

Orienteering Map

Guidebook for
International Degree Students

2014–2015



UNIVERSITY OF LAPLAND
LAPIN YLIOPISTO



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2014-2015

University of Lapland
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WELCOMING WORDS

Dear International Degree Student!

Without a staff involved in ambitious scientific work, this place would not be a university but a school. Our aspiration is not to be just a school. However, scientific work even in its highest international level is not enough for being a university. Without students this place would be a research institute, and we do not want to be just a research institute. The idea of university can only come true if there is everyday dialogue between researchers and students from all over the world. Did you get it? You are not a visitor here – you are the person who is making this place a real university. You have power! You have responsibility! We are all members of one community.

It is said that for a university student there are only three important things to do: to get in, to get out, and to learn in between. You have now reached the first stage, and it is time to take good care of the other two. In my experience the most difficult of these three is to learn. I have met students who afterwards regret not learning more during their studies. I believe that it is even possible to get a university degree without learning anything, in a strict sense of the word. The attitude to learn is critical for learning. It is not so important to show what you already know but to keep yourself focused on and inspired by the world you haven't met before. A student's work is to keep this attitude towards learning.

At the University of Lapland we are interested in your well-being. Your well-being is a value as such but we also have another good reason for our interest. We have recognized how students' well-being and active studying with good results are related. Combining these two does not mean spending twelve hours per day reading books, writing essays and running to the lectures. No.

One way to think is to remind yourself that the period of studying at University of Lapland is your real life. These years are not a "waiting room" for your actual life. Your life is already at hand, it is here every day. Enjoy it, and I can promise you that when the moment comes to get your degree, you are not the same person anymore who started the studies. And until the time comes to take those further steps in life, we are here for your learning.

We wish you positive energy and inspiration in your studies!

Juha Perttula

Dean, Faculty of Social Sciences

1 CONTROL POINTS

First Stage – At the Beginning of Your Studies

Moving to another country and city and starting your studies in a university requires a lot of planning and paper work. In this guidebook we have collected important points and placed them in checklists for your guidance and support. More information on each point/section will be found in the chapters along the way. Please also consult the provided web-links for more information.

Upon arrival Checklist

- Find your way to the university
- Participate in the Orientation programme
- Make sure you have registered at the University as an attending student and paid the Student Union Membership fee (only for Master's degree students)
- Check that your Study Certificate is correct and if not, please contact the Student Services for updating
- Bring original study certificates with you. The International Coordinator of your home faculty will check your certificates.
- Pick up your ULapland network user account and check that it is correct
- Get your Student Card and a Library card
- Registration of foreigners, Finnish municipality of residence: you must register as a permanent resident of Finland to ensure that you get a municipality of residence and are entitled to use public health care.
- Change of address notification: Visit the nearest post office or municipal registrar office to submit a notification that you have moved
- Sign your tenancy agreement and pay the deposit
- Get a mobile phone and internet connection (if necessary)
- Open a bank account

1.1 Important Dates: University of Lapland Academic Year and Finnish National Holidays

The academic year at the University of Lapland is comprised of two semesters. The autumn semester is from August 1st to December 31st, and the spring semester is from January 1st to July 31st. The annual opening ceremony is always held on the first Monday of September.

Academic calendar 2014-2015

Registration period for current students	2.6.2014 – 11.9.2014 for the Autumn semester and whole year enrolment 02.12.2014 - 15.1.2015 for the Spring semester
Beginning of autumn semester	1.8.2014
Orientation programme	1.9-5.9.2014
Courses begin	1.9.2014
Courses end	17.12.2014
End of autumn semester	31.12.2014

Beginning of spring semester	7.1.2015
Orientation programme	7.1 – 9.1.2015
Courses begin	7.1.2015
Courses end	30.5.2015
End of spring semester	31.7.2015

Teaching during the academic year is divided in five teaching periods. Please note that teaching periods are not the same as the University Academic Year.

Teaching periods in the Academic year 2014-2015:

Period 1	25.8. – 25.10.2014 (9 weeks)
Period 2	27.10. – 17.12.2014 (7,5 weeks)
Christmas break	18.12.2014 – 6.1.2015
Period 3	7.1. – 28.2.2015 (7,5 weeks)
Spring break	1.3. – 8.3.2015
Period 4	9.3. – 30.5.2015 (12 weeks)
Period 5	Summer Schools / possibility for monthly examinations / holiday

Finland's public holidays for 2014-2015 are

All Saints Day (Pyhäinpäivä)	1.11.2014
Independence Day (Itsenäisyyspäivä)	6.12.2014
Christmas Eve (Jouluaatto)	24.12.2014
Christmas Day (Joulu)	25.12.2014
Boxing Day (Tapaninpäivä)	26.12.2014
New Year's Day (Uudenvuodenpäivä)	1.1.2015
Epiphany (Loppiainen)	6.1.2015
Good Friday (Pitkäperjantai)	3.4.2015
Easter Day (Pääsiäispäivä)	5.4.2015
Easter Monday (2. Pääsiäispäivä)	6.4.2015
May Day (Vappu)	1.5.2015
Ascension Day (Helatorstai)	14.5.2015
Whitsunday (Helluntaipäivä)	24.5.2015
Midsummer's Eve (Juhannusaatto)	19.6.2015
Midsummer's Day (Juhannuspäivä)	20.6.2015

1.2 Student Union of the University of Lapland (LYY)

The purpose of the Student Union of the University of Lapland (LYY) is to represent and work on behalf of students by advancing their social status within the community and supporting student academic rights. The Student Union represents its members in meetings with the university administration and in meetings with the local and national government in cooperation with the National Union of Students in Finland (SYL). The Union is responsible for organizing and overseeing many services, activities, and events for students.

All undergraduate students are required to join the Student Union and pay the membership fee (Universities Act (645/97/40)). The membership is voluntary for doctoral students. Doctoral students are not entitled to have Health Care services, subsidised lunches or discounts on train or long-distance busses. They are entitled to have consultation and other services of the Student union and all other benefits of student card like discounts at hostels, museums, concerts etc.

After paying the fee, the student receives the official student card and is entitled to many benefits such as

- subsidised lunches in University restaurants,
- services of the Finnish Student Health Care Service (YTHS),
- services provided by the Student Union,
- possibility to obtain Student Sport Pass,
- discounts on train tickets and long distance bus tickets
- discounts at youth hostels, museums, theatres, concerts, swimming pools, shops, ski resorts, restaurants, etc.

You can find a detailed list of the benefits on our website under Student Unions web-pages www.lyy.fi.

The Student Union organizes different services and activities for its members. For example, it publishes a newspaper called *Lapin Ylioppilaslehti*. The Student Union has a long tradition of cooperation with the Student Theatre LYT. This theatre presents plays in the culture house Wiljami, performed by students from the University and other institutions in Rovaniemi. The Student Union also offers its members a number of sports facilities like aerobics, badminton, basketball, football, gym, volleyball, ultimate frisbee, etc. Most are available free of charge with the Student Sport pass, which costs twenty-five euros per academic year. The Student Union also offers various courses like climbing, dancing and snowboarding during the semester. Skates, skis, badminton racquets and other equipment are available for rental.

STUDENT UNION Contact Information:

Ahkiomaantie 23 B, 96300 Rovaniemi
Tel. +358 44 787 5670
www.lyy.fi
lyy@lyy.fi

1.3 Registration and Student Card

As stated in the Universities Decree (115/98), a student must register (enrol) each academic year as an attending or non-attending student. This is done according to the provisions stated by the university. If you intend to study during the forthcoming academic year, please register as an attending student. If you intend not to study, please register as a non-attending student. The liability to register concerns all degree students, that is, both undergraduate and doctoral students.

Please keep in mind that only attending students are entitled to student allowance. The username given by the ICT Services is only valid for those registered as either attending or non-attending students.

As a member you are entitled to Student Union's consultation and other services as well as all other benefits of student card like discounts at hostels, museums, concerts etc. You must join the Student Union during the registration period. Joining the union outside the registration period is possible for a well-founded reason only. Please note that these benefits apply only for Master's degree students.

Registration options

You may register as

- Attending for the whole academic year
- Non-attending for the whole academic year
- Non-attending for one term and attending for another

The Student Union membership fee in the Academic year 2014-2015 is 93 € or 49 € for the Autumn semester and 50 € for the Spring semester. The membership fee for doctoral students is 46€ in the Academic year 2014-2015.

If you predict you will graduate during the autumn term, register only for the autumn term and pay half the annual membership fee, 49 €. If you finish all your studies by July 31 and only need the degree diploma, please contact the Student Services.

If you register as an attending student only for the spring term, pay the fee normally and contact the Student Services. They will record the information for the appropriate term. You may participate in summer examinations in August before new enrollment for the autumn term.

Those heading abroad on foreign exchange programs: If you will also study in the University of Lapland during the exchange term, register as an attending student and pay the membership fee. If you do not intend to study at the University of Lapland during the exchange term, contact the Student Services. Your departure will be recorded, which is important regarding your student allowance.

Registration periods (current students)

Academic year 2014-2015

Autumn semester and the full year enrolment 2.6. – 11.9.2014

Spring semester 2.12.2014 - 15.1.2015

Academic year 2015-2016

Will be updated later. Annually from June to mid-September for the Autumn semester and full year enrolment and mid-November to mid-January for the Spring semester.

It is advisable to register well in advance. If you fail to register within the given time limit, you will lose your right to study. To get it back you have to pay, possibly in addition to the Student Union fee, a payment of 35 euros.

As a degree student, registration for each semester (or for the whole year at once) can be done through WebOodi. You can use the Nordea, Danske Bank or Osuuspankki web-bank service keys to pay the Student Union membership fee. Please check the details for payment under www.ulapland.fi – Studies – General Study Information – Student Registration.

Applications for the student card itself should be done online at www.myfrank.fi. It costs an extra 15,10/30,10 euros which can be paid through the myfrank website (online banking/credit card payment) or in cash during the orientation week and in the Student Union office later on. Your student card will arrive within approximately three weeks. Before you have your student card, you will receive student discount on meals in the university restaurants by showing the "Receipt of Membership Payment". However, this form isn't valid outside the university building. Once you receive your student card, this form is no longer needed.

In order to get student discounts on train tickets of the Finnish National Railways (VR) and bus tickets bought in advance at the bus station (Matkahuolto), you should use the "Certification for Acquisition of Student Card" to buy a joint VR and Matkahuolto student card. (You must show the card before purchasing tickets). This form can be obtained from Student Services. Again, once you receive your student card, this certificate and the VR and Matkahuolto joint student card is no longer needed. For more information see www.vr.fi and www.matkahuolto.fi.

