



KAJAANI UNIVERSITY OF APPLIED SCIENCES

GUIDE FOR INTERNATIONAL STUDENTS

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CONGRATULATIONS ON YOUR STUDY PLACE!

You made a good choice when deciding to head to Finland – either for a semester or two or to complete a full degree. We are pleased to welcome you at Kajaani University of Applied Sciences (KAMK)! This guide has been designed to help you to prepare for your studies at KAMK and we hope you find it useful. We are looking forward to meeting you at KAMK!

Studying in a Finnish University of Applied Sciences

The Finnish higher education system consists of two complementary sectors: universities of applied sciences and universities. Higher education institutions in Finland are municipal or private institutions, which are authorised by the government. Universities, which are academic or artistic institutions, focus on research and education based on research whereas universities

of applied sciences offer work-related education in response to labour market needs. Thus studies at a UAS in Finland offer a practical alternative to a traditional university education. Degree studies provide students with both a higher education qualification and practical professional skills.

Kajaani University of Applied Sciences

Facts

- 2,000 students, approx. 200 members of staff
- Fields of study:
 - Social Sciences, Business and Administration
 - Natural Sciences
 - Technology, Communications and Transport
 - Social Services, Health and Sports
 - Tourism, Catering and Domestic Services
- A total of nine Bachelor level degree programmes in Finnish and two in English
- Five Master level degree programmes (part-time) in Finnish
- Passed the quality audit by Finnish Education Evaluation Centre in 2015
- Up-to-date computer facilities available for all students
- Free use of gym and sports hall on campus for all students
- All services in one campus area; study facilities, sports facilities, restaurant and cafés, Student Health Centre Vital, Library
- For years, KAMK has been among the top five UAS in Finland to offer high quality student guidance and counselling. In 2011, KAMK was ranked the best UAS in Finland based on several indicators.

Preparing for Your Stay in Finland

Residence Permit

EU citizens

may stay in Finland for a maximum of three months without registering their right of residence if they have a valid identity card or passport. EU citizens who reside in Finland for **more than three months** must register their stay with the local police department of their place of residence within three months of entering the country. There are no fixed sums defined for satisfying this requirement; the circumstances of each applicant will be considered on a case-by-case basis.

To register a right of residence, you will need the following:

- an EU registration form
- your national proof of identity or passport;
- if you are a student, a report confirming that you are registered with a Finnish educational institution and have adequate health insurance cover (European Health Insurance Card).

Registration of the right of residence requires you to have sufficient income to support yourself. There are no fixed sums defined for satisfying this requirement; the circumstances of each applicant will be considered on a case-by-case basis.

An EU citizen or comparable person can work while studying in Finland and does not need to acquire a special work permit to do so.

Non-EU-citizens

Students will be granted a temporary residence permit if their main reason for residence is study in a Finnish educational establishment. In order to

receive a residence permit students must have enough funds to live on and to cover their studies.

Students must apply for their **first residence permit** for study purposes from the Finnish embassy in their home country. The Finnish Immigration Service (www.migri.fi) decides whether the permit will be granted or not. The following requirements must be fulfilled for the permit to be issued:

- Students must provide a certificate proving that their application has been accepted by their intended study institution (Notice of Admission)
- Students must ensure they have enough money to live on during their residence period. Students must prove that they have 6720 euros per year (560 euros per month) at their immediate disposal.
- Students must have an all-inclusive insurance to cover possible ill health. An all-inclusive insurance must cover the same type of care provided by municipal healthcare and the costs remunerated by the sickness insurance system in Finland.

Students can carry out a limited amount of paid work with a student's residence permit. On average students can work part-time for 25 hours/week. There are no restrictions on full-time paid work carried out during vacations.

Insurance

Students are insured by the UAS accident insurance during school hours. Please note that the insurance is not valid on study trips even if they are arranged by KAMK. You should also have your own insurance that covers travelling and leisure time, treatment of sudden illnesses as well as possible accidents and accidental death. For trainees insurance should

also cover physical work. Medical care in Finland is quite expensive and thus your own private insurance is necessary.

Health Insurance (non-EU-students)

For non-EU-students health insurance is a requirement for obtaining a residence permit for studies. Foreign students must have a health insurance policy that covers the costs of medical care. The health insurance must be in force upon entry into Finland. The insurance policy must be issued by a reliable and financially sound company or institution.

