

Study Guide 2012–2013

For International Students



FINLAND • EUROPE



STUDY GUIDE 2012–2013
FOR INTERNATIONAL STUDENTS

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KTUAS – A UNIVERSITY ON THE FRONTIER

Welcome to **KTUAS**, Kemi-Tornio University of Applied Sciences! We are very pleased that you have chosen our university as your study destination abroad. As the Kemi-Tornio region borders on Sweden, we have a long history of international co-operation. We believe that interaction with people from different cultures and backgrounds is an essential part of higher studies and the contributes to the development of productive individuals.

It is not always easy to adapt to the way of life in a foreign country. This booklet was 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 period abroad. 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 affairs personnel for guidance and support.

We encourage you to make the most of your stay not only in academic terms, but also by trying out new things with an open mind and by enjoying yourself. Then your stay with us will grow into a rewarding experience, both professionally and personally. There is a lot to see and experience in this region, from the world's largest snow castle in the middle of Kemi town to the unspoilt wilderness of Lapland, 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 (abbreviated to KTUAS or *Kemi-Tornion ammattikorkeakoulu* in Finnish, abbreviated to *KTAMK*) is a multidisciplinary institution providing higher professional education and research services in Northern Finland and Lapland.

At Kemi-Tornio University of Applied Sciences (KTUAS) we train students to become highly skilled professionals and cooperative experts who can thrive in international working environments. The study environment is quite international as 300 exchange and degree students from Europe, Asia and Africa studying in the international degree programs.

In addition to providing the skills needed for working life, the basis for planning and implementing teaching at KTUAS comprises the individual and common learning needs and processes of the students, 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 partner agreements.

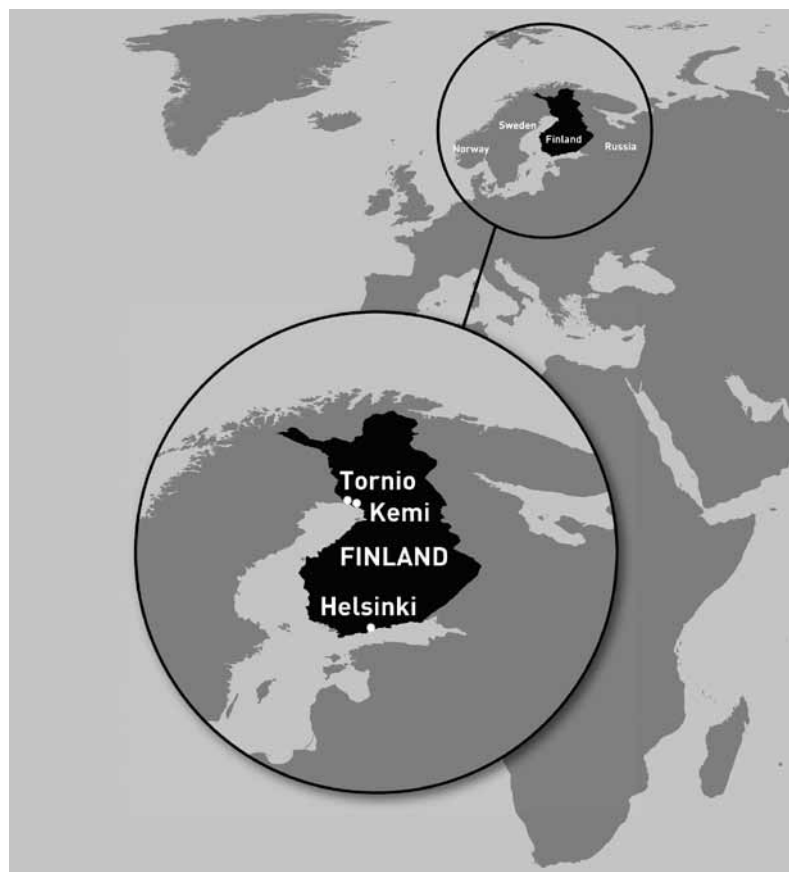
The quality assurance system maintains and supports the activities and operations at KTUAS by producing evaluation and monitoring data and clarifying quality standards. Quality assurance enables achieving common goals and maintaining and developing quality. Quality assurance is also systematic development. 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.

Kemi-Tornio UAS passed the FINHEEC audit in 2010 and got the audit certificate. The Audit Report has been released by FINHEEC and can be found at www.tokem.fi > General Info > Quality

Kemi-Tornio University of Applied Sciences is financially maintained by nine municipalities in Western Lapland through Lappia, the



Municipal Education and Training Consortium of Kemi and Tornionlaakso. KTUAS is also a partner in the Lapland University Consortium, a unique strategic alliance of three universities in Finnish Lapland.

Location

We are situated at 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 2 949
- International degree students 291
- International exchange students 70
- Staff members 264
- Bachelor's Degree Programmes 13, four of which is conducted in English
- Master's Degree Programmes 3, one of which is conducted in English



Academic Authorities



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Dean, Ms Leena Alalääkkölä

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Dean, Ms Leena Leväsvirta

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Dean, Mr Matti Uusimäki

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Academic Calendar 2012–2013

The academic year is divided into two semesters: the autumn semester and the spring semester. Instruction is given from August to December in autumn and from January to June 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 2012

- Instruction begins, 6 August
- All Saint's Day (*Pyhäinpäivä*), holiday, 3 November
- Finnish Independence Day (*Suomen itsenäisyyspäivä*), holiday, 6 December
- Instruction ends, 21 December

Spring semester 2013

- Instruction begins, 7 January
- Winter holiday (*Talviloma*), 4–10 March
- Easter holiday, 29 March –1 April
- May Day (*Vappu*), holiday, 1 May
- Ascension Day (*Helatorstai*), holiday, 9 May
- Instruction ends, 14 June

List of Programmes Offered

Bachelor's and Master's Degree Programmes at KTUAS

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



General Admission Requirements

ELIGIBLE CRITERIA

Eligible criteria for exchange students are

- student 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 costs, student's 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 home institution may be discontinued, interrupted or reduced while they are staying in another Member State and receiving Erasmus grants.

APPLICATIONS FOR 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 a so-called 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
- Training Agreement and Quality Commitment Erasmus Programme
- European CV
- Transcript of Records

APPLICATIONS FOR 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, further vocational qualification or specialist vocational qualification 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 early-January to mid-February 2013. Entrance examinations for degree programmes are arranged in Finland and abroad in April and May 2013. For detailed information on the admission schedule see www.tokem.fi.

APPLICATIONS FOR INTERNATIONAL MASTER'S DEGREE PROGRAMME

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

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

The application period for the Degree Programme in International Business Management is in April-May.

General Arrangements for the Recognition of Prior Learning

Prior studies and knowledge acquired either in formal education, in non-format education or in informal education and demonstrated otherwise can be transferred at the university of applied sciences. (Polytechnics Decree 352/2003 Section 14 of Chapter 4).

If you have completed studies in a domestic or foreign higher education institution or in another educational institution either before starting your studies at Kemi-Tornio UAS or during your studies, you can apply for credit transfer for your degree studies. General qualification for applying to universities of applied sciences cannot directly be transferred to the degree studies.

Prior learning can either be included in your degree or it can substitute for the corresponding studies in the same field. Including means that studies completed elsewhere are part of your degree

and credit transfer e.g. for your optional or elective studies. Substituting means that the studies completed elsewhere, with corresponding contents and of the same level, can take the place of the studies of the curriculum of the degree programme.

Studies contained in an upper secondary qualification cannot be transferred into a university of applied sciences studies. An exception is higher education studies completed at the upper secondary level.

The scope of studies to be completed is determined by a personal curriculum. The studies of the same level mean the levels 6 and 7 of the National Qualification Framework, NQF.

As a student you are entitled to apply for recognition of your prior learning. You must recognise and show your prior learning compared to the aims and contents of the course according to the procedure agreed in the University of Applied Sciences. More information on the principles of Recognition of Prior Learning in Finnish universities is available in the report of RPL. The exact details of credit transfer are to be found in appendix 2 of the Degree Regulations of Kemi-Tornio UAS.

General Registration Procedures

Students studying for a degree must register as a student every academic year by the set deadline. New students must register themselves at the same time they confirm their study place at Kemi-Tornio University of Applied Sciences. This registration is valid for the entire academic year.

Students continuing their studies are required to register themselves as attending for the entire academic year between 2nd May and 1st September. Changes to the registration information may be made by 1st September for

Autumn semester and by 10th January for Spring semester. Newcomers and the students who have accepted a study place in the previous years (no used attendance semesters) in a degree programme conducted in English can change their attendance/in-attendance by the 10th of September.

Students who confirm their study place but who wish to postpone the start of their studies through a notification of absence must register the following year observing the same dates as the new students accepted into the degree programme in question. Students must register themselves through <https://wille.tokem.fi/ktamkwille>. Only students registered as attending are entitled to study and to receive marks for completed courses. For more information, please contact the Student Affairs Office of the Unit. Further information www.tokem.fi/In_English/Study_Guide/Study_entitlement.iw3.

