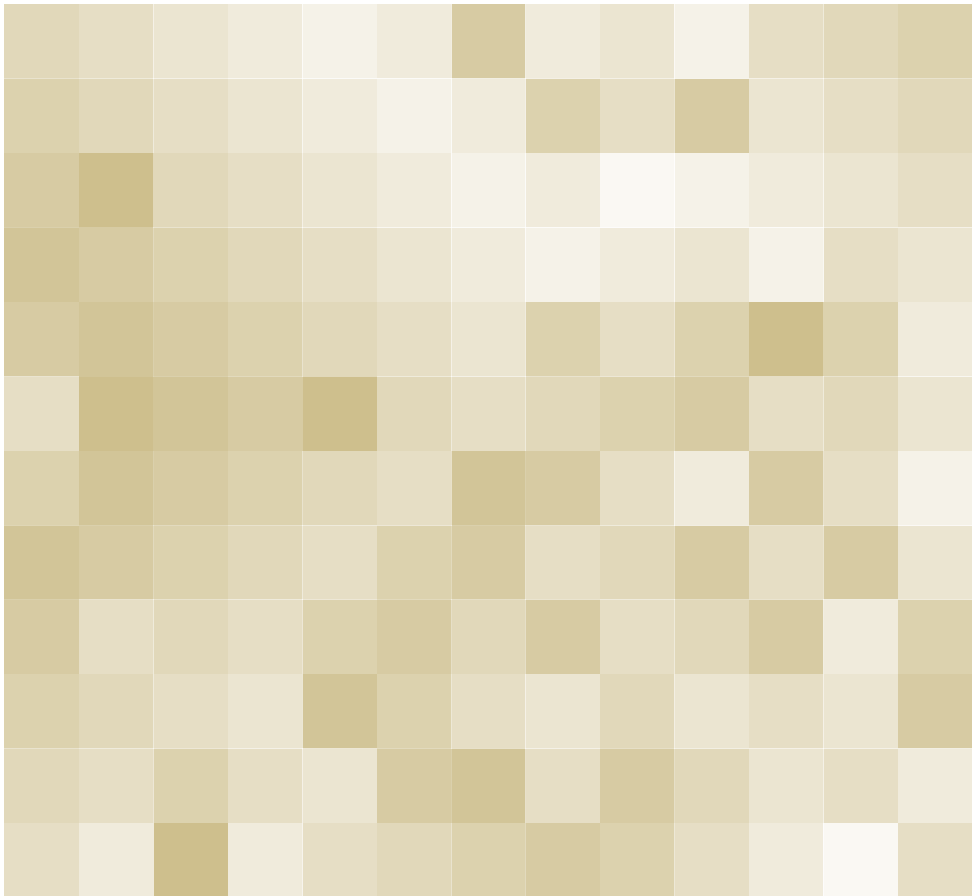




# GUIDE FOR DEGREE STUDENTS

2010–2011







UNIVERSITY of OULU  
OULUN YLIOPISTO

Guide for Degree Students  
2010-2011

Dear Student,

Welcome to study at the University of Oulu. We hope this guide will help you to find answers to your questions about studying and being a student in our University.

If for some reason you cannot find answers to your questions, you can turn to our staff for help or email your question to [student.services@oulu.fi](mailto:student.services@oulu.fi).

Have a great start of your studies,

A handwritten signature in black ink, appearing to read 'SJP', is centered on the page.

Mr. Sakari Jussi-Pekka, Head of Student Services

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# Welcome to Study at the University of Oulu!

## Becoming a Student - Step by Step

### *1. Become a member of the Student Union OYY*

All university students are required to join the student union of the University in order to be able to register to the University. This means that before anything else, you need to become a member.

You become a member by paying the membership fee. For the academic year 2010-2011 the fee is EUR 87. Once you register to the University, your membership status will also be registered for the Student Union OYY. You can pay the fee in cash (only) at OYY's temporary service point at the Student Services Office between 9th August and 15th September, in the Student Union Office (city centre, Mannekatu 1) or with a bank transfer payment slip provided in the Arrival Package. Remember to keep the receipt!

**Student Card:** Once you have become a member, you can also order a student card. The card is provided by Lyyra service system and it is ordered on their website. You need a passport-sized photo in electronic form and your student number or a Finnish personal identification number. The card costs EUR 14,50 and is either paid through internet banking or with a bank transfer. It is also possible to order an international ISIC-card for the additional fee of EUR 21.

[www.lyyra.fi](http://www.lyyra.fi)

It takes a couple of weeks for the card to be manufactured. Once it's ready, you can collect it from the Student Union Office. Before you get your card, you can get student priced meals with the student certificate from the University.

### *2. Register to the University*

After you have paid the student union membership fee, you can register to the University in the Student Services Office (KE2010) by returning the registration form (included in your Arrival Package). To register, remember to bring the receipt of the student union fee with you!



### ***3. IT passwords***

A user account for the University IT systems will be created for you automatically after you register. The passwords are ready for you in 1-2 days after the registration and you can collect them at the IT Helpdesk located near the central lobby of the Linnanmaa campus.

### ***4. Outside the Campus***

After you have registered to the University, you are able to (see the following pages for more detailed instructions):

- ***EU-citizens:*** Register your residence in the Oulu police station
- Submit a civil registration and apply for a Finnish personal identity number and a municipality of residence
- Open a bank account
- Get a student priced bus card from Koskilinjat
- Join the University's information mailing lists
- Join the student organisation in your department or faculty



# Registrations and permits

**Student Services  
Office, KE 1020**  
Open 9am-3pm

## Registration to the University

Each student needs to register to the University for each academic year. Before registering, students pay the student union membership fee, which is EUR 87 for the academic year 2010-2011, including a health care fee of EUR 42. The registration is done for both the autumn and spring semester, either as a present or absent student. Only those registered as present can pursue their studies.

If students don't register, they will lose their study right. At the same time the user ID to the University's data systems will cease to function. Without the ID, a student cannot use the university e-mail account, WebOodi or the University Library's database. The financial aid from the Finnish state to students will not be paid to students who have not registered to the University. Re-registering after the study right has been lost requires the student to pay the re-registration fee of 35€.

New students register in the Student Services Office. Old students can also register through the WebOodi interface if they have internet banking codes.

