulfill the requirements to be granted one.

EU/EEA NATIONALS

Finnish Immigration Service
Street address: Itsenäisyydenkatu 11, 33500 Tampere
Website: www.migri.fi/contact_information
Open: Mon–Wed and Fri 8–16.15. Closed on Thursdays.

EU and EEA nationals and non-EU nationals with a comparable status (Liechtenstein, Switzerland) do not need a visa nor a residence permit. However, they need to register their stay with the Finnish Immigration Service if they stay in Finland longer than three months without interruption. The Nordic nationals register at the Local Register Office (maistraatti in Finnish).

It is a good idea to register as soon as possible after arriving in Finland. Not registering might cause problems if the international student gets into an accident or has to be in contact with the police or is claiming for damages. Registering might also be recommended or even required if one wants to take on a temporary job and/or for taxation purposes. A written certificate of registration will be given once the authorities have confirmed that the requirements for the registration are met.

FINNISH PERSONAL IDENTITY CODE

Local Register Office
Street address: Hatanpään valtatie 24
Tel: 029 553 9431
Office hours: Mon–Fri 9:00–16:15
Website: www.maistraatti.fi/en

All new exchange and degree students will need a Finnish personal identity code for UTA’s student register and for the national data warehouse in higher education. It is also needed in a variety of situations outside the university, for example at Student Health Services, banks and hospitals as a means of identification.

Non-EU/EEA nationals should apply for the Finnish personal identity code when applying for a residence permit before arriving in Finland. The Finnish personal identity code can also be obtained at the Local Register Office (maistraatti) where
you can also take care of your local registration in Tampere and notification of move. It is recommended to book an appointment to the Local Register Office by using their online service.

When registering at the local register office, the students must have her/his passport, residence permit (non-EU/EEA nationals) and a Student Certificate issued by the Registrar’s Office of the University with them.

NOTIFICATION OF CHANGE OF ADDRESS

Those registered with the Local Register Office must submit a notification of change of address every time they move to, from or within the country. By law, the notification should be submitted no later than one week after moving.

All people moving to, from or within Finland are required to submit a notification of change of address (muuttoilmoitus). The form is available from the post offices or the Local Register Office. If you have access to Finnish online banking services, you can also submit the notification online at: www.posti.fi. In post offices you can also find specific postcards you can send free of charge (in Finland) to inform your friends of your new address. Please also remember to update your contact information in Student’s Desktop at studentsdesktop.uta.fi

MUNICIPALITY OF RESIDENCE

Students with at least two years of right to study, for example those studying in a Master’s Degree Programme, can be granted a municipality of residence entitling them to municipal health care services. The personal identity code is also required for applying for the municipality of residence. For more information, please see the website of the Local Register Office at: www.maistraatti.fi/en
An increasing number of international students would like to work while studying. The Finnish labour legislation applies to everyone working in Finland, regardless of their nationality. Likewise, all employers are obliged to pay employment pension contributions as well as social security, unemployment security and accident insurance contributions for foreign employees as well. For more and up-to-date information on work permits, please see: [www.migri.fi](http://www.migri.fi).

### Non-EU/EEA Nationals

Students coming from outside the EU and EEA countries and who have been granted a residence permit on the basis of studying are allowed to work full time only if the work is study-related, i.e. practical training or a research project required for the degree. Otherwise an average of 25 hours of weekly part-time work, that is not study-related, is allowed during the semesters. The number of working hours is not restricted during holiday season. HOWEVER (and this cannot be stressed enough), note that there are exceptions depending on the student’s status, e.g. scholarship, private arrangement, etc.

### EU/EEA Nationals

EU and EEA nationals and nationals of Switzerland can work in Finland without restrictions if the duration of the work period does not exceed three months. After that, they must register their right to stay in Finland, but they do not need a special residence nor a work permit.

### Finding Work in Finland

Unfortunately, finding a job is difficult as many employers require their employees to speak fluent Finnish. You may have to apply several times before succeeding. Nowadays, the internet is the most efficient way for finding information on companies, their operations and vacancies. Many international students have found work for example in teaching a dance or a language course, substituting for a language teacher, delivering advertisements and testing software. Below, we have listed some online sources for job search. In addition, Tammy’s Specialist in International Affairs sends information on available jobs to the IS-list.

The University of Tampere Career Services also offer help for graduates to get in touch with the working life:

**Tampere Public employment and business services**

*Street address: Pellavatehtaankatu 25*  
*Tel: 0295 020 713 (national telephone service in English)*  
*Office hours: Mon–Fri 9:00–16:00*  
For those who would like to find a job or a traineeship in Finland, we also recommend visiting the Unipoli Tampere website at: www.unipolitampere.fi. The website offers useful information on working in Finland, career planning, lectures on working in Finland and job hunting as well as links to other useful sites. The Unipoli Tampere also provides an annual Mentoring Programme for international degree students and the employers in Tampere. For more information on the programme, please see: www.unipolitampere.fi/working/mentoring.html

In addition, the website of Opiskelijan Tampere (Students’ Tampere) provides information on available jobs: www.opiskelijantampere.fi
RUNNING ERRANDS

BANKING

Banks are usually open Mon–Fri 10:00–16:30, on Saturdays and Sundays they are closed.

There are a number of banks (in Finnish pankki) in Tampere, for example: Danske Bank, Tampereen Seudun Osuuspankki, Nordea and Handelsbanken. If you want to handle your finances through a Finnish bank account, it is a good idea to compare the service packages and prices before opening an account. Some banks do not open accounts for shorter periods at all. As the banks have different policies, the easiest solution is to contact the bank customer service. At least Nordea and Osuuspankki usually open accounts for short-term residents and might grant them a Visa Electron card as well.

When opening a bank account, you must have your passport with you. Note that if you will be receiving a grant from the University of Tampere, a Finnish bank account is obligatory. As a bank account holder you will also get a cash card (automaattikortti) which enables you to withdraw money at any ATM (OTTO in Finnish) 24 hours a day. You can also pay bills through the bank giro system or using a self-service payment point. Usually, you can include online services to your account to pay bills and make transactions by using internet banking services. Whenever you pay bills, remember to write the reference number (viitenumero) if given on the bank giro form.