KAMK has negotiated with MARSH/SIP a specific insurance solution for its international students. Further details: www.sipinsurance.eu.

European Health Insurance Card

Students coming from EU-countries other than the Nordic countries are entitled to use public health care services in acute cases of illness or accidents requiring medical attendance by using the **European Health Insurance Card**. Students who come from the Nordic countries are required to prove their right to receive medical care by showing their passport, medical insurance card or identification card.

Medication

If you need continuous medication, you must bring your medication with you or make sure before your arrival that you are able to obtain the same medication in Finland. Please note that it is strictly forbidden to receive medication by post from outside EEA-countries.



REQUIREMENTS FOR STUDENTS COMING FOR PRACTICAL TRAINING IN HOSPITAL (Exchange Students)

The student is requested to bring their own working clothes and the following documents signed by a Medical Doctor and written in English:

- 1) Certificate of thorax x-ray which was taken less more than a year prior to departure.
- 2) Certificate of salmonella test (stool specimen) showing that s/he is not carrying salmonella. The test should have been taken less than one month prior to departure.
- 3) Certificate of a negative MRSA test, taken from the mucous membranes of the nose. The test should be very recent, taken less than two weeks before travelling to Finland. After the test is taken, the student should not work in hospital before travelling to Finland. If the MRSA test was taken more two weeks before travelling to Finland or the student has worked in hospital after the culture was taken, a new test must be taken in Finland. This means that the start of the practical placement will be delayed until the result of the MRSA culture is provided.



NB! If the student does not have the above-mentioned certificates, s/he has to have the tests taken in a private medical centre in Kajaani and s/he has to pay for them herself/ himself.

REQUIREMENTS FOR STUDENTS COMING FOR PRACTICAL TRAINING IN HOSPITAL

The student also has to show a certificate of the following vaccinations:

- tetanus: booster dose 10-year interval
- diphtheria
- polio
- MPR (morbilli-parotis-rubella): 1. vaccine

Students who will complete a practical placement in the delivery room, maternity ward or maternity outpatient department also must have

- H1N1 vaccination or seasonal influenza vaccination (can be given at the student health centre Vital)
- hepatitis B vaccination



NB! No jewellery is allowed on the facial area during the practical placement.

According to Finnish law, the students working with children under the age of 18, need to provide an extract from on criminal background.

Accommodation

All students studying in Kajaani can apply to Kiinteistö Oy Kajaanin Pietari for student accommodation. The company offers shared accommodation and also family apartments. Some of the accommodation is located on campus and other housing is located 1–3 km from campus. An internet connection is available for all student apartments at a separate price. Further information on available accommodation can be found at www.kajaaninpietari.fi.

Please note!

- Students coming to study for a full degree must apply for accommodation themselves.
- For exchange students KAMK reserves a certain amount of rooms on a yearly basis.

However, all students will receive an accommodation offer by email after applying/receiving the admissions package. According to the instructions in the email, students must pay for the deposit for their room by the given deadline. If the deposit is not paid on time, the room reservation will be cancelled.

For foreign students, the easiest option is to choose furnished rooms in a shared student residence, available on campus. A renovation was finished in autumn 2010 and new apartments on campus offer accommodation for 5 students in one apartment, with own rooms and a refrigerator in each room. The rent, for example in the furnished apartments on campus (Keturpolku) is about 310 euros /student/ month including water and electricity (spring 2015).



The rooms are furnished but there are no blankets, pillows, bed linen or towels available. Also, no kitchenware is available, therefore you should either bring kitchenware, bed linen and towels with you or buy them locally. A blanket & pillow set can be bought from the Student Union KAMO on arrival. Please note that you must make arrangements for this in advance!

Please note!

In Finland, tenants are responsible for keeping the apartment clean. Each tenant is responsible for his or her own room, but the common areas must be kept clean by all the tenants of the apartment.



Arrival in Kajaani

Most students fly to Helsinki when coming to Finland. The easiest way to travel to Kajaani from Helsinki is to fly (approx. 1 hour), but you can also travel by train (approx. 7 hours) or bus (8-10 hours).