## Residence permits

### *Non-EU/EEA citizens: Renewing your permit*

Students from non-EU/EEA countries have obtained a residence permit from a Finnish embassy in their home country. Students' temporary permits need to be renewed annually. The permit is renewed at the local police station. The Police instruct students to submit the renewal 3 months before their permit expires. A prerequisite for renewing your residence permit is that your studies are progressing and that you fulfil the same requirements as for your original residence permit. The renewal fee is EUR 80 (May 2010). You need:

- Proof of a health insurance
- Bank statement for the last 3 months (EUR 500 / each coming month)
- Past student certificates from University of Oulu
- Transcript of records
- Passport photo
- Passport

**Oulu Police Station,  
Foreign Affairs**  
Rata-aukio 2  
tel. 071 876 0211  
Closed on Tuesdays

## EU citizens

EU citizens and the citizens of Liechtenstein and Switzerland must register their right to reside in Finland at the police station if their stay lasts for longer than three months. Citizens from Nordic countries (Denmark, Iceland, Norway and Sweden) don't need to register.

## Civil registration

It is important not to confuse civil registration with a residence permit or the EU-citizen's registration of the right to reside in Finland. All foreigners are required to submit a civil registration in addition to the residence procedures. In civil registration, foreigners are required to register the same information as Finnish citizens, if they plan to reside in Finland for at least one year. The registration takes place at the local register office (Oulun maistraatti). The registered information is used, amongst other things, in the organisation of elections, and for taxation, health care, juridical administration and statistical purposes.

[www.maistraatti.fi](http://www.maistraatti.fi)

### Local Register Office

Isokatu 4

tel 071 876 0241

Open 9am-4pm

## Change of Address Notice

Each time you move, you need to submit your new address to the postal and registration authorities. This can be done in the local register office or in any post office.

## Municipality of Residence

When registering at the local register office, you should also apply for a municipality of residence (kotikunta). With it, you are entitled to municipal services, such as health, maternal and day care and can vote in local elections. The municipality of residence is granted to students with a residence permit (EU/EEA students with a registered right to reside in Finland) and whose degree programme lasts for at least two years and who are planning to stay in Finland after their studies.

## Personal Identity Number

After civil registration students can have a Finnish personal identity number (henkilötunnus). An identity number is needed for receiving a salary and paying taxes, receiving social security benefits and often for opening a bank account. All degree students can get an identity number if they wish to. You should notify the University's Student Services and other offices of your new personal identity number.

**KELA office in Oulu**  
Sepänkatu 18  
Open Mon-Wed &  
Fri 9am-4pm  
Thu 8am-5pm

### **Currency**

The Finnish monetary unit is Euro (EUR), divided into 100 cents.

**Bank notes** are for EUR 5, 10, 20, 50, 100, 200 and 500.

**Coins** are for 5, 10, 20 and 50 cents and EUR 1 and 2.

**In Finland the 1 and 2 cent coins are not in circulation.**

## Right to Social Security Benefits

Your right to social security benefits, including financial aid to students, in Finland is decided by reference to the length of your residence in Finland. If you have moved to Finland permanently, you are normally covered by the Finnish social security system and will qualify for the benefits. However, students moving to Finland for the purpose of studying are considered resident in Finland temporarily and do not receive benefits. The exception to this are students moving from another Nordic country, who can gain social security coverage in Finland if they are recorded in the Finnish population register as being resident in Finland.

You can check your right to social security benefits in Finland from KELA, and, should you be entitled to it, apply for a health insurance card (sairausvakuutuskortti) at the Social Insurance Institute (Kansaneläkelaitos/KELA).

[www.kela.fi](http://www.kela.fi)

## Opening a Bank Account

You are advised to open a bank account as soon as you arrive. In all of the banks, you are able to get service in English.

You will be given a bank card which will work in most ATMs (pankki-automaatti/Otto) throughout Finland. Some banks also have special banking terminals (maksuautomaatti) for paying bills. You will find an ATM, "Otto", in the main lobby of the Linnanmaa campus. Banks also offer on-line banking services in English for their customers, but usually foreigners need be employed or have stayed in Finland for some time before being able to get access to these services.

Be prepared to have a passport with you when opening the account. Ask for a service package for students. There is no fee for opening an account, but other services are usually liable to a charge. For example, receiving money to your account from outside the EU will cost approximately EUR 4-10, and sending an international money order costs EUR 5-20, depending on the bank.

## Money Exchange

When you exchange currency in a bank, there are two ways in which the bank charges for the service. There is a fixed service charge, not depending on the amount you exchange or the charge is a certain percentage of the exchanged amount. The exchange rates are the same in all Finnish banks.

# Working in Finland

## Work Permit

International students with a valid residence permit are granted permission to work for 25 hours per week during the semester and take full-time employment during the summer and Christmas holidays without having to apply for a work permit.

If you intend to have a full-time job in Finland during the academic year, you need to apply for a separate work permit at the police station. In principle, foreign students may be granted a work permit for full-time employment during the semester only if their work constitutes a part of their studies.

When you are about to graduate, you can apply for a residence permit for seeking employment, which is granted for 6 months. At this point, you can also enlist as a fulltime job seeker in the Employment Office.

### *Employment Office of Oulu Region*

Torikatu 34-40  
tel. 010 194 029  
Open 9am-3.45pm

## Taxation

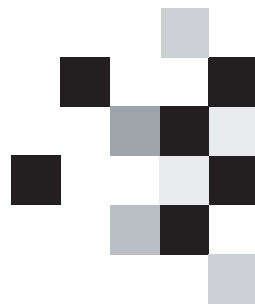
All salary paid in Finland is taxed by Finland. In addition, all the foreigners staying in Finland for longer than six months pay taxes to Finland for their whole income. However, many countries have tax treaties with Finland, so you should visit the Tax Office to find out the details and get a tax card.

You need a tax card for all the work you do in Finland. The tax office needs to know your approximate salary for the current calendar year and any possible social benefits you are receiving from the Finnish state in order to calculate your tax percentage. When you give your tax card to your employer, the income tax and social security and pension fees are automatically deducted from your pay by your employer and paid to the respective authorities. You will also receive a pre-completed tax return form every year concerning the income taxes paid during the previous year. Check the form and inform the taxation authorities if any information is missing. The form also contains information on possible tax refunds or overdue tax.

### *Tax Office*

Torikatu 34 B  
tel. 08 310 0311  
Open 9am-4.15pm

[www.vero.fi](http://www.vero.fi)



# Services for Students



## Meals

The student ID card entitles students to inexpensive meals at the student restaurants listed below (from Mondays to Fridays/Saturdays). Student meals are subsidised by the Finnish state and the maximum cost of a subsidised meal is EUR 2,60 (June 2010). Students are entitled to the student priced meal only when they show their Finnish student ID card at the counter. Before receiving the student ID card, you can get the discount by presenting your student certificate.

Usually the restaurants offer student priced meals during lunch time, but some also cater for inexpensive breakfasts and dinners. However, usually students prepare their breakfast and dinner at home. Most student restaurants are owned by Uniresta, a company that students own through the Student Union.