Those who have a bank account in another EU country do not necessarily need to open one in Finland, as banks should not charge for international payments when using an IBAN code for account transfers or when paying invoices in the SEPA area. For more information on SEPA, please see: ec.europa.eu/info/business-economy-euro/banking-and-finance/consumer-finance-and-payments/payment-services_en

For cash payments banks charge a service fee. Cheques are not used as means of payment in Finland. Credit, debit and Visa Electron cards are widely accepted in Finland and most ATMs and stores accept foreign credit cards.
PHARMACY

Pharmacies (apteekki) are usually open Mon–Fri 9:00–17:00, Sat 10:00–14:00. The following three pharmacies are located near the University main campus:

Tullintorin apteekki
Address: Tullikatu 6, Tullintori Shopping Centre 2nd floor
Mon–Fri: 8:00–18:00, Sat: 10:00–14:00

Apteekkimaailma
Address: Rautatienkatu 27
Mon–Fri: 8:00–20:00, Sat: 9:00–17:00

Tammelan apteekki
Address: Itsenäisydenkatu 17
Mon–Fri: 8:00–19:00, Sat: 9:00–15:00

One pharmacy in Tampere is open every day from early morning till midnight:

Yliopiston Apteekki
Address: Hämeenkatu 16
Every day: 7:00–24:00

LOST PROPERTY

Police Lost Property Office
Address: Sorinkatu 12
Opening hours: Mon, Wed-Fri 10-12 and 13-15, Tue 9-12 and 13-16.15
Tel: 02 95 445 389
Email: loytotavara.sisa-suomi@poliisi.fi
Additional information:
www.poliisi.fi > In English > About the police > Lost Property

Pirkanmaan löytötavaratoimisto (Pirkanmaa Lost Property Office)
Address: Suvantokatu 10
Opening hours: Mon–10:00-18:00, Tue–Fri 12:00–17.00
Tel: 0600 300 758 (1,94€/min + universal connectivity charge)
Website: www.plt.fi/in-english

Lost something? In case you lose for example your wallet, mobile phone, travel card or student card, cancel all the important cards, close the telephone subscription, inform the University IT Services about the lost student card, inform the Regional Transport Service Point about the lost travel card (see the Chapter “Getting Around”) and go to the two lost property offices (löytötavaratoimisto) in Tampere. One is run by the local police department and the other by a private company. Also check if the lost items have been brought to the Information Desks at any of the University buildings.
POST OFFICE AND CUSTOMS

<table>
<thead>
<tr>
<th>The Main Post Office</th>
<th>Customs (Postitulli)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address: Tullikatu 6</td>
<td>Address: Patamäenkatu 18</td>
</tr>
<tr>
<td>Open: Mon–Fri 8:00–20:00</td>
<td>Open: Mon–Fri 8:00–16:15</td>
</tr>
<tr>
<td>Sat 10:00–15:00</td>
<td>(on appointment only)</td>
</tr>
<tr>
<td>Tel: 0200 71000</td>
<td>For more information, please see: <a href="http://www.posti.fi">www.posti.fi</a></td>
</tr>
</tbody>
</table>

Forms for Notification of change of address are available at every post office (posti) and at the International Office. In Finland, mail services are run by Posti Company. Stamps (postimerkki) can be purchased in post offices, at the Juvenes Café Campus in the University Main Building, and most corner shops and kiosks. For prices and instructions, please see: www.posti.fi/private. You can mail letters, small packages etc. by dropping them into an orange mail box, provided that you have bought and put a required amount of stamps on the shipment. You can also take your parcel to a post office or a parcel point. For information on the post office locations, go to: www.posti.fi

If packages sent to you from abroad must be checked by the customs and/or you are required to pay customs duty on an international package (from outside the EU/EEA countries), you will be asked to visit the Customs (Postitulli).
SCHOOLS AND DAY CARE

International schools in Tampere

**English**
Finnish International School of Tampere
Website: koulut.tampere.fi/fista/contactinfo.php

**English and German**
Tammela School
Website: koulut.tampere.fi/tammela

**French**
Ecole Aleksanteri
Website: koulut.tampere.fi/aleksanteri/ranska/

Additional information on basic education in foreign languages and information regarding teaching of pupils of immigrant origin is available on the website of the city of Tampere: www.tampere.fi/en/daycare-and-education/basic-education.html.

If you have children, there are international day care groups (English, French, German or Swedish) with tuition. For further information on such day care groups and for information on day care for immigrant children, please see: www.tampere.fi/en/daycare-and-education.html

Compulsory education in Finland starts at the age of seven. Finnish comprehensive school lasts for 9 years, and instruction, learning materials, daily meals and health care are provided free of charge.
GETTING AROUND

TAMPERE–PIRKKALA AIRPORT BUS CONNECTIONS

The Tampere–Pirkkala airport, lentoasema in Finnish, (www.finavia.fi/en/tampere-pirkkala) is located 17 km southwest of the city centre.

All flights except those of Ryanair’s arrive at and depart from Terminal 1. Bus line 1, operated by Tampere Regional Transport runs regularly between Terminal 1 and Tampere city centre. For timetables, see: aikataulut.tampere.fi/?lang=en.

Buses to Terminal 2 (Ryanair flights) are operated by the Tokee company. After each arrival, there is a bus connection from the terminal to Tampere railway station. Buses to Terminal 2 leave from the railway station’s main entrance approximately 2.5 hours before each flight departure time. For timetables, please see: www.tokee.fi → Ryanair bus transfers. Note that it is possible to catch a cheaper city bus (the previously mentioned bus line 1) and to walk the few hundred meters distance from Terminal 2 to the nearby bus stop in front of Terminal 1.

