UNIVERSITY OF TAMPERE

INTERNATIONAL OFFICE

ECTS SURVIVAL GUIDE 2012-2013

ECTS SURVIVAL GUIDE 2012-2013

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Contents

7 • **A Warm Welcome!**

7 • **Tervetuloa!**

8 • **Contact Information**

ECTS STUDY GUIDE

12 • **Academic Calendar**

14 • **Getting Started**

14 Enrolment Papers and Orientation Course Package
15 Documents You Need when You Enrol
15 Student Union Membership: Fees and Benefits
16 Electronic Services for Students

19 • **Studies**

19 Legislation Related to Studies
19 Degree System
19 Degree Programmes at UTA
20 Basic Elements of the Degree
22 Course information
22 How to Plan My Study Schedule
23 Cross-Institutional Studying in Tampere Region - UNIPOLI Tampere
24 Access to Courses
24 Ways of Completing a Course Unit
25 Taking Exams
25 Examinations After Contact Teaching
25 General Examinations
26 Examination Rules and Instructions
28 Grading
29 Transcript of Academic Records
29 Feedback and Student Surveys

31 • Services

31 Language Centre
31 Finnish Language Courses for International Students
32 The Intercultural Communication Studies programme
32 Self-Access Centre
33 University Library
34 University IT Services
35 Basic User Account (BUA)
35 Computer Labs and Key Cards
35 E-mail and Electronic Student Services
36 Sports Activities
36 Meals

38 • Student Organisations

38 Student Union
40 Student Associations at the University of Tampere

44 • Accommodation

44 Student Housing
45 Other Forms of Housing

46 • Health Care

46 Student Health Services
46 Emergency telephone number
48 Other Health Services
48 Health Insurance
50 Pharmacy

51 • Immigration Permits and Local Registration

51 Residence Permit or Right to Reside in Finland
52 Work Permit
54 Address Change Notification
54 Local Registration of Degree Student

55 • Cost of Living

56 • Practical Information from A to Z

56 Banks
57 Library - Tampere City Library
58 Lost Property
58 Newspaper, TV & Radio
59 Ombudsman for Minorities
59 Pharmacy
59 Post Office and Customs
60 Schools and Daycare
61 Shopping in Tampere
64 Telephone
64 International and National Calls
66 Transportation
66 Getting Around in Tampere
68 Travelling around Finland
68 Trains
68 Long-Distance Buses
69 Renting a Car
69 Flying and Ferries

70 • Social Support Services and Recreation

70 Associations
70 Cinema
71 Museums
71 Music
72 Religious Communities
72 Support Services and Meeting Places
74 Theatre
75 Restaurants and Cafés
75 Sports Facilities

76 • Understanding Finnish and Finns
76 Survival Finnish

81 • Finnish Customs and Way of Life

83 • Things to Do Before Leaving
83 Certificates and Confirmations
83 Transcript of Records
83 TOAS Flats

84 • Additional Links

86 • Maps

A Warm Welcome!

We are happy to welcome you to the University of Tampere (UTA)! .

This booklet is intended primarily for new international students to help them integrate into the University as well as to the City of Tampere. In this guide, we have tried to provide you with useful and practical information some of which you may already know, and some you never even thought you would need. Please do not regard this booklet as comprehensive - it isn't! It is only supposed to point you to the right direction.

According to a recent survey conducted by the international Graduate insight Group (www.i-graduate.org), 81 per cent of our international students would be happy to recommend studying at the University of Tampere to their friends. We will do our best to make your study period as succesful, pleasant and rewarding as possible, too

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

Wishing you an enjoyable stay in Tampere,
the International Office

Contact Information

Mailing address

University of Tampere
FI-33014 University of Tampere

Please write the name of the unit and the person concerned under “University of Tampere”.

Visiting addresses

Visiting addresses of the University locations can be found inside the back cover of this Guide.
Telephone*
03 3551 11 (Switchboard)

Fixed line numbers start with 03 and mobile phone numbers with 050 or 040. When you make a call from outside Finland, please dial: +358 and omit the first 0.

E-mail addresses

Email is a convenient way to contact any member of University staff. E-mail addresses of the personnel are of the format firstname.lastname@uta.fi unless given otherwise. Replace umlaut or accented letters with non-diacritic characters (e.g. ä->a. ö->o). E-mail address search: www.uta.fi/english/email.html

International Office

Street Address: Kalevantie 4 (University Main Building, Room A129)
tel. 050 318 6698 or 050 318 6006, fax: 03 3419001
e-mail: intoffice@uta.fi
Opening hours: Mon – Fri 9.30-11.00 and 12.00-15.00
www.uta.fi/studies/international_office.html

ECTS Institutional Coordinator

Mr. Sami Hautakangas, Head of Information Systems
tel. 050 4627 387

Erasmus Institutional Coordinator

Ms. Kaisa Kurki, Coordinator of International Education
tel. 040 1901 531

Registrar's Office
Street address: Kalevantie 4 (Main Building)

During semesters: 10.00–11.30 & 12.30–14.00 Monday–Friday, on Thursdays also 15.00-17.00
From 20 July to 31 August: 10.00–14.00 Monday–Friday
Tel. 050 318 7000
Fax: 03 3551 6013
e-mail: registrar@uta.fi

Study Affairs Offices of the Schools
www.uta.fi/studies/contact_information/hsa.html

Institute of Biomedical Technology
Street address: Lääkärinkatu 1 (Arvo building, Kauppi Campus)

Ms Marjatta Viilo, Coordinator
room C222, tel. 050 365 7133

School of Communication, Media and Theatre
Street address: Kanslerinrinne 1 (Main Building)

Ms. Tuija Puntanen, Head of Study Affairs
room D219, tel. 040 190 9832

School of Education
Street address: Ratapihankatu 55 (Atalpa Building)

Ms Arja Tahvola, Head of Study Affairs
room 225, tel. 040 1901476

School of Health Sciences
Street address: Medisiinarinkatu 3 (Arvo Building, Kauppi Campus)

Ms Leena Nikkari, Head of Study Affairs
room C328, tel. 040 190 9844

School of Information Sciences
Street Address: Kanslerinrinne 1 (Pinni B Building)

Ms Kirsi Tuominen-Hautala, International Officer
room 3141, tel. 050 318 6688, fax 03 219 1001
e-mail: kirsi-marja.tuominen@uta.fi

School of Languages, Translation and Literary Studies
Street address: Kanslerinrinne 1 (Pinni B Building)

Departmental Coordinators

Ms Kati Lampinen
room 4049, tel. 040 190 1202

Ms Anna Wansén-Kaseva
room 5027, tel. 050 318 6692

School of Management

Studies in economics and business administration:
Street address: Kanslerinrinne 1 (Pinni A Building)
Ms Terhi Nieminen, Coordinator of International Education
room A 2067, tel. 040 1901480
e-mail: business.school@uta.fi

Studies in International Relations and Political Science:
Street address: Linna Building (Kalevantie 5)
Ms. Minna Höijer, Departmental Coordinator
room. 5108, tel. 050 318 6604

School of Medicine

Street address: Medisiinarinkatu 3 (Arvo Building, Kauppi Campus)
Ms. Nina Pietilä, Head of Study Affairs
room B220, tel. 050 303 4276

Ms Tarja Lehto, Administrative Secretary
room B217, tel. 040 190 1249

School of Social Sciences and Humanities

Studies in Social Sciences and and psychology:
Street address: Kalevantie 5 (Linna Building)
Ms. Anna Vähämäki, Planning Officer
room 6063, 050 318 6639

Studies in Humanities:
Street address: Kalevantie 5 (Pinni B Building)
Mr. Touko Berry, Planning Officer
room 2093, tel. 050 318 6384

International Advisers of the Units
www.uta.fi/studies/advisers.html

Student Union/Tamy

Ms. Varpu Jutila, Secretary for International Affairs
Street address: Kauppakatu 10, 33210 Tampere
tel. 050 3612849
e-mail: international@tamy.fi
www.tamy.fi/

ECTS

Study Guide

Academic Calendar

The academic year at the University of Tampere is divided into two semesters, each consisting of two periods. There is a Christmas vacation of two weeks after the second period. The summer vacation runs from the end of the fourth period until the start of the new academic year. The four-period system does not apply to the School of Medicine, where the teaching is structured on a two-semester system.

Enrolment Dates for New Students 2012-2013

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

Degree and non-degree students:

23 July - 31 August

Please note that the non-degree category at the University of Tampere does not include exchange/visiting students.

Exchange and visiting students / Autumn arrivals:

From 23 July or during the Orientation Course 27 August - 1 September
Arrival: 27 August at the latest

Exchange and visiting students / Spring arrivals:

During the Orientation course: 2 - 5 January
Arrival day: 2 January

Autumn Semester 2012

Period I: 3 September -19 October
Period II: 22 October -14 December 2012

Orientation course: 27 August - 1 September
Changes in teaching times: Teaching ends at 4 p.m. on Fri 2 November and on Wed 5 December
Christmas holiday: 15 December - 6 January

Public Holidays Autumn 2012

All Saints' Day (Pyhäinpäivä) 3 November
Independence Day (Itsenäisyyspäivä) 6 December
Christmas Eve and Christmas Day (Jouluaatto ja Joulupäivä) 24 and 25 December
Boxing Day (Tapaninpäivä) 26 December

Spring Semester 2013

Period III	7 January - 8 March
Period IV	11 March - 17 May

Orientation course: 2 - 5 January
Changes in teaching times: Teaching ends at 4 p.m. on Tue 30 April and on Wed 8 May
Easter vacation: 28 March - 3 April
Summer vacation: June - August

Public Holidays Spring 2013

New Year's Day (Uudenvuodenpäivä) 1 January
Epiphany = 12th Night (Loppiainen) 6 January
Good Friday (Pitkäperjantai) 29 March
Easter Sunday (1. pääsiäispäivä) 31 March
Easter Monday (2. pääsiäispäivä) 1 April
1st of May (Vappu) 1 May
Ascension Day (Helatorstai) 9 May
Midsummer (Juhannus) 22-23 June

Enrolment Papers and Orientation Course Package

New students are required to enrol at the Registrar's Office and present the documents mentioned in the Letter of Acceptance. You are welcome to pick up your enrolment papers and the Orientation Package from the International Office (Main Building, room A129). The enrolment papers include a registration form, an invoice for the payment of the Student Union fee. Enrolment papers of degree students also contain the login ID (Basic User Account, BUA) for the University IT Systems with instructions on how to activate it. Exchange and visiting students get this information when they enrol at the Registrar's Office.

The Orientation Package contains the Orientation Course programme and other useful information to help you get started. The programme is also available at: www.uta.fi/admissions/newstudents/orientation.html

During the Orientation Course the International Office staff is available at the information desk in the lobby of the Main Building. On the first day of the Orientation, a session called 'First things first – how to get started" is offered and your presence is highly recommended. During the Orientation you will get information on Finnish higher education system, studies at UTA, the city of Tampere as well as Finnish customs and way of life.

Bachelor's and Master's level degree and exchange/visiting students of the University are members of the Student Union of the University of Tampere (Tampereen yliopiston ylioppilaskunta, Tamy). Before enrolment you must pay the annual membership fee (48,50 euros for one semester, 97 euros for the whole academic year). The payment can be made in any bank. It is most important to keep the receipt for this payment, because you will have to present it when you enrol at the University. Instructions on how to enrol can be found at: www.uta.fi/studies/registration.html.

Documents You Need when You Enrol

Students are required to present the following documents at the Registrar's Office:

- Letter of Acceptance
- completed registration form
- receipt of the paid Student Union Membership fee (for fees and benefits of membership, please see below).
- passport (or EU identity card / EU driving licence)
- passport photo for a student ID card *

In addition, degree and non-degree students must present: confirmation of the validity of their academic documents. To get the confirmation, you must present the original documents of your educational background at the study affairs office mentioned in your Letter of Acceptance. The non-degree category does not include exchange/visiting students.

* Where to take a photo for the student ID card? You can find a photo booth in the Railway station (address: Rautatienkatu 25) and in the Police Station (address: Hatanpään valtatie 16).

Student Union membership is compulsory for all degree seeking students at Bachelor´s and Master´s level (=first and second cycle) at Finnish universities, as well as for all exchange and visiting students. For postgraduates (Licentiate and Doctoral) the membership is voluntary.

Student Union Membership: Fees and Benefits

For students at Bachelor's and Master's level the Student Union membership fee is EUR 97 for the academic year and EUR 48,50 for one semester. For postgraduate (Licentiate and Doctoral) students the membership is voluntary and the fee is EUR 48 for the academic year, EUR 24 for one semester. You can collect your student ID card from the Student Union Office (see Chapter "Contact Information) about three weeks

after registration. Additional production costs of EUR 5 are charged by the Student Union upon collection.

Benefits of Bachelor's and Master's Level Students

The student ID card entitles Bachelor's and Master's level students to Student Union services and to special student benefits. On presentation of the student ID card you are eligible for treatment at the Student Health Care Centres (YTHS/FSHS). In addition, it allows you to buy lunch at student prices at any university cafeteria in Finland, gives you significant discounts on trains, long distance bus fares, local buses, and in a number of museums, theatres, concerts and shops. The card is issued by the National Union of University Students in Finland (Suomen ylioppilaskuntien liitto - SYL).

Benefits of Postgraduate Students

For postgraduate (Licentiate and Doctoral) students, the membership of the Student Union is voluntary and and the benefits are fewer. Postgraduate students are excluded from state benefits, such as discount on public transport. Neither are they entitled to the health services provided by FSHS. Membership entitles postgraduate students to use the services of the Student Union (e.g. legal advice free of charge, leisure activities, van rental) and to customer discounts at many companies (such as film tickets). In addition, the lunch prices at Juvenes restaurants at the University are somewhat lower for postgraduate members of the Student Union.

Electronic Services for Students

Basic User Account (BUA) and Access to Computers

After registration, you should activate your Basic User Account (BUA) promptly in order to access the computers and your UTA e-mail (@uta.fi) as well as the webtools (see below). Please note that messages from the International Office are sent only to the attention of students using the @uta.fi e-mail address. You will get your Basic User Account and instructions on how to activate it when you enrol in the university.

Your student ID card will be activated to function as an electronic key to students' computer facilities upon collection from the Student Union. For the first few weeks you can get a separate key card. They are available for a deposit of EUR 20 in cash from the User Info at the Computer Centre. The deposit will be refunded to your bank account once the key card has been returned to the Computer Centre. Please note that the student ID card of postgraduate students and researchers does not have this key function, so they must always obtain a separate key card from the Computer Centre.

For more information on BUA and the IT services, please see chapter "IT Services at the University of Tampere" below.

