Kemi-Tornio University of Applied Sciences

Study Guide 2011–2012

For International Students

Lapland University Consortium

LUC

Kemi-Tornio University of Applied Sciences is
part of The Lapland University Consortium.

Audited by FINHEEC

The Finnish Higher Education Evaluation Council (FINHEEC)
has audited succesfully the quality assurance system of KTUAS
as a part of national higher education quality assurance.

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Kemi-Tornio University of Applied Sciences

STUDY GUIDE 2011–2012

FOR INTERNATIONAL STUDENTS

CONTENT

TEACHING IS NOTHING, LEARNING IS EVERYTHING . . . 5

INFORMATION ON THE INSTITUTION: KEMI-TORNIO UNIVERSITY OF APPLIED SCIENCES . . . 6

- General Description of the Institution . . . 6
- Location . . . 7
- Academic Authorities . . . 10
- Academic Calendar 2011–2012 . . . 10
- List of Programmes Offered . . . 11
- General Admission Requirements . . . 12
  - Eligible Criterias . . . 12
  - Applications to Exchange Studies . . . 12
  - Applications to Bachelor's Degree Programmes . . . 13
  - Applications to the International Master's Degree Programme . . . 13
- General Arrangements for the Recognition of Prior Learning . . . 14
- General Registration Procedures . . . 14
- ECTS Credit Allocation Based on the Student Workload Needed in Order to Achieve Expected Learning Outcomes . . . 14
  - Recognition . . . 14
  - ECTS and Periods of Study Abroad . . . 15
  - The Diploma Supplement . . . 15
- Arrangements for Support Services . . . 16
  - Tutoring . . . 16
  - Internationalisation . . . 16
  - International Office . . . 17
  - International Contact Persons in Study Fields . . . 17
  - Virtual Studies Support . . . 18
  - Library and Information Services . . . 18
  - Communication Technology . . . 19
  - Social Services . . . 19
  - Accomodation and Freetime Services . . . 19

INFORMATION ON PROGRAMMES . . . 20

- Degree Programme in Business Information Technology (BIT) . . . 20
- Degree Programme in Social Services . . . 22
- Degree Programme in Nursing . . . 24
- Degree Programme in Business Management . . . 26
- Master's Programme in International Business Management . . . 28

COURSES TAUGHT IN ENGLISH DURING THE ACADEMIC YEAR 2011–2012 . . . 30

GENERAL INFORMATION FOR THE STUDENTS . . . 32

- Before Leaving Your Home Country . . . 32
  - Document Check List . . . 32
  - Visa and Residence Permit . . . 32
  - Health Insurance . . . 33
- Arrival in Finland and the Kemi-Tornio Region . . . 34
  - Traffic Connections . . . 34
  - Accommodation . . . 35
  - Survival KIT . . . 35
- Everyday Issues . . . 36
  - Ways of Communication . . . 36
  - Health Care . . . 36
  - Dental Care . . . 38
  - Pharmacies . . . 38
  - Money and Banking . . . 38
  - Civil Registration . . . 39

Phone Calls 39
Internet 40
Postal Services 41
Media 41
Transportation 41
About Finland 42
A Few words of Finnish 48
Kemi-Tornion Region 49
Winter White, Summer Light 49

CONTACT INFORMATION 50

LINKS WORTH CHECKING 52
Kemi-Tornio University of Applied Sciences 52
Education in Finland 52
Kemi and Tornio towns 52
Working in Finland 52
Finland 52
Government and Administration 52
Embassies in Finland 52
Finnish National Authorities 52

APPENDIX 53
Degree Regulations 55
Student Application Form for Exchanges 57
ECTS – European Credit Transfer and Accumulation System – Learning Agreement 61
Application for Accomodation 63
Map of Kemi 65
Map of Tornio 66

TEACHING IS NOTHING, **LEARNING IS EVERYTHING**

Welcome to KTUAS, Kemi-Tornio University of Applied Sciences! We are very pleased that you have chosen our university as your study abroad destination. By entering our university you will join a community of 2800 students from approximately 20 countries. We believe that interaction with people from different cultures and backgrounds is an essential part of studies and the development of productive individuals.

It is not always easy to adapt the way of life in a foreign country. This booklet has been designed to help you settle in. It would be impossible to make an exhaustive guide covering all possible situations that could arise during a study abroad period – instead, our aim is to give you an idea of what kind of a university, town and country you are about to enter and to help you avoid some common misunderstandings. In case of need, you can always turn to student tutors, international coordinators, lecturers or student support personnel for guidance and support.

We encourage you to make the most of your stay not only in academic terms, but also to try out new things with an open mind and to enjoy yourself. That way your stay with us will grow into a rewarding experience, both professionally and personally. There are a lot to see and experience in this region starting from the world's largest snow castle in the middle of the Kemi town and ending to large desert areas, where you will see no footprints except your own.

We are looking forward to meeting you in Kemi-Tornio!

Mr Reijo Tolppi
rector

INFORMATION ON THE INSTITUTION:
KEMI-TORNIO UNIVERSITY OF APPLIED SCIENCES

General Description of the Institution

Kemi-Tornio University of Applied Sciences (Shorter; KTUAS. *Kemi-Tornion ammattikorkeakoulu*, or *KTAMK* in Finnish) is a multidisciplinary institution providing higher education and research services in Northern Finland and Lapland.

In Kemi-Tornio University of Applied Sciences (KTUAS) we train cooperative experts with high professional skills to work in international working environments. The study environment is quite international as 300 students from Europe, Asia and Africa are studying in the international degree programmes.

In addition to the skills needed for working life, the basis for planning and implementing teaching are students' individual and common learning needs and processes, integration of teaching and research and development activities, as well as continual contact with working life, changes in the operational environment, and anticipation of these changes.

We have a strong network of partners in Finland. Worldwide it extends to all continents. There are over 60 international contract partners.

Quality assurance maintains and supports the activities and operations at the KTUAS by producing evaluation and monitoring data and clarifying quality systems. Quality assurance enables achieving common goals and maintaining and developing quality. Quality assurance is also systematic development. The Finnish Higher Education Evaluation Council (FINHEEC) audits the quality assurance systems of all Finnish universities as a part of the national higher education quality assurance.

Audited by FINHEEC

Lapland University Consortium LUC

Kemi-Tornio UAS passed the FINHEEC audit year 2010 and got the audit certificate. The Audit Report has been relased by FINHEEC. The audit is repeated every six years.
The Audit Report: www.tokem.fi > General Info > Quality

Kemi-Tornio University of Applied Sciences is financially maintained by nine municipalities in Western Lapland through the Kemi-Tornionlaakso Municipal Education and Training Consortium Lappia. KTUAS is a partner in the Lapland

University Consortium, a unique form of strategic alliance of three universities in Finnish Lapland.

Location

We are situated the rim of Finnish Lapland close to the border with Sweden. Our educational units are located in two towns, Kemi and Tornio.

FACTS AND FIGURES
ABOUT KEMI-TORNIO UAS

- Established 1992
- Students 2 800
- International degree students 250
- International exchange students 80
- Staff members 260
- Bachelor's Degree Programmes 14, four of which conducted in English
- Master's Degree Programmes 4

KOSMOS

KOSMOS

Kosmos
Technology
Tietokatu 1
FI-94600 Kemi Finland

LUMIKKO

Lumikko
Administrative Services
Lumikontie 2
FI-94600 Kemi Finland

UNIT OF HEALTH CARE

UNIT OF HEALTH CARE

Unit of Health Care
Meripuistokatu 26
FI-94100 Kemi Finland

Mercuria
Business & ICT
Kauppakatu 29
FI-95400 Tornio Finland

Minerva
Visual and Media Arts,
Tornio Learning Centre
Kauppakatu 58
FI-95400 Tornio Finland

Sauvo
Social Services,
Kemi Learning Centre
Valtakatu 22
FI-94100 Kemi Finland

Academic Authorities

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Kemi-Tornio University of Applied Sciences
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HEALTH CARE AND SOCIAL SERVICES
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Dean, Mr Matti Uusimäki
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TECHNOLOGY & ENGINEERING
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Academic Calendar 2011–2012

The academic year is divided into two semesters: the autumn semester and the spring semester. Instruction is given from September to December in autumn and from January to May in spring. Public and national holidays are included in the following calendar. On public holidays there is no instruction and shops and banks are usually closed.

Autumn semester 2011
- Instruction begins, 22 August
- All Saint's Day *(Pyhäinpäivä)*, holiday, 5 November
- Finnish Independence Day *(Suomen itsenäisyyspäivä)*, holiday, 6 December
- Instruction ends, 21 December

Spring semester 2012
- Instruction begins, 9 January
- Winter holiday *(Talviloma)*, 5–11 March
- Easter holiday, 6–9 April
- May Day *(Vappu)*, holiday, 1 May
- Ascension Day *(Helatorstai)*, holiday, 17 May
- Instruction ends, 1 June

List of Programmes Offered

Bachelor's and Master's Degree Programmes at KTUAS

	BUSINESS & ICT	VISUAL AND MEDIA ARTS	HEALTH CARE AND SOCIAL SERVICES	TECHNOLOGY AND ENGINEERING
BACHELOR'S DEGREE	Degree Programme in Business Economics	Degree Programme in Fine Arts	Degree Programme in Nursing, *in English*	Degree Programme in Electrical Engineering
BACHELOR'S DEGREE		Degree Programme in Communication (Media)	Degree Programme in Health Care	Degree Programme in Industrial Management
BACHELOR'S DEGREE	Degree Programme in Business Information Technology, *in English*		Degree Programme in Geriatric Care	Degree Programme in Mechanical and Production Engineering
BACHELOR'S DEGREE	Degree Programme in Business Management, *in English*		Degree Programme in Social Services	
BACHELOR'S DEGREE			Degree Programme in Social Services, *in English*	
MASTER'S DEGREE	Master's Degree Programme in International Business Management, *in English*		Master's Degree Programme in Social Services	Master's Degree Programme in Technology Competence Management
MASTER'S DEGREE			Master's Degree Programme in Health Care	

General Admission Requirements

ELIGIBLE CRITERIAS

Eligible criterias for exchange students are

- students has completed at least one year of higher education studies prior to exchange period
- student has enough language skills to study or to do placement
- Erasmus study period abroad lasts minimum 3 months, maximum 12

Student doesn't have to pay any tuition fees to the host institution (insurance prmiums, student social contributions and material costs do not count as tuition fees); however they may be required to pay their normal tuition fees to the home institution during their studies abroad. The national grant/loan to which students are entitled at their normal tuition fees to the home institution during their studies abroad. The national grant/loan to which students are entitled at their home institution may be discontinued, interrupted or reduced while they are staying in another Member State and receiving Erasmus grants.

APPLICATIONS TO EXCHANGE STUDIES

The application procedures vary depending on whether the student is applying through an exchange programme such as Erasmus or an exchange agreement between his/her home institution and Kemi-Tornio University of Applied Sciences. Should there be no formal agreements between the applicant's home institution and Kemi-Tornio UAS, the student can apply as what is known a free mover student.

The exchange study applicant fills in an application form (see appendix at the end of this Guide) and a learning agreement. The learning agreement, which describes the study programme abroad, is drawn up by the individual student and the institutions involved before the student goes abroad. Application deadlines for admission to exchange studies at Kemi-Tornio UAS

- 15 November 2011 for Spring 2012
- 15 May 2012 for Autumn 2012 or the academic year 2012–2013

Application documents for Erasmus and other **study exchange**

- Student application form for studies
- Covering letter
- Learning agreement
- European CV
- Transcript of Records

Application documents for Erasmus and other **placement exchange**

- Student application form for placement
- Covering letter
- Placement Agreement for an Erasmus student placement
- Training Agreement and Quality Commitment Erasmus Programme
- European CV
- Transcript of Records

APPLICATIONS TO BACHELOR'S DEGREE PROGRAMMES

Eligibility for studies at polytechnics/UAS depends on completing the Finnish Matriculation examination or upper secondary examination, European Baccalaureate, International Baccalaureate or Reifeprüfung examination, vocational qualification of three years or more in duration or an applicable foreign degree or qualification which gives eligibility for higher education in the awarding country. A vocational qualification of less than three years in duration gives either eligibility or eligibility to a corresponding field of study; please check your eligibility directly from the admissions office, if your vocational qualification is less than three years in duration.

Eligibility for polytechnic/UAS studies in a corresponding field of study may be broadened into general eligibility for polytechnic/UAS studies.

The applications for the Kemi-Tornio UAS international degree programmes are submitted through the Finnish joint application system at **www.admissions.fi.**

The application period for admission to Bachelor's degree programmes is from mid-January to mid-February 2012. Entrance examinations for degree programmes are arranged in Finland and abroad in April and May 2012. For detailed information on the admission schedule see **www.tokem.fi.**

APPLICATIONS TO THE INTERNATIONAL MASTER'S DEGREE PROGRAMME

Eligibility for applying for the Master's Degree Programme in International Business Management

- Bachelor's degree or other corresponding university degree AND
- a minimum of three (3) years' work experience in a corresponding field after graduation.

Application period for the Degree Programme in International Business Management is in April–May.

General Arrangements for the Recognition of Prior Learning

The requirement for the academic recognition of studies completed at Finnish or foreign institutions of higher learning or other schools is sufficient equivalence (content, scope and competence level) with studies that are part of the student's own degree programme, or the transference of completed courses into elective studies of the degree programme.

The scope of studies to be completed is determined by a personal curriculum. Previous studies can be transferred into one's personal curriculum (HOPS) through the academic recognition process.

Courses or parts of courses of post-secondary level and tertiary vocational education studies that include studies that correspond to the objectives of the degree programme can be recognised. Studies contained in an upper secondary degree cannot be transferred into university of applied sciences studies. An exception is higher education studies completed at the upper secondary level. Please see appendix **degree regulations / academic recognition of studies and practical training.**

General Registration Procedures

All international students have to register at their educational units at Kemi-Tornio UAS as soon as possible after arrival.

ECTS Credit Allocation Based on the Student Workload Needed in Order to Achieve Expected Learning Outcomes

Credits are awarded to individual students (full-time or part-time) after completion of the learning activities required by a formal programme of study or by a single educational component and the successful assessment of the achieved learning outcomes.

Credits awarded in one programme may be transferred into another programme, offered by the same or another institution. This transfer can only take place if the degree-awarding institution recognises the credits and the associated learning outcomes. Partner institutions should agree in advance on the recognition of periods of study abroad. Credit transfer and accumulation are facilitated by the use of the ECTS key documents (Course Catalogue, Student Application Form, Learning Agreement and Transcript of Records) as well as the Diploma Supplement. If work placements or internships are required to complete the programme they arepart of students' learning outcomes and workload and necessitate an allocation of credit. In such case,the number of credits allocated to the work placement should be included within the overall number of credits for the particular academic year.

RECOGNITION

Successful credit transfer requires academic recognition of credits. Recognition of credits is the process through which an institution certifies that certain learning outcomes achieved and assessed in another institution satisfy certain requirements of one of the programmes they offer. Given the diversity of programmes and higher education institutions, it is unlikely that the credits and learning outcomes of a single educational component in different programmes will be identical. Therefore, a flexible approach to recognition of credits obtained in another context is recommended. 'Fair recognition' rather than perfect equivalence is to be sought. Such 'fair recognition' should be based on the learning outcomes –

i.e. what a person knows and is able to do – rather than on the formal procedures that have led to the completion of a qualification or its component. The recognition process should be transparent.