LOCAL BUSES

Tampere Regional Transport Service Point Frenckell
Address: Frenckellinaukio 2 B, ground floor
Opening hours: Mon–Tue 10:00–17:00; Wed-Fri 9:00–15:45
Website: joukkoliikenne.tampere.fi/en/info/customer-service
Timetables: aikataulut.tampere.fi/?lang=en
Route guides: reittiopas.tampere.fi/en

The buses are run by the Tampere Regional Transport (NYSSE) and they are clean and punctual. You can pay for a single ticket in cash when boarding the bus but it is cheaper to purchase a travel card (matkakortti) from the Tampere Public Transport Service Point, especially if travelling frequently.

The reloadable travel card costs 5 euros and can be bought at the customer service point, where you can also buy tickets and/or load tickets onto the card. The smallest sum which can be loaded onto the card is 10 euros. Travel cards can be reloaded at, for example, the Regional Transport Service Point, in the UTA Main Building at
Juvenes Café Campus, in all R-kiosks and in many other places. For a complete list, please see the Tampere Regional Transport website.

When travelling by bus, please note that the bus will not pick you up at the bus stop unless you signal the bus driver, so remember to wave your hand! Leaflets of timetables and routes can be picked up at the Service Point. Also remember that you must enter the bus through the front door and exit through one of the back doors, and have your bus ticket with you throughout the trip.

Night buses run from 24:00 until 4:40 and an extra night fare of 3-3,40 euros will be charged in addition to the normal fare. The buses depart from Keskustori (Central Square), Koskipuisto or from Pyynikintori. The night buses, marked with the letter Y, travel different routes than the normal buses. For routes and schedules, please see the bus timetables or visit: aikataulut.tampere.fi/?lang=en

Students under 25 years of age are entitled to a youth discount and full-time students over 25 years of age are entitled to a student discount. In order to purchase a travel card with a student discount your home municipality has to be Kangasala, Lempäälä, Nokia, Orivesi, Pirkkala, Tampere, Vesilahti or Ylöjärvi. The municipality of residence can be granted if the student has at least two years of right to study in Finland. To get the discount you also need to present your student card and have a Finnish personal identity code (from the Local Register Office, for the contact information please see the chapter “Residence Permits and Registration of Stay”). Students over 30 years of age are entitled to a student discount only if they are entitled to Finnish student financial aid. If they are not, they can purchase a regular priced travel card which can be loaded with regular (adult) priced trips. In the long run, this is cheaper than purchasing single tickets.

**CYCLING**

Cycling is an excellent way to get around in Tampere – and to keep fit. Tampere has an extensive network of cycling routes. Route maps can be picked up at the tourist information “Visit Tampere” at Hämneenkatu 14 b. You can also plan your cycling route on Tampere Regional Transport website: kevytiliikenne.tampere.fi/en/.

Look for ads, check notice boards, or place your own ad and you might get a cheap bike for yourself. An inexpensive way to buy a bike is to go to the annual auction (huutokauppa) at the Police Station (usually in September and in April), where the police department auctions all the abandoned bikes no one has claimed. Ask your tutor to come with you, as the auction will be held in Finnish (there will be an ad in the local newspaper Aamulehti about the auction). Tampere region employment association Etappi also has a bicycle workshop, where old bikes are renovated, serviced and sold at affordable prices. Etappi’s address and opening hours: Sarvijaakonkatu 28, Mon–Fri: 8:00–15:00.
TAXI

To call a taxi in Tampere area, dial 0100 4131. Alternatively, you can go to one of the taxi stands located around the city. Taxis are quite expensive in Finland, especially at night, so sharing a taxi may be a good idea if you need to use one. For example, the cost of a taxi journey from the city centre to Hervanta is around 25 euros, but no tip is expected.

TRAVELLING IN FINLAND

Being members of the Student Union, all Bachelor’s and Master’s level university students are entitled to discounts when travelling by train or by bus.

Both Finnish Railways and long-distance bus companies often have discounts on advance tickets and tickets bought in the internet. If you know when and where you are travelling well in advance, it is well worth checking out the possible discounts.

TRAINS

Finland has a fairly good railway network and all big cities as well as many of the smaller ones can be reached by train. As a student (except doctoral students) you will get a discount of 30% on long distance train fares with a valid Finnish student card. You can buy tickets in advance at the railway station’s ticket office, from a train ticket vending machine at the railway station or on the VR (Finnish Railways) website: www.vr.fi/en. It is not possible to buy the tickets in all trains and tickets might be more expensive if bought onboard. The additional service charge on long-distance trains rises progressively. On the train, you will be asked to show your student card to the conductor together with the ticket. When buying a ticket, you will need to know which train you will take, because a compulsory seat reservation will be included (except when travelling on local trains). The ticket fare depends on the time of purchase and on the train you take. InterCity and Pendolino trains are often more expensive than commuter trains and ordinary express trains. Please note that student discounts do not apply on local trains in the greater Helsinki area.

LONG-DISTANCE BUSES

<table>
<thead>
<tr>
<th>Bus station for long-distance buses and coaches (linja-autoasema)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address: Hatanpään valtatie 7</td>
</tr>
<tr>
<td>Ticket Office: Mon–Fri 6:45–18:00, Sat 9:45–18:00, Sun 10:45:00–20:00</td>
</tr>
<tr>
<td>Website: <a href="http://www.matkahuolto.fi/en">www.matkahuolto.fi/en</a></td>
</tr>
</tbody>
</table>

Long-distance buses run frequently to most parts of Finland and often to those places that cannot be reached by train. A student discount of 50% will be granted with a valid Finnish student card (except doctoral students) if the trip is at least 80 km. Tickets can be bought at the ticket office at the bus station, from Matkahuolto website (above) or on the bus. For timetables, routes and fares, please see the Matkahuolto website.
RENTING A CAR

Renting a car is easy but expensive. The rental costs vary from 50–150 euros per day with a kilometre limit and are higher without a limit. In addition to the rental costs, you must of course pay for the petrol, which currently costs about 1.50 euros per litre.