If you need any help as related to your BUA, please contact:
Customer Service at the Computer Centre
TietoPinni Building, 3rd floor (in front of Pinni B Building)
Opening hours
Mon-Tue 1 p.m. – 3 p.m.
Another time according to agreement
email: customerservice.cc@uta.fi

UTA intranet

You can also access the UTA intranet with your BUA. Check out what is happening in UTA, join discussion groups or maybe click on the Fleamarket for second hand findings.

IS-List, the Mailing List for You!

For international students and internationally minded Finnish students, there is a mailing list called “IS-list”, which makes communicating and exchanging information on different events fast and easy. Joining the IS-list is highly recommended, as lots of useful information will be sent to it by the Student Union and also by the International Office.

The list is moderated and maintained by the Student Union. For more information and instructions on how to subscribe to the IS-list, please see chapter “Student Union” below.

Web Tools

NettiOpsu

Basic academic services for the students are available from the online system NettiOpsu. Through NettiOpsu you can enrol for most courses and examinations, see your academic record and get a transcript as a PDF-file, view your examination results and update your personal information. In addition, the personal study plans are drawn up and maintained within NettiOpsu.

To access NettiOpsu at www.uta.fi/studies/nettiopsu, you will need a UTA Basic User Account (BUA).

UTA Moodle

Moodle is an online learning environment available in the University of Tampere. It includes a wide range of tools to support learning and teaching. Teachers are frequently using Moodle to provide the students with the course materials and to keep them updated on the progress of the course. Moodle is administered centrally by the University IT services. You can access Moodle at https://learning.uta.fi/ using your Basic User Account (BUA).

Electronic Exam Service

At the University of Tampere many exams can be taken as electronic examinations through Electronic Exam Service. For more information on examinations and EES, please see chapter “Taking Exams”.

Studies

Legislation Related to Studies

Finnish universities are independent corporations under public law (Universities Act 558/2009), which grants universities autonomy of education and research. The universities are financed primarily from public funds. In addition to the national legislation, there are institutional regulations governing degrees and evaluation of studies.
At the University of Tampere, the degree programmes and study modules are regulated by the General Regulations Governing Degrees, and the studies taken at the University are evaluated according to Regulations for Evaluation of Studies available at: www.uta.fi/studies/legislation/index.html

Degree System

The current degree system took effect at the Finnish Universities in August 2005. The extent of a degree is given in credits (in Finnish *opintopiste*). Finnish credits are ECTS compatible, i.e. one Finnish credit corresponds to one ECTS credit. The minimum requirement for a first cycle university degree, Bachelor's degree, is 180 credits. The extent of studies leading to a second cycle university degree, Master's degree, is 120 credits (except for Master of Science in Psychology, the extent is 150 credits and for Licentiate of Medicine, 360 credits). For more information on the degree structure, please see: www.uta.fi/studies/studying/degrees/index.html.

Postgraduate studies (=third cycle) in Finland consist of two degrees: Licentiate's and Doctoral, the lower of these being the Licentiate's degree. A Doctoral degree can be obtained without first becoming a Licentiate. The requirements for a Doctor's degree include writing an extensive Doctoral dissertation and defending it in a public debate. Postgraduate studies can be pursued only after completion of a second cycle degree or equivalent.

Degree Programmes at UTA

The majority of the degree programmes at UTA are instructed in Finnish. For those who wish to study in English, UTA provides a selection of international Master's degree

programmes. A list of degrees offered at UTA can be viewed at: www.uta.fi/studies/studying/degrees/degree_programmes.html.

At UTA the degree programmes were renewed in 2012. A total of 25 new degree programmes start in September 2012. Students admitted to these programmes will, upon admission, gain the right to study for both a Bachelor's and a Master's degree. In the new programmes, students first complete a Bachelor's degree in a broad-based Bachelor's programme. During the Bachelor's programme, the students will opt for a certain specialization area in their Master's studies. At the final stage of their Master's Degree studies, students write a thesis based on independent research in a chosen area of their specialization. The Finnish Master's thesis is a relatively large project and it usually requires a whole year of the student's studying time.

In all the degree programmes, students draw a personal study plan HOPS with a mentor at the beginning of their studies. The student updates and reflects on her/his personal study plan throughout her/his studies. The study plan supports students plan on how to proceed in her/his studies, to make choices to do with studies and studying, and to develop and grow into and as an academic professional. Furthermore, the study plans help the degree programmes, Schools and the University gain important feedback from students and to direct means of study guidance and counseling, and to develop their services. The personal study plans are drawn up and maintained within the web tool NettiOpsu.

A joint graduation ceremony for graduates of University of Tampere is organised twice a year in June and in December. There is no dress code for graduates at UTA and attending the ceremony is voluntary. For information on issues related to graduation, please see the University website at: www.uta.fi/studies/studying/degrees/graduation.html.

Basic Elements of the Degree

Course Unit

All instruction is planned, arranged and taken in course units. Course units carry a certain number of credits, usually five or a number divisible by five. Quite often, a course unit includes taught classes and/or an exam on set books. Teaching methods include lectures, exercises, seminars, group work, practical work, and written assignments.

Course units form larger entities called study modules. Once all the course units required for a certain study module have been completed and registered, the student can request an overall grade on the completed module at the school office.

The largest single course unit included in a degree programme is the Master's thesis, which is usually worth 40 credits. At the final stage of studies the student takes a course

unit called a maturity test, which includes writing an essay on a topic based on the theme of the thesis and set by the examiner.

Study Modules and Their Level in Curriculum

A study module is the basic structural entity of the degree programme. Study modules comprise a certain number of course units and they either represent one discipline or are interdisciplinary. There is a selection of study modules at UTA available through the medium of English.

Study modules usually range from 25 to 65 credits depending on the subject or the programme and on the level of studies. Basic studies (*perusopinnot*) and intermediate studies (*aineopinnot*) are included in the Bachelor's degree, and advanced studies (*syventävät opinnot*), in the Master's degree. A graded study module forms a complete part of the degree, which means that if the student has acquired an overall grade on a study module (Basic, Intermediate and Advanced Studies), she/he will not need to take any additional exams even if the requirements of the course units included in the study module were to change before she/he has completed her/hisyour degree.

- The purpose of the basic studies is to familiarize the student with the general principles of the study field and its scientific principles and research, and to give a broad foundation for further studies.
- The intermediate studies familiarize the student with the scientific terminology of her/his field of study, with its most important theoretical and methodological concepts, and its most significant research results and problems relevant to the objectives of the degree programme.
- Advanced studies provide the student with good overall knowledge of the field, the ability needed to seek and apply scientific knowledge and methods and skills needed for scientific postgraduate education. A large proportion of the advanced studies, is taken up by research.
- A variety of general, optional and free choice studies, are included in each degree programme. These can be included on all levels of the programme.
  General studies usually include language and communication studies and units related to general study skills. Optional studies provide the student with various possibilities within her/his degree programme, whereas free choice studies can include course units and study modules from one's own School or another.

Course information

Curricula guides:
www.uta.fi/studies/curricula/

Teaching schedules:
www.uta.fi/studies/teaching/

Course enrolment service NettiOpsu:
www.uta.fi/studies/nettiopsu/

Electronic Exam service
tenttis.uta.fi

International Advisers
www.uta.fi/studies/advisers.html

How to Plan My Study Schedule

The Finnish system of academic education gives students a lot of freedom to plan and schedule their studies. This also means that planning the schedule for the academic year, i.e. choosing the subjects and course units, matching the times of lectures and keeping the schedule intensive throughout the studies, requires a lot of activity and responsibility on the part of the student.

Curricula

The curricula of the degree programmes instructed in English are available on the Curricula Guides site at www.uta.fi/studies/curricula/. The curricula include learning outcomes, contents, teaching methods, information on evaluation and lists of study materials. The part of the curriculum called “Modes of study” defines the methods for fulfilling the unit in question. The curricula guides also include a recommended year of completion for a course unit and there is a link to the teaching schedule from the course descriptions. Curricula Guides also include translations in English of some Finnish degree programmes.

If you have any doubts concerning the fulfilment of requirements of course units, please do not hesitate to contact the lecturer in charge for the course unit. It may be possible to complete some course units instructed in Finnish through independent study by writing

an essay in English or taking an examination on set books. Information on such a possibility is usually included in the curricula.

Finnish curricula guides and teaching schedules for course units taught in Finnish are accessible from: www.uta.fi/opiskelu/

Teaching Schedules

The teaching schedules of course units taught in English or in other foreign languages are available from www.uta.fi/studies/teaching/. New schedules for the coming academic year are published annually in mid-May and updated thereafter if more courses will be offered during the academic year. If you cannot find the desired course information, please contact the international advisers of the units for information on courses available. A list of the advisers can be found at: www.uta.fi/studies/advisers.html

If contact teaching is not available in English in the subject you are interested in, please check from the curriculum or ask your international adviser if you could take an exam on set books or if there is another way to get credits for it (e.g. an essay based on independent study). The University has an open attitude towards alternative solutions for international students.

Finnish teaching schedules are accessible from: www.uta.fi/opiskelu/.

Finnish Language Courses for International Students

The University Language Centre offers Finnish language courses for international students. Please see chapter “Services at the University” > Language Centre.

Study Programmes of Erasmus Students

To ensure a smooth credit transfer process, the ECTS Learning Agreement (LA) has been developed for Erasmus students. To confirm your study programme, please ask the international adviser at your host unit to sign your LA. If your home university also requires the Erasmus Institutional Coordinator’s signature, bring your LA to the International Office (Main Building, Room A129) thereafter. Please allow a couple of days for the process. Coordinators of International Education at the International Office are authorised to sign your LA on behalf of the Erasmus Institutional Coordinator. The LA form of the University of Tampere can be found at: www.uta.fi/admissions/exchange/index/ectslearningagreement.pdf.

Cross-Institutional Studying in Tampere Region - UNIPOLI Tampere

International exchange and degree students of the University of Tampere can complete studies also in other higher education institutions in the Tampere Region: Tampere University of Technology (TUT) and Tampere University of Applied Sciences (TAMK). You should check beforehand that studies taken in these universities will be approved by your home university. TUT and TAMK are Erasmus eligible. Please note that Unipoli studies (former known as SITR studies) will not show on your UTA transcript. Instead, you will get a separate transcript from each institution upon request. The maximum

amount of UNIPOLI studies is limited to 40 % of the exchange studies per semester, and to 10-12 credits for degree students per semester.

The Unipoli study modules with instructions on how to apply are available in the beginning of the academic year at www.uta.fi/verkostot/sitr/studying/sitrstudies.html.

Access to Courses

At the University of Tampere, students usually do not need to sign up for lecture type classes in advance. For seminars and small group teaching, however, signing up is usually required. Depending on the course unit, students sign up using a course enrolment service through NettiOpsu at: www.uta.fi/studies/nettiopsu/ or by signing up on a list at the relevant unit's notice board. For instructions on signing up for a particular course unit, please see the teaching schedule. If you cannot find the requested information, please contact your international adviser to find out about your possibilities to complete course units in your subject.

Many taught classes can only accept a certain number of students, and the order in which students are admitted is determined by queuing regulations. These regulations may vary from one school to another, but generally admission is determined by issues such as the number of credits the student has accrued during his/her studies and whether or not he/she is a degree student of the programme.

Exchange/visiting students can choose course units from different schools according to their own interests, provided that they meet the course unit requirements (previous or equivalent courses taken, knowledge of the language of instruction) and that there are still places left. For some course units the attendance of exchange and visiting students is restricted.

Ways of Completing a Course Unit

Attending classes and seminars is not the only way to proceed in your studies. Here are some examples of requirements on completion of course units and methods of assessment:

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

The requirements on completion of course units are available on the curricula.

Taking Exams

Examinations After Contact Teaching

Exams after lectures and other forms of contact teaching are usually arranged in the classroom at the end of the course unit. For detailed information, you should refer to the teaching schedule of the particular subject. If the teaching schedule does not include this information, it will be announced by the lecturer. More information is also available from your international adviser. If you are unable to attend the exam after a lecture course, you can ask your teacher if you could take it at another time as a general examination.

General Examinations

Many course units can be completed by independent study of literature included in the course unit requirements. It is not unusual that the requirements of a taught course unit also include an exam on set books to be taken as a general examination.

There are two ways to take a general examination: an electronic exam or an exam on a set examination day (pen and paper). Both alternatives may not be available for your course unit, please check the teaching schedule at: www.uta.fi/studies/teaching/ or contact the lecturer in charge for the specific unit or your international adviser for detailed information.

Electronic Exams

The University of Tampere electronic exam service is an information system developed on the Moodle teaching platform, which makes it possible to take exams using the information net.

At https://tenttis.uta.fi you will find a list of examinations, which can be taken electronically, and instructions on how to sign up for and take an electronic exam. Please note that the list includes all exams, also those available only in Finnish. By logging into the service with your Basic User Account (BUA) you can make a reservation, check any earlier reservations you may have made and cancel them.

Examinations on Set Examination Days (pen and paper)

Traditional pen and paper examinations are taken on set examination dates usually arranged once a month. The examination dates of each school are listed in the teaching schedules: www.uta.fi/studies/teaching/.

For an examination on a set date, students must si gn up through NettiOpsu at www.uta.fi/studies/nettiopsu/ at least seven (7) days before the exam. For examinations in some subjects, students sign up by leaving a sign-up envelope in the assigned box at the relevant unit. If the examination day is Saturday, the envelope must be left in the box on Thursday of the previous week at the latest. For detailed information, please

see the teaching schedule, or contact the teacher in charge of the course unit or your international adviser.

If the course unit requirements include literature in Finnish, feel free to contact the teacher in charge to find out if Finnish books could be replaced. Please note that any special arrangements must be declared on the sign-up envelope.

Summer Exams

Many subjects offer students a possibility to take summer exams as general examinations either on set examination days or through the electronic exam service. Information on studies in summer is available at: www.uta.fi/studies/studying/practices/summerstudies.html and from your international adviser.

Examination Rules and Instructions

When taking an exam there are certain rules you must abide by. The acts regarded as cheating or plagiarism are strictly forbidden during all exams. The evaluation regulations will be those governing studies at UTA (see www.uta.fi/studies/legislation/).

Acts of Cheating and Plagiarism

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

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

Please note that sources used in student writing are routinely checked by examiners. If you use sources from textbooks or the Internet without specifically stating these in the way normally considered good academic practice, you will be deemed guilty of plagiarism. If you are uncertain about how to state the sources, please consult your instructor or international adviser before submitting your paper.

If you are caught cheating during an examination:

- Your paper will be disqualified on the spot and you will be removed from the room. If the cheating is identified only later, the paper(s) will likewise be disqualified.
- The matter may on consideration be referred for disciplinary action within your school.
- The matter may be referred to the Rector to be dealt with at her discretion under the University's own rules and other appropriate national legislation.

