

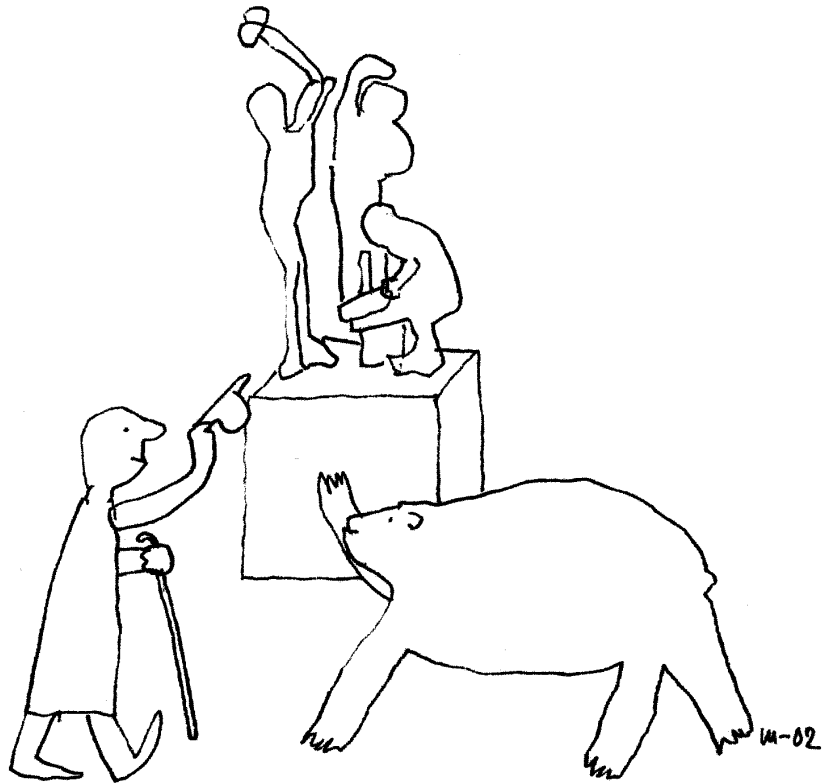
PRACTICAL GUIDE

for international students
2014-2015



UNIVERSITY OF THE
ARTS HELSINKI
**SIBELIUS
ACADEMY**
x





Polar bears are seldom seen in the streets of Helsinki

**THE SIBELIUS ACADEMY, UNIVERSITY OF THE ARTS HELSINKI
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Please note that all information given in this guide is subject to change.

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Helsinki 2014



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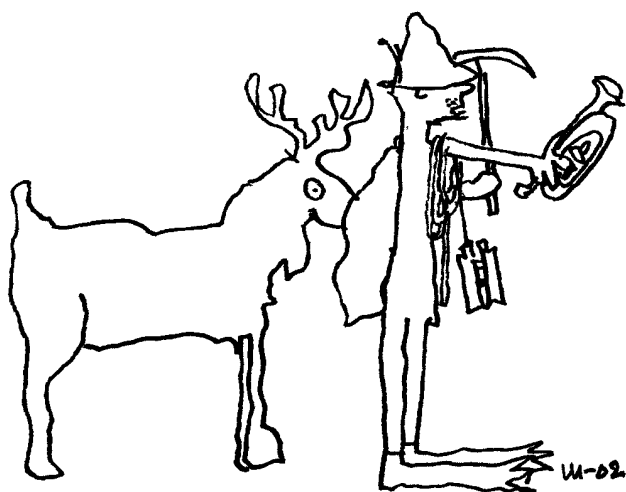


1. WELCOME TO HELSINKI

We are happy that you have chosen to study at the Sibelius Academy of the University of the Arts Helsinki, a state-owned university providing the highest education in the arts in Finland.

This guide is designed to exchange students and foreign degree students to help you to plan your stay and studies at the Sibelius Academy. It includes practical information that will be of use when planning your arrival and life in Helsinki. This guide will be useful for you before your departure for Finland as well as during your stay.

We hope that your stay in Finland will be beneficial for your studies and an unforgettable adventure.



We hope that your stay in Finland will be an unforgettable adventure



2. FACTS ABOUT FINLAND AND HELSINKI

Land, People and Society

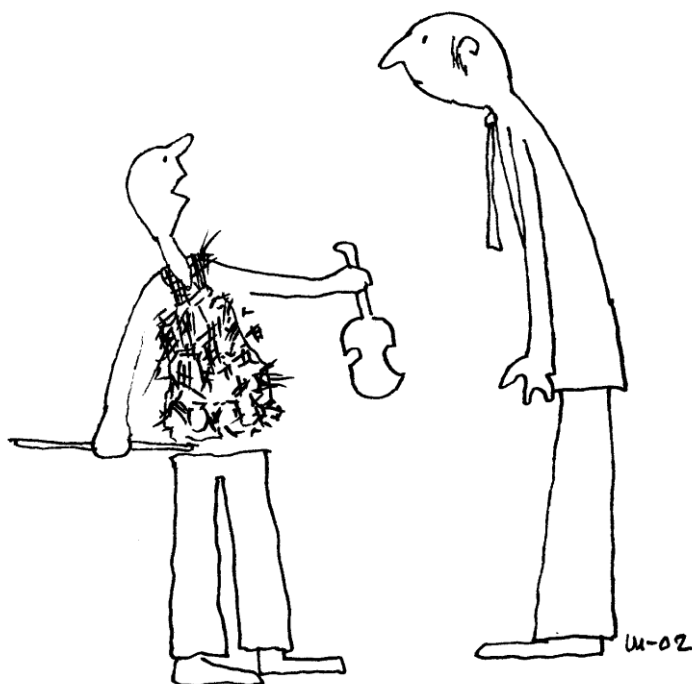
The Republic of Finland is bordered in the west by Sweden, in the north by Norway, in the east by Russia and in the south by the Gulf of Finland and Estonia. Finland has a long coastline and a vast archipelago comprising of about 30 000 islands. The sea is also an important part of Helsinki. The unspoiled countryside, easily accessible from Helsinki is another aspect of Finnish nature.

Although Finland is the northernmost country in the world after Iceland, Helsinki, situated on the south coast of Finland, enjoys a relatively mild climate. However, the four seasons have distinct characteristics.

Finland has a population of about 5.4 million. The country is bilingual: Finnish and Swedish are the official languages. The Sami people of Lapland also speak a minority language, Sami. Most people speak or at least understand some English.

Finns are often described as shy and reserved but such generalisations may not always be true. Especially the younger generation of Finns does not differ greatly from young people in any country. Most young Finns are multilingual and familiar with different cultures. Finns generally say what they mean and mean what they say; small talk is not rated very highly. The atmosphere at the universities as well as in the work place is usually quite informal; first names are used and people dress casually.

People dress casually



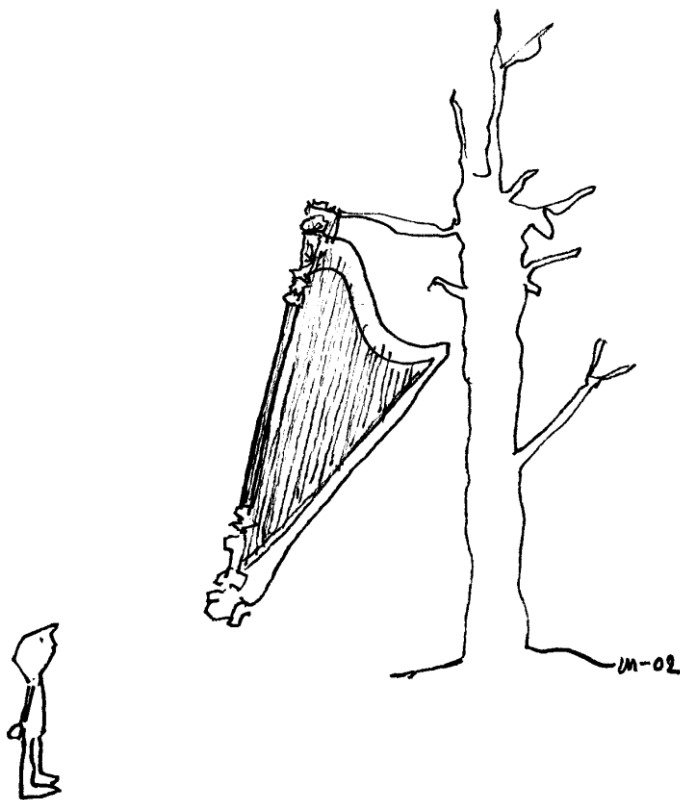
"This is my lucky shirt!"