### *Student restaurants:*

There are various student restaurants in the Linnanmaa Campus and in the Kontingaskangas campus (Faculty of Medicine). The following restaurants offer student priced meals in the city centre:

- **Apajankahvila** (Uniresta), Dept. of Architecture, Aleksanterinkatu 6
- **Vanilla** (Uniresta), Torikatu 34-40
- **Minttu** (Uniresta), Culture Centre Valve, Hallituskatu 7

All menus and opening hours: [www.uniresta.fi/uniresta.php](http://www.uniresta.fi/uniresta.php)

## Medical Facilities

### *Students' services at FSHS*

The members of the Student Union OYY are entitled to inexpensive medical and dental care at the Finnish Student Health Service (FSHS or YTHS). The FSHS Oulu service point is located in the Linnanmaa Campus area. The student ID card entitles the students to free medical examinations and consultations, vaccinations and general medical treatment. A nominal fee of EUR 4-20 is charged for specialists' appointments, dental care, mental health care appointments and speech therapy. X-ray examinations, laboratory tests and physiotherapy are free of charge with a doctor's referral.

The fees do not include possible hospital charges or medications costs: you are yourself responsible for these costs. For that reason it's advisable for all students to take a health insurance policy and to get a municipality of residence in Oulu, which entitles you to the same public health care services as all the residents of Oulu.

### *Emergency Service*

Services at FSHS are available during office hours only: there are no services available in the evening or during the weekend. If you become acutely ill and need immediate medical care when the FSHS is not open, you can contact the Oulu Region Emergency Service in the University Hospital.

Emergency fee EUR 27,40 (June 2010)

### *Students with municipality of residence in Oulu*

The students who have acquired Oulu as their municipality of residence are entitled to the health care services provided by the city of Oulu with the same costs as all residents of Oulu. These include the services of nine local health care centres, local dental care services and the University Hospital of Oulu.

Foreign students whose municipality of residence is not Oulu are entitled to public dental care in acute cases. Treatment in public dental clinics will be charged according to the health care centre tariffs.

### *Mental Health Care and Counselling for Students*

Students often turn to counselling services if they need support for coping with study pressures or if they have a difficult situation in life and want to discuss with someone in confidence.

The University offers the services of a student counselling psychologist in the Career Services office. You can turn to the psychologist with issues related to motivation, stress or anxiety related to studies.

With issues not related to studies you can turn to the services of the FSHS mental health services, which include counselling, psychotherapy, and psychiatric treatment.

#### **FSHS Oulu**

Yliopistokatu 1 A

Open

#### **Health care**

Mon-Thu 8am-3  
.30pm

Fri 9am - 3 pm

#### **Dental care**

Mon-Fri 8am - 3pm

#### **University Hospital**

Kajaanintie 50,  
Entrance A I  
tel. 08 315 2655

The primary health care facility for students is always FSHS (YTHS)!

**To make appointments visit the FSHS centre or call:**

**Medical care**

Mon-Fri 9am - 2pm  
tel. 046 710 1063

**Dental Care**

Mon-Fri 8 am - 3 pm  
tel. 046 710 1065

**Mental Care**

Mon-Thu 8am - 1pm  
tel. 046 710 1066

### **How to use FSHS's services?**

In case of an acute illness, you can go and see a nurse in the mornings without an appointment. For afternoons, you need to make an appointment. When you use FSHS's services, always sign-up at the reception first. The receptionist-nurse will guide you to the correct practitioner. Remember to take your student ID card with you (or a receipt showing that you have paid the membership fee).

### **Cancellations**

To cancel an appointment, call 046 710 1064 (24-hour answering machine) or use the web form at [www.fshs.fi](http://www.fshs.fi). Cancellations need to include your name and time of the appointment and should be made at least 24 hours before the appointment time.

N.B. You will be charged **EUR 15** (June 2010) for a missed appointment not cancelled in time, even if the appointment itself was free of charge.

### **First-year students' medical check-up**

The FSHS invites all the first-year students to a medical check-up, consisting of an electronic health questionnaire and, if necessary, a personal visit. The electronic questionnaire includes topics related to general health and dental care, and other health-related matters. Your answers will be checked by a nurse and a dental hygienist, who will then send you a personal reply with an assessment of your general and dental health. If necessary, they will ask you to make an appointment with the nurse and/or dental hygienist.

The invitations will be sent gradually throughout the academic year, so many students will not receive the invitation until the spring semester.

The first visit to a dentist at the FSHS is free of charge.

[www.fshs.fi](http://www.fshs.fi)

## **Facilities for Students with Disabilities**

Students with disabilities are supported by personal guidance and by training given to the University staff.

The Linnamaa campus area is easy to move around. All campuses and premises of the University have marked accessible parking spaces. Wheelchair can be borrowed for the use of visitors from the services officers. There are several accessible toilets and elevators on the campus. The largest lecture halls are equipped with induction loops.

## **Support for studies and diverse learners**

Students with questions related to studying and disabilities can contact their study coordinator or the counselling services of the University. Study guidance is given by academic counsellors, student and teacher tutors and coordinators.

## Special arrangements for exams

Special arrangements for diverse learners for exams should be discussed with the teachers and with the coordinator of the international master's programme in question. Students should contact the University as early as possible to give enough time for agreeing about the possible arrangements.

## Financial Support for Students

International students must be able to finance the studies themselves or have a scholarship from their home country or from other sources. International students cannot apply for student loans or for financial aid for students in Finland, unless they live in Finland in some other capacity than that of a student (for example family ties or return migration) and can be considered permanent residents in Finland.

Oulun ylioppilasapuri (Oulu Student Help), a sister organisation of the Student Union of the University of Oulu offers scholarships to 20 students each year. The scholarship is a single payment of EUR 500 (spring 2010) and the yearly application period is in the early spring.

University of Oulu Scholarship Foundation grants scholarships to international master's degree students. The scholarship will be awarded on the basis of a student's academic success at the University of Oulu. Therefore, the applicant should have studied at the University of Oulu for a minimum of one academic year. The scholarship is a single payment of EUR 1 000 (spring 2010) and the yearly application period is at the end of the spring semester.

## Student Services

In the Student Services Office, you'll find the services of Student Affairs, Student Financial Aid and Secretary for International Affairs. Student Affairs handles the registration of students and give out student certificates and transcripts of records. Student Financial Aid manages study grants by KELA (only for permanent residents in Finland, see more on page 8) and the Secretary for International Affairs offers general guidance to international degree students.

## Student Exchange Abroad

In general, all degree students of the University can apply for a student exchange period abroad, if it can be included in their personal study plan. There are several programmes and hundreds of universities to choose from. The length of the exchange is usually 1 or 2 semesters. The International Office distributes information on exchange possibilities. Each faculty/department has its own international coordinator. Departmental coordinators and the staff members of International Relations are available for personal counselling and for detailed information about the application and selection procedure. Please note that all academic matters should be discussed at the department/faculty.