Recognition means that the number of credits gained for suitable learning outcomes achieved, at the appropriate level, in another context will replace the number of credits that are allocated for these learning outcomes at the awarding institution. For example in practice a 4 ECTS credit component in one institution can replace a 5 ECTS credit component in another institution if learning outcomes are equivalent student will then be awarded 5 ECTS credits.

Decisions on credit recognition and transfer are taken by the qualification-awarding institution on the basis of reliable information on the learning outcomes achieved, as well as on the means of assessment and their validation.

ECTS AND PERIODS OF STUDY ABROAD

In the case of agreed student mobility, the three parties involved – the home institution, the host institution and the student –sign a Learning Agreement for mobility prior to the mobility period. In such cases, recognition of the credits by the home institution is automatic if the conditions stipulated in the learning agreement have been fulfilled. All learning components to be followed abroad should be listed in the Learning Agreement. Where a student is awarded credits for learning components other than those specified in the Learning Agreement it is up to the home institution to decide whether or not to recognise these. In case of changes to the programme of study agreed with the learner, the Learning Agreement need to be amended, and the amended version must be signed again by the same three parties concerned within an agreed period of time.

THE DIPLOMA SUPPLEMENT

After studies every student will be issued the Diploma Supplement (DS) automatically and free of charge that accompanies a higher education diploma, providing a standardised description of the nature, level, context, content and status of the studies completed by its holder. The Diploma Supplement is a response to these challenges, aiding mobility and access to lifelong learning opportunities. It promotes transparency in higher education and fair and informed judgements about qualifications. It also accommodates rapid changes in qualifications.

It has eight sections of information identifying the holder of the qualification; the qualification, its level and function; the contents and results gained; certification of the supplement; details of the national higher education system plus any additional information.

The supplement is designed as an aid to help recognition – it is not a CV or a substitute for the original qualification, and it does not guarantee recognition.

For students, the Diploma Supplement offers:
- A diploma that is more readable and easily comparable abroad;
- A precise description of their academic career and the competencies acquired during the study period;
- An objective description of their achievements and competencies;
- Easier access to opportunities of work or further studies abroad; and
- It fosters their employability.

For higher education institutions, the benefits are:
- It facilitates academic and professional recognition, thus increasing the transparency of qualifications;
- It protects national/institutional autonomy while offering a common frame which is accepted all over Europe;
- It promotes informed judgements about qualifications that can be understood in another educational context;
- It raises the visibility of the institution abroad;
- It promotes the employability of their graduates at national and international level;
- It helps to save time since it provides the answers to a lot of recurrent questions put to administrative services in institutions about the content and portability of diplomas.

Arrangements for Support Services

TUTORING

Tutoring is study counselling which aims at improving a student's adjustment to the academic system and enhancing his/her independent learning process.

Your class will be assigned a **tutoring teacher** (*tuutoropettaja* in Finnish) with whom you can discuss your studies and progress. There are also **student counsellors** *(opinto-ohjaaja)* in each education unit who can give you advice and answer your questions about different study programmes, study planning, course structures, credit transfers, etc. In both our towns of study, Kemi and Tornio, there are student tutors who specialize in assisting international students.

The **international student tutor** (*kv-tuutori*) is usually the first personal you meet at the airport or the railway station when you arrive in Kemi-Tornio. He/she will then help you to settle down, and find your way around campus and your new environment. International student tutors are degree students of Kemi-Tornio UAS who are interested in culture, customs, traditions and ways of life of people in other countries.

INTERNATIONALISATION

Internationalization is involved all of our operations e.g. student and staff mobility, internationalisation at home, project works and in international degree programmes and development of joint/douple degrees with european and international partners. We have developed our support services by employing school social worker and accommodation officer to assist international students settling down in Kemi-Tornio.

The International Office of Kemi-Tornio University of Applied Sciences is responsible for international relations and bilateral agreements between Kemi-Tornio UAS and partners around the world. We have cooperation with universities in Europe, Asia, Russia, Canada and the USA.

Our International Office encourages student and staff mobility and provides services for incoming and outgoing students and staff. The international contact persons at the education units assist students together with student tutors and the tutoring teachers to orientate on the studies and study environment.

INTERNATIONAL OFFICE

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ADMINISTRATIVE SERVICES
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International Coordinator
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TECHNOLOGY & ENGINEERING
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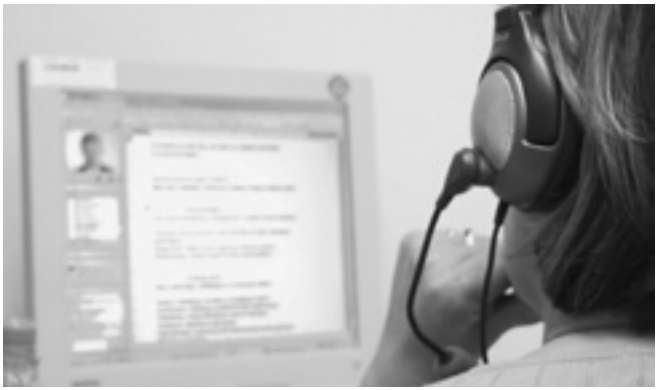
VIRTUAL STUDIES SUPPORT

All degree programmes at Kemi-Tornio UAS contain a certain number of virtual courses, i.e. course conducted partly or entirely online. Virtual studies don't require any special knowledge of ICT, the basic skills in using a computer and the internet are enough. At an early stage in your studies training is provided in basic computer use and the use of the main tools in the virtual study environment as well as in the working principles of online studies.

You can participate in virtual studies from anywhere as long as you have a computer and an internet connection. You can study, for example, at home, at work or at a local learning centre. This implies that through virtual studies you can easily embark on courses at different units or even different schools provided they fit in your personal study plan. Kemi-Tornio University of Applied Sciences supports virtual studies through its eLearning Centre, a service department which was founded in 2000 with the task to train and support teachers and students in the use of the virtual study environments. The main virtual learning environment used at the university is **Moodle,** a free, open source VLE. It is a password-protected online environment that contains all or a big part of the activities, study material and guidance related to the virtual studies. In addition a virtual classroom, called **LearnLinc,** can be used in studies where teachers and students have discussions, take part in lectures and do small group assignment in real time from their own computers. Virtual studies can also include contact classes. Each course in a virtual study programme has its own working methods which are suitable to attain the learning goals, while taking into account the needs of the student group.



The eLearning Centre supports a number of successful online Bachelor's and Master's Degree programmes for adult students from all over Finland and abroad as well as non-degree education, like summer courses, and international projects.

eLearning Coordinator
Ms Anu Pruikkonen
mobile +358 (0)40 556 4632
e-mail: anu.pruikkonen@tokem.fi

LIBRARY AND INFORMATION SERVICES

The Library and Information Services of Kemi-Tornio University of Applied Sciences include four libraries. They are modern learning environments with books, journals, various databases and licensed electronic resources, such as fulltext articles, eBooks and dictionaries. Each is focused on a specific subject area and together they form a multidisciplinary network. The Learning Centres in Kemi and Tornio offer extensive computer facilities for studying and support information retrieval.

The collection in the Tornio Learning Centre is focused on culture, business economics, information technology, pedagogics and youth work. In the Kemi Learning Centre the collection is focused on economy, logistics, tourism, social policy, sociology and

behavioural science. The Library of Health Care has a collection of over 23 000 items in the areas of health care and cosmetics. The library has workstations with printing options, a scanner and a copying machine for students to use. The collection in the Digipolis Library is focused on automation, energy technology, mechanical engineering, electrical power engineering, environmental engineering, business, economy, tourism and logistics. Workstations with scanning and printing options are available.

All libraries lend out material from their collection as home loans and lending is free of charge.

The library material of Lapland University Consortium Library (= Kemi-Tornio UAS library, Lapland University Library and the library of Rovaniemi University of Applied Sciences) is catalogued in the Juolukka database which allows students to search online for library materials, renew loans and make reservations for materials that are on loan. The electronic resources can be accessed from all the workstations connected to the university network and contain, among others over 60 databases that give access to more than 6 000 electronic journals. Students can access the electronic library material also from outside the university network via the Internet. If the library doesn't hold the required material in its own collection, it can request material from other libraries in Finland. Inter-library lending is subject to a fee.

COMMUNICATION TECHNOLOGY

Kemi-Tornio University of Applied Sciences has both technical and pedagogical support for the use of information and communication technology in teaching and learning. We have about 1 400 high quality Windows PC/Mac/Linux workstations and eLearning systems like mediaservers, videoconference and virtual networks.

The ICT network infrastructure of Kemi-Tornionlaakso Municipal Education and Training Consortium Lappia coveres all its education units from Muonio to Simo (a distance of over 300 km). We have a high-performance Wireless LAN in the units in Kemi and Tornio.

SOCIAL SERVICES

The **school social worker** (*kuraattori*) encourages students in their studies and helps them to cope with big and small problems in life (stress, frustration, loneliness, homesickness or related afflictions). Private discussions with the social worker are strictly confidential. There are also group meetings where students can meet their peers and exchange experiences. If you find yourself in any distressing situation, do not hesitate to contact the school social worker for assistance and support. You may arrange an appointment with the school social worker by e-mail or phone.

School Social Worker
Ms Maria Sipilä
Student Affairs Office, Lumikontie 2, Kemi
mobile +358 (0)40 847 4219
e-mail: maria.sipila@tokem.fi

ACCOMODATION AND FREETIME SERVICES

Help and guidance with arrival and accommodation of new students gives Accomodation Officer.

Accomodation Officer
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Student Affairs Office
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e-mail: jukka.ikalainen@tokem.fi

Degree Programme in Business Information Technology (BIT)

Bachelor of Business Administration | 210 cu

BIT degree programme focuses on information security and open source software, which are the topics in contemporary IT with constantly increasing popularity and demand. More and more organisations are switching to open source and free software, including operating systems, office applications, database management systems, etc. In years to come we anticipate an increasing demand for IT specialists who know, understand, and can design and implement the right choice of open source software programs for an organisation.

The IT-specialists work as software engineers, system analysts and designers, network specialists, and databases experts. A good deal of business courses related to IT is included in the study programme, which also support IT project management or IT analyst career developments. Most IT companies prefer specialists who are fluent in English, since the degree of internationalization in this field is very high. Therefore our students are more desired specialists on the labour market.

The BIT degree program is based on the most efficient learning and teaching methods. We use virtual learning environments in many courses. Furthermore, we use project-based approaches in which the students acquire practical skills. In our IT laboratory students can be in contact with local or regional businesses, working with real tasks from extant companies. Students can implement their practical training in Finland or abroad.

The university has excellent international relationships with other universities in Europe and the USA allowing students to participate in exchange programs. Six students from the BIT and ICT group will be selected every year to study one year in the USA (Boston and Dartmouth) and half a year in Germany (Frankfurt) to earn a double Bachelor Degree in BIT.

The Bachelor of Business Administration degree consists of 210 ECTS credit units (cu) and the recommended duration of the studies is 3.5 years for full-time students.

The Bachelor Degree Programme consists of the following elements:

- Basic studies 60 cu
- Professional studies 90 cu
- Practical Training 30 cu
- Elective studies 15 cu
- Bachelor's thesis 15 cu

Detailed curricula: edu.tokem.fi

Kemi-Tornio University of Applied Sciences
BUSINESS & ICT
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FI-95400 Tornio Finland

Head of Degree Programme
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e-mail: sari.hohtari@tokem.fi

CURRICULUM STUDY MODULES

		1st year		2nd year		3rd year		4th year	ECTS
		aut 2011	spr 2012	aut 2012	spr 2013	aut 2013	spr 2014	aut 2014	
Code	**BASIC STUDIES**	**27**	**3**		**21**		**6**	**3**	**60**
	Project working and learning skills; languages; mathematical and research skills	**27**	**3**		**21**		**6**	**3**	
2B1108	Learning Skills and Information Retrieval	3							
2B1109	Project and Teamwork	3							
2B1110	Data communication	3							
2B1112	Computer Technology	6							
2B1102	Discrete Mathematics	3							
2B2105	Statistics	3							
2B1111	English	3							
12B040/12B041	Finnish for Foreigners 1 or Swedish 1	3							
2B107/2B108	Finnish for Foreigners 2 or Swedish 2		3						
2B6310	Scientific Writing and Research Work						6		
	Business studies				**21**			**3**	
2B1204	Introduction to Marketing Management				3				
2B1106	Strategic Management				3				
2B1210	IT and Business Law				3				
2B1211	Economics of Software Development				3				
2B1212	Hi-Tech Business Models and Innovations				3				
2B1213	Business Project				6				
2B1214	Sourcing Funds and Tendering							3	
	PROFESSIONAL STUDIES		**18**	**21**	**18**		**27**	**6**	**63**
	System Analysis and Design		**9**	**18**	**3**		**27**	**6**	
2B6212	Information Systems Analysis and Design		3						
2B6204	Software Engineering and UML		6						
2B6203	Human - Computer Interaction			3					
2B6213	Usability			3					
2B6214	Software Design and Programming Project			12					
2B6205	Software and System Testing				3				
	Programming Skills and Databases	3	12	6	6		6		33
2B1202	Programming Techniques	3							
2B3207	Programming 1		3						
2B3208	Programming 2		3						
2B3209	Databases 1		3						
2B3210	Databases 2		3						
2B3211	Object-Oriented Programming 1			6					
2B3212	Object-Oriented Programming 2				6				
2B3213	Competence development project						6		
	LINE-SPECIFIC PROFESSIONAL STUDIES		**3**	**6**			**15**	**3**	**27**
	Information Security		**3**	**6**			**15**	**3**	
2B3304	Data Security of Workstations		3						
2B3305	Server Operating Systems			6					
2B6309	Information Security - Management and Strategy						6		
2B3306	Server Security						3		
2B3307	Network Security						6		
2B3308	Domain Analysis and Security							3	
	ELECTIVE STUDIES		**3**				**3**	**9**	**15**
	Elective studies		3				3	9	
	PRACTICAL TRAINING					**30**			**30**
	Practical training					30			
	BACHELOR'S THESIS							**15**	**15**
	Bacherlor´s thesis							15	
	Total	**30**	**30**	**30**	**30**	**30**	**30**	**30**	**210**

Degree Programme in Social Services

Bachelor of Social Services | 210 cu

The goal of the degree programme is to train professionals in social services, especially for community work and social security. A Bachelor of Social Services is prepared to understand, counsel and support clients of different ages in different life. He/she has a broad view of society, pared with the ability to develop work and social services, and to work in networks.

The education produces students who are proficient in client-oriented work, as well as in development, planning, guidance and supervision.

The Bachelor of Social Services degree consists of 210 ECTS credit units (cu) and the recommended duration of the studies is 3,5 years for full-time students. The Bachelor Degree Programme consists of the following elements:

- Basic studies
- Professional studies
- Advanced professional studies
- Elective studies
- Bachelor's thesis

Bachelors of Social Services are employed mainly by the public administration, municipalities and by private or third sector organisations.

The language of instruction is English and the programme is open to students from Finland and other countries. The programme has an international perspective and aims at strengthening the students' intercultural competences, soas to enable them to work in diverse professional tasks in the social field, both in Finland and abroad.

