



New Student's Guide 2020



University of the Arts Student Union

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University of the Arts Student Union (ArtSU)

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PHOTOS

Mikael Kinanen (cover, ArtSU's anniversary party 2015)

Tiitus Petäjaniemi (p. 16, the capping of Havis Amanda statue 2016)

UNIARTS HELSINKI

Helsinki 2020



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1. What is Uniarts Helsinki?

At the beginning of 2013, the Finnish Academy of Fine Arts, Sibelius Academy, and Theatre Academy Helsinki merged and became the University of the Arts Helsinki (abbreviated Uniarts Helsinki). Its primary mission is to provide the highest level of education in the arts, to engage in research and artistic activity, and to make an impact on society. The university's wide selection of programmes in the field of arts and productive dialogue between teaching and research make Uniarts Helsinki a unique university on an international scale.

Uniarts Helsinki works in active cooperation with other universities and higher education institutions. Uniarts Helsinki fosters its unique traditions and carries them onward and over academy and subject lines as it brings about something entirely new and different. Interaction between artists from different fields was an integral part of creating the national identity – and it remains important as we reshape the society today.

The university has 2,100 students and about 600 full-time equivalent employees. Read more on Uniarts Helsinki at www.uniarts.fi.

2. Why am I a member of the Student Union?

✘ What is ArtSU?

The University of the Arts Student Union (ArtSU) is a student society mandated by law and also an interest and service organisation. All Uniarts Helsinki degree students are members of ArtSU. The University of the Arts Student Union was established on 1 January 2013 when the student unions of the Academy of Fine Arts, Sibelius Academy and Theatre Academy merged together. The purpose of the Student Union is to act as a tie between its members, to look after its students' rights and to offer them services that facilitate studying. More information on ArtSU can be found on the Student Union's website at www.taiyo.fi.

✘ Membership and the membership fee

All degree students (Bachelor's and Master's students) of Uniarts Helsinki automatically belong to the Student Union, including students studying in separate Master's degree programmes. Every degree student must pay the ArtSU membership fee when enrolling as an attending student for the coming term or academic year. Uniarts Helsinki will provide you with exact enrolment instructions (Artsi: Studying > Right to study and the academic year calendar > Registration for the academic year). If they so choose, doctoral students, foreign exchange students studying at Uniarts Helsinki for more than 3 months, and students who are completing either non-degree pedagogical studies for teachers or in some cases supplementary studies may all join ArtSU at any time during the academic year by paying the membership fee.

You should keep in mind that the Student Union membership fee is not a tuition fee, but something completely different. ArtSU, just like any other student union, is a society under public law, and its task is to serve as a link between its members (i.e. the Uniarts Helsinki students) and act as the supervisor of their interests. The Student Union is not a part of the Uniarts Helsinki administration, but operates completely independently in terms of financing and administration, and its operations are funded through membership fees. In the autumn semester 2020, the membership fee of a Bachelor's and Master's student also includes the FSHS (Finnish Student Health Service) health care payment, which allows you to use FSHS's health and mental health services free of charge and dental and

specialist services at a very affordable price (from spring 2021 on the FSHS health care fee is paid separately to Kela). The amount of the membership fee is annually decided by the Student Union Council, and the ArtSU membership fee is one of the most inexpensive student union fees in Finland.

✘ **Interest organisation of the students**

The main task of the Student Union is to safeguard the cause, rights, benefits and well-being of its members in various contexts within the university as well as on a national scale. ArtSU does continuous student advocacy work inside Uniarts Helsinki by keeping in touch with the head and administration of the university, following what's happening in the academies, listening to feedback from the students and informing them on current issues, representing students in different bodies and giving official statements when necessary.

The Student Union also elects all the student representatives, who participate in the university administration and forward initiatives and wishes from the student body. Together with other student unions and art student associations, ArtSU exerts its influence on educational and social politics concerning students in the whole country, for example within the National Union of University Students in Finland (SYL), Finnish Student Health Service FSHS, and Foundation for Student Housing in the Helsinki Region (HOAS).

The Student Union includes all of the Uniarts Helsinki students and operates as vigorously as its members are willing to work for it. So come and join in our activities, and whenever you have been mistreated or have ideas on how to make things work better, remember to contact us!

✘ **Bringing students together in events**

Parties and other events, like the ArtSU anniversary celebrations in April, are a visible part of the Student Union activities and help bring students from different academies together. The academy committees and department clubs also have their own events, and they are often financially supported by ArtSU. The orientation day after party in August is the first big event of the year, after which also each academy has their own party for new students. Join us and bring your friends, too!

✘ **Benefits and services provided by the Student Union**

The most tangible Student Union benefits include the FSHS health care services and various **student discounts** that you can get by showing your student card (instructions on how to order your card are in Chapter 3). Student card discounts include affordable student lunches in student restaurants, a student discount on train and bus tickets, and hundreds of other benefits from computers to theatre tickets and from clothes to insurances. You can find more information on the discounts at www.frank.fi/en.

The Student Union office is located in the Sibelius Academy's N building (Nervanderinkatu 13, 4th floor). The office offers you **help and counselling** on different questions related to studying and student life, as well as a PA system and drum set rental at an affordable price. You can also buy a variety of products, including hoodies, canvas bags, lyres for the student cap and Student Union ribbons at the office. Right next to the office is also one of the three Student Union **common rooms**; the other two are located at the Theatre Academy's Kookos building in Haapaniemenkatu and at the Academy of Fine Arts premises in Elimäenkatu. All three rooms are open to all students and are meant for hanging out, so you are welcome to hold meetings, make some coffee (all three rooms feature a kitchen) or simply take a nap in them.

The Student Union supports its members' artistic activities by maintaining the Space for Free Arts (Vapaan taiteen tila) and the Artist Directory. The **Space for Free Arts** is an arena where all students

of Uniarts Helsinki are welcome to showcase their performances, exhibitions and other events. The space is located in Sörnäinen at the Katri Vala park public shelter (entrance cross the street from Vilhonvuorenkuja 16). A more specific description of the facility, booking details, event calendar and additional information is available at www.vapaantaiteentila.fi.

The Artist Directory is an artist database on ArtSU's website, where all Student Union members can leave a notice when they want to be found by people looking for performers, teachers and other services related to the arts. All ArtSU members can leave a notice free of charge to the artist directory to market their artistic skills, and it's also possible to leave a notice on behalf of a larger group of performers. You can find the Artist Directory and leave your notice at www.taiyo.fi/taiteilijapankki.

Other ArtSU services to ease the burden of studying and cheer you up:

- ArtSU gives small project grants to Student Union members and student associations for projects focusing on the University of the Arts student community.
- The University of Helsinki Law Students' Association Pykälä offers free legal counselling for ArtSU members (www.pykala.fi/oikeusapu, oikeusapu@pykala.fi, tel. 050 311 0715).
- Student Union members get a free Art Calendar each year, and the Ylioppilaslehti student magazine is distributed to the lobbies of the Uniarts Helsinki premises 6 times per year.

✘ ArtSU administration and communications

The highest decision-making body in the Student Union is the Student Union **Council**, which convenes 4-6 times a year. The council is selected for a two-year term by election, in which every Student Union member has the right to vote. The next election will be held in October and November 2021, don't forget to vote! The council selects the Student Union Chair and an **Executive Board** with 6-10 board members. As the Executive Board holds the executive and administrative power, it is in charge of the Student Union operations. The Executive Board's term of office is one calendar year.

The Student Union also has three regular **employees**. The Secretary General is in charge of the Student Union finances and acts as the executor of the decisions made by the Council and the Executive Board and as the meeting secretary. The Secretary for Member Services and Interest Advocacy is in charge of member services, day-to-day office routines and all affairs related to student advocacy, and the Space for Free Arts Coordinator takes care of all things related to the Space for Free Arts, like reservations etc.