**Student Services  
Office, KE 1020**  
Open 9am-3pm

[opintoasiat@oulu.fi](mailto:opintoasiat@oulu.fi)

**general questions:**  
[student.services@oulu.fi](mailto:student.services@oulu.fi)

**International Office**  
KE 1151  
Open Mon-Tue  
10am-12noon,  
Wed 10am-4pm

[international.office@oulu.fi](mailto:international.office@oulu.fi)

## University Libraries

The University Libraries are public libraries, i.e. open to all customers. To use the library services, a library card can be obtained from all Oulu University Library units by presenting a form of ID.

The Oulu University Library is divided into 5 units specialised in different fields and located on the different campuses. Each unit offers books, journals, databases and help in using them. There are also work spaces and equipment for personal and group work.

### *Collections*

The collections of Oulu University Library amount to a million books and tens of thousands of journals. Most journals are available in web form. Course books can be found from the Textbook library Cursus. Textbooks for students in the Faculty of Medicine and the Department of Architecture can be found in their respective library units.

### *Services*

You can make searches and reservations for publications in the library collections in the online library catalogue OULA and also renew your loans. Extensive e-publications and web dictionaries are at your disposal through the NELLI portal. These can also be used from outside the campus network.

For your convenience, all libraries have an information desk where the personnel is ready to help you. If the University of Oulu libraries do not have the material you need in stock, you may obtain it through an inter-library loan from Finland and worldwide.

Library Unit	Location	Tel
Pegasus Library and Textbook Library Cursus	Linnanmaa	08 553 3501
Architecture Library	Aleksanterinkatu 6, city centre	08 553 4921
Science and Technology Library Tellus	Linnanmaa	08 553 1090
Science and Technology Library Luna	Linnanmaa	08 553 1092
Medical Library	Aapistie 7	08 537 5144
Dentistry Library	Aapistie 3	08 537 5484

More information and opening hours [www.kirjasto oulu.fi](http://www.kirjasto oulu.fi)

## IT Services

Each student gets a personal user account to the University's IT services. The user account is personal, and remains valid as long as you are attending the University. With the user account you can:

- access the email account provided by the University
- use the workstations in computer labs and campus passageways
- use your personal file storage in the University data network
- access the WebOodi student database
- get software for your computer (i.e. free anti-virus software)
- access University Library electronic databases
- access Optima electronic learning environment

You can get the user account from the IT Services' Help Desk, 1-2 days after registering to the University.

The Help Desk, the computer labs and scanning room are located in the Linnanmaa Campus near the door marked XI. The Help Desk offers guidance regarding general computing issues, discount software, color prints, and notebook rental. Lab workstations allow students to use printing, applications, and personal home directory storage. The hallway eTerminals are limited to only email and web browsing; some computer labs cannot be accessed unless you study under that department.

[www.oulu.fi/it](http://www.oulu.fi/it)

### Using Skype on Campus

The Skype programme for internet calls is available on certain Mac computers at the campus, equipped with microphones and headsets. The Skype computers can be found in the corridors near the Faculty of Technology, the Museum of Geology, the Department of Chemistry and the Humanities students' café.

More information from the Help Desk

## Data Systems Supporting Studying

### Oodi

The University of Oulu uses Oodi as its official student register. It is an information system for the administration and registration of information about students, studies and teaching.

Students use the Oodi system via the WebOodi interface. In WebOodi, students can check their personal information in the university register, add or make changes in their contact information, register for courses and examinations, browse their studies, and subscribe an electronic transcript of records. Using WebOodi requires a University user account.

Through Oodi, the University can keep up-to-date with student statistics, study

#### IT Services Help Desk

tel 08 553 3080  
helpdesk@oulu.fi

**Compass:** portal on ICT services related to studying, offering information on studying facilities, computer systems and special software

<https://wiki.oulu.fi/display/ok2>

progress, inform the students of study units, organise registration for exams and support teachers with data management related to their courses. Oodi is also used in relation to student admissions, evaluation, student exchange and corporate co-operation.

<https://weboodi oulu.fi>

### ***Optima Learning Environment***

Optima is an electronic learning environment in which a course can be carried out. Optima can also be used as a material bank for courses. Through the system, you can return documents, deliver material, keep a journal, write documents together, discuss, make exercises etc. If Optima is used in one of your courses, the teacher will give you more information.

<http://optima oulu.fi>

### ***Wiki***

Wiki is a website with content that is easily edited by its users. Due to its interactive nature and the facility of making changes, wiki is a very effective tool for creating content together. Wiki pages can be open to all or only accessible to certain people. If Wiki is used in one of your courses, the teacher will give you more information.

<http://wiki oulu.fi>

### ***Urkund***

Urkund is a service helping to deal with plagiarism. The students send their written work to the system and the teacher gets a report of it. The report details whether references have been drawn up correctly in the work. If Urkund is used in one of your courses, the teacher will give you more information.

[www.orkund.com](http://www.orkund.com)



## Adobe Connect pro

Adobe Connect pro is a web conferencing software that allows the teacher to give distance teaching and easily distribute audio, video and materials in real time. Students need an access to internet. If Adobe Connect pro is used in one of your courses, the teacher will give you more information.

[www oulu.fi/connectpro](http://www oulu.fi/connectpro)

## Career Services

Career Services provides guidance and advice with students' study planning, career planning and job search. Careers Advisors help students in finding information about work and training opportunities and also offer an opportunity to consult an advisor. You are welcome to visit the Career Services Centre at any stage of your studies.

In regard to working alongside your studies or during holidays, you should take note that finding temporary employment in Finland even in menial tasks is fairly difficult if you do not speak Finnish.

### Internships

An internship may be a compulsory part of the degree programme. If so, the department will offer guidance in finding a proper placement. The University offers annually some scholarships for study-related internships. For more information, please contact your study coordinator at the department.

In Oulu area most of the internship opportunities are in the fields of ICT, computer science and telecommunications. Networking with your fellow students, teachers, professors and friends is often the best way to map out your possibilities for finding a job in Oulu. Also for Finns networking is often the best and the quickest way to find work. Career Services assist mainly in acquiring job seeking skills and with preparing your CV.

[www oulu.fi/careerservices](http://www oulu.fi/careerservices)

## Sport Facilities

You gain access to the sports and the academic sport services provided by the Institutes of Higher Education in Oulu by purchasing the Sports Pass (EUR 30 for 2010-2011). With the Pass, you can attend the various sports, training sessions and use other services offered to students for free or at inexpensive prices. The Pass also gives you certain discounts on some course fees and on services provided by the cooperating partners. The Sports Pass is a sticker which can be put on your Student ID Card. The Pass is personal and may not be loaned to any other person. You can purchase the Pass also for only one semester.