The Degree Programme in Social Services starts next time in August 2012.

Detailed curricula: edu.tokem.fi

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Head of Degree Programme
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e-mail: heli.arola@tokem.fi

CURRICULUM STUDY MODULES

		1st year		2nd year		3rd year		4th year	ECTS
		aut 2012	spr 2013	aut 2013	spr 2014	aut 2014	spr 2015	aut 2015	
Code	**BASIC STUDIES**	**17**	**8**		**3**				**28**
44P001E	Studying skills and professional growth	1.5	1.5						3
44P002E	Speech communication and academic writing	1.5	1.5						3
44P009E	Swedish for Finnish students/Finnish for foreigners	3							3
44P004E	English as a foreign language	3							3
44P005E	Computer skills	3							3
44P006E	Behavioural sciences as basis of social services	5							5
44P007E	Sociology and social policy		5						5
44P008E	Philosophy and professional ethics				3				3
	PROFESSIONAL STUDIES	**5**	**17**	**8**	**9**	**4**	**15**	**21**	**79**
44A001E	Social welfare as basis fof professional activity	4	2						6
44A002E	Social work		3	5					8
44A004E	Social pedagogy, art and creatitive activities in social field work				6				6
44A005E	Social field client work		3						3
44A006E	Health promotion			3					3
44A007E	Client-oriented work and professional analysis		9						9
44A008E	Structure and functioning of a working community							3	3
44A009E	Management of an organization and norms regulating activities						3		3
44A010E	Innovations and entrepreneurship				3				3
44A011E	Organization-oriented work and professional analysis							18	18
44A012E	Changing welfare society and the future of work						5		5
44A013E	Developing services						5		5
44A015E	Information retrieval	1				1			2
44A014E	The basics of research activity					3	2		5
	ADVANCED PROFESSIONAL STUDIES	**6**	**3**	**19**	**15**	**24**	**6**		**73**
44S001E	Work with children, the youth and families		3	5					8
44S002E	Work with seniors and aged	3							3
44S023E	Changes of life style and social problems			5					5
44S024E	New possibilites of communities			3					3
44S025E	Social security and employment services				4				4
44S026E	Rehabilitation					3	3		6
44S028E	Methods of working in communities					3	3		6
44S029E	Mental health work			3	3				6
44S030E	Communication between cultures	3							3
44S031E	Basics of multicultural work			3	2				5
44S032E	Work with intoxicant abusers				3				3
44S033E	Treatment, services, rehabilitation and legislation				3				3
44S034E	Specialized practice and professional analysis					18			18
	BACHELOR'S THESIS					**2**	**4**	**9**	**15**
44S035E	Bachelor's thesis					2	4	9	15
	ELECTIVE STUDIES	**2**	**2**	**3**	**3**		**5**		**15**
	Elective studies including studies avout Finnish culture and language	2	2	3	3		5		15
	Total	**30**	**30**	**30**	**30**	**30**	**30**	**30**	**210**

Degree Programme in Nursing

Registered Nurse, Bachelor of Health Care , 210 cu

The goal of the degree programme is to educate healthcare professionals with general and specific knowledge of health care and nursing. After registration graduates are licensed to work in Finland and abroad in hospitals and health centres as well as in the private sector.

The extent of the degree programme is 210 ECTS credit units (cu), and the duration is 3.5 years full-time studies. The language of the instruction is English.

The aim of the programme is to provide the students with a wide core knowledge base as well as the advanced knowledge necessary to fulfil current and future needs in health care. The students receive an in-depth introduction to nursing science and nursing research, so as to be able to contribute to the development of nursing. In the learning process the student formulates links between practical experience and theoretical concepts. These links require the integration of theory and practice and that is facilitated by, for example, reflection on practice. Students are offered ample opportunity to promote their personal growth and development also in international environments.

The degree programme comprises

- Basic Studies
- Professional Studies
- Advanced Professional Studies
- Guided Practice
- Elective Studies and
- Bachelor's Thesis.

Guided practice in a specific area is included in the studies each year totalling 75 credit units in all. The guided practice can be done in Finland and abroad.

Methods used comprise lectures, seminars, workshops, laboratory work, classroom practice, projects,e-learning, independent work/assignments and clinical practice. Multidisciplinary approach and team-teaching is used by the teachers in order to integrate the subjects of the modules into a relevant whole. The Degree Programme in Nursing starts next time in Autumn 2011.

Detailed curricula: http://edu.tokem.fi

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CURRICULUM STUDY MODULES

		1st year		2nd year		3rd year		4th year	ECTS
		2011	2012	2012	2013	2013	2014	2014	
Code	**BASIC STUDIES**	**17**	**5**	**3**	**2**		**3**		**30**
52PN001	Studying skills and professional growth	2	2						4
3YN4002	Finnish language and culture/ Swedish for Finnish	3							3
52PN003	Nursing Research			3	2				5
52PN004	Speech communication and academic writing	3							3
52PN006	English as a Foreign Language	3							3
52PN007	Innovations and Entrepreneurship						3		3
52PN008	Behavioural sciences in Nursing		3						3
52PN009	Social sciences in Nursing	3							3
52PN010	Computer skills	3							3
	PROFESSIONAL STUDIES	**10.5**	**23**	**24**	**26**	**17**	**19.5**		**120**
	Foundation of Professional Nursing								
52AN001	Nursing science in Nursing	3							3
52AN002	Helping methods in Nursing and Professional Ethics	1	5						6
52AN003	First Aid	3							3
52AN000	Guided practice		6						6
	Foundation of Natural sciences in Nursing								
52AN004	Drug Administration, Medical Calculation and Pharmacology		4.5		1.5				6
52AN005	Aseptics, Microbiology and Pathology	2							2
52AN006	Anatomy and Physiology		3			3			6
	Health promotion in Nursing								
52AN007	Methods of Health Promotion		3						3
52AN008	Health Promotion Exercise and Nutrition	1.5	1.5						3
52AN009	Cooperation and multicultural Nursing				1.5		1.5		3
	Health Care of Children, Adolescents and Family								
52AN010	Health Promotion of Children and Adolescents			3					3
52AN011	Nursing of Children and Adolescents			3					3
52AN012	Nursing of Women and Family			3					3
52AN014	Guided practice			12					12
	Health Care for Adults of Working age								
52AN015	Health Promotion of Adults			3					3
52AN016	Nursing of Adults				5	3			8
52AN017	Guided practice				18	9			27
	Health Care of the Elderly								
52AN018	Health Promotion of the Elderly					2			2
52AN019	Nursing of the Elderly and Wellness Technology						3		3
52AN020	Guided practice						6		6
	Mental Health Care								
52AN021	Mental Health Care and Psychiatric Nursing						3		3
52AN022	Guideded practice						6		6
	ADVANCED PROFESSIONAL STUDIES							**30**	**30**
52AN023	Administration and Management							3	3
52ANS00	Medical- Surgical Nursing							9	9
52ANS04	Guided practice							18	18
	BACHELOR'S THESIS				**1**	**8**	**6**		**15**
52AN025	Bachelor's Thesis				1	8	6		
	ELECTIVE STUDIES	**2.5**	**3**	**3**	**1**	**5**	**1.5**		**15**
	Elective Studies	2.5	2	3	1	5	1.5		**15**
	Total	**30**	**30**	**30**	**30**	**30**	**30**	**30**	**210**

Degree Programme in Business Management

Bachelor of Business Administration | 210 cu

The Business Management programme (BM) develops practical and theoretical competences needed for starting and managing a company in an economically successful way through its growth in local and international business environments. The programme focuses on the development of entrepreneurial talents and decision-making skills, and communication skills needed in international business. Using case-, problem- and competence-based activities in an open learning environment these talents and skills will be developed in close co-operation with small and medium-sized businesses (= SME s).

Novel learning strategies such as case-study writing and problemanalysis writing will support the creation of the entrepreneurial mindset, which is necessary to be able to work in the SMEs in the future. After graduation students will have acquired knowledge, skills and action readiness to be able to function as an entrepreneur-owner, a manager-owner or a manager of companies or to be responsible for departments of companies.

The Bachelor Degree Program consists of 210 ECTS credit units (cu). It is divided over 3.5 academic years. Each academic year (60 cu) consists of four periods (15 cu). Every period has a specific theme:

- Own Professionalism
- Newcomer in Working Life
- Experimenter in Working Life
- Becoming International
- Professional in Working Life
- Strategic Thinking.

The Degree Programme includes practical training (30 cu). Student intake to Tornio in 2011 is 40.

Detailed curricula: edu.tokem.fi

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CURRICULUM STUDY MODULES

		1st year		2nd year		3rd year		4th year	ECTS
		aut 2011	spr 2012	aut 2012	spr 2013	aut 2013	spr 2014	aut 2014	
	BASIC STUDIES	**30**	**30**						**60**
	Own Professionalism								
	Communication Competence and Languages	12							12
	Information Retvieval and Business Applications and Business Mathematics	8							8
	Local Entrepreneurial Business Environment	10							10
	Entrepreneurship and Project Management	7							7
	High North as a Learning Region	3							3
	Newcomer in Working Life								
	Law and the Enterprise		3						3
	Accounting and Financial Planning		6						6
	Small Business Marketing		5						5
	Small Business Management		7						7
	Business Enterprise Project		6						6
	Foreign Languages		3						3
	PROFESSIONAL STUDIES			**27**	**30**				**57**
	Experimenter in Working Life								
	Economics and Regional Development			6					6
	Management Accounting and Business Applications			5					5
	Internationalization, Market Research and Statistics			7					7
	Professional Reading, Discussing and Writing			4					4
	Cross-Border Project, part 1			5					5
	Becoming International								
	Logistics and Supply Chain Management				5				5
	Globalization and International Economics				4				4
	International Marketing and Marketing Research				5				5
	Communicating Across Cultures				6				6
	Financial Reporting and Analysis, and Taxation				5				5
	Cross-Border Project, part 2				5				5
	ADVANCED PROFESSIONAL STUDIES						**27**	**6**	**33**
	Strategic Thinking								
	Strategy: Management, Performance and Financing						8		8
	EU Law, Corporate Governance and Business Ethics						8		8
	Business Management Research						6		6
	Strategy Play Project						5		5
	Professional in Working Life								
	Scientific Writing and Research School							6	6
	ELECTIVE STUDIES			**3**			**3**	**9**	**15**
	Elective Studies			3			3	9	
	PRACTICAL TRAINING					**30**			**30**
	Supervised/unsupervised					30			30
	BACHELOR'S THESIS							**15**	**15**
	Bachelor's Thesis							15	15
	Total	**30**	**30**	**30**	**30**	**30**	**30**	**30**	**210**

Master's Programme in International Business Management

Master of Business Administration | 90 cu

The Kemi-Tornio multidisciplinary Master's programme attracts talents. They commit to upgrade and enhance their business skills and competences to meet the requirements of the global and multicultural market. The programme provides them with expertise in different aspects of entrepreneurship, marketing, management and finance in an international business context.

The programme consists of two yearly face-to-face workshops and virtual studies. This makes it possible to combine the studies with the work and family life.

Themes of the IBMA Master's programme:

- Business in Context
- Management of Resources
- International Business Environment
- Strategy: Building the Master Mind
- Master's Thesis.

The flexible programme combines joint course ware, virtual modules and projects, which are mainly carried out online in close co-operation with international partner institutions. The programme allows the talents to benefit from blended and participatory learning methods, which adds value to the programme as well the fact that it provides opportunities to link theory and practice. The novel practices are combined with best practices from business life and education. These are for instance network in project and team work, coaching and learning portfolio. This is to underpin the future orientation of the programme and to strengthen the competences of the talents.

The programme is tailor-made for talents with a Bachelor's degree in Business Administration or another adequate higher education degree, and who work in international business or pursue a career in international business. The applicants are required to have a minimum of 3 years relevant working experience after their Bachelor´s Degree graduation.

Duration and scope of part-time studies:
2.5 years, 90 ECTS credit units.

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CURRICULUM STUDY MODULES

	1st year		2nd year		3rd year	ECTS
Course	**aut 2010**	**spr 2011**	**aut 2011**	**spr 2012**	**aut 2012**	
THEME 1	**18**					**18**
Business in Context						
Research school 1: "Going abroud, what about the firm?	3					3
Internationalzation of Companies	5					5
Economis for Foreign Trade	5					5
Change Management	5					5
THEME 2		**18**				**18**
Management of Resources						
Research school 1: "Focusing the resources of the firm"		3				3
Accounting and Financial Resource Management		5				5
Knowledging and Innovation Management		5				5
Value Network Management		5				5
THEME 3			**18**			**18**
International Business Evironment						
Research school 3: "What about foreign markets?"			3			3
International Marketeing Management			5			5
Intercultural Interaction			5			5
International Legal Business Environments			5			5
THEME 4				**18**		
Strategy: Building the Master Mind						
Research school 4: "Navigating for success"				3		3
Strategic Network Management				5		5
Business Intelligence				5		5
Mangement Control Systems				5		5
THEME 5					**18**	**18**
Master Thesis						
Final project work					18	18
Total	**18**	**18**	**18**	**18**	**18**	**90**

COURSES TAUGHT IN ENGLISH
DURING THE ACADEMIC YEAR 2011–2012

As an exchange student you may choose courses listed in the tables below. The lists are not all comprehensive; there are a few international courses in languages and cultural and media arts too. For these additional courses and for detailed course contents and learning goals please see http://edu.tokem.fi/english > Studying, or call or send e-mail to the international contact persons in the educational units (page 17).

Business Information Technology | Tornio

STUDIES IN THE AUTUMN 2011	Credits
Learning Skills and Information Retrieval	3
Project and Teamwork	3
Data communication	3
Computer Technology	6
Discrete Mathematics	3
Statistics	3
English	3
Finnish for Foreigners 1	3
Programming Techniques	3
Human - Computer Interaction *	3
Usability *	3
Software Design and Programming Project *	12
Object-Oriented Programming 1 *	6
Server Operating Systems *	6

* BIT10

STUDIES IN THE SPRING 2012	Credits
Finnish for Foreigners 2	3
Information Systems Analysis and Design	3
Software Engineering and UML	6
Programming 1	3
Programming2	3
Databases 1	3
Databases 2	3
Data Security of Workstations	3
Introduction to Marketing Management *	3
Strategic Management *	3
IT and Business Law *	3
Economics of Software Development *	3
Hi-Tech Business Models and Innovations *	3
Business Project *	6
Software and System Testing *	3
Object-Oriented Programming 2 *	6
Scientific Writing and Research Work **	6
Competence Development Projct **	6
Information security - Management and Strategy **	6
Server Security **	3
Network Security **	6

* BIT10 ** BIT09

Business Management | Tornio

Studies in the autumn 2011	Credits
Economics and Regional Development	6
Management Accounting and Business Applications	5
Internationalization, Market Research and Statistics	7
Professional Reading, Discussing and Writing	4
Cross-Border Project, part 1	5

Studies in the SPRING 2012	Credits
Logistics and Supply Chain Management	5
Globalization and International Economics	4
International Marketing and Market Research	5
Communicating Across Cultures	6
Financial Reporting and Analysis, and Taxation	5
Cross-Border Project, part 2	5

Information Technology | Kemi

STUDIES IN THE AUTUMN 2011	Credits
Mobile devices programming 2 / Symbian 2	3
Mobile devices & information systems development project	12

Nursing | Kemi

STUDIES IN THE AUTUMN 2011	Credits
Anatomy and Physiology 3	3
Nursing of Adults 3	3
Medical Nursing and Pharmacology	
Health Promotion of the Elderly 2	2
Finnish language and culture 3	3
Cooperation and multicultural Nursing 1.5	1.5

STUDIES IN THE SPRING 2012	Credits
Nursing of the elderly	3
Mental Health Care and Psychiatric Nursing	3
Innovations and Entrepreneurship	3
Finnish language and culture	3

Social Services | Kemi

STUDIES IN THE AUTUMN 2011	Credits
Social Work	5
Work with Children, the Youth and Families	5
Changes of Life Style and Social Problems	5
New Possibilities of Communities	3
Mental Health Work	3
Basics of Multicultural Work	3
Elective studies incl. Finnish language and culture studies	3

STUDIES IN THE SPRING 2012	Credits
Philosophy and Professional Ethics	3
Social Pedagogy, Art and Creative Activities in Social Field Work	6
Innovations and Entrepreneurship	3
Social Security and Employment Services	4
Mental Health Work	3
Basics of Multicultural Work	2
Work with Substance Abusers	3
Treatment, Services, Rehabilitation and Legislation	3
Elective studies incl. Finnish language and culture studies	3

Minor changes are possible.