Rules for electronic exams

When taking an electronic exam, the student consents to audio and video surveillance and to the combining of information of the examinations systems in order to confirm identity. The rules governing use of information systems apply in electronic examinations. Instructions for an electronic exam can be found at: www.uta.fi/studies/webtools/electronic_exam/. Please read them carefully before taking an exam.

Rules for examinations on a set examination day

Instructions for a traditional pen and paper exam on set books are the following:

- Before the exam, wait outside the lecture hall. The supervisor of the exam (not necessarily the teacher of your course) will come outside the lecture hall and call students by their name (in alphabetical order). When you hear your name, take the question papers or envelope from the supervisor and go into the lecture hall.
- Sheets of paper for your answers will be available at the ends of the rows, and you can take as many as you think you will need.
- Find a seat in the lecture hall. Do not sit next to anyone if there is room in the lecture hall but leave an empty seat in between instead. Leave your bag and coat on the floor at the end of the row. Only take the things you need for writing the exam along to your seat, for instance a pen or a pencil and an eraser. Water bottles are also allowed.
- Do not open the question envelope or look at your questions until the supervisor gives permission to do so. You must wait until everyone is seated, and when everyone is ready the supervisor will give permission to start.
- During the exam, do not speak or leave the lecture room without permission. If you need anything, go to the exam supervisors to ask for assistance.
- You will have four hours to complete your exam. The exact time when you must be finished will be given when the exam starts. You are allowed to leave the exam 20 minutes after the start of the exam at the earliest. After the first 20 minutes, you can leave at any point as soon as you have finished the exam. Remember to write your name on all of your answer papers!
- When you are finished, return your answers as well as the question papers to the supervisor. You need to return the question paper even if you have not answered any of the questions. When you hand in your papers, you need to show the supervisor of the exam some ID, such as your UTA student ID or passport.

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

Grading

Grading Scale

The grading scale 1-5 used at the UTA is convertible into ECTS grades A-E.

Grading of Theses and Dissertations

In the case of Master's and Licentiates' theses and Doctoral dissertations, the 7-tier grading scale in Latin (approbatur - laudatur) is usually used.

A L, laudatur;
  E, eximia cum laude approbatur
B M, magna cum laude approbatur
C C, cum laude approbatur
D N, non sine laude approbatur
E B, lubenter approbatur; A, approbatur

Grading of Exams

ECTS grade	University of Tampere Grade	Definition
A	5	EXCELLENT in Finnish erinomainen/ET
B	4	VERY GOOD in Finnish kiitettävä/KT
C	3	GOOD in Finnish hyvä/HT
D	2	SATISFACTORY in Finnish tyydyttävä/TT
E	1	SUFFICIENT in Finnish välttävä/VT

Furthermore, the dichotomy pass/fail (HYV/HYL) is used in the course evaluation as such without grading to indicate that the student has fulfilled/not fulfilled the requirements set in the curriculum for the course. Only passed course units are registered on the transcript of records.

Grading of Study Modules

The grading scale of study modules is the same as that of course units. The average grade of the units included in the study module form the overall grade of the module. In the degree certificate the following conversion is used instead of the numerical grading:

Grade	Definition
5	EXCELLENT in Finnish erinomainen/ET
4	VERY GOOD in Finnish kiitettävä/KT
3	GOOD in Finnish hyvä/HT
2	SATISFACTORY in Finnish tyydyttävä/TT
1	SUFFICIENT in Finnish välttävä/VT

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

General Studies	In Finnish:	Yhteiset opinnot
Basic Studies		Perusopinnot
Intermediate Studies		Aineopinnot
Advanced Studies		Syventävät opinnot
Language Studies		Kieliopinnot
Practical Training		Harjoittelu
Postgraduate Studies		Jatko-opinnot
Study Module		Opintokokonaisuus

Transcript of Academic Records

All students receive a transcript of their academic records for the course units and study modules taken at the University of Tampere. Only passed course units show on your transcript. The transcripts are available both in English and Finnish from the Registrar's Office (see Contact Information). You will be charged 5 euros when collecting it.

Students can browse their academic records via NettiOpsu at: www.uta.fi/nettiopsu and order an unofficial transcript in PDF format. The transcript is official only when printed, stamped and signed by a University official in the Registrar's Office.

Transcript Order Form of Exchange and Visiting Students

To get your official transcript sent to your home address in your home country after the exchange period, you must fill in a transcript order form a few days before leaving. The Transcript Order Form can be printed out from www.uta.fi/studies/forms/index.html. Please make sure you put your home address on the form.

The filled form should be returned to the Registrar's Office. The transcript of your academic records will be sent to the address you give on the transcript order. The service is free of charge.

Feedback and Student Surveys

We want to offer you a valuable learning experience as an international student. The University of Tampere seeks constantly to improve its performance in teaching and its services. Therefore, we would appreciate your feedback regarding studies, guidance, counseling and other student services. The feedback form is available at: www.uta.fi/studies/forms/.

As a part of the University feedback system, a student survey is carried out regularly. With the survey, we want to gather feedback on your experience of services and

courses at the University of Tampere. When you receive a questionnaire, we hope you will respond to it to help us find out what we can do better in the future.

You can always give feedback directly to teachers and professors. They usually have weekly consultation hours. In some units there is an open-doors policy, but it is always a good idea to make an appointment if you wish to discuss things in more detail. Email is often a convenient way to contact any member of University staff.

Language Centre

Contact Information

Pinni B Building
www.uta.fi/kielikeskus/in_english.html
Ms Hanna Nurmi, Departmental Adviser
Room E305
Tel. 050 318 0413
E-mail: hanna.k.nurmi@uta.fi

The Language Centre (in Finnish Kielikeskus) is an independent institute within the University. It offers both compulsory (for degree students) and optional courses in the two official languages of Finland, Finnish and Swedish, and in foreign languages for students' needs in their studies and prospective careers.

In the academic year 2012-2013 instruction in eight languages is offered: Finnish for Finns and Finnish as a foreign language, Swedish, Chinese, English, French, German, Russian and Spanish. A dozen or so further languages can be studied in our self-access centre. Finnish language courses for foreigners are taught in English and range from survival to advanced level. The language of instruction of other language courses is usually Finnish, but some courses may be taught in English. Exchange students can take part in such courses only if there are places available as some of the courses are compulsory for degree students, which gives them priority.

Finnish Language Courses for International Students

The Finnish Language Courses offered by the Language Centre range from elementary to advanced level and are open to all degree students of the University of Tampere. Two Finnish short courses, Survival Course and Follow-up Course, are intended for exchange students only. Please note that the Finnish language courses begin right after the Orientation Course week, and you should sign up for them beforehand in NettiOpsu. In order to do so, you will need a Basic User Account BUA (see IT Services below for details), and therefore it is important to register at the University early on during the

Orientation Course week. If you cannot enrol in time for the Finnish language course, please go to the first class to see whether there is room in the group.

For teaching schedules, please see the teaching schedules: www.uta.fi/studies/teaching/ or the homepage of the Language Centre: www.uta.fi/kielikeskus/in_english.html

The Intercultural Communication Studies programme

The ICS Programme offered by the Language Centre is designed to complement language and communication skills courses, and thereby to increase intercultural communication competence. The courses are taught mainly in English to encourage the participation of international students and promote interaction between them and Finnish students.

For further information and schedules, please see the Curricula Guide: www.uta.fi/studies/studying/curriculaguides.html

Self-Access Centre

The Self-Access Centre provides listening programmes, satellite TV and video programmes as well as computer programmes in more than 10 languages. Students can improve their language skills at their own pace and in their own time with the help of language counsellors.

For information on the Self-Access Centre, please see: www.uta.fi/kielikeskus/in_english/self-access.html

University Library

Contact Information:

University Main Library
Street address: Kalevantie 5 (Linna Building), FI-33014 University of Tampere
www.uta.fi/kirjasto/en/index.html
Circulation services and renewals: tel. 040 190 9696 (Mon-Fri 12-16), e-mail: uusinnat@uta.fi
Information Services: tel. 040 190 9699 (Mon-Fri 12-18)
Questions and comments: e-mail kirjasto@uta.fi
Opening hours: Mon–Fri 8.00–19.00, Circulation Services (1st floor) Mon–Fri 10.00–19.00 and Reference Services (3rd floor): Mon–Fri 12.00–18.00.
Textbook Reading Room 24 h/day - available only for the students of the University of Tampere.
Opening hours are different during the holidays. For up-to-date information, please contact the Library

Tampere University Library is an academic and research library. It consists of the Main Library and Department Libraries (Department of Humanities and Education, Department of Health Sciences). You can obtain your library card free of charge at the library. Please remember to bring along your identity card. Do not forget that you are personally responsible for all the material borrowed on your library card.

The Main Library is extremely useful for all students since it holds all the books listed in the curricula with the exception of those used in the School of Medicine. The University Library catalogue also includes collections in the following two departments: Tertio (Health Sciences) which is located in Kauppi campus and Humanika (Humanities and Education) which you find in TietoPinni (in front of Pinni B Building).

If you need a book for a class or examination, you can borrow it from the library. Usually textbooks can be borrowed for a period of 14 days, other books for a period of 28 days at a time. You may renew textbooks ten times and other loans as long as no one else has reserved them. Renew your loans by using the library database or by requesting renewal at the library desk, by e-mail or by telephone. In fairness to your fellow students and to avoid recall notices and fees please do not keep books beyond their return dates.

The University Library offers a number of services including short orientations in English at the beginning of each semester. During the orientation you will get useful information on the Library services and electronic resources. You can sign up for the Library orientation during the University Orientation Course.

Library Fees

Reservations: EUR 1 / item, payable at the pick-up of material (exceptions: university staff and customers using e-mail to receive the arrival notices)
Recall notice for textbooks: EUR 0.80 / day / book, for up to 15 days, other books EUR 0.20 / day / book, for up to 15 days. Recall notice for overnight/weekend loans: journals EUR 2 / item, items from reference collection EUR 8 / item. Recall notice for reading room text book: EUR 15/book + borrowing ban for one week.

Replacement of lost material minimum EUR 42 / item + a processing fee of EUR 10 / item.
New library card EUR 3
Interlibrary Loans and Information Services: please see the web page or ask the librarian.

University IT Services

Information about the University IT services is available on the Computer Centre website:
www.uta.fi/english/administration/universityservices/
and in the UTA intranet
https://intra.uta.fi/portal/en_GB/group/info-center/customer-service .
News and service breaks are also announced on this site.

Customer Service

Customer Service at the Computer Centre helps you with questions concerning user accounts, forgotten passwords and obtaining or returning key cards.
Visiting address: TietoPinni Building, 3rd floor
Open hours: Mon - Fri 13 – 15, another time according to agreement

If you encounter problems in computer labs, you can request help at:
Info Desk Main Building Computer Lab 10 (2nd floor) or in TietoPinni at the Computer Centre on floor 0.

You can also request help by e-mail. Send your questions concerning the University's IT services to customerservice.cc@uta.fi or
you can fill in a form at http://tietokonekeskus.uta.fi. To access the link, your BUA and password are required.

Basic User Account (BUA)

When you enrol at the University of Tampere, you will get permission to use the University's IT services for tasks directly connected with your studies. You will need a Basic User Account (BUA) and a password to use these services. You will get your BUA and instructions on how to activate it from the Registrar´s Office upon enrolment. BUA is needed to access computers, your e-mail and the web tool NettiOpsu, which gives you access to your academic record, class enrolment etc. BUA also entitles you to access the University's intranet pages.

Your BUA contains your e-mail mailbox (200 MB) and a backed up home directory of 50Mb for saving your files, accessible from all computer labs on campus), plus a print quota of 200 sheets per semester free of charge. Additional print quota can be bought at the Juvenes Book Shop in Main Building.

Computer Labs and Key Cards

A key card is required to access the computer labs. Your student ID card will also function as a key card. It can be activated at TAMY (Student Union) or at the Customer Service of Computer Centre.

If you lose your key card/student card, contact the Customer Service at the Computer Centre immediately to cancel the card.

If you do not have a student ID card that works as an electronic key (postgraduate students and researchers) or if you happen to lose it, you can get a separate key card. Separate key cards are available for a deposit of EUR 20 (in cash) at the Customer Service. It must be returned to the Customer Service when your right to study at the University expires. For instructions, please see: https://intrawww.uta.fi/yksikot/tkk/english/keycard.shtml

E-mail and Electronic Student Services

Your e-mail mailbox at the University is accessible via a web browser at www.uta.fi/webmail. The study-related services are available at www.uta.fi/nettiopsu. There are links to both services also on the University main page at www.uta.fi/english/.

Sports Activities

Contact information:

Ms Helena Collin, Director of University Sports
e-mail: liikuntatoimisto@uta.fi
mobile phone + 358 50 421 1065
Sports Office, Main Building C143
www.uta.fi/studies/sports/

The University of Tampere offers a wide range of sports activities. The centre for University Sports is the Atalpa Building, which is situated close to the University Main Building (address Ratapihankatu 55). The centre has a large hall for ball games, 2 gyms and an aerobics room for different aerobics classes and courses. A variety of recreation courses and ballgames series are organised by the Sports Office every year. There is a small annual/semester fee of EUR 65/40 for the use of the facilities. Atalpa Building has been extended and renovated during 2010-2011.

The University also supports outdoor sports. You can play football, ice hockey, tennis, go bowling or swimming – the possibilities are almost endless!
The city of Tampere has many sports facilities for all sports enthusiasts, please visit the website of the city of Tampere at www.tampere.fi/english/sportsandleisure.html.

Full details of timetables and recreation courses are printed in the University Sports Activities leaflet. For updated information please check the University Sports homepage at: www.uta.fi/studies/sports/. Please note that the University of Tampere has no insurance policy for those taking part in University sport activities. You should therefore provide your own accident insurance policy.

Meals

University Cafeterias

In student cafeterias the members of the Student Union can have lunch at a reduced price of EUR 2-3 by showing their student ID card. All cafeterias are open from Monday to Friday and some of them also on Saturdays. In addition to cafeterias on UTA campus, there are also student cafeterias in Hervanta on the campus of the Tampere University of Technology. You are entitled to buy lunch at student prices at any university cafeteria in Finland.

Main Building Cafeterias

- Juvenes University Restaurant and Fusion Kitchen (2nd floor)
- Juvenes Lobby Bar (snacks and refreshments, ground floor)
- Juvenes Café Campus (snacks and refreshments, 2nd floor)

Cafeterias in Pinni Buildings

- Juvenes Café Pinni (Pinni A Building)
- Amica Restaurant Minerva (Pinni B Building, 2nd floor)

Cafeterias in Linna Building

- Sodexo Restaurant Linna

Cafeterias outside the main campus

- Juvenes Cafeteria Medica Arvo (clinical sciences) Address: Lääkärinkatu 1
- Juvenes Cafeteria Medica Bio (biomedical sciences) Address: Medisiinarinkatu 3

You can load money on your student card and use it as a prepaid card at the Juvenes restaurants.