[www.oulunkorkeakoululiikunta.fi](http://www.oulunkorkeakoululiikunta.fi)

**Career Services**  
Linnanmaa KEI 143  
tel. 08 553 3598  
[career@oulu.fi](mailto:career@oulu.fi)

**Language Centre  
Office**

room KK241  
(the green stairs up  
to Yläväylä, the 2nd  
floor)  
tel. 08 553 3200

Open 8am -  
3:45pm

## Language Courses

The Language Centre of the University of Oulu (Kielikeskus) organises language courses which are required for students to complete their degree programmes at the University of Oulu. The Language Centre is also in charge of the Finnish courses for international students.

<http://webcgi.oulu.fi/kielikeskus>

## Student Counselling & Services

Each Department and Faculty is responsible for giving students counselling in their studies. Facultes have a Chief of Educational Affairs who gives general study guidance to students.

### *Departmental Counselling*

Each department has appointed teachers or staff to counsel students in regard to their studies. The student counsellors' appointments are advertised on the notice boards and in faculty offices.

### *Student Tutoring*

Students get acquainted with studying and the university community with the help of student tutors. The student tutoring forms a part of the curriculum and is included in the orientation of each programme.

Student tutors are older students in a similar field. The University hires and trains them for the task. Tutors inform students of the start of studies, studying process, studying environment and especially their own programme. Tutoring consists of approximately 15 hours.

### *Teacher tutors*

Many departments also have teacher tutors for their new students. Teacher tutors guides the student through diverse studying issues – ideally throughout the whole programme. Usually, teacher tutors take over when the official student tutoring ends.

### *Secretary for International Affairs*

Secretary for International Affairs works in the Student Services Office and is employed together by the University and the Student Union OYY to help and guide international students.

**Secretary for Inter-  
national Affairs**

KE1020  
tel. 040 865 4284  
Visiting hours:  
Tue 10-11  
Wed 12-13  
Appointments &  
questions:  
[tiina.kotti@oyy.fi](mailto:tiina.kotti@oyy.fi)

# Studying and Assessment

## Teaching Methods

Teaching methods vary from faculty to faculty, and department to department. In general the study system is based on lectures. Typically, students have the choice of attending lectures and passing examinations on these, or taking examinations on set books, which are considered the equivalent of these lectures. Lectures and book examinations are complemented by seminars and small-group tutorials. Science degrees may also include laboratory and practical work requirements. Field courses and/or study trips occur in all faculties.

Independent studying is an essential part of a successful studying career; as are motivation and the effort the student gives to studying. Remember to leave time in your schedule for reading books and other materials, searching for information, going through the notes, writing papers, etc. Learning is an individual process; think of the best way for you to learn!

## Student Assessment

In most cases, students are assessed on the basis of written examinations at the end of a lecture series or larger study units, but there are also oral examinations. In addition, students write papers for seminars and other papers. For the Master's degrees, students write theses. The examiner is usually the course lecturer or the teacher responsible for the study unit or module, but the final responsibility for assessment remains with the subject professor. Theses are assessed by one or more teachers appointed by the faculty.

The performance of the student is documented by a grading scale from 5 to 1, 5 being the highest grade. Some courses may be graded pass/fail, in which case, only the pass is marked. Grades are entered in the Oodi database. Many departments inform students of their exam results/grades by email. A student may get an official transcript of records from the Faculty Office or the Student Affairs Office. Grades may also be consulted through Weboodi where it is also possible to print out an unofficial copy (extract) of the study attainments.

## Concepts in studying

**A study unit** is a basic unit which is used to measure and describe the teaching given to students. One unit may consist of various types of study activities, such as lectures, exercises, book exams, seminars etc.

**A curriculum** is a description of the structure of a degree and all the study units it consists of. It lists the names of each study unit and their objectives, content and teaching and studying methods.

**HOPS / PSP** (personal study plan) is drawn up by the student and it helps to plan studies in a coherent way. The plan sums up the student's objectives and ways to acquire the skills they expect to have.

**Credits** are used to measure the scope of studies. The University of Oulu adheres to the ECTS (European Credit Transfer System) where one credit corresponds roughly to 25-30 hours of work and 60 credits represent the full work load of one academic year.

**The right to study** can either be complete or limited to certain study units. The complete right to study means the right to study for a degree and it can be obtained through official admission procedures.

# Practical Information

## Transportation in Oulu

The most popular means of transportation for students are bicycles. Oulu has an excellent network of cycle paths. The following stores, for instance, usually sell used bikes:

- Jussin Pyörä-Piste, Valtatie 49
- Pyörä Suvala, Saaristonkatu 27
- Urheilu-Ulappa, Ratamotie 56
- Kestävän kehityksen talo, Tarmontie 1 (The House for Sustainable Development sells used bikes on the side of its other activities.)

The Lost Property Office (at Oulu Police Station) holds an auction twice a year where unclaimed bicycles can be bid for. These auctions are arranged in late April/ early May and in late September/early October at the Police Station, Rata-aukio 2. For exact information, ask Finnish students and follow the student information mailing lists.

## Busses

Cycling during winter time is common in Oulu, but you might want to use the bus. The bus traffic in Oulu is run by the company Koskilinjat. The student's monthly ticket costs EUR 37 and for the first time needs to be purchased from the service point in the Stockmann department store or Koskilinja' office (Sorvarintie 3).

[www.koskilinjat.fi](http://www.koskilinjat.fi)

**Note** that the law requires using special winter tyres during the winter season. Also, driving in slippery conditions takes a little time to get used to.

## Driving

In Finland drivers keep to the right. The driver's licences issued in Nordic and EU countries are valid in Finland. The licences granted in one of the signatory countries to the Geneva, or Vienna international road traffic convention are valid for a year, beginning from the date of entry into the country. Licences issued elsewhere are not generally valid in Finland. You can apply for the Finnish drivers license without taking the Finnish driving test within the first 18 months of your stay. Information about the Finnish driver's licence can be obtained from the police station.

## Legal Issues

### *Drinking and driving*

Under the Penal Code, the limit for drunken driving is 0,5 which means a driver is guilty of drunken driving if they have a minimum of 50 mg of alcohol per 100 ml of blood. A driver can also be guilty of drunken driving or aggravated drunken driving when under the influence of other intoxicants than alcohol if their driving ability is impaired.

The police use roadside breathalyser tests to screen drivers for drunken driving. If the breathalyser reading indicates that there is reason to suspect drunken driving, the person is either taken to a police station where a precision breathalyser is used or to a health centre for a blood test. If the breathalyser shows zero, although the driver is clearly under the influence of an intoxicant, they are taken for a medical examination.