When settling possible unclarities you must present the receipt of payment. If you print the receipt from a computer, make sure that the filing code appears clearly on the printout.

More information on the registration and Student Union can be found under Studies – General Information –pages.

STUDENT SERVICES Contact Information:

Yliopistonkatu 8, 96300 Rovaniemi
Tel. +358 40 485 6583 or +358 40 484 4478
Fax. +358 16 341 2978
E-mail: ilmoittautuminen@ulapland.fi
opinto@ulapland.fi

1.4 Study Certificate

This certificate officially states that you are enrolled at the University of Lapland. You can get it from Student Services after registering for attendance or non-attendance, either in Finnish or English. Make sure to bring photo identification papers with you.

STUDENT SERVICES Contact Information:

Yliopistonkatu 8, 96300 Rovaniemi
Tel. +358 40 485 6583 or +358 40 484 4478
Fax. +358 16 341 2978
E-mail: ilmoittautuminen@ulapland.fi
opinto@ulapland.fi

1.5 Finnish Student Health Service

A part of the student union membership fee goes towards health care coverage at the Finnish Student Health Service (FSHS, also known as YTHS in Finnish). Student Union members can use the health care services in Rovaniemi or any other YTHS student health centers located in sixteen different university cities around Finland.

YTHS provides basic health care at a low cost. Services include appointments with general practitioners, specialists and nurses, as well as physiotherapy, x-ray and laboratory testing and general or specialized dental care. General practitioners at the Student Health Centre in the University can be consulted free of charge. A small nominal fee is charged for the services of specialists and for dental appointments.

Always remember to book an appointment in advance. If you are unable to keep your appointment, please notify the YTHS office to cancel it. If you do not show up for an appointment without cancelling first, you will be asked to pay the costs associated with the appointment. Check or cancel appointments at www.yths.fi/en/appointments. Students have to pay the normal hospital and polyclinic fees even if they are sent there by the FSHS. For more detailed information and a list of fees go to www.yths.fi/en.

YTHS is open during office hours from Monday to Friday. Emergency or hospital treatments or other treatments exceeding basic health care during weekends or evenings are not covered. Outside office hours, students must rely on public or private health care facilities at their own expense. The official emergency number in Finland is 112.

FINNISH STUDENT HEALTH SERVICE (YTHS) Contact Information:

Yliopistonkatu 8, 96100 Rovaniemi (In the A-wing of the University) Mon-Thu 8-15 and Fri 8-14	
General health Acute treatment Tel. +358 46 710 1090 Mon-Thu 8-15, Fri 8-14 In urgent cases: Contact in the morning between 8 and 9. If fall ill: walk in without an appointment, from Mon-Fri 8.30-10.	General health Non-urgent treatment Tel. +358 46 710 1090 from Mon-Thu 8-15, Fri 8-14.
Oral health care Basic dental care and acute treatment Tel. +358 46 710 1093 Mon-Thu 8-15, Fri 8-14.	Mental health care Crisis help, urgent and non-urgent treatment Tel. +358 46 710 1095 Mon-Thu 8-15, Fri 8-14.

1.6 Computer services, ULapland User Accounts and HelpDesk

University computer services are accessible for all students free of charge. The computers in the corridors can be used freely and free wireless internet is available on university premises for students with laptops. Printers can be used freely but you will have to bring your own paper. To take photocopies you will need to obtain a copy card from the kiosk located in the Main Hall. A 24/7 self-study computer room is located in the A-wing. A magnetic key is required to access the computer room outside university opening hours. This key is available for loan from the Helpdesk and costs thirty-five euros, which you get back upon returning the key.

To log in you need to use your personal ULapland user account, consisting of a user name and a password. Your user accounts can be picked up from the Student Services. Later on, they are available from the HelpDesk. Don't forget to bring photo identification papers with you. The HelpDesk provides students with computing related support.

Computer Services HELPDESK Contact Information

Yliopistonkatu 8, 96300 Rovaniemi
(On the opposite site of the Café Lovisa)
Mon-Tue-Thu 9-16,
Wed 9-17 and Fri 9-15

Tel. +358 40 4844 488
E-mail: helpdesk@ulapland.fi

1.7 Student's Rights and Responsibilities

The university exists for the students and you have the right to speak out and report violations if you believe there are problems within the university's learning environment. Students also have academic obligations during their studies and are expected to abide to certain rules and regulations.

Do you know your rights?

- You can appeal student selection results or the grade of an exam.
- You can affect your studies in their development by providing feedback to the faculty and Student Union.
- As a Student Union member, you are entitled to various discounts.
- You have the right to vote in the Faculty Council and Board elections.
- Students have representatives in the governing bodies and working groups – you can come to meetings to show your support!
- You can examine your student records at the student registrar.
- You have the right to report incidents of sexual harassment or discrimination.

What about your obligations?

- There is a restricted amount of study time to complete your degree programme.
- Studying requires enrolment at the university - without being enrolled as “attending” you will not be able to participate in exams.
- In order to receive student grant assistance from the government (if eligible), you must maintain the required monthly amount of study credits.
- If you receive a student grant from the government, you cannot earn more than a certain amount of yearly allowed income.
- If you are guilty of plagiarism or cheating, you may be suspended from studying for some time.

1.8 Oodi Student Information System

Oodi is a national student information system that supports studies and teaching. Students can check their personal data and credits, change their contact information and the conditions under which the data can be released for other use, browse study guide information, search and register for courses and general exams, order an “unofficial” transcript of studies to be sent by e-mail, enrol in the university and pay the Student Union fee. It is also a tool to give feedback on courses.

WebOodi is also used for registration for current students at the University of Lapland, be it for one semester or the whole year at once. See section 3.2 for details.

You will get acquainted with the WebOodi system in the beginning of your studies with the student tutor, after which you can register for courses. More info is available on the website under “Studies/General Study Information”.

1.9 The University of Lapland Library

The University of Lapland Library is a scientific library open to everyone. The library serves its customers at two locations: the Main Library and the Library of Art and Design in Siljotie. The Arctic Centre Library is located at the Arktikum and there is a Library at the Lapland Institute for Tourism Research and Education as well. The collection includes material for all the educational and research fields in the Faculties of Art and Design, Education, Law, Social Sciences and Northern and Arctic issues.

You will receive your library card when you borrow for the first time. Be sure to have some kind of personal identification with you. Borrowers are responsible for all materials borrowed on their cards.

The library lends material for home use. You can pick up books from the shelves and check out at a self-service loan station or at the circulation desk. Availability, location and call numbers of publications can be checked in the JUOLUKKA-database. It is also possible to renew loans and reserve books through JUOLUKKA. Books or articles not available at the library can be ordered for a fee through the interlibrary loan service.

The National Electronic Library Interface (NELLI) is an information retrieval portal. All the databases, e-journals, e-books, library catalogues and other internet resources available at Lapland University can be accessed via NELLI at computers within the Lapland University network. Outside the network you will need to use your ULapland user account in order to log in.

A short introduction to library services is included in the orientation week. To learn to use the library, JUOLUKKA, the Library's online catalogue, and NELLI, the portal to databases and other electronic resources, you can participate in the library course (3 hours). Also be sure to check the online Guide "Using Library Catalogue". It is possible to participate in the "Scientific Information Retrieval" course (2 ECTS credits, code: YMEN1804) which includes information seeking on several international scientific databases. Register for this course through WebOodi.

The Library's webpages can be found under "Faculties/Units".

LIBRARY Contact Information:

Main Library Mon-Thu 9-19, Fri 9-16, Sat 9-14 Information Service Tel. +358 40 484 4303 kirjasto(at)ulapland.fi	Loans and renewals Lending Desk Tel. +358 40 484 4302
Library of Art and Design Siljotie 2 Mon-Thu 10-18, Fri 10-16 Tel. +358 40 484 4308 taidekirjasto(at)ulapland.fi	Library in the Arctic Centre Visiting address: Pohjoisranta 4, 96100 Rovaniemi (Arktikum) Tue-Thu 10-17, Fri 10-16 (from Sep-May) Tel. +358 40 484 4286 library.ac(at)ulapland.fi

1.10 Tutoring

Each international Master student is appointed a tutor who will help with all practicalities, especially during the first days and weeks. The tutors are volunteers who are trained for their duties. Tutors help foreign exchange and degree students adapt to the local culture, the university, student life and to life in Finland and Rovaniemi in general. Among his/her tasks is making contact with the students before arrival, meeting them on their arrival day, helping with housing-, banking- and registration matters, as well as introducing them to the student culture and social life within and outside the campus.

1.11 Services for disabled

A disabled student can get a personal assistant to assist in getting around, taking notes etc. Assistance can also be provided in the student restaurants. Special dietary meals can be arranged, but it is recommended to inform the restaurant staff beforehand. The university library will provide special equipment if needed and braille books can be ordered.

For more information about specific services please contact the Student Services or the Head of Study Affairs of your faculty. Also make sure to visit the Student Services pages on the university website.

Services for disabled students
Tel. +358 40 588 0819
tuula.saarenketo@ulapland.fi

1.12 Moving to Finland - Registration of Foreigners and Notification of Change of Address

Registration of foreigners

Basic data on foreigners residing in Finland are entered in the Population Information System. Registered information includes the person's name, date of birth, nationality, family relationships and address.

The Finnish municipality of residence is registered for a foreigner who has moved to Finland if he or she plans on staying here permanently (for example, to study for a Master's degree) and if he or she has a residence permit for at least one year. Citizens of Nordic countries do not need residence permits.

Under the law, a foreigner is required to register the same information as a Finnish citizen if he or she resides in Finland for at least one year. The registration takes place at the local register office (Maistraatti in Finnish). The registered information is used, amongst other things, in the organisation of elections and for taxation, health care, administrative and statistical purposes.

A foreigner residing temporarily in Finland can also receive a personal identity number if he or she needs one, for example, in order to work. The only requirement is that the person must have a residence permit for a period of at least one year. However, a municipality of residence will not be registered for him or her, nor will he or she necessarily enjoy the same rights as a person who resides in Finland permanently.

Nordic country citizen

A person moving from another Nordic country and intending to remain in Finland for at least one year (Permanent Residence), must submit a notification of change of address within one week from the moving date. For detailed information, please visit www.norden.org.

How does the registration happen?

If you intend to remain in Finland for at least one year and your information has not been previously registered you are required to visit the local register office at Hallituskatu 5 C, 96101 ROVANIEMI to complete the Registration of Foreigners form.