You can find more information on the Student Union, our services and our events on our website at www.taiyo.fi, our Instagram (@taiyoartsu), our Facebook page (www.facebook.com/taiyoartsu) and in our Facebook group. ArtSU also sends all students a weekly newsletter by email. Follow us on social media for updates on what we can offer you!

✘ Academy committees and department clubs

Three academy-specific committees (jaosto in Finnish) operate under the University of the Arts Student Union: The Academy of Fine Arts committee, Sibelius Academy committee and Theatre Academy committee. Each committee operates as a link between the students of its academy, organises academy-specific events, maintains the student traditions of the academy, and also participates in supervising the interests of its field and its students to the best of its ability. Additional information on the committees and their activities from the committee chairs:

KuvA committee: Xenia Østergård Ramm, xenia.ramm@uniarts.fi

SibA committee: Robert Ruohola, robert.ruohola@uniarts.fi

TeaK committee: David Sandqvist, david.sandqvist@uniarts.fi

Department clubs are student organisations aimed at bringing together students of the same subject or field, promoting their interests and organising activities. At the moment, department club activity is mainly concentrated in the Sibelius Academy, whose clubs are presented below. In addition, the Academy of Fine Arts has a student club JATKUVA ry for its doctoral students, and the Theatre Academy has a student club VÄSy for students of lighting and sound design.

Kamus – Department club for folk music students, chair Vilma Jääskeläinen, vilma.jaaskelainen@uniarts.fi. The purpose of the club is to promote the interests of folk music students and to act as a link between staff and students. The club also promotes the well-being of students by organising jam sessions, parties and other recreational activities and by taking part in artistic conversation within the Academy. The club participates in the teachers' weekly meetings and reports on the topics discussed to the students.

Kimu – Department club for church music students (Helsinki), chair Maria Aaltonen, maria.aaltonen@uniarts.fi. The purpose of Kimu is to promote the interests of Sibelius Academy's church music students and to further the joint activities of its members. The one time membership fee is €30 for first year students, €25 for second year students and so on. The club organises fun recreational activities such as trips, gatherings and matinées for the department's members. Kimu also engages in active dialogue with the department's leadership and oversees matters related to studies. The affairs of the club are run by a board of students from different years, and they are elected in the fall assembly. Important information is sent out via the department club's email list.

Klamu – Club for classical music students, more information from klamurycontact@gmail.com. Klamu is a new club that unites all classical music students. By paying our yearly membership fee you'll be a part of our merry crew and will receive membership benefits. We arrange several events every year, from a gala concert that spans the entire classical faculty to an annual ball, as well as other activities. We are seeking interested classical music students to be part of the board and working groups!

Kukko – Department club for vocal music students, chair Wilhelmina Tómasdóttir, wilhelmina.tomasdot-tir@uniarts.fi. Kukko promotes and oversees the well-being of its members. The department club strives to bridge the gap between the students and the staff and works in close cooperation with the department staff. Kukko's mission is to make the study environment more functional and fun for everyone. Besides taking care of student affairs, Kukko also organises recreational events, concerts and fun parties that increase students' well-being and positive attitude towards life.

Maine – Department club for music education students, chair Veera Isotalo, veera.isotalo@uniarts.fi. Students completing a degree in the Department of Music Education can join the club as full members, and all Uniarts Helsinki students can join as supporting members. It is the goal of Maine to tend to its members' well-being and entertainment by organising parties, trips, and recreational activities and to act as the representative and spokesperson for its members at the Sibelius Academy. Maine is also an active participant in the public debate on music education related matters and works in close cooperation with ArtSU. Maine sends out information on topical matters and events once a month via its Kuukauden Maineesi newsletter. Maine's annual meetings are organised in spring and autumn. In the autumn meeting, the members select a board for the next year. If you want to join the honourable activities of Maine, contact our chair and become a member!

SAKKO – Students from the Kuopio unit of Sibelius Academy, chair Sanna Saarenpää, sanna.saarenpaa@uniarts.fi. SAKKO is a department club for the Sibelius Academy students in Kuopio, and it acts as the supervisor of the students' interest and organises recreational activities, trips and study excursions. Every Autumn, the club's general assembly appoints a chairperson and five board members, who are responsible for organising recreational activities, among others.

SIMA – Sibelius Academy Managers of Arts, chair Meri Jaakola, meri.jaakola@uniarts.fi. The club promotes the students in Arts Management and helps them with their ambitions, be they social, artistic, societal or other. It also wants to promote the national and international visibility of Arts Management as a field of study. All registered Arts Management students are welcome to join as full members, as are exchange students studying in the Master's programme for at least three months, as long as they accept the rules of the department club.

3. How can I get started with my studies?

✘ **University registration i.e. enrollment for the academic year**

Once you have accepted a study place at Uniarts Helsinki (instructions are sent with the admission letter), you must enrol as an attending student. In the following years, students must register at Uniarts Helsinki as attending or non-attending every academic year. Additional information is available on Artsi: Studying > Right to study and the academic year calendar > Registration for the academic year.

- Enrol as an attending student if you plan to participate in tuition and complete study attainments during the term or the academic year.
- Enrol as a non-attending student if you do not plan to study at all during the term or academic year, but wish to retain your right to study. A first-year student can enrol as a non-attending student only for certain reasons stated in the law, like military service, civil service, maternity, paternity, or parental leave, or case of illness.

Enrolment by deadline is absolutely necessary. If you do not enrol within the deadline, you will lose your right to study and also the study rights you were granted for the present academic year. A student who enrolls late must submit a written application to be re-entered into the university register. In addition, a re-enrolment fee will be collected from the student (€35).

Note: The Finnish Universities Act limits the duration of studies leading to a first-cycle and/or second-cycle university degree. The limitation of the duration of studies also affects the enrolment, particularly when it comes to enrolling as a non-attending student. Read more in Chapter 5, under Duration of studies for a university degree, and on Artsi: Studying > Right to study and the academic year calendar > Right to study.

If you are a member of another student union in Finland and have paid the membership fee to both the University of the Arts Student Union and the other student union, you can apply for a refund of the FSHS fee for the time period in question. The student union **whose fee you paid last** is the one that can refund the FSHS fee. The refund must be applied for **by 30 September** for the autumn semester, applications submitted after this date will be rejected.

Applications must be returned to the Student Union office during its opening hours. When applying for a refund, you must return the application form that you can find on ArtSU webpage and in the Student Union office and show receipts of both payments. For more information, please contact the Student Union office.

✘ **Student card**

Membership of the Student Union provides you with many benefits and services. One of the major benefits of membership is a student card, with which you can prove that you are studying in Finland. This gives you the right to use the services of the Finnish Student Health Service and entitles you to hundreds of student discounts all around the country and online, including student restaurants, trains and long-distance buses (more info in chapter 7). All student cards are ordered from the student-owned company Frank, which also negotiates more student discounts for you.

The student card is available both as a digital and a plastic card, and with or without a payment feature (it also functions as a debit card if you want). For an added fee, you also have the option of ordering an ISIC Student Card, which gives you student benefits all around the globe. You can find more info on the different card options and student discounts at www.frank.fi.

Please note that you must remember to order the student card yourself, it will not be delivered to you automatically. Please also note that a plastic student card is not valid before it has a term sticker,

handed out by the Student Union, on it! At the beginning of the academic year, it may take 3–4 weeks for plastic student cards to arrive. Before you receive your student card, you can get student discounts for your meals and train tickets when you show your certificate of attendance.

✘ Housing

It is advisable to search for housing from as many instances as you can. Also bear in mind that at the housing market, it pays to be quick!

Student housing:

- HOAS
- Student Nations
- Clavis (only for Sibelius Academy students)
- Banks, foundations, insurance companies

Other alternatives:

- The internet
- Notice boards, newspapers
- Friends, acquaintances, word on the street.