GENERAL INFORMATION
FOR THE STUDENTS

Before Leaving Your Home Country

- Fill in the application for accommodation and send it to accomodation Officer Jukka Ikäläinen, P.O.Box 505, FI-94100 Kemi, Finland. The application form is attached to on this guide, page 63. About accommodation in Kemi and Tornio towns also see page 35.

- Confirm your date of arrival at least **two weeks in advance** to ensure that we are prepared to receive you. Send the information (exact date, time and place of your arrival) by e-mail to our accomodation officer: jukka.ikalainen@tokem.fi. It is very important to inform us beforehand so that we can make sure that there is someone to meet you when you arrive in Kemi/Tornio.

- Check required vaccinations

DOCUMENT CHECK LIST

Exchange students need:

- Passport or internationally recognised official identity card; note that a passport is necessary if you
  a) come from outside of the Schengen area,
  b) wish to travel outside the EU/EEA from Finland, for example to Russia
- Letter of acceptance sent to you from Kemi-Tornio University of Applied Sciences
- European Health Insurance Card
- Insurance certificate
- Several passport sized photographs
- Credit card(s) or travellers' checks (it is not advisable to carry a lot of cash)

Free movers need all the documents above except the Erasmus student status certification and grant allowance.

Degree students need:

- Passport or internationally recognised official identity card; note that a passport is necessary if you
  a) come from outside of the Schengen area,
  b) wish to travel outside the EU/EE A from Finland, for example to Russia
- Letter of acceptance sent to you from Kemi-Tornio University of Applied Sciences
- European Health Insurance Card or a document of your insurance
- Insurance certificate
- Several passport sized photographs
- Credit card(s) or travellers' checks (it is not advisable to carry a lot of cash)

For further information go to the website of the Finnish Immigration Service www.migri.fi

VISA AND RESIDENCE PERMIT

If you are a **citizen of one of the Nordic countries,** you do not need a visa or a residence permit to study in Finland. If you stay in Finland for longer than six (6) months, you are required to register personally at the Local Register Office in Kemi (*Maistraatti*). See Contact Information on pages 50–51. As a **citizen of one of the EU/EEA countries** you do not need a visa entering Finland. You are allowed to study at Finnish educational institutions **for three (3) months** without applying for a residence permit. If your studies last **longer than three (3) months,** you must register your right to reside in Finland during this period of 3 months. The registration takes place at the local police station and it costs 40 Euros. You must be able to show that your unkeep is secured during your studies in Finland. As a **citizen of non-EU/EEA countries,** as a rule, you need an entry visa which you need to apply for at the embassy that represents Finland in your home country. However, a visa is not required if your

home country has signed a visa exemption treaty with Finland. Please note that tourist visas cannot be extended in Finland!

For further information visit the website of the Ministry for Foreign Affairs in Finland formin.finland.fi (> Services > Foreign nationals arriving in Finland > Visa > Visa requirement by country and travel documents accepted by Finland).

You are allowed to study at Finnish educational institutions for **three (3) months** without applying for a residence permit. You can then complete your studies within the period of validity of your visa or while an agreement on the abolition of the visa is in force. If your studies last **longer than three (3) months,** you need to apply for a residence permit from the Finnish embassy or mission that represents Finland in you home country **before your departure.** You have to prove that you have sufficient funds to cover your living expenses in Finland, that is, a minimum of 500 €/month or 6 000 €/year. After the first year you must apply for the continuation of your residence permit for each academic year at the local police station. Your first residence permit as well as each continuation of the permit costs 80 €. When applying for a residence permit you must attach to your application details of your comprehensive health insurance cover with a reliable company or institution and when extending your residence permit, also certifications of your success in studies.

For local police stations see Contact Information on page 51.

For further information visit the website of the Finnish Immigration Service www.migri.fi (>English >Students > Non-EU citizens) and the website of the Finnish Police www.poliisi.fi (> Licences > Permits and licences for foreigners).

HEALTH INSURANCE

Citizens of the EU/EEA

The Finnish National Health Insurance plan administrated by the Social Insurance Institution (KELA) covers citizens of the EU/EEA. You should get a **European Health Insurance Card** from a local social security office in your home country before departure. Find out about the validity period of the card. You will be offered the same services as Finnish citizens and your health expenses will be covered on the same conditions.

Non EU/EEA Citizens

You must have a valid comprehensive insurance cover issued by a reliable and solvent company or institution. If your studies in Finland last **less than two years,** you must have private insurance which primarily covers the costs of medical treatment up to about 100 000 €. If your studies in Finland last **two years or more,** you will usually have a home municipality in Finland (Kemi or Tornio) and be entitled to municipal health care services. Therefore your private insurance should primarily cover the cost of medicines up to about 30 000 €.

For further information go to the website of the Finnish Immigration Service www.migri.fi (> English > Students > Non-EU citizens)

Arrival in Finland and the Kemi-Tornio Region

TRAFFIC CONNECTIONS

By Air

If you are travelling to Finland by air you most likely land at Helsinki-Vantaa International Airport. If you want to look around in Helsinki, the capital of Finland, before travelling to Kemi-Tornio region, you can take a Finnair airport bus, a public service bus or a taxi from the airport to the city center. The quickest and easiest way to reach your final destination is to take a domestic flight from Helsinki-Vantaa to Kemi-Tornio Airport. The flight will take about an hour.

All scheduled flights to/from Helsinki are available from Helsinki-Vantaa Airport: www.helsinki-vantaa.fi/home

Another alternative is to take the air route through Sweden. You can travel by air via Stockholm to Luleå-Kallax Airport and take a bus from the airport to Haparanda busstation which is just across the border from Tornio in Finland.

By Sea

You can reach Finland by sea from Sweden, Estonia and Germany throughout the year. The main ports of arrival are Helsinki and Turku from where you can take a train to Kemi.

A list of routes and operating companies that sail to Finland: www.visitfinland.com (>Transportation > Transportation to and from Finland > By Water)

By Rail

From Helsinki Railway Station you can take a day or a night train up north to Lapland. Travelling by train from Helsinki to Kemi takes 9–10 hours.

Train connections in Finland www.vr.fi/eng/

By Road

There are many ways to come to Finland by bus or by car. Driving along E4 road through Sweden you cross the border in Haparanda-Tornio. There is a bus connection from Stockholm to Haparanda-Tornio: **www.tapanis.se**

Coming from Norway there is a bus connection from Alta, Nordkapp and Tromso to Rovaniemi, Finland: **www.eskelisen-lapinlinjat.com**

There is a bus connection from Murmansk, Russia, to Rovaniemi, Finland: **www.goldline.fi**

From Rovaniemi you can take a bus or a train to Kemi-Tornio region. Bus connections in Finland: **www.matkahuolto.fi**

From There to Here

Kemi-Tornio region

Helsinki	720 km
Oulu	110 km
Rovaniemi	115 km
Luleå, Sweden	125 km
Murmansk, Russia	710 km

Customs Office

Imports of medicinal products are controlled by the customs. When necessary, the passenger must prove that the medicinal product is intended for personal treatment. If you intend to import medicinal products to Finland it is advisable to have a doctor's prescription or a medical certificate with you. Make sure to check the amount of medical products you are allowed to import to Finland.

For further information go to the website of Finnish Customs www.tulli.fi/en/ (> Publications > Customer Bulletins > Import Restrictions for Passengers)

ACCOMMODATION

Kemi-Tornio University of Applied Sciences does not have dormitories of its own. You can apply for a student apartment from the local companies in Kemi: Student Housing Foundation of Kemi *(Kemin opiskelija-asuntosäätiö)* or from Tornion Krunni Oy in Tornio.

Please note, that the rent has to be paid **beforehand.** Some of the companies offering apartments claim rent payments 5–6 months beforehand. In accomodation issues mr Jukka Ikäläinen (email: jukka.ikalainen@tokem.fi) the accomodation officer helps all foreign students.

Student Accommodation in Kemi
The student housing is located within a 2.5 km radius of the Kemi-Tornio UAS education units. You can choose either a single-room or a double-room for your accommodation. You will share a kitchen and a bathroom/shower with one or two other students. The apartments are furnished. The rent is 200–240 €/month/student. Apartments are shared with kitchen and two bedrooms. Every student has own bedroom.

You will have to pay a deposit rent of 200 €, which will be returned to you when leaving if there are no claims.

Internet is not included in the rent. If you want to have an internet connection in your apartment, you should turn to internet service providers. The rent includes water, heating and electricity.

See Contact Information for Student Housing Foundation of Kemi (Kemin opiskelija-asuntosäätiö) and Internet Service Providers on page 50.

Student Accommodation in Tornio
The student housing is located within a 0.5 km radius of the Kemi-Tornio UAS education units. You will have a single room and a shared kitchen and a bathroom/shower with two other students. The apartments are furnished. Free laundry facilities are available. The rent is 235 €/ month. Electricity, heating, water and internet connection are included in the rent. You will have to pay a deposit of 150 €, which will be returned to you when leaving if there are no claims.

See contact information for Tornion Krunni Oy and Internet Service Providers on page 50.

Accomodation Officer
Mr Jukka Ikäläinen
Kemi-Tornio University of Applied Sciences
Administrative Services
e-mail: jukka.ikalainen@tokem.fi
tel. +358 (0)50 461 2335

Private accommodation
You can also rent an apartment from a private owner. The rent for a single room (studio) apartment is approximately 300–400 €/month and for two rooms 350–500 €/month. Usually, you are requested to pay a deposit of 1–3 months rent.

The Student union KETOAKKU delivers private sector apartments to students. Also see http://edu.tokem.fi > english > Market place.

Note!
You should submit a notification of moving *(muuttoilmoitus)* everytime you change your accommodation. See Civil registration on page 51.

SURVIVAL KIT

As an **exchange student** you may rent a "survival KIT" including bedclothes, cutlery and other utensils needed in daily housekeeping. The rent is 50 € and the student body in your education unit will reimburse 25 € when you return the complete KIT in good shape.

Everyday Issues

WAYS OF COMMUNICATION

Every student at Kemi-Tornio UAS will be provided with an e-mail account: firstname.familyname@edu.tokem.fi. The personnel's e-mail is in form firstname.familyname@tokem.fi. E-mail is an important tool for communication among students, lecturers and other staff. So makesure to check your e-mail on a regular basis.

The principal channels of information dissemination are

- **www.tokem.fi** – The official website of Kemi-Tornio University of Applied Sciences (especially for applicants).
- **edu.tokem.fi** – "Student's Info Agency", the most important source of updated information on studies, student life and educational news. Under edu.tokem.fi you will also find the curricula for degree programs as well as course descriptions.
- **LILLI** – An electronic bulletin board used in the education units to announce possible changes and the latest information on class schedule and upcoming events.
- **Pakkasraja** – An event calendar for students with tips for leisure time activities in Kemi and Tornio on edu.tokem.fi front page.
- Traditional noticeboards in the hallways of the education units
- Virtual learning environments like **moodle.tokem.fi.**
- Facebook search for Kemi-Tornion ammattikorkeakoulu.

It is your task to be active and to keep yourself updated, so as not to miss important info. Though we utilize digital communication channels at Kemi-Tornio UAS, there is always the good old alternative to walk up and ask anyone for advice and info.

HEALTH CARE

University of Applied Sciences students belong to the municipal student health care system. In every unit there is school nurse. The nurse counsels students on health issues and give advice in case of illness. The school nurse can write certificates of illness for a short time. Also she will give the first aid in sudden emergencies. If the school nurse is not available, students can contact the nearest health station or health care centre. On workdays after 4 pm., on midweek holidays and during weekends the emergency duty of both towns is in the Länsi-Pohja Central Hospital, tel. 016 243 120.

In case of emercency
The telephone number 112
is the general emergency number in Finland and Sweden
(police, fire department and ambulance)

Emergency policlinics (sudden accident and illness):
IN KEMI
Länsi-Pohjan Keskussairaala, Kauppakatu 25, Kemi
Emergency polyclinic
Weekdays 8.00–16.00 hrs.
tel. 016 259 750, tel. 016 243 120

IN TORNIO
For urgent matters (infections or accidents) the doctor is on call
Weekdays 8.00–16.00 hrs.

Tornio health care center, Emergency polyclinic
tel. 016 432 814

All non urgent matters such as time reservation lab results
Weekdays 8.00-15.00 hrs
tel. 016 432 835

If the answering machine goes on, leave your name
and telephone number of on answering machine after
the tone. You are called back the same day.

Evenings 16.00–08.00 hrs, weekends and holidays.
Only life threatening situations.

Other urgent matters during the daytime in Health care center.
Länsi-Pohjan Keskussairaala, Kauppakatu 25, Kemi
Emergency polyclinic
Tel. 016 243120

School nurses
KEMI
For students of Health Care and Social Services:
Kemi-Tornio UAS, Health care Unit
Meripuistokatu 26, A-stairs

School nurse Ms Kati Ypyä
tel. 050 314 6497

Reception without appointment Mon–Fri at 8.00–9.45. At other times only by appointment.

For students of Technology & Business Management:
Lappia Vocational College
Tietokatu 2 (main entrance > cafeteria > stairs to the second floor > room to the left)
tel. 010 383 4451 or 050 310 9483.

School nurse Ms Pia Saukkonen
tel. 010 383 5548 and tel. 050 461 7224

Reception without appointment even weeks Mon-Wed at 8–10 am and uneven weeks Mon and Wed 8-10.
At other times appointments only by telephone.

TORNIO
For all students in Tornio:
Kemi-Tornio UAS, Mercuria
Kauppakatu 29, 1st floor

School Nurse Ms Sini Peteri,
tel. 050 314 6505

Reception without appointment and calling time Mon–Fri from 8–8.30 am and 10.15-11.15.

Lappia Vocational College
Kauppakatu 35, A-stairs (dormitory)

School Nurse Ms Maria Rääpysjärvi,
tel. 050 310 9477

School Nurses Ms Marja Juntunen and Ms Sirpa Niska,
tel. 050 310 9476

Reception without appointment and calling time Mon–Fri from 8–10 am.
At other times appointments only by telephone.