FLYING AND FERRIES

Ferry companies
Eckerö Line Agency: www.eckeroline.fi/en
Viking Line: www.vikingline.fi
Tallink / Silja Line: www.tallinksilja.com

While Helsinki-Vantaa airport is the biggest airport in Finland and has the most connections around the world Finnair, AirBaltic, SAS and Ryanair offer a range of domestic and international flights from Tampere–Pirkkala airport. Finnair fares include reduced priced tickets for those aged between 18 and 25. In addition, trips to Estonia, Russia and Sweden offered by different ferry companies such as Viking Line and Tallink Silja Line are worth considering. The two biggest ports are in Turku and Helsinki.

Airline websites
www.finnair.com
www.flysas.com
www.airbaltic.com
www.norwegian.com
www.ryanair.com
travels.kilroy.net
ENJOYING TAMPERE

Visit Tampere Tourist Information
Information on theatres, museums, exhibitions and other tourist attractions
Address: Hämeenkatu 14 B
Email: visittampere@visittampere.fi
Website: www.visittampere.fi
Facebook: www.facebook.com/visittampereglobal

CULTURE

Tampere is known for its rich array of cultural attractions, with several theatres and art museums and various annual festivals, the most known being the Tampere International Theatre Festival in August and the Tampere International Short Film Festival in March.

CINEMA

In Finland movies are usually shown in their original language with Finnish and Swedish subtitles, except for some animations, which may be dubbed. While the Finnkino cinemas Plevna and Cine Atlas focus on mainstream movies, Arthouse Cinema Niagara concentrates on independent, underground and art house movies – and the tickets are usually cheaper than in Finnkino theatres. Niagara also has theme weeks when with films from different countries or by certain directors, usually with English subtitles. For more information on movies, schedules and student prices, please see: www.finnkino.fi/eng and www.elokuvakeskus.fi/niagara

Cinemas in Tampere

• Finnkino Plevna, address: Itäinenkatu 4 (Finlayson Area)
• Finnkino Cine Atlas, address: Hatanpään valtatie 1 (Koskikeskus Shopping Centre)
• Niagara, address: Kehräsaari
FILM FESTIVALS
The internationally renowned Tampere International Film Festival takes place at the beginning of March. Showing short and full-length films from all over the world for five days, the festival is definitely worth visiting! For further information, please see the website at: www.tamperefilmfestival.fi

INTERCULTURAL AFFAIRS OF THE CITY OF TAMPERE
The Cultural and Youth Affairs of the city of Tampere offer counseling and information on issues regarding culture, interculturalism, leisure, ethnic discrimination and a possibility to talk to a cultural counselor. They also organize events, cultural happenings, seminars and exhibitions. For further information, please see the website at: www.tampere.fi/english/culturalaffairs/index.html or visit the office located at Puutarhakatu 11.

LIBRARY – TAMPERE CITY LIBRARY

City Main Library “Metso”
Street address: Pirkankatu 2
Open: Mon–Fri 10:00–20:00, Sat 10:00–16:00

Note that there are several branch libraries located around the city of Tampere. You can find the library nearest to you at: www.tampere.fi/en/culture-and-leisure/libraries.html

As a newcomer to the city, you will soon learn that people of Tampere are proud of their Main Library. Why? To begin with, it was designed to look like a wood grouse (in Finnish metso) when viewed from the air, and that is also where its Finnish name, Metso, comes from. The library offers a wide variety of services and an even wider selection of books – naturally in foreign languages, too. Library services are free, but to borrow items you will always need a library card. Library cards are issued free of charge on the ground floor of the library, and you can get a card by presenting a valid form of identification, such as your passport. The loan period is usually 4 weeks, with the exception of some video tapes, DVDs, new products and newspaper clippings that can only be taken out for 1 to 2 weeks. You can also access the internet for free in the library.

MUSEUMS
Tampere has a wide selection of museums and exhibitions from art to ice hockey, Lenin, Moomins and the history of spying. Some of the museums have free entrance on every Friday afternoon For a comprehensive and up-to-date list of museums and exhibitions, please see: www.visittampere.fi
MUSIC
Symphony orchestra concerts by the Tampere Philharmonic Orchestra are held at the Tampere Hall from September to May, usually on Fridays at 19:00. For more information on tickets and concerts, please see: www.tamperefilharmonia.fi/en.
Tampere has a vibrant live music scene. Two biggest venues in Tampere are Klubi and Yo-talo, check out their websites for upcoming gigs and events:
• Klubi, address: Tullikamarin aukio 2, www.klubi.net
• YO-talo, address: Kauppakatu 10, yo-talo.com

THEATRES
Tampere has much to offer for theatre enthusiasts. There are two major theatres in Tampere (Tampere Theatre/Tampereen Teatteri and Tampere Worker’s Theatre/Tampereen Työväen Teatteri) and several smaller ones, including student theatres. Most performances are in Finnish, except the performances during the international Tampere Theatre Festival in August. For more information on the theatres and the shows, please visit: www.tampere.fi/kulttuuri-ja-vapaa-aika/kulttuuri.html (in Finnish). For information on the Tampere Theatre Festival, please see: www.teatterikesa.fi/en

RESTAURANTS AND CAFÉS
There are almost 300 pubs, restaurants, cafés, nightclubs and bars in Tampere. Pick up a map of restaurants and brochures from the tourist information Visit Tampere at Hämeenkatu 14 B.