Although Finns are quite family-oriented, the average age of marriage and giving birth is around 30, which is largely due to the high educational standards as well as an extended period of studying. Nowadays young Finns spend quite a long time studying and are often closer to their 30s when entering the workforce. Equality between the sexes is an important issue for Finns and it has progressed quite far both at work and at home.

Finland, on the whole, is quite a calm and peaceful place. Although it is always worth looking after your belongings, you do not need to constantly worry about your bag or wallet. Finns have the habit of either taking found goods to the lost property office or, if the object is not very valuable, hanging it on e.g. a nearby tree branch where it can easily be found. So if you lose a hat or a glove, it's a good idea to trace back your steps and to look up as well as down.

Though Finland is fondly known as home to the last great European wilderness, it is a modern society which upholds a high standard of living. The main sectors of industry are telecommunications, metal engineering, shipbuilding, forestry, textiles and agriculture. Major trading partners are Germany, Sweden, Great Britain, the United States and Russia. Finland is a leading nation in high technology. Finnish design, furniture and glasswork are also widely known.



Finns have the habit hanging the lost property on a nearby tree branch

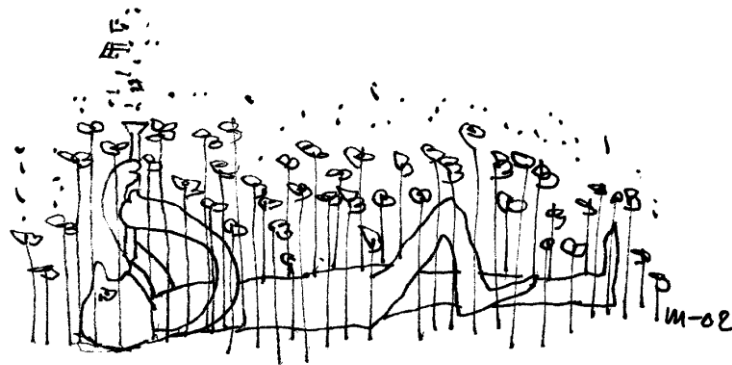


The city of Helsinki

Founded in 1550, the capital of Finland since 1812, Helsinki is located on a peninsula on the southern coast of Finland. Together with its surrounding cities, Espoo and Vantaa, Helsinki is home to about one million people. It is among Europe's most welcoming cities and was selected as one of the European Cultural cities on her 450th birthday in the year 2000. Other important cities in Finland are Tampere, Turku and Oulu.

Helsinki is a green city surrounded by the sea. There are many parks within and just outside the city where you can enjoy nature. The city centre is the heart of business, entertainment and arts. There is much to see and do, and all within a short walking distance.

The many islands just off the coast of Helsinki have much to offer in the way of recreational activities and interesting sights. For example you can visit the sea fortress island Suomenlinna, the Korkeasaari Zoo, Pihlajasaari with its sandy beach and Seurasaari, an open-air museum and outdoor recreation area.



The unspoiled countryside

What to pack for Finland?

Finland is not *awfully* cold. Regarding temperature, Finland is more favourable than most of the countries at the same latitude. This is because the warm Gulf Stream from the Atlantic gives us a surprisingly mild climate. However, Helsinki can be windy during the autumn and winter.

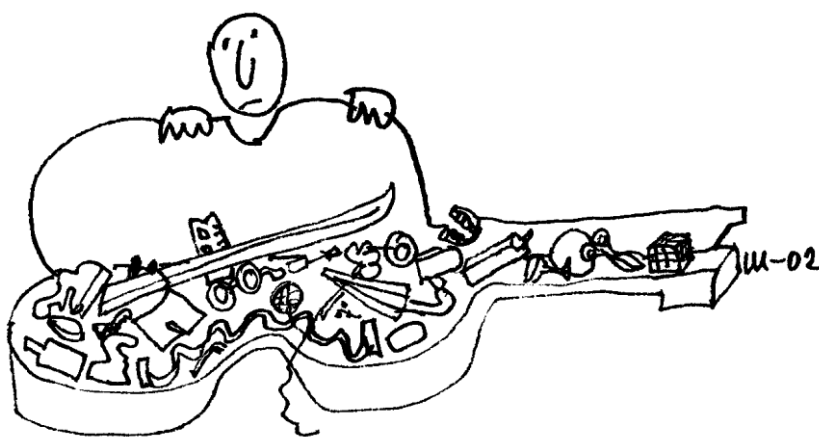
By mid-April the sun is above the horizon for 14 to 15 hours in southern Finland and 16 hours in northern Finland. Around Midsummer in northern Finland, the sun does not set for several weeks. In Utsjoki, Lapland, the longest “day” of summer lasts for 70 days. Even in more southern parts it does not really get dark, as the days are separated only by a couple of hours of twilight. This is why Finland is also called “Land of the Midnight Sun”.

The long skiing season in North Finland begins in October and lasts at least until mid-May. In Southern Finland, the snow usually arrives in December or January. Warm winter clothing, such as a coat, good winter boots, gloves, and a woollen cap that covers the ears, is recommended. Keep in mind the wind-chill factor. A cold day will feel even colder when it is windy.



Average temperatures in Helsinki:

	2012 in °C	2008 in °C	2006 in °C	2006 in °F	1961-1990 in °C	1961-1990 in °F
January	-3,4	+0,7	-3,6	27	-4,2	25
February	-3,3	+1,5	-7,9	18	-4,9	23
March	+0,7	+3,3	-5,4	23	-1,5	28
April	+4,1	+6	+3,6	27	+3,3	27
May	+10,9	+10,9	+10,5	52	+9,9	50
June	+13,5	+14,6	+15,9	61	+14,8	59
July	+17,6	+17,6	+18,9	66	+17,2	63
August	+15,9	+15,5	+18,7	66	+15,8	61
September	+12,4	+10,5	+14,0	57	+10,9	52
October	+6,5	+9,3	+8,5	48	+6,2	43
November	+4,1	+3,7	+2,7	37	+1,4	34
December	-5,2	+1,5	+4,0	39	-2,2	28



What to pack for Finland



3. THE SIBELIUS ACADEMY OF THE UNIVERSITY OF THE ARTS HELSINKI

History

The Sibelius Academy, located in the centre of Helsinki, was founded in 1882, and was given its present name in 1939. The name is derived from Jean Sibelius who holds a supreme position in the history of Finnish music. Sibelius was a student at the Academy, named Helsingin Musiikkiopisto at the time, in 1885–90. He studied both the violin and composition, and his compositions were frequently performed in concerts at the Academy. In 1890–92 Sibelius taught music theory and later also composition at the Academy.

In 1966 the Sibelius Academy was granted the status of an institution of higher education. It was a private college until 1980, when the administrative reforms made the Academy subordinate to the state. As part of a state arts university, the Sibelius Academy plays an integral part in the system of higher education in Finland, offering not only Bachelor and Master of Music degrees but also Licentiate and Doctoral degrees. It is the largest music academy in Scandinavia.

The University of the Arts Helsinki was launched on 1 January 2013 with the merger of the Finnish Academy of Fine Arts, the Sibelius Academy, and the Theatre Academy. The University of the Arts is composed of three academies, equal in their academic contribution and cultural influence.