### *Smoking*

Smoking is forbidden in public offices, workplaces and restaurants. Some restaurants and train wagons have closed booths for smokers.

### *Drugs*

The use and possession of drugs are punishable offenses in Finland. Using drugs still continues to be less frequent in Finland than in many other European countries and drug offenses are taken relatively seriously.

## Telephoning and Mailing

The PSOAS apartments don't come equipped with telephones. There are telephone sockets, but probably the easiest option is to buy a prepaid phone card for your mobile. These cards contain a certain amount of talking time and you can also load more time to them easily. Several phone operators offer prepaid cards: DNA, Elisa, Saunalahti, Sonera, etc. The price and amount of talking time may vary, so it might be useful to compare the offers. Usually, many of the operators have promotion campaigns and information can easily be found in kiosks, stores selling mobile phones or from advertisements. NOTE: you should already have a phone, the starting kit is only a phone card.

If you don't already have a mobile phone, you can easily purchase one in Oulu. There are several shops in the centre of Oulu where you can buy new and used mobile phones.

In Finland, the ringing tone is long with long pauses. A repeated short beep means that the number is engaged.

**Emergency number**  
(fire brigade, ambulance, life-saving service, police) in Finland is 112. You can dial 112 free of charge from all phone booths.

**To call from Finland, dial:**

- 1) 00 or +
- 2) country code
- 3) area code (drop the prefix if needed)
- 4) phone number.

**To call to Finland from abroad, dial:**

- 1) International access code
- 2) 358 (country code for Finland)
- 3) area code 8 (drop the prefix's first 0)
- 4) phone number.

**Main Post Office**  
Hallituskatu 36  
Open Mon-Fri  
8am-20pm  
Sat 10am-2pm

## Post Office

Post offices can be found in almost every part of Oulu. Stamps (postimerkki) can be bought not only in post offices but also in most kiosks, grocery stores and supermarkets. Note that both the mailboxes and the stamp machines are orange coloured. On campus, both of the paper shops sell stamps and a mailbox can also be found in the central lobby. Mail (other than newspapers) is delivered on weekdays only, not on Saturdays or Sundays.

[www.posti.fi](http://www.posti.fi)

## Shopping

### *Clothes*

Finnish winter might feel harsh to you, but it's all a question of the right equipment and wear. Be prepared to purchase warm clothing such as sweaters, insulated jackets or heavy coats. A warm hat, thick gloves, woollen socks and long underwear may also be needed, as well as warm, water repellent footwear.

The stores listed below, for instance, are fairly inexpensive:

- Seppälä, Isokatu 32-34, city centre
- Tokmanni, Sammonkatu 5, Kaijonharju
- Anttila, Isokatu 33, city centre
- Prisma, Kauppalinankuja 1-3, Linnanmaa

Note also the second hand stores:

- Pelastusarmeijan kirpputori (Salvation Army Flea Market), Ratamotie 22 or Merikoskenkatu 1 or Ratakatu 6
- Kierrätyskeskus (Recycling Centre), Paakakatu 2
- SPR Kontti, Jääsalontie 12

### *Kitchen Utensils*

Most fair-sized grocery stores and all supermarkets sell kitchen utensils and other household articles.

Sales (alennusmyynti/ale) are usually held at the end of June and after Christmas. All Finnish stores, even those with sales, have fixed prices. However, bargaining is not totally out of the question, especially with bigger purchases, but should not be taken for granted.

### *Shopping for Food and Drinks*

Grocery stores and supermarkets are usually open from 9am to 9pm Monday through Friday. On Saturdays, they close at 6pm and on Sundays are open from 12am to 9pm.

Alcohol stronger than regular beer can only be bought in a state-monopoly store called Alko. There are several Alkos in Oulu, and their opening hours are more limited than those of regular supermarkets.

## Medicine

Medicine is sold in pharmacies (apteekki) found in many parts of Oulu. Note that all antibiotics and other stronger medicines are only available with a prescription from a doctor. Also note that receiving pharmaceuticals by post from outside EU is prohibited by law, enforced by the Finnish Customs.

Some addresses:

- Apteekki, Kaijonharju, Sammonkatu 14
- Keskus-Apteekki, Isokatu 45
- Rotuaarin Apteekki, Kirkkokatu 23
- Yliopiston apteekki, Isokatu 27

## Accommodation

Housing for students in Oulu is provided by the local student housing organisation PSOAS (Pohjois-Suomen opiskelija-asuntosäätiö, the Student Housing Foundation of Northern Finland).

[www.psoas.fi](http://www.psoas.fi)

## Locks

Note that Finnish doors have Abloy-locks that lock automatically. This means that when you close the door, it will lock itself simultaneously without using the key. Beware of locking yourself out of your room or apartment. The lock has a small switch next to the latch: this can be turned to "open" position, thus preventing the door from locking itself.

## Recycling

Most waste produced by households is recycled. The cupboard below the sink in your kitchen usually already has a couple of containers for different types of waste, these are then emptied into the larger containers outside the building. At least the following types of waste are collected:

- biowaste (incl. paper napkins, tea bags etc.)
- paper
- cardboard and carton
- glass
- metals

Plastic can be taken to recycling points, located around Oulu (e.g. in Linnanmaa hyper markets' parking lot).

[www.ouka.fi/jatehuolto/english](http://www.ouka.fi/jatehuolto/english)

# Freetime and Other Activities

## ***Oulu 10***

Torikatu 10  
08 558 5580  
Open Mon-Thu  
8am-5pm,  
Fri 8am-4pm

## **Sport and Recreation Facilities**

For sport facilities at the University, see page 17.

In addition to the university sports, possibilities for sports and recreation in Oulu area are extensive. Most of the private sport and fitness clubs and halls around the city offer discounts for students. The information office Oulu 10 distributes brochures and information about the possibilities available in the city and the region. They also have maps on bicycle and hiking routes.

[www oulu.com](http://www oulu.com)

***The City Library***  
Kaarlenväylä 3

## **Libraries**

The City Library has a large selection of foreign newspapers, magazines and books, as well as a good music department. To borrow books, you need to get yourself a library card, which is valid in every library in town (except in the university libraries).

[www.ouka.fi/kirjasto](http://www.ouka.fi/kirjasto)

***The Oulu Section of SETA***

Isokatu 45 A 17  
[info@oulunseta.fi](mailto:info@oulunseta.fi)

## **GLBT**

SETA ry is the Finnish National Human Rights Organisation working for the legal equality and social justice for lesbians, gay men, bisexuals and transpeople. It is the central organisation for sexual minorities, with chapters all over Finland. SETA is a member of ILGA (International Lesbian and Gay Association) and IGLYO (International Gay and Lesbian Youth). Oulun SETA ry has groups for women, youth (under 25 years) and rainbow families and it also organizes other kinds of activities such as parties.