The following documents are needed:

- Passport/ EU ID card
- Admission Letter & Study Certificate (minimum 2 years)
- You will be issued with a personal identity code
- Permanent residence in Finland > Municipality of residence > Health Care

- Inform the local register office of your place of residence.
- Bring your passport and valid residence permit with you.

- Other official documents you will need when registering are a marriage certificate if you are married and the birth certificates of any children you might have.
- Fill out and sign the Registration of Foreigners - registration form at the registry.
- Also remember to make an official change of address notification whenever you move. It is a requirement for registration. (Source: Local Register Office)

All official documents should be notarised originals or translations by authorised translators.

Finnish Social Security System

If you are a Permanent Resident of Finland you are covered by public health insurance. You are entitled to use public health services in Finland if you have a municipality of residence (*kotikunta*) in Finland. The municipalities organise public health services for their residents. As a Permanent Resident of Finland you can, for instance, apply for a refund from the Social Insurance Institution (*Kela*) for the cost of many kinds of medicine.

You should always register as a permanent resident of Finland to ensure that you get a municipality of residence and can use public health care!

Notification of change of address

According to Finnish legislation, you must always submit a notification of change of address if you move into a new home or if you stay temporarily at another address (for example, a friend or relative's home or summer cottage) longer than three months. The notification can be made at the earliest one month in advance of the move or within seven days from the date on which you move. The easiest way to submit your notification of change of address is to fill in the form which you can pick up at the local post office or local register office (*maistraatti*).

For more information on the notification of change of address and registration of foreigners, please visit the Registrar office's web pages as well as Posti's pages.

Rovaniemi Register Office Contact Information:

Visiting Address: Hallituskatu 5 C, 96101 Rovaniemi

Tel. 029 553 9661

Email: [info.rovaniemi\(at\)maistraatti.fi](mailto:info.rovaniemi@maistraatti.fi)

Service Hours: Mon-Thu 9-15, Fri 9-16.15

2 RUNNING STEADY - Academic guidance

Studying at a Finnish university might be very different from studying elsewhere. The possible combinations of major and minor subjects are numerous and students need to take responsibility in planning their own studies. The basis of your studies is the degree programme structure, but at the beginning, it might be confusing to build a schedule or coordinate all the courses. However, when students learn to use all the possibilities, it is possible to create an individual study plan within the given frames. Academic freedom means various things: it refers to the independence of the universities, but it also refers to an individual student's studies. Students are responsible for their own study plan and the follow-up of their own learning and progress. Student and teacher tutors will help to get you started with your studies.

Annual Checklist

- Registration as an attending or non-attending student annually in June-September for the Autumn semester and whole academic year and/or November-January for the Spring semester
- Paying the Student Union Membership Fee by registering to ULapland
- Extending your residence permit
- Renewing your rental contract if applicable

2.1 Keeping Track

2.1.1 Finnish University Degrees and Programme Structure

The Finnish university degrees are the bachelor, master and doctoral degrees. The Bachelor and Master degree studies, also called undergraduate studies, consist of basic studies, subject studies (intermediate level) and advanced studies. Undergraduate studies are classified into the following types: general studies, basic studies, subject studies and advanced studies (in Finnish: yleisopinnot, perusopinnot, aineopinnot and syventävät opinnot). General studies familiarize the student with the basic principles of scientific thought and research. In basic (25 ECTS credits) and subject (35 ECTS credits) studies students learn the concepts, theories, methods, results and problems in the chosen disciplines and the extent of these studies is about half of the total amount of credits. The advanced studies (60 ECTS credits), usually one quarter of the total, concentrate on some central, scientifically relevant problem within the degree programme. A large part of the advanced studies is taken up by research work and the writing of the Master's thesis.

There are two kinds of programmes: major and minor. In major programmes students are required to complete basic and subject level courses in the bachelor's degree studies and advanced courses in the master's degree studies. Within a degree programme students usually take one or two minor subjects to complement the studies in their major subject. Whether minors are obligatory or voluntary depends on the degree and the faculty. The inclusion of a minor is one of the main things you will discuss with your teacher tutor. In short minor programmes, only basic level studies are required; in long minor programmes, both basic and subject level work must be completed.

A bachelor's degree consists of studies in both major and minor subjects without advanced level studies and methodology and language studies. It also includes a bachelor's thesis. A master's degree includes studies in major subject, with the master's thesis being a central component of the degree. Master studies can also include minor studies, methodology and language studies.

Bachelor's degrees correspond to 180 ECTS credits and master's degrees to 120 ECTS. On average, a full-time student can expect to obtain 60 ECTS credits in a year, which equates to a workload of 1600 hours. A bachelor's degree requires about three years of full-time study. A master's degree can be obtained in two years following the completion of a bachelor's degree.

The Doctoral degree is also called a postgraduate degree. Research and preparation of a substantial thesis are essential parts of the studies. The doctoral studies consist of 60 ECTS credits of theoretical studies and 180 ECTS credits of the actual dissertation. The student's research supervisor is responsible for ensuring that the scale and scope of the research project is commensurate with this aim.

2.1.2 Limited Study Time and Registering as Non-Attending

The target time for completing a bachelor's degree is three academic years (+1 one year) and for a master's degree two (+2 years). The joint target time for a bachelor's and a master's degree is five academic years (+2 years).

However, it is possible to apply for an extension of the study right if the degree is not completed within the time permitted by law. As a prerequisite, an eligible student must present a target-oriented and feasible plan that outlines the completion of her/his studies. When granting the extension, the student's personal life-situation will be taken into account. The extension is always granted for a limited time period, ranging from a minimum of one semester to a maximum of four semesters. If the extension isn't granted, the student loses his/her study right. If the student is applying for an extension of the study right, extending the Residence Permit must be processed at the same time with the local Police.

It is also possible for degree students to register as non-attending (absent) for a maximum of four academic semesters, without the non-attending time consuming the allowed degree completion time. Examples are military service, maternity/paternity or parental leave.

For more information about the procedure for study right extension, application forms and deadlines concerning enrolment as non-attending see the university's website under "Studies/General Study Information". Students can follow their remaining degree study time in WebOodi.

2.1.3 Teacher Tutor and Study Counselling

All international students get appointed a teacher tutor by the faculty. Along the International Coordinator in your Faculty, the Teacher Tutor will be the first person to contact when you have specific questions about the content of your studies. Teacher tutors will also assist in creating your Personal Study Plan / PSP (see next section)

The University of Lapland offers study counselling at different stages of studies in order to support students' goal-oriented studying and to assist in developing into a professional in one's field. Study counselling is based on the students' own responsibilities regarding their studies.

Different forms of counselling are in place. For example, there are orientation and counselling meetings (e.g. in the beginning of studies); small group tutoring (teacher and student tutoring, thesis tutoring); personal counselling; guides and other written material; notice boards and email correspondence. More practical info can be found under Studies/Student Life -pages.

University study counsellor is providing counselling and support in study related matters for all University of Lapland and Rovaniemi University of Applied Sciences students. Information in English will be updated on the Internet under Studies / Student Life.

University Study Counsellor Contact Information:

TBC
 Jokiväylä 13, room D111
 Tel. +358 40 484 4076

INTERNATIONAL COORDINATORS Contact Information:

FACULTY OF ART AND DESIGN General Academic Guidance International Coordinator <i>Ms Virpi Nurmela</i> Tel. +358 40 484 4396 artinter@ulapland.fi	FACULTY OF EDUCATION General Academic Guidance International Coordinator <i>Ms Päivi Martin</i> Tel. +358 40 484 4040 educationinter@ulapland.fi
FACULTY OF LAW General Academic Guidance International Coordinator <i>Ms Päivi Martin</i> Tel. +358 40 484 4040 lawinter@ulapland.fi	FACULTY OF SOCIAL SCIENCES General Academic Guidance International Coordinator <i>Ms Minna Nousiainen</i> Tel. +358 40 081 3867 minna.nousiainen@ulapland.fi

2.1.4 Personal Study Plan (PSP)

All students make a personal study plan (PSP) that will assist you in pursuing your degree. The plan helps students to make progress and to remain in schedule. The PSP evolves according to progress; you must reassess and update it throughout your studies.

When making the PSP you should think about your strengths, development targets, wishes, and aims. You should plan your studies according to your target schedule and the sequence of courses. Find out what you have to complete – lectures, exercises, field work, and examinations – to pass each course and what previous studies are required. You should check the availability of teaching and the year of study for which the course is aimed.

You should also observe your personal traits (learning methods and skills) and other issues (family, hobbies, and work) that may affect your schedule. You should prepare for surprise elements, for example sickness, unavailable exam literature, or full-booked courses. Such contingencies may alter your schedule or work order. It pays to be target oriented but realistic. You must reserve enough time to prepare for exams and to do your exercises.

The PSP is compiled degree specifically at the beginning of your studies, together with your teacher tutor. The main goal for the first academic year's PSP-guidance is that you formulate a study plan for the first academic year. The PSP will be compiled in WebOodi and it is based on your degree structure. Planning a PSP is mandatory and you will receive an entry into your credit register for completing it. An online copy of the "PSP Guidebook for Students" is available from the Student Services and on the university's website under "Studies/General Study Information".

2.1.5 Planning your studies

The purpose of study planning is to help students to accomplish a useful degree within a reasonable schedule. Student counseling assists you in decision making, choices, and problem solving.

In the initial stage you are assisted by tutor students, that is, people who have started before you. Later, you can turn to tutor teachers, International Coordinators in your home faculty. If needed, you can also turn to the University Study Counsellor.

Study counseling is also given by faculty Heads of Study Affairs, faculty office Student Secretaries, and the Student Services. Faculty Heads of Study Affairs also help in general issues related to studies. Student Secretaries assist in issues related to teaching schedules, exam registration, and the credit record. The Student Services assist in issues related to registration, student financial aid, and registration certificates. Study subject-specific aid is given by the respective teachers during their reception hours.

When planning your studies, use the faculty's study guide and visit Weboodi or the bulletin board. You should also check the Language Centre's pages at and, according to your personal interests, familiarize yourself with the supply of the other faculties.

Make your PSP according to your own targets and wishes. The purpose of the PSP is to help you to accomplish a useful degree according to a plan and schedule.

Studying skills

University students must have studying skills for example in the areas of information retrieval, academic reading (knowing how to focus on essential knowledge), and time management. You can learn information retrieval skills on the Scientific Information Retrieval course. Based on your interests, you can also take the Academic Studying Skills course.