SIBELIUS ACADEMY A short history



1882
founded
as a private
music school
by Martin
Wegelius



1939
named
Sibelius
Academy



1966
state
supported
music
academy



1980
state
owned
music
university



Locations

M-building (the new Helsinki Music Centre, opposite the Parliament House)

Street address: Töölönlahdenkatu 16 (Sibelius Academy entrance)

- Helsinki Music Centre Main Concert Hall
- Camerata Hall (Chamber music)
- Sonore Hall (Vocal music)
- Organo Hall (Organ music)
- Black Box (Amplified music etc.)
- Office of Rectors
- Office of Symphony Orchestra staff and Concert producers
- Music Technology studios
- Jazz music premises
- Folk music premises
- Library
- Café-Restaurant

N-building

Street address: Nervanderinkatu 13

(behind the National Museum)

- **International Relations Office, 1st floor, rooms 121-123**
- Student union office
- classrooms and rehearsal rooms
- Concert Agency *Primo*
- Café-Restaurant

T-building

Töölönkatu 28

(behind the Hotel Scandic Continental)

- Ackté Hall
- Wegelius Hall
- Majority of the study services staff
- piano and organ classrooms
- rehearsal rooms
- Café-Restaurant

International Office

The International Office is located on the 1st floor of the N-building (rooms 121-123)

Staff:

Ms. Leena Veijonsuo
International Exchange Coordinator
Tel. +358 50 526 1956
Email: leena.veijonsuo@uniarts.fi
Room: N122

Ms. Anna Stina Sinisalo
Project Coordinator, International Relations
Tel. +358 40 710 4346
Email: annastina.sinisalo@uniarts.fi
Room: N121

Ms. Tuovi Martinsen
Head of International Relations
Tel. +358 50 526 1968
Email: tuovi.martinsen@uniarts.fi
Room: N123





Studying at the Sibelius Academy

The learning environment at the Sibelius Academy is creative, innovative and encouraging. Interaction between students and teachers is casual and informal.

According to the degree structure, students first complete the lower university (Bachelor's) degree and then go on to study towards the higher (Master's) degree without an additional entrance exam. If the student has previously received a Bachelor's degree or an equivalent degree in Finland or abroad, he/she can directly apply to the 2.5-year Master's programme.

Bachelor of Music (BMus):

- ❑ consists of 180 ECTS credits
- ❑ should be completed in 3 years
- ❑ Curriculum structure:
 - Major subject min. 90 credits
 - Thesis or other demonstration of skill: 6-10 credits
 - Minor studies min. 40 credits
 - Language studies 8 credits
 - Optional studies min. 10 credits

Master of Music (MMus):

- ❑ consists of 150 ECTS credits
- ❑ corresponds to 2 and a half years' study after the completion of a lower university degree
- ❑ Curriculum structure:
 - Major subject min. 100 credits
 - Thesis or other demonstration of proficiency 20-40 credits
 - Optional studies min. 30 credits

The Sibelius Academy also offers versatile doctoral programmes. The Licentiate of Music and Doctor of Music -degrees are available in the Arts, Research and Applied Study Programmes. The Doctor of Music -degree consists of 240 ECTS credits.



Credit system and grading scales

Sibelius Academy uses the European Credit Transfer System, ECTS.
One ECTS credit = 26.7 hours of work (attended lessons, independent work and self-study)

Two alternative grading scales are applied to both degree and exchange studies:

Numerical evaluation scale	OR	Pass/Fail
5 = excellent		Pass = a
4 = very good		Fail = i
3 = good		
2 = satisfactory		
1 = pass		
0 = fail		

Exchange students NB! In case an assessment (mark/grade) is required by your home institution, please discuss this with your teacher at the beginning of the course. We do not provide grades on any other scale besides the Sibelius Academy's.

Semester Dates: Academic year 2014-2015

Opening ceremony of the academic year: 10 September 2014

Orientation period for **degree students**: 18-29 August 2014

Orientation days for international **exchange students**: 2-3 September 2014
(NB! The chamber music info: 1 September 2014 at 5 p.m.)

Autumn semester (tuition): 1 September – 20 December 2014

Spring semester (tuition): 7 January – 25 April 2015

- Easter break (no tuition): 2-8 April 2015
- NB! During May, the Sibelius Academy entrance examinations take place. In addition, postponed lessons and course exams may take place up until end of May 2015.

There is no summer semester at the Sibelius Academy. However, a limited number of summer courses may be offered in June and August. The Academy is closed for the month of July.

Individual Study Plan: HOPS

An individual study plan (abbreviated as "HOPS" in Finnish) is drawn up to support the progress of studies and to provide study guidance. The study plan defines the content and order of studies. One is made for every student when they begin their studies at the university, and the plan is checked annually.

At the Sibelius Academy individual study plans need to be accepted by the student's department. According to the University Regulations on Education, a student without an approved individual study plan may not receive tuition. For guidance in questions concerning HOPS, please contact the Programme Coordinator of your degree programme.



Student Services

Any questions concerning studies at the Sibelius Academy can be addressed to:
opintopalvelut@uniarts.fi.

The Programme Coordinator of your degree programme will also help you with regards to the individual study plan, content of the studies, recognition, etc.

Information Desks

Each building has an Information Desk, where you can ask for guidance and help in practical matters such as keys, forms & certificates and how to find places and people.

M-building:

3rd floor, tel. 040 710 4215

N-building:

1st floor

T-building

1st floor, tel. 050 050 4687, 050 384 3465

Student Union ArtSU (TaiYo)

University of the Arts Student Union ArtSU (TaiYo in Finnish) is a student organisation that promotes the interest of its members in the University of the Arts. The Student Union membership is obligatory for all degree students, except doctoral students, and is strongly recommended for exchange students. In fact, being a Student Union member is very much a part of Finnish academic culture. Student Unions in Finland are internationally renowned, and joining is considered par for the course.

Student tutoring/mentoring

Every international first-year degree or exchange student has a student tutor. The student tutor system is set up by the Student Union in order to help the international students settle in Finland. Tutors give advice and help with matters regarding the university, student community and everyday life. However, the programme coordinators at the departments provide academic tutoring. Student tutoring is focused on the first months of studies.

Membership

To become a member of the Student Union you must pay a membership fee. The Student Union membership fee is 100 € for one academic year (50 € for one term). Regarding doctoral students the membership fee is 40 € for one academic year, but the membership is optional (the membership for the doctoral students does not include FSHS services and the benefits are not as extensive as for the normal degree students).

Every ArtSU member is entitled to a student card and the member can order a student card (15,10 €). The card entitles the holder to subsidised lunches in the student cafeteria, reduced prices on long-distance transportation (bus/rail/ferry/plane), reduced prices at several theatres, concert halls and most museums and art galleries. You can order and pay the student card via the internet (www.myfrank.fi).



Please note that in the beginning of the academic year, the delivery of the student card will take approximately one month. During this time, the Certificate of Attendance will give you discounts in most places, such as the student cafeterias.

Members of the Student Union can also use the services of the Finnish Student Health Service (FSHS). Furthermore, some shops provide discounts to Student Union members.

Other services

The Student Union maintains a "gig agency" service, which supplies student contact information for people looking for performers or teachers. For further information, contact Student Union office: tel. 040-710 4298 or email taiyo-toimisto@uniarts.fi

The Student Union publishes a weekly newsletter about hot topics and things students should be aware of. This newsletter is distributed to students' SibA e-mail addresses. Members of ArtSU also get a free calendar. The calendar includes a comprehensive contact information list that every musician in Finland needs.

Student Union contact details

Office: N-building, 4th floor (address: Nervanderingkatu 13, 00100 Helsinki)

Opening hours: check ArtSU's webpage!