SHOPPING

Opening hours for most large shops:
Mon–Fri 9:00–21:00, Sat 9:00–18:00, Sun 12:00-18:00

Tampere has various shopping opportunities ranging from small boutiques to large department stores and shopping centres. Check the newspapers for special offers. Words such as ale, tarjous, erikoishinta, erikoistarjous or rea indicate sales or special offers.
Stores and markets are open daily but their opening times vary. Many of the grocery stores are open until 22:00–23:00 during weekdays and those located at gas stations even 24/7.
The currency of Finland is euro (EUR), which is divided into 100 cents, but the smallest coin in use is 5 cent. Most common credit, debit and Visa Electron cards are widely accepted.
BOOKS AND STATIONERY OUTSIDE CAMPUS
The two main bookstores (kirjakauppa) are:
• Akateeminen Kirjakauppa, address: Hämeenkatu 4 (Stockmann)
• Suomalainen Kirjakauppa, address: Hämeenkatu 5 and 18, Koskikeskus Shopping Centre

SHOPPING CENTRES, DEPARTMENT- AND GROCERY STORES
• Sokos, address: Hämeenkatu 21 – mid-price
• Stockmann, address: Hämeenkatu 4 – the higher end of the budget
• Duo, address: Pietilänkatu 2, Hervanta
• Koskikeskus, address: Hatanpään valtatie 1
• Tullintori, address: Tullikatu 6
• Ikea, address: Leppästensuonkatu 4
• Tokmanni, address for example: Tammelan puistokatu 31–33, Koskikeskus Shopping Centre and Duo Shopping Centre (market for household goods, hygiene and cleaning products, etc.)
• Prisma, address for example: Lempääläntie 21 and Sammonkatu 75 (large hypermarket)

Supermarkets (nearest to Main Campus)
• K-Market, address: Tammelan puistokatu 21
• S-market Pendolino, address: Pakkahuoneenaukio 2
• K-Market, address: Tammelan puistokatu 29
• K-Market, address: Käpytie 4 (near TOAS Lapinkaari)

Corner Shops
• R-kioski, Sale, K-Extra

Specialty Food Stores
• Punnitse ja Säästä (Weigh and Save), many stores all around the city – products such as dried beans, soya products and nuts, organic and fair trade products and other specialities
• Ruohonjuuri, address: Hämeenkatu 15 – organic products
• A variety of ethnic food markets: for example at Tullintori and Puutarhakatu 14

SECOND-HAND SHOPS AND FLEA MARKETS (KIRPPUTORI/ KIRPPIS)
• Bonus Kirppis, address: Itsenäisyydenkatu 13
• Kaunotar ja Kulkuri Second-hand Shop, address: Tammelan Puistokatu 34
• Fida Lähetystori, address: Kuninkaankatu 22 and Tammelan puistokatu 37 (incl. furniture and kitchen utensils)
• Kirpputori Radiokirppis, address: Laukontori 12
• Kirpputori Tarina, address: Laukontori 4
• Kyttälän Kirppis, address: Aleksanterinkatu 10
• Pelastusarmeijan kirpputori (Salvation Army Flea Market), address: Itsenäisyydenkatu 25–27, Puutarhakatu 20 (incl. furniture and kitchen utensils)
• UFF, address: Hämeenkatu 9 and Duo Shopping Centre in Hervanta

Selling and buying used items by using social media has become quite popular. There are, for example, a lot of useful Facebook groups for buying and selling, for example: “Hervanta sales” and “Tampere buying selling giving away”.

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**Wine, beer and other alcohol**

Beer and cider containing up to 4.7% alcohol by volume are available at supermarkets and food stores. Wine, beer and spirits containing more than 4.7 % alcohol by volume can only be bought at state-owned Alko shops. The minimum age for purchasing alcohol is 18 years, except for products containing more than 21 % alcohol, for which the age limit is 20. You will most likely be asked for your ID when purchasing alcohol. Please note that it is illegal to sell or purchase alcohol in shops before 9:00 and after 21:00.

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**SPORTS**

The city of Tampere has a number of sports facilities and recreation areas including the Kauppi Sports Area (*Kaupin urheilupuisto*), which is a large park and forest area with soccer fields, a possibility for archery, rifle ranges, a bowling alley, tennis courts, jogging trails (with lighting in the evening, and cross country skiing tracks during the winter). There are also slopes for downhill skiing and snowboarding in Hervanta.

Students are entitled to a discount in the public indoor swimming pools (*uimahalli*). In order to get the student discount, you should pay the swimming pool entrance fee with a Tampere Travel Card (see “Getting Around”). There are four indoor swimming pools in Tampere: Joukahaisenkatu 7 (in Kaleva), Kortelahdenkatu 26 (in Pyynikki), Torisevanraitti 7 (in Hervanta), and Tuomarinkatu 7 (in Tesoma).

For more information on sports activities in Tampere, please see: [www.tampere.fi/en/culture-and-leisure/sports](http://www.tampere.fi/en/culture-and-leisure/sports)
SUPPORT AND SOCIAL NETWORKS

Student associations and networks offer a great chance to make new friends and enjoy free time activities (see the Chapter “Student Associations” for further information).

When staying abroad smaller problems are quite common, but severe crises and/or emergencies are typically quite rare. However, it is always possible for unexpected things to happen. Remember that no one has to cope on their own: depending on the situation, help and support are provided by, for example, Finnish Student Health Services (FSHS), the police, the University chaplain or Victim Support Finland. The study psychologist of the university can be contacted in study-related problems by email at: opintopsykologi@uta.fi

In many cases, it may be helpful to turn to the University’s International Office or the Student Union Tamy (members only).

To alleviate possible psychological or social problems of foreign citizens and their families in Finland, the Finnish Association for Mental Health has opened a Crisis Prevention Centre Osviitta. You can go to Osviitta without an appointment and the services are confidential and free of charge:

- Sorinkatu 4 C, 2nd floor
- Email: osviitta@osviitta.fi
- Tel: 0400 734 793
- Website: www.mielenterveysseurat.fi/tampere/kriisikeskus/

CULTURE SHOCK

Culture shock is a common phenomenon and all travellers entering an unfamiliar culture, meeting new people, using a foreign language and being separated from their family and friends are affected by it to some extent. Although entering a new culture is very exciting, it can also be very overwhelming and can affect you both physically and emotionally. Always bear in mind that experiencing a culture shock is both normal and temporary! To adapt to the local customs, it is important to accept that there will always be differences between your own culture and the culture of your host country. Do not forget to appreciate the possibility of having lived in two different countries and experiencing new cultures – not everyone has the possibility! Keep yourself busy and active, get to know local customs, taste the weird local dishes, travel around and make the most of your time in Finland!
IMMIGRANT SERVICES
The city of Tampere has five coordinators handling immigrant issues. They work on the possible challenges that may result from the increasing multicultural diversity. For more information:
   Email: maahanmuuttajainfo@tampere.fi
   Tel: 040 806 2527
   Address: Tuomiokirkonkatu 12
   Facebook: www.facebook.com/tremainio