Learning strategies

By learning strategies we refer to the methods or practices employed in learning tasks, for example in preparing for a literature exam or a discussion. Students utilize various learning

strategies when they acquire knowledge. The chosen strategy dictates the nature and method of learning. Students use strategies in processing and memorizing information and in recalling it from memory. They resort to learning strategies to facilitate learning, to speed it up, and to make it more pleasant.

There are surface- and deep-oriented students. Surface-oriented students focus on detail, and they often try to learn things by hard. They run the risk of forgetting things quickly. Deep-oriented students pursue to understand content and to create a bird's-eye view of things. They are able to grasp things and to place them in larger contexts.

Students can also be holistically or serially oriented. A holistically oriented student can see larger wholes with a bottom line. From a larger whole the student proceeds to details. A serially oriented student starts from small details on the way toward a larger whole.

Learning styles

There are different ways to learn. Most of us have a learning style based on one of the senses. We use all of the senses for learning, of course, but memorizing occurs optimally through particular stimuli.

Auditory learners get the best learning results by memorizing speech. They should participate in lectures as much as possible. Visual learners get the best results by memorizing figures and charts. They are advised to learn from figures and to draw up conceptual models. Kinesthetic learners get the best results through motion-based memorization. They should write notes on what they read.

Time management

Time management is a key skill for university students. It is essential in order to make enough time for both studying and socializing. You must plan your time realistically by paying attention to your studying practices and the other sectors of your life. Thorough time management is beneficial, and you should stick to your plans as far as possible!

Forms of studying

University students must know how to write scientific texts such as exam answers, study journals, and essays. The instructions below have been written by teachers in tourism research, but they apply to other subjects as well. Other study forms are also used, for example exercises and case studies. The relevant instructions are usually provided at the beginning of a course.

2.1.6 Courses and Study Modules

The basic unit of a study programme is a course. A typical course consists of a series of lectures and a written assignment or an exam. Usually, lecture series don't last the whole study period, but they are often held within one or two weeks. After the lectures students have at least two possibilities to take the written exam for the course. The first exam is usually held within two weeks after the lectures end, the second within a month. You will receive the grade of the course in about four weeks after returning the assignment or taking the exam. Please note that some courses can have only a book exam; meaning that there are no lectures given and students have to take the exam based on individual study of a set of books from the curricula.

A study module consists of two or more courses that share a common theme. To complete a module, all required ECTS credits must be obtained. It is important to note that you cannot register directly for a study module but should register for each individual course. Upon completion of a study module, the module can be included in the study transcript.

2.1.7 Teaching Methods

Lecturing is the most commonly used teaching method. However, lectures do not usually cover the entire content of the course and students are required to do either a written exam or essay in order to complete the course. Other forms of teaching are, for example, seminars, workshops and exercises. Seminars consist of lectures at the beginning of the course and seminar meetings at which students present their seminar paper. Workshops are basically the same as seminars but done as group work. Exercises are usually practical assignments and are widely used in teacher training, for example.

One very unique teaching method is the excursion, where students follow a planned programme and attend lectures. Usually excursions also include additional written assignments. The teaching method of a course is always mentioned in the course description. Combinations of two methods are also possible.

Instruction in the Faculty of Art and Design can be divided roughly into theory courses, seminars, studio practice, workshops and projects. Theory courses are based on lectures and/or literature, and include written examinations and essays. In seminars, workshops, and studio practice the number of students vary between 12 and 18 depending on the course subject. The fine art courses require 90% attendance and workshops 80% attendance for successful completion of the courses. All courses require independent work.

The university also hosts several visiting lecturers each year. Usually these courses can compensate some parts of the courses in the regular curricula. Information on the teaching of the visiting lecturers will be available prior to their visits.

2.1.8 Credits

In accordance with the establishment of the European Higher Education Area, the University of Lapland has fully adopted the European Credit Transfer System (ECTS). Credits do not refer to the duration of a course but to the estimated amount of work required, that is, one credit refers

to approximately twenty-six hours of work by the student. It includes lecture hours, exercises, seminars as well as compulsory reading and examinations. The estimated work load for a full time student in one academic year is 60 ECTS credits, or 30 ECTS per semester.

Within the academic calendar some courses may be completed in less than one period (with credits awarded in due time), while other courses may extend over several study periods with credits being awarded at the end of the semester or the academic year.

2.1.9 Exams

There is no specific exam period at the end of each term. Exams are held throughout the academic year. There are two types of written exams:

Course exams are held after the completion of a course. The lecturer will inform the students of the date, time and place of the exam. There are at least two possible dates, so that one can try again if one fails the first exam. The first is usually held within two weeks after the end of the lectures, the second within a month. Advance registration is usually not required for course exams.

General exams for each faculty are held once a month. On these days, students can take a book exam based on the individual study of a set of books or other materials from the course catalogue. Please note that when registering, students must select the books he/she is planning to study according to the list provided in the course catalogue/WebOodi. In general, students need to cover all the selected books at once. The registration deadline is ten days before the exam date and registration must be done through WebOodi.

Questions are usually essay type questions, but short answer questions and multiple-choice questions are also possible. Sometimes written exams can be held as take-home exams.

2.1.10 Written Assignments

Requirements for assignments may vary from faculty to faculty. There are basically three different types of written assignments:

An essay is a brief study comprehensible to the general reader. It is a non-exhaustive account discussing a topic titled by the writer. University essays follow the criteria for scientific style. Statements are documented by use of references. The contents of an essay are anchored in scientific research and literature, that is, in scientific concepts and problems. You must title your essay and define a "research mission" for it at the beginning. It should answer the questions set by the student or argue for a statement or a viewpoint that he/she has posed. For doing this, you should use the knowledge gained from the course, lectures, or some other materials agreed upon beforehand with the teacher responsible for the course. The structure of your essay should be shown as a table of contents with titles and subtitles providing a clear picture of the work. The table of contents fits on the title page.

Essay writers are allowed to be stylistically more individual and more speculative than actual research report writers. Essays are not statements of opinion or descriptions of individual emotions and experiences; they are based on well-founded and weighed presentation (the term 'essay' relates to the term 'exagiare' = to weigh). The originality of the problem statement, the ways of arguing for the statement or answers to the posed questions, credibility and other factors that show independent insight and originality are the things that count the most in the evaluation of an essay.

A lecture journal is a reflective text written on the basis of lectures. It does NOT refer to the mere transcription of lecture notes. The idea is to systematically analyze lecture notes and experiences from an angle chosen by the student. Lecture notes are critically commented and reflected upon by comparing the lecture contents to related material, if any, such as books and articles. The main issue is to engage in personal contemplation, but not without literary "companions." According to Antti Eskola, the initiator of the lecture journal, the purpose of the journal process is to focus on the listener's own chain of thought, not on the superficial act of taking of notes.

When writing a lecture journal, answer for example the following questions: What do you think you have learned during the lecture/course? What was the most difficult thing? How did you experience the working or teaching method? What new topics of interest or ideas for further study did the lecture/course give you?

You can also write a lecture journal as a group: Form a small group, choose one of you to write down the main points, and then discuss the lecture you just attended.

A learning journal is a process where the student writes down the whole learning process during a course. A journal should include the content of the course and student's own comments – like in a lecture journal. However, students should also analyse the learning process: what were the expectations, what was learned, what was difficult, what are the issues that need to be studied,...

You are advised to note the following as a writer:

- 1) Pay special attention to the language you use: Correct language and proper referencing technique, perhaps with a list of literature, are required in all of the mentioned writing types.
- 2) Avoid insinuation, unjustified comments, and tactless remarks. Convincing the reader is an integral part of writing.
- 3) Follow the university's instructions on writing literary exercises, essays, and theses from the very beginning. Even if teachers do not specifically insist on this, writing is easier when you do not have to struggle with technical issues.

Academic manners, terminology and various practical matters of the Finnish academic system can take a little while to get familiar with. That's why the booklet "General Guidelines for Academic Writing" was created. The purpose of this booklet is to help you familiarize with the aspect of academic writing as practiced in the system of study here at the University of Lapland. It contains basic information about the different types of written assignments, how to format, arrange and technically structure written assignments and how to correctly cite and use references in one's work. It also includes some general rules about writing in English.

This booklet will be distributed during the orientation week and you can pick up your own copy from the Faculty International Coordinator or International Relations Office. An online version can be found on the website under "General Study Information/Exams and Written Assignments".

2.1.11 Grading

Finnish universities use numeric grading scales. At the University of Lapland a scale from 5 (excellent) to 1 (sufficient) is used. Some courses are given only on a pass/fail basis without any further grading. Every course and examination taken is recorded on your personal transcript. In general, you will receive the results from written exams, essays or other requirements within three weeks. If this is not possible, students must be informed of a new date before the original deadline.

Results from written exams, essays or other requirements must be released within four weeks from the exam date or the deadline for written assignments. If this is not possible, a new date must be announced by the course tutor before the original deadline. Should you be unhappy with the result, it is possible to try to improve your grade at least once. In case of two grades, the better one will be the final grade for the course. If dissatisfied with the final result, students have the right to make an official appeal on a grade within 14 days (from receiving the grade) by requesting a re-evaluation.

Below is a comparisons table with other common grading scales.

University of Lapland grading scale	EU grade definition *	The US Scale *
Excellent 5	A	A
Very good 4	B	A-, B+
Good 3	C	B
Satisfactory 2	D	C+
Sufficient 1	E	C
Fail F	F	F
Pass/Fail grades are given if no number grade is given, no assessed assignments or exam is included in the course.		

(* descriptive, not official equivalents)

2.1.12 Recognition of Prior Learning and Prior Experiential Learning

Recognition of Prior Learning (RPL)

The basic idea of credit transfer is that students don't need to take courses corresponding to those they already have taken in another domestic or foreign university, institute of higher education or other educational institution. Credit transfer is possible if the objectives of education are fulfilled.

There are two ways to transfer credits attained elsewhere:

- Curriculum-compliant studies that are part of a degree are replaced with corresponding studies achieved elsewhere (substitution)
- Studies performed elsewhere are included in a degree, e.g. minor subject studies or studies completed at a foreign university (inclusion) For more information see

Recognition of Prior Experiential Learning (RPEL)

You may also replace degree studies with skills achieved through non-formal education. These types of skills may have been earned e.g. through unofficial learning (further education, short programs at the workplace, adult education training etc.) or through everyday learning (work practice, positions of trust, or learning through free time activities). The focus is not on experience as such but on the knowledge and skills learned through it.