Internet: www.taideylioppilaskunta.fi

Chairperson of the Student Union:

Mr. Mikael Kinanen, tel. 040-710 4297, email: taiyo-pj@uniarts.fi

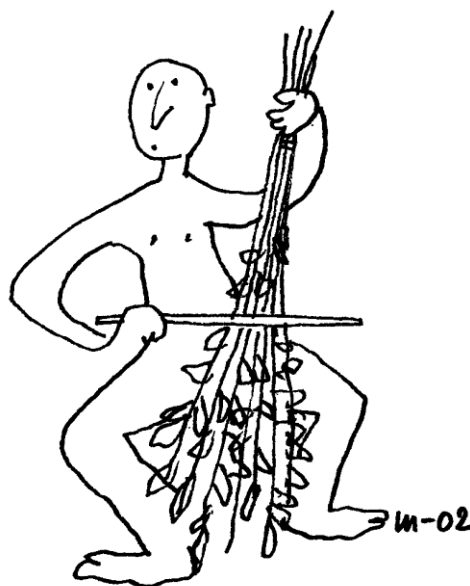
General Secretary:

Mr. Ville Sinnemäki, 040-710 4296, taiyo-paasihteeri@uniarts.fi

Office Secretary (PLEASE DIRECT YOUR QUESTIONS HERE):

Ms. Hannu Jaakkola, tel. 040-710 4298, taiyo-toimisto@uniarts.fi

The Student Union room is open for all students. You can find it in N-building (4th floor). There are also Student Union rooms at the Theatre Academy and Academy of Fine Arts premises.



Finnish musicians enjoy themselves in sauna



Ostinato – The Sheet Music Shop

Ostinato is a sheet music shop founded in 1979 by music students. Our customers include amateur and professional musicians as well as libraries, choirs, orchestras, etc. We specialize in classical music but also carry Finnish folk music and a selection of jazz and popular styles. We have a wide variety of music books and are exclusive distributors of Sibelius Academy publications.

We enjoy a reputation for leaving no stone unturned when sourcing rare material for our customers, and an increasing number of musicians from outside Finland turn to us when looking for sheet music. We provide our customers with music by publishers from all over the world, from the Balkans to Brazil.

Ostinato is located just around the corner from the T-building in Töölöntori square.

Address:

Tykistökatu 7, 00260 Helsinki
tel. (09) 443 116, fax (09) 441 305
<http://www.ostinato.fi>
ostinato@ostinato.fi

Opening hours:

Monday to Friday 11-18
Saturdays closed

Summer opening hours:

Monday to Friday 11-16
Saturdays closed

We look forward to getting to know you!


nuottikauppa · sheet music shop



Sibelius Academy Library

Address:

Helsinki Music Centre

Töölönlahdenkatu 16 C, 00100 HELSINKI

1st floor: loaning department and recordings 2nd floor: reference library and reading rooms

Opening hours during the academic year:

Mon-Thu 9.30 – 19.00

Fri 9.30 – 17.00

Sat 10.00 – 15.00

The collections and services of the Sibelius Academy Library are open to all, though they are primarily designed for students, teachers and researchers at the Academy.

The library card is free of charge. The library contains books, theses and dissertations completed in the Sibelius Academy, printed music and sound recordings, music reference databases as well as a wide selection of Finnish and foreign music magazines. The library's collection of foreign music and music literature is the largest in Finland. The library also has a collection of music manuscripts of Finnish composers.

In the library there are several computers available for students and researchers.

University of the Arts and Sibelius Academy has access to several music, art and theater databases. More information:

<http://lib.siba.fi/en//information-retrieval/databases>

General information (loaning policies, contact information, exceptional opening hours etc.): <http://lib.siba.fi/en/home/>



Library



Computing

User accounts for exchange students will be opened during the orientation period. Degree students will receive the account application form by mail in June (week beginning 10th June). The account will be opened in August after you have returned the signed form and paid the Student Union fee. You should change your password at <http://amadeus.siba.fi/password> to activate your account. Password requirements are: a minimum of 8 characters long, letters should be all lower-case, must include at least 2 numerals, must have at least 6 non-recurring characters. Special characters (!&äöé etc.) are forbidden.

Computing facilities:

2 PC classrooms (T-221, M-S5119)

1 Mac classroom (M-S5101)

Internet kiosks in hallways

Library in M-house: 1st floor 10 PC:s, 5 in common use 5 require SibA authentication

2nd floor 2 Macs and 2 PC:s and 2 scanners

Wireless network (WLAN):

Sibelius Academy has a wireless network (WLAN) system. You can use it if your laptop has WLAN capability. The name of the network is sibawlan and using it requires authentication with the Academy's user IDs. (As your web browser opens it will be automatically redirected to the login page.) The network itself has no password protection but it is hidden from view, which means that its name (sibawlan) must be manually added to the computer's network settings. The network does not completely cover the premises, but all the most important working areas are covered.

Software and equipment in the classrooms:

PC:

- Windows 7, Internet, MS Office, Finale, Sibelius, Audacity, Photoshop Elements etc.
- Midi keyboard
- Laser printer

Mac:

- Mac OS X, Internet, MS Office, Finale, Sibelius, Audacity, Logic Pro, Band-in-a-box, Photoshop Elements etc.
- Midi keyboard
- Laser printer

Users' Network Home Folders (where to store your own personal files):

- Windows PC: Home on Amadeus (K:\)
- Mac: Home icon on Desktop. (Also a shortcut to Home is at ~/student/Documents/)

Email:

- Web browser: <http://webmail.uniarts.fi> (instructions regarding the email at <http://uniarts.fi/0365>)

Helpdesk:

The Computing Service's Helpdesk is meant for helping all the students of Sibelius Academy in using workstations and software. Helpdesk also provides support in cases of error, in email and network related problems, and answers all computer related questions. Helpdesk can be contacted by phone or email:

Helpdesk telephone

050 4488 555

Email

helpdesk@uniarts.fi



Helpdesk telephone number is in use Mon-Fri 9.00-15.00. Normal call costs apply (local network charge/mobile phone charge). Help requests can be submitted by email at any time of the day.

Student restaurants

Student restaurants are located in each of the Sibelius Academy buildings. They offer lunch, snacks, coffee and other refreshments. For students owning a student card (or Certificate of Attendance) the lunch costs 2,60 - 4,80 €. To get the price reduction, you have to show your student card/Certificate of Attendance when paying for the lunch. The reduction is also available at other universities' cafeterias.

T-building (Sodexo):

Open Mon–Fri 8–17, lunch 10.30–16; Sat 10–14, lunch 10.00–13.30

N-building:

Open Mon–Fri 8–17, lunch 10.30–16; Sat 10–14, lunch 11–13.30

M-building (Restel):

Mon-Fri lunch 11 – 15

The student card entitles you to reduced lunch prices also in other student restaurants, such as **Unicafé** restaurants at the Helsinki University premises. If

Photocopying

There are several photocopying machines in each building. Copying cards can be bought at the Student Union Office (N-building, 4th floor), Sibelius Academy Library (M-building) and Music Shop Ostinato (Tykistökatu 7, close to T-building).

Keys

You will obtain an electronic key, which enables you to enter the computer and rehearsal rooms as well as all the three buildings outside the office hours. Application forms will be available during the orientation or later at the information desks.

Rehearsal Rooms

Sibelius Academy has several rehearsal rooms, which are freely in use of the students.

The rehearsal rooms are in the 1st floor of the T-building and 2-5 floors of the N-building and some select rooms in the Music Centre. In addition to the rehearsal rooms, it is possible to practise in all the classrooms that are unoccupied.

The basic rules for using the rehearsal rooms are:

- When using a room, let the others know that the room is occupied by locking the room, switching the lamp sign on or turning the plate to red.
- When leaving the room switch the lamp off or turn the plate to green. You are allowed to be away from the room for 30 minutes. After this you lose your right to the room.
- In the 1st floor of the T-building you often have to queue for a room. This takes place at the sofas next to the entrance to the corridor.



Communications: Intranet, Email-list

Artsi is the intranet for University of the Arts Helsinki students and staff. You need to obtain your personal user account in order to access Artsi. Please see the *Computing* chapter.