ECTS System

ECTS is a learner-centered system for credit accumulation and transfer based on the transparency of learning outcomes and learning processes. ECTS credits are based on the workload of the students in order to achieve expected learning outcomes. Workload indicates the time students typically need to complete all learning activities (such as lectures, seminars, projects, practical work, self study and examinations) required to achieve the expected learning outcomes. These learning outcomes describe what the learner is expected to know, understand and be able to do after successful completion of a process of learning.

For a Finnish person, student workload is 1600 hours for an academic year, where one credit corresponds to 27 hours of work. 60 ECTS credits are attached to the workload of a full-time year of formal learning and associated learning outcomes.

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 are part of students' learning outcomes and workload and necessitate an allocation of credit. In such cases, the number of credits allocated to the work placement should be included within the overall number of credits for the particular academic year. Further information http://ec.europa.eu/education/lifelong-learning-policy/doc48_en.htm

THE DIPLOMA SUPPLEMENT

After studies are completed, every student is 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.

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 enhances 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 the 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.
- Further information: http://ec.europa.eu/education/lifelong-learning-policy/doc1239_en.htm
Arrangements for Support Services



Academic Guidance

Academic guidance (by tutor teachers) is an ongoing process which aims to improve a students' adjustment to the academic system and to enhance her/his independent learning and to increase their expertise in their fields of study.

The content of the guidance consists of a personal study plan, recognition of prior learning, practical training, study techniques, physical, mental and social welfare and free time activities. Every study group is assigned a tutor teacher, who is responsible for following the study results and progress of the studies. Student counsellors assist students in preparing their individual study plans and in the preparation for international exchange periods.

Students are responsible for participating in education guidance and counselling. They are asked to give feedback of the studies and services through the Opaali-system.

PEER GUIDANCE

The international student tutor (kv-tuutori) is usually the first person 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 around town. International student tutors are degree students of Kemi-Tornio UAS who are interested in the culture, customs, traditions and ways of life of people in other countries.

INTERNATIONALISATION

Internationalisation affects all of our operations e.g. student and staff mobility, internationalisation at home, project work, and in international degree programmes and the development of joint/double degrees with European and international partners. We have developed our support services by employing a school social worker and an accommodation officer to assist international students settling down in Kemi and 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. Both Finnish and international students are encouraged to do their exchange periods in Europe. The length of these exchanges can vary from 3 months to the whole school year. The list of exchange places can be found on edu.tokem.fi. Outgoing students are supported by Erasmus and travel grants. International contact persons of the study fields and International office assist students in applying for exchanges.



INTERNATIONAL OFFICE

Lumikko

ADMINISTRATIVE SERVICES
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VIRTUAL STUDIES SUPPORT

All degree programmes at Kemi-Tornio UAS contain a certain number of virtual courses, i.e. courses conducted partly or entirely online. Virtual studies don't require any special knowledge of ICT, 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 that was founded in 2000 with the task of training and supporting 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 may also include additional virtual environments (like Mahara) or even contact classes. Each course in a virtual study programme has its own working methods which are suitable for achieving 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 as non-degree education such as summer courses and international projects.



eLearning Coordinator
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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 library 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 the retrieval of information.

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 economics, 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, 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 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.

ICT-SERVICES

The ICT department of Lappia provides ICT-services together with the University of Lapland and Rovaniemi University of Applied Sciences. We provide a high-quality and safe ICT-learning environment that consist of workstations (PC and Mac), laptops, communication networks, servers, backup systems, security systems and a service desk. The network of Kemi-Tornio University of Applied Sciences is connected to the networks of the University of Lapland and Rovaniemi University of Applied Sciences. All students have access to wLAN and free internet anywhere in the premises of our University and of the Lapland University Consortium. Our network belongs to the Finnish University and Research Network which connects about 80 research organizations and 350 000 users.



SOCIAL SERVICES

The school social worker (kuraattori) encourages students in their studies and helps them cope with big and small problems in life (stress, frustration, loneliness, homesickness or related hardships). 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

The accommodation officer assists new students in arrival arrangements and accommodation services. Arriving students need to be in contact with him to book an accommodation before arrival to Kemi or Tornio. He sends the request to the housing providers. Students are responsible for paying the rents to the housing providers.

When you need information about free time activities, Mr Ikäläinen can supply that information.



Accommodation Officer

Mr Jukka Ikäläinen

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Kemi-Tornio University of Applied Sciences
ADMINISTRATIVE SERVICES
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STUDENT ASSOCIATION

KETOAKKU is a student union that represents all the students in KTUAS.

The student union's main mission is to look after the students' interests, bring out the voice of students in Kemi-Tornio University of Applied Sciences' activities and decision-making, improve students' welfare, and organise tutoring.

All students of KTUAS can be a member in the student union. You will become a member of KETOAKKU when you pay the membership fee and get the SAMOK student card with the valid sticker on the card.

KETOAKKU is responsible for the social welfare (partying) of the student tutors at Kemi-Tornio UAS and now and then we also arrange sports events. In addition to these, KETOAKKU also arranges training and student events. Most of the time, the secretary general can be found at KETOAKKU's office, which is located at Tietokatu 1 in Kemi.

More information

Facebook: www.facebook.com/Ketoakku

Blog: <http://ketoakku.wordpress.com/author/ketoakku>

The Board of Representatives in 2012



Kemi-Tornio University of Applied Sciences
TECHNOLOGY
Tietokatu 1
FI-94600 Kemi Finland



Degree Programme in Business Information Technology (BIT)

Bachelor of Business Administration | 210 cu

The 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.

IT specialists work as software engineers, systems 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 supports IT project management or IT analyst career developments. Most IT companies prefer specialists who are fluent in English, since the degree of internationalisation in this field is very high. Therefore our students are more desired specialists in the labour market.

The BIT degree programme 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 programmes. 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
Kauppakatu 58
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Head of Degree Programme
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CURRICULUM STUDY MODULES

Code		1st year		2nd year		3rd year		4th year	ECTS
		aut 2012	spr 2013	aut 2013	spr 2014	aut 2014	spr 2015	aut 2015	
	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
	Bachelor'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 from different walks of life. He/she has a broad view of society, coupled 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, so as to enable them to work in diverse professional tasks in the social field, both in Finland and abroad.

The next intake for the Degree Programme in Social Services will be announced at a later date.

Detailed curricula: edu.tokem.fi



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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 of professional activity	4	2						6
44A002E	Social work		3	5					8
44A004E	Social pedagogy, art and creative 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 possibilities 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 about 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 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.

Teaching methods include lectures, seminars, workshops, laboratory work, classroom practice, projects, e-learning, independent work/assignments and clinical practice. A

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 2012.

Detailed curricula: edu.tokem.fi



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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	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	Guided 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 problem analysis writing will support the creation of the entrepreneurial mindset necessary to be able to work in SMEs in the future. After graduation students will have acquired the knowledge and skills 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 programme 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). The next intake in the Degree Programme in Business Management will be announced later.

Detailed curricula: edu.tokem.fi



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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	
	BASIC STUDIES	30	30						60
	Own Professionalism								
	Communication Competence and Languages	12							12
	Information Retrieval 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 UAS multidisciplinary Master's Degree programme attracts talents. They commit to upgrading and enhancing 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 virtual studies and two face-to-face workshops annually. This makes it possible to combine the studies with 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 courseware, 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 and provides opportunities to link theory and practice.

The novel practices are combined with best practices from business life and education. These include networking in project-based work and teamwork, coaching and a 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, 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.



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CURRICULUM STUDY MODULES

Course	1st year		2nd year		3rd year	ECTS
	aut 2012	spr 2013	aut 2013	spr 2014	aut 2014	
THEME 1	18					18
Business in Context						
Research school 1: "Going abroad, what about the firm?"	3					3
Internationalization of Companies	5					5
Economics 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
Knowledge and Innovation Management		5				5
Value Network Management		5				5
THEME 3			18			18
International Business Environment						
Research school 3: "What about foreign markets?"			3			3
International Marketing 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
Management 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 2012–2013

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.token.fi/english > Studying>, or call or send e-mail to the international contact persons in the educational units (page 16).