Municipal Health Care Centres
KEMI
Open weekdays from 8.00–15.30.
- Sauvosaari Health Care Centre (= *Sauvosaaren terveysasema*)
  Kirkkopuistokatu 1, tel. 016 259 705
- Karihaara Health Care Centre (= *Karihaaran terveysasema*)
  Purolankatu 3, tel. 016 259 795
- Syväkangas Health Care Centre (= *Syväkankaan terveysasema*)
  Kivalontie 18, tel. 016 259 800

On an emergency, you can call to the health care center's joint duty number 016 259 750 at 8.00-15.00. The reception is in the Länsi-Pohja Central Hospital Emergency Clinic.

TORNIO
reception by appointment from 8 am.–4 pm.
in Tornio Health Care Centre (= *Tornion terveyskeskus*)
- Sairaalakatu 1, tel. 016 432 814
- emergency duty from 4 pm.–8 am.
  in Länsi-Pohja Central Hospital Emergency Clinic,
  tel. 016 243 120

LÄNSI-POHJA CENTRAL HOSPITAL EMERGENCY CLINIC
- Kauppakatu 25, Kemi
- reception by appointment Mon–Fri between 8 am.–1 pm., tel. 016 432 835

When you call to these numbers, you will first be connected to the evaluation of medical treatment. The nurse will ask you questions concerning your case and make the decision, whether you need to see a doctor.

DENTAL CARE

University of Applied Sciences students belong to the municipal student health care system. EU-citizens must have their European Health Insurance Cards with them when coming to the clinics. Dental care in dental clinics is chargeable and the fee is determined by the commandment of the Finnish government.

Private dental clinics are available for everyone.
KEMI
Reservations at Kemi municipal dental clinics tel. 016 259 769 Mon–Fri at 8–15.30 hrs, at other time tel. 016 243 120 (joint duty).
- Karihaara dental clinic, Purolankatu 3
- Syväkangas dental clinic, Kivalontie 19
- Sauvosaari dental clinic, Kirkkopuistokatu 1 A 2

TORNIO
Tornio city offers all stundents an opportunity to vist an oral hygienist once at school nurse premises. The oral hygienist counsels students on health issues and in case of need for dental care, student is offered a time for either inspection or treatment in municipal dental care. Please consult first the school nurse about your district.

- Saarenhammas dental clinic, Uusikatu 5
  tel. 016 432 884 Dentist Sisko Lahti
  tel. 016 432 882 Dentist Tuija Tarvainen
  tel. 016 432 881 Dentist Merja Vallinmäki
- Kiviranta dental clinic,
  Kiviranta Comprehensive School, Tapiontie 8
  tel. 016 432 889 Dentist Jarmo Lahti
  tel. 016 432 890 Dentist Mikko Mäkimaa
- Pudas dental clinic, Pohjolankatu 7
  tel. 016 432 887 Dentist Vikström Sirkka
  tel. 016 432 886 Dentist Jouko Mukka
  tel. 016 432 888 Dentist Jaana Koskimäki

Note!
Do not forget to cancel the dentist appointment in case you can't go! Otherwise you'll have to pay a fine of 27 euros.

PHARMACIES

A pharmacy *(apteekki)* is normally open 9.00–17.00/18.00 hrs weekdays. Some are open also in the evening and over the weekends.

See contact information for pharmacies on page 51.

MONEY AND BANKING

The Finnish monetary unit is the Euro (€). One euro is divided into 100 cents. There are bank notes of EUR 5, 10, 20, 50, 100, 200 and 500. The coins are 5, 10, 20 and 50 cents and EUR 1 and 2. Credit cards like Visa and Master Card or travellers' checks are the most convenient to use. With Eurocheque cards and Visa cards you can get money from cash machines. You can exchange currency in all Finnish banks at the same rate but there may be differences in commission fees.

Bank Account
Banks in Kemi and Tornio are usually open Mon–Fri 9.30–16.30 hrs. Students are advised to open a Finnish bank account as soon as they arrive. To do that you will have to show proof of your identity (e.g. passport). There is no fee for opening an account, but other services are usually subject to a charge.

Please ask the bank for a price of a service package and list of other charges (e.g. international money transfers). Fees are usually charged for receiving money to your account from abroad and sending an international money order. Fees depend on the bank and the form of transfer.

You will be given an AMT card with which you can withdraw money from cash machines (called *OTTO*) throughout Finland. If you lose your ATM card, call 020 333, 24 h/day. All banks have special banking terminals (*maksuautomaatti*) for paying bills. You can also make your payments via the internet with specific personal banking codes. Self service is much cheaper than paying bills at a bank desk. You can get banking assistance from student tutors and bank officials.

CIVIL REGISTRATION

Notice of Moving

If you stay in Finland for longer than a month, you have to submit an official Notice of Moving *(muuttoilmoitus:* www.posti.fi/changeaddress/) to local register office *(maistraatti)* within one week after your arrival to Finland.

You should make this Notification of Moving everytime you change your residence in Finland and also when you move out of Finland.

It is important to notify the Post Office *(Posti)* of your moving so that your mail will be delivered to the right place. The forms for notification are available at post offices, register offices and police stations. Posti will forward all mail addressed to the old address of a person who has filed a change of address notification for one month free of charge. Posti will send you automatically a letter where they offer you a service of redirection of all postal items for 12 months. This service is subject to a charge and it is volunteer.

Every time you move, do change your contact information in Winha-student registration system in KTUAS, too.

Registration to get an identity number

You have to register at the Local Register Office *(Maistraatti)* in Kemi

- if you intend to stay in Finland for at least a year (a Finnish "municipality of residence" will be registered for you) or
- if you intend to work and receive a salary (even though your stay will last less than a year)

On the basis of registration, you will be assigned the same kind of personal identity number as a Finnish citizen has. The personal identity number is used for identification purposes, needed in such places as banks, hospitals, libraries and the registration offices of different authorities. You obtain your personal identity number from the Local Register Office after you register.

The registration is free of charge. You have to have your passport, a valid residence permit and study certificate with you when you register. When you register, we advise that you mention that you want to register as a permanent resident in Kemi or Tornio. Then you will benefit from public health care and get the public health care services at the same price as local residents. We advise you to take a certificate of the registration. This certificate costs 4,5 €. With this certificate you can prove that you are a permanent resident in Kemi or Tornio.

See Contact Information for the Local Register Office in Kemi on page 51.

PHONE CALLS

There are not many public phones available in the Kemi-Tornio region, as almost everybody has a mobile phone. If you are planning to bring along a mobile phone from your home country, note that there might be some difficulties to use it in Finland due to the incompatibility with Finnish SIM cards (especially prepaid cards). To avoid these difficulties you might consider buying a second hand mobile phone in Finland. The prices for second hand mobile phones start from 5 € and new ones from 40 €.

The easiest way to get a mobile phone connection is to buy a prepaid subscription. You can purchase prepaid SIM cards at e.g. R-kioski and shops selling mobile phones. However, the rates for phone calls are a bit more expensive than if you have a monthly mobile subscription. Alternatively, you can open a mobile phone connection (monthly subscription) through several GSM service providers in Finland: e.g. Sonera, Elisa, DNA, Kolumbus, Saunalahti, GSM-Suomi. It is always worthwhile to check the services and fees, as they may vary a lot between different operators. As a foreigner you are required to have a Finnish ID number and credit information or to pay a deposit of 300–600 € to obtain your own SIM card.

If you have an internet connection, it may be cheaper to make international calls via VOIP providers like Skype or VoipDiscount.

Calling to Finland from abroad
If not otherwise stated, the phone numbers in this Study Guide are given in the form used when calling to Finland from abroad.

- The number of KTUAS (switchboard) is given as: +358 (0)10 383 50

If you call from outside Finland you should dial the international access code (often 00), the Finnish country code 358 and then leave out the first zero (in parenthesis).

- E.g. calling to KTUAS (switchboard) from abroad: +358 10 383 50

Calling within Finland
When you call within Finland leave out the country code 358 and add the zero given in parenthesis.

- E.g. calling to KTUAS (switchboard) from Finland: 010 383 50

Calling abroad from Finland
When you call abroad first dial the international prefix. There are several international prefixes depending on the phone company you choose

- Sonera: 990 or 99590
- Elisa: 999
- DNA: 99555
- Globetel: 992
- Kolumbus: 99559
- Saunalahti: 991
- Pan-European code: 00

After the international prefix dial the country code, area code (the first number – 0 – is usually omitted) and the subscriber's number.

INTERNET

All students have access to computers and internet in the premises of the Kemi-Tornio University of Applied Sciences. The Learning Centres in Kemi and Tornio and the KTUAS libraries have several workstations for studying and information retrieval. Also the town libraries of Kemi and Tornio have computers with free internet access.

If your apartment does not have internet connection and you would like to get one, you can make a personal contract with a service provider (Sonera, Elisa, DNA, Saunalahti) and cover the costs yourself. It is always worthwhile to check the services and fees, as they may vary a lot between different operators. As a foreigner you are required to have a Finnish ID number and credit information or to pay a deposit of 300–600 € to obtain your own SIM card.

See Contact Information for Internet service providers on page 51.

POSTAL SERVICES

You can buy stamps at post offices, kiosks and some stores. A standard letter or postcard can be mailed at post offices or dropped into orange-coloured mailboxes in the town. Incoming mail is delivered to your address Monday through Friday. There are no deliveries on Saturdays, Sundays or on public holidays.

For further information go to the website of the Finnish Post: www.itella.fi

MEDIA

International press
You can find international newspapers and magazines in the libraries (the town libraries of Kemi and Tornio and the KTUAS libraries). Foreign language papers are sold in well-stocked R-kioski´s and local stores.

TV and Radio
If you have a TV set, please note that there is a fee for using a television in Finland. The television fee tariff is 244,90 € for 12 months.

For information on television fees see: www.tv-maksu.fi/en/

Listening to a radio is free of charge. The national broadcasting company YLE provides news and information in several languages at **www.yle.fi/international.**

TRANSPORTATION

Although in small towns like Kemi and Tornio all the services are in the center within walking distance, a bicycle is a nice way to familiarise yourself also with the surroundings of the towns.

With some good luck you may find and buy a decent bicycle for a reasonable price from a bicycle repair shop, recycling center *(kierrätyskeskus)*, flea market (kirpputori) or your fellow student.

When you park you bicycle always remember to lock it and preferably fasten it to a bicycle rack or some other solid structure.

By Bus
Travelling by bus from Kemi to Tornio or vice versa costs you 6,10 €. If you need to take a bus daily, it is worth buying a monthly card. It is valid for 30 days within the Kemi-Tornio transport area and costs 60 euros + a renewable card 6,50 euros (deposit). The card can be purchased at bus stations and it can be renewed on buses. Local buses depart from the bus stations in Kemi and Tornio. Timetables are available at the bus stations, the Matkahuolto office and on buses.

If you take a bus ride to a destination of a distance of 80 km or more, you are entitled to a special student rate. The discount is 50 % for a one-way or return ticket. You need to present your Student Union Membership Card or a special Matkahuolto/VR Discount Card when purchasing the ticket.

Bus connections in Finland: www.matkahuolto.fi/en

By Train
Travelling by train you are entitled to a special student rate. The discount is 50 %. You need to present your Student Union Membership Card or a special Matkahuolto/VR Discount Card when purchasing the ticket.

Train connections in Finland: www.vr.fi/eng/

By Taxi
As taking a taxi is quite expensive in Finland it is recommendable to share it with you friends. Taxi center in Kemi and Tornio, tel. +358 (0)16 100 410.

ABOUT FINLAND

Where are we?

Finland is located in northern Europe between the 60th and 70th parallels of latitude. One quarter of Finland's total area lies north of the Arctic Circle *(napapiiri* in Finnish). The topography of Finland is flat with the exception of the high rounded fells in Lapland, the northern part of the country. Thousands of lakes, rivers and streams as well as forests and woods dominate the Finnish landscape.

Total area	338 km^2, Finland is the seventh largest country in Europe
Of the total area	69 % forest, 10 % water, 8 % cultivated land and 13% other
Maximum distances	1 157 km north to south, 542 km east to west
Land border	with Sweden in the west (614 km), with Norway in the north (736 km) and with Russia in the east (1 340 km)
Highest point	Halti, 1 324 m
Longest river	Kemijoki river, 483 km
Blue and green	188 000 lakes, 180 000 islands and 35 national parks with a total area of 884 600 ha

The climate is marked by cold winters and warm summers. In winter, the mean temperature remains below 0 °C. In Lapland the winter usually begins in mid-October. In summer, the mean daily temperature is consistently above 10 °C. The summer usually begins in June and lasts until August. In spite of the Kemi-Tornio region's northern location the climate in the region is still mild due to the effects of the Gulf Stream. The average temperature in July is from +15 to +18 °C and in February from -10 to -15 °C. Snow covers the area from early November until the end of April.

What´s the Time?

Finland is two hours ahead (+2) of Greenwich Mean Time (GMT) and one hour ahead of Central European Time (CE T). We set

the clocks twice a year: Daylight Saving Time (or summer time) is in effect from the last Sunday on March to the last Sunday of October. A 24-hour timetable is commonly used. For example 8.00–16.00 means the same as from 8 am. to 4 pm.

Who are we?

The Finns form a distinct linguistic and ethnic population bearing features from both eastern and western Europe. The Finnish language, with Estonian and Hungarian, belongs to the Finno-Ugric group of languages. The population of Finland is 5.3 million people. Families with one child are the most common. The average lifeexpectancy of Finnish women is 83 years and of men 76.

Population	5.3 million people
Population growth	4.1 ‰
Population density	17 people per sq km
Main languages	91 % Finnish *(suomi)*, 5 % Swedish *(ruotsi)*, 0,03 % Lappish *(saame)*
Main religions	82 % Lutheran, 1 % Orthodox

Finns are curiously silent in public places and they rarely enter into conversation with strangers, but do join the conversation, once you take the initiative. Every Finn speaks English fluently except some elderly people.

Finns are better at listening than at talking, and interrupting another speaker is considered impolite. A Finn does not grow nervous if there are breaks in the conversation; silence is regarded as a part of communication. Having once got to know a stranger better, Finns are quite willing to discuss any topic; generally not even religion or politics are taboo.
To learn some more about the Finnish culture and way of life visit: **http://virtual.finland.fi**

How do we live?
There is a high degree of equality between the sexes in Finland, as can be seen in the relatively high number of women holding advanced positions in politics and other areas of society. Chauvinistic or patronizing attitudes towards women are generally considered unacceptable. Women are usually independent financially and may offer to pay their share of a restaurant bill, for instance. A man may politely refuse such an offer, but it is equally polite to accept it.

Although a total of 5.3 million Finns, 82.3 % of the population live in urban areas in the southern part of the country, many people have summer cottages in the countryside. Practically every Finnish house has a sauna of its own. There are public saunas in swimming halls with indoor swimming pools, water slides, water massage, Jacuzzi and so on. What do you do in a sauna? To learn more visit the website of the Finnish Sauna Society **www.sauna.fi**

What do we do for a living?
Finland belongs to the 20 most wealthy countries in the world. The GDP has increased in real terms by over 50 percent over the past ten years. The ratio of R&D investments to domestic output in Finland is among the highest in the world.