SibA-email (firstname.lastname@uniarts.fi) is an essential channel of information. Your department may send important and sometimes urgent announcements to this email-address, and therefore it is necessary to check it regularly.

All international students at the Sibelius Academy are welcome to join to the informal **Ulkkarit-email list**. During the orientation days you are asked to give your email address to the International Office staff. The email list is used for distributing information about accommodation, concerts, parties and other social occasions. Check also the Facebook groups for exchange students!



**The Finnish national instrument is kantele,
Originally made of a giant pike's head.**



4. ACCOMMODATION

Please note that the Sibelius Academy is **NOT** responsible for arranging your accommodation. However, we will do our best to assist you in case you face problems in finding accommodation. Since the student housing system is extremely congested in September and there will not be enough rooms available, it is very important to start processing housing applications as soon as you are accepted.

Finding suitable accommodation in the capital region can be challenging. The rental level is high (approx. 600-700€ for a studio apartment in Helsinki) and there is a lack of student housing in the region. The rooms in the student housing system cost €360-500/month. It is very difficult to find a furnished room under €400. The peak time is at the beginning of the academic year, in particular. Apply early and reserve time for finding an apartment. Please do not assume that you will be able to find something cheaper upon arrival!

It is recommended to apply for an apartment simultaneously through various channels, as long as you remember to cancel the unnecessary applications after finding an apartment. When you are offered an apartment, don't wait for another offer if the apartment responds to your expectations at least to a certain extent.

Finding an affordable apartment might be very difficult. Your possibilities to find an apartment are improved if you are willing to live outside the centre and campus areas. Remember that it is easy to travel around Helsinki region: the public transport in Helsinki is ranked among the best in Europe! You can check the transport connections from your apartment to the centre or campus areas at Helsinki Region Transport Journey Planner <http://www.reittiopas.fi/en/>.

We recommend the following student housing possibilities:

Sibelius Academy Student Housing Foundation, Clavis

Clavis is a quite small halls of residence for Sibelius Academy students only. Exchange students can also apply for a room in Clavis.

- Clavis website: <http://www.clavishouse.fi/pages/en/home.php?lang=EN>

There will not be many rooms available at Clavis, so please apply for other alternatives as well!

HOAS – the Foundation for Student Housing in the Helsinki region

HOAS offers rooms in shared apartments and studios. HOAS has reserved a quota of shared apartments for exchange students.

- HOAS website for exchange students:
<http://www.hoas.fi/www/hoaswww.nsf/sp3?open&cid=Content1082A>
- HOAS website for degree students:
<http://www.hoas.fi/www/hoaswww.nsf/sp?open&cid=applying>

Forenom

Forenom is a private, more upscale accommodation service provider. Apartments are fully furnished and equipped for quick moving in and comfortable living. Forenom offers flats for both short and long term needs. The rent starts from approximately 500€/month/person (basic apartments). Forenom apartments are only rented for a



group of flatmates. NOTE: You have to form the group of flatmates yourself before an apartment can be rented.

- Forenom: <http://forenom.fi/en/>

Other websites for rental apartments:

- VVO: www.vvo.fi/en
- Vuokraovi: www.vuokraovi.com/vuokraovi
- HOAS Flea market:
<http://www.hoas.fi/www/hoaswww.nsf/sp2?Open&cid=Content07FC5>

Temporary Accommodation

If you need temporary accommodation when coming to the Helsinki area and before getting into your permanent accommodation, there are a number of hostels available.

- Find a comprehensive list at: <http://www.hostels.com/helsinki/finland>

Again, please apply early and reserve time for finding an apartment. And please do not assume that you will be able to find something cheaper upon arrival!

5. RESIDENCE PERMIT, REGISTRATIONS

A. Degree students

NON-EU NATIONALS

Residence Permit

A student who has been accepted to study at the Sibelius Academy must apply for a residence permit before arrival in Finland, at the Finnish Embassy or Consulate in their home country.

It is recommended to apply for the residence permit as soon as you have received a confirmation of your study place. A residence permit is valid for up to one year and it can be extended at the local police station while in Finland. Non-EU students must have a valid visa during the entire period of their stay in Finland.



Non-EU students shall submit an application form, along with relevant appendices, to the Finnish diplomatic mission in the home country. Required appendices:

- letter of acceptance from the Sibelius Academy
- details of comprehensive health insurance cover*
- if necessary, a statement of the applicant's previous studies and language skills, and
- proof of means of support (at least 650 €/month)

The applicant must remain abroad while waiting for the decision on the permit application. The first residence permit is issued by the Finnish Immigration Service, which receives the application from the Finnish Embassy or Consulate.

*NOTE: Non-EU/EEA nationals must attach details of their comprehensive **health insurance cover** to their residence permit application. For studies of less than two years in duration, the student must have private insurance, which primarily covers the costs of medical treatment up to 100.000 €. For studies exceeding two years, insurance must cover costs of up to 30.000 €. For further detailed information:

<http://www.migri.fi> (website of the Finnish Immigration Service)

EU/EEA NATIONALS (except Nordic citizens)

EU-Registration

EU citizens and citizens of Liechtenstein and Switzerland must register their right to reside in Finland within the first three months of the stay. The local Police handle the registration, except for Nordic citizens, who only register at a Local Register Office (Maistraatti).

Immigration Police in Helsinki: Helsinki Police Station,
Visiting address: Pasilanraito 11, 00241 HELSINKI
(Neighbouring cities Espoo and Vantaa have their own police stations.)
<http://www.poliisi.fi>

You will need to bring to the Police:

- Your passport
- 50 €
- Certificate of attendance at the Sibelius Academy
- Document showing how you will cover the living expenses while studying in Finland. Usually a statement of funds is enough and no security deposit is required from EU-citizens.

ALL NATIONALITIES

Municipal Registration

Upon arrival, the student is required to report to the **Local Register Office** (Maistraatti) and register the same information as Finnish citizens (name, date of birth, nationality, familial relationships and address) in the Population Information system.

Helsinki Maistraatti: Albertinkatu 25
(tram number 6, get off at Aleksanterin teatteri).

<http://www.maistraatti.fi/en/>



B. Exchange students

NON-EU NATIONALS

Exchange students coming from outside of Europe must acquire a residence permit (in advance) if their studies in Finland last for more than three months.

Exchange students are NOT required to report to the local Register Office (Maistraatti), unless they plan on residing in Finland for a period exceeding one year. If you are staying in Finland less than three months, you do not need a residence permit but you do need a visa.

EU/EEA NATIONALS (except Nordic citizens)

Exchange students, who are citizens of EU-countries, Liechtenstein or Switzerland, are advised to register their right to reside in Finland in case the stay lasts for more than three months. Registration takes place at the local Police department.

<http://www.poliisi.fi>

You will need to bring to the Police:

- passport
- 50 €
- certificate of attendance at the Sibelius Academy
- document showing how you will cover the living expenses while studying in Finland. Usually a certificate of a scholarship is enough and no security deposit is required from EU-citizens.

Exchange students are NOT required to report to the local register office (Maistraatti), unless they plan on residing in Finland for a period exceeding one year.

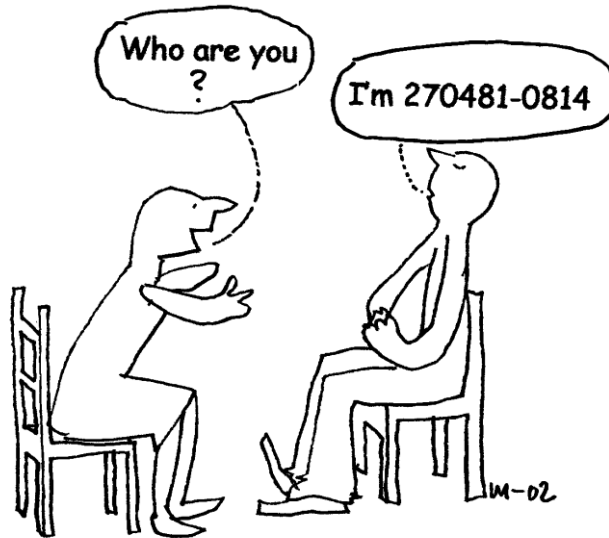
NORDIC CITIZENS are NOT required to register to the Finnish system during their exchange study period.