Weekly menus of Juvenes and Amica restaurants are available online in English:

- www.juvenes.fi/In_English/Restaurants_and_Cafeterias
- www.amica.fi/en/Ravintolat/Amica-restaurants/Areas/Tampere/University-of-Tampere--Minerva/

Home Cooking

To prepare a homemade meal, there is a fully equipped kitchen in TOAS accommodation. Each student is entitled to use a shared kitchen. Please note that there are no kitchen utensils in the kitchens, so you should bring your own cups, plates and cutlery etc. The Student Union Tamy rents basic kitchen utensils (cups, plates, knives, forks, frying pans etc) for a deposit of 20 euros of which you will get 17 euros back when returning everything clean and undamaged. The maximum time for renting this 'Starting Kit' is one year. However, Tamy cannot give an absolute guarantee that all foreign students will get everything they need. The Starting Kit works on a "first come, first served" basis. In case you do not get a Starting Kit, go check out the fleamarkets and second hand shops where budget price kitchen utensils are sold. There is a list of some Second-hand Shops and Flea Markets in chapter "Practical Information from A to Z".

Student Organisations

Contact information:

Secretary for International Affairs
Kauppakatu 10 (Student Union Building)
FI-33210 Tampere

Tel: +358-50-3612849
E-mail: international@tamy.fi
Web: www.tamy.fi/en

Student Union

The purpose of the Student Union (Tamy for short) is to supervise students' interests and to protect their rights within the University and in society. Tamy is both financially and administratively independent of the University but has statutory representatives in the University's administration. Student Union membership is compulsory by law for all degree-seeking students at Bachelor's and Master's level at Finnish universities.

The highest decision-making body within the Student Union is the Council of Representatives. Its members are elected through democratic elections every second year. Day-to-day decisions are made by the Executive Board. The board is assisted by the Secretariat. The Student Union employs a Secretary General and four secretaries responsible for academic, social welfare, international and organisational affairs. Whenever you need advice about studying, welfare or other aspects of student life - you can turn to the Student Union!

Student Union Services

From students' perspective, the Union's main functions are student services that are completely or partially funded by the Union. To fund the services, the Student Union collects membership fees. In the academic year 2012-2013 the Student Union membership fee is EUR 97 for two semesters and EUR 48,50 for one semester. The fee must be paid at the beginning of each academic semester before registration. The fee includes the Finnish Student Health Service Fee which entitles you to use student health care services.

For postgraduate students (Doctoral and Licentiate), membership is voluntary and the annual fee is EUR 48. Membership entitles postgraduate students to use Tamy's services and utilize other local benefits guaranteed by Student Union membership.

However post-graduate students are by law excluded from state's benefits for students, such as discounts on public transport and fixed priced students' meals, nor are they entitled to use the Finnish Student Health Services.

By paying the fee, you get a student ID card, your key to various student services and discounts. Tamy offers you various activities and discounts on cultural services. Furthermore a low-cost removal van, fax-machine, meeting rooms, quick-cash help and legal advisory service are available for you – not to mention the Starting Kit of basic kitchenware for rent. The more you take advantage of these services, the more you get your money´s worth!

Activities for International Students

ESN offers activities for international students and holds its meetings in English. The ESN local group is part of the Europe-wide Erasmus Student Network. In Tampere, ESN FINT organises different trips, events and meetings where you can get together with international and Finnish students. The ESN FINT was set up in Tampere for the benefit of all international students, including those coming from outside the Erasmus programme. Planning meetings are open for everyone, you can bring up your own ideas about future activities. To get more information, see ESN's web pages at esnfint.org and subscribe to the English information list, Is-list, as soon as you can, since most of the information about the activities and meetings goes through it. You are warmly welcome to participate in all ESN FINT activities!

ISOT, the International Students of Tampere, is an organisation that represents international degree students at the University of Tampere. ISOT organises parties, trips and other events for you to attend, in combination with other local (and sometimes national) student organisations. ISOT have a mailing list for notifying about these events, and also for you to contact the Board members with comments, ideas and queries, including things such as where to find a sports team. Other activities include academic and career-related events. Check out the website: www.tamy.fi/isot/site. The organisation aims to provide help and representation for all of the international students – both degree and exchange. So you, too, are most welcome to join!

IS-List, the Mailing List for You!

For international students and internationally minded Finnish students, there is a mailing list called the "IS-list" which makes communication and exchanging information on different events fast and easy. As a subscriber, you will receive all messages sent to the list by others. By sending a message to the address is-list@uta.fi, the email will reach all those who have joined to the list. Please be considerate about what you send: personal messages, jokes, chain letters and commercial messages are not allowed. The list is moderated and maintained by the Student Union.

For further information, please contact the Secretary for International Affairs by e-mail: international@tamy.fi

In order to subscribe to the IS-list, send the following message (leave the subject line of your email empty and delete any signatures you may have):
subscribe is-list Your Name
to the address listserv@uta.fi

You will receive confirmation once you have been added to the list.

When you want to quit the IS-list, send the following message to the address listserv@uta.fi:
signoff is-list

Student Associations at the University of Tampere

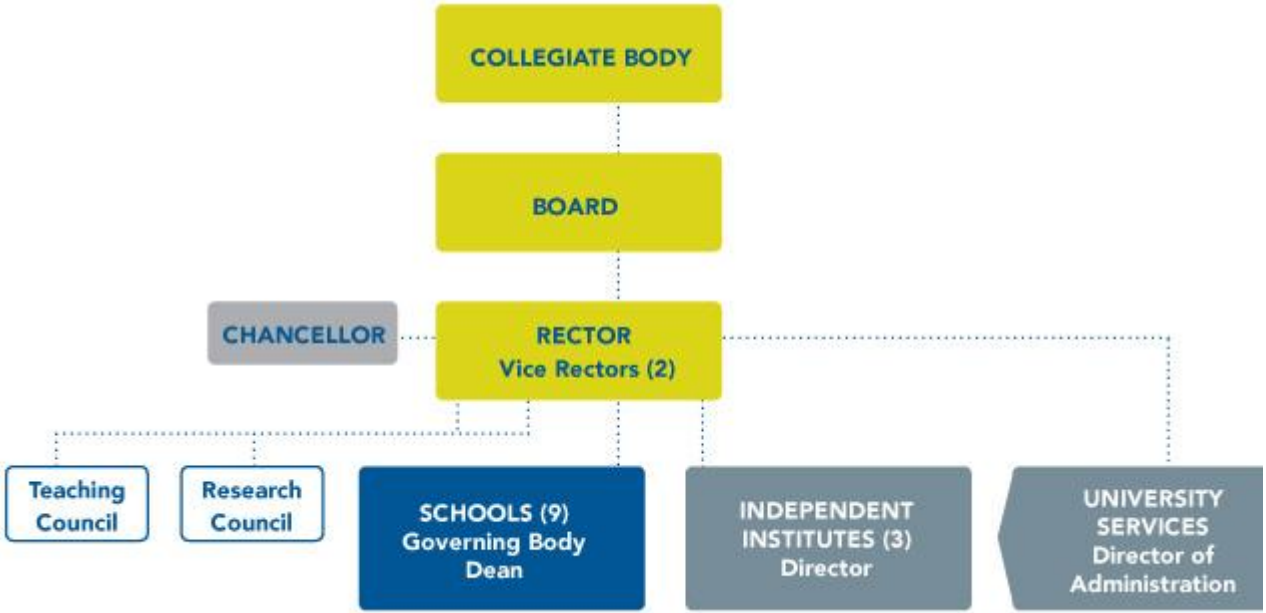
Students of the University of Tampere have formed student associations according to their major subject. Here is a list of the student associations; the easiest way to reach them is via internet. A list of contact persons can be obtained from the Student Union or at the student associations' notice boards in the University schools. Participating in these activities balances your studies with free time. Join the parties, excursions, sports and cultural events!

For further information about student associations, please see: www.tamy.fi/student-organizations?language=en

Association	Subject
Aatos	Philosophy
Biopsi	Biotechnology
Boomi	Business Administration
Cortex	Psychology
Hallat	Local Governance

Iltakoulu	Political Science & International Relations
Interaktio	Sociology, Social Policy & Social Psychology
ISOT	International Student Organisation
ITU	Early Childhood Education
Kopula	Finnish Language
Lexica	Philology/Modern Languages
Luuppi	Computer & Mathematical Sciences
Mentor	Education & Adult Education
NaMi	Women's Studies & Men's Studies
Nefa	Ethnomusicology
Nurina	Youth Work and Research
Näty	Theatre Studies
OKA	Teacher Education
Pareto	Economics
Patina	History
Reettorit	Speech Communication and Voice Research
Regio	Regional Studies
Salus	Nursing Science and Public Health
Silmänkääntäjät	Theatre and Drama Research
SOS ry	Social Work
Spatikka	Regional studies and Environmental Policy
Staabi	Administrative Science
TamAus	Pedagogical Studies
Tariffi	Insurance
Teema	Finnish Literature & Comparative Literature
TLK	Medicine
Transla	Translation Studies
UDK	Information Studies and Interactive Media
Utopia	University of Tampere, Pori, Several Majors
VOO	Tax Law
Vostok	Journalism & Mass Communication

University of Tampere Organisation



ECTS

Practical Guide

Accommodation

TOAS Housing Office

Address: Iidesaukio 1
FI-33100 Tampere
Tel: +358 (0)3 249 5201 or +358 (0)800 955 60 (free of charge within Finland)
Fax: +358 (0)3 249 5227
E mail: toasoffice@toas.fi
www.toas.fi/en

The office is open Monday to Friday 9.00 - 15.30, every first and last weekday of the month 8.15 - 18.00.

Student Housing

Housing for students in Tampere is administered mainly by Tampere Student Housing Foundation/Tampereen seudun opiskelija-asuntosäätiö TOAS, which maintains and rents out student accommodation. Instructions on how to reserve student accommodation have been sent to all international students who have been accepted to study at the University of Tampere and information is also available at the Admissions website of UTA www.uta.fi/admissions/newstudents/accommodation.html.

TOAS accommodation

With TOAS, an exchange student always signs a tenancy contract for a specific length of time (1.8-31.12 or 1.1.-31.5.). The tenancy agreement of a degree student as well as a full academic year student will be signed for the period of 1.8.-31.5.2013. This type of fixed term agreements cannot be terminated in the middle of the specified time.

The TOAS flats reserved for international student's use include basic furniture which is comprised of a bed, a mattress, a desk, and a chair. Unfortunately, the number of furnished study bedrooms is limited. A table and chairs are provided for the kitchens. Bedding and dishes are not included in any location. Each building has its own laundry facility and sauna. There are also common rooms with TV and newspapers. TOAS tenants can join the internet network TOASnet and get a connection free of charge. Smoking is not allowed inside the study-bedrooms nor anywhere else in the premises. Silence is to be respected between 22.00 – 07.00.

The care-taking of TOAS sites is the responsibility of maintenance companies (huoltoyhtiö). You will find the address and telephone number of your maintenance company on a sticker on the front door of the building. Please note that each tenant is

responsible of cleaning their own room as well as common areas themselves. If you lock yourself out, you can get a spare key from the TOAS office. Please note that the spare key must be returned during the same day by 15.30. Outside office hours, you can call the maintenance company to come open the door for you. This costs approximately EUR 20-50. If you lose your key, you can get a new key from TOAS Housing Office for EUR 50 (change of locks EUR 150). If you have any questions, please contact TOAS.

The application period for TOAS accommodation is
16 May – 30 June for autumn semester arrivals, and
October – November for spring semester arrivals.

Other Forms of Housing

Student Union Tamy assembles a list of accommodation available within the private sector together with the organisation Opiskelijan Tampere which is the biggest student housing agency site in the Tampere region. In www.opiskelijantampere.fi, you can search for flats or find housemates! For further information on this possibility, contact Opiskelijan Tampere or drop by at the Student Union office (Kauppakatu 10, 2nd floor.) However, please keep in mind that it is quite difficult to find a flat in Tampere and that the TOAS contracts of new international students are for fixed term and cannot be terminated before the end of the tenancy agreement.

Health Care

Emergency telephone number

112

Ambulance
Fire Brigade
General Alarm
Police

Please note that the University of Tampere is not responsible for any medical charges incurred by its students.

Student Health Services

Health services for university students in Finland are provided by the Finnish Student Health Service, FSHS (in Finnish Ylioppilaiden terveydenhoitosäätiö, YTHS). FSHS runs Health Centres in 16 university cities. To use these services, you must have a valid student ID card. Postgraduate (Doctoral and Licentiate) students are not entitled to FSHS services. In Tampere, there are two FSHS Centres. The services include free medical examinations and consultations, free vaccinations and general medical treatment. A small fee is charged for dental treatment and appointments with specialists.

FSHS Contact Information

Street address: Kalevantie 3 (opposite to the University Main Building)

Dental nurse

Mon, Wed and Fri: Consultation with dental nurse by phone, tel. 046 710 1057

Dentist

Mon – Thu: 8.00-15.00 (during summer 8.00-14.00) and Fri: 8.00-14.00,
tel. 046 710 1058

Doctor by phone

Mon – Fri: 11.30-12.30, tel. 046 710 1055

General practitioner or specialist

Mon – Fri: 8.00-14.00, tel. 046 710 1054

Laboratory

Mon – Fri: 8.00-12.00 Laboratory open for tests
NOTE: FSHS´s doctor´s referral required.

Nurse

Mon – Fri: 8.00-14.00 Consultation with nurse, vaccination advice etc.,
tel. 046 710 1054

Psychologist / Psychiatrist

Mon – Fri: 10.00-11.30, tel. 046 710 1060
Mon – Fri: 11.30-12.00 by phone, tel. 046 710 1060

Physiotherapist

Mon – Fri: 8 – 14, tel 046 710 1054
NOTE: FSHS´s doctor´s referral required.

Please note that an additional fee of EUR 25 will be charged if you do not cancel your appointment on time. More information on cancelling appointments, fees, contacts etc. can be found at: www.fshs.fi

There is also another FSHS Unit in Tampere. It is located in the Hervanta suburb on the Tampere University of Technology Campus. Please see the FSHS website for contact information.

Other Health Services

Municipal Telephone Health Service

Information and advice every day 7.00-22.00, tel. +358 3 100 23

Emergency Clinic ACUTA at the Tampere University Hospital

http://www.tampere.fi/english/healthservices/emergency.html
Open 24 h
Tel. +358 3 311 611
Address: Teiskontie 35, K-Building (entering from Teiskontie, turn to Kuntokatu and then to Ensitie which leads to the entrance)

The Student Health Services are closed in the evenings and during the weekends. If you require acute medical service during that time, you will need to use the health services offered by private clinics or the municipal telephone health service or, in urgent need of medical treatment, to go to the emergency clinic at the Tampere University Hospital. The Finnish name of the emergency clinic is Acuta. Also casualties are taken to Acuta.