NAISTARI – THE INTERNATIONAL WOMEN’S MEETING PLACE
Naistari welcomes all women, both immigrant and Finnish, who are interested in different cultures. This meeting place for women and children is a home away from home where you can, for example:
   • study the basics of the Finnish language
   • learn about other cultures and meet new people
   • go on outings and excursions
   • get help with everyday matters
For more information:
   Email: naistari@naapuri.fi
   Website: www.naistari.fi/english
   Address: Lindforsinkatu 4 (in Hervanta)

NATIONAL HUMAN RIGHTS ORGANIZATION SETA
SETA is a national human rights organization aiming for an equal society and individual welfare for everyone, regardless of their sexual orientation, gender identity or gender expression. SETA provides educational services for schools and vocational institutes, as well as social and counseling services and group activities. SETA also organizes parties and other activities for its members. There are different kinds of peer groups in SETA, for example for women, men, young people, seniors, rainbow families, people with religious or spiritual interests and international LGBTI people.
For more information:
   Website: www.treseta.fi
   Facebook: www.facebook.com/pirkanmaanseta
   Address: Kuninkaankatu 15 A
NON-DISCRIMINATION OMBUDSMAN

Non-Discrimination Ombudsman (yhdenvertaisuusvaltuutettu) is an authority whose task is to advance the status and legal protection of ethnic minorities and foreigners and equality, non-discrimination and good ethnic relations in Finland. The Ombudsman mainly gives guidance and advice in issues relating to ethnicity and being a foreigner in Finland by providing information on ethnic issues and the status of foreigners in Finland. The Ombudsman also aims to change attitudes, to influence legislation and reports in related issues. You can contact the Non-Discrimination Ombudsman if you have experienced or observed ethnic discrimination. For more information:

Website: www.syrjinta.fi/web/en
Contact form: www.syrjinta.fi/web/en/contact-form
RELIGIOUS COMMUNITIES

Evangelical-Lutheran congregations in Tampere
www.tampereenseurakunnat.fi/in_english

Tampere Islamic Society
www.islamtampere.com or visit the Tampere Islam Society at Yliopistonkatu 60 A

Catholic Church in Tampere
risti.katolinen.fi/in-english or visit the Tampere Catholic Church at Amurinkuja 21A

Anglican Church in Finland
www.anglican.fi

Jewish Community in Finland
www.jchelsinki.fi

In Finland, freedom of religion is a constitutional right. Some 75 % of Finns are members of the Evangelical-Lutheran Church and another 1% of the Orthodox Church of Finland. Increasing secularization within the Finnish society has affected and continues to affect these rates.

Several churches in Tampere offer religious services in different languages, including English, German and Swedish.

• Sunday Service in English, Old Church (Vanha kirkko), Central Square, every Sunday at 16:00
• At the University, the Pinni B Building houses an ecumenical campus chapel called Taivaankannen kappeli that serves the University students and staff. University Chaplain Rev. Risto Korhonen is available for pastoral counseling: risto.korhonen@uta.fi, tel: 050 383 5391.

SUPPORT FOR VICTIMS OF CRIME

Victim Support Finland (Rikosuhripäivystys) offers practical advice and support to victims and witnesses of crime. The support service also works to improve the social status of crime victims by influencing general attitudes and legislation.

Victim Support Finland has a nationwide helpline that offers the possibility to talk with someone who understands what being a victim of a crime might feel like and can offer practical information and advice:

Helpline tel: 116 006
Website: www.riku.fi/en/home/
Tampere office address: Hatanpään valtatie 34 E
FINNS AND THINGS

Finland only became urbanized in the 1960’s which means that many Finns still have rural roots. Their former close ties with nature may well be the reason why nature and the now increasingly sparsely populated rural areas mean a lot to Finns. Many city-dwellers have a summer cottage out in the countryside where they spend most of their summer.

Finns are said to be relatively quiet and shy, but straightforward and honest. The four distinct seasons affect our personalities and character: in general, life in the summer is relaxed: during summer cities are full of life and different kinds of happenings. People enjoy the sun outdoors both in the cities and countryside. Going to sauna and rowing a boat are typical things to do at the summer cottage. In the autumn, people visit their cottages and pick berries and mushrooms in the surrounding forests. Most Finnish families and apartments have their own saunas, but in some apartment buildings there might only be a common sauna for the tenants. The sauna is an excellent place for relaxation and it is said that “in sauna everyone is equal”.

Finns have a special passion for sports such as ice hockey, cross-country skiing, downhill skiing or javelin. Ski jumping, jogging, motor-racing, orienteering and Finnish baseball are also national pastimes.

Finnish families are typically small, few having more than three children. Single parents are not uncommon and there is an increasing number of step families formed by the remarriage of single parents. Marriage is common, but it is just as common for people to live together for some years before getting married or not marrying at all.

It should be pointed out that there is a strong tradition of female emancipation in Finland. About 80 per cent of women with children over 3 years of age have a regular job, and well over 50 per cent of university students are female. Legislation has been enacted to promote gender equality.
COST OF LIVING

The cost of living in Finland, on average, is comparable to the rest of the Northern Europe. A single student entitled to student discounts is advised to have approximately 700–990 euros per month to cover their rental, food, transportation, personal and leisure expenses:

- Student accommodation  200–500 euros
- Food 200–300 euros
- Local transportation 45 euros
- Leisure and personal 150–200 euros

There are other, more occasional expenses such as the Student Union membership fee of 58/116 euros per semester/academic year or the costs of study material and course books. It is usually not necessary to purchase books as most of the course books are available at the University Library. Therefore, the cost of study material should remain relatively low.