Personal Identity Code

The Finnish personal identity code (formerly known as the Social Security Number) is issued to Finnish citizens born in or outside Finland. A foreign citizen whose residence in Finland is permanent or exceeds one year is also issued a personal identity code. Persons staying in Finland on a temporary basis can be issued the code if the Local Register Office deems it warranted on the basis of the law.

You may need the personal identity code in connection with salary payments, bank transactions or health services. If you plan to work in Finland during your stay, you must register at the police station and Tax Office.





6. HEALTH CARE AND INSURANCE

Student health care: FSHS

Finnish Student Health Service - Better Student Health

The Finnish Student Health Service FSHS (in Finnish: Ylioppilaiden terveydenhoitosäätiö YTHS) provides general, mental and oral health care services. You can use our services if you are studying for a Bachelor's or Master's degree at a university or other institution of higher education and you have paid your student union membership fee to a student union that is affiliated to the FSHS. Please remember that FSHS only provides basic health care services and does not e.g. perform extensive medical operations.

Please note that FSHS does not pay any further medical examinations or treatment in hospital polyclinics, even if an FSHS doctor has issued the referral. It is important that you have your individual insurance for that.

Read more: <http://www.yths.fi/en/internationalstudents>

Service numbers (on weekdays Mon-Fri) in the FSHS unit in Helsinki can be seen on our website yths.fi/en > Appointments: Helsinki. They are also listed here:

- For assessment of need for treatment and appointments with doctors and nurses, as well as mental health services, please call 046 710 1027 (Mon-Thu 8-15, Fri 8-14)

- For dental care services please call 046 710 1032 (Mon-Thu 8-15, Fri 8-14)

What to do when FSHS is closed?

If you should require acute treatment when the FSHS Helsinki is closed, please contact your municipal health centre or the public health consultation phone **tel. 09 10023**. The consultation is available in Finnish, Swedish and English and is open 24 hours every day of the year.



University Chaplain

Rev. Henri Järvinen offers his services to Sibelius Academy staff and students. Conversations with him are confidential and free of charge.

With Henri you can talk about anything between heaven and earth: joy, longing, sorrow or happiness as well as everyday life. You can also ask about different spiritual activities and support in Helsinki. Welcome to Reception on Tuesdays in the M-building or contact Henri to arrange a suitable time & place. You can contact him by telephone: 050-355 9294 / 09 2340 2543 or email: henri.jarvinen@evl.fi. More info can be found at www.kirkkojakampus.fi <<http://www.kirkkojakampus.fi/>>.

Psychological Counsellor

The Sibelius Academy also offers the services of a psychologist – discussions are also confidential and free of charge.

With our psychologist Mr. Kalle Partanen you can for example discuss your goals and choices in your studies or issues like coping with your workload. You do not need to have a considerable crisis; a need to speak to someone is enough. Please see more information and the contact details from Artsu.

National Health Insurance

Students who come from the Nordic countries are automatically entitled to the same health care as Finnish citizens.

EU and EEA nationals have access to medical care at the municipal health care centre in Finland. For this they need to apply for the European Health Insurance Card in their own country. EU/EEA citizens, who have the European Health Insurance Card, are entitled to the same municipal health care at the same prices as Finnish citizens. Please note, however, that this does NOT mean that health care is free of charge. If a student wants all expenses covered in case of an accident or illness, it is advisable to take out personal insurance. Hospital and doctors' fees are high in Finland and the Sibelius Academy is not responsible for such fees. Therefore it is recommended that students take out an insurance policy for the duration of their stay in Finland.

Non-EU and EEA nationals must have a comprehensive health insurance cover already when applying for the residence permit:

- For studies of less than two years in duration, a student must have private insurance, which primarily covers the costs of medical treatment up to 100,000 €.
- Where the duration of the studies is two years or more, a student will usually have a home municipality in Finland and is therefore entitled to municipal health care services. In such cases, it is sufficient for the insurance to primarily cover the cost of medicines (in practice the cover extends to doctor's fees and costs of treatment and examination), up to 30,000 €.

More information: www.migri.fi



7. ARRIVING IN FINLAND

Arrival

Most of the international flights arrive at the Helsinki - Vantaa airport. You can make your way into the city centre by taxi, Finnair City Bus or bus line number 615.

The Finnair City Bus leaves outside both terminals (T-1 and T-2) every 20 minutes from between 5.45 a.m. and 01.10 a.m. everyday. At T2 the bus leaves from Platform 10 and from T1 Platform 1. The ticket costs 6,30 €. The bus goes directly to the Helsinki Central Railway Station and takes about 30 minutes. If you intend to come to the T-building, the closest bus stop is Hesperia Park. For the timetable, please see: http://media.finnair.com/files/pdf/FINNAIR_CITY_BUS_TIMETABLE.pdf

Bus number 615 leaves outside the terminal T-2, from platform 21. The ticket costs 5,00 €. For timetable, please see: <http://aikataulut.ytv.fi/linjat/en/haku/?key=615>

Orientation at the Sibelius Academy

Degree Students: The mandatory orientation period will start on 18 August 2014. Please see further details on the admissions information letter.

Exchange Students: The orientation days for exchange students will be organised on 2-3 September 2014. The orientation days are designed to help in adjusting to studying and living in Finland. During these days you will meet the other exchange students as well as student tutors and staff members. You will receive important information about practical matters and your studies at the Sibelius Academy. A Helsinki sightseeing and a welcome party is also included.

In addition, all students are welcome to attend the Opening Ceremony of the academic year on 10 September at 2.30 p.m..

8. TRANSPORTATION AND TRAVELLING

Local traffic

Helsinki City Transport

Helsinki has an efficient network of buses, trams, local trains and metro as well as a ferry to Suomenlinna Island. Tickets are valid for any form of local transport within Helsinki. Single tickets can be bought on buses, regional trains, trams or from ticket machines.

Personal **Travel Cards** and tourist cards are available at the City Transport offices. Both degree and exchange students are entitled to the student discount (except doctoral students). Students will need to bring a form to the Transport Office to prove that they are enrolled as university students. This form is available during orientation and later at the International Office (1st floor, N-building).

The Travel Card itself costs 5 €. Both a **validity period** (i.e. any period of 14-366 days) and **cash value** (i.e. 5–400 €) can be loaded onto the card. The student



discount price for a period of 30 days in Helsinki costs 23,30 €. Travel cards can also be loaded at R-kiosks marked with the HSL or HKL logo.

The Transport Office Service Points are located at metro stations:

- Rautatientori metro station (below Central Railway Station),
Open Mon–Thu at 7.30–19, Fri at 7.30–17, Sat 10–17
- Itäkeskus Metro Station
Open Mon–Fri at 10–17.15

Travelling in Finland

Finland has an efficient system of long-distance transportation. Bus and train routes cover virtually all of the country. The Student Union membership card (or the VR and Matkahuolto joint student card) gives a 50 per cent discount on trains and long-distance buses in Finland.

For information on long-distance buses, please see the website of Matkahuolto:

<http://www.matkahuolto.fi/en>

For information on trains please see the website of VR Group (Finnish Railways):

<http://www.vr.fi/en/index.html>

Student travel agency: Kilroy Travels

Kilroy Travels provides travel services for young people and students for domestic and international travels.