Processing of Applications

The applications are processed in several steps, and therefore the average processing time is from three to four weeks. A partial or total rejection is announced to the student via email, whereas an approval is shown as a credit in WebOodi. Application forms can be downloaded in the web-pages: www.ulapland.fi/studies - General Study Information.

2.1.13 Transcript of Records

A transcript of records is an official document on which students' studies are recorded. An unofficial transcript of records can be ordered through your own WebOodi. The transcript can be viewed on the front page of WebOodi about 1.5 hours after it has been ordered. A delivery confirmation will be sent to your e-mail address as well. You can order a maximum of ten credit transcripts during the same day.

A maximum of three credit transcripts can be ordered at the same time on WebOodi. The credit transcripts will be stored on the WebOodi front page for three days after delivery.

For an official transcript of records you should contact the study secretary of your faculty.

FACULTY STUDY SECRETARIES

Contact Information:

Faculty of Art and Design Study Secretary <i>Ms Raili Heikkilä</i> Tel. +358 40 484 4380 raili.heikkila@ulapland.fi	Faculty of Education Study Secretary <i>Ms Ritva Remes</i> Tel. +358 40 484 4131 ritva.remes@ulapland.fi <i>Ms Leena Tähtisaari</i> Tel. +358 40 484 4142 leena.tahtisaari@ulapland.fi
Faculty of Law Study secretary <i>Ms Katja Louhelainen</i> Tel. +358 40 484 4025 katja.louhelainen@ulapland.fi	Faculty of Social Sciences Study Secretary <i>Ms Sari Mantila</i> Tel. +358 40 484 4209 sari.mantila@ulapland.fi <i>Ms Rauni Räisänen</i> Tel. +358 40 484 4210 rauni.raisanen@ulapland.fi

2.2 Service Point Beyond the University - Residence Permit and its Extension

If you are not an EU/EEA or Swiss citizen and intend to reside for a period of more than three months in Finland, you are required to have a residence permit. A student's residence permit is temporary in nature. Generally, the residence permit is issued for a year at a time (in some cases, a residence permit can be issued for the entire duration of the studies if the studies last for two years at most).

Applications for an extension of your residence permit should be submitted to the police department, because the decision regarding the application is ultimately made by them. In order to receive an extension, you are required

- to still be registered in an educational institution,
- to be involved in full-time study and
- to have completed the study credits required by the educational institution in question. If the completed study credits are too few, an extension may be denied.
- A statement from your teacher tutor or international coordinator must be added to the application.

There is a possibility to appeal to the Administrative Court in case of dissatisfaction with the decision.

Rovaniemi Police Department

Contact Information:

Visiting Address: Hallituskatu 1 A, 96100 Rovaniemi. Office hours: Mon – Fri: 08:00 – 16.15
Tel. +358 71 87 60 321 (exchange), +358 71 87 66 228 (license services).

2.3 Interesting Detours

2.3.1 Minor Subject Studies

Degree students have the possibility to follow non-degree programmes as well. These programmes do not award degrees but most can be used as a minor to compliment major degree studies. Among the non-degree programmes are the Arctic Studies Program, the Circumpolar Studies Program (which is organized by the University of the Arctic), the Russian Studies programme, the Cultural Industries programme and the Intercultural Communication programme. International exchange and degree students are also eligible to participate in methodology courses and summer schools.

Please note that the application requirements and teaching periods aren't necessarily the same for all of these. For more detailed information on study requirements, course contents and practical information concerning each of these international programmes and courses, please consult the "International Programmes and Courses Course Catalogue 2012-2013", WebOodi or visit the International Programmes and Courses webpages under "Studies".

2.3.2 International –Mailing List

The "International list" is a tool to keep up to date with international issues. This is an e-mailing list that informs all international students about changes in course schedules, special events or other relevant information. To be up to date, you should join the 'Internationallist'. Degree students are not automatically added to this list, so if you wish to be added you should send an email to international.relations@ulapland.fi.

2.3.3 ESN Lapland

ESN Lapland arranges various interesting activities and excursions for the international students as well as for Finnish students interested in meeting and socializing with international students. The meetings of ESN are held in English, and students are warmly welcome to share their ideas and opinions. Do not forget to add ESN on Facebook; it's the quickest way to learn what they are up to. The Erasmus Student Network (ESN) operates under LYY.

2.3.4 Student Associations

Each faculty has its own student associations or clubs (ainejärjestö in Finnish). These associations arrange seminars, social events and excursions. All students, Finnish and international, are encouraged to participate in these events. Almost all associations have an international representative. Please do not hesitate to get in touch.

2.3.5 Study Abroad and Erasmus Student Placement

As a degree student you have the possibility to apply for Study Abroad and Erasmus Student Placement. Student exchanges are possible for students who have completed the first year of their studies. The length is usually three to twelve months depending on the placement and the structure of your studies. The University of Lapland has a diverse selection of exchange/bilateral

agreements and partner universities around the world. Erasmus Student Placements are already available for first year students and it enables students to work as interns for the duration of three to twelve months in an enterprise or organisation in another participating country.

For more information about studying abroad and how to apply, please get your hands on a guidebook called "Your ticket to Ride – Study Abroad Guidebook". These are available from the International Relations office. You can also consult the university's website under "Studies/For Current Students".

INTERNATIONAL RELATIONS

Contact Information:

<p>Study Abroad General Guidance Erasmus+ Traineeship Head of International Student Services <i>Ms Jaana Severidt</i> Tel. +358 40 772 6510 jaana.severidt@ulapland.fi</p>	<p>Study Abroad General Guidance Tutoring, Finnish Friend Programme International Coordinator <i>Ms Teija Sirola</i> Tel. +358 40 484 4465 teija.sirola@ulapland.fi</p>
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2.3.6 Learning Finnish and Other Languages

The Language Centre of the Lapland University Consortium (LUC) is in charge of teaching languages and communication skills. The Language Centre plans and implements teaching of languages, cultures and communication skills in accordance with curricula and the decrees on the degree system and in accordance with the needs of various fields. It also provides minor subject courses.

As a degree student you will spend considerable time in Finland and find it very useful to get used to the Finnish language. The University of Lapland offers two kinds of courses to get you started. The shortest course is called Survival Finnish and it is organized in the beginning of each semester.

The course focuses on accumulating the most important basic vocabulary needed in everyday situations, practicing speech comprehension and practicing the most important structures regarding basic-level speech.

A more comprehensive series of courses is called Finnish for Foreigners. The first course (level 1) is organized in the beginning of each semester and subsequent courses are organized throughout the year. All sectors of language skills are practiced on the course: pronunciation, speech, speech comprehension, writing, reading, and grammar. However, the main emphasis is on studying the structures of basic grammar and practicing oral skills and speech comprehension. Registration for both survival Finnish and Finnish for Foreigners are done through WebOodi.

The Language Centre also offers a wide selection of beginner-level courses in several languages including German, French, Spanish, Italian, Japanese, Chinese and Russian. All these courses warmly welcome international participants. All teachers are native speakers and the instruction language is English. Language studies can also be chosen as a minor subject for a degree. For a complete overview of language courses please consult the Language Centre's webpages on the university website.

2.3.7 Working During Your Studies and Career Services

In Finland many higher education students work part-time at some stage of their studies. This can mean part-time work either in the evenings, or during weekends. Additionally, most students try to find a summer job for the months from June to late August.

Remember however that it is not easy to find a part-time job, especially if you do not have Finnish language skills. Therefore you should not count on part-time work as your sole source of student financing. But please do not let this discourage you from trying!

As a general rule, all foreigners who intend to take up paid employment in Finland usually need a residence permit for a (self-) employed person. However, there are many exceptions to this rule. For example, citizens of European Union (EU) Member States and equivalent persons do not need any kind of residence permit for a (self-) employed person. For students, the following rules apply:

Nordic or EU/EEA nationals do not need any special permits for working in Finland during studies and there are no restrictions as to how many hours per week you are allowed to work. However, you should take care that work does not get in the way of your studies.

Non-EU students can work within certain limits on a student residence permit if the work is practical training included in the degree OR if the amount of part-time work does not exceed 25 hours a week. There are no limits in terms of hours on full-time work outside term times (summer and Christmas holidays specifically).

For taxation purposes, you will need to get a tax deduction card (verokortti in Finnish) from the local tax office (Verotoimisto). To get the tax deduction card you will need a personal social security number from the local register office. A work contract from your employer must also be included in the application. On the basis of the tax card, your employer is able to withhold the right amount of tax from your salary. If you stay longer than six months, your income will be taxed at a progressive rate. The employer will also withhold social security payments. In some cases foreign students are entitled to a special deduction based on studies or traineeship: ask for details from the tax office.

For more information about work regulations concerning international students, see the webpages of the Finnish Immigration Service (www.migri.fi). Information about taxation can be found from the website of the Finnish Tax Administration (www.vero.fi) and for social security matters we refer to the website of the Social Insurance Institution of Finland (www.kela.fi).

Please note that if you are not a Finnish citizen and are in Finland for the purpose of attending school, you are not eligible for financial aid from Finland.

As said before, finding a part-time or a summer job in Lapland is rather difficult. Most companies require at least a good level of Finnish. When you apply, be sure not to wait too long. The majority of summer jobs applications are already sent during March and April! Networking is very important and it is also good to know that many vacancies are not published.

Use your social networks. Exchange information and experiences with your fellow students. It doesn't hurt to ask other students (also Finnish) where they work or have worked. Get acquainted with the 'Finnish customs' of job searching. Remember that few students get lucky the first time, so do not be too discouraged if you are not immediately successful in your quest

for a part-time job. International students might get lucky in Lapland's flourishing tourism business. If there is one place where Finnish isn't necessary and where your language skills will be an asset, it must be the safari companies.

The Career Services at the University of Lapland helps students with all stages of the job seeking process. The main aim of the services is to facilitate graduates' employment by providing information on open vacancies, offering career counselling and courses on effective job seeking. Unfortunately most of these services are only available in Finnish.

Although the Career Services do not usually act as a part-time job recruitment agency, you are welcome to contact them for advice on possible local part-time employment opportunities or for general tips on job hunting in Finland. Their webpages have some examples of companies that might have short- or long-term jobs available for foreign students in Lapland and you can find links to a variety of job sites as well. Make sure to consult the online guide "Applying for a job in Lapland". You can also explore your personality traits, knowledge and skills independently via the TAITO-URA self-assessment tool (www.uraohjaus.net/DefaultUK.aspx) which can be helpful when seeking a job. Find the Career Services pages under "Studies/Student Life" on our website.