The emergency service is not free of charge, so make sure you have a proper health insurance (see below).

More information on health services of the City of Tampere can be found at: www.tampere.fi/english/healthservices.html

Health Insurance

EU Nationals

Nationals of the EU/EEA countries and Switzerland are entitled to the same social welfare benefits in Finland as Finns. Therefore, for health services outside the Student Health Centres, the nationals of the EU/EEA countries are advised to obtain the European Health Insurance Card (or other valid form, such as the E111) from the social service authorities in their home country before arriving in Finland. Those coming from a Nordic country or from Great Britain only need to present a travel document and give notification of their permanent address. If you do not have the card or valid form and do not have an insurance policy, you will be charged full cost for the services (i.e. the actual expense of the medical care given). For up to date information, please see the website of the City of Tampere. Medical insurance is highly recommended to EU/EEA nationals too as Finnish national medical insurance does not cover, for example, the costs of repatriation.

Non-EU Nationals

If you are not an EU/EEA country national, you will be required to take out an insurance policy when you apply for a residence permit. Without the insurance, the expenses of the medical care given would be very high. For studies of less than two years in duration, a student must have private insurance which primarily covers the costs of medical treatment up to 100,000 euros. Where the duration of the studies is two years or more, a student will usually have a home municipality in Finland and is therefore entitled to municipal health care services. In such cases, it is sufficient for the insurance to primarily cover the cost of medicines (in practice the cover extends to doctor's fees and costs of treatment and examination), up to 30,000 euros.

MARSH Student Insurance Program SIP

Insurance packages for international students coming to Finland, have been negotiated by higher education institutions in Finland with MARSH/SIP Company. SIP offers two packages:

- SIP Integral: For students who do not have access to the national health care system in Finland due to their length of study (students staying in Finland less than two years.
- SIP Compliment: For students who have access to the national health care system in Finland through obtaining a 'home municipality right' (studies are considered to be two years or more).

Packages are available for non EU/EEA students but can be bought by EU students too in order to have private health insurance during their stay in Finland. At the moment, further information on the insurance packages offered is available on the national "Study in Finland" website www.studyinfinland.fi/healthinsurance. See also www.uta.fi/admissions/newstudents/healthcare.html.

International health insurances for students are also offered, for instance, by the following companies:

- the French Assurances Courtages et Services (ACS) (www.acs-ami.com)
- AON Students Insurance, whose parent company is the US company AON Corporation (www.students-insurance.eu).
- the US company International Student Insurance (www.internationalstudentinsurance.com)
- the Swiss insurance Swisscare – ESI Finland plan (www.swisscare-student.com)

Pharmacy

Pharmacies (apteekki) are normally open Mon–Fri 9.00–17.00, Sat 10.00–14.00. The following two pharmacies are located near the University main campus:

Tullintorin apteekki
Address: Tullikatu 6, 2nd floor

Tammelan apteekki
Address: Itsenäisyydenkatu 17

There is at least one pharmacy in Tampere which is open every day from early morning till midnight:

Yliopiston Apteekki
Address: Hämeenkatu 16
Every day 7.00-24.00

Immigration Permits and Local Registration

Residence Permit or Right to Reside in Finland

For up-to-date information on entry to Finland, please always see the website of Finnish Immigration Service (Maahanmuuttovirasto): www.migri.fi

Non-EU/EEA Nationals

Foreign nationals need a visa for a stay of less than three months, or a residence permit for a stay of more than three months. Non-EU/EEA nationals apply for a residence permit before arrival in Finland. Applications can be submitted electronically at the website of Finnish Immigration Service or they can be submitted to a Finnish embassy in the student's home country or in a country he/she is legally residing. Due to biometric authentication, fingerprints are collected from all applicants. All students are required to visit a Finnish embassy in person to give their fingerprints, no exceptions are made. Applications will not be processed before the biometric details have been given at the embassy.

When applying for a residence permit, a financial statement is required. Students will be requested to show that they have sufficient funds to support themselves during their stay in Finland. At the moment of writing, the sums required for students for a secure income are estimated to be € 500/month or € 6000 for one year. The statement is requested annually. In addition, students must attach details of their comprehensive health insurance cover to the application. Comprehensive insurance cover means insurance which includes the types of treatment and costs that are covered by municipal services and the health insurance system, please see more in chapter "Health Insurance". Organisations offering international health insurances for students are also listed in the chapter.

A residence permit for study purposes is usually granted for one year at a time. If your studies last for more than a year, you must apply for an extension. In order to be granted an extension, in addition to the above mentioned requirements, the student must have completed the required courses in the institution's study programme. If the student's study performance is deemed poor, an extension of the residence permit may be denied. The application for an extension is submitted to the police.

EU Nationals

EU and EEA nationals and nationals of Switzerland do not need a residence permit. They register their right to reside in Finland at the local police department if their stay exceeds three months. The local police handle the registration, except for Nordic nationals, who are registered at a Local Register Office under an Inter-Nordic Migration Form and need not register until their stay exceeds six months. A written certificate of registration is given to those who have been registered once the authorities have established whether the requirements for registration are met.

Contact information:

Tampere Police Department
(Tampereen poliisilaitos)
Street address: Hatanpään valtatie 16
Tel. 07187 40131 (switchboard)
Open: Mon 8.00-17.00
Tue – Fri 8.00-16.15
(different opening hours during summer)

Work Permit

Non-EU/EEA Nationals

The residence permit (oleskelulupa) is valid for up to one year and it includes a student work permit (työlupa) allowing a student to work a maximum of 25 hours per week during term-time. During holiday periods (May 1 – September 30 and December 15 – January 15), students may work without restrictions. HOWEVER (and this cannot be stressed enough) there are certain variations depending upon the type of student status, e.g. scholarship, private arrangement etc.

EU/EEA Nationals

EU and EEA nationals and nationals of Switzerland can freely work in Finland if the work lasts for a maximum of three months. After that, they must register their right to reside in Finland, but they do not need a special residence or work permit.

Finding Work in Finland

Unfortunately, it is very difficult to find a job in Finland if you do not speak Finnish. You may have to apply several times before succeeding in finding work. Nowadays, the Internet is the most efficient way of finding information on companies, their operations and vacancies.

You can search for job opportunities at:

Tampere Employment Office (Tampereen työvoimatoimisto)
Street address: Hämeenkatu 16
Tel. 010 19 4043 (switchboard)
Office hours: Mon – Fri 9.00-15.45
www.mol.fi/mol/en/index.jsp

The University of Tampere Career Center serves as a link between the University graduates and working life:

Contact information:

University of Tampere Career Center
Street address: Vuolteenkatu 20, 2nd floor (Auttilankulma)
Tel. 050 420 1477
Office hours: Mon – Fri 9.00-15.00
E-mail: rekry@uta.fi
www.uta.fi/rekrytointi/english.html

WorkPlace Pirkanmaa aims to strengthen contacts between employers, international students and higher education institutes. The idea is to develop new services for employers to make international recruitment in the reagion easier and to offer international students better access to working life.

WorkPlace Pirkanmaa arranges ao.:

- CV and job seeking workshops for international degree students
- Forums for employers
- Campaings which courage to use Finnish in everyday life situations
- Service point for international students and employers.

Contact information:

WorkPlace Pirkanmaa
Tel. +358 40 849 0954
workplacepirkanmaa.fi

For those who would like to find a job or a traineeship in Finland, we also recommend visiting the new Unipoli Tampere website at www.unipolitampere.fi, which opens in August 2012. It includes useful information on working in Finland, career planning and job hunting as well as links to many useful sites.

Address Change Notification

When you move abroad from Finland or to Finland from abroad, you must submit address change notification in writing to the post office and the Local Register Office. The form is also available from the UTA International Office, post offices or the Local Register Office. If you have Finnish online bank credentials you can also submit the notification over the Internet at www.posti.fi/changeaddress/. Address change notification can also be submitted by telephone (0200 71000, local call charge/mobile charge, normal fees apply for queuing).

A notice should be submitted every time you move to, from or within the country. By law, the notification must be submitted to the Local Register Office no later than one week after moving. There are postcards which may be mailed free of charge (in Finland) available in post offices to inform your friends of change of your address. If you move to another address, please do not forget to send your new address to the Registrar's Office of the university, e-mail: registrar@uta.fi. You can also update your contact information in NettiOpsu: www.uta.fi/studies/nettiopsu/.

Local Registration of Degree Student

Contact information:

Local Register Office
Street address: Hatanpään valtatie 24
Tel. 071 874 0341
Open: Mon – Fri 9.00-16.15
http://www.maistraatti.fi/en/

As degree students will stay in Finland for more than a year, they are considered permanent residents in Finland, and must therefore report to the Local Register Office (Tampereen maistraatti) for a civil registration (rekisteröityminen). Remember to take along your passport, residence permit (non-EU nationals) or Certificate for Right of Residence (EU/EEA nationals) and Student Certificate issued by the University. On the basis of registration, a foreigner is given a Finnish personal identity number (henkilötunnus), which is used by the electoral, tax, healthcare and judicial authorities as well as to generate statistical information. Students with at least two years right to study can be granted Municipality of Residence (Kotikuntaoikeus). For more information, please see the website of the Local Register Office.

Exchange students usually stay in Finland for less than a year and they do not need to report to the Local Register Office (Tampereen maistraatti) for a civil registration. However those staying in Finland for less than a year can request registration to get a personal identity number, for example for taxation reasons.

Cost of Living

The cost of living in Finland is on average comparable to the rest of Northern Europe. A single student entitled to student discounts is advised to have approximately EUR 650-750 per month to cover rental, food, transportation, personal and leisure expenses:

Student accommodation	EUR 200–450
Food	EUR 250
Local transportation	EUR 45
Leisure and personal	EUR 150-200

There are other, more occasional expenses such as the Student Union fee of EUR 48,50/97 per semester/academic year or the cost of study materials and course books. It is usually not necessary to purchase books as most of the course books are available in the University Library. Therefore, the cost of study materials should remain relatively low.

Depending on personal preferences (food, social life, travel within Finland or to neighbouring countries, books and other materials, sports equipment, etc.) a further EUR 150-200 per month may be required. Unanticipated expenses may occur to any traveller, and perhaps especially to such intellectual and inquiring minds as international students.

Banks

Banks are usually open Mon–Fri 10.00–16.30. On Saturdays and Sundays they are closed.

There are a number of banks (pankki) to choose from in Tampere, for example:
Handelsbanken
Nordea
Sampo Pankki
TSOP (Tampereen Seudun Osuuspankki)

While in Finland, you should have a practical option for dealing with your financial transactions. Some students use Internet banking services and do not open a bank account. For those having a bank account in one of the countries of the Euro area, the Single Euro Payments Area (SEPA) allows fast and secure transfers anywhere in the euro area. If you are shopping abroad you will be able to use your bank debit card to make a payment in euro, just like at home. For more information on SEPA, please see: ec.europa.eu/internal_market/payments/sepa/index_en.htm

If you want to deal with your financial issues through a Finnish bank account, it is a good idea to compare the service packages offered before opening one. When you open a bank account, remember to have your passport with you. Some banks do not open accounts for short periods at all.

Along with your bank account, you will also get a cash card (automaattikortti) which enables you to withdraw money at any cash point (pankkiautomaatti) 24 hours a day. Cash points are usually marked as Otto.

Cheques are no longer used as a mode of payment. Bills are usually paid through the bank giro system. You can pay bank giros in cash or use a self-service payment point. The latter is faster and cheaper. You can also include online services in your account if you wish to pay bills and make transactions by using Internet banking services. Whenever you use bank giros, remember to fill in your name, address and the possible reference number clearly. Credit, debit and Visa Electron cards are also widely accepted in Finland.

Library - Tampere City Library

City Main Library "Metso"

Street address: Pirkankatu 2
Open: Mon–Fri 10.00–20.00, Sat 10.00–16.00
Please check the summer opening times at
http://kirjasto.tampere.fi/index.php/in-english/
Newspaper Reading Hall
Street address: Puutarhakatu 1
Open: Mon–Fri 9.00–20.00, Sat 10.00–16.00
Check out the branch library near you as well:
Suburb, Address
Hervanta, Insinöörinkatu 38
Härmälä, Nuolialantie 47
Kaukajärvi, Käätykatu 6
Koivistonkylä, Lehvänkatu 9
Kämmenniemi, Paavolantie 4
Lamminpää, Ylöjärventie 55
Lentävänniemi, Vähäniemenkatu 42
Messukylä, Hintsankatu 1
Nekala, Lounaantie 2
Pellervo, Uimalankatu 5
Peltolammi, Säästäjänkatu 16
Sampola, Sammonkatu 2
Terälahti, Niemikyläntie 14
Tesoma, Kohmankaari 9

As a newcomer to the city, you will soon learn that the people of Tampere are proud of their City Main Library. Why? To begin with, it was designed by the architects Raili and Reima Pietilä to look like a wood-grouse when viewed from the air, and this is why it was named Metso. The building also houses the enchanting Moominvalley Museum and the Tampere Mineral Museum. The library offers a wide variety of services and an even wider selection of books – naturally in foreign languages, too. Library services are free, but to borrow items you will always need a library card. Library cards are issued free of charge on the ground floor of the library, and you can get a card by presenting a valid form of identification, such as your passport. The loan period for materials is usually 4 weeks, with the exception of some video tapes, DVDs, new products and newspaper clippings that can only be taken out for 2 weeks. You can also access the Internet for free in the library.

Lost Property

Lost something? There are two lost property offices (löytötavaratoimisto) in Tampere, one run by the local police department and the other as a private enterprise. If you lose your travel card for the local buses, please enquire at the Public Transport Service Point (see Transport below for details).

Police lost property office

Address: Sorinkatu 12
Opening hours: Mon-Wed, Fri 8.00-16.15, Thu 8.00-17.00
Tel. 071 874 5340
www.poliisi.fi | In English | Lost Property

Pirkanmaan löytötavaratoimisto

(Pirkanmaa Lost Property Office)
Address: Sammonkatu 21
Opening hours: Mon 14-18,Tue - Fri 9.30-17.00
Tel. 0600 – 300 758 (1,67€/min + universal connectivity charge)
www.plt.fi/kirpputori/plt/home

Newspaper, TV & Radio

Newspapers and Magazines

The “national” newspaper (sanomalehti), Helsingin Sanomat, is read everywhere in Finland. The regional newspaper in Tampere is Aamulehti. The best selections of foreign newspapers are at the railway station newsstand (R-kioski) and in the bookshop Akateeminen Kirjakauppa (address: Hämeenkatu 6).