Address: Kaivokatu 10 A, 00100 Helsinki

<http://www.kilroytravels.com>, Tel. 00 6807 8299

Tourist offices in Helsinki

Visit Helsinki Tourist Office

<http://www.visithelsinki.fi/en>

Pohjoisesplanadi 19

Tel. 09-3101 3300

e-mail: tourist.info@hel.fi

Finnish Tourist Board

<http://www.mek.fi/> and

<http://www.visitfinland.com>

Töölönkatu 11

Tel. 029 50 58999

e-mail: mek@visitfinland.com

Travelling to the neighbouring countries

Once you are in Helsinki, take the opportunity to visit some of the many fascinating places nearby, for example Tallinn (Estonia) and Stockholm (Sweden). A number of shipping companies operate between Finland, Estonia and Sweden.

Tallinn, Estonia

There are several ferry companies operating between Helsinki and Tallinn. There are different kinds of boats; some faster, some slower, with departures virtually throughout the day. The fast catamarans don't run in strong wind, but they usually run as scheduled during the summer. Check in advance whether you will need a visa in order to enter Estonia.



- Tallink/Silja Line: <http://www.tallinksilja.com>
- Eckerö Line: <http://www.eckeroline.fi>
- Viking Line: <http://www.vikingline.fi>
- Linda Line: <http://www.lindaline.fi>

Stockholm, Sweden

There are departures to Stockholm from Helsinki and Turku every day. It is a bit quicker and cheaper to go from Turku but you do have to take a train or a bus there first.

- Silja Line: <http://www.tallinksilja.fi>
- Viking Line: <http://www.vikingline.fi>

Russia

There are trains daily to St Petersburg, Moscow and Vyborg. For more information, please see the VR website: http://www.vr.fi/en/index/matkakohteet/venaja_7.html

St Petersburg is Russia's second largest city after Moscow with almost 5 million inhabitants. St Petersburg is a major European cultural centre, and also an important Russian port on the Baltic Sea. Only few hours from Helsinki:
http://en.wikipedia.org/wiki/Saint_Petersburg

Visa-free cruises to St. Petersburg are becoming ever more popular. Travel agencies can provide you with sea voyages, cruises and complete cruise packages with accommodation in St. Petersburg.
<http://www.stpeterline.com/en/OnBoard/News.aspx>

Travel Agencies like Russian Tours will provide you with visas to Russia. One must always apply for a visa before the trip and it cannot be applied for at the border.
<http://www.russiantours.fi/visas>

9. GENERAL PRACTICAL INFORMATION

Important Finnish phone numbers

- | | |
|---|---------------------|
| • General emergency number | 112 |
| • Telephone health service (24h) | 09-10023 |
| • Student Health Service (FSHS) | 046 710 1027 |
| • The University Pharmacy | 0300 20200 |
| • Taxi (when calling from Helsinki) | 0100 0700 |
| • Helsinki-Vantaa Airport Taxi | 0100 4800 |
| • Advance bookings only, must be made the previous day before 20.00 | |
| • Airport Taxi Yellow Line | 0600 555 555 |
| • Advance bookings only, must be made the previous day before 18.00 | |



Currency and Banks (Pankki)

Finland is a member of the European Monetary Union. The currency is **Euro** (1€ = 100 cents).

The banks are generally open between 9.15 and 16.15 Monday through Friday. International credit cards (VISA, Access, MasterCard, Eurocard, Diners Club, American Express) are accepted in most places throughout Finland.

Money can be exchanged at any bank during bank hours. *Forex* exchange office is located both at the Central Railway Station and in Esplanade Park. If you arrive late in the day or during the weekend, it is best to exchange money at the airport.

You can also withdraw cash with major credit cards from the numerous ATM machines (OTTO) around town. The instructions are also in English.

The banks nearest to the Sibelius Academy T-building are *Nordea* (Museokatu 40) and *Aktia* bank (Sandelsinkatu 6, by the Töölöntori market square).

In order to open a bank account you need a passport, Sibelius Academy acceptance letter, residence permit and preferably a recommendation from your bank where you have your account in your country of origin.

Post Offices (Posti)

The post offices are mainly open 9.00–17.00 Monday through Friday. The main post office on Mannerheimintie, across from the Railway Station, has General Delivery (Poste Restante), which is open daily at 8.00–22.00.

Stamped mail, both national and international, can be put into the orange mailboxes. Stamps can be bought at post offices, some bookstores and stationary shops, R-kiosks, railway and bus stations, and from stamp machines.

Electricity (Sähkö)

Electricity in Finland follows the continental 220-volt, 50-cycle standard with a European two-pin plug. Travel store electric converters may be suitable for small appliances, but are not adequate for larger appliances or long-term use.

Pharmacies (Apteekki)

Pharmaceutical products and medicine are sold in shops called *Apteekki*. Prescriptions take about 15 minutes to be handled. Non-prescription medicines are also available from pharmacies.

- Carelia Apteekki is close to the T-building at Runeberginkatu 46, and gives a 10% discount to student cardholders.
- The University Pharmacy (Yliopiston Apteekki) at Mannerheimintie 96 is open 24 hours a day. The University Pharmacy also has a nationwide customer service number, tel. 0300 20200, which answers 24 hours a day.
- The University Pharmacy at Mannerheimintie 5 (opposite Forum Shopping Centre, across the street) is open daily 7–24.



Telephones (Puhelin)

As all Finns nowadays have a mobile phone, the number of public telephones has decreased dramatically in the recent years. Most public phones operate with phone cards, which can be purchased at most kiosks.

It is possible to obtain a prepaid phone card in Finland through operators such as Elisa, Sonera, Kolumbus and DNA. Starting packages, which normally cost around € 50 and include € 40 worth of airtime, are available through outlets such as R-Kioski. Simply buy a package, install the included SIM card in your mobile phone, key in the PIN and PUK codes provided and you can start making calls. Your new phone number is included with the package. You will be alerted when your airtime is running out and then you just "recharge" the subscription with a voucher from a prepaid dealer. You can also reload airtime from the Internet.

- To make a phone call to Helsinki from outside Finland, please dial:
Country code (+358), then area code without the first zero, and the phone number
- To call abroad from Helsinki, please dial:
international dialling code + country code + area code + the number

The international dialling code depends on the operator you are using. There are several different companies offering different rates for overseas calls, it is worthwhile to check the prices! Collect calls can be made to and from Finland.



Connecting people

Public Holidays 2014 - 2015

- | | |
|---------------------|------------------------|
| • Independence Day | December 6 (Saturday) |
| • Christmas Day | December 25 (Thursday) |
| • Boxing Day | December 26 (Friday) |
| • New Year's Day | January 1 (Thursday) |
| • Epiphany | January 6 (Tuesday) |
| • Good Friday * | April 3 |
| • Easter Monday * | April 6 |
| • Vappu (Walpurgis) | May 1 (Friday) |
| • Ascension Day * | May 14 (Thursday) |



- Pentecost * June 24 (Sunday)
- Midsummer Day * June 20 (Saturday)

* The date varies annually

On the day preceding some holidays the offices and shops may close early (e.g. Maundy Thursday before Easter, the eve before May Day, Midsummer Eve and Christmas Eve).

Shops (Kauppa)

If you arrive in Helsinki late at night, it is best to get what you need for breakfast at the airport. There is a well-stocked Alepa supermarket at the airport in Terminal 2, open 24h a day, 365 days of the year. Otherwise in Helsinki:

- Local grocery shops are usually open between 9.00-21.00 Monday to Friday, 9.00-18.00 on Saturdays and 12.00–18.00 on most Sundays.
- The shops in the subterranean area under the Central Railway Station (*tunneli*) are open between 7.00–22.00 Monday to Saturday and 10.00 - 22.00 on Sundays and public holidays.
- The major department stores and shopping centres in Helsinki are Sokos, Stockmann, Kamppi, Forum Shopping Centre, Kämp Gallery and Itäkeskus.

Drinking and Smoking

The age limit for drinking alcoholic beverages is 18 years in Finland. Mild alcoholic drinks (beer, cider) can be bought in grocery shops, wine and all strong alcoholic drinks are only sold in *Alko*, the Finnish state retail monopoly. You must be 20 before you can buy strong alcoholic beverages (over 22 % alcohol) from Alko.