Gross domestic product (GDP)	180 billion euros (2007)
GDP by industry	26 % industry, 18 % real estate and business activities, 11 % trade, 10 % transport, storage and communications, 8,6 % health and social work, 6 % construction, 4.8 % education, 4.8 % administration, 2.6 % agriculture, forestry, hunting and fishing
Exports	23 % electrical and optical equipment, 15 % pulp, paper and paper products, 15 % basic metals and fabricated metal products
Monetary unit	the Finnish monetary unit is the euro (€) which is divided into 100 cents

For further information on Finland's economy visit the website of the Confederation of Finnish Industries EK **www.ek.fi**

Finland's History at a Glance

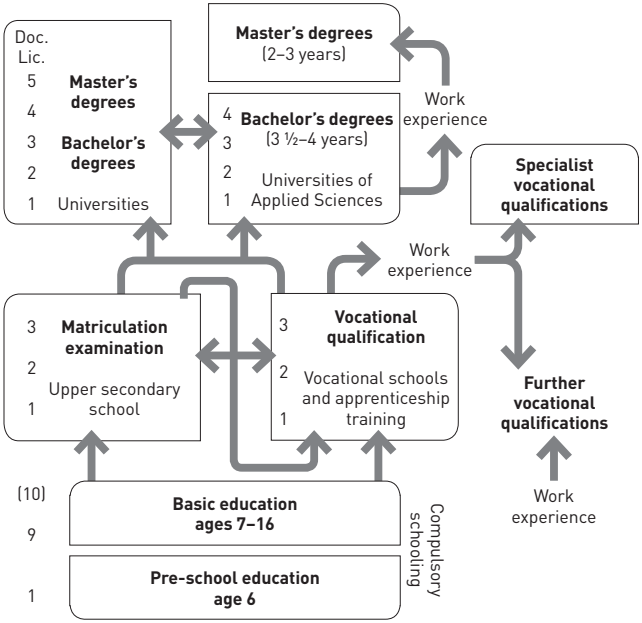
about 8000 B.C	The end of the ice age Early settlers (hunters, fishermen and food gatherers) arrived in Finland following the retreat of the continental ice-sheet. For a long time they were thought to be the first inhabitants of Finland. However, the latest archaeological findings suggest that there have been settlements in Finland before the ice age, over hundred thousand years ago.
1155	The first crusade to Finland. Led by King Eric IX of Sweden the missionaries arrived in Finland. Finland became part of the Kingdom of Sweden for 600 years.
1543	The first book in Finnish Mikael Agricola's ABC Book, the first book written in the Finnish language, was published.
1640	The oldest institution of higher education The Royal Academy of Turku was founded. Nowadays it is known as the University of Helsinki.
1808–1809	The Finnish War between Sweden and Russia Sweden surrendered Finland to Russia. The new border in the North was drawn along the Tornio River.
1809	The Autonomous Grand Duchy Czar Alexander declared Finland an autonomous Grand Duchy with himself as the constitutional monarch represented by a Governor General.
1835	Kalevala The Finnish National Epic was published.
1862	The Finnish Markka was introduced replacing the Russian rouble as the currency of Finland
1906	Equal and Universal Suffrage Finnish women were the first in Europe to gain the right to vote in parliamentary elections
1917	Declaration of Independence Finland declared its independence of Russia on 6 December and became a republic.
1918	Civil War between the Reds (leftwing) and the Whites (rightwing) ended with victory for the latter (government troops)
1939–1940	The Winter War against the Soviet Union. In a peace treaty Finland had to surrender southeastern Finland to the Soviet Union.
1941–1944	The Continuation War against the Soviet Union. In addition to the areas already lost to Russia, Finland also ceded Petsamo on the Arctic Ocean and was penalized with severe war reparations in the Paris Treaty in 1947.
1944–1945	The Lapland war against German troops present in North Finland. In the Second World War (comprising the Winter, Continuation and Lapland wars) Finland was never occupied by foreign forces, but the war claimed a heavy toll: over 90 000 Finns got killed.
1948–1992	Treaty of Friendship, Co-operation and Mutual Assistance with the Soviet Union. In 1992 Finland and Russia confirmed that the Treaty was null and void.
1952	The Olympic Games in Helsinki
1955	Member of the United Nations
1995	Member of the European Union
2000–	Tarja Halonen became the first female President of Finland
2002	Arrival of the Euro Finnish Markka was replaced by the Euro

For further information on Finland's history visit **virtual.finland.fi**

Higher Education in Finland
The basic right to education and culture is recorded in the Finnish Constitution. All residents in Finland, irrespective of their place of residence, language or financial status, have equal opportunities for high-quality education and self-development.

The Finnish education system is based on nine-year compulsory basic education (comprehensive school), preceded by one year of voluntary pre-primary education. Education beyond the age of 16 is voluntary taking the form of a three-year upper secondary school or a vocational school/training, or a combination of both. Adult education is available at all levels from basic to higher education.

The Finnish higher education system comprises universities and polytechnics/universities of applied sciences, in which the admission requirement is a secondary general or vocational diploma. Currently there are 20 universities and 26 universities of applied sciences in Finland. Higher education in Finland is by law funded by the State through the Ministry of Education, and therefore students enrolled in regular degree programmes pay no tuition fees.



Universities (comprising multidisciplinary universities, specialised scientific universities and art academies) focus on academic research and education based on research. They confer lower and higher academic degrees (Bachelor's and Master's) and scientific postgraduate degrees (Licentiate and Doctorate).

Universities of applied sciences offer work-related education in response to labour market needs. They provide Bachelor's and Master's degrees. The completion of a Bachelor's degree takes 3.5–4.5 years of full-time study. Master's degree programmes are available for those who have a Bachelor's degree or equivalent, plus a minimum of three years of work experience in the field concerned.

Working in Finland
If you are an EU/EEA citizen, you can work in Finland without a work permit.

If you come from outside the EU/EEA, you are allowed to work without a work permit for a maximum of 25 hours per week during academic semesters and full-time during school holidays. After graduation you can apply for a residence permit for working anywhere in Finland full-time.

Often employers require that you command at least the basics of the Finnish language. They may also require specific training or certificates from the applicants. To get a job you will have to be active yourself: the school does not provide any jobs.

Part time jobs during your studies
It is a very challenging issue to find a part time job in Kemi-Tornio during your studies. You need to be very active in contacting companies and public sector to try to find a job. We recommend you to take actively part in Finnish courses arranged by your education unit or other actors e.g. Adult evening school or adult training centers in Kemi and in Tornio.

Taxation
When working in Finland you have to take care of your taxation. You need to have a tax deduction card every time you work and get a salary. You can get it from the local tax office.

Contact Information for Tax Offices in Kemi and Tornio see page 51.

Living expenses
These are approximate prices in 1 February 2010 just to give you an idea of the price level in Finland.

Student apartment in Kemi (Reservikomppaniankatu) . . . . . 200 € / month
Student apartment in Tornio . . . . . 240 € / month
Internet, normal broadband connection . . . . . .15–30 € / month (depending on the speed of the connection)
Internet, mobile broadband connection . . . . . .10–30 € / month (depending on the speed of the connection)
Prepaid phone card . . . . . from 10 € and up
SAMOK student card first year . . . . . .20 €
Lunch in student dining room . . . . . 2–3 €
Cup of coffee in a café . . . . . .1,80 €
Pizza in a pizzeria (lunch time) . . . . . 6–7 €
Painkillers (10 tablets) . . . . . 3 €
Bowling, student price . . . . . 9,50–12 €
Swimming, student price . . . . . .3,00 €
Movie ticket . . . . . 8,50–10 €
Ticket to see a band . . . . . 5–20 €
Bus ticket from Kemi to Tornio . . . . . .5,90 €
Airport-Taxi from the airport to the centre of Kemi . . 11 €/person
Airport-Taxi from the airport to the centre of Tornio . . 17 €/person

Groceries (1 April 2008)
Tomato *(tomaatti)* . . . . . .4,40 €/kg
Cucumber *(kurkku)*. . . . . .2,20 €/kg
Carrot *(porkkana)* . . . . . .0,80 €/kg
Potato *(peruna)* . . . . . .0,85 €/kg
Garlic *(valkosipuli)* . . . . . .0,80 €/kg
Onion *(sipuli)* . . . . . .0,70 €/kg
Banana *(banaani)* . . . . . .1,40 €/kg
Lemon *(sitruuna)* . . . . . .2,10 €/kg
Orange *(appelsiini)* . . . . . 1,40 € / kg
Apple *(omena)*. . . . . 1,50 € / kg
Grapes *(viinirypäle)* . . . . . 1,80 € / 500 g
Honey *(hunaja)* . . . . . 3,50 € / 450 g
Sugar *(sokeri)* . . . . . .1,00 €/kg
Salt *(suola)* . . . . . .0,60 €/kg
Curry. . . . . 0,80 € / 25 g
Olive oil *(oliiviöljy)* . . . . . .4,50 €/l
Toast *(paahtoleipä)* . . . . . 1,60 € / 400 g
Black bread slices *(hapanleipä)* . . . . . 1,50 € / 500 g
Jasmine rice *(jasmiiniriisi)* . . . . . .2,60 €/kg
Macaroni *(makaroni)* . . . . . 0,30 € / 400 g
Eggs *(kananmunat)* . . . . . .1,50 € / 10 pcs
Canned tuna *(tonnikalapurkki)*. . . . . 2,50 € / 150 g
Chicken legs *(kanankoipi)* . . . . . .3,40 €/kg
Pork chops *(porsaanlihasuikale)* . . . . . 5,50 € / 400 g
Sausage *(makkara)* . . . . . .1,30 € / 400g
Microwave oven pizza *(mikropitsa)* . . . . . 0,80 € / 200 g
Cheese *(juusto)* . . . . . .8,40 €/kg
Margarine *(margariini)* . . . . . 1,60 € / 400 g
Rice crispies *(riisimurot)* . . . . . 2,70 € / 500 g
Yogurt *(jogurtti)* . . . . . 0,40 € / 200 g
Milk *(maito)* . . . . . .0,90 €/l
Juice *(mehu)* . . . . . .0,90 €/l
Coffee, good quality *(kahvi)* . . . . . 3,70 € / 500 g
Tea (*tee*), 100 teabags . . . . . .2,80 €
Cocoa *(kaakao)* . . . . . .5,40 €/kg
Coca-Cola . . . . . 2,15 € / 1,5 l
Candies *(karamelli)* . . . . . 2,40 € / 400 g
Chocolate cookies *(suklaakeksi)*. . . . . .1,70 € / 125g
Toothpaste *(hammastahna)* . . . . . 1,40 € / 50 g
Shampoo *(shampoo)* . . . . . 2,60 € / 400 g
Toilet paper *(wc-paperi)* . . . . . 1,80 € /8 rolls
Washing-up liquid *(astianpesuaine)* . . . . . 2,40 € / 0,75 l
Laundry detergent *(pyykinpesuaine)* . . . . . 4,30 € / 750 g

A FEW WORDS OF FINNISH

Phrases	**Sanontoja**
Hello	*Hei / Moi / Terve*
Good bye	*Näkemiin*
Good morning	*(Hyvää) huomenta*
Good afternoon	*(Hyvää) päivää*
Good evening	*(Hyvää) iltaa*
Good night	*Hyvää yötä*
Yes	*Kyllä*
No	*Ei*
Thank you	*Kiitos*
Welcome!	*Tervetuloa!*
See you later!	*Nähdään!*
You're welcome / Here you are	*Ole hyvä.*
Excuse me / I'm sorry	*Anteeksi*
How are you?	*Mitä kuuluu?*
I´m fine, thank you.	*Hyvää, kiitos.*
Where is...?	*Missä on...?*
My name is...	*Minun nimeni on...*
What is your name?	*Mikä sinun nimesi on?*
Nice to meet you.	*Hauska tutustua.*
Let's go!	*Lähdetään!*
I love you	*Rakastan sinua*
I come from...	*Minä olen kotoisin...*
I am ... years old.	*Olen ... vuotta vanha.*
I am a student.	*Olen opiskelija.*
I do not understand.	*En ymmärrä.*
Could you help me?	*Voitko auttaa?*
I would like to buy...	*Haluaisin ostaa...*

Weather	**Sää**
What is the weather like today?	*Millainen sää tänään on?*
It is... fine / sunny / chilly / cold / wet	*Sää on... hyvä / aurinkoinen / kolea / kylmä / märkä.*
Are you cold?	*Paleleeko?*
It is warm.	*On lämmin.*
below freezing	*pakkasen puolella*
snow flurry	*lumikuuro*
sleet	*räntä*
winter clothing	*talvivaatteet*
scarf	*kaulahuivi*
stocking cap	*pipo*

Living Asuminen	
apartment/flat	*asunto*
address	*osoite*
street	*katu*
road	*tie*
rental agreement	*vuokrasopimus*
security deposit	*takuuvuokra*
rent	*vuokra*
electricity	*sähkö*
water	*vesi*
heating	*lämmitys*
internet connection	*internetliittymä*
furniture	*huonekalut*

Travelling	**Matkustaminen**
passport	*passi*
customs	*tulli*
airport	*lentokenttä*
plane	*lentokone*
train	*juna*
bus	*linja-auto, bussi*
boat	*laiva, vene*
ferry	*lautta*
car	*auto*
taxi	*taksi*
travelling ticket	*matkalippu*

Studying	**Opiskelu**
Degree Programme	*koulutusohjelma*
credit unit	*opintopiste*
lecturer	*opettaja*
student	*opiskelija*
Bachelor´s thesis	*opinnäytetyö*
study councellor	*opinto-ohjaaja (opo)*
curricula	*opetussuunnitelma*
study semester	*lukukausi*
study year	*lukuvuosi*
Dean	*toimialajohtaja*
Senior lecturer	*lehtori*
Principal lecturer	*yliopettaja*
School nurse	*terveydenhoitaja*
School social worker	*kuraattori*
Bachelor´s degree	*AMK-tutkinto*
Master´s degree	*ylempi AMK-tutkinto*
University of applied sciences	*ammattikorkeakoulu*
University	*yliopisto*

FROM THE FOLLOWING LINKS YOU CAN LEARN
SOME BASICS OF THE FINNISH LANGUAGE

- www.yle.fi/opinportti/supisuomea/01/
- www.uuno.tamk.fi
- www.edu.fi/oppimateriaalit/ymmarrasuomea/

KEMI-TORNION REGION

The towns Kemi, Tornio and Haparanda in Sweden and three municipalities, Keminmaa, Simo and Tervola comprise the Kemi-Tornio region with about 61 000 inhabitants. Kemi and Tornio are located about 25 kilometres apart, but they are well connected by regularly running buses.

Due to the location on the northern coast of the Gulf of Bothnia, into which the region´s three great rivers – the Simo, Kemi and Tornio Rivers – flow, the area is sometimes called Sea Lapland *(Merilappi).*

WINTER WHITE, SUMMER LIGHT

In Finland there are four seasons (winter, spring, summer and autumn) but in Lapland we say we have eight.

The midwinter is a time of stillness and peace. The sun barely rises above the horizon in this part of Finland, and there are only few hours of daylight. The coldest month is usually February. You should be prepared for -10 to -20 degrees Celsius, but sometimes the temperature can fall even below -30 °C. Ice covers the rivers and the Gulf of Bothnia and the drifts of snow can be up to one meter deep. These winter days have a very special atmosphere which you should not miss. This is also a good time to see the beautiful Northern Lights – Aurora Borealis. So dress up warmly to enjoy them.