Depending on personal preferences (food, social life, travelling in Finland or to neighboring countries, books and other material, sports equipment, etc.) an additional 150–200 euros per month may be required as unanticipated expenses may occur to anyone.

Average prices in Finland

- Apartment rent, studio apartment: 350 - 700 € per month
- Dinner, inexpensive restaurant: 12 - 18 €
- Lunch, inexpensive restaurant: 7 - 12 €
- Lunch, student restaurant: 2,60 €
- Meal at McDonalds: 6,90 €
- Domestic beer (0.5 litre draught): 4 - 7 € (ask for student discounts!)
- Imported beer (0.33 litre bottle): 5 - 8 €
- Cappuccino: 3 - 3,50 €
- Coke/Pepsi (0.5 litre bottle): 2,50 €
- Water (0.5 litre bottle): 0,50 €
- Loaf of bread: 1,50 €
- One-way ticket in local bus bought on board: 3 €
- One-way ticket in local bus with travel card (under 26 yo): 1,30 €
- Cinema ticket: 12 €
ENVIRONMENT AND RECYCLING

Environmental care practices vary significantly from one country to another even inside the EU. In Finland, the Finnish law mandates one to recycle! Information in English can be found, for example, on the website of Tampere Regional Solid Waste Management at: pjhoy.fi/inet/pjoy/flow.nsf/docs/company. At the University, the students and staff members are expected to pay particular attention to sorting organic waste (in student restaurants) and paper (in computer labs). If you wish to know how environmental matters are taken into account at the University, you can find relevant information on the Ekokampus website at: www.uta.fi/ekokampus/en and the UTA’s intranet community and database “Ekokampus”. Do not forget that the University also has a recycling room and you can also recycle your old books as well. The recycling room is intended for both the students and the staff members to dispose of their personal belongings still in good condition. The room is located in the Main Building (room E105). The shelf for book recycling can be found in Main Building, at the downstairs lobby.

Vegetarian food is available almost everywhere nowadays and also the University restaurants provide balanced vegetarian dishes. Tammy’s Organic Food Group supplies affordable local and vegetarian food. For more information on the group, please see: www.tampiiri.fi.

Buying and selling second-hand goods is fairly common in Finland. Second-hand shops and flea markets are great places to find reasonably priced items in a good condition (see the Chapter “Shopping” for information for locations).

TIPS FOR RECYCLING

Everybody recycles their own waste and brings it personally to their residential building’s waste containers. It might be easier to collect paper waste into a paper bag or a cardboard box and empty those into the appropriate waste container.

• Cardboard and carton can be collected the same way and thrown away, with the box or paper bag, into the collection bin reserved for such materials.
• Glass and plastic bottles with deposit as well as metal cans are returned to stores. Broken glass and bottles without deposit should be taken to a glass collection point (in Tammela market square, for example).
• Metallic items (tins, cans without deposit etc.) can also be collected into a small box or a bucket and emptied into a small metal collection bin.
• Organic waste (food leftovers, fruit and vegetable peels, eggshells, coffee filters and tea bags, paper towels, etc.) must be put into a biowaste collection bin. Biowaste must be packed in a newspaper, paper bag or in a bio-decomposable bag.

For more information, see the Waste Guide:
www.pirkanmaan-jatehuolto.fi/English/company
MEDIA AND COMMUNICATION

NEWSPAPERS AND MAGAZINES
The national newspaper, *Helsingin Sanomat*, is read all over Finland. The regional newspaper in Tampere is called *Aamulehti*. The best selections of foreign newspapers can be found at the newsstand at the railway station (R-kioski) and in the bookshop called *Akateeminen Kirjakauppa* (in Stockmann department store).

If you do not always fancy surfing the internet, the least expensive way to keep track of events outside Finland is to read newspapers and magazines (*aikakauslehti*) in libraries. Both the University Main Library and the City Main Library have good selections of newspapers and magazines. The City Library, for example, offers magazines and newspapers from about 30 different countries and a LibraryPressDisplay-portal, which provides access to over 2000 newspapers and magazines in about 50 different languages.

MOBILE PHONES
Mobile phones (*matkapuhelin* or *kännykkä*) are very common in Finland and for international students, a pre-paid calling card is often the best alternative. Prepaid cards can be purchased, for example, in R-kiosks, but remember to compare prices before purchasing anything as they are likely to vary according to the operator and the package in question. Most prepaid cards only work in the country they were purchased in. Note that ESN FINT offers international students prepaid subscriptions for free during the Orientation Course.

For more information on buying a mobile phone and on how to subscribe to a connection, please contact the telephone shops around town. Also flea markets might sell some affordable second-hand mobile phones.

For further information on mobile operators, please see:
- [www.dna.fi/en](http://www.dna.fi/en)
- [www.elisa.com > in English](http://www.elisa.com)
- [www.telia.fi/english](http://www.telia.fi/english)

TV AND RADIO
In Finland, there are several national radio stations and television channels as well as numerous local radio stations and additional digital television channels. Television broadcasts are digital, meaning that you cannot watch TV without a digibox or digitv. Foreign films and programmes are broadcasted in their original language with Finnish or Swedish subtitles. Nowadays it is also very common for students not to own a TV set, but instead watch broadcast television on their computers or tablets. Many programmes can be watched either live or afterwards on the internet for instance at: [areena.yle.fi/tv](http://areena.yle.fi/tv), [www.ruutu.fi](http://www.ruutu.fi) or [www.katsomo.fi](http://www.katsomo.fi)
FINNS LOVE

Coffee
Finns consume, on average, 5 cups of coffee (*kahvi*) each day! If you visit a Finnish home, you will probably be offered some coffee. It will not be considered impolite if you happen to dislike coffee and decline it. Tea is usually served as an alternative for coffee.

Cottage
A cottage or a cabin (*mökki*), preferably in the middle of nowhere, by the lakeside and with only the most basic necessities is almost every Finn’s dream. Inside every Finn, there seems to be a little forest troll, who wants to hear the wind whispering in the trees and dip into the cool water of a lake after sauna.