Smoking is forbidden in public places such as university buildings, offices, shops, buses, cinemas etc. On long-distance trains, smoking is allowed in smokers' compartments only. Smoking is forbidden also in pubs and restaurants, unless there is a separate room reserved for smokers.

If you wish to smoke and are not sure whether it is permitted, it is considerate to ask first. It is not considered polite to smoke at the table until everyone has finished eating, and even then you should ask first. This unspoken rule applies in private homes as well. If your hosts do not smoke inside, the custom is to step outside or onto the balcony for a smoke.

Taxis (Taksi)

Taxis can be ordered by phone from the Helsinki Taxi centre (tel. 0100 0700). You can also take a taxi at a taxi station, or flag one down in the street. All taxis display a yellow sign marked TAXI or TAKSI: when it is lit, the taxi is free. Fares are quite expensive. The fare is based on distance travelled, as indicated by the meter. On top of the basic fare and the distance fare there is a small extra charge during the evening and at night (20.00–06.00). In addition to this you need to pay an extra fee for large objects and advance booking. You do not need to add a tip but it is certainly welcomed by the driver.

If you wish to book a taxi in advance (Helsingin Taksikeskus, tel. 0100 0600), there is an extra fee. You should make the booking at least two hours in advance. Shared taxis



are more affordable (eg Yellow Taxi, Helsinki-Vantaa Airport Taxi), but they must be booked the previous day before 18.00 or 20.00, respectively.

Tipping

Tipping is not a customary practice in Finland, so you do not need to worry about it. However, if you wish to leave a tip, it will most certainly be welcomed.

Books and newspapers

Books and newspapers in English are available in libraries, in the America Center and other foreign institutions as well as in Akateeminen Kirjakauppa (academic bookstore) at Keskuskatu 1 (opposite the Stockmann department store). Foreign newspapers can also be bought at the Central Railway Station.

Movies, Television, Theatre, Opera and Concerts

Movies and television shows always have the original audio language with Finnish and/or Swedish subtitles. In Finland, only children's movies and TV shows are dubbed. A weekly leaflet on the movies being shown in Helsinki can be picked up at the movie theatres.

Most of the tickets to cultural events are sold through two chains or at the box offices at the institutions organising the events. The two chains are:

Lippupiste, <http://www.lippupiste.fi>

Tel. 0600 900 900 (1.75 euro/min + local call charge)

Lippupalvelu, <http://www.lippupalvelu.fi>

Tel. 0600 10 800 (1.83 euro/min + local call charge)

The Sibelius Academy Concert Series

Sibelius Academy arranges a concert series that includes debuts, orchestra and choir concerts as well as concerts given by teachers or students and concerts arranged in cooperation with cultural establishments outside the Sibelius Academy (art galleries, museums etc.). Altogether, Sibelius Academy produces more than 450 concerts annually!

A brochure giving details of the concerts is published in the beginning of each semester and it is available in each Academy building. The students of the Sibelius Academy are entitled to free admission to most of these concerts by showing their Lyyra card or certificate of attendance at the box office. You are welcome to use this opportunity as often as you like.

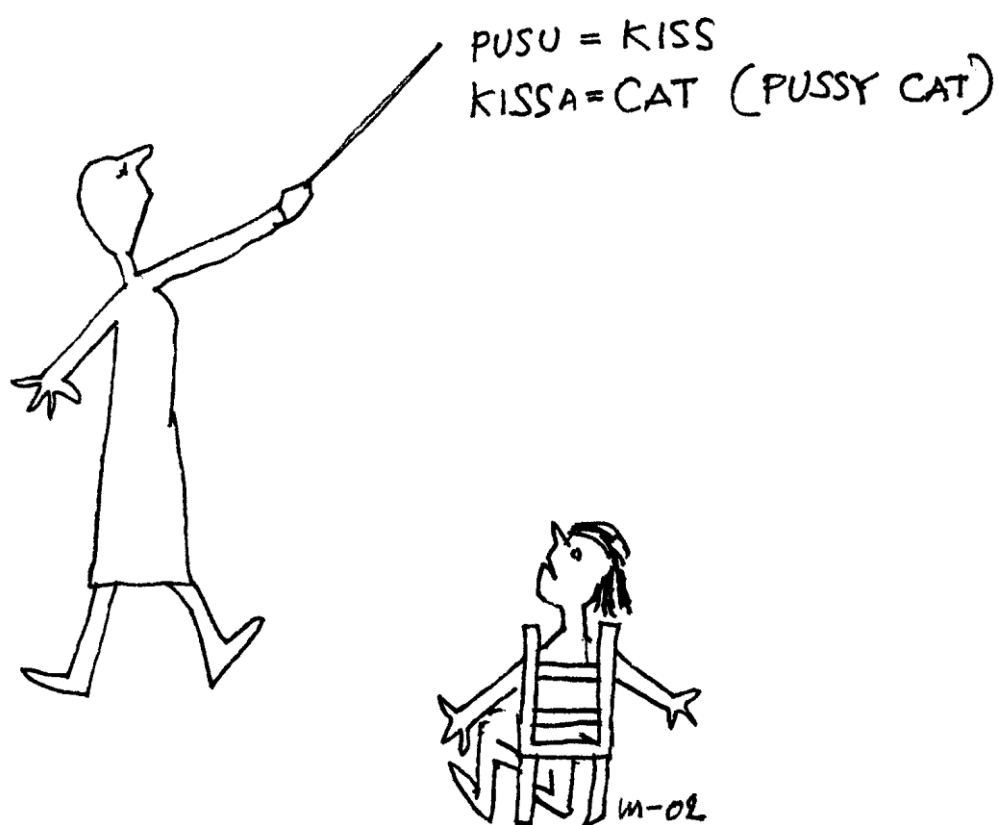
Useful Links for additional information

For more information on Finland and Helsinki, have a look at the following web sites:

- thisisFINLAND (of the Ministry for Foreign Affairs)
<http://finland.fi/>
- City of Helsinki
<http://www.hel.fi/en>
- Weather Service Finland
<http://www.weather.fi/>



- Study in Finland
<http://studyinfinland.fi/>
- Visit Finland
<http://www.visitfinland.com>
- Learn Finnish language on the web:
<http://uuno.tamk.fi/>



Short course in Finnish language



SOME IMPORTANT WORDS IN FINNISH

Yes	Kyllä / joo (informal)
No	Ei
Hi	Hei / Moi (more informal)
Hello / Good afternoon.	Päivää.
Good morning.	Hyvää huomenta.
Good evening.	Hyvää iltaa.
Good night.	Hyvää yötä.
How are you?	Mitä kuuluu?
Fine, thank you!	Kiitos hyvää!
Thank you.	Kiitos.
No thank you.	Ei kiitos.
Here you are.	Ole hyvä.
You're welcome.	Eipä kestä.
Sorry.	Anteeksi / sori (informal)
I would like...	Haluaisin...
How much does it cost?	Paljonko se maksaa?
Right	Oikea
Left	Vasen
I speak...	Minä puhun...
I don't speak Finnish.	En puhu suomea.
I don't understand Finnish.	En ymmärrä suomea.
I am...	Minä olen...
hungry	nälkäinen
thirsty	janoinen
happy	iloinen
beautiful	kaunis
pretty	nätti
ugly	ruma
pretty ugly	aika ruma
home sickness	koti-ikävä
Where is...?	Missä on...?
the toilet	vessa / wc
a telephone	puhelin
a cafeteria	ruokala
a pub/bar	baari / kapakka
home	koti
number	numero
mobile phone	kännykkä/matkapuhelin





THE SIBELIUS ACADEMY
THE UNIVERSITY OF THE ARTS HELSINKI

P.O.BOX 30

FI-00097

www.siba.fi

www.uniarts.fi



Education and Culture DG