From the glittering snow you clearly notice that the amount of light increases day by day. At the end of March the day outlasts the night (spring equinox). People go skiing, snowboarding, skating, ice fishing, and snowmobiling. Spring is on its way. The snow gradually melts away. People gather by the riverside to witness the spectacular show of nature: the ice breaking on the river. We welcome the first migrating birds.

And then surprisingly suddenly the summer is here. It is the time of the Nordic light nights. At midsummer the sun is visible for a continuous 24 hours in the Kemi-Tornio region. Nature blossoms rapidly to full power. The warmest month is July. The average temperature is 20–23 degrees Celsius and the maximum temperature is about 28 °C. Traditionally in July Finland is closed, at least in business terms. It´s a holiday season and the Finns return to nature, to their summer cottages by the lake.

The harvest time ripens the crop. There is an abundance of wild berries and mushrooms in the forests to come and pick. Later in the autumn we enjoy the natural fireworks at the ground level as nature dresses up in brilliant colours. In Finnish we call it *ruska* (russet time). When winter approaches the streets occasionally fill up with slush. It´s a time of darkness and snow. During the Polar Nights there is twilight all around the clock. But in November or early December the lasting snow covers up everything reflecting the starry night lights. Just look up! The Polar Night is a perfect time to watch Aurora Borealis.

experiencelapland.tv (videos of Kemi-Tornio region and Lapland)

CONTACT INFORMATION

Note that for your convenience the telephone numbers here are given in Finnish form. When you are in Finland you can just dial the number as given.

Student Accommodation
Accommodation officer
Jukka Ikäläinen
Mobile +358504612335
E-mail jukka.ikalainen@tokem.fi

Student Housing Foundation of Kemi
(*Kemin opiskelija-asuntosäätiö*)
Keskuspuistokatu 6-8
FI-94100 Kemi
www.keoas.kemi.fi

Tornion Krunni Oy
Lukiokatu 10
FI-95400 Tornio
www.tornionkrunni.com

Health Care Services
Emergency service / 24h
Länsi-Pohja Central Hospital (*Länsi-Pohjan Keskussairaala*)
Kauppakatu 25, FI-94100 Kemi
tel. 016 243 120

Tornio Health Care Center
Sairaalakatu 1, FI-95400 Tornio
tel. 016 432 835
Mon–Fri 8.00–16.00
After-hours turn to Länsi-Pohja Central Hospital

Dental Clinics
KEMI
Appointments to all municipal dental clinics
tel. 016 259 769, Mon–Fri 8.00–15.30
tel. 016 259 700, other times
- Karihaara Dental Clinic, Purolankatu 3
- Syväkangas Dental Clinic, Kivalontie 19
- Sauvosaari Dental Clinic, Kirkkopuistokatu 1 A 2

TORNIO
- Saarenhammas Dental Clinic, Uusikatu 5
  tel. 016 432 895
- Kiviranta Dental Clinic, Tapiolantie 8
  tel. 016 432 889 or 016 432 890
- Pudas Dental Clinic, Pohjolankatu 7
  tel. 016 432 886, 016 432 887 or 016 432 888

Pharmacies
- Yliopiston Apteekki, Keskuspuistokatu 1, Kemi
- Kemin keskusapteekki, Asemakatu 1, Kemi
- Alatornion Apteekki, Kemintie 6, Tornio
- Tornion Apteekki, Satamakatu 3 A, Tornio

Postal Services
KEMI
Main Post Office, Valtakatu 3, Kemi
Open Mon-Fri 9.00–18.00

TORNIO
Main Post Office, Länsiranta 10 (Rajalla shopping center), Tornio
Open Mon-Fri 9.00–20.00, Sat 10–14

www.posti.fi, tel. 0200 71000

Mobile Phone and Internet Service Providers

Sonera, www.sonera.fi/en/
- Sonera Piste, Pohjoisrantakatu 5, Kemi
  tel. 020 402 7131
- Sonera Piste, Länsiranta 10 (Rajalla shopping center), Tornio
  tel. 020 402 7130

Elisa, www.elisa.com/en/
- Elisa Shopit, Valtakatu 11–13, Kemi
  tel. 010 262 0200
- Elisa Shopit, Länsiranta 10 (Rajalla shopping centre), Tornio
  tel. 010 262 0200

DNA, www.dnaoy.fi/en/PrivateCustomers
- DNA Kauppa, Valtakatu 14, Kemi
  tel. 044 144 044 (customer service)
- DNA Kauppa, Länsiranta 10 (Rajalla shopping centre), Tornio
  tel. 044 144 044 (customer service)

Local Register Office
Keskuspuistokatu 20-22, 3rd floor, Kemi
tel. 071 876 6142

Police Departments
Peräpohjolan poliisilaitos (police department)
Tornio main police station
- Pitkäkatu 1, Tornio
  tel. 071 876 6411 (foreign resident issues)
  Kemi police station
- Valtakatu 28, Kemi
  tel. 071 876 6139 (foreign resident issues)

EMERGENCY NUMBER
EVERYWHERE IN FINLAND **112**

Tax Offices
- Meripuistokatu 16, Kemi
  tel. 016 367 5700
- Puutarhakatu 3, Tornio
  tel. 020 612 000

Transportation
Railway Station, Rautatienkatu 3, Kemi
Railway Station, Tornio Itäinen pysäkki, Jokivarrentie 11, Tornio
timetables: www.vr.fi/en

Kemi Bus Station, Matkahuolto office
Asemakatu 13, Kemi
Tornio Bus Station, Matkahuolto office
Torikatu 10, 95400 Tornio
timetables: www.matkahuolto.fi

Taxi services, Kemi and Tornio
tel. 016 100 410

Airport-taxi (call at least two hours before departure)
tel. 0200 68000

LINKS WORTH CHECKING

KEMI-TORNIO UNIVERSITY OF APPLIED SCIENCES

- www.tokem.fi – Kemi-Tornio UAS official website
- edu.tokem.fi – Students' Info Agency at Kemi-Tornio UAS
- edu.tokem.fi/ketoakku – Student Union of Kemi-Tornio UAS
- Facebook search for Kemi-Tornion ammattikorkeakoulu

EDUCATION IN FINLAND

- www.studyinfinnishlapland.fi – the higher education institutions in Lapland
- www.research.fi/en – data on Finnish science and technology
- www.opintoluotsi.fi – The portal by the Ministry of Education provides information about studies taught in English
- finland.cimo.fi – Information about studies, practical training or youth exchange in Finland
- www.cimo.fi – Centre for International Mobility; scholarship and exchange programmes EU education, training, culture and youth programmes
- www.samok.fi – National Union of Students in Finnish Universities of Applies Sciences

KEMI AND TORNIO TOWNS

- www.kemi.fi
- www.tornio.fi
- www.experiencelapland.tv – videos of Kemi-Tornio region and Lapland
- www.pakkasraja.fi – event calendar for Kemi-Tornio region

WORKING IN FINLAND

- www.yrittajat.fi/en-GB/ – Federation of Finnish Enterprises

FINLAND

- virtual.finland.fi – information on politics, society, media, history etc.
- www.suomi.fi – gateway to public services
- www.infopankki.fi/en-GB/home – basic information about the functioning of society and opportunities in Finland
- www.finland.com – travel portal for tourists
- www.visitfinland.com – information for tourists
- www.tilastokeskus.fi – interesting statistics on Finland
- www.fmi.fi – weather in Finland
- www.yle.fi/international – news in English by YLE, Finland's national public service broadcasting company
- www.kulttuuri.net/english/ – Internet links related to Finnish culture

GOVERNMENT AND ADMINISTRATION

- www.web.eduskunta.fi – Parliament of Finland
- www.hallitus.fi/etusivu/en.jsp – Finnish government
- www.formin.finland.fi – Ministry for Foreign Affairs in Finland

EMBASSIES IN FINLAND

- formin.finland.fi (> Diplomatic Missions > Representation of foreign states in Finland or in the nearest country to Finland)

FINNISH NATIONAL AUTHORITIES

- www.migri.fi – the Finnish Immigration Service
- www.mol.fi/mol/en/index.jsp – the national Finnish Employment Office pages
- www.poliisi.fi – the Finnish Police
- www.tulli.fi/en – Finnish Customs
- www.vero.fi – information about the Finnish tax system
- www.maistraatti.fi – the national register offices

APPENDIX

Degree Regulations

Approved by the Board of Directors of Kemi-Tornio University of Applied Sciences 21 January 2010 Section 11

1 § Kemi-Tornio University of Applied Science
The Kemi-Tornio University of Applied Science (UAS) is a vocational university that is maintained by the Kemi-Torniolaakso Municipal Education and Training Consortium Lappia and provides higher vocational education in the following fields:

1) technology and communication
2) natural sciences
3) social sciences, business and administration
4) health care and social services
5) culture.

2 § Educational Mission
The Kemi-Tornio University of Applied Science produces university-level bachelor's degree programmes in five fields, postgraduate specialisation vocational studies carried out as adult education, open university of applied science programmes, and research and develop work that serves other further education and working life. The following are observed in the planning and arranging of education: the Polytechnics Act (351/2003) and Polytechnics Decree (352/2003), later amendments to them, resolutions of the Council of State and Ministry of Education regarding universities of applied sciences, these degree regulations, and **procedural guidelines for universities of applied sciences.**

The language of instruction is Finnish. Instruction can also be provided in another language in accordance with curricula.

3 § Educational Objectives, Structure and Common Studies
The objective of the education is to provide students with skills for working in professional vocational tasks and self development.

The Polytechnics Decree prescribes the general objectives and overall structure of studies aimed at a bachelor's degree. The board of directors of UAS approves the degree programme and curricula of specialization studies. The smallest study module is a course; its scope is expressed in ECTS credits. The average annual 1.600 working hours of a student is divided into 60 credits completed each academic year.

4 § Student Admissions
Student admissions for degree programmes and specialization studies are approved by the rector or a department head authorized by the rector. Students are admitted into the open university of applied sciences based on the order of registration, with preference given to applicants who are not enrolled in the university of applied sciences. Student admissions into vocational further education and student admissions into the open university of applied sciences are approved by the educational or development director of adult education.

5 § Registering as a Student And Right to Study
Students register each academic year. Students must register for the entire academic year, provided he or she has study right time remaining. Notification of attendance that has been given for the whole academic year can be changed for the spring term. The student can change his or her notification of attendance or absence during the academic year, provided there is a justifiable reason (Polytechnic Act 564/2009).

The appendix of the degree regulations contains more detailed instructions for registering, justifiable reasons for changing one's registration, and right to study.

6 § Participating in Education; Acceptance of Studies, Substituting Studies and Recognition of Studies
To earn a bachelor's degree and to complete specialised studies, students must demonstrate they have accomplished the goals given in the curriculum. Credit can be given to students for studies completed in a Finnish or foreign institution of higher learning and vocational schools, however this does not apply to studies required for qualification.

The substitutability or transferability of studies is decided by a department head, or on the advice of the appropriate teacher authorized by the department head. A teacher authorized by a department head makes the proposals for personal curricula. The decision must show the proposed scope of the substitutability or transferability of studies in the form of credits and time of degree completion, and whether the studies are core, vocational or elective studies or training.

Guidelines approved by UAS for transferring credits are attached.

7 § Assessment of Studies and Transcript of Study Records
Courses and/or study modules that are part of bachelor's degree programmes and specialised programmes are assessed on the following scale: excellent (5), good (3-4), satisfactory (1-2) or pass. Exams for courses and/or study modules are assessed with the same scale or by using a pass/fail assessment. If the assessment scale of a substitutive course is not the same as the 1-5 scale, the grade (or mark) must be converted to fit this scale. Transferred studies are assessed with the grade of passed.

Students can try to pass a failed course or study module, with the same degree requirements, two times before the end of the next academic year. Thereafter the course must be completed according to possibly changed requirements. A passing grade can be raised once during the study time consistent with the scope of the study programme (3½ or 4 academic years) during the following academic year.

Dates and times of exams are confirmed at the beginning of the study module or in the department's order of exams.

Exams shall be assessed, the results shall be communicated to the students on a bulletin board reserved for that purpose or in another manner, and the assessment shall be recorded into the transcript of study records within 1 (one) month of the exam. The same timetable applies to practical training and final projects. If, in addition to an oral examination or practical training, the completion of studies involves projects or reports that need to be returned, students shall return them at the conclusion of the course or practical training.

Courses or study modules shall be assessed, the results shall be communicated to students, and the assessment shall be recorded into the transcript of study records within 1 (one) month of returning projects or reports. Separate guideless are given for the storage and ownership/copyrights of art students' works. All completed coursework shall be stored for at least 6 (six) months, except for final projects, which shall be stored permanently.

Upon request, students shall be given an official copy of their certified transcript of study records. In addition to the student's personal date and study programme, the transcript shall indicate the completed study modules' and/or courses' scope in credits, the grade, completion date, person who gave the grade and the assessment scale. Study modules and courses are grouped into basic, vocational and elective studies, as well as practical training and final project. It shall also show the location and date where transferred and substituted studies were completed. The transcript shall be signed by the administrator of the relevant registry.

8 § Rectification of Assessment of Completed Studies
A student who is dissatisfied with the assessment of his or completed studies can request verbally or in writing rectification of assessment from the teacher who gave the grade within 14 days of the publication of the results of the assessment. The student has the right to make a written appeal for rectification to the examinations board within 14 days of receiving a written response from the teacher. The appeal for rectification is delivered to the student affairs office. The decision by the examinations board cannot be appealed.

9 § Language Studies
A department head or his or her authorised representative can, for special reasons, exempt partially or totally a student from the language skill requirements prescribed in Section 8 subsection 1 of the decree on polytechnic education. However the student shall accumulate the number of credits required for the degree.

10 § Final Project
The objective of the final project is to develop and demonstrate a student's abilities to apply his or her knowledge and skills to practical professional tasks related to his or her vocational studies. The final project shall be aimed at a topic entity that is important to the task area that is the basis of the study programme. It may also be a single- or multidisciplinary group project or research, in which case the independent efforts of each student in the final project must be demonstrable. The final project shall demonstrate that the student is familiar with the topic of the final project and ready and able to manage necessary research methods and communicate professionally. The work effort required for creating and writing the final project shall be equivalent to 15 credits. The same assessment scale is used for assessing the final project as is used in other studies. The final project shall be written in Finnish or in another language that is in a study programme of the Kemi-Tornio UAS. However, the final project in a foreign language study programme shall be written in the language of instruction or other language in the study programme. A final project written in Finnish shall include a summary written in some other foreign language taught at Kemi-Tornio UAS.

11 § Maturity Test
A maturity test is a written test, in Finnish, taken under supervision; it shall demonstrate the ability to use the language and familiarity with the topic covered in the final project.

The maturity test is taken after the final project has been turned in for assessment to the instructor of the final project. Topics for the maturity test shall be given by the instructor of the final project. The maturity test shall be assessed on a pass/fail assessment scale. A student whose native language is a foreign language shall take the maturity test in the language with which he or she has written the final project.