Business Information Technology | Tornio

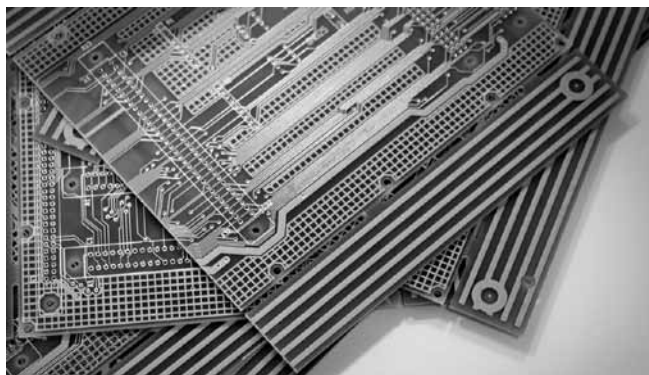
STUDIES IN AUTUMN 2012	Credits
Human – Computer Interaction	3
Usability	3
Software Design and Programming Project	12
Object-Oriented Programming 1	6
Server Operating Systems	6

STUDIES IN SPRING 2013	Credits
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

Business Management | Tornio

STUDIES IN AUTUMN 2012	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 SPRING 2013	Credits
Logistics and Supply Chain Management	5
Globalization and International Economics	4
International Marketing and Market Research	5
Management Across Cultures	7
Financial Reporting and Analysis, and Taxation	5
Cross-Border Project, part 2	5





Nursing | Kemi

STUDIES IN AUTUMN 2012	Credits
Nursing Research	3
Health Promotion of Children and Adolescents	3
Nursing of Children and Adolescents	3
Nursing of Women and Family	3
Health Promotion of Adults	3
Finnish for Foreigners	3
Guided Practice	12

STUDIES IN SPRING 2013	Credits
Nursing Research	2
Drug Administration, Medical Calculation and Pharmacology	1,5
Co-operation and Multicultural Nursing	1,5
Nursing of Adults	5
Finnish for Foreigners	3
Guided Practice	18

Social Services | Kemi

STUDIES IN AUTUMN 2012	Credits
Information Retrieval	1
Basics of Research Activity	3
Methods of Working in Communities	3
Bachelor's Thesis	2
Specialised Practice and Professional Analysis	18
Finnish for Foreigners (with Nursing programme)	3
Social Sciences (Social Policy) (with Nursing programme)	3

STUDIES IN SPRING 2013	Credits
Management of an Organisation and Norms Regulating Activities	3
Changing Welfare Society and the Future of Work	5
Developing Services	5
Basics of Research Activity	2
Rehabilitation	3
Methods of Working in Communities	3
Bachelor's Thesis	4
Structure and functioning of a working community	3
Elective Studies	5
Behavioural Sciences (with Nursing programme)	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 accommodation Officer Jukka Ikäläinen, P.O.Box 505, FI-94100 Kemi, Finland. The application form is attached to this guide, page 63. For more information about accommodation in Kemi and Tornio towns see also 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 accommodation 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, see page 33
- Several passport sized photographs
- Credit card(s) or travellers' checks (it is not advisable to carry a lot of cash)
- Certificate concerning your Erasmus grant

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/EEA 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
- 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 upkeep 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 your 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 52**.

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 €.

Some of the Finnish Universities of Applied Sciences and Universities have negotiated insurance packages for non- EU/EEA students, but these can also be purchased by EU students if they wish to have private health insurance during their stay in Finland. These were negotiated with MARSH/SIP (www.sipinsurance.eu).

There are **two basic packages** available:

SIP Integral: For students who will not have access to the student or national health care system here in Finland due to their length of study or type of institution (students staying in Finland less than 2 years and/or studying at a University of Applied Science). Please note that this restriction does not apply to Seinäjoki UAS and Lappeenranta UAS.

SIP Compliment: For students who have access to the student or national health care system here in Finland because they attend

a University (student system) or they are covered by the national health system through obtaining a 'home municipality right' (meaning their studies are considered to be 2 years or more).

The costs of these two products:

SIP Integral: 1.18 €/day or 431 €/356 days (1 year)- this insurance can be purchased by the day with a minimum of 25 € coverage plus an administration fee of 3.50 €.

SIP Compliment: 0.71 €/day or 260/365 € days (1 year)- this insurance can be purchased by the day with a minimum of 25 € coverage plus an administration fee of 3.50 €.

Please note:

- Once the 25 € amount has been reached, you can purchase as many or as few days as you will need. BUT remember a residence permit cannot be issued for a period longer than the period of the insurance cover.

Instructions for obtaining insurance from the Student Insurance programme (SIP)

The website is a little outdated and a little difficult to navigate but will be upgraded this autumn (and this is not something that we have control of as it is the insurance provider's own site).

1. Visit www.marsh.be/SIP where you will find all the information on the insurance coverage.
2. Download the request for proposal form (SIP insurance request) and fill in the document. Please refer to their list of frequently asked questions (FAQ) if you encounter any problems when filling out the form. They have also developed a document explaining precisely how to fill in the SIP insurance request. This document has been added to the above website in their "list of frequently asked questions" section.
3. Send the SIP insurance request by email to melissa.vanrooij@marsh.com or by fax at +32 2 674 99 45

You will then receive by mail an insurance certificate and a payment request. The payment must be done by bank transfer. For those students still looking for their own insurance package please note the following requirements set by the Finnish government.

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

TRANSPORT 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 centre. 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 the Haparanda bus station, 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 these two cities 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 Tromsø 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 rent has to be paid **beforehand**. Some of the companies offering apartments require payments of rent 5–6 months beforehand. For issues related to accommodation, accommodation officer Mr Jukka Ikäläinen (email: jukka.ikalainen@tokem.fi) will help all international 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 his or her 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 51-52.
Also see www.keoas.kemi.fi.

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 about 250 €/ 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 51-52.

Accommodation 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 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 52.

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 make sure to check your e-mail on a regular basis.

The principal channels for disseminating information 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.
- **Avack** – An electronic bulletin board used in the education units to announce possible changes and the latest information on class schedules and upcoming events.
- **Pakkasraja** – An event calendar for students with tips for free 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 responsibility to be active and to keep yourself updated, so as not to miss important info. Though we utilise 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 SERVICES

Kemi-Tornio 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 gives 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. 040 149 1340.

In case of emergency

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

Emergency polyclinics (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. 040 149 1340

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
Weekdays at 8.00 - 16.00: tel. 016 259 750
At other times: tel. 040 149 1340

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:
School nurse Ms Laura Pernu
Tietokatu 1
First floor, room 1045
tel. 010 383 5548 and tel. 050 461 7224

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, Urheilukatu 6

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 and Wed 8.00–11.15 am.

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

School Nurse Ms Maria Rääpysjärvi,
tel. 050 310 9477

School Nurse Ms Elina Finke,
tel. 050 310 9476

Municipal Health Care Centres

KEMI

Open weekdays from 8.00–15.30.

- Sauvosaari Health Care Centre (= *Sauvosaaren terveystasema*)
Kirkkopuistokatu 1, tel. 016 259 705
- Karihaara Health Care Centre (= *Karihaaran terveystasema*)
Purolankatu 3, tel. 016 259 795
- Syväkangas Health Care Centre (= *Syväkankaan terveystasema*)
Kivalontie 18, tel. 016 259 800

In an emergency, you can telephone the health care center's
joint duty number 016 259 750 at 8.00–16.00. 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 at 8–16, tel. 016 259 750

**When you call to these numbers, you will first be
connected for 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.**

ORAL HEALTH

Kemi-Tornio 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 dental clinics. Dental clinics charge a fee for their
services, and the fee is determined by 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. 040 149 1340 (joint duty).

- Karihaara dental clinic, Purolankatu 3
- Syväkangas dental clinic, Kivalontie 19
- Sauvosaari dental clinic, Kirkkopuistokatu 1 A 2

TORNIO

Tornio city offers all students an opportunity to visit an oral hygienist once at school nurse premises. The oral hygienist counsels students on health issues, and in case you need dental care, you will be offered an appointment 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 Mäkima
- 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 33 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.

MEALS

There are school restaurants in every unit where students can buy their lunch at the student price.

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 10-16.30 hrs but many times the cash services in banks are open Mon-Fri only 10.00-13.00 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 fee. Please ask the bank for a price of a service package and list of other fees (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 ATM 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. soon as they arrive.

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 every time 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 voluntary.

Every time you move, please change your contact information in the 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 when you use local health care services, for example.

See Contact Information for the Local Register Office in Kemi on page 52.

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 used 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 make a telephone call to a destination that is outside of the country, 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.

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 or blue-coloured mailboxes (if available) in the town. If you use the orange-coloured mailbox your letter will be sent as 1st Class letter, and if you use blue-coloured mailbox your letter will be sent as 2nd Class letter. The 2nd Class letter is cheaper to post, but it is small and will take two weekdays for the letter to arrive to the recipient. In 1st Class, it will take only one weekday for the letter to reach the recipient. You can ask for more details at your nearest post office or from the internet. 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 (TV and digital television adapter), please note that there is a fee for using a television in Finland. The television fee tariff is 261,60 € 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 centre, within walking distance, a bicycle is a nice way to familiarise yourself 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 centre (kierrätyskeskus), flea market (kirpputori) or your fellow student. When you park your 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 6,90 €. 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 69 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. 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 your friends. Taxi center in Kemi and Tornio, tel. +358 (0)200 68 000.

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 in 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 5.4 million people. Families with one child are the most common. The average life-expectancy of Finnish women is 83 years and of men 76.