Foundation for Student Housing in the Helsinki Region (Hoas) has rental apartments all over the greater Helsinki area. A majority of these apartments include 2–3 rooms and a kitchen(ette), and are suitable for students with families or as shared apartments for two or more students. The average rent for a room is about €250–440/month and for a flat €450–850/month, depending on the age and condition of the apartment. You can also apply for a flat together with you friends or with your family from Hoas. The Hoas website also features an online flea market (under Housing Manual) where students may e.g. post information on furniture for sale. More information: www.hoas.fi.

Student Nations have a wide range of reasonably priced student apartments in the Helsinki region. In order to apply for Student Nation housing, you must join a Student Nation. More information: www.osakunta.fi/osakunnat.

Clavis is a hall of residence for Sibelius Academy students located in Etelä-Haaga, Helsinki. You may apply to Clavis as soon as you have been accepted as a student at the Sibelius Academy. There is a total of 105 apartments in Clavis, a few of which are vacated every year. The apartments are small studios (18 m² and 23 m² in size). In every room, there is an en-suite bathroom, shower, mini-size kitchen and internet connection. In the building, there is a sauna, a laundry room, practice rooms, a common room and a great hall. More information is available at www.clavishouse.fi.

Some banks, insurance companies and foundations also have student apartments or halls of residence, and often these have more reasonable rents than free-market apartments. Students are also eligible to apply for city-owned rental apartments. Information on city-owned rental apartments in the Helsinki metropolitan area is available at www.hel.fi/kv/stadinasunnot-fi (Helsinki), www.espoonasunnot.fi (Espoo) and www.vav.fi (Vantaa).

A right-of-occupancy apartment is also one option for your own crib. In addition to the monthly usage fee, 10–15% of the price of the apartment is paid as a right-of-occupancy fee when moving in, which allows you to obtain a permanent right of residence. The right-of-occupancy fee is refunded when moving out. Every locality has its own right-of-occupancy housing queue, just ask for it!

Free market housing can be looked for online from various housing sites (see links at www.taiyo.fi/jasenille/asuminen) and social media; there are e.g. several groups on Facebook that share information about vacant rental apartments and rooms in shared flats. It is also worth following the ads in newspapers (both Helsingin Sanomat and local newspapers), and good old bulletin boards can also be a noteworthy forum. You should also take advantage of your network and let people know of your intentions: the more friends or relatives know about your situation, the more can help!

✘ Notification of a change of address

When you permanently relocate to a new place, you must file a notification of change of address to make sure that your mail reaches you and that your Population Register information is up-to-date. Once you have filed the notice, your new address information will be automatically directed to various officials, such as Kela and the tax administration. The easiest way to file the notice is online at www.posti.fi/changeaddress, but you can also go to a post office or to the Register Office and fill in the notice in paper form.

Note: If you file your notification of change of address at Posti, the information will not be directed to Uniarts Helsinki's student register, so please make sure you notify the university of your current address. The easiest way is to do it at WebOodi.

4. Where should I be, and how do I know what is happening?

✘ The Uniarts Helsinki locations

The Sibelius Academy operates in three different buildings in Helsinki and also has a unit in Kuopio:

- M building = Helsinki Music Centre (Töölönlahdenkatu 16 C)
- N building (Nervanderinkatu 13)
- R building (Pohjoinen Rautatiekatu 9)
- Kuopio Unit (Kuopionlahdenkatu 23 C, 70100 Kuopio)

The Theatre Academy operates at Haapaniemenkatu 6 (Teak-Kookos) and Lintulahdenkatu 3 (lighting and sound design).

The Academy of Fine Arts operates at Elimäenkatu 25 A. The Academy also has a teaching and exhibition space called Exhibition Laboratory, which is open to the public and located at Merimiehenkatu 36. Exhibition Laboratory Project Room, on the other hand, is the Academy's exhibition space, located at Lönnrotinkatu 35.

Janitors can help you during the opening hours of each building, and identification keys are used to access the facilities at other times. More information and opening times can be found on Artsi: Studying > Student services > Facilities.

✘ Communications

All new students will receive a Uniarts email address. Please make sure you read your email regularly! If you prefer to use another email address, please make sure that the messages arriving to your Uniarts account are being forwarded to this address. Uniarts Helsinki only uses Uniarts email addresses in its communication to students.

The Uniarts Helsinki intranet Artsi is the university's main channel of communication. At Artsi, you will find current information on teaching, term schedules, student administration services, as well as Uniarts Helsinki events. Information concerning studying is also available at the Uniarts Helsinki website.

✘ Practical tips for students

- More information on the Uniarts user account and email address can be found in the student orientation material provided by the academies and in Artsi. Artsi has a page called IT and telephone, which provides information on the university user ID and password. New students can activate their Uniarts Helsinki user ID by using the online banking identification at <https://password.uniarts.fi>. After activating your user ID, you can access your email, WebOodi, intranet Artsi, the booking system Peppi, computers in IT rooms and the multifunction printers.
- Each building has so-called multifunction printers that can be used for printing, scanning and photocopying documents. Users need a Uniarts ID in order to log in to the printer, but the login is quicker when you use a printing card (the university advises students to activate their HSL travel card as their printing card). When students log in to a multifunction printer for the first time, it will ask for their Uniarts username and password, and students can then activate the card as a printing card by following the instructions given. Degree students receive a printing quota of 400 pages per year, including both photocopying and printing – scanning doesn't decrease the quota. You can buy more prints online at <https://lataamo.uniarts.fi>. Note: Remember to always sign out from the multifunction printer after you have finished using the printer (log out button). More information can be found in Artsi (IT and telephone > Printing).

- When printing in an IT room using a multifunction printer, choose Turvatulostus/Secure Printing as the printer. It's best to wait a few minutes after logging in so that the printer settings have time to be updated on the computer you're using.
- Tip: one particularly convenient way of printing is the "mobile printing", which means sending the file you want to print as an attachment from a Uniarts email to the address print@uniarts.fi. You can send the file to be printed from your own computer, and you don't have to go to a university IT room in order to print it. You can print the document on any of the university multifunction printers with your printing card.
- The IT Support team will help you with IT problems: email address help@uniarts.fi, telephone 0294 472200, customer service from 8:30 to 16:00. The IT helpdesk is open from Monday to Friday between 10:00 and 15:00, exact locations can be found in artsi.uniarts.fi.
- More information on the acquisition of access keys and contactless identification keys can be found in the student orientation material provided by the academies.
- Each Sibelius Academy facility has lockers. Keys to these are usually received from the attendants of the facility. The Theatre Academy offers lockers to students who study at the Kookos Campus, and the keys can be obtained at the same time as the students receive their contactless identification keys. Students at TeaK-Vässi (facilities of the programmes in lighting design and sound) have lockers with a combination lock and one shared space for instruments.
- Student Union also maintains the Space for Free Arts (Vapaan taiteen tila). The Space for Free Arts is an arena where all students of Uniarts Helsinki are welcome to showcase their performances, exhibitions and other events. The space is located in Sörnäinen at the Katri Vala park public shelter (entrance at Vilhonvuorenkuja 16). A more specific description of the space, booking details, event calendar and additional information is available on the Space's own website at www.vapaantaiteentila.fi.

5. What rights and responsibilities do I have? How can I affect the University?

The Uniarts Helsinki students' legal protection and right to study have been stipulated e.g. in

1. the Universities Act (558/2009)
2. the Government Decree on University Degrees (794/2004)
3. the Uniarts Helsinki regulations
4. the Uniarts Helsinki degree regulations
5. the regulations, including degree regulations, of each of the academies (Academy of Fine Arts, Sibelius Academy and Theatre Academy)
6. the degree programme or subject-based teaching syllabuses and in the degree requirements.