Flights: www.finnair.fi
Train timetables: www.vr.fi
Bus timetables: www.matkahuolto.fi,
www.onnibus.com

If you have informed the Student Union of your exact arrival date and time, a taxi will be arranged to pick you up from the airport/railway station/bus station to take you to the address of your accommodation. Please be prepared to pay for the taxi yourself, it costs approx. 10-25 euros. Our tutoring students will meet you by the accommodation to give you your keys and some information material.



Studying at Kajaani University of Applied Sciences

Academic Calendar

The academic year in Finland starts at the beginning of September and ends in late May. It consists of two semesters, the autumn and spring semester. There are four weeks of independent study when there is no teaching (mid-October, Christmas and early March).

Degree Programmes and Group Codes

KAMK offers the following degree programmes leading to a Bachelor's degree delivered in English:

- Bachelor's Degree in International Business
(Bachelor of Business Administration)
- Bachelor's Degree in Sports and Leisure Management
(Bachelor of Sports Studies, Sports Instructor)

Students in these degree programmes are divided into groups based on their starting year. Each group has its own group code.

LBI = Degree Programme in International Business

ASL = Degree Programme in Sports and Leisure Management

Group codes are formed with a code and the starting year, for example LBI15S (Bachelor's Degree in International Business, studies started in 2015) and ASL15S (Bachelor's Degree in Sports and Leisure Management, studies started in 2015). The group code for exchange students ends with an X.

Credit System

The degrees and courses are measured in credits (cr). A student's annual workload of 1,600 hours is worth 60 credits (cr). One credit means approximately 27 hours of a student's work, half of which consists of lessons and the other half of independent work. Most courses are worth 3 – 5 credits, meaning 81 – 135 hours of student work.

Study Programmes

Degree programmes vary in duration between 210 and 240 credits according to the field of study and take 3.5 - 4 years to complete. In general, a student completing an English taught Bachelor's degree for 7 semesters will study for 3.5 years. The extent of studies is 210 credits and the studies consist of

Basic Studies
Professional Studies
Free-choice Studies
Practical Training
Thesis



Study Facilities and Services

KAMK offers good facilities for students to succeed in their studies. All of the following services are available for students free of charge, unless otherwise mentioned.

International Study Office

The International Study Office attends to practical matters related to studies but also provides advice on how to plan and complete your studies. The International Study Office also helps foreign students with issues concerning cooperation with the local authorities such as renewing residence permits, obtaining health care, obtaining a social security number and home municipality.

Computers and Email

There are a number of computers with an internet connection available for students on weekdays on the KAMK campus. The campus library also has computers for student use and it is also open on Saturdays.

Each attending student will be issued with a personal user id (network username) enabling logging on to information systems and computers within the campus area. All students are also provided with a personal email address. Email is the foremost means of communication at KAMK. It is commonly used for communication between teachers, staff and students.

Library

KAMK library is located on campus and it provides students with a wide selection of course books, newspapers and journals and an extensive amount of online-databases. Borrowing is free of charge.

Student Restaurants and Cafés

There is a student restaurant and two cafés on campus. A warm lunch in the student restaurant costs at present approx. 2.10 - 2.60 Euro (incl. salad, bread, water/juice/milk and a warm meal). A cup of coffee costs 0.90 Euro and a sandwich 1.60 – 2.90 Euro.

Student Health Care

KAMK has its own student health care centre called Vital. The health centre offers the services of a public health nurse and also a general practitioner (doctor) three times a week. These services are free of charge for students.

Other types of health care in Finland can be quite expensive and thus it is important that your health insurance is at the level required.

Sports Hall and Gym

There are two gyms and a sports hall on campus. Both are available to students free of charge several times a week.

Tutoring Students and Student Union KAMO

The Student Union KAMO plays an active role in arranging get-togethers, parties and other events for students with the tutoring students. They also organise tutoring activities in every School. Tutoring students help new students to get started with their studies and everyday life in Kajaani.

Friend Family Programme

The aim of the Friend Family Programme is to offer international students the chance to get to know Finnish culture and language better by pairing students with local families. Participating the Friend Family Programme not only allows students to experience everyday Finnish life, but also makes it easier to adapt to their new surroundings by connecting with a local family.

Student Discounts

By becoming a member of the Student Union KAMO, students are entitled to hold the official student card. The student card entitles the holder to receive considerable discounts such as a 50 % discount when travelling by train or bus in Finland. Please note that the student card and the discount are only available after starting the studies!