Population	5.4 million people
Population growth	4.1 ‰
Population density	17 people per sq km
Main languages	90 % Finnish (<i>suomi</i>), 5 % Swedish (<i>ruotsi</i>), 0,03 % Lappish (<i>saame</i>)
Main religions	78 % Lutheran, 1 % Orthodox

Finns are curiously silent in public places and they rarely enter into conversation with strangers, but will converse after 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. 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 patronising 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 5.4 million Finns, about 80 % 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



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
2000–2012	Tarja Halonen was 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

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.

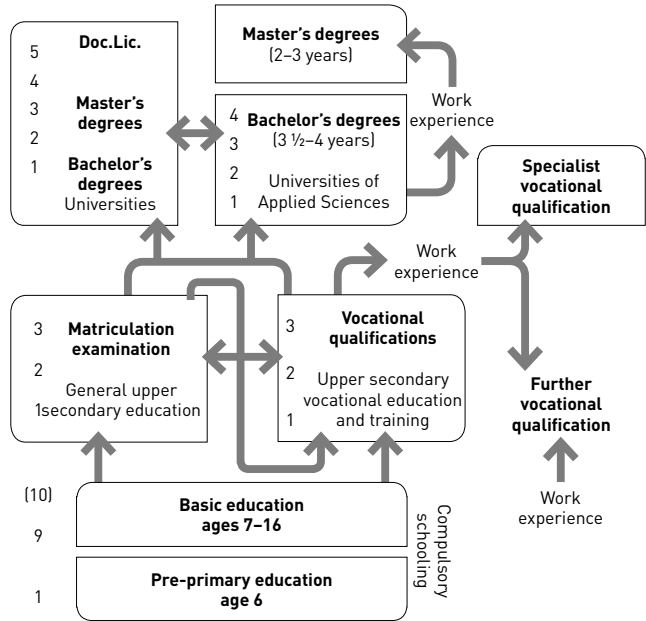
Gross domestic product (GDP)	180 billion euros (2011)
GDP by industry	Agriculture, forestry and fishing 3 %, Mining and quarrying 0,5 %, Manufacturing 17,9 %, Electricity, gas, steam and air conditioning supply 2,5 %, Water supply; sewerage, waste management and remediation activities 0,8 %, Construction 6,6 %, Wholesale and retail trade; repair of motor vehicles and motorcycles 10 %, Transportation and storage 5,3 %, Accommodation and food service activities 1,7 %, Information and communication 5 %, Financial and insurance activities 2,8 %, Real estate activities 11,8 %, Professional, scientific and technical activities 4,4 %, Administrative and support service activities 3,4 %, Public administration and defence; compulsory social security 6,2 %, Education 5,3 %, Human health and social work activities 9,7 %, Arts, entertainment and recreation 1,3 %, Other service activities 1,8 %
Exports	Chemical industry products 21,8 %, Forest industry products 19,6 %, Metal and metal products 16,2 %, Machinery and equipment 13,9 %, Electric and electronics industry products 13,4 %, Other 15,2 %
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

Higher Education in Finland

The basic right to education and culture is guaranteed by 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 16 universities and 25 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. After graduation you can also apply a residence permit for 6 months to find a job in Finland.

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: 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 the 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 centres 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 52.

Living expenses

These are approximate prices in February 2012 just to give you an idea of the price level in Finland.

Student aptmtn in Kemi	250 €/month (includes water and electricity)
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	22 €
Lunch in student dining room	2–3 €
Freshments	2,00–3,00 €
Pizza in a pizzeria (lunch time)	6–7 €
Bowling, student price	9,50–12 €
Swimming, student price	3,60 €
Ticket to see a band	5–25 €
Bus ticket from Kemi to Tornio	5,90 €
Airport-Taxi from the airport to the centre of Kemi	12 €/person
Airport-Taxi from the airport to the centre of Tornio	18 €/person

Groceries (February 2012)

Apple (<i>omena</i>)	1,99 €/kg
Banana (<i>banaani</i>)	1,25 €/kg
Black bread slices (<i>hapanleipä</i>)	1,50 € / 500 g
Candies (<i>karamelli</i>)	1,70 € / 125 g
Canned tuna (<i>tonnikalapurkki</i>)	1,29 € / 140 g
Carrot (<i>porkkana</i>)	0,79 €/kg
Cheese (<i>juusto</i>)	8,99 €/kg
Chicken legs (<i>kanankoipi</i>)	1,99 €/kg
Chocolate cookies (<i>suklaakeksi</i>)	2,36 € / 350g
Coca-Cola	2,15 € / 1,5 l
Cocoa (<i>kaakao</i>)	5,61 €/kg
Coffee, good quality (<i>kahvi</i>)	4,19 € / 500 g
Cucumber (<i>kurkku</i>)	2,49 €/kg
Curry	0,99 € / 45 g
Eggs (<i>kananmunat</i>)	1,59 € / 10 pcs
Garlic (<i>valkosipuli</i>)	7,45 €/kg
Grapes (<i>viinirypäle</i>)	2,69 € / 500 g
Honey (<i>hunaja</i>)	2,99 € / 450 g
Jasmine rice (<i>jasmiiniriisi</i>)	2,15 €/kg
Juice (<i>mehu</i>)	0,92 €/l
Laundry detergent (<i>pyykinpesuaine</i>)	4,29 € / 1,36 kg
Lemon (<i>sitruuna</i>)	1,38 €/kg
Macaroni (<i>makaroni</i>)	0,65 € / kg
Margarine (<i>margariini</i>)	2,45 € / 400 g
Microwave oven pizza (<i>mikropitsa</i>)	2,99 € / 700 g
Milk (<i>maito</i>)	1,39 €/l
Olive oil (<i>oliiviöljy</i>)	5,32 €/l
Onion (<i>sipuli</i>)	0,89 €/kg
Orange (<i>appelsiini</i>)	1,99 € / kg
Pork chops (<i>porsaanlihasuikale</i>)	5,50 € / 400 g
Potato (<i>peruna</i>)	1,19 €/kg
Rice crispies (<i>riisimurot</i>)	2,39 € / 500 g
Sausage (<i>makkara</i>)	2,19 € / 400g
Shampoo (<i>shampoo</i>)	1,59 € / l
Salt (<i>suola</i>)	0,69 €/kg

Sugar (<i>sokeri</i>)	1,00 €/kg
Tea (<i>tee</i>), 100 teabags	3,70 € / 100 tea bags
Toast (<i>paahtoleipä</i>)	1,19 € / 400 g
Toilet paper (<i>wc-paperi</i>)	2,99 € / 10 rolls
Tomato (<i>tomaatti</i>)	4,49 € / kg
Toothpaste (<i>hammastahna</i>)	2,99 € / 75 g
Washing-up liquid (<i>astianpesuaine</i>)	1,29 € / 500 ml
Yogurt (<i>jogurtti</i>)	0,25 € / 200 g
Ketchup (<i>ketsuppi</i>)	2 € / kg



A FEW WORDS OF FINNISH

Phrases

Hello
Good bye
Good morning
Good afternoon
Good evening
Good night
Yes
No
Thank you
Welcome!
See you later!
You're welcome /
Here you are
Excuse me /
I'm sorry
How are you?
I'm fine, thank you.
Where is...?
My name is...
What is your name?
Nice to meet you.
Let's go!
I love you
I come from...
I am ... years old.
I am a student.
I do not understand.
Could you help me?
I would like to buy...
Weather
What is the weather
like today?
It is...
fine / sunny /
chilly / cold / wet

Sanontoja

Hei / Moi / Terve
Näkemiin
(Hyvää) huomenta
(Hyvää) päivää
(Hyvää) iltaa
Hyvää yötä
Kyllä
Ei
Kiitos
Tervetuloa!
Nähdään!

Ole hyvä.

Anteeksi
Mitä kuuluu?
Hyvää, kiitos.
Missä on...?
Minun nimeni on...
Mikä sinun nimesi on?
Hauska tutustua.
Lähdetään!
Rakastan sinua
Minä olen kotoisin...
Olen ... vuotta vanha.
Olen opiskelija.
En ymmärrä.
Voitko auttaa?
Haluaisin ostaa...
Sää
Millainen sää
tänään on?
Sää on...
hyvä / aurinkoinen /
kolea / kylmä / märkä.