Be sure to have a look at the website of Aarresaari (www.aarresaari.net). The University of Lapland is a member of Aarresaari, a network of academic career services representing eighteen Finnish Universities. Information about all academic vacancies in Finland is delivered to students through the network. A lot of useful info about Finnish customs can be found and also tips on how to look for jobs when you can't speak Finnish fluently. You can also join an e-mailing list by sending a request to rekry@ulapland.fi. Please note that the language used in ads and information is mainly Finnish.

You can also visit the local employment office (työvoimatoimisto in Finnish) for advice and there are some commercial recruitment agencies available. Job vacancies are announced mainly through on-line services, but you can also find some job adverts in the newspapers.

2.3.8 Become a Tutor

Once you have become adapted to life at the university and in Rovaniemi, you can become a tutor yourself! Your experiences are very valuable for new incoming degree students and tutoring is a great way to pass them on. If you would want to apply to become a tutor you should definitely visit the tutor section on the university's website under "Studies/For Current Students". The application period for tutors is annually in February-March. There is also an online "International Tutor Guide" available full of useful information for aspiring or accepted tutors.

International Relations Contact Information:

Tutoring, Finnish Friend Programme
International Coordinator
Ms Teija Sirola
Tel. +358 40 484 4465
teija.sirola@ulapland.fi

2.3.9 Finnish Friend Programme

There are a number of people and families in the Rovaniemi region who are interested in meeting international students in an informal way. They are often interested in making friends with a newcomer, inviting a student for a visit every now and then or are just interested to share their free time with an international student. The idea of the Finnish Friend Programme is to introduce Finland, Lapland, and Finnish culture to international students. In doing so, locals also have the chance to learn about the home country of the student and about his/her language and culture. Families and students will be matched according to their language skills, hobbies, etc.

Once you are accepted to study in the University of Lapland as an international degree student, you are eligible to apply. More information and a brochure can be found on the university's website under "Studies/Student Life". You may request an application form by e-mail from the International Coordinator Teija Sirola (teija.sirola@ulapland.fi).

2.3.10 Open University

Credits may also be obtained by studying at the Open University. Open University education is arranged in co-operation with the faculties of the University of Lapland. The courses correspond to regular degree studies in terms of both objectives and requirements. However, Open Universities cannot award degrees but the credits obtained in them are transferable and can be used as part of a degree.

The lectures take place in the evenings and weekends. Many courses are arranged through distance learning systems. Studying at the Open University is part-time and general in nature and, therefore, students are not entitled to financial aid or other social benefits for students. Please note that most of the courses are taught in Finnish and are chargeable.

After graduation, incomplete studies can be completed through Open University studying as so called PIA-student, integrated in basic university studies. These are arranged mainly during daytime and are free of charge (for two years after graduation) for students who have graduated from the University of Lapland and have had incomplete studies of the subject during graduation. Evening and weekend courses are chargeable.

Visit the Open University webpages for opening hours and student guidance.

2.3.11 Flexible study right – JOO studies

All Finnish universities are parties to the Flexible Study Rights Agreement (JOO), which provides degree students of Finnish universities the opportunity to include courses from other universities into their degrees. The right to complete courses in other Finnish universities is always granted for a fixed period (max. two years) and the right to study begins when the target university grants you the right to complete the JOO-studies. As of 2011, the University of Lapland only has a JOO - agreement with the target University of Oulu.

Students need to be enrolled and registered as an attending student in their home universities in order to be eligible to apply. Flexible studies are free of charge.

Please visit www.joopas.fi for more detailed information. On this page, you will find links to the English-language flexible study rights application form and more info about the electronic application system. You can also ask your own faculty's coordinator for more info.

2.3.12 UniPID Virtual studies

The University of Lapland is a member of the Finnish University Partnership for International Development (UniPID) network, which has launched the "UniPID Virtual Studies: Sustainability in Development" initiative to meet the growing demand for knowledge and expertise in sustainable development. These virtual studies were created to deepen collaboration between universities and draw on the specific areas expertise at different institutions of higher education in Finland. Virtual studies help in overcoming institutional boundaries and meeting the growing need for professionals in the field of international development studies and sustainable development.

UniPID member universities offer virtual courses to all students enrolled at universities within the network. Please see more information on www.unipid.fi – Virtual studies and discuss the studies with your teacher tutor.

One interesting option is the virtual Minor in Development Studies programme on Sustainability in Development. This minor programme comprises of five courses (worth 5 ECTS credits each) for a total of 25 ECTS credits. Students are free to choose courses from the list of courses offered to tailor an individual study programme. Registration is required.

2.3.13 University of the Arctic – Circumpolar Studies

The University of the Arctic (UArctic) is a cooperative network of universities, colleges, and other organizations committed to higher education and research in the North. Its members share resources, facilities, and expertise to build post-secondary education programs that are relevant and accessible to northern students. UArctic's overall goal is to create a strong, sustainable circumpolar region by empowering northerners and northern communities through education and shared knowledge.

The University of Lapland offers its students a unique possibility to study in Circumpolar Studies Program (BCS), an interdisciplinary programme offered by the University of the Arctic (UArctic). The BCS is one way for students to learn about the North, with courses held in the classroom, online, outdoors and around the world. The programme offers a wide range of perspectives to the Arctic: lands, peoples, cultures, governance and current issues with special emphasis on matters concerning Indigenous Peoples of the Circumpolar North.

The Circumpolar Studies Program is coordinated by the UArctic Office of Undergraduate Studies, while at the University of Lapland our International Studies Coordinator is the BCS Site Coordinator. Contact either for more information about the program, study counselling and scheduling. Contact details can be found at the end of the guidebook.

3 THE FINAL STRETCH – Towards Your Degree and Beyond

In addition to completing your academic studies and master's thesis, there are also a few important procedures that need to be taken care of before you can be awarded a degree certificate. Therefore, to ensure that things go according to plan without any major delays, you should familiarize yourself with the following requirements and guidelines.

Degree Completion Checklist

- Fulfilling Academic requirements
- Construction of a Master's Thesis
- Topic Selection and Thesis Supervision
- Thesis Confidentiality Request
- Thesis Layout and Format requirements
- Thesis Publishing and Storage
- Library Database Requirements
- University Press Guidelines on Thesis Printing
- Maturity Exam Requirements
- Evaluation and Grading of the Master's Thesis

Graduation Checklist

- Degree Certificate Request

These details are general in nature and meant to give all master's degree students a broad understanding. Therefore, students are encouraged to consult with their study coordinator or thesis supervisor to ensure that details regarding faculty specific guidelines or requirements are also being met.

3.1 Degree Completion

3.1.1 Fulfilling Academic Requirements

As you approach the end of your studies it is best to check that you have completed all the necessary studies for your master's degree. This can be done by consulting with your faculty office, and also by going over the details of your latest transcript of records with your teacher tutor.

Should you still need to take any study courses to obtain credits; and/or if you plan to submit your master's thesis for approval, then make sure that you are registered as a student at the University of Lapland during the semester(s) when these are to be undertaken.

3.1.2 Construction of a Thesis

One of the main academic elements forming degree studies is the thesis. Thesis requires extensive and independent research work that is intended to document the student's ability to employ academic theories and methods while working within their chosen major subject field.

Although thesis work is usually done independently, it can also be a joint work done by two or more students on a Master level. If the master's thesis is written in a pair or group, the work of each student must be clearly definable from the outcome, and the work must be done in such a way that each student's work can be evaluated independently.

Although normally a thesis is written with one research theme or topic (monograph), the thesis can also be a compilation of several writings or articles dealing with the same subject matter (article thesis). When the latter is chosen, the selected works should deal with the same problem setting, and an explanation should be provided that binds the ensemble together.

3.1.3 Topic Selection and Thesis Supervision

To facilitate the development of a topic for one's master's thesis, the thesis process is designed in such a way that the preparation and planning stages of one's thesis forms an integral part of the overall structure of studies at the master's level (i.e. focused major subject studies; studies in research methodologies; and the research or thesis seminar).

The subject handled in your master's thesis is to be decided after consulting with your thesis supervisor. The topic and the research field of a master's thesis ought to be selected in such a way that it enables the student to complete the task within a reasonable time setting and with reasonable efforts. The normal length of a master's thesis can be in the range of seventy to one hundred pages, but depending on faculty requirements and the actual research topic, the thesis may be longer or shorter. Normally, the length of a master's thesis should not exceed one hundred and twenty pages, but there are often exceptions.

The supervision of a thesis is done by an individual assigned to the task by your faculty, and who in general is a professor or a docent of the university. In addition, a secondary supervisor maybe assigned, who as a general rule is a lecturer or associate professor from the same or a different faculty.

In the event that a thesis supervisor perceives that the development of a chosen thesis topic or research focus would require specific guidance, then he/she may suggest that an external advisor may be included. Such measures could only be taken at an early stage, and only if they do not risk complicating or impeding on the completion of the thesis work.

3.1.4 Thesis Confidentiality Request

While studying and seeking to develop your thesis topic, you may be offered the opportunity (from an external institution, organization, or business) to participate in a project or to undertake certain tasks that are directly or indirectly related to a topic of interest. In such a case, it is possible that the external party or commissioner of the project or undertaking will request that part of, or the entire thesis to be declared confidential.

Master's theses are, as a rule, public thesis works (Act on the Openness of Government Activities 621/99). According to Act 621/99, Section 24, unless specifically otherwise provided, the following official documents shall be secret: documents containing information on a private business or professional secret, as well as documents containing other comparable private business information, if access would cause economic loss to the private business, provided that the information is not relevant to the safeguarding of the health of consumers or the conservation of the environment or for the promotion of the interests of those suffering from the pursuit of the business, and that it is not relevant to the duties of the business and the performance of those duties.

A thesis made in cooperation with a company may contain information that the company wants to be kept as a business secret. This type of material must be compiled into a separate appendix. Based on the company's proposal the appendix is declared secret for a period of three years at maximum. The public part of the thesis must be an independent and readable whole. The thesis and the appendix are assessed as a whole; therefore the assessors must have access to the classified appendix. The company makes a written proposal (grounds, secrecy period) concerning the classified material, and the student delivers it to the faculty. There is a form for this on the web pages under Studies.

The members of the Faculty Council, its deputy members, and everyone participating in the thesis process are bound by the imposed confidentiality; they shall not relay any secret business or professional information to outsiders. The confidential appendix is bound and printed in the same manner as the thesis. The title page of the appendix must indicate the secrecy and the secrecy period of the document.

The "Abstract" of every master's thesis will be made public, therefore students must ensure that the title of the thesis and the contents of the thesis abstract are presented in such a way that they do not have to be declared confidential. Equally, students should consult with their faculty before agreeing to any conditions of copyrights, ownership rights and other rights related to their thesis work.