If you do not always fancy surfing the Internet, the least expensive way to keep track of events outside Finland is to read newspapers and magazines (aikakauslehti) in libraries. Both the University Main Library and the City Main Library have good selections of newspapers and magazines. The City Library also maintains a Newspaper Reading Hall (address: Puutarhakatu 1). They have magazines and newspapers from about 30 different countries and house the web-based portal LibraryPressDisplay, which provides access to over 700 newspapers and magazines in 39 different languages.

TV and Radio

In Finland, there are several national radio stations and television channels as well as numerous local radio stations and additional digital television channels. Television broadcasts became digital only in 2007, meaning that you cannot watch TV without a digibox or digitv. Foreign films and programmes are broadcast in the original language

with Finnish or Swedish subtitles. Note that television sets, including computers that are used for watching TV in real time, must, by law, be licenced (TV-lupa). At times, TV licence inspectors visit flats and houses to check TV licences. If they find that the set is unlicensed, you will be liable to pay both the licence fee and a fine. Please see www.tv-maksu.fi/en/index.html for more information on TV-fees.

TV licence forms are available at any post office or you can request a licence by phone 09-613 161 or via the Internet at www.tv-maksu.fi/en/index.html

From 2013, the activities of the YLE (Finland's national public-broadcasting company) will be funded by a public service broadcasting tax. However, the obligation to pay the television fee and inspections will continue as usual until the end of 2012. For further information on the public service broadcasting tax, please see the website of the Finnish Tax Administration www.vero.fi.

Ombudsman for Minorities

Please see Social Support Services and Meeting Places below.

Pharmacy

Please see chapter "Health Care".

Post Office and Customs

The Main Post Office
Address: Rautatienkatu 21
Open: Mon–Fri 8.00–20.00
Sat 10.00–14.00
Tel. 0200 71000.

Postitulli (Customs)
Address: Patamäenkatu 18
Sarankulman tullauskeskus
Open: Mon–Fri 8.00–15.30

For more information, please see www.posti.fi/

Address change notification forms (*muuttoilmoitus*) are available at every post office (posti). In Finland, mail services are run by Itella corporation. Stamps (postimerkki) can be purchased in post offices, Juvenes Bookstore in the University Main Building, and most corner shops and kiosks. For prices and instructions, please see http://www.posti.fi/english/pricesandinstructions/. When posting items, you can drop stamped mail into an orange mail box or take your parcel to a post office. You can search for the nearest post office on the Posti website.

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

Schools and Daycare

International schools in Tampere:

English

Amuri Comprehensive School
http://koulut.tampere.fi/amuri/english/contactinfo.php
English and German

Tammela Comprehensive School
http://koulut.tampere.fi/tammela/enindex.html

French

Aleksanteri Comprehensive School
http://koulut.tampere.fi/aleksanteri/ranska/index.htm
tel. (03) 5656 5489
e-mail: france@koulut.tampere.fi

Pyynikki Comprehensive School
http://koulut.tampere.fi/pyynikki/index_fr.htm
tel. 040 5694 145

Additional information on foreign-language basic education and information regarding teaching of pupils of immigrant origin is available on the City of Tampere website at:
www.tampere.fi/english/educationandstudies/basiceducation.html
Inquiries regarding immigrant and foreign-language basic education should be addressed to the Administration of Basic Education: Tel. (03) 5656 6981, opening hours Mon - Fri 8.30 - 15.45.

Compulsory education in Finland starts at the age of seven. All school age children living permanently in Finland have the right and obligation to attend comprehensive school. Finnish comprehensive school lasts for 9 years, and instruction, learning materials, daily meals and health care are provided free of charge throughout.
In Tampere, there are also international day-care groups with tuition in English, French, German or Swedish. For further information on such day-care groups and for Information on daycare for immigrant children, please see:
www.tampere.fi/english/familyandsocialservices/daycare.html

Shopping in Tampere

Opening times for most large shops: Mon–Fri 9.00/10.00–18.00/21.00, Sat 9.00/10.00–16.00/18.00, Sun 12.00-16.00/18.00.

Tampere provides a multitude of shopping opportunities ranging from small boutiques to large department stores and shopping centres. Check the newspapers for daily special offers. Words such as ale, tarjous, erikoishinta or rea indicate sales or special offers.

Stores and markets are open daily but their opening times may vary. Only corner shops are open on religious holidays.

One small food store in the centre is open until midnight every day:

Siwa Hämeenpuisto
Address: Puutarhakatu 14
Tel. 0207004520

Also some small food stores can be found in gas stations remaining open 24/7.

The currency of Finland is the euro (EUR), which is divided into 100 cents. Most common credit, debit and Visa Electron cards are widely accepted.

Books and Stationery

The two main bookstores (kirjakauppa) outside the University campus are:
Akateeminen Kirjakauppa, Hämeenkatu 6
Suomalainen Kirjakauppa, Hämeenkatu 5, Hämeenkatu 18 and Hatanpään valtatie 1 (Koskikeskus Shopping Centre)
Inexpensive stationery can be found at
Tiimari, Locations: Tullintori Shopping Centre, Koskikeskus Shopping Centre, Duo Shopping Centre, Kuninkaankatu 19.

Bookshops on Campus:

Juvenes Bookstore, Main Building (Course books, dictionaries, stationery, Travel card recharge service)
Bookshop TAJU, Linna Building (Dissertations, UTA and UTA Press publications, books by academic publishers)

Department Stores and Shopping Centres

Anttila, Puutarhakatu 10 – low-price
Sokos, Hämeenkatu 21 – mid-price
Stockmann, Hämeenkatu 4 – the higher end of the budget
Duo, Pietilänkatu 2, Hervanta
Koskikeskus, Hatanpään valtatie 1
Tullintori, Tullikatu 6 (near the University)

Groceries

There are several grocery shop chains in Finland, and they are easy to spot around the city: S-Market, K-Market, Valintatalo etc

Hypermarkets:

Prisma (address: Lempääläntie 21 and Sammonkatu 75)

Supermarkets (nearest to campus):

K-Market (Tammelan puistokatu 21), Lidl (Rautatienkatu 21), S-market (Pendoliino, Pakkahuoneenaukio 2), Valintatalo (Tammelan puistokatu 22, Käpytie 4 [near TOAS Lapinkaari])

Corner shops:

Siwa, R-kioski, Sale

Specialist food stores

Al Niil Shop, Hämeenkatu 30 – Oriental food
Punnitse ja Säästä (Weight and Save), Tullintori and Duo Shopping Centres – loose products such as dried beans, soya products and
nuts, organic and fair trade products and other specialties

Household Goods

Kitchenware, bedding, towels, lamps, personal hygiene and cleaning products etc. at affordable prices at:
Anttila, Puutarhakatu 10 – department store
Kodin Ykkönen, Sotilaankatu 11 (Turtola) – specialised department store, household goods, furniture, decoration
Prisma, Sammonkatu 75 – hypermarket
Vapaa Valinta, Tullintori / Tammelan puistokatu 31-33 / Duo – markets for household goods, hygiene and cleaning products etc.

Marketplaces

Marketplaces (tori) are excellent for fresh fruit and vegetables, fish, handicrafts and second hand bargains.

Main marketplace opening hours:
Tammela Market Place: Mon-Fri 6.00-14.00, Sat 6.00-14.00
Laukontori: Mon-Fri 6.00-17.30, Sat 6.00-15.00, 2 May – 15 September only
Hervanta District Market: Tue and Fri only 8.00-16.00
Keskustori Central Square houses a Market on the first working Monday of each month 6.00–18.00, and a Christmas Market in December and 1st of May Market on 30 April – 1 of May.

The Tampere Market Hall (Kauppahalli), situated in the Centre next to the department store Sokos, is the largest roofed market hall in Scandinavia.
Address: Hämeenkatu 19 / Hallituskatu 10
Opening hours: Mon-Fri 8.00-18.00, Sat 8.00-16.00

Recycling Centres

You can take things you no longer need to a recycling centre (kierrätyskeskus), where you might find something useful for yourself. Recycling centres also give advice on recycling and waste management. There are several recycling centres in Tampere:
Pyynikki, Address: Koulukatu 19
Hervanta, Address: Lindforsinkatu 4

Second-hand Shops and Flea Markets (Kirpputori)

Bonus Kirppis, Address: Itsenäisyydenkatu 13
Kaunotar ja Kulkuri Second Hand Shop, Address: Tammelan Puistokatu 34
Fida Lähetystori, Address: Näsilinnankatu 21 and Tammelan puistokatu 37 (incl. furniture and kitchen utensils)
Kirpputori Radiokirppis, Address: Laukontori 12
Kyttälän Kirppis, Address: Aleksanterinkatu 10
Pelastusarmeijan kirpputori (Salvation Army Flea Market), Addresses: Itsenäisyydenkatu 25-27, Puutarhakatu 20 and Satakunnankatu 27 (incl. furniture and kitchen utensils)
UFF, Address: Hämeenkatu 9

> Please see the Environmental Guide for Students, published by the Student Union of the University of Tampere, for further information on recycling. You can get your own copy from the Student Union or the International Office.

Wine, beer and other alcohol

Beer and cider containing up to 4.7% alcohol by volume are available at supermarkets and food stores. Wine, beer and spirits containing more than 4.7 % alcohol by volume can be bought only at state-owned Alko shops. The minimum age for purchasing alcohol is 18 years, except for products containing more than 21 % alcohol, when the age limit is 20. You may be asked for proof of identity when purchasing alcohol. Please note that it is illegal to sell or purchase alcohol in shops after 21.00

Telephone

Mobile phones (matkapuhelin or kännykkä) are very common in Finland. In addition to the phone itself, you will need to get a subscriber connection from one of the nation-wide network operators, e.g. dna, Elisa or TeliaSonera Finland. Prices and packages available range from monthly charges with fixed call and text message prices to packages with a certain number of call minutes and text messages included to rechargeable prepaid phone card connections. Prepaid phone cards are sold in R-kioskis and other cornershops. Remember to compare prices, as they are likely to vary according to the operator and package in question. For more information on buying a mobile phone and on how to subscribe to a connection, please contact the telephone shops around town. Check the Yellow Pages under the title matkapuhelimia for details or search the Web.

For further information please see
www.dna.fi
www.elisa.com/en/
www.sonera.fi/en/

If you want to have a fixed telephone connection in your apartment, you may contact:

Elisa
Address: Hämeenkatu 1, Koskikeskus (Hatanpään valtatie 1)
www.elisa.com/en/

In addition to the installation fee, you will have to buy the telephone itself, pay the monthly rental and, of course, your phone bills. Usually a mobile phone is the most flexible and cost-effective option.

International and National Calls

Calling abroad from Finland

Country codes are listed in the phone book. International call prices vary according to the service provider. In order to call abroad, you must first add the international access code (usually marked in written phone numbers with +), then the country code for the country you are telephoning, area code (if necessary) and the local number as follows

1) International access code: 00 (general) 999 (Elisa) or 990 (Sonera) or + if calling from a mobile phone (e.g. +33 for France)
2) Country code
3) Area code (usually without the general prefix 0, although in some cases the 0 is retained, e.g. when calling Italy)
4) Local number
For example: When calling to the United Kingdom, London, to the number 234 5678, first dial 00 or 999 or 990 and then 44-20-234 5678.

Calling within Finland

Calling within Finland from one area to another or from a mobile phone, dial:
1) Area code with the general prefix 0
2) Subscriber's number
An example: When calling from Helsinki to Tampere to number 234 5678, dial: 03-234 5678.

Area codes are listed in the phone book. When calling a landline from a landline within the same area, the area code is omitted.

Calling Finland from abroad

To call Finland, dial:
1) International access code (00 in Europe)
2) Country code for Finland: 358
3) Area code without the general prefix 0
4) Local number
An example: When calling from Rome to the Tampere number 234 5678, dial: 00-358-3-234 5678.

Transportation

When it's dark outside, people are legally bound to use a luminous tag / a reflector in their outerwear so that they can be perceived in the traffic.
Note also that there must be a front light and several reflectors (front, back, pedals, wheels) in your bicycle and the use of a back light is highly recommended. You should wear a helmet throughout the year when riding a bike.

Getting Around in Tampere

Tampere Public Transport TPT (In Finnish: Tampereen Joukkoliikenne)
Service Point Frenckell (by Central Square)
Address: Frenckellinaukio 2 B, ground floor
Open: Mon 8.30-18.00, Tue–Fri 8.30–17.00
joukkoliikenne.tampere.fi/en/home.html
www.tampere.fi/tkl/english.html
www.tampere.fi/english/transportandstreets.html

The easiest ways to travel within Tampere are by foot, bicycle or bus. The buses are run by Tampere Public Transport (TPT) and they are usually clean, punctual and efficient. You can pay for a single ticket in cash (EUR 2,50 in summer 2012) when boarding the bus but it is cheaper to obtain a travel card (matkakortti) from Tampere Public Transport Office.

The Travel Card, which costs 5 euros, can be bought from the TPT Service Point and you can purchase series of tickets to be loaded onto it. Travel cards can be reloaded at the Public Transport Service Point, in the Juvenes Bookshop on campus, in all R-kiosks and in many other places. For a complete list, please see the TPT website.

Students under 25 years of age are entitled to a youth discount. Full-time students over 25 years of age are entitled to a student discount. In order to purchase a travel card with student discount, you must present your student ID card and have a Finnish personal identity code obtainable from the Local Register Office (for contact information please see Chapter "Immigration Permits and Local Registration"). Students over 30 years of

age are entitled to student discount only if they are entitled to a Finnish student financial aid.

When travelling by bus, please note that the bus will not pick you up at the bus stop unless you signal the bus driver, so remember to wave your hand! Furthermore, some services operate on a limited stop principle (pikavuoro) and do not stop at each stop. Bus timetables and routes are available in book form, available at the service point or at www.tampere.fi/english/transportandstreets/timetables.html

Night buses run from 11.00pm until 04.00am, and an Extra Night Fare EUR 2.50 is charged on top of the normal fare. The buses leave from Keskustori (Central Square) or Pyynikintori. Routes of buses that are marked with the letter Y (followed by the route number) differ from the normal bus routes. For routes and schedules, please see the bus timetable book or visit joukkoliikenne.tampere.fi/en/travelling/routes-and-bus-stop-maps.html | Night lines

Cycling is an excellent way to get around in Tampere – and to keep fit. Tampere has an extensive network of cycling routes. Route maps are available from the University Information Booth (Opastus) by the Main Building Entrance.

Look for ads, check notice boards, or place your own ad and you might get a cheap bike for yourself. An inexpensive way to buy a bike is to go to the annual auction at the Police Station (usually in September and in April), where the Police Department auctions all the recovered bikes no one has claimed. There will be an ad in the local newspaper Aamulehti about the auction (huutokauppa). Ask your tutor to come with you, as the auction will be held in Finnish. Tampere region employment association Etappi has a bicycle workshop, where old bikes are renovated, serviced and sold at affordable prices. Etappi address and opening hours: Sarvijaakonkatu 28-30, Mon-Fri 7.00-15.00.