Are you cold?
It is warm.
below freezing
snow flurry
sleet
winter clothing
scarf
stocking cap
Living
apartment/flat
address
street
road
rental agreement
security deposit
rent
electricity
water
heating
internet connection
furniture
Travelling
passport
customs
airport
plane
train
bus
boat
ferry
car
taxi
travelling ticket
Studying
Degree Programme
credit unit
lecturer

Paleleeko?
On lämmin.
pakkasen puolella
lumikuuro
räntä
talvivaatteet
kaulahuivi
pipo
Asuminen
asunto
osoite
katu
tie
vuokrasopimus
takuuvuokra
vuokra
sähkö
vesi
lämmitys
internetliittymä
huonekalut
Matkustaminen
passi
tulli
lentokenttä
lentokone
juna
linja-auto, bussi
laiva, vene
lautta
auto
taksi
matkalippu
opiskelu
koulutusohjelma
opintopiste
opettaja

student	<i>opiskelija</i>
Bachelor's thesis	<i>opinnäytetyö</i>
study councillor	<i>opinto-ohjaaja (opo)</i>
curricula	<i>opetussuunnitelma</i>
study semester	<i>lukukausi</i>
study year	<i>lukuvuosi</i>
Dean	<i>toimialajohtaja</i>
Senior lecturer	<i>lehtori</i>
Principal lecturer	<i>yliopettaja</i>
School nurse	<i>terveydenhoitaja</i>
School social worker	<i>kuraattori</i>
Bachelor's degree	<i>AMK-tutkinto</i>
Master's degree	<i>ylempi AMK-tutkinto</i>
University of Applied Sciences	<i>ammattikorkeakoulu</i>
University	<i>yliopisto</i>

KEMI-TORNION REGION

The towns of Kemi, Tornio and Haparanda (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*).

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/ymmarasuomea/



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 suddenly 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 terms of business. 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 Services

Emergency service / 24h

Länsi-Pohja's Central Hospital (*Länsi-Pohjan Keskussairaala*)

Kauppakatu 25, FI-94100 Kemi

tel. 016 243 111

Tornio Health Care Center

Sairaalakatu 1, FI-95400 Tornio

tel. 016 432 814

Mon-Fri 8.00-16.00

After-hours turn to Länsi-Pohja's 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
- Sauvosaari Dental Clinic, Kirkkopuistokatu 1 A 2
- Syväkangas Dental Clinic, Kivalontie 19

TORNIO

- Saarenhammas Dental Clinic, Uusikatu 5

tel. 016 432 885 or 016 432 881

- 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, Pohjoisrantakatu 7, Kemi
- Kemin ykkösapteekki, Asemakatu 1, Kemi
- Alatornion Apteekki, Kemintie 6, Tornio
- Tornion Apteekki, Satamakatu 3 A, Tornio

Postal Services

KEMI

Main Post Office, Keskuspuistokatu 1, Kemi

Open Mon-Fri 9.00-18.00

TORNIO

Main Post Office, Länsiranta 10 (Rajalla shopping center), Tornio

Open Mon-Fri 9.00-18.00

www.posti.fi, tel. 0200 71000

Mobile Phone and Internet Service Providers

Sonera, www.sonera.fi/en

- Sonera Kauppa, Pohjoisrantakatu 5, Kemi, tel. 020 402 7131
- Sonera Kauppa, 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

- DNA Kauppa, Länsiranta 10 (Rajalla shopping centre), Tornio tel. 044 033 8000 (customer service)

Local Register Office

Keskuspuistokatu 20–22, 3rd floor, Kemi
tel. 071 876 0261

Police Departments

Peräpohjolan poliisilaitos (police department)
Tornio main police station

- Pitkäkatu 1, Tornio tel. 071 876 6139 (foreign resident issues)
- Kemi police station
- Valtakatu 28, Kemi tel. 071 876 6411 (foreign resident issues)

EMERGENCY NUMBER

EVERYWHERE IN FINLAND 112

Tax Offices

- Asemakatu 11, Kemi tel. 0200 68000
- Itäranta 1, Tornio tel. 0200 68 000
- Airport-taxi (call at least two hours before departure) tel. 0200 68000

Transportation

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

Kemi Bus Station, Matkahuolto office
Asemakatu 13, Kemi

Tornio Bus Station, Matkahuolto office
Torikatu 10, 95400 Tornio
timetables: www.matkahuolto.fi/en

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
- 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/en-GB – The portal by the Ministry of Education provides information about studies taught in English
- www.studyinfinland.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
- <http://samok.fi/en> – National Union of Students in Finnish Universities of Applied 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

- <http://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/index_en – interesting statistics on Finland
- <http://en.ilmatieteenlaitos.fi> – weather in Finland
- www.yle.fi/international – news in English by YLE, Finland's national public service broadcasting company

GOVERNMENT AND ADMINISTRATION

- <http://web.eduskunta.fi> – Parliament of Finland
- <http://valtioneuvosto.fi/hallitus/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)

FINNISH NATIONAL AUTHORITIES

- www.migri.fi/frontpage – 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/en-US – information about the Finnish tax system
- www.maistraatti.fi/en – the national register offices

APPENDIX

Degree Regulations

Approved by the Board of the University of Applied Sciences 16 February 2011 Section 26

1 § Kemi-Tornio University Of Applied Science

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

- 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 departments, postgraduate specialisation professional 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. Education can be also offered in other language in accordance with the curricula.

3 § Goals, Structure Of Studies, And Basic (Common) Studies

The objective of the education is to provide students with skills for working in professional professional 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

The Rector or a Dean authorised by the Rector confirms the student admissions for the degree programmes and the specialisation studies. Student admissions for the open university of applied sciences courses take

place in the order of registration, applicants from outside the university of applied sciences having priority. The Education or Development Manager for Adult Education confirms the student admissions for further professional education and the open university of applied sciences.

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 has remainin time of right to study. 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 § Participation In Studies, Acceptance Of Studies, Substituting 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 professional 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. In the area of language studies, the language centre of the Lapland University Consortium decides on the substitutability or transferability of completed studies. 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, professional or elective studies or training. Guidelines approved by UAS for transferring credits are attached.

Attachment 2

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 mark must be converted to fit this scale. Transferred studies are assessed with the mark of passed.

Students can try to pass a failed course or study module aimed at a degree, with the same degree requirements, two times by the end of the next academic term. Thereafter the course must be completed according to possibly changed requirements. A passing mark 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 submitting 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 officially certified transcript of records. In addition to the student's personal data and degree programme, the transcript shall indicate the completed study modules' and/or courses' scope in credits, the mark, completion date, person who gave the mark and the assessment scale. Study modules and courses are grouped into basic, professional 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 register.

8§ Rectification Of The 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 mark 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

The language centre of Lapland University Consortium 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 professional studies. The final project shall be aimed at a topic entity that

is important to the task area that constitutes the basis of the study programme. It can also be a single- or multidisciplinary group project or research, in which case, however, 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 submitted 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 in which he or she has written the final project.

12 § Graduation And Qualification Certificate And Certification Of Other Education.

In order to graduate and receive a degree certificate, all completed courses 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 transcript of record and fill out a request form for a degree certificate. The degree is approved by the Rector. For other education the certificate is given by the Dean or his/her authorised representative. Each department has an assessment committee chaired by the Dean. The assessment committee gives the recommendation for granting a degree. The assessment committee is comprised of 3 - 5 members appointed by the Dean. The meeting times of the assessment are confirmed annually by the Rector.

13 § Discipline

A student who commits fraud at UAS or otherwise disturbs the orderliness of UAS may be subjected to disciplinary action, depending on the seriousness of the offense, with a warning or a temporary expulsion 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 UAS.

The rules of usage of information systems shall be complied with at UAS.

14 § Effective Date

These degree regulations shall become effective on 1 March 2011. As a rule, for education that had begun before these degree regulations became effective, the degree regulations applicable for that year shall apply.

STUDENT APPLICATION FORM FOR EXCHANGES

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

Photograph

I apply for Studies ☐ Placement ☐

Have you done a 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:

Current address is valid until:

First name (s):

Tel:

Date of birth:

Fax:

Sex: Male ☐ Female ☐

E-mail:

Nationality:

Passport number:

Place of Birth:

Permanent address (if different):

Current address:

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:

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
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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 ☐



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

Institutional coordinator's signature

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

.....
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

Institutional coordinator's signature

.....

.....

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

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

Attachments

Please enclose and check

Covering Letter ☐

Learning Agreement ☐

European CV ☐

Transcript of Records ☐

Application form for accommodation ☐

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 AGREEMENT

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

Institutional coordinator's signature

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

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

RECEIVING INSTITUTION

We confirm that this proposed learning agreement is approved.

Departmental coordinator's signature

Institutional coordinator's signature

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
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
				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

Institutional coordinator's signature

.....

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

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

RECEIVING INSTITUTION

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

Departmental coordinator's signature

Institutional coordinator's signature

.....

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

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

APPLICATION FOR ACCOMODATION

I APPLY FOR A FLAT IN

- ☐ Kemi
☐ Tornio

Send application to address: P.O. Box 505, 94600 KEMI or
email: jukka.ikalainen@tokem.fi

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 _____

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 services
 ☐ 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. E-mail: jukka.ikalainen@tokem.fi or postal address: Kemi-Tornio University of Applied Sciences, Lumikontie 2, 94600 Kemi, Finland.

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 or three bedroom apartments. In the apartments a student have an own bedroom (sometimes a room must be shared with a room mate). Students share with their room mates the kitchen, bathroom and hall. In two bedrooms apartment can live minimum two persons, maximum four persons. In a three bedroom apartment can live minimum three persons, maximum six persons. The apartments have tables, beds, chairs, oven, etc.