3.1.5 Thesis Layout and Format Requirements (Title page / Abstract)

Students should note that each faculty has thesis requirements that are to be followed, and that to avoid delays during the completion and evaluation stages of the thesis work, students are encouraged to implement these specific requirements as early as possible. This can best be done by:

- a) Becoming acquainted with the master's theses that have already been accepted by your faculty. This can be done either by visiting the University library or by browsing the GRADU or DORIA thesis databases on the Library's web-pages.

- b) Reading through the information and documents provided by your faculty which concern such details as required font type; line spacing and margin spaces; use of table of contents; page numbering; the use of headings; incorporating figures, tables, and appendices; and especially how to make proper source references.

Nonetheless, there are some common University of Lapland rules that dictate the layout of a Master's thesis, in particular the "*Title Page*" and the thesis "*Abstract*".

With a thesis Title Page, only the following information is to be provided:

- Your full name;
- The title of the thesis;
- The faculty name, and the study discipline;
- The month and year of submitting the thesis.

To see how this information is to be presented, check the Sample Thesis Title Page provided in the University web-pages under Studies.

In conjunction with the actual thesis, a student has to write a separate abstract of his/her thesis, and the abstract is to be delivered at the same time as the thesis work itself. In doing so, an abstract is to be included in each copy of the thesis.

Each Master's thesis delivered to the University of Lapland has to include a short Summary / Abstract written according to a unified model in all the faculties of the University.

A thesis Summary / Abstract must be written as follows:

- A short, clear description of the contents of the thesis (max. 250 words);
- Includes all conclusions and pieces of new information included in the thesis;
- Presents the purpose, methods, results, and conclusions of the research;
- Outlines the contents in the same way as the thesis it is based on;
- Written on one sheet (A4) and divided into paragraphs;
- Each faculty will give more detailed information on drawing up thesis abstracts.

If a thesis is part of some wider project, then the project should additionally be mentioned in the abstract. Also, if there is a Confidentiality Request, one must ensure that the title of the thesis and the contents of the thesis abstract are presented in such a way that they do not have to be declared confidential.

A thesis Summary must be written on a specific template document which can be downloaded on the Studies-page.

3.1.6 Thesis Publishing and Storage

Supervisor's Tasks at the Completion Stage

As the Master's thesis is completed and before the supervisor can give permission to print the thesis, the student has to agree to the Urkund check of the thesis with the supervisor. Urkund is a plagiarism detection tool for teachers, which compares documents and marks found similarities as a possible instance of plagiarism.

The student sends the thesis, in a .pdf form, to the supervisor's email address (firstname.lastname@analyysi.urkund.fi).

After the thesis has passed the Urkund check, the supervisor gives the student permission to print the thesis.

Student's Tasks at the Completion Stage

Printing and binding the Master's thesis, as well as delivering it to the examiners

After the supervisor has given permission to print the Master's thesis, the student delivers it, as a .pdf file, to the Lapland University Press by email (paino@ulapland.fi). The University Press prints three copies of the Master's thesis; of them, the University Press delivers two to the faculty office and one to the Registry of the University to be archived. The university covers the printing costs of these copies. The student can order additional copies of the thesis and pay for them him or herself. The faculty office delivers copies to the examiners. The copies to be delivered to the examiners should arrive at the faculty office four weeks before the meeting of the faculty council in which the Master's thesis is wished to become evaluated.

Delivering the Master's thesis to the library after acceptance

The copies of the theses sent to the library are in an electronic form. After being evaluated and accepted by the faculty council, the student sends his or her thesis, as a .pdf file, to the library by email (gradut@ulapland.fi), and a copy of this email is forwarded to the supervisor of his or her thesis.

The library staff stores the Master's thesis in the Doria publications archive. To do this, the student has to fill out a permission form (see the appendix), sign it, and deliver it to the library in paper or send it via email from the student's own ulapland.fi email address both to the library (gradut@ulapland.fi) and to the supervisor of the thesis.

Electronic publishing of the Master's thesis in the Doria publications archive

Master's theses are published in the open publications archive of the university, Doria, which allows open-access to theses via the Internet or, in exceptional cases, via limited-access of the University of Lapland. The student always retains copyrights to his or her thesis (Law of Copyright, <http://www.finlex.fi>, search word "copyright").

The Master's thesis is stored in Doria by the library. The library adds key words when necessary and publishes it in Doria, after which the thesis can be freely accessed via the Internet. In exceptional cases, and if the student wishes, the Master's thesis can be stored so that it can be accessed only at the Library of the University of Lapland. Open-access publication on the Internet can be limited, for example, by issues with copyrights, protection of research participants, or trade secrets.

3.1.7 University of Lapland Printing Centre Guidelines on Thesis Printing

Instructions on finishing your thesis

Copying and binding

Theses and other demonstrations of proficiency are always made on Mondays.

A thesis that has arrived before deadline will be ready at noon on Wednesday of the same week.

Your thesis must arrive at the Printing Centre latest on Monday at 09.00. Papers that arrive after the deadline are automatically taken to the work list of the following week. (If the Printing Centre is closed on Monday, the deadline will be 09.00 on the following working day.)

Urgent assignments are agreed on separately and you will be charged €20 extra for them. In urgent cases, a thesis that arrives by 12 noon will be ready during the following working day.

Review your paper thoroughly beforehand!

Please, check your work very thoroughly before delivering it to us for copying. The delivery deadline does not mean that printing starts on that exact moment. Your thesis may be printed already before the delivery deadline, possibly right after we have received it (depending on our work load). If we must correct the work after printing, there will be an extra charge.

Title page, abstract, page numbering, corrections – are you sure you didn't forget anything? The abstract form and its instructions can be found at the Printing Centre's web pages.

The following delivery methods are available:

- Electronically as an email attachment to paino@ulapland.fi (max. 10 Mb).
- As a paper version. The recommended delivery method is email. If the file is too big for email, contact us and we'll give you an ftp server address and login data for sending your work.

NOTE! We no longer accept memory sticks because they have caused a number of virus and other problems on our computers. Include your contact information in your message in case we need more information. Provide also the billing/postal address. When you have sent your work to us, please verify that we have received it. If you send your work by email, make sure it is in PDF format (we do not accept Word documents).

NOTE! When converting your work into PDF, make sure that the paper size is 210 x 297 mm (A4).

Text settings

Your faculty will provide instructions on the text layout, fonts, and content.

NOTE! The printouts will be one-sided. Consider this in page numbering (no mirrored numbering).

Colour pages

If your work contains colour pages, don't forget to mention it in your message. Also, let us know which pages are to be printed in colour. Otherwise, the machine will count the number of colour pages and we will charge you respectively. If colour pages are not mentioned, the entire work is reproduced in black and white. All theses are printed according to a standard model, either with color pages or in black and white.

Theses deviating from the standard model

If your thesis is to contain CD, DVD, or other disks, you must deliver the disks and their sleeves to us. You must deliver a sufficient number of disks and sleeves plus one extra piece of each. If your thesis deviates from the standard model, please contact us before placing your order. Thereby we can agree on practical arrangements and avoid possible unpleasant surprises during the printing process.

Number of copies

The university will pay for these copies. Three copies will be printed. We deliver two of them to the faculty office and one to the university registry for archiving purposes. You must pay for any extra copies yourself. When placing your order, tell us how many extra copies you need.

NOTE! No copies will be printed for the library (also concerns the Library of Art and Design). You must deliver your thesis there electronically. The library's web pages have instructions on electronic delivery.

Binding

The University Press makes soft covers according to the university standard. The information on the cover is based on the abstract of the thesis. Copies for the faculty and examiners are always bound between soft covers. You may also order hard-cover copies for yourself. If you want hard-cover copies, be sure to mention it when placing your order. Let us also know the colour of the covers (black or burgundy) and whether you want them with gold lettering. If the colour of the hard covers is not given, the thesis will have black covers. Also, if gold lettering is not mentioned, the covers are made without it.

NOTE! Hard covers without gold lettering will contain no text.

Schedules

When the thesis is ready, it is sent without delay to the faculty office to await delivery to the examiners.

NOTE! If you do not take copies for yourself and if you choose to pay cash or use a debit/credit card, you will have to pay before your thesis copies are sent to the faculty office.

Theses from other parts of Finland

When the thesis is ready, it is sent without delay to the faculty office to await delivery to the examiners. The student's own copies and the invoice are sent by mail.

Methods of payment

- cash
- debit and credit card (also VisaElectron)
- invoice

Cash and card payments are made in the university library.

If you wish to be invoiced, tell us whether you will fetch your copies from the printing centre or whether you want us to mail them to you. If you say nothing about delivery when placing the order, your copies will be mailed to you and a handling charge of €9.92 is added to the bill.

The invoice is always sent by mail, we do not use e-invoicing.

3.1.8 Maturity Exam Requirements

A maturity examination is a compulsory study attainment stipulated in the degree requirements at the University of Lapland. According to these requirements, before a student can graduate, he/she must have completed a maturity examination in the field of their thesis. In the written maturity exam, the student has to prove expertise of the subject area of his/her thesis and sufficient knowledge of the subject in his/her native language (in Finnish universities this language component only concerns students that have Finnish or Swedish as their mother tongue).

For the maturity exam, the thesis supervisor will give three topics or essay style questions related to the subject matter of the thesis concerned. The student has to pick one of these and write an answer of three to five pages in length. The student will have four hours to complete the exam.

A student can register for the written maturity exam once the thesis work has been handed in for printing. Generally, maturity exams are taken on one of the scheduled monthly examination dates for the faculty in question (registration is done in the usual fashion). If for whatever reason a student is unable to attend the chosen examination session, then he/she must consult their thesis supervisor as soon as possible to resolve the matter.

Students who are unable to take their maturity exam on campus, will be given the opportunity to do so at an alternative location nearest to them (e.g. local university / college; government office; embassy or consulate). In order to make such arrangements, the student must contact their coordinating professor several weeks in advance.

The written maturity exam is graded simply as a pass or fail, and it has to be passed before the student's thesis can be approved.

3.1.9 Evaluation and Grading of the Master's Thesis

The evaluation process for a master's thesis begins when the thesis supervisor, together with any co-supervisor or thesis advisor, gives an evaluation statement on the thesis, which will include a proposal for a grade. This thesis evaluation statement is then submitted to the faculty board (of the faculty in question) for final approval during one of their monthly board meetings. The thesis evaluation is then either approved or rejected, and the final grade for the thesis is confirmed.