To call a taxi, dial 0100 4131. Alternatively, you can go to a taxi rank, which are located around the centre. Taxis are quite expensive in Finland, especially at night, so sharing a taxi may be a good idea if you have to use one. For example, the cost of a taxi journey from the city centre to Hervanta is around EUR 17, but no tip is expected.

Travelling around Finland

Through Student Union membership, the Bachelor's and Master's level university students are entitled to discounts on train and long distance bus fares.

Trains

Tampere Railway Station (in Finnish: Rautatieasema)

Address: Rautatienkatu 25. Ticket Office opening hours: Mon–Fri 05.45–20.15, Sat 7.30-19.15 and Sun 8.45-21.15.
For information on timetables, prices, the railway network, station services etc., please see www.vr.fi/eng

Finland has a good railway network. All big cities and many of the smaller ones can be reached by train. As a student (except postgraduate students) you will get a discount of 50% on train fares with a valid student card. You can buy tickets in advance at the railway station ticket office, with a credit or debit card from a train ticket vending machine (Junamaatti) or on the VR (Valtion Rautatiet, National Rail) website. Tickets bought on board the train cost from EUR 2.00 to EUR 5.00 more than those purchased beforehand during ticket office opening hours (the additional service charge on long-distance trains grows progressively but it is not collected if the long-distance departure station does not have a ticket office or ticket machine and Pendolino-, InterCity and Express trains stop at the station. On the train, you will be asked to show your student card to the conductor together with the ticket. When buying a ticket, you will need to know which train you will take, because a compulsory seat reservation will be included (except when travelling on local trains). The ticket fare depends on the train you take. InterCity and Pendolino trains are more expensive than ordinary express trains. Please note that student discounts do not apply on the local trains in the Greater Helsinki area.

Long-Distance Buses

Long-distance buses and coaches leave from the coach station (linja-autoasema):
Address: Hatanpään valtatie 5–7.
The ticket office is open Mon–Fri 7.00–18.00, Sat 10.00–18.00, Sun 11.00–20.00.
www.matkahuolto.fi/en

Long-distance buses run frequently to most parts of Finland, often to those places that cannot be reached by train, too. A student discount of 50% will be granted with a valid student card, (except postgraduate students) if the journey is at least 80 km. Tickets can

be bought at the ticket office or on the bus. For timetables, routes and fares, please see the Matkahuolto website above.

Renting a Car

Renting a car is easy but expensive. The rental costs vary from EUR 50–150 per day with a kilometre limit, and rise without the limit. In addition to the rent, you must of course pay for the petrol, which currently costs about EUR 1.60 per litre.

Flying and Ferries

Further information on timetables, fares, tickets and destinations can be found on the company websites:
www.finnair.fi/ (in Finnish); http://www.finnair.com/ (in English)
www.blue1.com/EN/fi
www.ryanair.com/fi
travels.kilroy.eu/

Finnair, and Blue1 (SAS Group) offer a range of domestic as well as international flights. Finnair fares include reduced priced tickets for those aged between 17 and 24.

Also look into trips to Estonia, Russia and Sweden offered by different ferry companies.

Eckerö Line Agency	Viking Line	Tallink / Silja Line
Address:	Address:	Address:
Mannerheimintie 10	Hämeenkatu 14	Kuninkaankatu 30
00100 Helsinki	33100 Tampere	33200 Tampere
www.eckeroline.fi/en/	www.vikingline.fi/	www.tallinksilja.com/

Social Support Services and Recreation

Tampere offers a wide range of leisure activities. Here are some suggestions.

Associations

International student organisation AIESEC

AIESEC is an international student organisation for students interested in business, social sciences, education or languages. Present in over in 110 countries and territories with 60'000 members, AIESEC is the biggest international student organisation, concentrating on traineeships, seminars and educational courses related to topics in business and personal skills, as well as parties all around our wonderful world. For further information and contact details, please see the AIESEC website at www.aiesectampere.fi/
AIESEC Tampere www.facebook.com/groups/17557232696/
AIESEC Global www.facebook.com/AIESECglobal

Amnesty International

Amnesty International is a worldwide movement of people who campaign for internationally recognized human rights to be respected and protected. Amnesty International has 3 million members and supporters in more than 150 countries and territories. The Finnish section has over 40 thousand members.
For more information, please contact:
Amnesty House
Address: Kauppakatu 10 C
www.amnesty.fi/en
Amnesty Tampere www.facebook.com/groups/83261216865/
Amnesty Global www.facebook.com/amnestyglobal

Cinema

In Finland films are usually shown in their original language with Finnish and Swedish subtitles, except for some animations, which may be dubbed. While the Finnkino cinemas in Plevna and Cine Atlas focus on mainstream films, Arthouse Cinema Niagara concentrates on independent, underground and art house film – and you get tickets usually to a cheaper price than in Finnkino theatres. Niagara also has theme weeks

when they show films from different countries or by certain directors, usually with English subtitles. For information on movies, schedules and student prices, please see:
www.finnkino.fi/?lang=eng
www.elokuvakeskus.com/niagara/
Niagara on Facebook www.facebook.com/pirkanmaan.elokuvakeskus

Cinemas in Tampere

Plevna, address: Itäinenkatu 4 (Finlayson Area)
Cine Atlas, location: Koskikeskus Shopping Centre, address: Hatanpään valtatie 1
Niagara, address: Kehräsaari

Film clubs

Film clubs offer a good variety of non-mainstream films. Film showings are usually on Mondays and/or weekends. Buying a season ticket is a good and cheap way to see a number of quality films. The selection varies club by club, so choose one which caters for your taste. See for example:
www.elokuvakeskus.fi/

The internationally renowned Tampere International Film Festival takes place at the beginning of March. Showing short and full-length films from all over the world for five days, the festival is definitely worth a visit! For further information, please see:
www.tamperefilmfestival.fi/

Museums

Tampere has a wide selection of museums and exhibitions from art to ice hockey and history of spying. For a comprehensive and up-to-date list of museums and exhibitions, please see: www.visittampere.fi

Music

Symphony orchestra concerts by the Tampere Philharmonic Orchestra are given at the Tampere Hall from September to May, usually on Fridays at 19.00. Students can buy discount tickets on the day of the performance at the Tampere Hall ticket office between 15.00 and 18.00. Tickets for the orchestra's chamber music concerts are available with a student discount at any time. For more information on tickets and concerts, please call tel. 0600 94500 (1,40 €/min+local network charge) or see:
www.tampere.fi/english/philharmonic/index.html

Tampere has a vibrant live music scene. Two biggest venues in Tampere are Klubi and Yo-talo, check out their webpages for the upcoming gigs and events.
Klubi, Address: Tullikamarin aukio 2, www.klubi.net
YO-talo, Address: Kauppakatu 10, www.yo-talo.com

Religious Communities

In Finland, freedom of religion is a constitutional right. Some 80 % of Finns are members of the Evangelical-Lutheran Church, and another 1% of the Orthodox Church of Finland. Increasing secularization within the Finnish society has affected and continues to affect these rates. Several churches in Tampere offer religious services in different languages, including English, German and Swedish.

Sunday Service in English, Old Church (Vanha kirkko), Central Square, every Sunday at 16.00

Sunday Service in Swedish, Old Church every Sunday at 10.30

At the University, Pinni B Building houses an ecumenical campus chapel "Taivaankannen kappeli" that serves University students and staff. University Chaplain Rev. Risto Korhonen is available for pastoral counceling and for more information. E-mail: risto.korhonen@uta.fi, tel. 050-383 5391, or see www.uusiverso.fi/yhteisot/uusi_verso/opiskelijat/in_english

For further information on Evangelical-Lutheran congregations in Tampere, please see: www.tampereenseurakunnat.fi/english

For information on Tampere Islamic Society, please see: www.islamtampere.com/, address: Yliopistonkatu 60 A

For information on the Catholic Church in Tampere, please see: risti.catholic.fi, or visit the Tampere Catholic Church at Amurinkuja 21A.

For information on the Anglican Church in Finland, please see: www.anglican.fi/

For information on the Jewish Community in Finland, please see: www.jchelsinki.fi/

Support Services and Meeting Places

Crisis Prevention Centre

To alleviate the psychological or social problems of foreigners and their families in Finland, the Finnish Association for Mental Health has opened a Crisis Prevention Centre Osviitta. You can go to Osviitta without an appointment and the services are confidential and free of charge. Contact details and further information:
Address: Sorinkatu 4 C, 2nd floor
Tel. (03) 3138 3200
E-mail: osviitta@osviitta.fi
www.osviitta.fi

Immigrant Advice Centre

If you have any questions about living, working and studying in Tampere, please contact the Immigrant Advice Centre. They give guidance in many languages, and the service is free of charge.
For more information, please visit
www.tampere.fi/english/familyandsocialservices/immigrant/advice.html or

on Facebook: www.facebook.com/tampereenmaahanmuuttajaneuvonta
E-mail: maahanmuuttajaneuvonta@tampere.fi
Tel. 040 806 2527
Address: Tuomiokirkonkatu 12

Intercultural Affairs of the City of Tampere

The Cultural and Youth Affairs of the city of Tampere organises events, cultural happenings, seminars and exhibitions. They also offer counseling and information on issues regarding culture, interculturalism, leisure, ethnic discrimination and a possibility to talk to the cultural counselor.
For further information, please see the Intercultural Affairs website at: www.tampere.fi/english/cultureandmuseums/culture/intercultural.html
Customer service tel. (03) 5656 6137
Cultural counselor tel. 050 527 1442
Street address: Puutarhakatu 11, 3rd floor

Ombudsman for Minorities

Ombudsman for Minorities (vähemmistövaltuutettu) is an authority with the basic task of advancing the status and legal protection of ethnic minorities and foreigners as well as equality, non-discrimination and good ethnic relations in Finland. The Ombudsman mainly gives guidance and advice in issues relating to ethnicity and being a foreigner in Finland, and provides information on ethnic issues and the status of foreigners in Finland, aiming to change attitudes and influence legislation and reports in related issues.
You can contact the Ombudsman for Minorities if, for example, you have experienced or observed ethnic discrimination.

For more information, please see the Ombudsman for Minorities website at www.vahemmistovaltuutettu.fi/intermin/vvt/home.nsf/pages/index3
or e-mail: ofm@ofm.fi

Students in need of legal advice should contact the Student Union Tamy, which offers free legal advice during term-time on Mondays from 16.30 to 17.30. For more information, please see www.tamy.fi/

The International Women's Meeting Place (NAISTARI)

NAISTARI welcomes all women, both immigrant and Finnish, who are interested in different cultures. This meeting place for women and children is a home away from home where you can, for example:

- study the basics of the Finnish language
- learn about other cultures and meet new people
- go on outings and excursions
- get help with everyday matters

Address: Lindforsinkatu 4 (in Hervanta)
Tel: 03 317 8583 e-mail: naistari@naapuri.fi
Website: www.naistari.fi/english/

National Human Rights Organization SETA

SETA is a national human rights organization and it aims for a society of equality and individual welfare that includes everyone, regardless of sexual orientation, gender identity, or gender expression. SETA provides educational services for schools and vocational institutes as well as social and counseling services and group activities. SETA also organizes parties and other activities for its members. There are different kinds of peer groups in SETA, for example for women, men, young people, seniors, rainbow families, people with religious or spiritual interests, and international GLBTQ-people.
For more information, please contact: SETA Tampere
Address: Kuninkaankatu 15 A, 2nd floor
Tel. (03) 214 8721, www.treseta.fi/ (website is in Finnish only)
Facebook: www.facebook.com/profile.php?id=100001815878932

Victim Support Finland

Victim Support Finland (Rikosuhripäivystys) offers practical advice and support to victims and witnesses of crime. The support service also works to improve the social status of crime victims by influencing general attitudes and legislation. Victim Support Finland has a nationwide helpline that offers the possibility to talk with someone who understands what a crime experience can mean to a victim, and can offer practical information and advice. Contact details and further information:
Tampere office address: Hatanpään valtatie 34 E
Help-line tel. 0203 16116
www.riku.fi/fi/victim+support/

Theatre

Tampere has much to offer for theatre enthusiasts. There are two major theatres in Tampere and several smaller ones. Most performances are in Finnish, with the exception of Tampere International Theatre Festival in August.

Tampere Theatre (Tampereen Teatteri), Ticket office Lipari,
Address: Hämeenkatu 14, website: www.tampereenteatteri.fi/ (in Finnish)

Tampere Worker's Theatre (Tampereen Työväen Teatteri),
Address: Hämeenpuisto 28-32, website: www.ttt-teatteri.fi/ttt_english/

Legioonateatteri, Address: Mäntyhaantie 5-7 (Nekala),
e-mail: info@legioonateatteri.fi, website: www.legioonateatteri.fi/ (in Finnish)

Student Theater (Ylioppilasteatteri), Address: Itsenäisyydenkatu 12–14,
website: www.tampereenylioppilasteatteri.net/

Teatterimonttu, UTA Theatre Work Students Stage,
at the back of the University Main Building. Address: Hämeenpuisto 28,
website: naty.uta.fi/

Tampereen Komediateatteri
Address: Lapintie 3 A, website: www.tampereenkomediateatteri.fi/ (in Finnish)

Tampere International Theatre Festival
Website: www.teatterikesa.fi/ | In English

Restaurants and Cafés

There are almost 300 pubs, restaurants, cafés, nightclubs and bars in Tampere. Pick up a map of restaurants and brochures from the Visit Tampere Tourist Office (see Useful Links below for contact information), or visit www.huviopas.net/tampere/restaurants_1.php.

Sports Facilities

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

Students are entitled to a discount in the public indoor swimming pools (uimahalli). There are four indoor swimming pools in Tampere: Joukahaisenkatu 7 (in Kaleva), Kortelahdenkatu 26 (in Pyynikki, closed temporarily due to renovation), Torisevanraitti 7 (in Hervanta), and Tuomarinkatu 7 (in Tesoma). In order to get the student discount, you should pay the swimming pool entrance fee with a Tampere Travel Card (see under Practical Information from A to Z, Transportation).

For more information on sports activities in Tampere, please see www.tampere.fi/english/sportsandleisure.html

For information on University sports activities, please check the University Sports homepage at: www.uta.fi/studies/sports/

Understanding Finnish and Finns

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

Uuno is a website designed to introduce Finnish language and culture to exchange students and other foreigners. Uuno includes elementary-level Finnish language educational material, and presents different situations related to Finnish everyday life and culture.

Below is a short list of common phrases and useful vocabulary in Finnish to help you get started.