The degrees obtained from Uniarts Helsinki include Bachelor/Master of Music (the Sibelius Academy), Bachelor/Master of Arts (Theatre and Drama / Dance, the Theatre Academy) and Bachelor/Master of Fine Arts (the Academy of Fine Arts). In the future, it will also be possible to obtain the degree of Bachelor/Master of Arts (Art and Design). The extents of the degrees vary according to academy so that the normative duration of studies for Bachelor's and Master's Degrees are as follows (Bachelor's + Master's): Sibelius Academy 3 + 2 1/2 academic years, Theatre Academy 3 + 2 academic years, Academy of Fine Arts 3 1/2 + 2 academic years.

You may turn to the Head of Study Affairs if you have questions related to your legal protection, or ask for help at the Student Union. Additional information is also available on Artsi: Studying > Study related forms and regulations on studies > Regulations on studies.

✘ Duration of studies for a university degree

Amendments to the Finnish Universities Act concerning the duration of studies came into force on 1 August 2005 (Sections 18d, 18e, 18f, 15.7.2005/556). The amendments limit the duration of studies leading to a first-cycle and/or second-cycle university degree. According to the Universities Act, universities must arrange teaching and study guidance so as to enable full-time students to gain their degrees in the normative time.

✘ Right to study

Restrictions regarding the duration of studies apply to students who have been granted the right to pursue degree studies on 1 August 2005 or thereafter. Regulations concerning the right to study are defined in sections 40-43 of the Universities Act 558/2009. The law applies to all Finnish universities. Students who have not completed their studies in the time or in the extended time and students who have not been granted an extension to the duration of studies shall lose their right to study.

A student admitted to study for both the first-cycle (Bachelor's) and the second-cycle (Master's) university degree has the right to complete the degrees in a time exceeding the normative duration of studies by a maximum of two years (Theatre Academy 5 years + 2 years, Academy of Fine Arts and Sibelius Academy 5 1/2 years + 2 years). A student admitted to study only for the first-cycle university degree has the right to complete the degree in a time exceeding the normative duration of studies by a maximum of one year (Theatre Academy 3 years + 1 year). A student admitted to study only for the second-cycle university degree has the right to complete the degree in a time exceeding the normative duration of studies by a maximum of two years (Academy of Fine Arts and Theatre Academy 2 years + 2 years, Sibelius Academy 2 1/2 years + 2 years).

Students' duration of studies are monitored by the administration. The duration of studies does not include absence due to voluntary military service or conscription or to maternity, paternity or

parental leave. The duration of studies does not include an absence of a maximum of two terms for which the student has registered as non-attending. More information on Artsi: Studying > Right to study and the academic year calendar > Right to study.

✘ **Extending the right to study**

The university may grant extension to the duration of studies on application to students who have not finished their studies in the time defined in section 18 e in the Universities Act, if the student presents a goal-oriented and feasible plan for completing their studies. More information on Artsi: Studying > Right to study and the academic year calendar > Right to study.

Students who have not completed their studies in the time stated in Section 18 e or in the extended time and students who have not been granted an extension to the duration of studies shall lose their right to study. If such a person who has lost their right to study later wishes to start or resume their studies, they must reapply to the university for admission.

✘ **Assessment of study attainments -- students' rights**

Students have the right to know how the evaluation criteria have been applied to their work, and they shall be given an opportunity to see the assessed written or otherwise recorded study attainment. Written and otherwise recorded study attainments must be retained for a minimum of six months from the announcement of the results. (The Universities Act, Section 44, paragraph 1).

Ordinarily, study attainment results must be published within four weeks from the examination date or other deadline given for the completion of the study attainment. Study attainments must be entered into the student register without delay after their publication. (Uniarts Helsinki Degree Regulations, Section 39). Students should monitor their study attainments in the student register and, if they are not duly entered, notify the student registry. More information on Artsi: Studying > Course selection and completing studies.

A student dissatisfied with the grading of a study attainment, other than a thesis, may apply for a rectification of the grading orally or in writing from the teacher who made the grading decision (Universities Act, Section 82, Paragraph 4). The request for rectification must be filed within 14 days since the time when the student had the opportunity to receive the assessment results and the assessment criteria. A student dissatisfied with the decision regarding the appeal may appeal the matter to the Academic Appeals Board of Uniarts Helsinki within 14 days of receiving notification of the appeal decision.

A student dissatisfied with the grading of a thesis may apply for a rectification of the grading from the person who made the grading decision in accordance with the guidelines given by each Academy (Universities Act, Section 82, Paragraph 3). The appeal shall be made within 14 days of the receipt of notification of the decision. More information on Artsi: Studying > Study related forms and regulations on studies > Study attainments and applying for a rectification.

✘ **Chances of making an impact**

The following administrative bodies have executive power at Uniarts Helsinki:

- The Board is the highest executive body within the university. Among other things, it makes decisions regarding the principles, goals and strategy related to the university's operations and finances, and is responsible for the university's assets. The Board includes 2 student members.
- The University Collegium elects and excuses the university board and confirms the university's financial statement and annual report, among other things. The University Collegium has six student members, two from each academy, and their personal deputy members.

- Each of the Uniarts Helsinki academies has its own Academy Board that manages the academy's affairs. These Boards include three student members.
- Matters related to teaching are decided at the university level by the University Council and at the academy level by the Academic Council or the Teaching Council and the Research Council. All of these also have their own student members.
- The Rector, Vice-Rectors and Deans form the Executive Group of Uniarts Helsinki. The Executive Group is the highest operative body within the university.

Students also have representatives in other working groups of Uniarts Helsinki, and all student representatives in the university administration are elected by the student union after an application process. All student representatives welcome suggestions for improvement or change. The names of student representatives are listed at the Student Union website. If you feel you are unable to navigate your way through the maze of administrative bodies, contact the Student Union. By taking part in Student Union activities, you increase your chances of making a difference (see Chapter 2 "Student Union").

Uniarts Helsinki grants ECTS credits to students for holding positions of trust in an administrative body or an organisation. More information on Artsi Studying > Study related forms and regulations on studies > Regulations on studies.

✘ **Subject groups, degree programmes and subject areas**

The Sibelius Academy is divided into two faculties and the subject groups are further divided as follows:

Faculty of Classical Music:

- Piano, kantele, guitar and accordion
- Church and Organ Music
- Vocal Music
 - Vocal Arts (Bachelor's and Master's Programme)
 - Opera Master's Programme
 - Collaborative Piano Programme
- Strings
- Wind instruments, Percussion and Harp
- Composition and Music Theory
- Conducting
- Early Music
- DocMus Doctoral School

Faculty of Music Education, Jazz and Folk Music:

- Jazz
 - Nordic Masters in Jazz (NOMAZZ)
- Folk Music
 - Nordic Master in Folk Music (NoFo)
- Music Education
- Music Technology
- Arts Management
- Global Music Degree Programme (GLOMAS)
- MuTri Doctoral Programme

The Theatre Academy is organised by degree programmes:

- Degree Programme in Acting (BA/MA)
- Degree Programme in Dramaturgy (BA/MA)
- Degree Programme in Directing (BA/MA)
- Utbildningsprogrammet i skådespelarkonst (BA/MA)
- Degree Programme in Dance (BA)
- Master's Programme in Dance Performance (MA)
- Master's Programme in Choreography (MA)
- Degree Programme in Lighting Design (BA/MA)
- Degree Programme in Sound (BA/MA)
- Master's Programme in Dance Pedagogy (MA)
- Master's Programme in Theatre Pedagogy (MA)
- MA Programme in Live Art and Performance Studies (MA)
- MA Programme in Ecology and Contemporary Performance (MA)
- Doctoral Programme of Artistic Research in Performing Arts (Performing Arts Research Centre Tutke)

The Academy of Fine Arts provides tuition in two units: Basic Education Unit and Research Unit. Studies included in Bachelor's and Master's degrees are completed in subject areas of fine arts or in the separate Praxis Master's Programme.