[www.oulunseta.fi](http://www.oulunseta.fi)

## Churches

About 85% of the Finnish population are Lutheran and 1% belong to the Orthodox Church. These are the two official religions in Finland, which means that they maintain the local population registers of their members. There are also Catholic, Jewish and Islamic congregations as well as numerous smaller religious communities.

The Lutheran Church in Oulu has employed people to serve the University's students and teachers.

For information about services held in English, you can contact Rev. Árpád Kovács (arpad.kovacs@evl.fi). He is in charge of international work and he can be reached by phone, 040 524 2778. Rev. Kovács can also give you more information on other religions active in Oulu.

## Sauna

Going to sauna is part of the Finnish culture and also belongs to student culture. Traditionally, Finns have bathed in the sauna every Saturday evening with their family.

There are public saunas in all swimming halls and most PSOAS student buildings have common saunas too. There are separate saunas for men and women in the swimming halls and the PSOAS saunas have separate turns for men and women. Check out the details from your building notice board.

Before you go to sauna, you remove your clothes and take a shower. In some mixed saunas people wear swim suits, but often this is not the case and is forbidden in most separate public saunas due to hygiene reasons.

In addition to bathing, going to sauna can also be a way of spending time with your friends. Many student gatherings are simply called sauna evenings. They are usually more relaxed than parties. In the sauna, people can relax and meet each other on an equal basis. However, there are always people who prefer not to go to sauna, even if many student evenings are held in a venue with a sauna. Usually there are separate turns for women and men, and possibly a mixed turn.

### *Oulu Cathedral (Oulun tuomiokirkko, Lutheran)*

Kirkkokatu 5, tel. 08 311 2516

Open 12 - 1pm daily

There is a Sunday Service, in English, in the Oulu Cathedral, every Sunday at 6 pm.

### *St. Luke's Chapel (Pyhän Luukkaan Kappeli, Lutheran)*

Yliopistokatu 7, tel. 08 556 1941

on the Linnanmaa campus

### *Orthodox Cathedral of the Holy Trinity (Oulun ortodoksisen seurakunnan Pyhän Kolminaisuuden katedraali)*

Torikatu 74, tel. 08 311 5741

Open Mon-Fri 9am - 12noon

### *Catholic Church - La Santa Famiglia di Nazaret (Katolinen kirkko)*

Liisantie 2, tel. 08 347 834

Open by appointment.

### *The Adventist Church*

Tuulimyllynkatu 18, tel. 08 530 3953

### *The Church of Jesus Christ of Latter-day Saints*

Nokelantie 38, tel. 08 335 714

### *Pentecostal Church*

Uusikatu 78, tel. 08 561 8900

### *The Islamic Community of Northern Finland*

Kajaaninkatu 36 H, tel. 08 311 5514

# Student Associations

## *Student Union OYY*

Mannenkatu 1,  
90130 Oulu  
tel. 08 311 3176  
toimisto@oyy.fi

## *Oulu for Students*

is a new website  
for all the student  
benefits available in  
Oulu.  
Check it out in  
[www.opiskelijanoulu.fi](http://www.opiskelijanoulu.fi)

## Student Union of the University of Oulu, OYY

All undergraduate students need to become members of the Student Union of the University of Oulu (Oulun yliopiston ylioppilaskunta, OYY) before registering to the University. The Student Union's task is to provide services to and supervise the interests of all undergraduate students in the University of Oulu. The Student Union represents students in various bodies in the University and organises diverse activities for students. There is an executive board and 6 secretaries working in the Student Union.

The Student Union membership fee, including the FSHS health care service fee is EUR 87 for the academic year 2010-2011 or EUR 43,50 per semester.

Postgraduates, i.e. post Master's, are not obliged to belong to the Student Union OYY. They are allowed to join, but they are not entitled to the student health care services and do not receive national discounts. The fee for postgraduate degree students for the academic year 2010-2011 is EUR 45.

### *Benefits and Services*

The OYY student ID card entitles you to eat at student prices at the student restaurants and use the FSHS's services. It is also beneficial to show the card whenever you purchase something, eat out, have a haircut etc. Some stores, pizzerias, hairdresser's etc. have a special price for students.

OYY arranges all kinds of activities like the start of the academic year event Vulcanalia, theme days and get-togethers. Members can take part in discussions and decision making. For English speaking members, the best place to start is the I-section. Meetings and activities are open to all.

Guidance for students is one of the services provided. The Student Union can also act as a mediator in case of problems with the University staff. OYY board and staff are always interested in hearing about students' views and issues.

Being a member of the Student Union OYY you automatically belong to the National Union of Students in Finland (Suomen Ylioppilaskuntien Liitto SYL).

[www.oyy.fi](http://www.oyy.fi)

## Student Guilds

Every major subject has its own organisation for students called a student guild or student organisation (kilta, ainejärjestö). These guilds arrange events, parties, trips, sports events and often have their own room in the university where you can have coffee, use a computer and meet people. Each student guild also has its own overalls, each with their specific colour. Overalls are used in student parties and they create a certain feeling of togetherness.

You can find a list of the guilds from the Student Union OYY's website.

## Hobbies and Clubs

There are many clubs active on the campus focusing on a certain hobby or interest, like music, photography, or international activities.

In Oulu, theatre, dance and music are highly appreciated. The University has a distinguished choral ensemble called Cassiopeia and a student theatre troupe called Ylioppilasteatteri that produces several plays every year.

A list of hobby groups is available on the Student Union OYY's website.



*OYY's board members during 1st of May celebrations*

# Ethical Guidelines for Teachers and Students

The objective of the university is to provide teaching based on research and to advance culture and well-being in the society. In order to accomplish this task, the university must create a good learning and working environment for its students and teachers, researchers, and other staff. Teachers value teaching work and strive by their actions to support the students' growth into independent, critical and flexible agents.

Our university has defined ethicality as one of the pursued values. Ethicality requires "in all of our actions high morals, tolerance, acceptance of difference, and honesty towards ourselves and others".

The university ethics work group (est. 1998) engages in active discussion over the university's values and ethical questions. On the part of research ethics, the University of Oulu is committed to follow the guidelines called "Good Scientific Practice and Handling of Its Infringements" (2002), set by the national research ethics committee.

The ethical guidelines for teachers and students have been written in the first person form as ethicality requires everybody's personal commitment. The aim of the guidelines is to create an atmosphere that values trust and cooperation, and where all parties can function well.

## As a student

I

My main objective is to learn.

II

I am aware of my role as a responsible agent in the science community; I am, in it, an example for others.