The rent is about 250 euros a month per student. Students have to pay all the rents for one semester at once (autumn semester rents in August/September and spring semester rents in January).

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 exchange students must pay the rents for one semester 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. Degree students can pay the rent monthly + deposit money (150 euros) when they arrive included to the first rent.

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.

This Diploma Supplement follows the model developed by the European Commission, Council of Europe and UNESCO/CEPES. The purpose of this supplement is to provide sufficient independent data to improve the international 'transparency' and fair academic and professional recognition of qualifications (diplomas, degrees, certificates, etc.) It is designed to provide a description of the nature, level, context, content and status of the studies that were pursued and successfully completed by the individual named on the original qualification to which this supplement is appended. It should be free of any value-judgements, equivalence statements or suggestions about recognition. Information should be provided in all eight sections. Where information is not provided, a reason should be given.

1 INFORMATION IDENTIFYING THE HOLDER OF THE QUALIFICATION

- | | | |
|-----|--------------------------------|------------|
| 1.1 | Family name(s) | English |
| 1.2 | Given name(s) | Language |
| 1.3 | Date of birth (day/month/year) | 01.01.0000 |
| 1.4 | Student identification number | 0801334 |

2 INFORMATION IDENTIFYING THE QUALIFICATION

- | | | |
|-----|--|--|
| 2.1 | Name of qualification and title conferred | Liiketalouden ammattikorkeakoulututkinto
Tradenomi, a Bachelor of Business Administration |
| 2.2 | Main field(s) of study for the qualification | Social Sciences, Business and Administration |
| 2.3 | Name and status of awarding institution | Kemi-Tornion ammattikorkeakoulu
(Kemi-Tornio University of Applied Sciences), state recognised polytechnic, Decree on Higher Education Degree Structure 426/2005, as amended. |

The quality assurance system of the University of Applied Sciences/ polytechnic has passed the audit conducted by the Finnish Higher Education Council. Further information: www.kka.fi.

- | | | |
|-----|--|----------------|
| 2.4 | Name and status of institution administering studies | Not applicable |
| 2.5 | Language(s) of instruction/examination | English |

3 INFORMATION ON THE LEVEL OF THE QUALIFICATION

- | | | |
|-----|------------------------------|---|
| 3.1 | Level of qualification | First-cycle polytechnic degree. |
| 3.2 | Official length of programme | The degree consists of 210 credits (3,5 years of full-time study).
Finnish credits are fully compatible with the ECTS. |

- | | | |
|-----|---------------------|---|
| 3.3 | Access requirements | The Finnish Matriculation Examination gives general eligibility for higher education. General eligibility is also given by Finnish upper secondary vocational qualification. These qualifications require at least 12 years of schooling. Equivalent foreign qualifications also give general eligibility for higher education. There is a numerous clauses, i.e. restricted entry, to all fields of study. |
|-----|---------------------|---|

4 INFORMATION ON THE CONTENTS AND RESULTS GAINED

- 4.1 Mode of study Full-time
- 4.2 Programme requirements See 8. Studies leading to the degree comprise:
(See degree certificate appendix)

- 1) basic studies, 45 credits
- 2) professional studies including advanced professional studies, 105 credits
- 3) optional studies, 15 credits
- 4) practical training, 30 credits
- 5) bachelor's thesis 15 credits

- 4.3 Programme details See degree certificate appendix

- 4.4 Grading scheme and, if available, grade distribution guidance
- 5 = Excellent
 - 4 = Very good
 - 3 = Good
 - 2 = Satisfactory
 - 1 = Sufficient
 - H = Pass
 - S = Pass
 - K = Compensated studies
 - V = Exempted
 - L = Participated
 - M = Other

- 4.5 Overall classification of the qualification Not applicable

5 INFORMATION ON THE FUNCTION OF THE QUALIFICATION

- 5.1 Access to further study Eligible for second-cycle higher education studies. The admissions decisions are made in the receiving higher education institution.
- 5.2 Professional status Under the Finnish legislation, a person who has taken Liiketalouden ammattikorkeakoulututkinto, Tradenomi, Bachelor of Business and Administration, is qualified for posts or positions in the public sector for which the qualification requirement is a first cycle higher education degree. In some cases, the qualification requirement also includes the completion of studies in certain specified fields of study.

The degree falls under the Article 11 of the Directive 2005/36/EC of the European Parliament and of the Council on the recognition of professional qualifications, level d.

6 ADDITIONAL INFORMATION

6.1 Additional information

-

6.2 Further information sources

The quality assurance system of the University of Applied Sciences/ polytechnic has passed the audit conducted by the Finnish Higher Education Council. Further information: www.kka.fi.

Kemi-Tornion ammattikorkeakoulu
Kemi-Tornio University of Applied Sciences
Lumikontie 2
FIN-94600 KEMI
FINLAND

+358 (0) 10 383 50

<http://www.tokem.fi>

<http://www.minedu.fi>, The Ministry of Education and Culture

<http://www.oph.fi/recognition>,
www.oph.fi/qualificationsframework

The Finnish National Board of Education, (The National Academic Recognition Information Centre (NARIC, the National Coordination Point for the European Qualifications Framework (EQF)

<http://www.kka.fi>, The Finnish Higher Education Evaluation Council

7 CERTIFICATION OF THE SUPPLEMENT

7.1 Date

12 April 2012

7.2 Signature

7.3 Capacity

Leena Alalääkkölä
Dean

7.4 Official stamp or seal

8 INFORMATION ON THE NATIONAL HIGHER EDUCATION SYSTEM

The description of the higher education system has been prepared by the Finnish National Board of Education and approved by the Ministry of Education and Culture.

The Finnish education system consists of basic education, general and vocational upper secondary education, higher education and adult education. The basic education consists of a 9-year compulsory school for all children from 7 to 16 years of age.

Post-compulsory education is given by general upper secondary schools and vocational institutions. The general upper secondary school provides a 3-year general education curriculum, at the end of which the pupil takes the national Matriculation examination (ylioppilastutkinto/studentexamen). Vocational institutions provide 3-year programmes, which lead to upper secondary vocational qualifications (ammattillinen perustutkinto/yrkesinriktad grundexamen).

General eligibility for higher education is given by the Matriculation examination and the upper secondary vocational qualification. These qualifications require at least 12 years of schooling. Equivalent foreign qualifications also give general eligibility for higher education.

The Finnish higher education system comprises universities (yliopisto/universitet) and polytechnics (ammattikorkeakoulu, AMK/yrkeshögskola, YH). All universities engage in both education and research and have the right to award doctorates. The polytechnics are multi-field institutions of professional higher education. The polytechnics engage in applied research and development. The polytechnics use the terms polytechnic or university of applied sciences when referring to themselves. This higher education system description uses the term polytechnic.

Higher education studies are measured in credits (opintopiste/studiepoäng). Study courses are quantified according to the work load required. One year of studies is equivalent to 1600 hours of student work on the average and is defined as 60 credits. The credit system complies with the European Credit Transfer and Accumulation System (ECTS).

8.1. University degrees

The Government Decree on University Degrees (794/2004) defines the objectives, extent and overall structure of degrees. The universities decide on the detailed contents and structure of the degrees they award. They also decide on their curricula and forms of instruction.

8.1.1. First-cycle university degree

The first-cycle university degree consists of at least 180 credits (3 years of full-time study). The degree is called kandidaatti/kandidat in all fields of study except Law (oikeusnotaari/rättsnotarie) and Pharmacy (farmaseutti/farmaceut). The determined English translation for all these degrees is Bachelor's degree, the most common degrees being the Bachelor of Arts or Bachelor of Science.

Studies leading to the degree provide the student with: (1) knowledge of the fundamentals of the major and minor subjects or corresponding study entities or studies included in the degree programme and the prerequisites for following developments in the field; (2) knowledge and skills needed for scientific thinking and the use of scientific methods or knowledge and skills needed for artistic work; (3) knowledge and skills needed for studies leading to a higher university degree and for continuous learning; (4)

a capacity for applying the acquired knowledge and skills to work; and (5) adequate language and communication skills.

Studies leading to the degree may include: basic and intermediate studies; language and communication studies; interdisciplinary programmes; other studies and work practice for professional development. The degree includes a Bachelor's thesis (6 – 10 credits).

8.1.2. The second-cycle university degree

The second-cycle university degree consists of at least 120 credits (2 years of full-time study). The extent of studies required for a programme leading to the second cycle university degree which is geared towards foreign students is a minimum of 90 credits. The degree is usually called maisteri/magister. Other second-cycle degree titles are diplomi-insinööri/diplomingenjör (Technology), proviisori/provisor (Pharmacy) and arkkitehti/arkitekt (Architecture). The determined English translation for all these degrees is Master's degree, the most common degrees being the Master of Arts or Master of Science. The second-cycle university degree title in the fields of Medicine, Veterinary Medicine and Dentistry is lisensiaatti/licentiat, the English title being Licentiate. The admission requirement for the second-cycle university degree is a first-cycle degree.