12 § Graduation and Qualificiation Certificate and Certificate for Other Education
In order to graduate and in order to receive a qualification certificate, all completed studies must be entered in the transcript of study records. After all courses related to the degree have been completed and registered, the student shall order a copy of his or her transcript record and fill out a request form for a qualification certificate. The degree is approved by the rector. For other education the certificate is given by the department head or his or her authorised representative.

Each field of study has an assessment committee chaired by the department head. The assessment committee gives the recommendation for granting a degree. The assessment committee is comprised of 3-5 members appointed by the department head. The meeting times of the assessment committees are confirmed annually by the rector.

13 § Discipline
A student who cheats at UAS or otherwise breaks the order of UAS may be disciplined, depending on the seriousness of the offense, with a warning or a temporary suspension for at most one year. Before the case is decided, the student shall be given an opportunity to be heard in the case. A warning given to the student shall be decided by the rector, and a student's temporary suspension shall be decided by the board of directors of UAS.

The rules of usage of information systems are observed at UAS.

14 § Effective Date
These degree regulations shall be effective on **1 January, 2010.** For schooling that began before these degree regulations became effective the degree regulations for each year are principally applied.

Kemi-Tornio University of Applied Sciences

STUDENT APPLICATION FORM FOR LLL-EXCHANGES

Photograph

ACADEMIC YEAR 20 /20
FIELD OF STUDY/DEGREE PROGRAMME:

I apply for Studies (3 months >) ☐ Placement ☐
IP studies ☐

Have you done Erasmus-student exchange period before?
Yes, studies ☐ practical training ☐
When? / 20

This application should be filled in by computer. Print out the completed application for signatures.

DETAILS OF THE PARTIES:

SENDING INSTITUTION

Name:
Full address:
Departmental coordinator
Name:
Telephone: Fax: E-mail:
Institutional coordinator
Name:
Telephone: Fax: E-mail:

STUDENT'S PERSONAL DATA *(to be completed by the student applying)*

Family name:
First name (s):
Date of birth:
Sex: Male ☐ Female ☐
Nationality:
Place of Birth:
Current address:

Current address is valid until:
Tel:
Fax:
E-mail:
Permanent address (if different):
Tel:
Fax:
E-mail:

RECEIVING INSTITUTION

Name:
Address:
Tel:
Fax:
E-mail:

Duration of study / placement:

from / 20 to / 20 Months:

Number of expected ECTS credits:

Kemi-Tornio University of Applied Sciences

Briefly state the reasons why you wish to study / practice abroad?

LANGUAGE COMPETENCE

Mother tongue:	Language of instruction at home institution (if different):					
Other languages	I am currently studying this language		I have sufficient knowledge to follow lectures		I would have sufficient knowledge to follow lectures if I had some extra preparation	
	yes	no	yes	no	yes	no
	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐

PREVIOUS AND CURRENT STUDY

Diploma/degree for which you are currently studying:

Number of higher education study years prior to departure abroad:

Have you already been studying / practising abroad? Yes ☐ No ☐

If Yes, when? At which institution?

WORK EXPERIENCE RELATED TO CURRENT STUDY (if relevant)

Type of work experience	Firm/organisation	Dates	Country

Do you wish to apply for a mobility grant to assist towards the additional costs of your study / practical training period abroad? Yes ☐ No ☐

Kemi-Tornio University of Applied Sciences

STUDENT'S SIGNATURE:

I hereby apply for studies / practical training.

Signature: .....

Date: ...../..... 20.....

SENDING INSTITUTION

We hereby confirm that this application has been approved.

Departmental coordinator's signature

.....

Date: ...../..... 20.....

Institutional coordinator's signature

.....

Date: ...../..... 20.....

RECEIVING INSTITUTION

We hereby acknowledge receipt of the application, the proposed learning agreement and the candidate's Transcript of records.

The above-mentioned student is ☐ provisionally accepted at our institution

☐ not accepted at our institution

Departmental coordinator's signature

.....

Date: ...../..... 20.....

Institutional coordinator's signature

.....

Date: ...../..... 20.....

Attachments

Please enclose and check

Covering Letter ☐ *Learning Agreement/Placement agreement* ☐ *European CV* ☐
Transcript of Records ☐

Application form for accommodation ☐

Education and Culture DG
Lifelong Learning Programme

Kemi-Tornio University of Applied Sciences

Annex V a 2.

Erasmus Programme

ECTS - EUROPEAN CREDIT TRANSFER AND ACCUMULATION SYSTEM – LEARNING AGREEMENT

ACADEMIC YEAR 20 /20
FIELD OF STUDY:

This application should be filled in by computer. Print out the completed application for signatures.

Name of student:

Sending institution: Country:

DETAILS OF THE PROPOSED STUDY PROGRAMME ABROAD / LEARNING AREEMENT

Receiving institution:

Country:

Course unit code (if any) and page no. of the information package	Course unit title (as indicated in the information package)	Number of ECTS credits
		total:

if necessary, continue the list on a separate sheet

Student's signature
..... Date: ...../.....20.....

SENDING INSTITUTION

We confirm that the proposed learning agreement is approved.

Departmental coordinator's signature
.....
.
Date: ...../.....20.....

Institutional coordinator's signature
.....
.
Date: ...../.....20.....

RECEIVING INSTITUTION

We confirm that this proposed learning agreement is approved.

Departmental coordinator's signature
.....
.
Date: ...../.....20.....

Institutional coordinator's signature
.....
.
Date: ...../.....20.....

CHANGES TO ORIGINAL PROPOSED LEARNING AGREEMENT
(to be filled in ONLY if appropriate)

Name of student:

Sending institution: Country:

Course unit code (if any) and page no. of the information package	Course unit title (as indicated in the information package)	Deleted course unit	Added course unit	Number of ECTS credits
		☐	☐	
		☐	☐	
		☐	☐	
		☐	☐	
		☐	☐	
		☐	☐	
		☐	☐	
		☐	☐	
		☐	☐	
				total:

if necessary, continue this list on a separate sheet

Student's signature

..... Date: ...../.....20.....

SENDING INSTITUTION

We confirm that the above-listed changes to the initially agreed programme of study/learning agreement are approved.

Departmental coordinator's signature

.....

Date: ...../.....20.....

Institutional coordinator's signature

.....

Date: ...../.....20.....

RECEIVING INSTITUTION

We confirm bye the above-listed changes to the initially agreed programme of study/learning agreement are approved.

Departmental coordinator's signature

.....

Date: ...../.....20.....

Institutional coordinator's signature

.....

Date: ...../.....20.....

Kemi-Tornio University of Applied Sciences

APPLICATION FOR ACCOMODATION

I APPLY FOR A FLAT IN

☐ Kemi — Provided by Housing office Avara or Kemi-Tornionlaakso Municipal Education and Training Consortium Lappia or private sector

☐ Tornio — Student Dormitory, Kirkkokatu 1B and 2-4

I want to live in **one room apartment** ☐ **two or three room apartment** ☐

Other people moving into the flat? _____

Attention: Before the signing of the rental agreement (contract), the deposit (explanation on the reverse side) of one month rent amount should be paid.

PERSONAL DATA OF THE APPLICANT

Family name _____ First name _____

Date of birth _____ Sex Female ☐ Male ☐

Street address _____

Home town _____ Postal Code _____ Country _____

e-mail address _____

Phone number _____

Student status ☐ Degree student 1st year ☐ 2nd year ☐ 3rd year ☐ 4th year ☐

☐ Exchange student estimated exchange period (months):

☐ Practical Trainee estimated training period (months):

Degree Programme: ☐ BM ☐ BIT ☐ IT ☐ Social and Health Care

☐ Culture and Media

Date of arrival: ____/____.20___ (day/month.year)

Further information

_____

_____

_____

_____

Date ____/____.20__ (day/month.year) Signature _____

Please send this application form for accommodation to: Accommodation officer.
E-mail: jukka.ikalainen@tokem.fi, postal address: Kemi-Tornio University of Applied Sciences, Accommodation officer, P.O. Box 505, FI-94600 Kemi, Finland. Exchange students need to send the application for accommodation at the same time you return all the other exchange application papers.

Some advice for fulfilling the application for accommodation

Students are accommodated either in Kemi or in Tornio depending on their study program. When applying please indicate what kind of accommodation you prefer, we try to fulfil your expectations. If you want to move into the flat together with another person, please name the person.

Living in Kemi: In Kemi students live mainly in two bedroom apartments. In the apartments a student have an own bedroom. Students share with their room mates the kitchen, bathroom and hall. The apartments have tables, beds, chairs, oven, etc.

Students have to pay all the rents for one semester at once (autumn semester rents in August/September and spring semester rents in January). The deposit money is included to the autumn semester rents.

Living in Tornio: In Tornio students live in two or three bedroom apartments. In the apartments a student has an own bedroom. They share with their room mates the kitchen, bathroom and hall. The apartments have tables, beds, chairs, oven, etc.

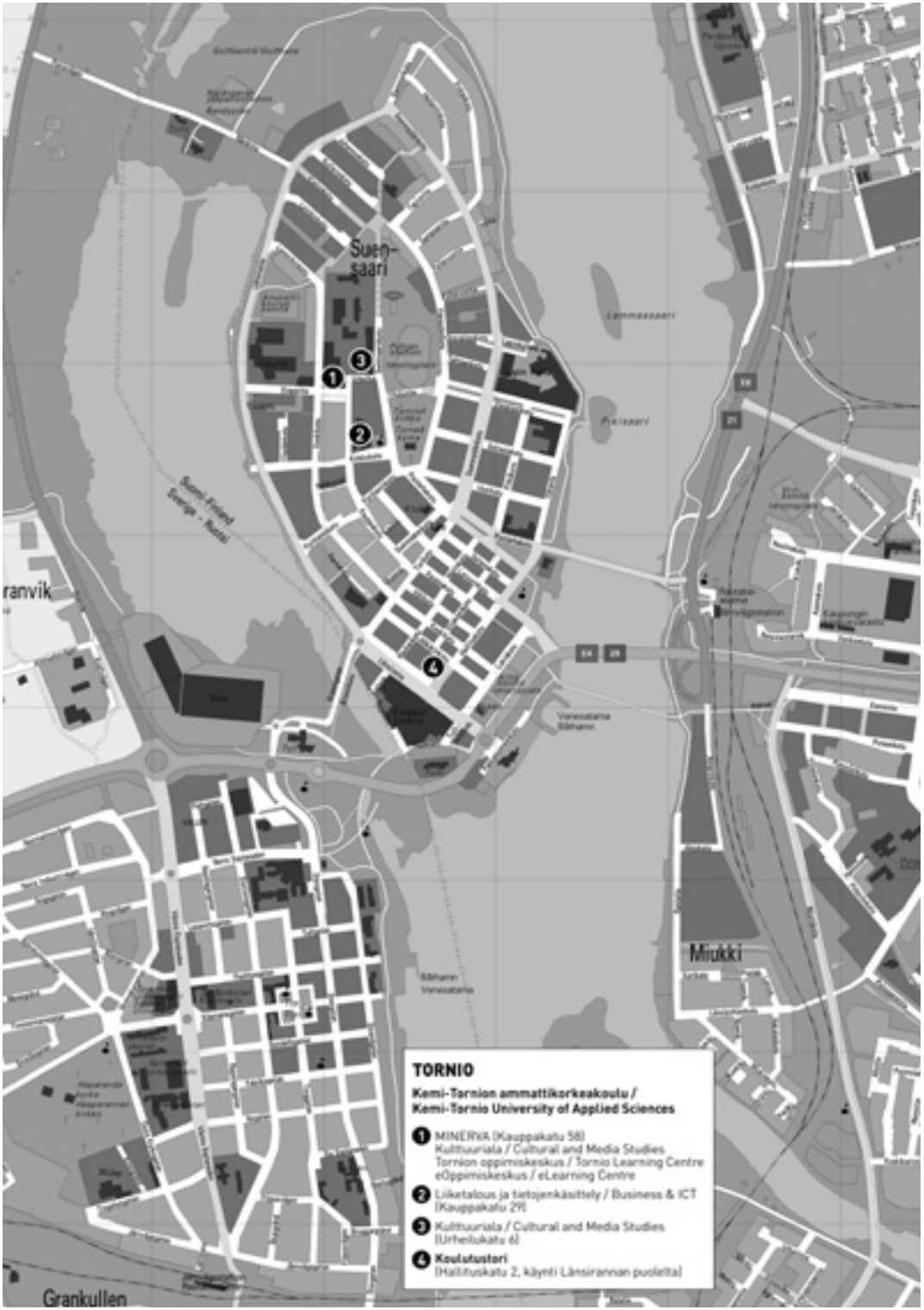
The rent is 235 euros a month. In Tornio the rents for one semester + deposit money (150 euros) must be paid all at once (autumn semester rents in August/September and spring semester rents in January). The rents must be paid within a week of student's arrival to the apartment.

Rent deposit: Rent deposit is paid to the landlord on the first week of your arrival. Deposit covers possible accidental damage to the property, unpaid rent and replacement of keys/locks when keys are lost or not returned. The deposit will be paid back to your account few weeks after departure if any of the mentioned above have not happened. Remember to give your bank account information to the housing office before your departure.

Personal Data of the applicant: Please fulfil your personal data on block letters.

Host Institution: Please write the degree programme you are going to follow during your studies.

KEMI
Kemi-Tornion ammattikorkeakoulu /
Kemi-Tornio University of Applied Sciences
1 KOSMOS (Tietokatu 1)
Tekniikka & Liiketalous / Technology & Business Management
COMPUS (Tietokatu 1)
Tekniikan tutkimus ja kehitys / Technology R&D
2 LUMIKKO (Lumikontie 2)
Hallintopalvelut / Administrative Services
Opintotoimisto / Students Affairs Office
Hakutoimisto / Student Application Office
KV-toimisto / International Office
3 SAUVO (Valtakatu 22)
Kemin oppimiskeskus / Kemi Learning Centre
Sosiaaliala / Social Services
4 KOULUTUSTORI (Valtakatu 18)
5 Terveysala / Health Care and Nursing (Meripuistokatu 26)
Terveyspysäkki / Health Station
Ketoakku / Student Union Ketoakku
KIVIKANGAS
NAUSKA
KIVIKKO
RUUTTI
KOIVUHARJU
TERVA-
HARJU
KARJALAHTI
SAUVOSAARI
Sisäsatama
Ulenin ranta
Möllärin
mölja
Märsilkkanokka


Suensaari
Lammassaari
Pikisaari
Mirukki
Grankullen
TORNIO
Kemi-Tornion ammattikorkeakoulu /
Kemi-Tornio University of Applied Sciences
1 MINERVA (Kauppakatu 58)
Kulttuuriala / Cultural and Media Studies
Tornion oppimiskeskus / Tornio Learning Centre
eOppimiskeskus / eLearning Centre
2 Liiketalous ja tietojenkäsittely / Business & ICT
(Kauppakatu 29)
3 Kulttuuriala / Cultural and Media Studies
(Urheilukatu 6)
4 Koulutustori
(Hallituskatu 2, käynti Länsirannan puolelta)

Kemi-Tornio University of Applied Sciences

ADMISSIONS OFFICE
P.O. Box 505, FI-94101 Kemi, Finland
Tel. +358 (0)10 383 5279 | Fax +358 (0)16 251 139
email: admissions@tokem.fi
www.tokem.fi

Lapland University Consortium
LUC

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