Sauna
The sauna is an essential part of the Finnish way of life and there are about 3 million saunas in the country. There is a common sauna in every TOAS accommodation as well. You will certainly be invited to several sauna evenings during your stay in Finland. Originally, sauna was not only a place for washing oneself but also a place where children were born and the sick were cared for. There is an old Finnish proverb to the effect: “if sauna, spirits or tar do not help, the disease is fatal”. Many flats also have their own saunas and student associations often organise sauna parties for their members. Note that it is not customary for men and women to share a sauna unless they are members of the same family or are otherwise particularly close friends. Ice swimming during the winter is increasingly popular in Finland and there are a number of places in Tampere (e.g. Rauhaniemen Uimala, see: [www.rauhaniemi.net](http://www.rauhaniemi.net) and Kaupinojan sauna, see: [www.talviuimarit.fi/english-info](http://www.talviuimarit.fi/english-info)), where you can go for a refreshing swim after sauna.

Sports
Finns are very serious about sports (*urheilu*). Winning a medal in the Olympic Games is about the best thing that can happen to a Finn. The winner is treated like a national hero, invited to the Presidential Palace, featured in interviews and pictures in the newspapers and magazines. Every town and even the very smallest villages have their own sports fields, sports facilities, swimming pools, etc.

FINNS REQUIRE

Be on time!
Älä *myöhästy!* Both at work and in social life, Finns are very punctual. A major exception is the “*akateeminen vartti*” – the academic quarter (15 minutes past the hour), which is a practice in the academic world. This means, for example, that if it
says on the timetable that your lecture is to start at 10, it will not begin until 10:15. However, if it says your lecture is to start at 10:00, it will begin at 10 o’clock sharp. The “akeeminen vartti” does not apply to exams.

No smoking
Smoking is not allowed in public buildings since Finland has strict anti-smoking regulations. Therefore, always remember to check if there is a “No smoking” (tupakointi kielletty) sign before you light a cigarette, even in places where you think it could be acceptable. Normally people smoke neither indoors nor in private homes.

Take off your shoes at a Finn’s home
In Finland people don’t usually wear shoes indoors, so please take them off when visiting a Finn’s home. At special occasions such as graduation parties, christenings and anniversaries it may be acceptable to wear shoes provided that they are clean

IN A NUTSHELL

• The Finns’ concept of time is very precise. If you are running late, it is polite to notify anyone who might be waiting for you.
• In Finland, silence is not considered awkward and hence the speech culture in Finland differs from many other countries.
• It is perfectly safe to drink tap water in Finland!
• Finland’s strict tobacco laws forbid smoking in public spaces, such as bars. University restaurants are non-smoking areas and it is forbidden to smoke inside flats. There are specific smoking areas on the campus so please do not smoke elsewhere.
• Recycling centres and flea markets are good places for an international student to shop. There are also second-hand bicycles available.
• People are legally bound to use a reflector (luminous tag in their clothing) when it is dark outside and they must wear a helmet while riding a bicycle.
UNDERSTANDING FINNISH

Adapting to the Finnish society and everyday life will be much easier and more fun if you are prepared to learn some Finnish. The University of Tampere offers several options for studying Finnish from a short survival course to an extensive elementary course followed by more demanding courses according to your personal wishes and motivation.

Uuno (www.uuno.tamk.fi) is a website designed to introduce Finnish language and culture to exchange students and other foreigners. Uuno contains educational material for Finnish language learning on an elementary-level by focusing on everyday life and culture.
SURVIVAL FINNISH

**Common Phrases**

- Good morning! (Hyvää) huomenta!
- Good afternoon! (Hyvää) päivää!
- Hello! Hi! Moi! Hei! Terve!
- Goodbye! Näkemiin!
- See you! Nähdään! Heihei!
- How are you? Mitä kuuluu? Miten menee?
- Fine, thank you! Kiitos hyvää!
- What’s your name? Mikä sinun nimesi on?
- Where do you live? Missä asut?
- What’s your address? Mikä sinun osoitteesi on?
- What’s your telephone number? Mikä sinun puhelinnumerosi on?
- Excuse me, where is the bus station? Anteeksi, missä on linja-autoasema?
- What’s the time? Paljonko kello on?
- I don’t speak Finnish. En puhu suomea.
- Do you speak English? Puhutko englantia?
- I don’t understand. En ymmärrä.
- I understand. Ymmärrän.
- Could you speak more slowly, please? Voisitko puhua hitaammin, kiitos!
- Here you are, please! Ole hyvä!
- Thank you! Thanks! Kiitos! Kiitti!
- Excuse me! Anteeksi!
- I’m sorry! Anteeksi!
- Help me, please! Auttakaa minua, kiitos!
- Help! Apua!
- Yes Kyllä/Joo
- No Ei
- Cheers! Kippis!

**Weekdays**

- Monday maanantai
- Tuesday tiistai
- Wednesday keskiviikko
- Thursday torstai
- Friday perjantai
- Saturday lauantai
- Sunday sunnuntai

**Months**

- January tammikuu
- February helmikuu
- March maaliskuu
April        huhtikuu
May          toukokuu
June         kesäkuu
July         heinäkuu
August       elokuu
September    syyskuu
October      lokakuu
November     marraskuu
December     joulukuu

**Numbers**

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**Academic Vocabulary**

- academic year: lukuvuosi
- basic user account: peruspalvelutunnus
- course: kurssi
- curricula guide: opinto-opas
- exam: tentti/koe
- faculty: tiedekunta
- grade: arvosana
- Learning Agreement: opintosuunnitelma
- learning diary: oppimispäiväkirja/luentopäiväkirja
- lecture: luento
- Letter of Acceptance: hyväksymiskirje
- Registrar’s Office: aktuaarinkanslia
- semester: lukukausi
- student: opiskelija
- student association: ainejärjestö
- student card: opiskelijakortti
- student certificate: opiskelijatodistus
- teaching schedules: opetusohjelma
- Transcript of Records: opinto-ote
- university: yliopisto
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