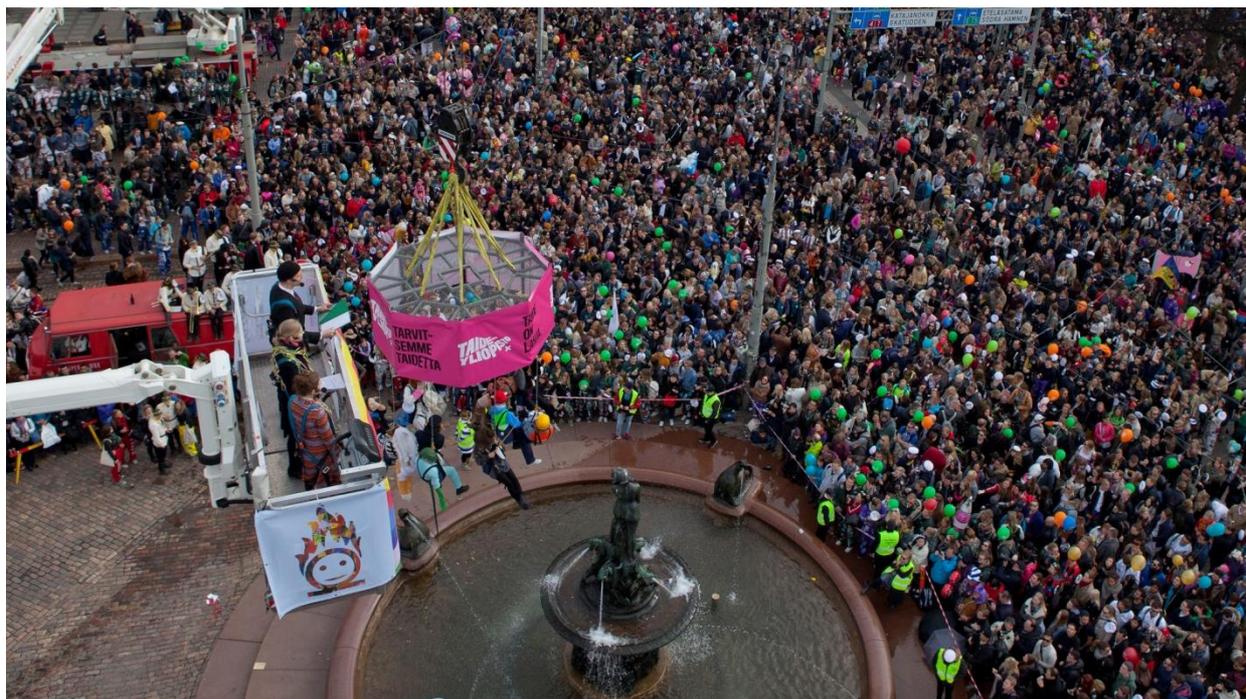
Subject areas of the Basic Education Unit:

- Sculpture
- Painting
- Printmaking
- Time and Space Arts (Photography, Moving Image, Site and Situation Specific Art)
- General Education Centre

Praxis Master's Programme in Exhibition Studies is also part of the Basic Education Unit.

The Academy of Fine Arts Research Unit:

- Doctoral studies programme
- Artistic research



6. How can I get by as a student?

✘ Student financial aid

NOTE: Student financial aid, like other social benefits in Finland, require Finnish citizenship. If you are not a Finnish citizen, you may still be entitled to student financial aid in Finland if:

- you are registered as a permanent resident in Finland in the population register system and
- your purpose of residence in Finland is something other than education (e.g. work, family ties or return migration). More information about financial aid for foreign students: www.kela.fi/web/en/financial-aid-for-foreign-students.

Student financial aid comprises the study grant and government guarantee for student loans. Students renting an apartment in Finland can also claim general housing allowance (see section General housing allowance). The purpose of the aid is to secure students' income during their studies. In order to qualify for student financial aid, you must be a full-time student, you need to make progress in your studies and you must be in need of financial support. Always remember to check your eligibility for student financial aid directly from Kela – your fellow student's situation may differ from yours.

- Study grant is a state-subsidised benefit paid monthly. Study grant is considered taxable income. The amount of the study grant depends on what type of school you attend, your age, whether you live independently or with your parents, whether you are married and whether you have children. The study grant payable to a student who is living independently and doesn't have any children is €252.76 as of 1 August 2020.
- The student loan is a government-guaranteed loan that you must pay back. If Kela gives you a loan guarantee you can apply for a loan at a bank of your choice. The interest payable on the loan and the repayment schedule are agreed between you and the bank. The maximum amount of student loan granted is €650/month and €800/month for studying abroad. You do not have to use the loan guarantee if you don't need it. It is advisable that the student asks for offers for a student loan from different banks, because the loan conditions between the banks may vary. It is important to read the loan conditions carefully.
- Any changes to your circumstances after you have filed your student financial aid application must be reported to Kela without delay. The easiest way to report the changes is online via the e-services on Kela's website (www.kela.fi/web/en/students). Any extra or groundless benefits will be reclaimed.
 - The number of months you are eligible to receive student financial aid depends on the extent of the degree you are studying towards and on when you began your first course of higher education studies.
 - Student financial aid will be first granted for your Bachelor's degree, based on its extent. Once you have completed your Bachelor's degree, you will be granted the number of financial aid months that are left from the maximum number of months for the completion of your Master's degree.
 - University students who study full time during the summer and complete studies towards their degree can upon separate application be granted financial aid for the months of June, July and August. Please note that financial aid received during the summer months will count towards the maximum number of months granted. You can apply for financial aid for the summer months online at Kela's e-services page or by filling in a "notification of change" form.
 - If you get ill during your studies, you can go on sick leave. During the leave you can be paid sickness allowance instead of the student financial aid. More information: www.kela.fi/web/en/eligibility-sickness.

Study progress

In order to receive student financial aid, you must make progress in your studies. If you have not earned enough credits, you will be sent a request for clarification on insufficient progress of studies by Kela. Please reply to the request and state why you are falling behind with your studies. You can continue to get financial aid if your progress was slowed temporarily because of an acceptable reason. Such acceptable reasons are e.g. the illness of a close relative or an otherwise difficult life situation. Kela may also require that you complete a given amount of studies in a specified period of time.

Your financial aid will be discontinued if:

- you do not reply to the request
- if the reasons you stated in your reply are not deemed adequate.

The student financial aid may be recovered from you if you have completed a particularly small amount of credits or if it's apparent that you have had no intention of completing studies. You can choose to cancel the aid or pay some of it back if you want your academic progress to be monitored during a shorter period of time. It's best to cancel the aid if the academic year is still ongoing and your academic progress has slowed down. More information: www.kela.fi/web/en/study-progress-higher-education.

If you take out a student loan while in higher education and you complete your degree within the target time, you may be eligible for a student loan compensation. The student loan compensation means that Kela pays back part of your student loan. The compensation is only available to higher education students who began their first course of study in higher education on or after 1 August 2014. More information: www.kela.fi/web/en/student-loan-compensation.

Income supervision

Kela takes into account the income that you have earned during the year. Such income includes:

- wages and salaries
- taxable social security payments and financial aid for adult students
- dividends and rental income
- survivors' pensions
- holiday pay and fringe benefits
- freelancers' fees
- reservists' fees.

In addition, grants and scholarships are considered income in the income supervision. However, grants and scholarships associated with international student exchange programmes are not taken into account. The study grant, housing allowance and student loan do not count as income.