How to Study

ASIO Study Administration System

KAMK uses a study administration system called ASIO. The ASIO -system is used for entering and storing the student's personal details and academic records. Students use the system for updating their contact information, compulsory enrolments, checking and printing their academic records, applying for student exchange and planning their studies.

Right to Study and Enrolment (degree students)

The normal period of study for the English-taught degree programmes is 3.5 years (210 credits). Full-time students must complete their chosen degree programmes at the latest within one year of the time stipulated in the UAS regulations governing degree programmes (3.5 years + 1 year).

Students must register as attending or non-attending each semester.

Attending means that the student intends to complete the studies normally. Absence (non-attending) means that the student will not pursue his/her studies and during the absence, he/she is not entitled to any student benefits nor is he/she entitled to a student's residence permit. The registration period takes place at the beginning of September and the beginning of January yearly.

Teaching Arrangements and Exams

The obligation to attend lectures depends on the requirements of each course. For example courses such as language studies and courses with a lot of group work normally require students to participate in lessons and class-work. In addition to contact teaching, there is always independent work included in each course. There are also courses that are completed independently. In this case, courses are completed by sitting exams, producing written work (assignment/s) and/or online studies.

The assignments and course work must be returned within the time specified by the lecturer. A lower grade may be given if the assignment is returned late. Courses are assessed according to a scale of 5 – 0: excellent (5), good (4-3), satisfactory (2-1) and fail (0). Courses can also be assessed on a Pass/Fail basis without numerical grading.

In case a student fails a course exam, there are two retakes/exam. There are general exam dates set in each period for this purpose. The lecturer announces the dates for the retake at the beginning of each course. Students must register for the retake using the appropriate procedure.

Cheating during exams, using and directly copying information from the internet, audio-visual, or written material without permission or plagiarism is a serious offence and is not acceptable under any circumstances. Your exam or work will be rejected if plagiarism or cheating occurs.

Finland Welcomes You!

Finland is situated in northern Europe and is the seventh largest country in Europe. It is the second northernmost country in the world after Iceland and a member of the European Union. A quarter of its total area lies north of the Arctic Circle. Finland has frontiers with Sweden, Norway and Russia and a long coastline. There are almost 200,000 lakes in Finland. Two thirds of the country is covered by forest called our "green gold". The population of Finland is approximately 5.3 million. The vast majority of Finns live in the larger cities. Since the countryside is so sparsely populated the sense of space is amazing, and even small towns are built over a wide area. Finland is a bilingual country, both Finnish and Swedish being the official languages.

Exotic Climate

The four seasons of Kainuu present a set of striking contrasts. The highest daytime temperature in Kajaani during the summer occasionally rises over 24 degrees centigrade. During the winter months, temperatures of minus 20-30 degrees centigrade are not uncommon. Due to low humidity, however, Finland's climate is actually not as cold as temperature readings might seem to indicate.

In the Kainuu area, the first snow settles in late October or in November, and the landscape will usually be covered with snow in December. The first signs of spring can be seen in March, and during April the snow gradually starts melting away.

The Finnish Way of Life

As a nation Finns love quizzes and competitions of all kinds and it may be this characteristic that underlies our craze for sports. We are also

crazy about coffee. You will rapidly get used to the fact that when Finns get together for a chat, coffee is part of the scene. But note that coffee in Finland is usually not as strong as in Central and Southern Europe. Together with coffee, the custom is to have a piece of pulla, which is something between bread and cake, slightly sweet, traditionally baked at home.

When Meeting People

Hand shaking is common when being introduced in business meetings, on arrival and departure. Both at work and at school the atmosphere is informal and first names are used, even between teachers and students.

Sauna is an Essential Part of Finnish Culture

There are five million inhabitants and one and a half million saunas in Finland. For Finnish people the sauna is a place to relax with friends and family. Please note that it is not customary for men and women to go to sauna together, unless they are members of the same family or particularly close friends. Also public saunas (fitness centres, swimming halls) are separated by gender.

Finnish Cuisine

Traditional Finnish cuisine is a combination of European, Fenno-scandinavian and Western Russian elements; table manners are European. The food is generally simple, fresh and healthy. Fish, meat, berries and root vegetables are typical ingredients whereas spices are not common. The typical breakfast is oatmeal or bread. Lunch is usually a full warm meal, in a work or school canteen, lunch time is normally from 11.00 until 13.00. Dinner is eaten at around 16.00 to 18.00 at home.