Survival Finnish

Common Phrases

Good morning!	(Hyvää) huomenta!
Good afternoon!	(Hyvää) päivää!
Hello! Hi!	Moi! Hei! Terve!
Goodbye!	Näkemiin!
See you!	Nähdään! Heihei!
How are you?	Mitä kuuluu? Miten menee?
Fine, thank you!	Kiitos hyvää!
What's your name?	Mikä sinun nimesi on?
Where do you live?	Missä asut?
What's your address?	Mikä sinun osoitteesi on?

What's your telephone number?	Mikä sinun puhelinnumerosi on?
Excuse me, could you please tell me where the bus station is?	Anteeksi, missä on linja-autoasema?
What's the time?	Paljonko kello on?
I don't speak Finnish.	En puhu suomea.
Do you speak English?	Puhutko englantia?
French?	ranskaa?
German?	saksaa?
I don't understand.	En ymmärrä.
I understand.	Ymmärrän.
Could you speak more slowly, please!	Voisitko puhua hitaammin!
T/here you are, please!	Ole hyvä!
Thank you! Thanks!	Kiitos! Kiitti!
Excuse me!	Anteeksi!
I'm sorry!	Anteeksi!
Help me, please!	Auttakaa minua, kiitos!
Help!	Apua!
Yes	Kyllä, joo
No	Ei
Cheers!	Kippis!

Weekdays

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

Months

January	tammikuu
February	helmikuu
March	maaliskuu
April	huhtikuu
May	toukokuu
June	kesäkuu
July	heinäkuu
August	elokuu
September	syyskuu

October	lokakuu
November	marraskuu
December	joulukuu

Numbers

0	nolla
1	yksi
2	kaksi
3	kolme
4	neljä
5	viisi
6	kuusi
7	seitsemän
8	kahdeksan
9	yhdeksän
10	kymmenen
11	yksitoista
12	kaksitoista
20	kaksikymmentä
30	kolmekymmentä
100	sata
1000	tuhat

Academic Vocabulary

academic year	lukuvuosi
basic user account	peruspalvelutunnus
course	kurssi
curricula guide	opinto-opas
exam	tentti/koe
learning agreement	opintosuunnitelma
lecture	luento
letter of acceptance	hyväksymiskirje
registrar's office	aktuaarinkanslia
school	yksikkö
semester	lukukausi
student association	ainejärjestö
student card	opiskelijakortti
student certificate	opiskelijatodistus
teaching schedules	opetusohjelma
transcript of records	opinto-ote
university	yliopisto

Everyday Vocabulary

airport	lentokenttä
bank	pankki
bread	leipä
bus/coach station	linja-autoasema
bus stop	bussipysäkki
butter	voi
card	kortti
cash	käteinen
cash dispenser	pankkiautomaatti
child	lapsi
cinema	elokuvateatteri
closed	kiinni, suljettu
clothes	vaatteet
credit card	luottokortti
computer	tietokone
conditioner (for hair)	hoitoaine
conditioner/ fabric softener	huuhteluaine
detergent	pyykinpesuaine
department store	tavaratalo
envelope	kirjekuori
food	ruoka,
food store	ruokakauppa
hospital	sairaala
insurance	vakuutus
kiosk/corner shop	kioski
library	kirjasto
man	mies
menu	ruokalista
milk	maito
mobile phone	puhelin, kännykkä
money	raha
museum	museo
open	auki, avoinna
passport	passi
pen	kuulakärkikynä
pencil	lyijykynä
personal identity number	henkilötunnus
pharmacy	apteekki
police station	poliisiasema

post office	posti
pub/bar	pubi/baari
railway station	rautatieasema
residence permit	oleskelulupa
restaurant	ravintola
room	huone
ticket	lippu
railway station	rautatieasema
residence permit	oleskelulupa
restaurant	ravintola
room	huone
timetable	aikataulu
toilet paper	WC-paperi, vessapaperi
train	juna
travel card	matkakortti
washing-up liquid	astianpesuaine, tiskiaine
water	vesi
woman	nainen

Finnish Customs and Way of Life

Finland did not become urbanized until the 1960's. This means that many middle-aged Finns still have rural roots. Their former close ties with nature may well be the reason why nature and the now increasingly sparsely populated rural areas mean a lot to Finns. Many city-dwellers have a summer cottage out in the country, where they spend most of their summer.

Finns are said to be relatively quiet and shy, but straightforward and honest. The four distinct seasons mould the Finnish character. Life in general is much more relaxed in the summer than in the winter. Bathing in the sauna and boating form an essential part of summer cottage life. In the autumn, people visit their cottages and go out into the forest to pick berries and mushrooms. In the rural areas, most Finnish families have a sauna of their own, in the cities there is usually a common sauna in every block of flats. The sauna is an excellent place for relaxation and it is said that in the sauna everyone is equal.

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

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

It should be pointed out that there is a strong tradition of female emancipation in Finland. About 50 per cent of women with children under 18 years have a regular job, and well over 50 per cent of university students are female. In general, however, women's salary is lower than that of men. Legislation has been enacted to promote gender equality.

Here are some key concepts in the Finnish customs and way of life. We hope they will help you understand our country and her people!

Answering the Telephone

What do you say when you pick up the receiver? Just "hello" is considered impolite in Finland. Answer directly with your name.

Be on Time!

Älä myöhästy! Both at work and in social life, Finns are very punctual. A major exception is the "akateeminen vartti" – the academic quarter (15 minutes past the hour), which is a

practice in the academic world. This means, for example, that if it says on the time¬table that your lecture is to start at 10, it will not begin until 10.15. Note, however, that the "akateeminen vartti" does not apply to examinations.

Coffee

Finns consume, on average, nine cups of coffee (kahvi) each day – it's a world record! If you visit a Finnish home, you will probably be offered some coffee. It will not be considered impolite, if you happen to dislike coffee and decline it.

Cottage

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

No Smoking

Smoking is not allowed in public buildings since Finland has strict regulations against smoking. Therefore, always remember to check if there is a "No smoking" (tupakointi kielletty) sign before you light a cigarette, even in situations in which you think it would be acceptable. Normally people smoke neither indoors nor in private homes.

Sauna

The sauna is an essential part of the Finnish way of life and today there are about 1.2 million saunas in the country. There is also a sauna in every TOAS student house. You will certainly be invited to several sauna evenings during your stay in Finland. Originally, sauna was not only a place for washing but also a place where children were born and the sick were cared for. There is an old Finnish proverb to the effect: "if sauna, spirits or tar don't help, the disease is fatal". Many flats now have their own saunas, and student associations often organise sauna parties for their members. However, it is not customary for men and women to share a sauna unless they are members of the same family or are otherwise particularly close friends. Swimming in a hole in the ice on the lakes during winter is becoming increasingly popular in Finland and there are a number of places in Tampere (e.g. Rauhaniemen Uimala, see www.rauhaniemi.net and Kaupinojan sauna, see www.talviuimarit.fi/sauna_in_english), as well where you can go for a refreshing swim after bathing in a sauna.

Sports

Finns are very serious about sports (urheilu). Winning a medal in the Olympic Games is about the best thing that can happen to a Finn. The winner is treated like a national hero, invited to the Presidential Palace, featured in interviews and pictures in the newspapers and magazines. Every town and even the very smallest village has its own sports field, sports facility, swimming pool, etc.

Things to Do Before Leaving

Certificates and Confirmations

Many of the exchange/visiting students have different kinds of certificates, confirmations or forms from their home university which must be signed and stamped by the host school and/or by the International Office (Main Building, room A129). Please remember to take care of all certificates some days before leaving since it will take 1-2 days to get the signatures/stamps from the people in question.

If you are an Erasmus student, you should ask the international adviser at your host school to sign your Learning Agreement after you have passed the planned courses. In addition, if you require a signature of the Institutional Erasmus Coordinator, then please bring your Learning Agreement to the International Office. Please allow a couple of days for processing.

Transcript of Records

To get a transcript after the exchange period, exchange/visiting students must fill in a transcript order form, which also functions as a change of address form. Transcript Order Form is available on the University website or from the International Office. The completed form should be printed out and returned to the Registrar's Office. The transcript of your academic records will be sent to the address in your home country stated on the transcript order form. The form is available at www.uta.fi/studies/forms/address_transcript.pdf

The Registrar's Office will send you the transcript free of charge as soon as all your credits have been registered. If there is a delay in crediting, please contact the relevant unit teacher directly. If you wish to have the transcript before you leave, you can request it from the Registrar's Office. You can also get an unofficial transcript free of charge from the NettiOpsu: www.uta.fi/studies/nettiopsu/

TOAS Flats

Please, leave your flat in a clean and good condition and pay all rents due. It is important to maintain good relations with TOAS since there will be new foreign students coming to Tampere the following semester who will also hope to get rooms from TOAS.

Additional Links

Finland

Discover Finland (Centre for International Mobility): www.studyinfinland.fi/
Finnish Tourist Board Website: beta.visitfinland.com
Virtual Finland (Produced by Ministry for Foreign Affairs): finland.fi/
Ministry for Foreign Affairs website: www.formin.fi/english

City of Tampere

www.tampere.fi/english
Tampere is known for its rich array of cultural attractions, with several theatres and art museums and various annual festivals, the best known of which are the Tampere International Theatre Festival in August and Tampere International Short Film Festival in March.

VisitTampere Tourist Information

Information about theatres, museums, exhibitions and other tourist attractions in Tampere can be found in the VisitTampere Tourist Information (Matkailuneuvonta):
Address: Rautatienkatu 25 A (Railway Station)
e-mail: visittampere@visittampere.fi, www.visittampere.fi/
facebook: www.facebook.com/tamperetouristinformation

Association Opiskelijan Tampere

An organization set up by the student unions of Tampere with student specific information on living in Tampere.
www.opiskelijantampere.fi/
Facebook: www.facebook.com/opiskelijantampere

Airport Bus Connections

The Tampere-Pirkkala airport (see www.airpro.fi/en/ | Our Offices | Tampere-Pirkkala or www.finavia.fi/airports/airport_tampere-pirkkala) is located 17 km southwest of the city centre

All flights except those of Ryanair's arrive at and depart from Terminal 1.

Bus line 61 (company: Paunu Oy) runs regularly between Terminal 1 and the centre of

Tampere. For timetables, please see: www.paunu.fi/english.html

Buses to Terminal 2 (e.g. Ryanair flights) are operated by the Tokee company. After each arrival, there is a bus connection from the terminal to theTampere railway station. Buses to Terminal 2 leave from the railway station's main entrance approximately 2.5 hours before each flight departure time. For timetables, please see:

www.airpro.fi/bus_schedules

Airport Travel Cargo Finland

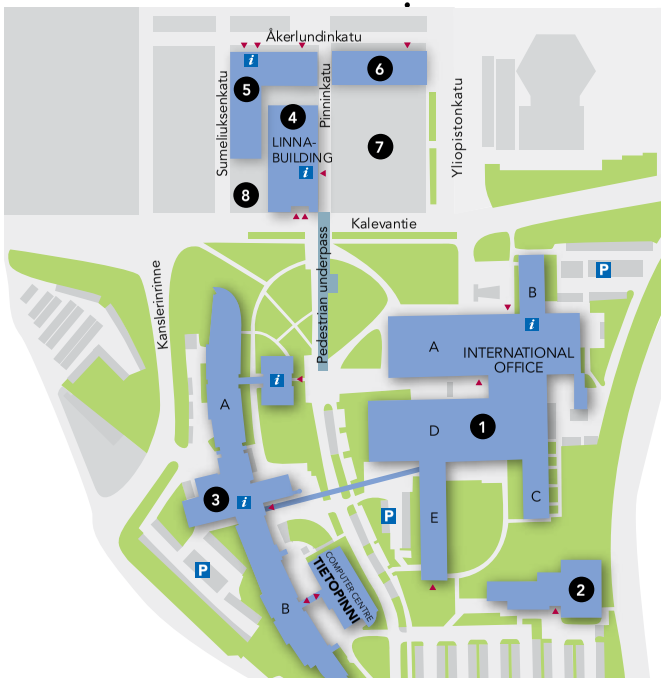
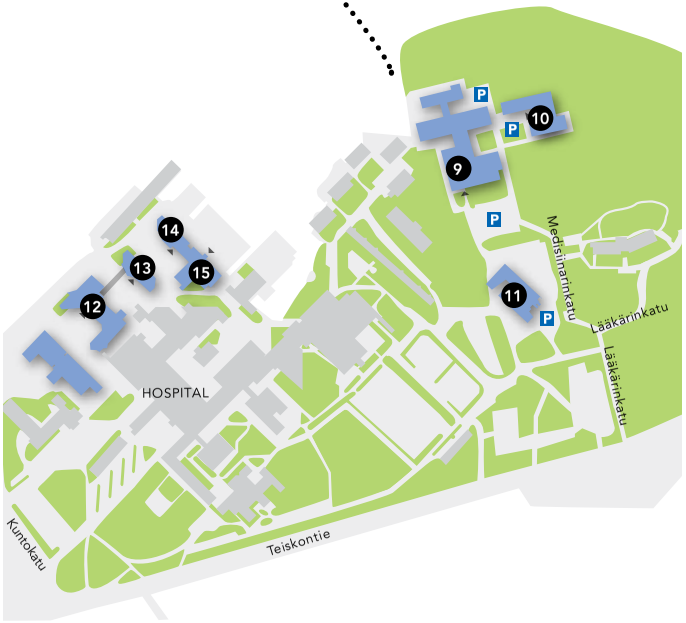
One possibility to send your heavy baggage to and from Finland: www.travelcargo.fi/

UNIVERSITY OF TAMPERE

TAMPERE

1. **UNIVERSITY MAIN BUILDING** Kalevantie 4
2. **ATALPA BUILDING** Ratapihankatu 55
3. **PINNI BUILDINGS A AND B** Kanslerinrinne 1
4. **LINNA BUILDING** Kalevantie 5
5. **VIRTA BUILDING** Åkerlundinkatu 5
6. **YLIOPISTONKATU 56** Visiting Address Åkerlundinkatu 1
7. **YLIOPISTONKATU 58–60**
8. **YTHS** Kalevantie 3
9. **B-BUILDING** Medisiinarinkatu 3
10. **T-BUILDING** Medisiinarinkatu 3
11. **ARVO BUILDING** Lääkärinkatu 1
12. **FINN-MEDI 1** Biokatu 6
13. **FINN-MEDI 2** Biokatu 8
14. **FINN-MEDI 3** Biokatu 10
15. **FINN-MEDI 5** Biokatu 12
16. **DEPARTMENT OF ACTING** Hämeenpuisto 28
17. **PINNINKATU 47**
18. **AUTTILANKULMA** Vuolteenkatu 20
19. **TOAS** Iidesaukio 1
20. **STUDENT UNION BUILDING** Kauppakatu 10

MAIN CAMPUS



KAUPPI CAMPUS