Your annual income limit depends on how many months of student financial aid you have collected during the calendar year. Your income is not checked when your financial aid is paid, and therefore you must see to it yourself that it does not exceed the allowed limit. Your income will be checked once your taxation data has been completed. Any excess aid paid to you will be recovered in accordance with the Student Financial Aid Decree with a 7.5% interest. You can avoid this by voluntarily paying back the excess amount of student financial aid, which has to be done by the end of April in the year following the year you collected the aid. You can check your annual income limit and cancel or pay back overpaid aid on at www.kela.fi/web/en/income-own-income.

✘ General housing allowance

Students renting an apartment in Finland can claim general housing allowance. The general housing allowance is granted to the household collectively. The housing allowance is determined by

reference to the number of adults and children in the household, the municipality in which their home is located, and their monthly income before taxes.

A household can comprise:

- Close family members sharing a home (married or cohabiting spouses, parents, children, grandparents)
- A household member's spouse who lives elsewhere and children under the age of 18 years
- The persons having rented a home under a joint rental agreement
- Persons having rented a home under separate rental agreements, if the agreement or an appendix thereto specifies that they are jointly responsible for paying rent.

Not part of the same household are, for instance:

- Persons having rented a home under separate rental agreements, if they are not close family members or if the agreement or an appendix thereto does not state that they are jointly responsible for paying rent.
- Main tenant and subtenant, if they are not close family members.

Note: Kela considers all persons who have rented a home under a joint rental agreement to be of the same household. For this reason, when you are living in a shared apartment with flat mates, it's advisable that everyone has their individual rental agreement so that the tenants aren't considered to be of the same household when Kela calculates the household's total income. In a shared apartment where all tenants have their own rooms and separate rental agreements, the tenants are not considered to be living in the same household and can each apply for housing allowance independently on their own.

You can check the amount of your housing allowance using the calculator at Kela's website: www.kela.fi/laskurit. When determining the amount of the housing allowance, the person's income is taken into account in the calculations either as continuous income (regular monthly income) or average income (monthly average calculated based on the annual income, applies usually to students and freelancers). Study grant is counted as income when determining the amount of housing allowance, while student loan is not. Housing allowance is not taken into account in the income supervision. Housing allowance is also paid during summer months, even if you don't complete studies during that time.

More information: www.kela.fi/asumiseen-tukea-opiskelijalle.

✘ Income support

Income support is the last form of subsistence security. If you do not qualify for financial aid for students, you must have some other primary source of livelihood than basic social assistance (for instance an unemployment benefit, paid employment or adult education allowance). People whose income, financial resources and social security benefits (financial aid, unemployment benefits, etc.) are not adequate to cover their daily expenses may be eligible to receive income support. Apply for income support from Kela. The amount of income support paid is the amount by which your applicable costs exceed your income and financial resources.

As a student, you may be entitled to basic social assistance. This may be the case for example if you cannot get financial aid for students because:

- you have not been granted a government loan guarantee or a bank has turned down your application for a student loan
- you have used up all of your eligibility for financial aid
- your financial aid payments have been stopped because you have not made satisfactory academic progress
- you have not been granted financial aid or financial aid payments have been stopped for some other reason.

For students, being granted income support is slightly more complicated: they can be obliged to take out a student loan if they are entitled to one. If you have not collected your student loan, you are not eligible for income support.

More information: www.kela.fi/web/en/social-assistance-students.

✘ Grants

It is always a good idea to apply for grants. The more actively you send out applications, the better are your chances of receiving one. More detailed information about applying for grants and the most important providers of grants at each academy can be found on Artsi: Studying > Everyday life and wellbeing > Grants.

Organisations awarding grants are listed in ArtSU's calendar and online at <http://apurahat.syl.fi>. It is also a good idea to browse the internet when looking for grants. The Cultural Office of your home municipality may also have information on the application periods and purposes of various grants.

✘ Working

- The institutes' notice boards often have information regarding job offers suitable for students. It's a good idea to keep an eye on them.
- The Artist Directory is an artist database on ArtSU's website, where all Student Union members can leave a notice when they want to be found by people looking for performers, teachers and other services related to the arts. All ArtSU members can leave a notice free of charge to the artist directory to market their artistic skills. You can find the Artist Directory at www.taiyo.fi/taiteilijapankki.
- ArtSU web page also includes job and gig offers that the Student Union has received: www.taiyo.fi/avoimia-tyotarjouksia.
- There are several groups on Facebook that you can join to receive information on temporary jobs in your own field.
- Traditional employers for students include shops and department stores, restaurants, diners and cafés, Alko, Posti, HSL, contract services (property maintenance, guarding, cleaning).
- The public employment office lists its open jobs at www.te-palvelut.fi.
- SibA students can look for private students by regularly monitoring the notice boards of the Sibelius Academy and music schools and keeping an eye on Artsi. You can also leave a notice to ArtSU Artist Directory if you are interested in taking on private students. Those interested in teaching should contact music schools (including private ones), musical play schools and adult education centres.
- You can ask about substitute teaching jobs from school bureaus and music institutes, including www.edu.hel.fi and www.musicedu.fi/sml-pahkinankuoressa/jasenoppilaitokset.
- The following instances, among others, delegate gigs: Primo – Sibelius Academy Programme Service as well as several programme offices, including Helsingin juhlamusiikkipalvelu. Employment agencies, such as Seure (www.seure.fi), offer substitute teaching job, for example, in the Helsinki region primary and secondary schools.

7. How can I use student discounts and enjoy the student life?

✘ Student lunches

The holder of a student card is entitled to discounts at student restaurants. A few euros will buy you a meal including drink, salad and bread. The Theatre Academy, the Academy of Fine Arts, and the M and N buildings of Sibelius Academy each have their own student restaurants. Additional information on locations and opening hours (including links to the restaurants' websites with menus) are available at www.taiyo.fi/jasenille/opiskelijaruokailu. Uniarts Helsinki students are also welcome to use the services of the other universities' student restaurants, for example the UniCafe restaurants owned by the Student Union of the University of Helsinki. The Ylioppilasaukio Unicafe at Kaivopiha is open until 19:00 in the weekdays and 18:00 on Saturdays.

✘ Travelling

Local traffic

The Helsinki metropolitan area public transport uses a travel card or a mobile app. It acts as a means of payment in the public transportation of Helsinki, Espoo, Kauniainen, Vantaa and a few other neighbouring cities. As a travel card holder, you are able to travel smoothly from one city to the next, hop from a bus to a commuter train and travel in the metro, tram and Suomenlinna ferry in Helsinki. Starting from spring 2019, travel prices are based on zones instead of city borders – you can find more info on the zone system at HSL's website.

Travel cards are personal and you can load them with either time (season ticket) or money (value ticket). The travel card can be loaded at HSL service points and ticket machines, VR sales points, Helsinki region R kiosks and also in some grocery shops. You can find the closest sales point online at www.hsl.fi/en/tickets-and-fares/sales-points.

Students permanently residing in the greater Helsinki area can load their seasonal card with a 45% student discount, the card itself costs €5. Those residing in the greater Helsinki area temporarily are not entitled to student discounts (with the exception of exchange students) and they can only purchase a holder-specific travel card. If you are residing in the Helsinki region temporarily, notify your local registry office of your move and you will be given a certificate of your residency so you can purchase a travel card. More information: www.hsl.fi/en/tickets-and-fares/discount-tickets/students.

In later years, you can update your right to receive the student discount in any service point by showing your student card with a valid year sticker. If you do not have a student card, you can get a discount by filling in a form at your academy's study services and taking it to the HSL service point. To avoid long queues in the beginning of term, HSL has also organised temporary service points for example at the University of Helsinki main campus.

More information: www.hsl.fi.

Other traffic

- Student discounts are available in trains by showing your student card (if you have not yet received your student card, ask VR for more information). You must always show your student card when purchasing your ticket and upon ticket inspection. Your student card must have a valid year/term sticker. More information: www.vr.fi.