Telephone Services

Finland is a country of mobile phones and therefore student residences do not have a pay phone. If you have a mobile phone with you, you can buy a prepaid connection locally and the connection starts working immediately after purchase.

Electricity

The voltage is 230 AC (50 cycles). Plugs are two-pin continental size.

Money Matters

The Finnish monetary unit is euro (€). One euro is divided into 100 cents.

All major credit cards (Visa, Eurocard, Access, Mastercard, Diner's Club, American Express) are accepted and you can use your Visa card or bank card to withdraw cash from cash-points anywhere in the country. Cheques are not in general use.

Other Matters

In Finland strong alcohol such as wine and spirits can only be bought in a special shop called ALKO. Low-alcohol content drinks such as beer and cider are sold in stores, supermarkets, gas stations and kiosks. The legal drinking age is 18 for milder drinks, while to buy hard liquor from Alko you need to be 20.

Smoking is forbidden indoors. Most trains have special rooms for those who wish to smoke. In some pubs and restaurants there are also separate rooms for smokers and non-smokers. When visiting private homes and also in student accommodation, the custom is to step outside for a cigarette.

In Finland, all drug dealing is strictly forbidden. The use or possession of drugs is against the law, and carries heavy penalties. The acquisition and receipt of drugs and medication by post from beyond the EEA is strictly prohibited.

Useful links:

www.studyinfinland.fi

<http://thisisfinland.fi>

Kajaani - the Provincial Capital of the Kainuu Region

Kajaani is located in the province of Oulu, 600 km from the capital city Helsinki. Kajaani is home to 38,000 people. Student life in Kajaani is easy living: distances are short and services are of a high standard. The town has all the necessary services, yet is small enough to feel safe. Four distinct seasons provide a variety of settings ideal for a wide range of interesting experiences.

Leisure Activities

Kajaani offers excellent free-time fitness activities, both indoors and out. At KAMK, the gym and sports hall are at the students' disposal free of charge. Vimpelivaara is a popular outdoor leisure and sports area which is conveniently situated right next to the campus area of KAMK. Most of the recreation and leisure facilities are all within walking or cycling distance from the campus, as is the town centre. If you feel brave, you can try a popular Finnish winter activity: take a dip in the river through an ice-hole in Onnela, near the city centre!

One of the most versatile tourist destinations in Finland, Vuokatti, is located about 30 km from Kajaani. The Vuokatti area is a popular international centre for holiday makers and top sports men and women alike. In Vuokatti you can even ski in a tunnel during the summer, or try the ski centre facilities and slopes in winter. In Vuokatti, you will also find the Katinkulta spa and leisure-centre offering a wide range of recreational and sports facilities.

Shopping

The shops downtown are usually open from 9:00 am to 5:00 pm on weekdays and from 9:00 am to 2:00 pm on Saturdays. Grocery shops and

supermarkets are open from 9:00 am to 9:00 pm Monday through Friday and from 9:00 am to 6:00 pm on Saturdays and Sundays. Kiosks are usually open every day from 9:00 am to 10:00 pm.

How Much Does it Cost?

Students should pay for food, lodgings, social life etc. themselves. The average living costs of a single student is about 500-600/month. Living expenses are relatively high in Finland, though comparable to the EU average. It is not easy to find a part-time job in Kajaani, but some opportunities exist – please note that for most jobs language skills in Finnish are required.

Be prepared for more expenses at the beginning of your stay. Also consider budgeting some money for travelling in Finland and abroad to St. Petersburg, Stockholm and Tallinn.

Other Costs

KAMK does not currently charge any registration or tuition fees. Students are responsible for books and other course-specific fees. Many of the course books can be borrowed from the KAMK library.

Scholarships

Normally international students do not receive scholarships from Finland. It is best to look and apply for possible scholarships in your home country before leaving for Finland. Kajaani University of Applied Sciences is not able to offer any scholarships or funding for foreign students or to assist students in obtaining funding for their studies.



WELCOME TO KAJAANI AND KAJAANI UNIVERSITY OF APPLIED SCIENCES!

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