III

I will take care of myself and my abilities to study, and will advance the well-being of my university community and the communal spirit.

IV

I, with my actions, will advance my learning and the learning of my fellow students. I will not merely aim to complete my courses quickly.

V

I recognize the value of the work made by others and will always act honestly. I will, in my studies, advance the critical approach of the science community, truthfulness, communality, and impartiality. So:

- I will not cheat or otherwise operate dishonestly in an exam or teaching situation,

- My course and seminar work, and other theses are of my own making, unless I am engaged in pair or group work when the collaboration, is made visible in the credits or in some other appropriate way,

- I will appropriately mark down the references I have used and will not claim information obtainable through e.g. Internet as my own,

- I will accept the fact that I am, as a student, a part of the science community, and understand that my individual claims cannot always be fulfilled, and thus will not pressure other students or the staff to follow them.

## VI

I will not, by my behaviour, disturb other's learning and working in a teaching or exam situation.

## VII

I will respect the teacher's teaching and research work. So

- I participate in teaching situations and I will act actively and responsibly in them,

- I will give relevant feedback of the teaching,

- I will, in my work, follow the instructions given by the teachers, and will promote positive atmosphere in the teaching situations.

## As a teacher

### I

As a teacher in the university, my main objective is to advance the learning of the students. I will promote it i.e. by

- Developing myself as a researcher and a teacher;

- Treating the students equally and assessing their learning and achievements appropriately,

- Giving credit to students when their working promotes their own or others' learning,

- Advising students to alter their working

methods if they distract the learning of others,

- Intervening appropriately in dishonest activities e.g. plagiarism or cheating.

### II

I recognize my role as a responsible agent in the science community. I will be a positive role model for the students and my colleagues, and an example how to operate within a science community.

### III

I will take care of myself and my ability to work, and will promote the well-being and communal spirit within the university community. I will work in collaboration with my colleagues. I will not present information or research results produced by others in my own name.

### IV

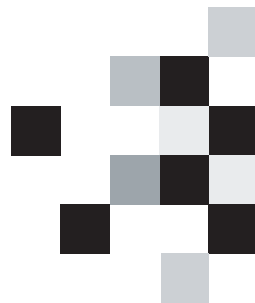
I appreciate and develop my work as a teacher and will advance the esteem of teaching work in my unit and university.

### V

I am interested in the learning of my students and respect their views and the appropriate feedback given by them.

### VI

I will not try, without a credit, to benefit from my students and their input.



# Finnish, a survival kit

## ABBREVIATIONS AND PHRASES

klo (kello)	time
Kyllä	Yes
Ei	No
ark. (arkisin)	on weekdays
vko (viikko)	week
krs. (kerros)	floor
Kiitos	Thank you
puh. (puhelin)	tel.
Terve/Hei/Moi	Hello/ Hi
kpl. (kappale)	piece, each item
Hyvää huomenta	Good morning
Hyvää päivää	Good afternoon
Hyvää iltaa	Good evening
Hyvää yötä	Good night
Näkemiin/Hei hei	See you/ Bye
Anteeksi	Excuse me
Anteeksi	Sorry
ma (maanantai)	Monday
ti (tiistai)	Tuesday
ke (keskiviikko)	Wednesday
to (torstai)	Thursday
pe (perjantai)	Friday
la (lauantai)	Saturday
su (sunnuntai)	Sunday
tänään	today
huomenna	tomorrow

## TRANSPORTATION AND SIGNS

taksi	taxi
puhelin	telephone
VR=Valtion Rautatiet	Finnish Railways
puhelinkortti	telephone card
N = naiset	ladies(' room)
M = miehet	men('s room)
juna	train
keskusta	centre
vaunu	coach, car
kassa	cash desk
raide	track
asiakaspalvelu	customer service
lipunmyynti	ticket sales
toimisto	office
avoinna/auki	open(ing hours)
suljettu/kiinni	closed
aikataulu	timetable
ulos	exit
sisään	entrance
vedä	pull
työnnä	push
makuuvaunu	sleeping car
ravintolavaunu	dining car
tupakoimaton	non-smoking
tupakoiva	smoking
epäkunnossa/rikki	out of order
menolippu	one-way ticket
meno-paluulippu	return ticket
matkatavarat	luggage
linja-autoasema	bus station
linja-auto/bussi	bus
lentokenttä	airport

## SHOPPING

ale (alennusmyynti)	sale
(erikois)tarjous	(special) offer/sale
hinta	price
kuitti	receipt
vaihtorahat	change
pankkikortti	bank card
luottokortti	credit card
automaattikortti	ATM/ cashcard

## BASIC FOOD ITEMS AND MEALS

voi	butter
juusto	cheese
hedelmät	fruit
liha	meat
kala	fish
vihannekset	vegetables
marja	berry
kana	chicken
kahvi	coffee
tee	tea
peruna	potato
riisi	rice
suola	salt
pippuri	pepper
sokeri	sugar
sipuli	onion
kananmuna	egg
pähkinä	nut
olut/kalja	beer
viini	wine
kasvisruoka	vegetarian food
laktoositon	lactose free

## BANKING AND MAILING

palvelumaksu	service charge
valuuttakurssi	exchange rate
valuuntanvaihto	currency exchange
henkilöllisyystodistus	identification
posti	post office
postimerkki	stamp
kirje	letter
paketti	parcel
maitse	by surface mail
lentopostitse	by air mail
sähköposti	e-mail
lasku	bill

## GENERAL UNIVERSITY TERMINOLOGY

lukuvuosi	academic year
syyslukukausi	autumn term
kevätlukukausi	spring term
valinnainen	optional
perusopinnot	basic studies
aineopinnot	subject studies
syventävät opinnot	advanced studies
pakollinen	compulsory
valinnainen	optional
kurssi	course
opintopiste	credit, credit point
laitos	department
tiedekunta	faculty
arvosana	grade
harjoitukset	examination
luento	lecture
seminaari	seminar
opintorekisteriote	transcript of records
opiskelijakortti	student ID card
koe, tentti	examination

32 NUMBERS

yksi	one
kaksi	two
kolme	three
neljä	four
viisi	five
kuusi	six
seitsemän	seven
kahdeksan	eight
yhdeksän	nine
kymmenen	ten
sata	a hundred
tuhat	a thousand

CONVERSIONS

Fahrenheit/Celsius

212/100	41/5
122/50	32/0
86/30	23/-5
77/25	14/-10
68/20	5/-15
59/15	-4/-20
50/10	-22/-30

Miles/Kilometers

100/161
50/80
30/48
20/32
10/16
5/8
4/6.5
3/5
2/3
1/1.609

Pounds/Kilograms

10/4.54
5/2.27
4/1.81
3/1.36
2/0.91
1/0.45
0.5/0.23