- Most long-distance buses give you a student discount depending on the busing company. The discount is given when you show a valid student card when purchasing the ticket (additional information: www.matkahuolto.fi). The Onnibus company offers no student discounts but provides very cheap bus connections to several cities in Finland (additional information: www.onnibus.com).
- In air traffic, student discounts are awarded by, for example, Kilroy Travels (kilroytravels.fi). Remember to also check out the benefits given by airlines (for example www.finnair.fi) and other travel agencies!

✘ **Short guide to public traffic for students**

In order to make travelling as easy as possible for people out of town, here is a data package on things you need to know when you use various forms of Helsinki public transport:

- To find the fastest route to any location in the greater Helsinki area, use HSL's route planner at www.reittiopas.fi.
- To stop a bus, give the driver a hand signal both when you are downtown and in other neighbourhoods. If you don't, the bus might not stop. Always enter the bus through the front door in front of the driver. Read your travel card with the card reader or purchase a ticket from the driver. Once you have travelled for long enough and wish to exit the bus, push the Stop button. Usually you should only exit the bus through the middle and back doors. Only use the front doors for exiting during rush hour if you are stuck in the front part of the bus.
- The tram ("ratikka" or "spora") usually stops without a hand signal, especially if lots of people are waiting at the stop. However, if you are the only person standing at the stop, it's a good idea to give the signal, unless you want to be left standing there. You can enter the tram through any door – press the opening button on the door. Tram drivers do not sell tickets, so the trip must either be paid for with a travel card or purchased in advance. Taking a free ride on the tram is not advisable, as you will have to pay a hefty fine if you get caught. However, if you have unintentionally left your valid monthly ticket in the pocket of your other coat and you get fined, you can later go to the HSL office to show your ticket and you will be excused.
- You don't have to give a hand signal to a commuter train, because the train will stop at every station (unless it is not scheduled to stop there). You may enter and exit the train through any door. It is no longer possible to buy tickets on commuter trains, and instead, you will have to pay for the trip with a travel card or buy a ticket in advance from a ticket machine on the train station.
- The metro is a fast and punctual means of transport. You don't have to give a signal to stop it, and the trains do not have any Stop buttons. There are Open buttons next to the doors, and these can be used if the door does not open automatically when the train reaches the platform.
- Cycling is a good form of transportation. In downtown Helsinki, it is usually the fastest and cheapest form of transport, and as a bonus you will stay fit. Used bikes are available at an affordable price for example at police auctions. Make sure you ride your bike on a bicycle lane, not on the pavement. Please note that the cycling lane network doesn't cover the whole city. You can check the most suitable routes from the journey planner for cycling at <http://pk.reittiopas.fi/en>.
- Helsinki, Espoo and Vantaa offer city bikes from the beginning of April until the end of October. Once you have registered in the service, you can buy a daily, weekly or an annual pass at an affordable price. This gives you the right to pick up a bike at any of the bike stations and use it without a separate charge for up to 30 minutes. After the ride, you can return the bike to any of the bike stations. More information at <https://kaupunkipyorat.hsl.fi>.

✘ **Other discounts and affordable services**

- All Uniarts Helsinki's own productions are free of charge for the university's students (with the exception of some Siba concerts): students are entitled to a free ticket to all Sibelius Academy events and two free tickets to all Theatre Academy events. Academy of Fine Arts exhibitions are always free of charge, and also Siba examinations are open and free for everyone. Information on different events is available e.g. in Artsi at <https://artsi.uniarts.fi/en/whats-on/events>.
- The Helsinki Philharmonic Orchestra, Finnish Radio Symphony Orchestra and Finnish National Opera all give student discounts. HPO's and FRSO's rehearsals are free of charge for Siba students.
- Most theatres sell tickets with student discounts.
- Most art museums give student discounts. At least Ateneum, Kiasma Museum of Contemporary Art, Sinebrychoff Art Museum and Helsinki Art Museum also have certain times when you can visit the museum free of charge.
- Finnkino movie theatres give a student discount of 10-30 % depending on the screening.
- Ostinato sheet music shop, which was originally founded by art students, gives a 10 % student discount to all Uniarts students.
- The Finnish Hostel Association offers a discount on the hostel card and other student benefits at its member hostels.
- Frank's website has hundreds of other student discounts from travel tickets, magazines, clothes, electronics, hotels and restaurants. Go check it out!

✘ **Parties**

- ArtSU, its academy committees and department clubs organise parties several times a year. The autumn term is kicked off with the orientation day and different parties for new students, and ArtSU's anniversary party is celebrated in the spring. Keep an eye on your email!
- You can attend parties hosted by other student unions sometimes by gate-crashing, sometimes as an invited guest. Information is available in ArtSU's weekly bulletin, on social media and from other universities.
- Student Nations (for example Student Nations of Savo, Häme, Southern Finland, etc.) provide the chance to take part in various activities, attend parties and meet people from different academic backgrounds. Check the Art Calendar and the Student Nations' websites at <http://osakunta.fi/osakunnat>.

8. How can I take care of myself and those around me?

✘ Sports services

Exercise is one of the cornerstones of a healthy lifestyle. It prevents possible strain injuries and promotes mental well-being. Uniarts Helsinki has negotiated affordable exercise centre fees for its students.

- Degree students who have registered their attendance at Uniarts Helsinki are welcome to use the services of UniSport (consortium of the University of Helsinki sports services and the sports services of Aalto University). At UniSport, you can exercise, wall climb, play ball games or afro dance, to name but a few of the options – and all this with a single sports sticker! More information is available at www.unisport.fi. Students at the Kuopio Unit can use the SYKETTÄ sports services (<https://sykettä.fi/kuopio/fi>).
- The City of Helsinki also offers versatile outdoor recreation opportunities and affordable sports services. Many swimming pools, for example, give student discounts. More information: www.hel.fi/kulttuurin-ja-vapaa-ajan-toimiala/en/services/sports-and-recreation.
- Nyt-liikunta is a project which provides young adults between ages of 18 and 29 living in Helsinki sports and exercise opportunities free of charge. For more information, go to www.nytliikunta.fi.
- The Sibelius Academy organises exercise groups for students, and information regarding these is usually available at the beginning of each academic term.
- The Theatre Academy's gym is available for use for all Uniarts Helsinki students and employees.

More information on sports services on Artsi: Studying > Everyday life and wellbeing > Sports and recreation.

✘ Health and well-being services

Finnish Student Health Service FSHS provides health and medical care, mental health care, dental health care, and network services (counselling services, health information) to all Bachelor's and Master's students who have registered their attendance. The FSHS queues can be long, so remember to respond to the health questionnaire that is sent to the first year students during the autumn term. More information at www.yths.fi, www.taiyo.fi/in-english/health-well-being and on Artsi: Studying > Everyday life and wellbeing > Healthcare.

Nyyti ry promotes students' mental health by providing versatile information and activities about mental wellbeing and coping with everyday life while studying. You can take part in chats, online discussion groups or Nyyti's Skills for Life courses. More information on Nyyti's services and other useful information regarding studying and life in general is available at the Nyyti website www.nyyti.fi. The desire to talk to somebody is a reason enough to contact Nyyti!

Uniarts Helsinki offers its degree students the following services free of charge:

- The Study Psychologist supports all degree students of Uniarts Helsinki on issues related to learning, studying and study well-being. Common subjects that are discussed at the Study Psychologist's counselling sessions include challenges with progressing studies, performance anxiety, motivation, time management, procrastination, learning disabilities and questions about being an artist. Additional information can be found on ArtSU's website www.taiyo.fi/in-english/health-well-being and in Artsi: Studying > Everyday life and wellbeing > Study psychologist.
- With University Chaplain Hanna Similä, you can talk about joy, sorrow, grief and your regular everyday life. All discussions are confidential, the topics are up to you and the chaplain can be contacted regardless of religious views, denomination or whether you belong to the church or

not. Contact the Chaplain and book an appointment: tel. 050 533 1562 or hanna.simila@evl.fi. More information on Artsi: Studying > Everyday life and wellbeing > University chaplain.