In the fields of Medicine and Dentistry the university may arrange the education leading to the second-cycle university degree without including a first-cycle university degree in the education. In Medicine the degree consists of 360 credits (6 years of full-time study) and in Dentistry the degree consists of 300 credits (5 years of full-time study).

Studies leading to the second-cycle university degree provide the student with: (1) good overall knowledge of the major subject or a corresponding entity and conversance with the fundamentals of the minor subject or good knowledge of the advanced studies included in the degree programme; (2) knowledge and skills needed to apply scientific knowledge and scientific methods or knowledge and skills needed for independent and demanding artistic work; (3) knowledge and skills needed for independently operating as an expert and developer of the field; (4) knowledge and skills needed for scientific or artistic postgraduate education; and (5) good language and communication skills.

The studies leading to the second-cycle university degree may include: basic and intermediate studies and advanced studies; language and communication studies; interdisciplinary study programmes; other studies; and internship improving expertise. The degree includes a Master's thesis (20 – 40 credits).

8.2. Doctoral degrees

Students can apply for doctoral studies after the completion of a relevant second-cycle degree. The aim of doctoral studies is to provide student with an in-depth knowledge of their field of research and capabilities to produce novel scientific knowledge independently.

A pre-doctoral degree of lisensiaatti/licentiat (Licentiate) may be taken before the Doctor's degree and in general it takes 2 years of full-time study to complete.

The Doctor's degree takes approximately 4 years to complete after the second-cycle degree or 2 further years following the pre-doctoral degree. A student who has been admitted to complete the Doctor's degree must complete a given amount of studies, show independent and critical thinking in the field of research and write a Doctor's dissertation and defend it in public.

8.3. Polytechnic degrees

The government decree on polytechnics (352/2003 including amendments) defines the objectives, extent and overall structure of polytechnic degrees. The Ministry of Education and Culture confirms the degree programmes of polytechnics, and within the framework of these regulations, the polytechnics decide on the content and structure of their degrees in more detail. The polytechnics also decide on their annual curricula and forms of instruction.

8.3.1. First-cycle polytechnic degrees

The first-cycle polytechnic degree consists of 180, 210 or 240 credits (3 to 4 years of full-time study) depending on the study field. For specific reasons, the Ministry of Education and Culture may confirm the scope of the degree to exceed 240 credits. The first-cycle polytechnic degree is called ammattikorkeakoulututkinto/yrkeshögskoleexamen. The determined English translation for the degree is Bachelor's degree. The degree titles indicate the field of study, e.g. Bachelor of Engineering or Bachelor of Health Care.

Studies leading to the degree provide the student with (1) broad overall knowledge and skills with relevant theoretical background for working as expert of the field; (2) knowledge and skills needed for following and advancing developments in the field; (3) knowledge and skills needed for continuous learning; (4) adequate language and communication skills; and (5) knowledge and skills required in the field internationally.

The first-cycle polytechnic degree comprises basic and professional studies, elective studies, a practical training period and a Bachelor's thesis or a final project.

8.3.2. The second-cycle polytechnic degrees

The second-cycle polytechnic degree consists of 60 or 90 credits (1 or 1.5 years of full-time study). The degree is called ylempi ammattikorkeakoulututkinto/högre yrkeshögskoleexamen. The determined English translation for the second-cycle polytechnic degree is Master's degree. The degree titles indicate the field of study, e.g. Master of Culture and Art or Master of Business Administration. Eligibility for second-cycle polytechnic degrees is given by a relevant first-cycle degree with at least 3 years of relevant work or artistic experience.

Studies leading to the degree provide the student with (1) broad and advanced knowledge and skills for developing the professional field as well as the theoretical skills for working in demanding expert and leadership positions in the field; (2) profound understanding of the field, its relation to work life and society at large as well as the knowledge and skills needed for following and analysing both theoretical and professional developments in the field; (3) capacity for life-long learning and continuous development of one's own expertise (4) good language and communication skills required in work life; and (5) knowledge and skills needed to function and communicate in the field internationally.

The second-cycle polytechnic degree comprises advanced professional studies, elective studies and a final thesis or a final project.

QUALITY COMMITMENT

For Erasmus student placements

This Quality Commitment replicates the principles of the European Quality Charter for Mobility

THE SENDING HIGHER EDUCATION INSTITUTION* UNDERTAKES TO:

Define the **learning outcomes** of the placement in terms of the knowledge, skills and competencies to be acquired

Assist the student in **choosing** the appropriate host organisation, project duration and placement content to achieve these learning outcomes

Select students on the basis of clearly defined and transparent criteria and procedures and sign a **placement contract** with the selected students.

Prepare students for the practical, professional and cultural life of the host country, in particular through language training tailored to meet their occupational needs

Provide **logistical support** to students concerning travel arrangements, visa, accommodation, residence or work permits and social security cover and insurance

Give **full recognition** to the student for satisfactory completed activities specified in the Training Agreement

Evaluate with each student the personal and professional development achieved through participation in the Erasmus programme

THE SENDING INSTITUTION* AND HOST ORGANISATION JOINTLY UNDERTAKE TO:

Negotiate and agree a tailor-made **Training Agreement** (including the programme of the placement and the recognition arrangements) for each student and the adequate mentoring arrangements

Monitor the progress of the placement and take appropriate action if required

THE HOST ORGANISATION UNDERTAKES TO:

Assign to students **tasks and responsibilities** (as stipulated in the Training Agreement) to match their knowledge, skills, competencies and training objectives and ensure that appropriate equipment and support is available

Draw a **contract or equivalent document** for the placement in accordance with the requirements of the national legislation

Appoint a mentor to advise students, help them with their integration in the host environment and monitor their training progress

Provide **practical support** if required, check appropriate insurance cover and facilitate understanding of the culture of the host country

THE STUDENT UNDERTAKES TO:

Comply with all **arrangements** negotiated for his/her placement and to do his/her best to make the placement a success

Abide by the **rules and regulations** of the host organisation, its normal working hours, code of conduct and rules of confidentiality

Communicate with the sending institution about any problem or changes regarding the placement

Submit a report in the specified format and any required supporting documents at the end of the placement

* In the event that the higher education institution is integrated in a consortium, its commitments may be shared with the co-ordinating organisation of the consortium



Education and Culture DG

Lifelong Learning Programme

ERASMUS STUDENT CHARTER

The status of 'Erasmus student' applies to students who satisfy the Erasmus eligibility criteria and who have been selected by their university¹ to spend an Erasmus period abroad – either studying at an eligible partner university or carrying out a placement in an enterprise or other appropriate organisation. For study mobility, both universities must have an Erasmus University Charter awarded by the European Commission. For placement in enterprise the home university must hold an extended Erasmus University Charter (i.e. also covering rights and obligations relating to placements).

As an Erasmus student, you are entitled to expect:

- Your home and host universities to have an inter-institutional agreement.
- The sending and receiving institutions to sign with you and before you leave a Learning/Training Agreement setting out the details of your planned activities abroad, including the credits to be achieved.
- Not to have to pay fees to your host university for tuition, registration, examinations, access to laboratory and library facilities during your Erasmus studies.
- Full academic recognition from your home university for satisfactorily completed activities during the Erasmus mobility period, in accordance with the Learning/Training Agreement.
- To be given a *transcript of records* at the end of your activities abroad, covering the studies/work carried out and signed by your host institution/enterprise. This will record your results with the credits and grades achieved. If the placement was not part of the normal curricula, the period will at least be recorded in the *Diploma Supplement*.
- to be treated and served by your host university in the same way as their home students.
- to have access to the Erasmus University Charter and Erasmus Policy Statement of your home and host universities.
- Your student grant or loan from your home country to be maintained while you are abroad.

As an Erasmus student, you are expected to:

- Respect the rules and obligations of your *Erasmus grant agreement* with your home university or your National Agency.
- Ensure that any changes to the Learning/Training Agreement are agreed in writing with both the home and host institutions immediately when they occur.
- Spend the full study/placement period as agreed at the host university/enterprise, including undergoing the relevant examinations or other forms of assessment, and respect its rules and regulations. Write a report on your Erasmus study/placement period abroad when you return and provide feedback if requested by your home university, the European Commission or the National Agency.

¹ "University" means any type of higher education institution which, in accordance with national legislation or practice, offers recognised degrees or other recognised tertiary level qualifications, or vocational education or training at tertiary level.

If you have a problem:

- Identify the problem clearly and check your rights and obligations.
- Contact your departmental coordinator for Erasmus and use the formal appeals procedure of your home university if necessary.