In order for the thesis supervisor(s) to have time to produce an evaluation statement, students are advised to submit their final thesis at least four weeks before the targeted faculty board meeting date. The scheduled dates of the faculty council meetings are available in the Faculties' web-pages and Study Guides.

In the grading of a master's thesis, the emphasis is placed on, among other things, the command of the research methods incorporated, the scientific presentation of the results obtained and the ability to draw conclusions.

Unless otherwise agreed upon with the student, the evaluation statement will be sent to the student at least three days before the planned faculty board meeting. If a student is not pleased with the evaluation, then he/she has the right to ask to move the final evaluation to a later faculty board meeting, in order to present any concerns of the evaluation to the supervisor(s). In addition, students also have the right to withdraw their thesis from the evaluation process in order to make corrections to it.

If a student is dissatisfied with the thesis evaluation submitted to the faculty council, then he/she has fourteen days (from the moment when he/she had the possibility to view the detailed evaluation and grading of his/her thesis) to make a written request for a re-evaluation to the faculty council. If a student is dissatisfied with the reply to his/her request for re-evaluation, then the student has the right to make a request for changing it to the board of examiners. The student has fourteen days to make this follow-up request, beginning from the time when he / she received a reply to their initial request from the faculty council. All re-evaluation requests must be delivered to the Head of Study Affairs at the faculty in question.

Records of the original statements and final grade given by the thesis evaluators and the faculty council will be kept in the faculty office.

3.2 Graduation

3.2.1 Apply for your Degree Certificate

After having successfully completed all of your study requirements for the master's degree, you are ready to apply for your degree certificate. The Degree Certificate application form for a master's degree is available for download from your faculty webpages, and it should be filled in carefully.

Once completed, the application should then be submitted to the Head of Study Affairs at your faculty office. Together with the degree certificate, you will receive a detailed transcript of studies, and a Diploma Supplement (for international use) which provides information about the studies completed for the degree and their status in the Finnish educational system.

It's important to note that in order to be able to obtain a degree certificate, the student must be registered as a student at the University of Lapland at the time the certificate is being requested.

3.2.2 Diploma Supplement

If you complete a Finnish degree and then decide to look for further education opportunities or employment abroad you will need to apply for recognition of your Finnish qualifications from the receiving foreign university or employer. In these cases, academic or professional recognition cannot be decided in Finland. Recognition decisions are ultimately made without Finnish authorities or institutions having direct influence on the result.

University of Lapland issues an English-language Diploma Supplement automatically and free of charge to every student upon graduation. The Diploma Supplement is an appendix to higher education diplomas for use in international contexts. It offers a description of the nature, level, content and status of the awarded degree in the national system and it also gives information on the professional status of the qualification. The purpose is to improve international comparability of degrees and facilitate mobility either for doctoral study or employment.

If necessary, you may also apply to the Finnish National Board of Education for a specific statement on your Finnish qualification.

3.3 After Obtaining Your Master's Degree

3.3.1 Continue studying

With an internationally recognized master's degree from the University of Lapland, you can also opt to take another master's level course or apply for a doctoral programme at our University or any other university in Finland or abroad.

It is possible to complete a general doctorate in all faculties, however, the research topic needs to be linked with the disciplines studied in the desired faculty. It is also possible to complete the licentiate degree in all degree programmes offered by the University of Lapland, except in the field of Art and Design. You can find more information about language requirements and the application process under "Admissions/Apply Now" on the website.

Through the Open University, it is also possible to complete incomplete studies. You can continue your studies in faculties and other unit's courses either as evening or weekend studies or as PIA-Studies. PIA-Studies are Open University studies integrated in basic university studies. These are arranged mainly during the daytime and are free of charge (for two years after graduation) for students who have graduated from the University of Lapland and have had incomplete studies of the subject during graduation. Evening and weekend courses are chargeable. For more info please consult the Open University webpages under "Faculties/Units".

3.3.2 Working in Finland

As you near the completion of your master's degree, you can start to explore the job market and prepare yourself for embarking on your career. When you have graduated, you may decide that you would like to find full-time employment in Finland. It is highly advisable to prepare for the actual job hunting before graduation. Bear in mind that if you manage to find a part-time job in your field while you are still studying, this may act as a springboard to full-time employment. The general advice concerning (part-time) jobs during your studies (see section 8.3.) is also valid when it comes to seeking permanent employment after your studies, so please read the advice found in that section as well.

The university's Career Services can help you get started by providing advice on how to look for jobs after your graduation. They may, for example, arrange job fairs in cooperation with prospective employers, or organize job searching skills seminars and other information sessions.

Do not forget to consult the Aarresaari network webpages mentioned in the previous section.

Non-EU students who have received a degree and are interested in staying in Finland to look for work may submit an application for an additional residence permit after their graduation to search for work. This can be granted for up to six months. This has to be done at the police department before your residence permit for studies expires. Note that a new residence permit can also be issued on some other grounds, for example, doctoral studies in the same discipline or family ties. When you have completed a degree in Finland, you are entitled to gainful employment without a residence permit for an employed person. Once you have found a job, you can apply for a residence permit on the basis of employment.

You should also submit the Notification of Move if you move within Finland and if you move away from Finland you should inform the Local Register Office.

3.3.3 Alumni

The University of Lapland wishes to stay in contact with you after graduating and accompany you in academic knowledge. You are warmly invited to join the alumni, which offer plenty of opportunities and forms of collaboration. For more info and how to join visit the alumni-pages under "Studies/For Current Students/After Graduation".

4 LOST?

4.1 VIP

UNIVERSITY OF LAPLAND, Lapin yliopisto
Address: Yliopistonkatu 8, 96100 Rovaniemi, Finland
Postal Address: PO Box 122, 96101 Rovaniemi, Finland
Tel: +358 16 341 341 (Switchboard)
Fax: +358 16 362 941 (International Relations)
University website: www.ulapland.fi
International website: www.ulapland.fi/intl
International studies website www.ulapland.fi/studies

FACULTY OF ART AND DESIGN

General Academic Guidance
International Coordinator
Ms Virpi Nurmela
Tel. +358 40 484 4396
artinter@ulapland.fi

Graduation
Head of Study Affairs
Ms Maija-Sisko Tuomaala
Tel. +358 40 356 5180
majja-sisko.tuomaala@ulapland.fi

Transcript of Records
Study Secretary
Ms Raili Heikkilä
Tel. +358 40 484 4380
raili.heikkila@ulapland.fi

FACULTY OF LAW

General Academic Guidance
International Coordinator
Ms Päivi Martin
Tel. +358 40 484 4040
lawinter@ulapland.fi

Graduation
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Tel. +358 44 787 5670
www.lyy.fi
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STUDENT HEALTH CARE SERVICES

Yliopistonkatu 8, 96100 Rovaniemi
(In the A-wing of the University)

General health (treatment need
assessments and appointments)
Mon-Thu 8-15, Fri 8-14
Tel. +358 46 710 1090

Mental health care (treatment need
assessments and appointments)
Mon-Thu 8-15, Fri 8-14
Tel. +358 46 710 1095

Oral health care (treatment need
assessments and appointments)
Mon-Thu 8-15, Fri 8-14
Tel. +358 46 710 1093

ICT HELPDESK

Yliopistonkatu 8, 96300 Rovaniemi
(In the lobby of the F-Wing)
Mon-Tue-Thu 9-16,
Wed 9-17 and Fri 9-15
Tel. +358 40 4844 488
helpdesk@ulapland.fi

LIBRARY

Main Library
Mon-Thu 9-19, Fri 9-16, Sat 9-14
Information Service
Tel. +358 40 484 4303
kirjasto(at)ulapland.fi

Loans and renewals
Lending Desk
Tel. +358 40 484 4302

Library of Art and Design
Siljotie 2
Mon-Thu 10-18, Fri 10-16
Tel. +358 40 484 4308
taidekirjasto(at)ulapland.fi

Library in the Arctic Centre
Visiting address:
Pohjoisranta 4, 96100 Rovaniemi
(Arktikum)
Tue-Thu 10-17, Fri 10-16 (Sep-May)
Tel. +358 40 484 4286
library.ac(at)ulapland.fi

Helpdesk in Pöykkölä and Siljotie
(Faculty of Art and Design)
Pöykkölä: Tue-Wed-Thu 13-16:50, Tel.
+358 40 4844 423
Siljotie: contact tel. +358 40 4844 488
helpdesk@ulapland.fi

4.2 Useful webpages

Rovaniemi health care services
http://www.rovaniemi.fi/Kansainvalinen_sivusto/English/Services/Healthcare_Services.iw3

The Social Insurance Institution of Finland (Kansaneläkelaitos - Kela)
www.kela.fi

National Union of University Students in Finland (Suomen ylioppilaskuntien liitto - SYL)
<http://www.syl.fi/en/>

Center for International Mobility (Kansainvälisen henkilövaihdon ja yhteistyön keskus - CIMO)
www.cimo.fi

Ministry for Foreign Affairs (Ulkoasiainministeriö)
<http://formin.finland.fi/public/>

Ministry of Education and Culture (Opetus- ja kulttuuriministeriö)
<http://www.minedu.fi>

Finnish Immigration Service (Maahanmuuttovirasto)
www.migri.fi

Population Register Center (Väestörekisterikeskus)
<http://www.vaestorekisterikeskus.fi>

Employment and Economic Development Service (Työ ja Elinkeinoisto)
www.mol.fi

Tax Office (Verotoimisto)
www.vero.fi
Aarresaari – Academic Career Services
<http://www.aarresaari.net>

Banks (with websites in English)
www.nordea.fi, www.oko.fi, www.sampopankki.fi

Phone companies
www.elisa.fi, www.teliasonera.fi, www.dnainland.fi, www.saunalahti.fi

4.3 Available guidebooks in English (published by the University of Lapland)

- Study in Lapland – Guidebook for International Students
Arrival guide for incoming international students
- International Tutor Guide
Guidebook for Tutor
- Your Ticket to Ride – Study Abroad Guidebook
Guidebook for Study Abroad and International Placement
- PSP Guidebook (online)
Guidebook for students about Personal Study Plan and practical guide for PSP-tool s.1.1
- Course Catalogue International Programmes and Courses
Information on international programmes and courses offered at the University of Lapland, as well as information on study requirements, course contents, and practical information.
- General Guidelines for Academic Writing
Booklet contains basic information about the different types of written assignments, how to format, arrange and technically structure written assignments; and how to cite and use references in one's work.



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▶ www.ulapland.fi/studies