- The Rector has approved a policy on intoxicant substances for Uniarts Helsinki. It is an operational policy to prevent and intervene in cases of student substance misuse. The university's intoxicant policy has been prepared together with the Student Union, FSHS nurses and doctors, a study psychologist, the university chaplain, and the heads of study affairs.

Further information on matters related to students' well-being can be found on Artsi: Studying > Everyday life and wellbeing.

✘ **Equality**

According to the Constitution of Finland, everyone is equal before the law. This regulation of equality is complemented by a ban on discrimination, according to which no one shall, without an acceptable reason, be treated differently from other persons on the ground of sex, age, origin, language, religion, conviction, opinion, health, disability or other reason that concerns the person. Equality of the sexes is promoted in societal activity and working life.

Promotion and supervision of equality is every community member's duty. For the university management and supervisors, it is an obligation. Uniarts Helsinki has appointed contact persons with whom the students, teachers and general staff may get in touch if they experience discrimination or sexual harassment. More information: <https://artsi.uniarts.fi/en/for-the-staff/cooperation-occupational-safety-and-equality/equality>.

The Student Union has also appointed its own contact persons who offer guidance and peer support to students in cases of inappropriate treatment. Students can discuss the situation in absolute confidence with the designated persons. The contact persons are listed at the Student Union website at <http://taiyo.fi/jasenille/hyvinvointi-ja-terveys>.

Encountering inappropriate treatment

Uniarts Helsinki focuses on ensuring the well-being of its students and personnel, maintaining a safe and equal work environment, and promoting good and positive interaction within the community. All members of the community are responsible for the atmosphere and well-being of the university, and everyone is entitled to be treated properly: good behaviour towards fellow community members is a prerequisite for a functioning study and work environment.

Uniarts Helsinki has a zero tolerance policy against improper treatment. This means that

- no form of improper or unequal treatment will be accepted,
- every effort is made to prevent bullying and harassment throughout the organisation,
- anyone who sees inappropriate treatment must intervene,
- anyone experiencing inappropriate treatment will raise the issue, and they will be supported and encouraged by others,
- employers will resolve issues brought to their attention in an appropriate manner and without delay.

Uniarts Helsinki has published guidelines for preventing inappropriate treatment and harassment. More information on Artsi: Studying > Everyday life and wellbeing.

✘ **Legal aid and counselling services**

The operations of Uniarts Helsinki are guided by an awareness of a shared foundation of ethical values. In addition to national laws, statutes, and directives, the university's ethical guidelines articulate principles for research and artistic and pedagogical practice at the university.

The ethical committee of the university coordinates and monitors ethical training, advises and guides in ethical questions, evaluates the actualisation of ethical principles, provides ethical statements, enacts and maintains discussion related to ethics at the university, as well as follows the development of the field in Finland and internationally. The committee has members from all personnel and student groups. More information about the work of the committee can be found from Artsi.

Public legal aid offices provide legal aid for people who do not reach certain income limits either for free or for a partial fee. These offices take care of such issues as divorce procedures, maintenance allowances, paternity claims, estate inventories, wills, leases, tax and criminal matters. More information: www.oikeus.fi/oikeusapu.

Pykälä ry is a student organisation for the Finnish-language students of the University of Helsinki's Faculty of Law. Pykälä ry's legal aid committee gives the Uniarts Helsinki students legal advice over the telephone, by email and in person. The service is also available in Swedish and English. The service is free of charge, but possible direct costs will be collected from the client. More information: www.pykala.fi/oikeusapu.

Finnish Tenants organisation has a public helpline, tel. 0600 91515 (€1.92/min + local call charge), and also free counselling for their members, tel. (09) 4770 360. More information can be found at www.vuokralaiset.fi.

By belonging to the employee organisation of your field, you are entitled to receive legal aid services and contract advice from that organisation. Many employee organisations also offer student memberships, if the terms of a normal membership are not met.

✘ Other social services

- The SOS Crisis Centre of Mental Health Finland offers mental help and support in crisis situations. The SOS Crisis Centre is located in Länsi-Pasila in Helsinki. Crisis helpline tel. (09) 2525 0111. More information: www.mieli.fi.
- Seta – LGBTI Rights in Finland is a national human rights NGO, which acts to improve the societal status of sexual and gender minorities. More information: www.seta.fi.
- The purpose of the Sexpo Foundation is to promote happy, balanced and fulfilling sexuality. More information: www.sexpo.fi.
- The HUS clinic of sexually transmitted diseases examines and treats patients with sexually transmitted diseases and gives preventative counselling. The clinic operates in the Skin and Allergy Hospital (Meilahdentie 2) without appointments or referrals. Additional information: www.hus.fi/sairaanhoito/sairaalat/iho-ja-allergiasairaala/poliklinikat/Sivut/Sukupuolitautilien-poliklinikka.aspx.
- The Finnish AIDS Council offers information and support regarding HIV infections and AIDS. Additional information: tel. 207 465 705 and www.aidstukikeskus.fi and www.positiiviset.fi.
- A-Clinics offer treatment, information and education for intoxicant abusers and their loved ones. Additional information: www.a-klinikka.fi and www.paihdelinkki.fi.
- Irti Huumeista ry (Free from Drugs) offers information and help for drug addicts and their loved ones. More information: www.irtihuumeista.fi.
- The Evangelical Lutheran Church of Finland has a family mediation centre which works to solve problems related to relationships, family life or personal life of an individual. The services are free of charge. More information: www.evl.fi.
- The City of Helsinki Social Centre includes social service offices, family counselling and an A-Clinic. More information: www.hel.fi/sote.

9. How can I find my own place in the community?

Uniarts Helsinki has the largest community of young artists in Finland. You are an important part of it as yourself, a maker of art. You belong to your subject matter, your academy, your Student Union, your University as well as many other groups. A community is built by the work its members do for it.

“The University of the Arts Student Union thinks that Uniarts Helsinki has a mission to create possibilities to advance art, science, civilization and culture. To us, Uniarts Helsinki is an actor in its field that combines all the different academies fearlessly.”

- *ArtSU's policy paper on developing the University*

How can this be achieved? It comes down to every member of the community to decide what kind of things we do together. Working with the Student Union, committees, clubs or as a student representative are all good options, but you can figure out a way that works for you. In the end, everything comes down to people and the relationships that people have with each other.

Some thoughts and suggestions for building community:

- Take active note of similarities you have with others. Everyone studying here have come to develop their skills and thinking as it comes to art, even though everyone has different backgrounds. The more you find these similarities, the easier it will be to connect with them.
- Be yourself! Forcing yourself into a fixed role is not good for anyone, and you don't have to feel like you need to agree with everyone to fit in. The strongest and safest communities are those where you can disagree about things while affirming that everyone is a part of the community.
- Be curious! You can explore what the other academies are doing, go to concerts, galleries, plays, and you can take a friend with you as well. Information about events can be found on the university's public website as well as Artsi. You will hear, see and feel all kinds of things!
- Listen to and tell stories! Everyone here has their own path and perspective, exchanging ideas is a joy that leaves everyone better off. Though, as before, listening to someone doesn't mean that you have to agree about everything.
- Introduce people to each other! If you know two people from different academies and introduce them, you are literally creating connections that strengthen the whole University.
- Give recognition! Artistic fields have a strong tradition of critical discussions. It is important, and yet you can balance criticisms by lifting up things that the other person is doing well. Words can either bring people together or tear them apart, so choose yours carefully!



**ARTSU WISHES YOU ALL THE BEST
ON YOUR FIRST YEAR OF STUDIES!**