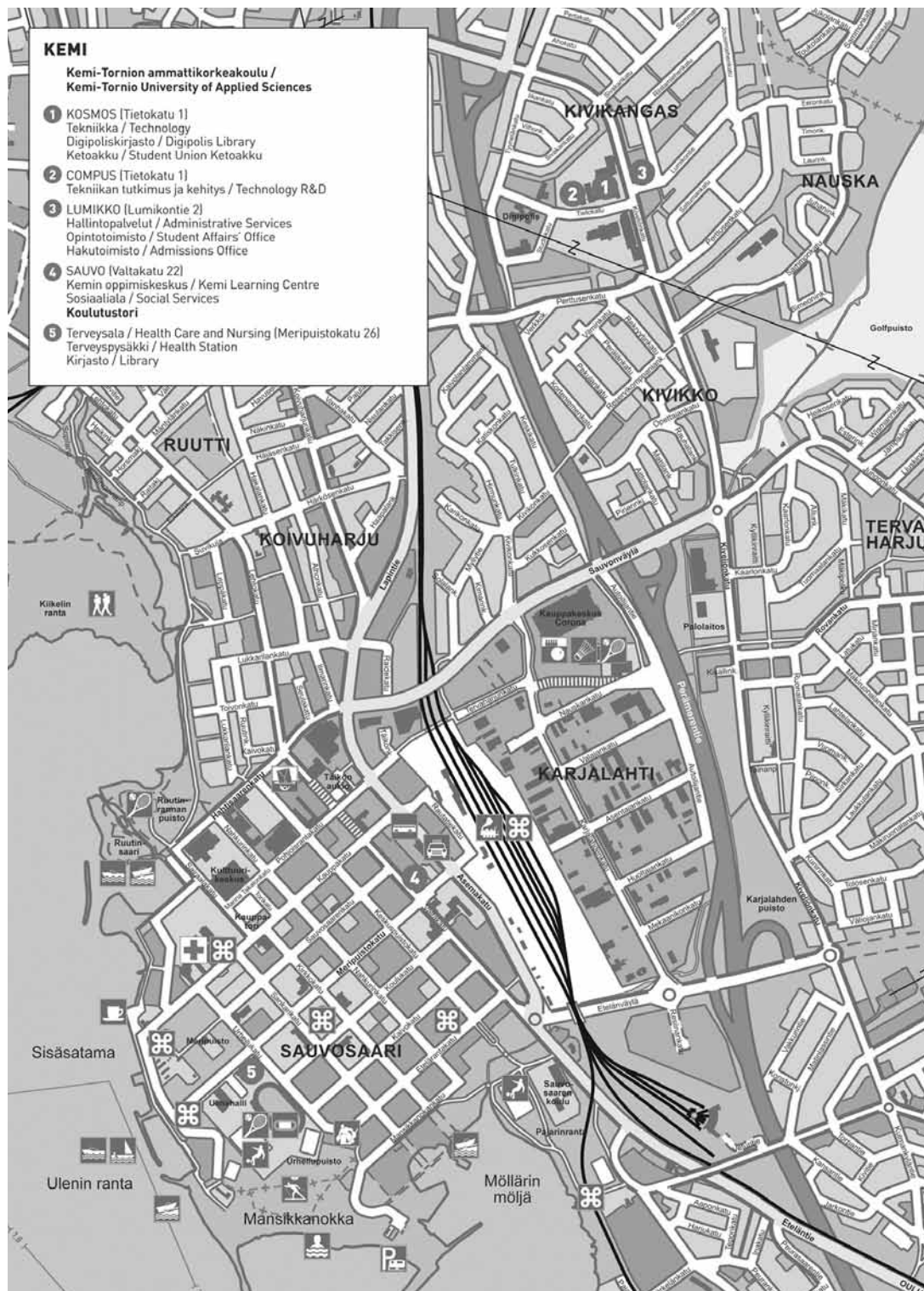
If you remain dissatisfied, contact your National Agency:

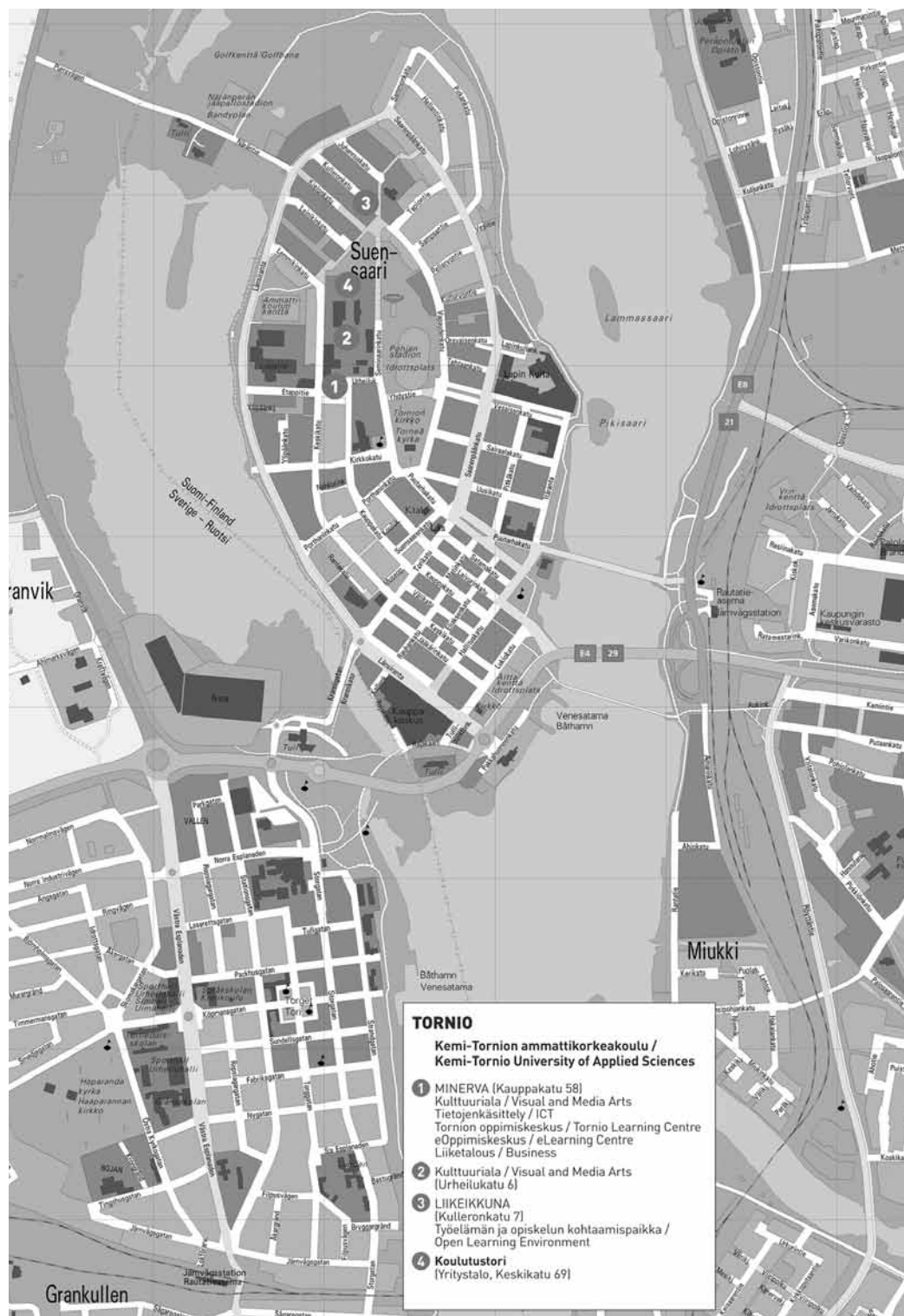
Centre for International Mobility CIMO
PL 343 (Hakaniemenranta 6)
00531 Helsinki
erasmus@cimo.fi
www.cimo.fi

KEMI

Kemi-Tornion ammattikorkeakoulu /
Kemi-Tornio University of Applied Sciences

- 1 KOSMOS (Tietokatu 1)
Tekniikka / Technology
Digipolis kirjasto / Digipolis Library
Ketoakku / Student Union Ketoakku
- 2 COMPUS (Tietokatu 1)
Tekniikan tutkimus ja kehitys / Technology R&D
- 3 LUMIKKO (Lumikontie 2)
Hallintopalvelut / Administrative Services
Opintotoimisto / Student Affairs' Office
Hakutoimisto / Admissions Office
- 4 SAUVO (Valtakatu 22)
Kemin oppimiskeskus / Kemi Learning Centre
Sosiaaliala / Social Services
Koulutustori
- 5 Terveysala / Health Care and Nursing (Meripuistokatu 26)
Terveyspysäkki / Health Station
Kirjasto / Library





TORNIO

Kemi-Tornion ammattikorkeakoulu /
Kemi-Tornio University of Applied Sciences

- 1 MINERVA (Kauppakatu 58)
Kulttuuriala / Visual and Media Arts
Tietojenkäsittely / ICT
Tornion oppimiskeskus / Tornio Learning Centre
eOppimiskeskus / eLearning Centre
Liiketalous / Business
- 2 Kulttuuriala / Visual and Media Arts
(Urheilukatu 6)
- 3 LIIKEIKKUNA
(Kullerönkatu 7)
Työelämän ja opiskelun kohtaamispaikka /
Open Learning Environment
- 4 Koulutustori
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